

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION  
HUMAN RESOURCE AUTHORITY, INC.  
BOARD OF DIRECTORS MEETING  
DECEMBER 7, 2022**

**MINUTES**

Members present:

John Batchelder

Donn Riley

Margaret Robbins

Danielle Haske-Mielke

Dennis Hendrickson

Becky Davis

Members Absent:

Kathy Twardy

Beth Gibson

Kayla Pelter

Calvin McPhee

Lisa Den Boer

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

Mr. Batchelder welcomed the members and called the meeting to order with a role call at 12:04 pm in the Avery 2<sup>nd</sup> Floor Conference Room.

**BOARD CHAIR COMMENTS**

Mr. Batchelder didn't have any comments and Mr. Nolan shared that Ms. Twardy called him this morning as she had a family emergency and would not make it.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

- A. Approval of Agenda, as presented;
- B. Approval of the September 28<sup>th</sup>, 2022 Meeting Minutes;
- C. Approval of the October-November Department Reports
- D. Approval of the Consent Agenda, as presented.

Mr. Riley made a motion to approve the consent agenda. The motion was seconded by Mr. Hendrickson. The motion carried unanimously.

**BUSINESS ITEMS**

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 \$1,206,971.46 from September 15<sup>th</sup>, 2022 to November 29<sup>th</sup>, 2022 by Mr. Riley. The motion was seconded by Ms. Robbins. The motion was carried unanimously.

Approval to Close Savings Account \*7562 at Old Mission

Mr. Nolan shared that this account was discussed with the Finance Committee, and it has served its purpose, and is no longer active. The balance is currently \$0.00. Ms. Robbins made a motion to close the savings account \*7562 at Old Mission Bank. The motion was seconded by Ms. Haske-Mielke. The motion carried unanimously.

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Approval to Purchase Certificate of Deposit at Huntington

Mr. Nolan shared that this was also discussed at the Finance Committee. Huntington is offering a 4% 14-month CD and Mr. Nolan would like to move forward with it by transferring our current CD from Central Savings Bank to Huntington. Ms. Haske-Mielke suggested that we contact Central Savings Bank and ask for a new rate from them to see if they can offer more. Mr. Riley made a motion to have the Executive Director find the best rate at a local bank and purchase the CD. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Discussion of Board Vacancy – Chippewa County

Mr. Nolan shared that he had reached out to the County and invited Mr. Ted Postula, County Commissioner, but has not received a response. Mr. Postula will not be on the County Commission in 2022, and Mr. Nolan plans on reaching out to all the new County Commissioners in our service area in 2023, but we are currently noncompliant now that Ms. Twardy is no longer an elected official. However, Ms. Twardy is a representative of a private organization and will remain on the Board. Mr. Nolan shared that we have one interested city commissioner to sit on our Board, Mr. Andrew Rubinstein. Mr. Riley shared that Mr. Rubinstein has expressed interest to sit on our Board, he has attended some of our Agency events and he currently works at LSSU as the Annual Fund and Athletic Development Director. Him and his wife are also very involved with the community. Mr. Riley made a motion to appoint Mr. Rubinstein to the CLMCAA Board as our elected official in Chippewa County. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Community Needs Assessment

Mr. Nolan shared the Community Needs Assessment report and went through it with the Board. Mr. Nolan shared that all the credit goes to his Deputy Director, Joel Amo and his sub-committee that worked on it. The final report was reviewed, and Ms. Robbins made a motion to accept the Community Needs Assessment report. The motion was seconded by Mr. Hendrickson. The motion carried unanimously.

Award of the FY 2022 – FY 2026 Audit Bid

This item was reviewed by the Finance Committee. We only received one bid from the four CPA firms we reached out to. Three of them responded that they do not have the capacity currently available but to keep them in mind for future RFPs. We are required to RFP an audit every five years. Ms. Robbins made a motion to award the bid from Anderson, Tackman & Co., PLC. The motion was seconded by Ms. Haske-Mielke. The motion carried unanimously.

Approval of the 2021 403(b) Retirement Plan Audit

Mr. Nolan shared that this is our Department of Labor compliance audit done by Rehmann this year and it has been filed and accepted. Mr. Riley suggested that we also do an RFP for our Retirement Audit next year. Mr. Hendrickson made a motion to approve the 2021 403(b) Retirement Plan Audit report. The motion was seconded by Ms. Robbins. The motion carried unanimously.

Approval of Emergency Backup Succession Plan

Mr. Nolan shared that this now needs a revision now that he has a Deputy Director. However, he would like to wait to get a Finance Director hired. Mr. Riley made a motion to table this business item until our January meeting. The motion was seconded by Ms. Robbins. The motion carried unanimously.

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Approval of Employee Handbook After Attorney Review

Mr. Nolan shared that the report has been reviewed and redlined by an attorney, Kitch Law Firm. The Board felt they needed more time to review as the handbook is an important document. Mr. Riley made a motion to table this business item until our January meeting. The motion was seconded by Ms. Haske-Mielke. The motion carried unanimously.

Executive Director Annual Evaluation

Mr. Nolan shared his self-evaluation required to do from the September Board Meeting. He went through each grading and shared his thoughts on his strengths and weaknesses, what to improve on, achievements since hired, etc. Mr. Nolan graded himself as meeting expectations. Each Board member took a turn and shared their comments and compliments to the Executive Director. The consensus was Mr. Nolan and his team are doing a great job and has at least, exceeded expectations. A full year review will be done in July through September of 2023. Mr. Riley made a motion to accept the self-review done by the Executive Director. The motion was seconded by Ms. Haske-Mielke. The motion carried unanimously.

**EXECUTIVE DIRECTOR REPORT**

Mr. Nolan shared updates at the Agency. Pickford schools held a coin drive and raised \$365 for the homeless fundraiser fund. Mr. Nolan and housing staff threw the students a pizza party and delivered it to their school. Mr. Nolan shared that him and Mr. Amo completed ROMA training recently and are ROMA certified. He shared that we received our organizational standards monitoring report and had one standard not met, which was no updated conflict of interest forms. He handed them out to get updated ones. This was an easy fix, but still should have been taken care of. He shared that we received a 4.27 STAR score from the BCAEO, which is good standing. Mr. Nolan provided outreach updates and shared that on Veteran's Day, the Agency hosted a resource event for veterans and held a free lunch for every veteran that attended. The public donated \$58 for the fundraiser fund. Mr. Nolan shared that he presented to the Chamber of Commerce ambassador program for an hour about the history and information about Community Acton. This was held at the United Way office. He also plans on attending County board meetings in January to introduce ourselves to our new County Commissioners. Mr. Nolan provided staffing updates and that we have a new Weatherization Director, Bobbi Palmer who will introduce herself at our January meeting. Our Receptionist, Alaina Maiani, has accepted a new role in the Senior Services department as a Service Coordinator. We have hired a new receptionist to fill her role. It is nice to see our staff grow within our Agency. Mr. Nolan will be interviewing for a new Finance Director on Thursday. Nicole left on good terms with four weeks' notice, but ultimately, the job was overwhelming for her, and she wanted to go back to working in schools at the ISD. Mr. Nolan conducted an exit interview with her and received feedback. Mr. Nolan expressed a thank you to board member, Bucky McPhee, for his donation to the Take-5 room in St. Ignace. Mr. Nolan also shared that he had a meeting with Sarah Lucas from the Office of Rural Development and discussed needs and opportunities in our area. She covers the entire U.P. and encouraged us to reach out to a few developers and go for the Missing Middle Housing Program grant. The meeting went very well, and Mr. Nolan will ask her to join for a Local Planning Body meeting in the near future.

**BOARD MEMBER COMMENTS**

Mr. Batchelder asked about the Finance Director position's duties and more general information.

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Ms. Davis asked if we are competitive with our salary and what else we can offer to get the position filled. Mr. Nolan shared that we aren't the most competitive with salary, but we offer a lot of training opportunities and encourage that position to go for a CPA, which the Agency would pay for. If the interview tomorrow doesn't go well, he will revisit the salary offer.

Mr. Hendrickson extended a thank you to staff for recognizing some of our Newberry staff achievements and sending them flowers and a certificate.

**ADJOURNMENT**

Mr. Riley made a motion to adjourn. The motion was seconded by Ms. Robbins. The motion carried unanimously. The meeting adjourned at 1:23 pm.

**NEXT MEETING**

The next Board Meeting is scheduled for 12:00pm on Wednesday, January 25<sup>th</sup>, 2023 at 510 Ashmun Street, Sault Ste. Marie, MI 49783.