

Menominee-Delta-Schoolcraft
HUMAN RESOURCES AUTHORITY

Governing Board Meeting
Thursday March 28, 2024
Community Action Agency
Escanaba MI
10:00 am ET

MINUTES

The meeting was called to order at 10:53 am ET and a quorum noted with the following in attendance:

MEMBERS PRESENT

Craig Reiter, Schoolcraft
Jessica Flory-Whitmire, Schoolcraft
John Stapleton, Schoolcraft
Susan Kleikamp, Menominee
Connie Maule, Menominee
Michael Peitsch, Schoolcraft
Marie Whitmer, Menominee
John Malnar, Delta
Mia Smith, Menominee
Myra Croasdell, Delta
Mary Lu Gaudette, Delta
Jeff Waeghe, Delta
Patricia Mueller, Menominee

MEMBERS EXCUSED

Kristyn Coppock, Delta
Fran Majestic, Schoolcraft
Robin Double, Schoolcraft

APPROVAL OF AGENDA

A motion was made by Patricia Mueller to approve the agenda as presented seconded by Susan Kleikamp; Motion Carried.

APPROVAL OF THE CONSENT AGENDA

Members received copies of the following items for their review. The Consent Agenda was approved with **a motion from Mary Lu Gaudette, seconded by Marie Whitmire; Motion Carried.**

- January 25, 2024 HRA Governing Board Minutes
- February 9, 2024 CAA/HRA Governing Board Minutes
- December 2023 HRA Accounts Payable Schedule
- January 2024 HRA Accounts Payable Schedule

OTHERS PRESENT

Myra Smeester, Interim Executive Director
Kris Thibeault, Finance Director
Dianne Gartland, Admin Assistant
Alexandria Viau, Receptionist
Lori Giuliani, RSVP Director
Hannah Micheau, Emergency Services
Linda Paulin, SCP Director
Helen Corbett, HR Director
Peggy Ramsden, FGP Director
Brenda Moya, Weatherization Director
Maty Thibeault, Homeless Services
Kristie Stenlund, Sr Services Director
Lannie Berg, Welcome Newborns
Caitlyn Wicklund, ECP HR

MEMBERS ATTENDING BY ZOOM

Jennifer MacDonald, Menominee

- Program Monthly Reports
 - FGP January/February 2024 Stats Summary
 - RSVP December 2023/January 2024 Monthly Report
 - SCP January/February 2024 Report
 - Senior Services December 2023/January 2024 Board Report
 - WX by the Numbers as of 03/18/2024
 - Homeless Services 10/01/2023 – 03/01/2024
 - Water Affordability Program as of 03/18/2024

ACCEPTANCE OF THE 2023-2024 AGENCY WIDE BUDGET

Members received a copy of the 2023-2024 Agency Wide Budget for their review. The Organizational Standards require board acceptance of an agency wide budget. **A motion was made by John Stapleton to accept the 2023-2024 Agency Wide Budget as recommended by the Finance Committee, seconded by Susan Kleikamp; Motion Carried.**

ACCEPTANCE OF THE SAFETY COMMITTEE REPORT

The Chair called on Connie Maule who reported that the Safety Committee reviewed 20 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Susan Kleikamp to accept the Safety Committee report as presented, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE INFECTIOUS DISEASE/RESPIRATORY VIRUS PLAN

The Chair called on Myra Smeester for more information. Myra informed the Board members of the Infectious Disease/Respiratory Virus Plan updates. **A motion was made to accept the Infectious Disease/Respiratory Virus Plan Updates as presented by John Malnar, seconded by Marie Whitmire; Motion Carried.**

ACCEPTANCE OF THE SOLE SOURCE BID FOR THE POSTAGE MACHINE

The committee reviewed the Sole Source bid from Pitney Bowes regarding the purchase of a new postage machine for the building that meets the new USPS postal requirements. **A motion was made by Susan Kleikamp to accept the bid from Pitney Bowes for a SendPro C Auto Postage Machine for the building as recommended by the Finance Committee seconded by Marie Whitmire; Motion carried.**

RSVP PROGRAM PRESENTATION

The Board Chair called on RSVP Director, Lori Giuliani, for a presentation regarding the programs that are currently being offered by the RSVP Program.

ACCEPTANCE OF THE INTERIM EXECUTIVE DIRECTOR'S REPORT

The Board Chair called on Myra Smeester for her report. Myra reported that we are working on updating our Personnel Policies. Our senior volunteer programs will be downstate for a training the week of April 22nd which is also National Volunteer Week so all three programs will be celebrating their volunteers the week before. The Senior Centers are working on helping with

home heating and property tax credits as well as food distributions. Our Homeless Services program has received supplies for outreach, including tents, blankets, sleeping bags, grooming kits etc. The Weatherization Program has on-going projects, they have a handful of contractors on board and have hired additional staff as well. Our Client Emergency Services Program is very busy with the Water Affordability Program, with Manistique being the biggest vendor. We still have one Governing Board opening for Schoolcraft County.

A motion was made to accept the report as presented by Marie Whitmire and seconded by John Stapleton; Motion Carried.

OTHER BUSINESS

John Stapleton recommended bringing back the annual meeting that is held in Schoolcraft County or Menominee County depending on the year. There was a consensus to have the meeting in September at the Pullman House in Menominee for this year's annual meeting.

PUBLIC COMMENT

Peggy Ramsden informed the Governing Board members that the Kiwanis has given Community Action Agency a free spot at the Kiwanis Home and Garden Show.

Kristie Stenlund brought testimonials to share from the Menominee County transit riders.

Lannie Berg will be getting the Hometown Health Hero award and we will be putting it in the News Paper as recommended by Myra Croasdell.

BOARD COMMENT

No Board comments.

ADJOURNMENT

A motion to adjourn was made by Jeff Waeghe, supported by Patricia Mueller; Motion carried.

Meeting adjourned at 11:18 am ET

Next meeting is scheduled April 25, 2024 at 10:00 am ET