

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
JANUARY 25, 2023**

MINUTES

Members present:

John Batchelder
Donn Riley
Margaret Robbins
Kathy Twardy
Dennis Hendrickson
Becky Davis
Kayla Pelter

Andrew Rubinstein
Jordan Tremblay
Scott Shackleton
Beth Gibson

Members Absent:

Lisa Den Boer
Danielle Haske-Mielke

Due to COVID-19 social distancing was practiced. Staff present: Joe Nolan, Janelle Clement, Bobbi Palmer & Joel Amo. A quorum was met.

Ms. Twardy welcomed the members and called the meeting to order with a role call at 12:03 pm in the Avery 2nd Floor Conference Room.

BOARD CHAIR COMMENTS

Ms. Twardy expressed thank you's to the Board and CLMCAA staff for reaching out during her absences because of a family emergency. She also expressed condolences to the Burton family and requested for a card to be sent to the family on behalf of CLMCAA.

PUBLIC COMMENT

None.

INTRODUCTION OF NEW BOARD MEMBERS

Ms. Twardy welcomed our three new Board members: Ms. Tremblay, Policy Council Chair, Mr. Shackleton, Chippewa County Commissioner, and Mr. Rubinstein, City of Sault Ste. Marie Commissioner. All three shared their excitement to be a part of the Board and how they have been involved with CLMCAA in previous years. Mr. Nolan shared that Mr. McPhee, is no longer an elected official in Mackinac County and does not plan to serve on the Board anymore. The Board thanked him for all his time and dedication to CLMCAA.

INTRODUCTION OF NEW DEPARTMENT DIRECTORS

Mr. Nolan introduced Ms. Palmer to the Board, our new Weatherization Director. Ms. Palmer worked for us in Weatherization during the ARRA stimulus funding years and has also worked in the Senior Services department and Housing Department. Mr. Nolan then introduced the new Finance Director, Ms. Clement. Ms. Clement joins us with an accounting degree and auditing experience. She joins us from the Bureau of Indian Affairs.

CONSENT AGENDA

- A. Approval of Agenda, as presented;
- B. Approval of the December 7th, 2022 Meeting Minutes;
- C. Approval of the December-January Department Reports
- D. Approval of the Consent Agenda, as presented.

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
JANUARY 25, 2023**

Mr. Nolan shared requested that an item be added after forgetting to add it. It was sent in the department reports ahead of time and in the Early Childhood Program reports for approval needed. Mr. Batchelder made a motion to add item E. to the Consent Agenda “E. Approval of the 2023-2024 Program Year Selection Criteria for Early Childhood Programs.” The motion was seconded by Mr. Hendrickson. The motion carried unanimously. Mr. Rubinstein made a motion to approve the consent agenda. The motion was seconded by Ms. Tremblay. The motion carried unanimously.

BUSINESS ITEMS

Approval of Bylaw Change – Article III, Section 2: Composition of Board Members

Mr. Nolan shared that this change will amend the amount of Board members from “9-12” to “9-15”. It is the only language requested to change in the article’s section and would allow Mr. Nolan to reach out to another County board and welcome a seat to fill. It will also open a seat for tribal member or elected Board member from a tribal government. Ms. Davis asked if it would open for both federally recognized tribes in the area or just one. Mr. Nolan shared that it would open for either of the two federally recognized tribes in our service area. Ms. Hendrickson made a motion to approve the bylaw change. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Approval of Monthly Expenditures

The Finance Committee met before the Board meeting to review expenditures. A motion was made to approve expenditures in the amount of \$627,327.06 from November 30th, 2022, to January 17th, 2023 by Mr. Riley. The motion was seconded by Mr. Batchelder. The motion carried unanimously.

Approval of Emergency Backup Succession Plan

Mr. Nolan shared that Mr. Batchelder reached out after his review and there are still some spelling errors and pronouns errors that were missed in the revision. Mr. Nolan requested that this item be tabled so he can review and he will provide it at the March meeting. The Board agreed. No action was taken.

Approval of Employee Handbook After Attorney Review

Mr. Nolan shared some of the notes with the change of the handbook. It was reviewed by an attorney, an organizational standard requirement. There was discussion among Board members. Mr. Riley expressed that the handbook, like the bylaws, are a living document and need to be amended as necessary. Mr. Shackleton stated that Kitch Law Firm, does a good job with their reviews. Mr. Batchelder shared his review that the handbook looks appropriate and consistent. Ms. Pelter made a motion to approve the employee handbook. The motion was seconded by Mr. Batchelder. The motion carried unanimously.

Approval of Board Resolution to Authorize Signers

Mr. Nolan shared the resolution the Board to approve the Executive Director, Finance Director and Board Chair as authorized signers to accounts. Mr. Nolan stated that with Ms. Clement now at the Agency, that this is necessary to update names on our accounts for authorized transactions. Ms. Pelter asked if we only require ones signature on checks still which Mr. Nolan confirmed yes. The idea of two signatures was proposed and Mr. Shackleton added that two signatures for checks over a threshold such as five thousand dollars would be a control as well that we could use. Mr. Riley stated that the Agency use to have two signatures on checks a long time ago. Mr. Nolan agreed it would be an excellent control to add and will look into adding it to our Financial Procedures Manual when it is reviewed. Mr.

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
JANUARY 25, 2023**

Shackleton made a motion to approve the resolution. The motion was seconded by Mr. Rubinstein. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Nolan shared that the TEFAP warehouse and distributor company folded and we are no longer receiving our quarterly food because of it. Mr. Nolan created a request for proposal with six Community Action Agencies in the State of Michigan and submitted it across multiple neighboring States as well as Michigan and received no bids. He did receive phone calls and questions, but no official bids. He explained that the food will still be coming to our area but to Feeding America mobile pantries and our outlying centers will be hurt the most over this new set up. Mr. Nolan wants to create another RFP in the summer with the same CAA's and try to get the TEFAP program running how it was. Mr. Nolan shared that the Autore Family Charitable Trust donated \$15,012.76 to the Walk for Warmth fund. Mr. Amo met with Beth Autore when she dropped off everything to the Agency, but Mr. Nolan was out with COVID, so he reached out with thank you letters and extended another invitation to visit next time she was in the area. Mr. Nolan shared that we did not receive the \$90,000 MEDC grant we applied for, but are now applying for a different one in the amount of \$25,000. Mr. Nolan shared that he presented our Dial-A-Ride survey, conducted by Michigan State University to the Sault Ste. Marie City Commission in January and the Soo Leader did an article on it, broadcasting the positive results from the survey. He also met with Wendy Hoffman, from Sault Tribe Transportation and Brian Chapman, the City Manager, to discuss partnering with a new garage. The tribe received funding from the RAISE grant that will fund a garage built on Shunk Road. Ms. Twardy asked about the property by Precision Edge and Mr. Nolan stated that is a long-term goal still, but the short-term is to find the appropriate space when EUPTA moves into their new building. Mr. Nolan shared that UPCAP held it's first in-person meeting since pre-pandemic and he made a trip to Escanaba to meet Jonathan Meade for the first time in person. He is trying to set up a meeting with him in the upcoming months. Mr. Nolan shared information about a shelter in the area how it has been a priority since Safe Haven closed down, the Housing Commission's old shelter. Mr. Riley shared how MSHDA required the Housing Commission to put the shelter back to apartments instead of a shelter over a year ago now. Ms. Pelter recommend reaching out to department directors at the tribe to build a partnership. Her and Mr. Shackleton shared that the tribe approved to purchase a local motel in the area and potentially use it for shelter. Everything with that, however, is preliminary and these aren't guarantees. Mr. Nolan appreciated the input and will be working to partner with them or whomever necessary to get a shelter in the area. Housing and homelessness in our service area has become a serious problem. Mr. Nolan shared that him and the Housing department, and other volunteers from CLMCAA, will be doing a 'Point-In-Time' count tonight where they look for homeless people in the area. They can be in vehicles outside of retail stores, 24-hour businesses such as the casino, abandoned buildings or houses, in the woods, etc. Ms. Davis recommended reaching out to the schools as they may know of students who are homeless. Ms. Davis also asked if we were reaching out to our outlying communities which Mr. Nolan shared that he has contacted all of his meal centers in outlying centers to contact him if they know or see of anyone. The PIT count is from 5pm to Midnight. Mr. Nolan shared that will be going for CCAP certificate, which is a Certified Community Action Partner, and if obtained, CLMCAA will be recognized nationally, and it should ultimately score CLMCAA better on all grant submissions. Mr. Nolan shared that he is presenting to potential partners in St. Ignace on March 8th for public transportation expansion. He is also attending each County's commission meeting in February and will extend invites to Board members when he gets the dates. He shared that senior dinner dances have returned since pre-pandemic and have gone well. Ms. Robbins shared how much the residents appreciate them and are happy to have them back. Mr. Nolan gave the update on our St.

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCE AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
JANUARY 25, 2023**

Ignace center from the fire and that the reconstructive process has gained momentum. We have been serving out of the VFW down there since the fire in August 2022. Mr. Nolan shared that a Dial-A-Ride bus had an accident on Friday, January 20th, and the rider was brought to the hospital on a stretcher, but is no longer in the hospital, and at home. Ms. Robbins shared the information she knows of the rider and wondered if the Agency would do something for her. Mr. Nolan shared that we will be following up with her throughout her recovery to see how she is doing and help however we can. Lastly, Mr. Nolan shared a success story from a client in the shelter program that has found employment and an apartment. They have become self-sufficient and the clients, family of four, expressed a personal thank you to CLMCAA housing staff and the program.

BOARD MEMBER COMMENTS

Mr. Riley discussed more on what TEFAP is for the new Board members and also provided more insight on acronyms and topics that the Agency uses. He also recommended having one director attend a Board meeting to provide information on their program. New members agreed they would benefit from this.

Ms. Twardy asked about the bed bug situation update and Ms. Robbins shared it hasn't been an issue in awhile and Mr. Nolan confirmed. Ms. Twardy also asked about the background checks at West Bridge, which Mr. Amo followed up on. Ms. Twardy recommended facility tours for Board members at some point to see the operations of CLMCAA across the EUP. She also shared that the Chamber of Commerce wants to hold a 'Business After 5' at Avery Square at some point and the Chamber's Director, will be reaching out to set that up.

ADJOURNMENT

Ms. Pelter made a motion to adjourn. The motion was seconded by Mr. Hendrickson. The motion carried unanimously. The meeting adjourned at 1:09 pm.

NEXT MEETING

The next Board Meeting is scheduled for 12:00pm on Wednesday, March 29th, 2023 at 510 Ashmun Street, Sault Ste. Marie, MI 49783.