

**Menominee-Delta-Schoolcraft
Community Action Agency**

**GOVERNING BOARD MEETING
Thursday, January 7, 2016
12:30 p.m. (EST)
511 First Ave. No., Escanaba**

MINUTES

The meeting was called to order at 12:32 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Myra Croasdell, Delta
Clyde Thoun, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
David Moyle, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
John Stapleton, Schoolcraft
Tom Lippens, Delta
Geri Nelson, Delta
Ken Penokie, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Myra Heslip, ECP Director
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Joe Dehlin, Weatherization Director
Sally Kidd, Senior Services Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Dave Anthony, excused
Brittany Gustafson

Members received a copy of the November 12, 2015 Governing Board minutes for their review. There were no questions and **THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 12/8/15 & 1/7/16 and reviewed and recommends approval of the October and November CAA Accounts Payable Schedules. **DAVE MOYLE MOVED TO APPROVE THE CAA OCT. & NOV. ACCOUNTS PAYABLE SCHEDULES, SECONDED BY GERI NELSON; MOTION CARRIED.** The committee was also provided with an agency-wide budget as required that the board must approve annually. **KEN PENOKIE MOVED TO APPROVE THE AGENCY WIDE BUDGET FOR 2015-16, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SUPPORTED BY OMER DORAN; MOTION CARRIED. (see attachments A 1-8)**

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Myra Croasdell who reported that the Nominating Committee met today to discuss filling the three vacancies that we have on the board. Two applications have been received; one from Andrea Raygo which the committee would like to table until staff can gather more information. The second was from Dan LaFoille and the committee recommends his appointment to fill a vacancy in the Private Sector of Schoolcraft County. **CRAIG REITER MOVED TO APPROVE THE APPOINTMENT OF DAN LAFOILLE IN THE SCHOOLCRAFT COUNTY PRIVATE SECTOR, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also recommends that Omer Doran fill the remainder of Susan Phillip's term as Secretary and there was consensus of the board. The committee also recommends that a simple background check be done for new board members to ensure they are not on any sex offender registries or have any felonies. **SUSAN KLEIKAMP MOVED TO APPROVE THE MANDATE FOR BACKGROUND CHECKS FOR NEW BOARD MEMBERS, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.** Staff will check with our various programs to see if there are any suggestions for filling the other Consumer Sector vacancy in Schoolcraft County. **OMER DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY CLYDE THOUNE; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the committee met on 12/30/16 to review the Executive Director's performance for the six months. The committee recommends that Julie Moberg be taken off probationary status as Executive Director effective 1/6/16. **DAVE MOYLE MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL OF STRATEGIC PLAN

Members were mailed a copy of the Strategic Plan and Julie Moberg explained that the plan is for 3-5 years and will be reviewed quarterly by staff to ensure that targets are being worked on/met. The members noted that since the plan is just being approved today it should say 2016 rather than 2015. **MYRA CROASDELL MOVED TO APPROVE THE 2016 STRATEGIC PLAN, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF ECP MONTHLY REPORT DATED JANUARY, 2016

Members were given a copy of the ECP monthly reported dated January, 2016. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF 11/10/15 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 11/10/15 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED UPON A MOTION FROM JOHN STAPLETON, SECONDED BY GERI NELSON; MOTION CARRIED.**

ACCEPTANCE OF ENVIRONMENTAL HEALTH & SAFETY MONITORING REPORT DATED 12/18/15

Ms. Wigand called on ECP Director, Myra Heslip who reported that we met all compliance measures and there were no findings. **THE ENVIRONMENTAL HEALTH & SAFETY MONITORING REPORT DATED 12/18/15 WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg for her report. She told the members that ECP will be revising their section of the agency's Strategic Plan to reflect updated Program Goals and will be ready to present it to the Board in March.

She reported that staff will begin work on an agency-wide Community Needs Assessment which is another requirement under the organizational standards.

The Executive Director indicated that we are required to provide board training on a regular basis, therefore she would like to begin doing so at each board meeting starting in March. The training part will be for about 10 minutes on various topics that the board needs to stay abreast of. **CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY LEE ROBERT; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Craig Reiter asked if our staff had done any further checking to see if we might be able to assist with MSHDA funding in Schoolcraft County. The Executive Director noted that our CDBG Mgr. for Delta County has been in contact with the Schoolcraft County Clerk.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:05 p.m. WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Next Meeting is Thursday, March 10, 2016

FINANCE COMMITTEE MEETING

Thursday, December 8, 2015

11:00 a.m.

The Finance Committee meeting began at 11:00 a.m. with the following present: Omer Doran, Tom Lippens, Susan Kleikamp, Bernie Lang, Julie Moberg, Kris Thibeault and Cathy Pearson

The committee reviewed the CAA credit card charges in the amount of \$7032.63 and the open charge accounts.

The committee reviewed the HRA credit card charges of \$763.50 and the open charge accounts.

The committee reviewed the October CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee reviewed the October HRA Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED.**

Finance Director Kris Thibeault reviewed the October monthly reports with the committee.

As the committee was notified previously, we have been extremely displeased with the lack of assistance we've received in ACA compliance, timeliness of plan information, etc. from our current agent. The Executive Director informed the members that a staff committee has reviewed information/presentations from 44 North, Garceau Insurance and VAST and recommends we change from Taylor, Lord, Hughes to VAST as our agent of record for our health insurance. Members were given a copy of the score sheet that helped staff in making this recommendation. **(see attachment 1)** Additionally, Dickinson-Iron and Alger-Marquette Community Action Agency's both use VAST and highly recommend them. **TOM LIPPENS MOVED TO APPROVE VAST AS OUR AGENT OF RECORD FOR OUR HEALTH INSURANCE, SECONDED BY OMER DORAN; MOTION CARRIED.** Julie indicated she will send a letter to our current agent notifying them of the change and thanking them for their service over the years.

The committee was reminded that the wage for the senior citizen chartered employees was postponed until further investigation to determine the feasibility of a wage increase. In light of the minimum was being increased to \$8.50 on January 1st and to help hire and retain staff, it is recommended that the following chart be revised and wage increase made retroactive to January 1st. **(see attachment 2)** **BERNIE LANG MOVED TO RECOMMEND TO THE FULL BOARD ADOPTION OF THE WAGE CHART TO BE EFFECTIVE JANUARY 1, 2016, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Other Business: A discussion ensued on the suggested donation for the Nutrition meal and whether we should consider increasing it. This will be brought up with Sally Kidd, Senior Services Director.

The next meeting will be at 11:00 a.m. on Thursday, January 7th (same as the board day).

The meeting adjourned at 12:18 **WITH A MOTION FROM OMER DORAN, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

GROUP BENEFITS ADMINISTRATION
Agency Scorecard

	44 North	44 North Fees	VAST	VAST Fees	Garceau	Garceau Fees
Health Insurance options reviewed with agency						
ACA Compliance Assistance	Yes	Yes	Yes	No	No	
Assistance with year end 1094 and 1095 forms	Yes	Yes	Yes-instruct	No	No	
Service to agency						
Meetings w administration	Yes		Yes		Yes	
Meetings w employee	Yes		Yes		Yes	
Enrollment of Employees	Portal	Yes	Portal		SBAM	
Open enrollment process	Yes	Yes	Yes	No	Yes	
Agent Certifications include PPACA	Yes		Yes		Yes	
Retained legal counsel	Yes		Yes		No	
Fee structure for services						
purchase health insurance	Commission		Commission		Commission	
HRA/HSA/FSA	For fees		For Fees		For Fees	
teledoc - healthE MD	Yes		No		No	
Legal Support	Yes		Yes		No	
Assist with look back periods	Yes	Yes	Yes	No	No	
COBRA Administration	Yes	Yes	No		No	
Other:						
Day to day claim assistance	Yes		Yes		Yes	
Online employee/employer portal	Yes		Yes		No	
Monthly educational webinars/educational tool	Yes		Yes		No	
Assistance w/Commonly Controlled issue	Yes		Yes		Yes	
Knowledge of non-profit needs	Yes		Yes		Some	
References - local	Yes		Yes		Yes	
Other:						

SENIOR SERVICES PROGRAM WAGE CHART Proposed '16 thru '18										
	Entry	90-day	180-day	1-year	2-year	5-year	8-year	10-year	15+ years	
LEVEL I	8.25			8.4	8.5	8.75	9	9.25	9.5	
Kitchen Aide, Center Aide, Janitor										
Jan. 2016	8.5	8.65	8.75	9	9.25	9.5				
Jan. 2017	8.9	9	9.25	9.4	9.6	9.75				
Jan. 2018	9.25	9.4	9.6	9.75	9.85	10				
LEVEL II	8.5	8.65		8.8	9	9.25	9.5	9.75	10	
HA Aide, Meal Runner, Prep Cook, ADC Aide										
Jan. 2016	9	9.15	9.25	9.5	9.75	10				
Jan. 2017	9.25	9.4	9.6	9.75	10.00	10.25				
Jan. 2018	9.5	9.75	9.9	10.20	10.35	10.5				
LEVEL III	8.75	9		9.25	9.5	9.75	10	10.25	10.5	
Ass't Cook, Bus Driver, Center Ass't										
Jan. 2016	9.25	9.5	9.75	10	10.25	10.50				
Jan. 2017	9.5	9.75	10	10.25	10.5	10.75				
Jan. 2018	9.75	10	10.25	10.5	10.75	11				
LEVEL IV	9.5	9.75	10	10.25	10.5	10.75	11	11.25	11.5	
Personal Care Aides										
Jan. 2016	9.5	9.75	10	10.25	10.5	10.75				
Jan. 2017	9.75	10	10.25	10.5	10.75	11				
Jan. 2018	10	10.25	10.5	10.75	11	11.25				

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	291,252
EARLY HEAD START		88,038
EARLY-ON CHILDHOOD		598
GSRP		35,509
ASSET & LIABILITY ACCOUNTS		30,451

TOTAL

\$ 445,847

SIGNED

Susan E. Kleibamp
(TREASURER)

DATE

12-8-2015

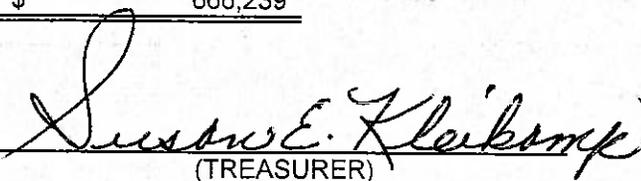
THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	186,936
VOLUNTEER PROGRAMS		57,083
NUTRITION		115,800
STATE & LOCAL PROGRAMS		140,127
ENERGY AND HOUSING		24,807
ASSET & LIABILITY ACCOUNTS		141,484

TOTAL

\$ 666,239

SIGNED


(TREASURER)

DATE

12-8-2015

FINANCE COMMITTEE MEETING
Thursday, January 7, 2016
11:30 a.m.

A-6

MINUTES

The following were present: Omer Doran, Susan Kleikamp, Tom Lippens, Bernie Lang, John Stapleton, Karen Wigand, Julie Moberg, Kris Thibeault, Cathy Pearson

The committee reviewed the CAA credit card charges for \$3,594.87. The open charge accounts for November were tabled until the February meeting.

The committee reviewed the November CAA Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

Members reviewed the HRA credit card charges for \$3598.20. The open charge accounts for November were tabled until the February Finance meeting.

The members also reviewed the November HRA Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

Members were reminded that at the December Finance Committee meeting the Committee moved to recommend to the full board that the Senior Citizen chartered positions be given raises effective 1/4/16. This will be brought before the full board at today's meeting.

Finance Director Kris Thibeault reviewed the November finance reports and the new agency-wide budget. Kris explained that part of the Uniform Guidance is that we give the board an agency-wide budget annually.

Other Business: John Stapleton suggested that staff check on getting gas for our vehicles through the Road Commission as we are a private, non-profit and it would bring considerable savings.

The committee was informed that the Personnel Committee has determined that Julie be taken off probation (6 months) and paid \$3,500 over the remaining 6 months as outlined in her engagement agreement. (This is essentially to cover the match she technically is not eligible for until one year of employment).

The Executive Director reported that the Head Start Impasse Policy we currently have needs to be revised as we are no longer required to proceed to arbitration if there is a decision that the board makes that Policy Council does not agree with. This will be revised and brought before the full board.

The next Finance Committee meeting will be on Wed., February 10th at 11:00 a.m.

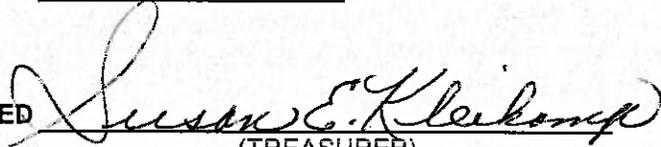
There being no further business **THE MEETING ADJOURNED AT 12:15 p.m. WITH A MOTION FROM TOM LIPPENS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

A7

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR **MDS COMMUNITY ACTION AGENCY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	201,119
EARLY HEAD START		74,747
EARLY-ON CHILDHOOD		431
GSRP		25,887
ASSET & LIABILITY ACCOUNTS		27,925
TOTAL	\$	330,109

SIGNED


(TREASURER)

DATE

1-7-2016

A-8

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>128,334</u>
<u>VOLUNTEER PROGRAMS</u>		<u>41,367</u>
<u>NUTRITION</u>		<u>120,420</u>
<u>STATE & LOCAL PROGRAMS</u>		<u>124,587</u>
<u>ENERGY AND HOUSING</u>		<u>21,358</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>45,909</u>
TOTAL	<u>\$</u>	<u>481,976</u>

SIGNED *Susan C. Kleibonk*
(TREASURER)

DATE 1-7-2016

NOMINATING COMMITTEE MEETING
Thursday, January 7, 2016
10:30 a.m.

MINUTES

The meeting began at 10:30 with the following present: Omer Doran, Clyde Thoun, Myra Croasdell, Karen Wigand, Julie Moberg and Cathy Pearson. Dave Anthony, excused

The committee reviewed the three vacancies. It was noted that although Brittany Gustafson lives in Escanaba she is representing the Early Childhood Program for all three counties. We always must maintain **at least one third consumer sector representation**. This means we need at least one more consumer rep in Menominee or Schoolcraft County. We need at least one more Private Sector representative for Menominee and/or Schoolcraft County. We have three vacancies though.

The members were mailed applications from two people interested in serving on the board. One is from Dan LaFoille who served on the board for several years and the other is from Andrea Raygo who works for the Bay Area Medical Center. Mr. LaFoille could fill the Schoolcraft Private Sector vacancy and Ms. Raygo the Menominee Consumer Sector vacancy. The committee suggested that staff check on Ms. Raygo's availability to attend our meetings and see if any of our staff know her. **Clyde Thoun moved to table her appointment until staff can gather more information, seconded by Omer Doran; motion carried.**

The question arose as to whether or not we do background checks on potential board members and it was noted that currently we do not. After discussion **Omer Doran moved to recommend to the board that a background check be done on new board members, seconded by Myra Croasdell; motion carried.**

Omer Doran moved to recommend that the board reappoint Dan LaFoille to the Governing Board representing the Private Sector of Schoolcraft County, seconded by Myra Croasdell; motion carried.

Staff will check with the Foster Grandparent, Early Childhood and Client Services Programs to see if there are any recommendations to fill the other vacancy in Schoolcraft County.

Members were reminded that with the resignation of Susan Phillips we do not have anyone named as Secretary. Omer volunteered to fill the Secretary position at least until the July election and **this was approved with a motion from Myra Croasdell, supported by Clyde Thoun; motion carried – to recommend to the full board.**

There being no other business the meeting adjourned at 11:06 **with a motion from Omer Doran, seconded by Myra Croasdell; motion carried.**

**Menominee-Delta-Schoolcraft
Human Resources Authority**

**GOVERNING BOARD MEETING
Thursday, January 7, 2016
12:45 p.m. (EST)
511 First Ave. No., Escanaba**

MINUTES

The meeting was called to order at 1:06 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Myra Croasdell, Delta
Clyde Thoune, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
David Moyle, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
John Stapleton, Schoolcraft
Tom Lippens, Delta
Geri Nelson, Delta
Ken Penokie, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Myra Heslip, ECP Director
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Joe Dehlin, Weatherization Director
Sally Kidd, Senior Services Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Dave Anthony, excused
Brittany Gustafson

APPROVAL OF NOVEMBER 12, 2015 GOVERNING BOARD MINUTES

Members received a copy of the November 12, 2015 Governing Board minutes for their review. There were no questions and **THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 12/8/15 & 1/7/16 and reviewed and recommends approval of the October and November HRA Accounts Payable Schedules. **CRAIG REITER MOVED TO APPROVE THE CAA OCT. & NOV. ACCOUNTS PAYABLE SCHEDULES, SECONDED BY CLYDE THOUNE; MOTION CARRIED.** The committee was also provided with an agency-wide budget as required that the board must approve annually. **DAVE MOYLE MOVED TO APPROVE THE AGENCY WIDE BUDGET FOR 2015-16, SECONDED BY TOM LIPPENS; MOTION CARRIED.** The committee also recommends approval of an increase for Senior Citizen chartered position effective 1/4/2016. **JOHN STAPLETON MOTIONED TO APPROVE THE INCREASE IN THE SENIOR CITIZEN CHARTED POSITIONS AS PRESENTED, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY TOM LIPPENS; MOTION CARRIED. (see attachments A 1-8)**

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Myra Croasdell who reported that the Nominating Committee met today to discuss filling the three vacancies that we have on the board. Two applications have been received; one from Andrea Raygo which the committee would like to table until staff can gather more information. The second was from Dan LaFoille and the committee recommends his appointment to fill a vacancy in the Private Sector of Schoolcraft County. **CRAIG REITER MOVED TO APPROVE THE APPOINTMENT OF DAN LAFOILLE IN THE SCHOOLCRAFT COUNTY PRIVATE SECTOR, SECONDED BY JOHN STAPLETON; MOTION CARRIED.** The committee also recommends that Omer Doran fill the remainder of Susan Phillip's term as Secretary and there was consensus of the board. The committee also recommends that a simple background check be done for new board members to ensure they are not on any sex offender registries or have any felonies. **JOHN STAPLETON MOVED TO APPROVE THE MANDATE FOR BACKGROUND CHECKS FOR NEW BOARD MEMBERS, SUPPORTED BY KEN PENOKIE; MOTION CARRIED.** Staff will check with our various programs to see if there are any suggestions for filling the other Consumer Sector vacancy in Schoolcraft County. **OMER DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY CLYDE THOUNE; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the committee met on 12/30/16 to review the Executive Director's performance for the six months. The committee recommends that Julie Moberg be taken off probationary status as Executive Director effective 1/6/16. **CRAIG REITER MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SUSAN KLEIKAMP SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL OF STRATEGIC PLAN

Members were mailed a copy of the Strategic Plan and Julie Moberg explained that the plan is for 3-5 years and will be reviewed quarterly by staff to ensure that targets are being worked on/met. The members noted that since the plan is just being approved today it should say 2016 rather than 2015. **CRAIG REITER MOVED TO APPROVE THE 2016 STRATEGIC PLAN, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were given copies of the FGP, SCP and Weatherization Program reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following Advisory Committee minutes for their review:

- 11/5/15 (Schoolcraft) & 12/4/15 (Delta) FGP Advisory Committee minutes

- 11/3/15 (Menominee), 12/9/15 (Schoolcraft) & 12/17/15 (Delta) SCP Advisory Committee minutes
- 11/20/15 (M/M) & 11/19/15 (Delta) RSVP Advisory Committee minutes

There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY GERI NELSON; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT RSVP 3-YEAR REFUNDING APPLICATION – FEDERAL

Members were notified that the board needs to authorize staff to submit the RSVP 3 year federal funding application – **THIS WAS DONE WITH A MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF LIHEAP TECHNICAL WEATHERIZATION MONITORING REPORT DATED 1/5/16

Members were mailed a copy of the LIHEAP Technical Weatherization Monitoring Report dated 1/5/16 **AND IT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY MYRA CROADELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that we have contracted with VAST as our insurance agent of record and they will assist with our ACA compliance, health insurance and eventually COBRA administration.

She informed the board that we are waiting for the Request for Proposal for Weatherization providers that will be for a ten year period.

Theresa Nelson, long-time employee and RSVP Director has announced her formal retirement effective May 15, 2016. We have posted the position so that Theresa has ample time to train a new person.

The Perspectives Adult Day Care Program has been moved to the new Memory Care Center behind the Bishop Noa Home. The facility is beautiful and we would like to hold an upcoming board meeting there so that our members can see it.

Our agency will be participating in a Business After Hours on February 11th at the North Woods Assisted Living Facility by the Escanaba High School from 4:30-7:00. We encourage all board members to come by and see us.

Julie reminded the board that plans are underway for Walk for Warmth and she called on Cathy Pearson for an update. Cathy announced that the walks will be held on Saturday, February 27, 2016 in Escanaba, Menominee and Manistique. Since this is our agency's major fund-raiser board members are strongly encouraged to support it any way they can. Menominee will be holding Brats for Breakfast again on Fat Tuesday, February 9th and Escanaba will be having their Big Brat Sale on

HRA Governing Board Minutes
Thursday, January 7, 2016
Page 3

Thursday, February 18th. All of our sponsors are on board and we're looking forward to another successful campaign.

The members were informed that we are required to hold board training on a regular basis, therefore she would like to begin doing so at each board meeting starting in March. The training part will be for about 10 minutes on various topics that the board needs to stay abreast of. **CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:40 p.m. WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Next Meeting is Thursday, March 10, 2016