

Menominee-Delta-Schoolcraft  
**HUMAN RESOURCES AUTHORITY**  
Governing Board Meeting  
Thursday January 25, 2024  
Community Action Agency  
Escanaba MI  
10:00 am ET

**MINUTES**

The meeting was called to order at 10:34am ET and a quorum noted with the following in attendance:

**MEMBERS PRESENT**

Craig Reiter, Schoolcraft  
Fran Majestic, Schoolcraft  
Mia Smith, Menominee  
Kristyn Coppock, Delta  
Robin Double, Schoolcraft  
Connie Maule, Delta  
Jennifer MacDonald, Menominee  
John Malnar, Delta  
Marie Whitmire, Menominee  
Susan Kleikamp, Menominee  
John Stapleton, Schoolcraft  
Myra Croasdell, Delta  
Patricia Mueller, Menominee

**MEMBERS EXCUSED**

Jessica Flory Whitmer  
Mary Lu Gaudette  
Michael Peitsch  
Jeff Waeghe

**APPROVAL OF AGENDA**

**A motion was made by Myra Croasdell to approve the agenda as presented seconded by Marie Whitmire; 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 Marie Whitmire, seconded by Mia Smith; Motion Carried.**

- November 30, 2023 Governing Board Minutes
- October 2023 HRA Accounts Payable Schedule
- November 2023 HRA Accounts Payable Schedule

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Alexandria Kleikamp, Receptionist  
Sarah Clark, Finance Director  
Helen Corbett, HR Director

**ATTENDING BY ZOOM**

Peggy Ramsden, FGP Director  
Linda Paulin, SCP Director  
Hannah Micheau, ES Manager  
Brenda Moya, Weatherization Director  
Maty Thibeault, Homeless Services  
Lori Giuliani, RSVP Director  
Kristie Stenlund, Sr Services Director  
Myra Smeester, HS/EHS Director

**MEMBERS NOT EXCUSED**

- State Technical Assessment (STAR) Report
- Weatherization Technical Assistance Plan Notification
- Termination of Medicaid CHIP Community Development Lead Hazard Control Program – 2024 Agreement
- Termination of Lead Health Safety -2024 Agreement
- Results of the 2023 Client Satisfaction Survey
- HRA Governing Board By-Laws
- Program Monthly Reports
  - FGP October/November 2023 Stats Summary
  - RSVP October/November 2023 Monthly Report
  - SCP October/November 2023 Report
  - Senior Services November 2023 Board Report
  - WX by the Numbers as of 01/09/2024
  - Homeless Services 10/01/2023 – 01/01/2024
  - Water Affordability Program as of 01/10/2024

**ACCEPTANCE OF THE RESIGNATION OF ROBERT PETERSEN FROM THE DELTA COUNTY ELECTED SECTOR OF THE GOVERNING BOARD**

A motion was made by Connie Maule, to accept the resignation of Robert Petersen from the Elected Sector of the Delta County Governing Board, seconded by Susan Kleikamp; Motion Carried.

**ACCEPTANCE OF THE RESIGNATION OF JOHN MALNAR FROM THE SCHOOLCRAFT COUNTY ELECTED SECTOR AND APPOINTMENT TO THE DELTA COUNTY ELECTED SECTOR OF THE GOVERNING BOARD**

A motion was made by Marie Whitmire, to accept the resignation of John Malnar from the Schoolcraft County Elected Sector and accept the appointment of John Malnar to the Delta County Elected Sector of the Governing Board replacing Robert Petersen, seconded by Jennifer MacDonald; Motion Carried.

**ACCEPTANCE OF THE APPOINTMENT OF KRISTYN COPPOCK TO THE DELTA COUNTY CONSUMER SECTOR OF THE GOVERNING BOARD**

A motion was made by Connie Maule, to accept the appointment of Kristyn Coppock to represent the Delta County Consumer Sector of the Governing Board replacing Victoria DeClaire, seconded by Susan Kleikamp; Motion Carried.

**ACCEPTANCE OF THE RESIGNATION OF CONNIE WESTRICH FROM THE MENOMINEE COUNTY ELECTED SECTOR OF THE GOVERNING BOARD**

A motion was made by Marie Whitmire, to accept the resignation of Connie Westrich from the Elected Sector of the Menominee County Governing Board, seconded by Fran Majestic; Motion Carried.

## **ACCEPTANCE OF PATRICIA MUELLER TO THE MENOMINEE COUNTY ELECTED SECTOR OF THE GOVERNING BOARD**

**A motion was made by Marie Whitmire, to accept the appointment of Patricia Mueller to represent the Menominee County Elected Sector of the Governing Board replacing Connie Westrich, seconded by Susan Kleikamp; Motion Carried.**

## **EXECUTIVE COMMITTEE VOTE ON HRA 2024 COLA INCREASE**

The Executive Committee met on December 20, 2023 to discuss a HRA 2024 Cola increase. Based on a recommendation from the Finance Committee the Executive Committee voted to grant a 3.5% increase to HRA employees with a commencing date of January 1, 2024.

**A motion was made by Fran Majestic, to accept the Executive Committee Vote on the HRA COLA Increase as presented, seconded by Marie Whitmire; Motion Carried.**

## **ACCEPTANCE OF THE SAFETY COMMITTEE REPORT**

The Chair called on Connie Maule who reported that the Safety Committee reviewed 17 Accident/Incident reports and that no further action was deemed necessary. **A motion was made by Patricia Mueller to accept the Safety Committee report as presented, seconded by Susan Kleikamp; Motion Carried.**

## **APPROVAL OF THE MDS CAA TRANSPORTATION SERVICES TITLE VI PLAN**

All Members received a copy of the MDSCAA Transportation Services Title VI Plan for their review. The Chair called on Kristie Stenlund, Director of Senior Services, for more information. **A motion was made by Connie Maule, to approve the MDSCAA Transportation Services Title VI Plan as presented, seconded by Marie Whitmire; Motion Carried.**

## **APPROVAL TO APPLY FOR LWUA-LOCAL WATER AND UTILITY AFFORDABILITY GRANT**

All Members received a copy of the LWUA-Local Water and Utility Affordability Grant for their review. The Chair called on Julie Moberg, for more information. **A motion was made by John Stapleton, to approve the application for the LWUA-Local Water and Affordability Grant as presented, seconded by Mia Smith; Motion Carried.**

## **ACCEPTANCE OF THE REHMANN ENGAGEMENT LETTER**

Members received a copy of the letter from Rehmann confirming the agreement with MDS CAA regarding the process and fees of auditing the financial accounts. The Chair called on Julie Moberg for more information. **A motion was made by Marie Whitmire, to accept the Rehmann Engagement Letter as presented, seconded by Fran Majestic; Motion Carried.**

## **EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW**

The Chair indicated that a Personnel Committee meeting was held to discuss the Executive Director's performance review. The Chair informed the board of the results of the Executive

Director review. He indicated that no follow up was needed as the results of the review were excellent, no problem areas were found. Based on this meeting it was the committee's recommendation to bring to the full Governing Board that the Executive Director receive a wage increase retroactive to January 1, 2024 of 3.5%. **A motion was made to accept the Committee's recommendation by Kristyn Coppock, seconded by Fran Majestic; Motion Carried.**

### **ACCEPTANCE OF EXECUTIVE DIRECTOR'S REPORT**

The Board Chair called on Julie Moberg for her report. Julie reported all three volunteer programs are doing well. All three are back to their primary activities. FGP is in the schools, RSVP Read Buddies is also in the schools again, and the SCP is back at its primary sites. RSVP coordinated a blood drive in December. Kristie and the Senior Centers have been working on setting up the food pantries. The food pantries in Hermansville and Escanaba are now open for use. Weatherization is working on its program expansion. Maty and Kim have been working to handle the higher demand for hotels in the winter. WX has been without a contract since the fall so our production is currently low, but Brenda and Marv have been beating the bushes to find new contractors. Starting in February, the program will have 2 new contractors and production will begin again. Hannah and Lori have moved into using the new PY 24 Water grant which gives us more flexibility in helping people. **A motion was made to accept the report as presented by Connie Maule and seconded by Jennifer MacDonald; Motion Carried.**

### **OTHER BUSINESS**

Discussed getting an updated list of committees and members out to all the Board members.

### **PUBLIC COMMENT**

No public comments were made.

### **BOARD COMMENT**

No board comments were made.

### **ADJOURNMENT**

**A motion to adjourn was made by John Stapleton, supported by John Malnar; Motion carried.**

**Meeting adjourned at 11:11am ET**

**Next meeting is scheduled March 28, 2024 at 10:00 am ET**