

**CHIPPEWA-LUCE-MACKINAC COMMUNITY ACTION
HUMAN RESOURCES AUTHORITY, INC.
BOARD OF DIRECTORS MEETING
FEBRUARY 19TH, 2025**

MINUTES

Members Present:

Donn Riley
Danielle Haske-Mielke
Mitzy Robbins
Becky Davis
Jim Traynor
Seth Johnson
Andrew Rubinstein
Dennis Hendrickson
Rev. Melinda VanderSys
Judy St. Louis-Scott
John Batchelder

Members Absent:

Kathy Twardy
Barb Bennett
Kayla Pelter
Bill Henry

Staff present: Joe Nolan, Karen Gregg, Heather Jackson, Julie Matuzak, and Amanda Roberts. Also present was CJ Felton from Community Housing Network, Inc.

Mr. Batchelder welcomed the Board members and staff. He called the meeting to order with a roll call at 12:04 pm at the Avery Square 2nd Floor Conference Room.

BOARD CHAIR COMMENTS

None.

PUBLIC COMMENT

None.

INTRODUCTION OF NEW SITE LEADERS

Mr. Nolan introduced our two new site leaders, Ms. Amanda Roberts and Ms. Julie Matuzak. Ms. Matuzak is a retired Registered Nurse and has been with CLM for close to two years. She has been very active in her community to make people more aware of our services. The Chamber of Commerce is posting our menus and events. She also got free newspaper space every two weeks from the local St. Ignace News. They have hired a new Head Cook that is very passionate about our agency also and they are working on a motorcycle ride to benefit the agency. Ms. Matuzak joined the Mackinac County Wellness Coalition. Ms. Roberts started as site leader in December 2024 when she moved here from Washington State. Her background is in law enforcement, and she has previously done work with food banks which is helping her work into what we do. She has also contacted the local newspaper and radio. They are working on a weekly spot for her to present on air. Everyone at the Newberry center is pulling together and working quite well as a team. Patrons are wanting Bingo back and she is looking into having that and possible live music. The local grocery store has been donating fresh produce to the center.

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CONSENT AGENDA

- A. Approval of Agenda, as written.
- B. Approval of the 12/11/2024 Meeting Minutes
- C. Approval of the December-January Department Reports
- D. Approval of the Consent Agenda
- E. Approval of the 02/05/2025 E-mail Approval.

No comments. Ms. St. Louis-Scott made a motion to approve the consent agenda, and Mr. Rubinstein seconded. Motion carried unanimously.

BUSINESS ITEMS

Approval of Monthly Expenditures

Mr. Riley motioned to approve \$703,565.68 expenses from 11/23/24-01/27/25. Mr. Hendrickson seconded. Motion carried unanimously.

CHN Presentation

Mr. Felton joined us via Zoom for today's presentation. Community Housing Network is a non-profit affordable housing resource organization based out of Troy. They were founded in 2001, and they have approximately 110 employees. Mr. Felton stated that CHN's mission is comparable to CLM's. They are involved in any type of housing opportunity or need for people that are facing homelessness, people that are low income, or people that are disabled. He and Mr. Nolan have made several presentations over the past few months. He is here today to update us on our collaboration. We submitted an application in October to MSHDA to reindicate St. Ignace Senior Development and increase its capacity by six more units. We did fall just short of being funded for this preservation project, but we have a couple ideas on how to strengthen that and put it back this October. Right now, we are working hard on the long-standing Newberry opportunity to build a senior development there. Sixteen-unit development; twelve one-bedroom units and four two-bedroom units. The other thing that we are working on is reindicating Avery Square and West Bridge Apartments, which would secure funding to put some much needed renovations into those buildings. This application is a rolling application, there is no deadline for this. Together we are looking at bundling two other complexes, Woodcreek Apartments and Park Place, which would be 159 units. CHN has been a very active developer in the UP, for example, Garfield Landing and the Annex Apartment Complex.

Mr. Riley asked if there was an additional cost to go from one building to two in Newberry. Mr. Felton said that it worked out to be about the same. Mr. Riley also asked if there has been a market study for housing in Newberry. Mr. Nolan said that as Ms. Tammy Henry from the EDC got a study done to indicate such. CHN has already ordered a study which will tell us the rents that we can charge at these locations.

We will be working with KMG to manage these locations. They are the specialists in their industry.

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Approval of Luce County Millage Ballot 8/05/2025

Mr. Nolan spoke with our lawyers and got the appropriate language to use if we wanted to run for the increase this year. The current millage is good until 2027. The county suggested that we wait until they are running again in 2026. If we chose to run now for the increase, we would be the only item on the ballot and we would have to pay for the entire election. Mr. Hendrickson suggested an increase to .75 mills from the current .50 mills. Mr. Hendrickson made a motion to table the ballot approval until 2026. The motion was seconded by Mr. Johnson. The motion carried unanimously.

Approval of Employee Handbook Changes

Mr. Nolan explained that our Employee Handbook already covers most of the changes. This will change how people can use their sick time. The language in red is compassionate leave. Mr. Johnson made a motion to accept, and Ms. St. Louis-Scott seconded. The motion carried unanimously.

Personnel Committee Nominations

Mr. Nolan is requesting volunteers for this; one from each county. Mr. Johnson from Chippewa, Rev. VanderSys from Luce, and Ms. St. Louis-Scott from Mackinac all offered to be on this committee. These meetings will be held either virtually or via email.

EXECUTIVE DIRECTOR REPORT

Mr. Nolan updated the Board on dinner dances from last meeting and their success. He also shared our collaborative efforts during this winter to provide warming shelters for clients in need. Mr. Nolan shared more updates on the Newberry senior housing project and stated it has taken up most of his time lately. He shared that a 45-year tax abatement was passed by the Village of Newberry and will be requesting one from McMillan Township on Monday, February 24th. Mr. Nolan updated the Board on the Dial-A-Ride bus garage engineering study and he recently presented to the City Commission about this item. Mr. Nolan updated the Board on the financial audit progress, stating fieldwork has been completed and they are now writing the report. He thanked Ms. Haske-Mielke for her help with Clark Township and shared that there is an understanding of the use of that center now with the Clark Township. Mr. Nolan gave staffing updates of new hires, and shared staff that recently graduated with a master's degree and bachelor's degree. Mr. Nolan detailed the progress of our community needs assessment and the expected timeline for survey review, reporting draft and presentation, and then strategic planning for the Board and staff. Lastly, Mr. Nolan updated the Board on the move from 524 Ashmun St. to 510 Ashmun St. The 2nd floor administration staff will be moving into Avery Square where UPHP used to rent. It is close to 7500 square feet and much more accommodating for clientele and staff.

BOARD MEMBER COMMENTS

Ms. Haske-Mielke was concerned about budget cuts from our federal partners. Mr. Nolan explained every update we have heard from our federal partners. Ms. Haske-Mielke also suggested putting magnets on our Agency vehicles.

Rev. VanderSys offered for Ms. Roberts to attend future NAMA meetings.

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ADJOURNMENT

Mr. Johnson made a motion to adjourn. The motion was seconded by Ms. St. Louis-Scott. The motion was carried unanimously. The meeting adjourned at 1:30pm.

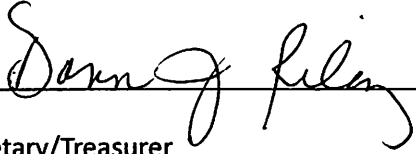
NEXT MEETING

The next Board Meeting is scheduled for 12:00 pm on Wednesday, March 26th, 2025, in the Avery Square Second Floor Conference Room.

Signed: _____

Donn Riley

Board Secretary/Treasurer

A handwritten signature in black ink, appearing to read "Donn Riley", is written over a horizontal line. The signature is fluid and cursive.