

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Great Lakes Grill, Cheboygan, Michigan**  
**May 5, 2006**

The meeting was called to order by President Dale Huggler at 12:50 p.m.

**ROLL CALL**

**Present:** Stuart Bartlett, Matt Bolinger, Jim Bricker, Frank Cowger, Mike Davis, Gerald Fournier, Pauline Hall, Pete Hennard, Bob Harden, Rev. Bill Hipwood, Dale Huggler, Rev. R.C. Knight, Jean Kroll, Dawn Lawrence, Jack Mahank, Tehea Minke, Boyden Olson, Joe Pellens, Bob Spencer, Gerald Wall, Paul Wingate, Gary Wozniak and Koreen Zurschmiede

**Excused:** Clyde Soucie, Shelia Phillips, Daniel Marcum, Herb Makima, and Donna Dietz

**Absent:** Terry Beardslee, Bob Cudney, Dianna Schafer, and Rose Walsh

Quorum present.

**Staff Members Present:**

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

**MINUTES OF LAST MEETING**

**Motion** by Rev. Bill Hipwood to approve minutes of the April 2006 meeting. Support by Frank Cowger. All ayes, Motion carried.

Joe Pellens 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.

**COMMUNICATION**

None.

**COMMITTEE REPORTS**

**Head Start Policy Council – Dawn Lawrence**

At the last policy council meeting, discussions included changing the Gaylord Head Start center to a double session center and the overall program budget. New in-kind sheets were explained and distributed for use. Karen Kubiak presented information on Love and Logic which is a program that deals with challenging children.

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

A new member representing Oscoda County was approved. This individual will alternate attendance with other people from the county. The increase in phone calls to the Medicaid Medicare Assistance Program (MMAP) for 04-05 saved a lot of money.

**Volunteer Program Advisory Groups:**

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

No meeting. On June 27<sup>th</sup> the Senior Companion recognition will be held at the Holiday Inn in Alpena. Rev. Knight read a letter from Governor Granholm recognizing the anniversary of the volunteer programs and their achievements over the years.

**Foster Grandparent Program – Jean Kroll**

No meeting. There were 120 people in attendance at the Foster Grandparent Recognition held at the Holiday Inn in Alpena. Jean read a letter from Congressman Bart Stupak extending his appreciation for the grandparent volunteers and the contributions they make to the program.

**Client Services Advisory Council – Boyden Olson**

No report.

**Personnel Committee – Clyde Soucie**

No report.

**Membership Committee – Frank Cowger**

The committee met prior to the meeting to consider two applications received expressing interest in filling the vacant board position. The committee recommended that Commissioner Kenneth Glasser from Otsego County be accepted to fill the vacancy.

**Motion** by Frank Cowger to accept the application of Commissioner Kenneth Glasser from Otsego County to fill the vacancy. Support by Rev. Bob Knight. All ayes, Motion carried.

It was noted that Bob Harden will become a private sector member and Kenneth Glasser will become the public sector appointment representing Otsego County.

**Program Planning and Evaluation Committee – Rev. Bill Hipwood**

The committee received a request to approve submission of the Michigan Works! South comprehensive services proposal. The committee reviewed the information and recommended approval to submit the proposal.

**Motion** by Rev. Bill Hipwood to approve submission of the Michigan Works! South Comprehensive Services proposal to Region 7B Consortium. Support by Pauline Hall. All ayes, motion carried.

Carol Shafto reported on the governance policy evaluation process. Carol distributed the final survey and explained what needed to be done by the Board members. Carol explained that there were four pages that need answers. Carol asked that they be returned to her by May 12<sup>th</sup>.

Rev. Bill Hipwood issued a challenge that all board members present complete this document and return it immediately.

Dan Doezema stated that the final public hearing on the State Plan would be held on May 19<sup>th</sup> at 1:30 p.m. in St. Ignace.

**INFORMATION ITEMS**

**Directors Report:**

**Financial Report – Jim Robarge**

Jim Robarge introduced the agency Accounting Director, Karen Kelsey and gave a brief overview of her duties within the division and what her role was in the audit process. Jim then introduced the agency auditor Curt Reppuhn who has conducted the agency audit for the past 5 years. Jim gave a brief background of Curt's experience in conducting audits for agencies similar to NEMCSA and the various positions he holds throughout the state because of his knowledge and expertise. Jim indicated that everyone was provided an audit report, a management letter, and various other items to review while Curt explains what they mean.

Curt reviewed the graphs and such that were distributed with the audit report explaining their purpose and meaning. Curt then briefly reviewed the actual audit report stating that it was considered an unqualified opinion on the financial conditions as a whole; however, there was one finding on one of the major programs which was found during the testing process. The finding pertains to the A-122 indicating that timesheets must be completed for all programs. Within the agency itself there were no concerns regarding timesheets. The finding stems from the Aging Sub-recipients who were found not in compliance with this finding. It was recommended that the written policies and procedures for the sub-recipients be verified by the agency that they are in place. Management will work with the agencies and provide training in order to rectify this issue so it will not be a repeat finding next year. Steps to rectify this finding are already in process. Curt indicated that this finding is not uncommon for non-profits, this issue comes up time and time again.

Curt made available a copy of his firm's peer review report for board members to review.

**Motion** by Jack Mahank to receive and file the audit report as presented. Support by Joe Pellens. All ayes, Motion carried.

Jim indicated that the audit reports distributed to the board members need to be returned as they are all spoken for, however any board member wishing to receive a copy at a later date should contact Karen Godi or himself.

The next meeting will be held at the Tawas Big Boy. A separate entrance to the meeting room is available in the back of the building.

**Motion** by Gerald Wall to adjourn the meeting at 1:48 p.m. Supported by Joe Pellens. All ayes, Motion carried.

Date Prepared: May 5, 2006

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date