

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Forwards Plaza, West Branch, Michigan**  
**November 5, 2004**

Rev. Bob Knight provided the blessing for the meal prior to the meeting.

The meeting was called to order by President Dale Huggler at 12:45 p.m.

**ROLL CALL**

**Present:** Stuart Bartlett, Dawn Bartz, Terry Beardslee, Jim Bricker, Frank Cowger, Bob Cudney, Mike Davis, Ann Denis, Donna Dietz, Bill Ellingboe, Pauline Hall, Bob Harden, Rev. Bill Hipwood, Dale Huggler, Rev. R.C. Knight, Jean Kroll, Jack Mahank, Daniel Marcum, Tehea Minke, Boyden Olson, Joseph Pellens, Sheila Phillips, Dianna Schafer, Clyde Soucie, Bob Spencer, Gerald Wall, Rose Walsh, Gary Wozniak and Leonard Zolnerek

**Excused:** Larry Sabin and Walter Walsh

**Absent:** Jim Charboneau and Jessica Mandeville

Quorum present.

**Staff Members Present:**

Lisa Bolen, John Briggs, Karen Godi, Diane Price, Jim Robarge, Laurie Sauer, Sue Schuler, Carol Shafto and John Swise

**MINUTES OF LAST MEETING**

**Motion** by Jack Mahank to approve minutes of the October meeting. Support by Rev. Bill Hipwood. All ayes, Motion carried.

Sheila Phillips led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections by thanking everyone who went out and voted.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Boyden Olson introduced his wife, Frank Cowger introduced his wife, Dan Doezema, from the Office of Services to the Aging was introduced, Gerald Wall introduced his wife, Terry Beardslee introduced his wife, Jim Bricker introduced his son Tony, and Rev. Bob Knight introduced his wife.

**COMMUNICATION**

John Swise read a letter from the Office of Services to the Aging indicating that the Nutrition Program assessment had been conducted and no out of compliance items were found. John indicated that the state conducts this visit on a yearly basis and that Sue and her staff should be congratulated on the results of this year's assessment. John also stated that the new West Branch Head Start Center would be hosting a special reading day on December 2<sup>nd</sup>. All board members

were invited to sign up for a time to read to the children. John invited all board members to visit the new center while they were in West Branch. Anyone interested in reading to the children were directed to sign up with Karen Godi.

## **COMMITTEE REPORTS**

### **Head Start Policy Council – Tehea Minke**

The new member meeting was scheduled for November 4<sup>th</sup> and 5<sup>th</sup> in Tawas. There are 4 fathers on the Policy Council this year.

### **Regional Advisory Council – Rev. Bill Hipwood**

The council met last in October. The council received a report from the Legal Services Board indicating that they are currently working with several open cases and have been informed of a decrease in funding. Steve Rawlings from DTE Energy will be present at the December meeting to give a report. Rev. Bill Hipwood suggested that Steve attend a NEMCSA Board meeting and make a presentation as well.

### **Volunteer Program Advisory Groups:**

#### **Senior Companion Program – Rev. Bob Knight**

No report.

#### **Foster Grandparent Program – Jean Kroll**

No report.

### **Client Services Advisory Council – Boyden Olson**

No report.

### **Personnel Committee – Clyde Soucie**

No report.

### **Membership Committee – Frank Cowger**

No report.

### **Program Planning and Evaluation Committee – Rev. Bill Hipwood**

The committee met with Carol Shafto and had a discussion and review of the draft ROMA Annual Report which is being prepared in its final form. All members will receive a copy once it is complete. Rev. Hipwood noted that this report will be a powerfully good tool for the agency to use. Carol also reported to the committee that 17,500 survey cards were sent or distributed and 5,645 were returned.

## **INFORMATION ITEMS**

### **Directors Report:**

#### **Financial Report – Jim Robarge**

Jim presented information on the agency wide revenue and expense as well as Head Start and Early Head Start contracts.

**Motion** by Frank Cowger to receive and file the financial report as presented. Support by Boyden Olson. All ayes, Motion carried.

**Program Information Report – Early Head Start Program Overview**

Jeanne Chisena, Program Director, and Area Managers Ilene Espinoza and Tricia Grifka presented an overview of the Early Head Start program and the various other programs available to participating families in the service area. Julie Smith, Area Manager could not be present so Jeanne Chisena filled in for her. Jeanne began by providing an overview of the Early Head Start program and various funding sources. Jeanne indicated that a lack of funding at the federal level has affected the program operations. No program expansion funds have been available for the past 3 years. Staff have looked for State funding to assist with expansion. Although there has been some success with expansion in counties where services are currently operating, nothing has come about enabling the program to expand in new counties. Each Area Manager shared some of the collaborative initiatives that have been created to expand Early Head Start services in the counties already served. They each explained how their programs operate and which collaborative pays for what services in order to help the children who participate in the Early Head Start program. Jeanne shared the programming available in Julie’s area since she was unable to be present. Jeanne finished the presentation by reviewing the information contained in the program handouts that were distributed to all members.

Dale thanked the staff for their presentation.

Dan Doezema indicated that there has been some regional discussion regarding unit costs and the calculation thereof. They are looking for more consistency and further discussion will take place at the State level on this issue as well. Recently participated in the Annual Affordable Housing conference and discussed senior housing and improving successful aging in place with the older adults. MSHDA is working on a five year consolidated plan, NEMCSA has provided input on the plan and Dan gave them information on the Waiver program.

John Briggs distributed and discussed the Homeless Awareness tab that was written by various people in the Alpena area. November is Homeless Awareness month and the coalition is hosting another Homeless Walk in Alpena. John indicated that he was looking for contributions to be given to the cause. Many additional activities will also be taking place in the area throughout the month of November.

President, Dale Huggler indicated that the next meeting is scheduled for December 3<sup>rd</sup> in Alpena at the Holiday Inn. Mike and Dale provided ink pens to all who were present.

**Motion** by Clyde Soucie to adjourn the meeting at 1:37 p.m. Supported by Rev. Bob Knight. All ayes, Motion carried.

Date Prepared:

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date