

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Huron Breeze Golf Course, AuGres, Michigan
April 7, 2006

The meeting was called to order by President Dale Huggler at 12:42 p.m.

ROLL CALL

Present: Stuart Bartlett, Matt Bolinger, Jim Bricker, Frank Cowger, Bob Cudney, Mike Davis, Gerald Fournier, Pauline Hall, Bob Harden, Rev. Bill Hipwood, Dale Huggler, Rev. R.C. Knight, Jean Kroll, Dawn Lawrence, Jack Mahank, Tehea Minke, Boyden Olson, Sheila Phillips, Clyde Soucie, Bob Spencer, Gerald Wall, Rose Walsh, Paul Wingate, Gary Wozniak and Koreen Zurschmiede

Excused: Donna Dietz, Daniel Marcrum, Herb Makima and Diana Schafer

Absent: Terry Beardslee, Pete Hennard, and Joseph Pellens

Quorum present.

Staff Members Present:

Lisa Bolen, John Briggs, Kathy Goddard, Karen Godi, Diane Price, Laurie Sauer, Lisa Slupecki, Carol Shafto, John Swise, Ed Dowling, Cathy Macfalda, Brenda Lucas and Jeanne Chisena.

MINUTES OF LAST MEETING

Motion by Jack Mahank to approve the minutes from the March meeting. Support by Stuart Bartlett. All ayes, Motion carried.

Koreen Zurschmiede led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections. Rev. Bob Knight provided the blessing for the meal.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Beverly Bodem representing Senator Tony Stamas was present and indicated that she would be observing the meeting and would take any concerns back to the Senator.

COMMUNICATION

None

COMMITTEE REPORTS

Head Start Policy Council – Dawn Lawrence

The Policy Council met on March 10th. Discussion items included enrollment and attendance, the recent federal budget reduction, agency audit including in-kind and the current billing rate, and the Michigan School Readiness Program monitoring report from the Gaylord program. Jeannie Chesina provided an update on the Early Head Start program.

Regional Advisory Council – Rev. Bill Hipwood

No meeting, no report.

Volunteer Program Advisory Groups:**Foster Grandparent Program – Jean Kroll**

No meeting, No report.

Senior Companion Program – Rev. Bob Knight

No meeting, No report.

Client Services Advisory Council – Boyden Olson

Program staff provided updates on the various programs. Program and funding changes for the new fiscal year were also discussed. A copy of the Client Services program information and updates booklet was distributed to board members prior to the meeting.

Personnel Committee – Clyde Soucie

No meeting. No report.

Membership Committee – Frank Cowger

The committee is actively seeking an individual to fill one vacancy. Targeted counties include Presque Isle and Otsego. One application has been received. The committee proposed that a deadline for receiving applications be established.

Motion by Rev. Bill Hipwood to establish May 7th as the deadline for accepting applications for membership. Support by Rev. Bob Knight. All ayes, Motion carried.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee met with Carol Shafto regarding the self-assessment process. Carol was asked to update the board as to the progress. Carol indicated that the Governance Process surveys were well received by the board members as 24 out of 33 were returned. The outcomes were positive and the opinion of the board and its policies were good as well. Carol reviewed the results as indicated in the handout distributed prior to the board meeting. Rev. Bill Hipwood asked that all board members be responsible to complete and return the surveys as they receive them from Carol.

INFORMATION ITEMS**Directors Report:****National Community Action Foundation Conference Update – John Briggs**

John indicated that the proposed budget cuts were distributed in the board packet. John stated that several programs operated by NEMCSA are proposed to be zeroed out in next year's budget. Conference speakers as well as our legislators are all in agreement that the proposed budget will be "dead on arrival" as it is being proposed. John stated that staff will continue to advocate for our program participants as we have in the past. John Swise indicated that Senator Grassley was instrumental in creating the Block Grant program and that he continues to advocate for it. Both Representatives Stupak and Camp have agreed to continue their support of the CSBG program too. John Swise added that it would continue to be an interesting time and that the conference was very positive. All the speakers were very supportive of what we do and have indicated continued support for the funds we receive to provide the services.

Financial Report –

John indicated that the Auditors would present the audit report at the May meeting in Cheboygan.

Program Information Report – NEMCSA Administrative Services – Diane Price

John Swise introduced Diane and stated that she is in charge of the Administrative Services Division at NEMCSA. The division includes Human Resources, Data Processing and Information Technology. Diane mentioned that her staff work with other NEMCSA employees rather than program participants. Diane explained the make up of the department and gave a brief overview of what each area does. Diane also reviewed various changes that needed to be implemented due to changes in State and Federal laws. Brenda Lucas, Associate Director of Human Resources was introduced to review the Human Resources Department. She explained what type of work her staff is responsible for within the agency. Ed Dowling was introduced as the Information Systems Manager. He reviewed the responsibilities within his area of the department including networks and computer systems. Ed explained how the various computer systems are connected and how they communicate with each other from the remote sites. Cathy Macfalda, Database Manager concluded the presentation by explaining the agency wide database. Cathy explained how it works to assist program staff in the collection of client information. Cathy gave a brief overview of which databases she is responsible for updating and managing. This year's primary focus for Cathy is the agency wide database.

John Swise explained that most funding sources we work with have their own database that we are required to use. A goal of this project is to combine the information collected in the mandated databases into the agency wide database so that combined reports can be developed. Through this process, we are trying to eliminate the need to double enter the information. Diane explained that it continues to be an evolving process. Head Start was the first program to enter clients. The goal is to have a bigger cross section of clients in the database by year end. In addition to tracking client information, Diane indicated that NEMCSA is ahead of the game regarding the tracking of employee information. NEMCSA utilizes several ways to disseminate information to its many employees who are located all over the State.

Dan Doezema distributed a handout on the Conference on Aging. The conference will be held in Traverse City and the date is approaching. Dan explained what would be discussed at this conference.

President Dale Huggler indicated that the next board of directors meeting will be held at the Great Lakes Grill in Cheboygan.

Motion by Boyden Olson to adjourn the meeting at 1:54 p.m. Supported by Gerald Fournier. All ayes, Motion carried.

Date Prepared: April 7, 2006

Date Approved: _____

Board Secretary

Date