

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Tawas Holiday Inn, East Tawas, Michigan
September 10, 2004

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

The meeting was called to order by President Dale Huggler at 12:47 p.m.

ROLL CALL

Present: Stuart Bartlett, Terry Beardslee, Jim Bricker, Jim Charboneau, Frank Cowger, Bob Cudney, Mike Davis, 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, Larry Sabin, Dianna Schafer, Clyde Soucie, Bob Spencer, Gerald Wall, Rose Walsh and Gary Wozniak

Excused: Ann Denis, Donna Dietz, Walter Walsh and Leonard Zolnierek

Absent: Dawn Bartz, and Jessica Mandeville

Quorum present.

Staff Members Present:

Lisa Bolen, John Briggs, Barbara Dault, Kathy Goddard, Karen Godi, Linda McGillis, Diane Price, Sue Schuler, Jim Robarge, Laurie Sauer, and John Swise

MINUTES OF LAST MEETING

Motion by Gerald Wall to approve minutes of the August meeting as presented. Support by Frank Cowger. All ayes, Motion carried.

Jim Charboenau led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Sheila Phillips introduced her mother, Terry Beardslee introduced his wife, Laurie Sauer introduced staff members Lana Coiner and Becky Coussineau, Bob Knight introduced his wife, and Frank Cowger introduced his wife.

COMMUNICATION

None

COMMITTEE REPORTS

Head Start Policy Council – Tehea Minke

At the last meeting a guest speaker talked about head lice and changing the policy from no nit to no live was discussed. All programs are full with waiting lists in some areas.

Regional Advisory Council – Rev. Bill Hipwood

No meeting, no report.

Volunteer Program Advisory Groups:

Senior Companion Program – Rev. Bob Knight

No meeting, no report.

Foster Grandparent Program – Jean Kroll

No meeting, no report.

Client Services Advisory Council – Boyden Olson

Boyden reviewed the minutes from the recent Policy Advisory Council meeting indicating that each program staff provided the council with individual program updates. All programs are running well. The council reviewed various problems with the DTE THAW program and after discussion voted to withdraw taking applications for the program. Staff has indicated that it is a difficult process for clients to become eligible for assistance as there are too many hoops individuals have to go through to become eligible. Last year 15 applications were taken and only 5 were approved by THAW. The funds come with no administrative dollars however staff trainings are mandatory to participate.

It was suggested that a letter explaining these problems be written to the Michigan Utility Service Commission and propose changes to the system to allow for more individuals to receive assistance from the program.

Motion by Rev. Bill Hipwood to write a letter to the Michigan Utility Service Commission explaining the problems staff and applicants are experiencing with the THAW program. Support by Pauline Hall. All ayes, Motion carried.

John Swise explained additional problems the agency is experiencing with fuel assistance funding the agency receives from the Michigan Public Service Commission.

Personnel Committee- Clyde Soucie

No meeting, no report.

Membership Committee – Frank Cowger

Frank indicated that at the August Board meeting he asked for nominations to be submitted to the NEMCSA office and none were received.

Motion by Frank Cowger to cast a unanimous ballot for all current officers to remain in place for another year. Support by Joe Pellens. All ayes, motion carried.

Jim Bricker thanked all the current officers for their hard work and dedication. Dale indicated that the board is a dedicated board and he is appreciative of that. Dale also indicated appreciation for the support he and the other officers receive.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

All board members received a copy of a draft resolution certifying that the Board President, Board Vice President CEO, COO and CFO are all authorized to sign documents on behalf of the agency. The committee reviewed the draft resolution and proposed its acceptance.

Motion by Rev. Bill Hipwood to adopt the signature authorization resolution as written allowing the Board President, Board Vice President CEO, COO and CFO to sign documents on behalf of the agency. Support by Clyde Soucie.

Roll Call vote.

Stuart Bartlett, yes, Terry Beardslee, yes, Jim Bricker, yes, Jim Charboneau, yes, Frank Cowger, yes, Bob Cudney, yes, Mike Davis, yes, Bill Ellingboe, yes, Pauline Hall, yes, Bob Harden, yes, Rev. Bill Hipwood, yes, Dale Huggler, yes, Rev. R.C. Knight, yes, Jean Kroll, yes, Jack Mahank, yes, Daniel Marcrum, yes, Tehea Minke, yes, Boyden Olson, yes, Joseph Pellens, yes, Sheila Phillips, yes, Larry Sabin, yes, Dianna Schafer, yes, Clyde Soucie, yes, Bob Spencer, yes, Gerald Wall, yes, Rose Walsh, yes, and Gary Wozniak, yes.

All ayes, Motion carried.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim reported financial status for the Head Start and Early Head Start programs as well as the Care Management and MI Choice Waiver programs.

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

Program Information Report – Care Management and MI Choice Program – Laurie Sauer, Lana Coiner and Becky Cousineau

Laurie began with an update on the programs that are under her direction. At present she has 10 programs some are smaller and some are larger. Laurie reviewed the staffing, budget figures and location of satellite offices. Laurie distributed and briefly reviewed

packets including information on the MI Choice Waiver, Care Management and Caregiver Respite programs along with client numbers and funding sources for the various programs. Laurie introduced two staff Lana Coiner, R.N. and Becky Cousineau, Case Manager who discussed what they do when referrals come in to their office. Becky began by discussing the assessment process and what she looks at when in the home and how she determines what services are needed and how to best arrange for their provision. Lana reviewed the medical part of the assessment and explained what she looks for including individual health issues and documents in order to determine need and how best to arrange for needed services. Program referrals can come from anywhere. Becky and Lana finished by sharing some stories of clients they currently work with. Laurie indicated that next years MI Choice Waiver funding allocation will not change from the current year, however the program will be able to spend up to \$34 per day for client care instead of the current \$32 per day. There will also be a new piece of funding allotted for nursing home transition which will be used to help nursing home residents, who can, return to their home. Laurie also indicated that a single point of entry system is being looked at by the State.

Dan Doezema announced that the State is exploring ways to expand the coverage for adult day care services in the northern area of the State.

Motion by Gerald Wall to adjourn the meeting at 1:53 p.m. Supported by Joe Pellens. All ayes, Motion carried.

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Tawas Bay Holiday Inn, East Tawas, MI
Friday, September 10, 2004

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES OF LAST MEETING
4. REFLECTIONS
5. INTRODUCTION OF GUESTS AND PUBLIC COMMENT
6. COMMUNICATION (S)
7. COMMITTEE REPORTS
 - a. Advisory Committees
 1. Head Start Policy Council – Tehea Minke
 2. Regional Council on Aging – Rev. Bill Hipwood
 3. Volunteer Program Advisory Councils
 - a. Senior Companion Program – Rev. Bob Knight
 - b. Foster Grandparent Program – Jean Kroll
 5. Client Services Advisory Council – Boyden Olson
 - b. Personnel Committee – Clyde Soucie
 - 1.
 - c. Membership Committee – Frank Cowger
 1. Election of Officers
 - d. Program Planning & Evaluation Committee – Rev. Bill Hipwood
 1. Adoption of Signature Authorization Resolution
8. INFORMATION ITEMS:
 - a. Director's Report
 1. Financial Report – Jim Robarge
 2. Care Management and MI Choice Programs – Laurie Sauer
9. NEW BUSINESS
 - a.
10. ADJOURNMENT

TO: NEMCSA Board Members

FROM: John Briggs, Chief Operating Officer

DATE: September 1, 2004

RE: Meeting Information-September 2004

Enclosed is the meeting notice for our Friday, September 10, 2004 Board of Directors' meeting to be held at the **Tawas Bay Holiday Inn in East Tawas located at 300 East Bay Street (US 23)**. Please refer to the enclosed directions and map. In addition to the tentative agenda and the minutes of the August 6th meeting, your packet contains the specifics on our one action item and other program information.

Our Head Start kids are headed to their classrooms, our fiscal year is drawing to a close and Fall is just around the corner. The cycle of life continues. Once again we arrive at that time of year when you will elect Board officers. These individuals are often called upon to commit additional time and energy in support of our agency and programs. Please give this matter your serious consideration.

Our only action item requests adoption of a Signature Authorization Resolution. This is done annually and enables us to conduct the necessary and routine business as an agency. A copy of the proposed resolution is included in your packet.

Our Director's Report this month will feature a report on our Care Management and MI – Choice Waiver Program. Laurie Sauer, Community Based Care Director will update you on the current status of the program as well as proposed changes that may have a significant impact on the program in the future. This program is currently funded at nearly \$2 million less than three years ago and the need has not decreased. It should provide for some interesting discussion.

Next, you will find a news photo showing our full-year Head Start kids in Cheboygan harvesting tomatoes from a garden supported by a special grant from the state of Michigan. Growing your own is always the best! The last item in your packet are the September 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 Tawas Bay Holiday Inn in East Tawas! 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.**