

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Bay City Dolson Head Start Center, Bay City, Michigan
October 7, 2005

The meeting was called to order by President Dale Huggler at 12:30 p.m.

ROLL CALL

Present: Stuart Bartlett, Jim Bricker, Frank Cowger, Mike Davis, Ann Denis, Pauline Hall, Pete Hennard, Bob Harden, Rev. Bill Hipwood, Dale Huggler, Jean Kroll, Dawn Lawrence, Jack Mahank, Tehea Minke, Boyden Olson, Joseph Pellens, Dianna Schafer, Gerald Wall, and Rose Walsh.

Excused: Donna Dietz, Rev. R. C. Knight, Herb Makima, Daniel Marcrum, Bob Spencer, Paul Wingate, Gary Wozniak and Leonard Zolnerek

Absent: Terry Beardslee, Bob Cudney, Suzanne Linkins, Sheila Phillips, Clyde Soucie, and Walter Walsh

Quorum present.

Staff Members Present:

Lisa Bolen, John Briggs, Kathy Goddard, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Sue Schuler, Carol Shafto and John Swise

MINUTES OF LAST MEETING

Motion by Jack Mahank to approve the minutes of the September 2005 meeting. Support by Rev. Bill Hipwood. All ayes, Motion carried.

Pete Hennard led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Representative Tim Moore was present and addressed the board members prior to the meeting. Several guests were also present.

COMMUNICATION

Correspondence was read by President Huggler regarding the Commodity Supplemental Food Program review and the Home and Community Based Waiver program review. Both programs received favorable reviews by their individual funding source.

COMMITTEE REPORTS

Head Start Policy Council – Dawn Lawrence

It was reported that the Head Start program was fully enrolled prior to program year start up. A few changes have occurred due to the recent Prism report. Employee terminations and new hires were voted on.

Regional Advisory Council – Rev. Bill Hipwood

No meeting, no report.

Volunteer Program Advisory Groups:

Senior Companion Program – Jean Kroll

Jean provided the report for Bob in his absence. As of August 31, 2005 the program had 56 senior companion volunteers participating. The next meeting will be held on November 28th at the Alpena Annex office.

Foster Grandparent Program – Jean Kroll

As of August 31, 2005 the program had 51 foster grandparent volunteers participating. The next meeting will be held on November 28th at the Alpena Annex office.

Client Services Advisory Council – Boyden Olson

No meeting, no report.

Personnel Committee –

No meeting, no report.

Membership Committee – Frank Cowger

No meeting, no report.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee reviewed and discussed the Head Start/Early Head Start continuation grant application and recommended approval for its submission.

Motion by Rev. Bill Hipwood to approve the submission of the Head Start/Early Head Start continuation grant application. Support by Pauline Hall. All ayes, motion carried.

Carol Shafto distributed and discussed the Client Satisfaction Survey cards indicating that 2 years have passed since the last survey was conducted. Carol distributed copies of the survey card to all Board members and explained the process for conducting this survey.

Carol Shafto presented the committee with a calendar of topics for action throughout the next year. The committee reviewed the list and recommended that it be adopted by the full board.

Motion by Rev. Bill Hipwood to adopt the calendar of topics created by Carol Shafto. Support by Jack Mahank. Jack explained the reason behind the calendar of topics indicating that it will assure that the Board is following the previously adopted governance policy. All ayes, Motion carried.

The committee reviewed the agency Privacy Policy and was informed that MSHDA requires the Board to have knowledge of what is in the policy.

Motion by Jack Mahank to receive and file the policy as presented. Support by Rose Walsh. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim distributed and reviewed the financial information for Head Start and the agency.

Motion by Frank Cowger to receive and file the financial report as presented. Support by Diana Schafer. All ayes, Motion carried.

Program Information Report –Head Start and Early Head Start Programs – Linda McGillis and Kristin Walcheski.

Linda began by welcoming everyone to Bay City, she reviewed the enrollment numbers in the Bay County area and explained why they are so high compared to other areas of the program. Linda also gave some history on the building and explained how it was obtained for use by NEMCSA. Linda provided some history on the NEMCSA Head Start program explaining how it began as well as some of the significant changes that have occurred over the years. Kristin gave a PowerPoint presentation reviewing the formalized curriculum (Creative Curriculum) used to teach the students and then how the data is obtained regarding the student outcomes. The software is web based which allows parents to log into certain areas of the program at any time in order to keep up to date on their child's progress within the classroom.

Motion by Joe Pellens to adjourn the meeting at 2:31 p.m. Support by Jack Mahak. All ayes, Motion carried.

Date Prepared: October 7, 2005

Date Approved: _____

Board Secretary

Date