

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

**GOVERNING BOARD MEETING  
Thursday, September 7, 2017  
12:30 p.m.**

**MINUTES**

The meeting was called to order at 12:30 p.m. and a quorum noted with the following present:

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Naomi Fletcher, Weatherization Director  
Myra Smeester, Early Childhood Director  
Allison Derouin, RSVP Director  
Connie Maule, SCP Director  
Mary Ciminskie, Human Resource Mgr.  
Peggy Ramsden, FGP Director  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Dave Anthony, excused  
Dan LaFoilie, excused  
Peter Thoune, excused  
Craig Reiter  
Shanna Jasmin

**ACCEPTANCE OF THERESA NELSON'S APPOINTMENT TO REPRESENT THE DELTA  
COUNTY BOARD OF COMMISSIONERS, REPLACING DAVE MOYLE**

The Chair reported that the Delta County Board of Commissioners has appointed Theresa Nelson to replace Dave Moyle as their representative on our Governing Board and ***THERESA NELSON'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

**ACCEPTANCE OF RESIGNATION OF ANDREA RAYGO – MENOMINEE CONSUMER SECTOR**

Karen Wigand announced that Andrea Raygo has resigned due to personal reasons. ***CLYDE THOUNE MOTIONED TO ACCEPT ANDREA RAYGO'S RESIGNATION, SECONDED BY SUSAN***

**KLEIKAMP; MOTION CARRIED.** The Chair noted there will be a brief Nominating Committee meeting following the board meeting to develop a plan to fill this vacancy.

**APPROVAL OF JULY 20, 2017 GOVERNING BOARD MINUTES**

Members received a copy of the July 20, 2017 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Karen Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 8/8 & 9/7. The committee reviewed and recommends approval of the June CAA A/P Schedule and **IT WAS APPROVED WITH A MOTION FROM CLYDE THOUNE, SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee reviewed and recommends approval of the July CAA A/P Schedule **AND IT WAS APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Finance Committee also reviewed two bids received for the agency's annual 403b Audit and recommends the bid from Schneider, Larche & Haapala for \$6,100 for one year. **CLYDE THOUNE MOTIONED TO ACCEPT THE BID OF \$6,100 FROM SCHNEIDER, LARCHE & HAAPALA FOR 403b AUDIT SERVICES FOR ONE YEAR, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

**SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the Safety Committee met today and reviewed an accident in the Early Childhood Program. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**REVIEW AND ACCEPTANCE OF 2015-2016 990 TAX RETURN FOR CAA**

Members were mailed a copy of the 2015-2016 990 Tax Return for CAA for their review. The Chair noted that the Organizational Standards require the board to review and accept the Tax Return. **KEN PENOKIE MOVED TO ACCEPT THE 2015-16 990 TAX RETURN FOR CAA, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

**ACCEPTANCE OF JULY/AUGUST ECP MONTHLY REPORT**

Members were mailed a copy of the July/August ECP Monthly report for their review and **THE ECP MONTHLY REPORT WAS ACCEPTED WITH A MOTION FROM TOM LIPPENS, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

**PROGRAM INFORMATION REPORT (PIR) TRAINING**

The Chair called on Myra Smeester, ECP Director, for the training. Members were given a handout on the annual Program Information Report that Myra reviewed.

**EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on Julie Moberg who reported that the first duration classroom starts this week (this is where the hours in the school day are being lengthened.)

Julie indicated that she and some of the Early Childhood Program staff have been meeting with our Legislators regarding the services offered through ECP as well as our agency's other programs.  
**JOHN STAPLETON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**PUBLIC COMMENT**

There were no comments from the public.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

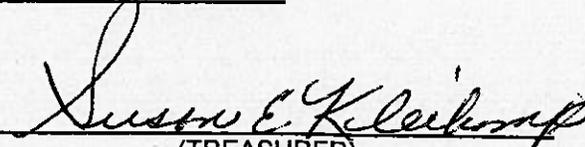
The meeting adjourned at 12:55 p.m. **WITH A MOTION FROM OMER DORAN, SECONDED BY CLYDE THOUNE; MOTION CARRIED.**

**NEXT MEETING, OCTOBER 12, 2017 AT 12:30 P.M. EST**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 2017 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	\$	83,050
EARLY HEAD START		53,996
EARLY-ON CHILDHOOD		1,238
GSRP		5,876
INVESTMENT CORP		-
ASSET & LIABILITY ACCOUNTS		22,927
<b>TOTAL</b>	<b>\$</b>	<b>167,087</b>

SIGNED

  
(TREASURER)

DATE

9-7-17

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

**GOVERNING BOARD MEETING  
Thursday, September 7, 2017  
12:45 p.m.**

**MINUTES**

The meeting was called to order at 12:57 p.m. and a quorum noted with the following present:

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Naomi Fletcher, Weatherization Director  
Myra Smeester, Early Childhood Director  
Allison Derouin, RSVP Director  
Connie Maule, SCP Director  
Mary Ciminskie, Human Resource Mgr.  
Peggy Ramsden, FGP Director  
Kris Thibeault, Finance Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Dave Anthony, excused  
Dan LaFoilie, excused  
Peter Thoune, excused  
Craig Reiter  
Shanna Jasmin

**ACCEPTANCE OF THERESA NELSON'S APPOINTMENT TO REPRESENT THE DELTA  
COUNTY BOARD OF COMMISSIONERS, REPLACING DAVE MOYLE**

The Chair reported that the Delta County Board of Commissioners has appointed Theresa Nelson to replace Dave Moyle as their representative on our Governing Board and ***THERESA NELSON'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

**ACCEPTANCE OF RESIGNATION OF ANDREA RAYGO – MENOMINEE CONSUMER SECTOR**

Karen Wigand announced that Andrea Raygo has resigned due to personal reasons. ***CLYDE THOUNE MOTIONED TO ACCEPT ANDREA RAYGO'S RESIGNATION, SECONDED BY OMER***

**DORAN; MOTION CARRIED.** The Chair noted there will be a brief Nominating Committee meeting following the board meeting to develop a plan to fill this vacancy.

**APPROVAL OF JULY 20, 2017 GOVERNING BOARD MINUTES**

Members received a copy of the July 20, 2017 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Karen Wigand called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 8/8 & 9/7. The committee reviewed and recommends approval of the June HRA A/P Schedule and **IT WAS APPROVED WITH A MOTION FROM LEE ROBBERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.** The committee and reviewed and recommends approval of the July HRA A/P Schedule **AND IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

The Finance Committee also reviewed two bids received for the agency's annual 403b Audit and recommends the bid from Schneider, Larche & Haapala for \$6,100 for one year. **JOHN STAPLETON MOTIONED TO ACCEPT THE BID OF \$6,100 FROM SCHNEIDER, LANCHE & HAAPALA FOR 403b AUDIT SERVICES FOR ONE YEAR, SECONDED BY OMER DORAN; MOTION CARRIED.**

**SAFETY COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the Safety Committee met today and reviewed two accidents and one incident report. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**REVIEW AND ACCEPTANCE OF 2015-2016 990 TAX RETURN FOR HRA**

Members were mailed a copy of the 2015-2016 990 Tax Return for CAA for their review. The Chair noted that the Organizational Standards required to accept the Tax Return. **KEN PENOKIE MOVED TO ACCEPT THE 2015-16 990 TAX RETURN FOR HRA, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members were mailed copies of the following reports for their review:

- Weatherization Report through 6/30/2017
- Senior Citizen Report through 6/30/2017
- July/Aug. Senior Companion Program Report
- June/July Foster Grandparent Program Report

There were no questions and ***THEY WERE ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY LEE ROBBERT; MOTION CARRIED.***

**APPROVAL OF ADVISORY COMMITTEE MINUTES**

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

- 7/14 (Menominee) & 8/4/17 (Schoolcraft) Foster Grandparent Advisory Committee minutes
- 7/27/17 (Menominee) Senior Companion Advisory Committee minutes
- 7/24 (M/M) & 7/27/17 (Delta) Retired & Senior Volunteer Advisory Committee minutes
- 5/4/17 (Escanaba) Senior Citizen Policy Advisory Committee minutes

**APPROVAL OF TITLE VI TRANSPORTATION SERVICES PLAN**

Members were mailed a copy of the Title VI Transportation Services Plan per our grant requirements. ***KEN PENOKIE MOVED TO APPROVE THE TITLE VI TRANSPORTATION SERVICES PLAN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

**APPROVAL OF CSBG GRANT APPLICATION FOR \$175,000**

The Chair noted that members were mailed the application plan and budget summary. She called on Julie Moberg who explained that these funds cover Client Service Workers, board functions, and some administrative and human resource functions. ***KEN PENOKIE MOTIONED TO APPROVE THE CSBG GRANT APPLICATION FOR \$175,000, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.***

**EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on the Executive Director who reported that the federal budget picture is uncertain, however we have received word that our LIHEAP grants that fund our deliverable fuel program and some Weatherization initiatives have been delayed until at least January and we normally receive these funds October 1<sup>st</sup>.

She announced that we have received \$45,000 for emergency shelter and \$30,000 for home improvements in certain Escanaba neighborhoods. In addition, we renegotiated our AMCAB service agreement to support our Homeless Resource Specialist position.

The Executive Director reported that Mary Ciminskie, Human Resources Manager, is retiring at the end of September. Mary has done an excellent job. She noted that we have hired Shanna Hammond to fill this position. The Executive Director introduced Allison Derouin, our new RSVP Director. **LEE ROBBERT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**PUBLIC COMMENT**

The Chair called on Ken Penokie who reported that Legal Services has a new attorney, Ian Rothe, to help the elderly who are victims of crime.

**OTHER BUSINESS**

There was no other business.

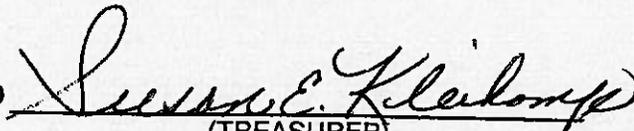
**ADJOURNMENT**

The meeting adjourned at 1:20 p.m. **WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**NEXT MEETING, OCTOBER 12, 2017 AT 12:30 P.M. EST**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 2017 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>118,818</u>
<u>VOLUNTEER PROGRAMS</u>		<u>32,174</u>
<u>NUTRITION</u>		<u>99,380</u>
<u>STATE &amp; LOCAL PROGRAMS</u>		<u>77,636</u>
<u>ENERGY AND HOUSING</u>		<u>17,868</u>
<u>ASSET &amp; LIABILITY ACCOUNTS</u>		<u>40,807</u>
 <b>TOTAL</b>	 <u>\$</u>	 <u>386,682</u>

SIGNED   
(TREASURER)

DATE 9-7-17