

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Great Lakes Grill Restaurant, Cheboygan, Michigan
May 6, 2005

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

ROLL CALL

Present: Stuart Bartlett, Jim Bricker, Frank Cowger, Bob Cudney, Mike Davis, Ann Denis, Donna Dietz, Pauline Hall, Pete Hennard, Bob Harden, Rev. Bill Hipwood, Dale Huggler, Rev. Bob Knight, Jean Kroll, Dawn Lawrence, Jack Mahank, Herb Makima, Daniel Marcum, Tehea Minke, Boyden Olson, Joseph Pellens, Bob Spencer, Gerald Wall, Walter Walsh, Paul Wingate, and Gary Wozniak

Excused: Sheila Phillips, Dianna Schafer, Clyde Soucie and Rose Walsh

Absent: Terry Beardslee, Suzanne Linkins, and Leonard Zolnierek

Quorum present.

Staff Members Present:

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

MINUTES OF LAST MEETING

Motion by Rev. Bill Hipwood to approve the minutes of the April meeting as written. Support by Boyden Olson. All ayes, Motion carried.

Daniel Marcum led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections. Rev. Bob Knight provided the blessing before the meal.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

President Dale Huggler recognized that twelve staff members were present and expressed his appreciation for their attendance. Board member guests were introduced. President Huggler introduced Paul Wingate as a new board member.

COMMUNICATION

None

COMMITTEE REPORTS

Head Start Policy Council – Walter Walsh

Walter reviewed the upcoming Peer Review process. It will consist of a week long monitoring throughout the Head Start program as well as site inspections. The review will begin on May 16th.

Regional Advisory Council – Rev. Bill Hipwood

No Meeting, No Report.

Volunteer Program Advisory Groups:

Senior Companion Program – Rev. Bob Knight

No meeting. The Senior Companion recognition dinner will be held on Tuesday, June 28th at the Alpena Holiday Inn.

Foster Grandparent Program – Jean Kroll

No meeting. No Report.

Client Services Advisory Council – Boyden Olson

No Meeting, No Report.

Personnel Committee – Joe Pellens

No Meeting, No Report.

Membership Committee – Frank Cowger

No Meeting, No Report.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee met prior to the meeting and discussed the one agenda item which was seeking approval to submit the Community Service Block Grant (CSBG) modification proposal. A summary of the proposal was distributed to all board members prior to the meeting. After review and discussion, the committee recommended approval to submit the proposal.

Motion by Dan Marcrum to approve the submission of the Community Service Block Grant (CSBG) modification proposal. Support by Pauline Hall. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim introduced Karen Kelsey as the agency Accounting Director. Jim then introduced Curt Reppuhn from the Accounting firm of Keskin, Cook, Miller, Smith and Alexander LLP. Curt was present to provide a review of the agency wide fiscal audit. Copies of the audit were distributed for review purposes. Jim indicated that any board member who wished to have a copy of the audit should let Jim Robarge, Karen Kelsey or Karen Godi know.

Curt reviewed the audit and indicated that it is considered to be an unqualified opinion, which is the best rating. The document is a single audit having no findings or questioned costs. Curt explained the income and expenses that took place throughout the fiscal year for the agency. The auditing firm spent a total of five hundred fifty (550) hours conducting this audit.

Curt recommended that a whistle blower policy and a document destruction policy be developed. Curt indicated that sample policies were provided to John and John for review. Curt also

strongly suggested that an active ongoing audit committee be established even though it is not mandated for non-profits. Such a committee would be given the task to review issues and set guidelines. Curt indicated that a similar presentation will be given to the program directors when they next meet. John Swise indicated that the creation of a committee would be further discussed and that something would be put together for the board to review.

Curt thanked the Board for allowing him time to present the current year audit and answer questions.

Motion by Frank Cowger to receive and file the agency audit as presented. Support by Jack Mahank. All ayes, Motion carried.

Rev. Bob Knight thanked Curt for taking the time to present the information.

Motion by Joe Pellens to adjourn the meeting at 2:02 p.m. Supported by Rev. Bob Knight. All ayes, Motion carried.

Date Prepared: May 6, 2005

Date Approved: _____

Board Secretary

Date