

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Waters Edge Restaurant, Rogers City, Michigan**  
**May 7, 2004**

The meeting was called to order by President Dale Huggler at 1:00 p.m.

**ROLL CALL**

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

**Excused:** William Ellingboe, Jessica Mandeville, Daniel Marcum, Sheila Phillips, and Leonard Zolnierok

**Absent:** Terry Beardslee, and Walter Walsh

Quorum present.

**Staff Members Present:**

Lisa Bolen, John Briggs, Barb Dault, Kathy Goddard, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Carol Shafto, Sue Schuler, Lisa Slupecki, John Swise and Karen Kelsey

**MINUTES OF LAST MEETING**

**Motion** by Frank Cowger to approve minutes of the April meeting. Support by Rev. Bob Knight. All ayes, Motion carried.

Frank Cowger led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Jean Kroll introduced Dorothy Selke former Foster Grandparent. Dan Doezema updated the Board on happenings at OSA indicating that Peggy Gray was recently hired as Deputy Director. Gerald Wall, Frank Cowger, Rev. Bob Knight and Boyden Olson each introduced their wife.

**COMMUNICATION**

None

## **COMMITTEE REPORTS**

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

At the last Policy Council meeting there was a special presentation from Michigan Works! which provided information on the facilities and services they offer. Budget cuts were discussed indicating that 44 classes will be ending a week early, there will be a stagger start for kids in the fall, some classrooms will start earlier, one full day program will be closed, and a Project Coordinator position has been eliminated. These reductions should save the program \$300,000. There is a new Head Start building in West Branch and Dawn Bartz was introduced as a new Board member representing the Policy Council.

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

Area Agency on Aging staff summerized the Annual Implementation Plan for 2005. The Area Agency on Aging is currently operating in the second year of a three year plan. The new prescription plan was reviewed and thought to be quite confusing.

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

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

Federal income eligibility guidelines were distributed and reviewed. The poverty threshold for the program remains at 125%. The possibility of having someone in to discuss the Medicaid changes was reviewed. The Corporation for National Service and the State Office of Services to the Aging will be conducting their joint monitoring during the third week in May. On June 29, 2004 the volunteer recognition will be held at the Alpena Holiday Inn. The next meeting was scheduled for July 26, 2004.

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

In addition to what was reported under the Senior Companion Report, Jean noted that the Foster Grandparent volunteer recognition was held at the Alpena Holiday Inn on April 29, 2004. There were 130 people in attendance. Many thank you's were given for the event preparation and attendance. The next meeting was scheduled for July 26, 2004.

### **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 received a report from Marlene McCulloch on the various housing programs she works with throughout the NEMCSA service area. The committee also held a discussion with Carol Shafto about Ends which is the ending portion of the Governance Policy. Rev. Bill Hipwood thanked Carol Shafto for all the work she has done with and for the committee.

## **INFORMATION ITEMS**

### **Directors Report:**

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

Jim Robarge introduced Curt Reppuhn from the auditing firm of Keskin, Cook, Miller, Smith and Alexander. Karen Kelsey was also introduced as NEMCSA's Accounting Director. Curt presented the final agency wide audit to the board members indicating that this is the third year his firm has done the audit for NEMCSA. Curt briefly recapped the last three years, and reviewed what was included in the current year audit. Curt indicated some recent auditing changes that he will be looking for next year. Copies of the audit were distributed to all board members for review. The final audit represents an unqualified opinion which is the best the firm can give. Curt indicated that the agency books looked to be in good shape and no audit findings were found. Curt thanked John Swise, John Briggs and the Accounting Department staff for their assistance while conducting the on site audit.

**Motion** by Jack Mahank to receive and file the financial report as presented. Support by Rev. Bill Hipwood, All ayes, Motion carried.

Rev. Bob Knight updated everyone on AARP indicating that he is now the AARP Representative for the 12 county Area Agency on Aging service area.

President Dale Huggler indicated that the next board meeting will be held at Coyles Restaurant in West Branch.

**Motion** by Rev. Bill Hipwood to adjourn the meeting at 1:55 p.m. Supported by Rev. Bob Knight . All ayes, Motion carried.

Northeast Michigan Community Service Agency, Inc.  
BOARD OF DIRECTORS  
Waters Edge Restaurant, Rogers City, MI  
Friday, May 7, 2004

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES OF LAST MEETING
4. PLEDGE OF ALLEGIENCE AND REFLECTIONS
5. INTRODUCTION OF GUESTS AND PUBLIC COMMENT
6. COMMUNICATION (S)
7. COMMITTEE REPORTS
  - a. Advisory Committees
    1. Head Start Policy Council – Walter Walsh
    2. Regional Advisory Council – Rev. Bill Hipwood
    3. Volunteer Program Advisory Groups
      - a. Senior Companion Program – Rev. Robert Knight
      - b. Foster Grandparent Program – Jean Kroll
    4. Client Services Advisory Council – Boyden Olson
  - b. Personnel Committee – Clyde Soucie
  - c. Membership Committee – Frank Cowger
  - d. Program Planning & Evaluation Committee – Rev. Bill Hipwood
    - 1.
8. INFORMATION ITEMS:
  - a. Director's Report
    1. Audit Report – Keskin, Cook, Miller, Smith, and Alexander LLP
9. NEW BUSINESS
  - a.
10. ADJOURNMENT

TO: NEMCSA Board Members

FROM: John Briggs, Chief Operating Officer

DATE: April 29, 2004

RE: Meeting Information-May 2004

Enclosed is the meeting notice for our Friday, May 7, 2004 Board of Directors' meeting to be held at the **Waters Edge Restaurant at 530 West Third Street (Business Route US 23) in Rogers City**. Please refer to the enclosed directions and map. In addition to the tentative agenda and the minutes of the April 2<sup>nd</sup> meeting, your packet contains a variety of program information and updates. At the time of this mailing, there are no items scheduled that require Board action.

Our Director's Report this month will feature a presentation on the Agency Audit of Financial Statements for the year ending September 30, 2003. Curt Reppuhn of Keskin, Cook, Miller, Smith and Alexander LLP of Gaylord will make the presentation. Once again, they have done an excellent job in their review of the agency and the programs we administer. \$37, 037,450 in expenditures and 76 separate program accounts plus all the compliance testing are quite an undertaking. There were no findings in the financial statements audit and no findings and questioned costs in the major federal award programs audit. Many thanks to the Program and Fiscal staff for continuing to be good stewards of the resources provided to NEMCSA.

Next in your packet are program updates for the Foster Grandparent and Senior Companion Programs. We are still recruiting eligible volunteers for both programs. Immediately following are copies of news articles featuring the Frederic and Grayling Head Start kids, a letter from an appreciative Head Start parent, and two web-based profiles of two of our RSVP Volunteers. Good service at both ends of the age spectrum.

The last item in your packet is the May issue of Board and Administrator. As usual, if you have any questions or require additional information about any of the items in this packet, please contact John Swise, Karen Godi, specific program staff or me. **See you at the Waters Edge. The view is fantastic and the food pretty darn good too! Please remember to bring your Board packet, nametag and include the odometer readings for your mileage reimbursement. The Board stipend form with space for claiming mileage reimbursement is included in your packet.**

### **Important Dates to Remember**

<b>Friday, June 4</b>	<b>Board Meeting at Coyles Restaurant, West Branch</b>
<b>Tuesday, June 29</b>	<b>Senior Companion Recognition at Alpena Holiday Inn, Alpena</b>
<b>July</b>	<b>No Board Meeting Scheduled</b>
<b>Friday, August 6</b>	<b>Board Meeting at Grayling Holiday Inn, Grayling</b>
<b>Wednesday, August 25</b>	<b>Retired and Senior Volunteer Recognition at Grayling Holiday Inn, Grayling</b>
<b>Friday, September 10</b>	<b>Board Meeting at Tawas Bay Holiday Inn, East Tawas</b>

**If you are planning to bring your spouse or any other guest with you, please notify Karen Godi, Executive Assistant in advance, so that we can arrange for adequate seating and meals. Thanks!**

**NOTE: We need to have odometer reading on mileage reimbursement forms to satisfy our audit requirements! Please check your readings before leaving and arrival at the meeting, and then double that for the estimate of the return trip. Thank you very much for your cooperation.**