

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Mackinaw City Senior Center, Mackinaw City, Michigan
August 4, 2006

The meeting was called to order by President Dale Huggler at 1:03 p.m.

ROLL CALL

Present: Stuart Bartlett, Matt Bolinger, Jim Bricker, Frank Cowger, Bob Cudney, Donna Dietz, Gerald Fournier, Pete Hennard, Pauline Hall, Bob Harden, Rev. Bill Hipwood, Dale Huggler, Rev. R.C. Knight, Jean Kroll, Dawn Lawrence, Jack Mahank, Herb Makima, Daniel Marcum, Tehea Minke, Boyden Olson, Joseph Pellens, Sheila Phillips, Clyde Soucie, Bob Spencer, Gerald Wall, Paul Wingate, Gary Wozniak and Koreen Zurschmiede

Excused: Rose Walsh

Absent: Terry Beardslee, Kenneth Glasser, Dianna Schafer

Quorum present.

Staff Members Present:

John Briggs, Tamara Ward, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Sue Schuler, Lisa Slupecki, Kathy Goddard and John Swise

Motion by Jack Mahank to add an item to the agenda for monthly approval of the agenda. Support by Rev. Bill Hipwood. All ayes, Motion carried.

Motion by Rev. Bill Hipwood to add an item to the agenda titled "Administrative Consent Agenda" so that all regular items that need board approval without discussion can be taken care of with one vote under that agenda item. Support by Jack Mahank. All ayes, Motion carried.

Motion by Jack Mahank to approve the agenda as amended. Support by Rev. Bill Hipwood. All ayes, Motion carried.

MINUTES OF LAST MEETING

Motion by Joe Pellens to approve minutes of the June 2006 meeting. Support by Paul Wingate. 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

The Board members introduced their guests.

COMMUNICATION

The Head Start Peer Review process finished with a final review to determine if all non-compliant items had been addressed. A letter received from that final review indicated that all findings had been taken care of and the NEMCSA Head Start program was in compliance.

Dawn Lawrence provided a verbal report on her attendance at the recent MCAAA Summer Conference held at Crystal Mountain.

COMMITTEE REPORTS

Head Start Policy Council – Dawn Lawrence

The last meeting was held on June 9th. The council received a Director's report and program budget update. A self-assessment summary report was distributed to the members. All new hires and terminations were voted on. The council approved an application to write for supplemental funding.

Regional Advisory Council – Clyde Soucie

The council endorsed the multi- year plan which was reviewed thoroughly and then recommended for adoption by the NEMCSA Board of Directors.

Volunteer Program Advisory Groups:

Senior Companion Program – Rev. Bob Knight

No meeting. No report.

Foster Grandparent Program – Jean Kroll

No meeting. No report. Jean announced that August 29th is the recognition banquet for the RSVP volunteers. It will be held at the Grayling Holiday Inn and all board members are invited to attend.

Client Services Advisory Council – Boyden Olson

All programs were reported on and funding updates were received by the committee.

Personnel Committee – Clyde Soucie

No meeting.

Membership Committee – Frank Cowger

Frank mentioned that the election of officers would take place at the September board meeting. Frank called for candidates. The committee has received letters of interest for the President and Vice President positions and he will submit a letter of interest for the Treasurer position. Interested individuals must submit their letter of interest before the September meeting. Another item needing attention is the fact that one board member has missed enough meetings either by excused or unexcused absence to be terminated. Frank asked for board approval to send a letter to Dianna Schafer offering her the option to submit a letter of resignation.

Motion by Pauline Hall to have Karen Godi send a letter to Dianna Schafer offering her the option to resign her position on the NEMCSA board. Support by Daniel Marcum. All ayes, Motion carried.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee reviewed and discussed the Area Agency on Aging Fiscal Year 2007-2009 Multi year plan and Fiscal Year 2007 Annual Implementation Plan and recommended approval for submission. Dawn Jacobs presented a power point presentation on the plan to the full board.

Motion by Rev. Bill Hipwood to approve submission of the Area Agency on Aging Fiscal Year 2007-2009 Multi-year plan and Fiscal year 2007 Annual Implementation Plan. Support by Jack Mahank. All ayes, Motion carried.

The committee reviewed and discussed the National Family Caregiver Support program funding recommendation and recommended Board approval.

Motion by Bob Cudney to approve the National Family Caregiver Support program funding recommendation as presented. Support by Jack Mahank. All ayes, Motion carried.

The committee reviewed and discussed the Disease Prevention and Health Promotion program funding recommendation and recommended Board approval.

Motion by Bob Cudney to approve the Disease Prevention and Health Promotion program funding recommendation as presented. Support by Pauline Hall. All ayes, Motion carried.

The committee reviewed and discussed the Tobacco Settlement funding recommendation and recommended Board approval.

Motion by Joe Pellens to approve the Tobacco Settlement funding recommendation as presented. Support by Jim Bricker. All ayes, Motion carried.

The committee reviewed and discussed the Comprehensive Multi-year 2007-2009 funding recommendation and recommended Board approval.

Motion by Jack Mahank to approve the Comprehensive Multi-year 2007-2009 funding recommendation as presented. Support by Rev. Bob Knight. All ayes, Motion carried.

The committee reviewed and discussed a resolution to submit the FY 2007 Community Service Block Grant (CSBG) program application and recommended Board approval. The resolution is asking for pre-approval for next years funding. Once the funding is finalized, the information will be brought back before the board for final approval.

Motion by Jack Mahank to approve submission of the FY 2007 Community Service Block Grant program application. Support by Paul Wingate. All ayes, Motion carried.

The committee reviewed and discussed the request for approval of a reduction in Childcare Hours of Operation and recommended Board approval. Linda McGillis explained why this item is being brought before the board for approval indicating that it will reduce one hour from the school day and that only the Bay City Head Start and Early Head Start programs will be affected.

Linda noted that increased accountability has required many additional written approvals. Staff are hired to take care of these issues and it doesn't seem a prudent use of the Board time to discuss these issues. All of these issues have and will continue to come before the Head Start Policy Council.

A discussion regarding placing this and similar future items under the Administrative Consent agenda indicates that such items are management discussion items requiring board approval. Board approval will be taken care of under the Administrative Consent agenda. Information regarding Administrative Consent items will be sent to the board prior to the meeting however will not be discussed unless the board deems discussion is necessary.

Motion by Pauline Hall to approve the reduction of childcare hours of operation request for the Bay City Head Start and Early Head Start programs. Support by Daniel Marcum. All ayes, Motion carried.

Karen Godi reviewed the FY 2005 annual report and updated program overview brochure which was distributed prior to the board meeting.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim presented information on the following programs: Head Start and Early Head Start, Area Agency on Aging Title IIIB Service Contracts and Title IIIC Nutrition contracts.

Jim explained the procedure for payment of contract services prior to receiving funds from the funding source as many contract funds come into the agency as a reimbursement for services already provided.

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

Area Agency on Aging Updates – Sue Schuler

Sue Schuler mentioned that the Comins Senior Center had moved to a new location in Mio. Sue assured the board that the only reason some of the direct services are being provided by the Area Agency on Aging and not the Senior Centers is because the funding is not enough to divide between the 12 counties and allow them to provide adequate service. Sue explained the Purchase of Service pool and how it is used to further service. Sue stated that the Region IX Area Agency on Aging does not charge dues to the local senior centers or county governments, instead staff believe that all monies raised within the counties should be given to the senior centers for services. The Region IX Area Agency on Aging is a part of a Community Action Agency which makes us unique from others in the State. Most Area Agency on Aging's are stand alone agencies. The State office just completed their compliance review of our programs and found two items out of compliance which staff are working to correct. One item was listing the absent members on the Regional Advisory Council minutes, the other being shortening the phone message so that seniors don't have to listen to the whole menu of options before getting to a person when calling the agency. The next Regional Advisory Council meeting will host Peggy

Brey, Assistant Director of the Office of Services to the Aging. Peggy will be holding an open discussion to answer any questions relating to the Aging programs. All Senior Center Directors as well as NEMCSA Board members are invited to attend.

John Briggs introduced Tammy Ward who is an Area Manager for the Michigan Works! North programs. Tammy updated everyone on what is happening with the downsizing of many companies and individuals who lost their jobs or were laid off. Tammy explained what they are doing to help these people through the transition period from working to being unemployed. Tammy indicated that all systems seem to be working well.

Motion by Rev. Bob Knight to adjourn the meeting at 2:21 p.m. Support by Daniel Marcrum. All ayes, Motion carried.

Date Prepared: August 4, 2006

Date Approved: _____

Board Secretary

Date