

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

**GOVERNING BOARD MEETING  
Thursday, October 12, 2017  
12:30 p.m. (EDT)**

**MINUTES**

Vice-Chair Myra Croasdell called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Clyde Thoun, Menominee  
Theresa Nelson, Delta  
Myra Croasdell, Delta  
Tom Lippens, Delta  
Lee Robbert, Schoolcraft  
Craig Reiter, Schoolcraft  
Geri Nelson, Delta  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Bernie Lang, Menominee

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Myra Smeester, Early Childhood Director  
Cathy Pearson, Executive Assistant  
Sally Kidd, Senior Services Director  
Peggy Ramsden, FGP Director  
Allison Derouin, RSVP Director  
Shanna Hammond, Human Resources Mgr.  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

Karen Wigand, excused  
Peter Thoun, excused  
Dave Anthony  
Shanna Jasmin

**APPROVAL OF SEPTEMBER 7, 2017 GOVERNING BOARD MINUTES**

Members received a copy of the September 7, 2017 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the CAA August Accounts Payable Schedule and recommend its approval. **THE CAA AUGUST ACCOUNTS PAYABLE SCHEDULE WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY CRAIG REITER; MOTION CARRIED.**

**CAA Governing Board Minutes**

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**PERSONNEL COMMITTEE REPORT**

Myra Croasdell called on Geri Nelson who reported that the Personnel Committee is working on revising the Personnel Policies. They plan to have a draft of the revisions ready for board approval at the November 9<sup>th</sup> Governing Board meeting. The committee also came up with an evaluation tool to use for evaluating the Executive Director. This has been mailed out to all members and they should be returned to Karen Wigand by October 16, 2017. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**APPROVAL OF BY-LAWS REVISION**

Members were mailed information on two changes to the By-laws; one is changing the minimum board meetings from four to six (even though we usually have at least eight) per the Community Service Policy Manual #210 and the other states **"Board members who violate the Conflict of Interest Policy may be removed from the Board."** **OMER DORAN MOVED TO APPROVE THE BY-LAWS REVISION, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.** Mr. LaFoille asked that consideration be given to adding a non-officer to the Executive Board next time the By-laws are revised.

**APPROVAL OF DATA MANAGEMENT POLICY AND PROCEDURES**

Members were mailed a draft of the Data Management Policy and Procedures for their review and **IT WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY OMER DORAN; MOTION CARRIED.** Ken Penokie asked if we have a policy about data destruction; particularly electronic information. Julie indicated we do have some language but we may need to update it.

**AUTHORIZATION TO REQUEST A WAIVER FOR NON-FEDERAL SHARE OF APPROXIMATELY \$151,042**

The Vice-Chair called on Myra Smeester who reported that prior to the last two years it was pretty routine that we requested waivers for our matching funds requirement. She believes part of our difficulty in getting the match this year is the reduction of a GSRP classroom and the increase in funding (which means more match required). **KEN PENOKIE MOVED TO AUTHORIZE THE WAIVER OF NON-FEDERAL SHARE OF \$151,042, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

**APPROVAL OF SEPTEMBER EARLY CHILDHOOD REPORT**

Members received a copy of the September Early Childhood report for their review and **IT WAS APPROVED WITH A MOTION FROM CRAIG REITER; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Myra Croasdell called on Julie Moberg who reported that our Head Start and Early Head Start classes are fully enrolled.

She also informed the members that her and Myra Smeester met with Senator Peter's representative, Elise Matz again regarding the importance of this program to our communities.

***THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.***

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 12:50 WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

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

**GOVERNING BOARD MEETING  
Thursday, October 12, 2017  
12:45 p.m. (EDT)**

**MINUTES**

Vice-Chair Myra Croasdell called the meeting to order at 12:45 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Clyde Thoun, Menominee  
Theresa Nelson, Delta  
Myra Croasdell, Delta  
Tom Lippens, Delta  
Lee Robbert, Schoolcraft  
Craig Reiter, Schoolcraft  
Geri Nelson, Delta  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Bernie Lang, Menominee

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Myra Smeester, Early Childhood Director  
Cathy Pearson, Executive Assistant  
Sally Kidd, Senior Services Director  
Peggy Ramsden, FGP Director  
Allison Derouin, RSVP Director  
Shanna Hammond, Human Resources Mgr.  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

Karen Wigand, excused  
Peter Thoun, excused  
Dave Anthony  
Shanna Jasmin

**APPROVAL OF SEPTEMBER 7, 2017 GOVERNING BOARD MINUTES**

Members received a copy of the September 7, 2017 Governing Board minutes for their review **AND THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CLYDE JOHN STAPLETON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

The Chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met today and reviewed the HRA August Accounts Payable Schedule and recommend its approval. **THE HRA AUGUST ACCOUNTS PAYABLE SCHEDULE WAS APPROVED WITH A MOTION FROM GERI NELSON, SECONDED BY OMER DORAN; MOTION CARRIED.**

**PERSONNEL COMMITTEE REPORT**

Myra Croasdell called on Geri Nelson who reported that the Personnel Committee is working on revising the Personnel Policies. They plan to have a draft of the revisions ready for board approval at the November 9<sup>th</sup> Governing Board meeting. The committee also came up with an evaluation tool to use for evaluating the Executive Director. This has been mailed out to all members and they should be returned to Karen Wigand by October 16, 2017. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**APPROVAL OF BY-LAWS REVISION**

Members were mailed information on two changes to the By-laws; one is changing the minimum board meetings from four to six (even though we usually have at least eight) per the Community Service Policy Manual #210 and the other states **"Board members who violate the Conflict of Interest Policy may be removed from the Board."** **SUSAN KLEIKAMP MOVED TO APPROVE THE BY-LAWS REVISION, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.** Mr. LaFoille asked that consideration be given to adding a non-officer to the Executive Board next time the By-laws are revised.

**APPROVAL OF DATA MANAGEMENT POLICY AND PROCEDURES**

Members were mailed a draft of the Data Management Policy and Procedures for their review and **IT WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY CRAIG REITER; MOTION CARRIED.** Ken Penokie asked if we have a policy about data destruction; particularly electronic information. Julie indicated we do have some language but we may need to update it.

**ACCEPTANCE OF PROGRAM REPORTS**

Members received a copy of the year end heat and utility assistance report and Peggy Ramsden gave an oral report on the Foster Grandparent Program. **THE PROGRAM REPORTS WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.**

**ACCEPTANCE OF ADVISORY COMMITTEE MINUTES**

Members received copies of the following advisory committee minutes for their review:

- 9/7/17 (Delta) & 8/4/17 (Menominee) Foster Grandparent Advisory Committee minutes
- 9/6/17 (Schoolcraft) & 9/28/17 (Delta) Senior Companion Program Advisory Committee minutes
- 9/19/17 (M/M) Retired & Senior Volunteer Program Advisory Committee minutes

There were no questions and **THE MINUTES WERE ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

**ACCEPTANCE OF MDHHS MONITORING REPORT DATED 9/15/17**

Members received a copy of a monitoring report from the Michigan Dept. of Health & Human Services dated 9/15/17. Julie Moberg indicated it was a very good monitoring report and **IT WAS ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Myra Croasdell called on Julie Moberg who reported that we continue to watch the federal budgets. We have received CSBG funding of \$159,269 and expect to get the remaining \$15,371 to bring us to the full minimum funding of \$175,000 around December (funds will come from CSBG discretionary funds that have been delayed).

LIHEAP funds for deliverable fuel and Weatherization of nearly \$500,000 have been delayed until at least January. We have been advocating for the release of these funds through Senator Stabenow & Senator Peters offices. We are getting a lot of requests for heat and utility assistance and no one has received their funding yet. We will start using MCA MEAP funds soon for a very small number of households as this allocation has been cut nearly in half.

We would like to bring our millage request to the voters in Menominee and Delta Counties in August of 2018 and will have proposed language for the board to approve at the November board meeting.

The Executive Director introduced Shanna Hammond, our new Human Resources Manager. She also reported that our former Receptionist, Leslie Moulds has been hired as the new RSVP Coordinator.

**THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

Staff was asked about our Walk for Warmth funds and Cathy Pearson reported the fund balances in each of the counties (outlined in the year-end report). She informed the board that

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we are hesitant to open up our Walk for Warmth funds for general use as these locally raised funds are not meant to supplant current grant funds, but rather fill in for unusual circumstances. The board suggested we prepare a news release noting that the deliverable fuel funds have been delayed until at least January.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 1:25 WITH A MOTION FROM OMER DORAN, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

we are...  
The...  
Each...

**RECEIVED**  
**NOV 13 2017**  
**BY:**

ALLOCATION

There being no further business, the meeting adjourned at 1:28 with a motion  
FROM CARRIE DOGAN SUPPORTED BY CARRIE RYAN. MOTION CARRIED.