

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Oscoda Yacht Club, Oscoda, Michigan
September 15, 2006

The meeting was called to order by President Dale Huggler at 12:45 p.m.

ROLL CALL

Present: Stuart Bartlett, Matt Bolinger, Jim Bricker, Frank Cowger, Bob Cudney, Donna Dietz, Gerald Fournier, Kenneth Glasser, Pauline Hall, Pete Hennard, Rev. Bill Hipwood, Dale Huggler, Rev. R.C. Knight, Jean Kroll, Dawn Lawrence, Jack Mahank, Tehea Minke, Boyden Olson, Joe Pellens, Clyde Soucie, Bob Spencer, Rose Walsh, Paul Wingate, Gary Wozniak and Koreen Zurschmiede

Excused: Bob Harden, Daniel Marcrum, Herb Makima, and Gerald Wall

Absent: Terry Beardslee, and Sheila Phillips

Quorum present.

Staff Members Present:

Lisa Bolen, John Briggs, Kathy Goddard, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Lisa Slupecki, John Swise and Michelle Smith.

APPROVAL OF AGENDA

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

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests.

ADMINISTRATIVE CONSENT AGENDA

Motion by Jack Mahank to approve items on the administrative consent agenda including: approval of minutes, adoption of signature authorization resolution and approval to submit FY 2007 CSBG plan and budget. Support by Joe Pellens. All ayes, Motion carried.

COMMUNICATION

None

COMMITTEE REPORTS

Head Start Policy Council – Dawn Lawrence

An administrative report including budget and enrollment numbers was given by Linda McGillis. The head lice policy was finalized and ROMA targets were distributed. It was noted that the vision and hearing equipment has been received. In-kind reports and operating procedures were reviewed. Terminations and new hires were approved.

Regional Advisory Council – Rev. Bill Hipwood

New members were welcomed to the council. The Senior Center Directors were in attendance to discuss communication of information to and from the Council to the Directors. The general consensus was to have the Council and the Directors meet at least 3 times per year so as to increase the flow of information. Peggy Bray, Deputy Director for the Office of Services to the Aging was present and addressed the council.

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

No meeting. No report.

Personnel Committee – Clyde Soucie

No meeting. No report.

Membership Committee – Frank Cowger

The committee met and reviewed three letters of interest for the officer positions. The committee nominated Dale Huggler as President. Frank Cowger asked for any other nominations from the floor.

Motion by Rev. Bill Hipwood to close nominations for President from the floor. Support by Jack Mahank. All ayes, Motion carried.

A unanimous vote for Dale Huggler as President was received.

The committee nominated Rev. Bill Hipwood as Vice President. Frank Cowger asked for any other nominations from the floor.

Motion by Joe Pellens to close nominations for Vice President from the floor. Support by Rev. Bill Hipwood. All ayes, Motion carried.

A unanimous vote for Rev. Bill Hipwood as Vice President was received.

The Treasurer position was left vacant due to Rev. Bill Hipwood being elected Vice President. Frank Cowger submitted interest and was nominated for the position. Frank Cowger asked for any other nominations from the floor.

Motion by Rev. Bill Hipwood to close nominations for Treasurer from the floor. Support by Jack Mahank. All ayes, Motion carried.

A unanimous vote for Frank Cowger as Treasurer was received.

In other business, the committee received a letter of resignation from Dianna Schafer. Frank Cowger read the letter to the Board.

Motion by Frank Cowger to accept Dianna's resignation and send her a letter of appreciation. Support by Rev. Bob Knight. All ayes, Motion carried.

Frank mentioned that Dianna's resignation created a vacancy on the Membership committee. Frank asked President Dale Huggler to appoint a new person to the committee. Dale asked the members to let him or Frank know if anyone was interested in filling that vacancy.

Dale thanked the members for their consistent attendance at the board meetings.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee met prior to the board meeting mostly for the purpose of reviewing some information. The discussion will be on going for some months. John Briggs stated that the State will be conducting on-site monitoring during the first week of October. The monitoring team will attend the October board meeting and will be meeting with the Program Planning & Evaluation Committee at that time.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim met with the newly formed audit/finance committee to review a brief outline of the newly revised agency financial procedures. The committee was presented with the draft for review purposes. Jim asked that the committee members continue reviewing it and any concerns or questions can be directed to him. Any revisions will be reviewed with the committee before finalizing the procedures. Jim noted that there is currently a procedure manual in place, this process is just to revise that manual.

Program Information Report –MI Enrolls and Earned Income Tax Credit Program – Michelle Smith

Laurie Sauer introduced Michelle Smith to explain the MI Enrolls and the Earned Income Tax Credit programs that she works with. Michelle reviewed the handouts distributed prior to the meeting highlighting two of the programs she works with: MI Enrolls and Earned Income Tax Credit. Michelle also briefly explained her involvement with the Michigan Assistive Technology Loan Fund program. Laurie Sauer indicated that they are recruiting volunteers to help with the Earned Income Tax Credit program for this coming tax year. She asked if anyone was interested or knew of anyone, please let her know.

New Business – Jack Mahank stated that on August 29th the Crawford County Commission on Aging held an off site board meeting to discuss Governance. Jack wanted to publicly thank both Sue Schuler and John Swise for their informative presentations during that board meeting.

John Briggs stated that the agency has been busy working on the Northeast Michigan Continuum Homeless 10 year plan. On behalf of Carol Shafto, John thanked the board members who took this information to their commissioners for approval. John stated that the board members are dedicated to the agency efforts and do a good job carrying things forward when Commissioner approval is necessary. John thanked the board members for their support.

Motion by Rev. Bob Knight to adjourn the meeting at 1:28 p.m. Supported by Rev. Bill Hipwood. All ayes, Motion carried.

Date Prepared: September 15, 2006

Date Approved: _____

Board Secretary

Date