

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Ramada Inn, Grayling, Michigan**  
**November 2, 2007**

The meeting was called to order by President Dale Huggler at 12:49 p.m.

**ROLL CALL**

**Present:**

Carl Altman	Pete Hennard	Joseph Pellens
Stuart Bartlett	Bob Harden	Clyde Soucie
Jim Beach	Yvonne Hilderbrand	Gerald Wall
Terry Beardslee	Rev. Bill Hipwood	Rose Walsh
Matt Bolinger	Dean Hipwood	Paul Wingate
Ronald Branda	Dale Huggler	
Jim Bricker	Jean Kroll	
Frank Cowger	Dawn Lawrence	
Donna Dietz	Jack Mahank	
Gerald Fournier	Tehea Minke	
Kenneth Glasser	Boyden Olson	
Cassandra Hale	Leonard Page	

**Excused:** Bob Cudney, Rev. Bob Knight, Shelia Phillips and Bob Spencer

**Absent:** None

Quorum present.

**Staff Members Present:**

John Briggs, Laura Budreau, Karen Godi, Diane Price, Jim Robarge, Lisa Slupecki, and John Swise

**APPROVAL OF AGENDA**

Jack Mahank asked that a Head Start Assessment report be added under Committee Reports.

**Motion** Jack Mahank by to approve the agenda as amended. Support by Stuart Bartlett. All ayes, Motion carried.

Matt Bolinger led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Members introduced their guests.

No public comment.

## **ADMINISTRATIVE CONSENT AGENDA APPROVAL**

**Motion** by Jack Mahank to approve the administrative consent agenda items. Support by Dean Hipwood. All ayes, Motion carried.

## **COMMUNICATION**

John Swise summarized a letter received from Michigan Department of Human Services regarding the recent monitoring of the School Success, Compass, Earned Income Tax Credit, Weatherization and Community Service Block Grant programs which was completed on October 2<sup>nd</sup> and 3<sup>rd</sup>. Findings from last year have all been corrected and there were no findings for this year. The monitor conducted a site visit in Onaway with the School Success Program. The student and parent involvement in the program was very impressive to the monitor.

**Motion** by Jack Mahank to receive and file the monitoring report. Support by Yvonne Hildebrand. All ayes, Motion carried.

## **COMMITTEE REPORTS**

### **Head Start Policy Council – Matt Bolinger**

The Policy Council met on October 12. Linda McGillis presented an administrative report which included approval of the Head Start grant application, discussion of the upcoming peer review and what needed to be done prior to the monitoring visit.

### **Regional Council on Aging – Rev. Bill Hipwood**

No meeting. No report.

### **Volunteer Program Advisory Groups:**

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

No meeting. No report.

#### **Foster Grandparent Program – Jean Kroll**

No meeting. No report.

### **Client Services Advisory Council – Boyden Olson**

A meeting was held on October 30<sup>th</sup>. Staff provided program updates. The Commodity Supplemental Food Program is running on a continuing resolution until November 15<sup>th</sup>. The Weatherization program submitted a Request for Proposal for funds from the Michigan Public Service Commission to supplement the Weatherization program. Approval of the funds is still pending as no signed agreement has been received to date. The program year began October 1, 2007. There is no utility assistance funding is available at this time. Bob Cain was introduced as the new Program Director who will be replacing Kathy when she retires in January.

### **Head Start Assessment Report – Dawn Lawrence**

Provided a review on the recent Head Start Peer review. Many changes were made for this review as time frames and prior notice was a lot less time. Entry and Exit interviews are no longer required. Reporting will only be received on non-compliance issues. Dawn reviewed the new process, which was included and what was covered.

Matt Bolinger stated that the Peer Review team met with the Policy Council members prior to their meeting with the Board Program Planning Committee. The team asked the Policy Council about funding issues which were key points of the interview. The Council members felt as if

they provided appropriate answers to the questions and the reviewers seemed to be happy with the information that was given. Cassandra Hale and Yvonne Hildebrand meet outside of the meeting with one of the reviewers who seemed to be impressed with the awareness of the Council members.

**Personnel Committee – Clyde Soucie**

No meeting. No report.

**Membership Committee – Frank Cowger**

No meeting. No report.

**Audit Finance Committee – Pete Hennard**

The committee met briefly before the board meeting to review a proposed change in Financial Procedures Manual addressing access to the agency signature plate. The change in procedure is necessary to make sure access to the check stock and signature plate is not both available to the same person. The committee reviewed the change and recommended approval by the board. John Swise asked Jim Robarge to read the revision to the full board.

Jim explained that the new process would create a complete separation of responsibility between the Chief Financial Officer and the Accounting Director in reference to the check signing machine which signs all checks distributed by the agency. There are two signatures on the signature plate, the Chief Financial Officer and the Accounting Director. According to the proposed policy change, those two signatories will not have independent access to the check stock and the signature plates. New policy language will secure the Accounts payable and Payroll check signature plates in a locked location only available to the CFO or designee, the check stock will be maintained in a secure location only available to the Accounting Director or designee.

**Motion** by Paul Wingate to approve the proposed change to the financial procedures manual as presented by the committee. Support by Joe Pellens. Discussion. It was suggested that wording be added to state the named designees cannot be one and the same person.

Paul Wingate restated the motion to include the statement that the named designee cannot be the same person. Support by Joe Pellens. All ayes, Motion carried.

Page 84 of the Financial Procedures Manual will now state that the CFO or Accounting Director designee would never be one and the same staff member.

Jack Mahank asked if there was any thing in the Financial Procedure Policy indicating how procedure is changed and are we changing procedure according to the policy. Jim Robarage explained that the Audit Finance Committee of the Board has been established to review such changes and recommend necessary changes to the full board for approval.

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

Discussion regarding the recent Head Start Peer Review meeting in West Branch. The Committee recommended the approval of per diems for those Board members who attended the meeting.

**Motion** by Rev. Bill Hipwood to approve per diem payment for those board members who attended the Head Start Peer Review meeting in West Branch. Support by Jack Mahank. All ayes, Motion carried.

Dan Doezema discussed improved training services for those caring for Alzheimer's patients. Three programs were funded within the State; we were not one of them. It is possible however that if there is funding left, the proposal may still get funded. There is a possibility of more federal dollars for respite care services, tax credits for family care givers caring for elderly and increased protection for those family members who have purchased Long Term Care Insurance.

## **INFORMATION ITEMS**

### **Directors Report:**

**Program Updates** - none

### **Financial Report – Jim Robarge**

Jim reviewed the fiscal year 2007 agency wide program and expense report as of September 30, 2007 as well as the Head Start grant as of September 30, 2007 noting that the Head Start grant ends in February 2008.

**Motion** by Frank Cowger to receive and file the financial report as presented. Support by Pete Hennard. All ayes, Motion carried.

### **Program Information Report – Michigan's Campaign to End Homelessness, NEMCSA's Contribution – Karen Godi**

John began by explaining the Michigan Campaign to End Homelessness and what is happening to provide services to the homeless individuals.

Karen Godi provided a PowerPoint presentation showing what NEMCSA's role is in the Campaign to End Homelessness. Karen explained the role of the Continuum of Care and its purpose within the homeless population. NEMCSA has programs that provide services and assistance to the homeless population. Karen provided a brief overview of these programs, which are all aimed at housing the homeless and coordinating available services to assist these individuals and families reach the overall goal of self sufficiency. Much discussion took place regarding what homeless looks like and the fact that there are many more homeless individuals and families in this area than one would think.

### **New Business:**

Paul Wingate asked that a letter of appreciation be sent to the Head Start staff for their participation in the recent Peer Review.

**Motion** by Paul Wingate to have a letter of appreciation to the Head Start staff for their participation in the recent Peer Review. Support by Yvonne Hildbrant. All ayes, Motion carried.

Dean Hipwood expressed concern over the new regulations for the senior meals. There is much resentment by the seniors.

The next meeting will be held at the Holiday Inn in Alpena.

**Motion** by Boyden Olson to adjourn the meeting at 2:10 p.m. Supported by Gerald Wall. All ayes, Motion carried.

Date Prepared: November 2, 2007

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

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Board Secretary

\_\_\_\_\_  
Date