

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**NEMCSA Main Office, Alpena, Michigan**  
**February 2, 2007**

President Dale Huggler called the meeting to order at 12:45 p.m.

**ROLL CALL**

**Present:**

Carl Altman	Rev. Bill Hipwood	Bob Spencer
Stuart Bartlett	Dean Hipwood	Catherine Swan
Matt Bolinger	Dale Huggler	Gerald Wall
Ronald Branda	Rev. R. C. Knight	Rose Walsh
Jim Bricker	Jean Kroll	Paul Wingate
Frank Cowger	Dawn Lawrence	
Bob Cudney	Jack Mahank	
Gerald Fournier	Tehea Minke	
Kenneth Glasser	Boyden Olson	
Cassandra Hale	Leonard Page	
Pete Hennard	Joseph Pellens	
Bob Harden	Shelia Philips	
Yvonne Hilderbrand	Clyde Soucie	

**Excused:** Terry Beardslee, Jim Beach, and Donna Dietz

**Absent:** None

Quorum present.

**Staff Members Present:**

John Briggs, Laura Budreau, Barb Dault, Kathy Goddard, Karen Godi, Sherry Goff, Dorothy Pintar, Diane Price, Meg Romel, Laurie Sauer, Sue Schuler, Julie Smith, and John Swise

**APPROVAL OF AGENDA**

Jack Mahank asked to have the client satisfaction survey added to the Program Planning and Evaluation Committee report. Pete Hennard asked to add the 2 committee vacancies to the Finance committee report. Dale indicated that he would address the committee vacancies later.

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

Rose Walsh 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 APPROVAL**

**Motion** by Joe Pellens to approve the administrative consent agenda. Support by Jack Mahank. All ayes, Motion carried.

## **COMMUNICATION**

John Swise stated that Otsego County and Senator Jason Allen supported the Waiver Resolution passed by the NEMCSA board a few months ago. John also stated that a monitoring report response from the Department of Human Service office was received. John read his letter of response to correct the one finding in the report.

## **COMMITTEE REPORTS**

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

The council received a report from the board meeting, an administrative report on the program budget, an in-kind report, and transportation report. The program is currently 100% enrolled. Training was provided on complaints. Personnel policies, new hires, terminations and the written plan were all approved.

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

Dean Hipwood was appointed to represent the Regional Council on Aging on the NEMCSA Board. Election of Officers was held resulting in all existing officers being re-elected by acclamation: Rev. Bill Hipwood, President, Clyde Soucie, Vice President and John Carolly, Secretary/Treasurer.

### **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 quorum was present. Those present received updates on all programs operating under the Client Services division.

### **Personnel Committee – Clyde Soucie**

No meeting. No report.

### **Membership Committee – Frank Cowger**

The committee received a letter of resignation from member Catherine Swan. Frank read the letter.

**Motion** by Frank Cowger to accept Catherine's resignation and asked that a letter of thanks be sent to her. Support by Rev. Bill Hipwood. All ayes, Motion carried.

### **Audit/Finance Committee – Pete Hennard**

No meeting. The committee is currently two members short due to changes in board membership. The committee will discuss a few corrections in regard to the financial procedures manual at their next meeting. Dale Huggler indicated that committee appointments would be made soon.

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

Jack Mahank indicated that a report on the client satisfaction survey was presented to the full board last month by Carol Shafto.

**Motion** by Jack Mahank to receive and file the client satisfaction survey report discussed by Carol Shafto at the January 2007 meeting. Support by Ken Glasser. All ayes, Motion carried.

**INFORMATION ITEMS**

**Directors Report:**

**Financial Report – Jim Robarge**

Jim distributed the financial report showing revenue and expenditures for the School Success and Head Start programs.

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

**Program Report – School Success Program – Dorothy Pintar**

Dorothy Pintar introduced Meg Romel and Sherry Goff, program liaisons, who were present to provide an overview of the School Success program. Dorothy indicated that the program rational is to see that every student has an opportunity to have a successful school experience. Dorothy provided an overview of the program and what the goals and eligibility criteria are. Some school systems like the program so well that they would like to see the service expanded to the Jr. High and High School levels. At present the program focuses on elementary students. All public school students are eligible for the program where it is available Parent permission is mandatory for enrollment into the program. Contact is made with the School Success Liaison on a regular basis and a plan of action is created, agreed upon and implemented. The School Success Liaison follows up on the plan to ensure it is being followed. If not, adjustments are made so that everyone can have success. The program is based on prevention, program staff do not like to wait until a problem exists; they try to work with the family/student before a problem arises. The program is voluntary except in the case of truancy. Implemented in 1991, currently 17 staff work in 6 school districts operating with the help of various funding sources. Sherry Goff from Wolverine talked about the program she operates and Meg Romel talked about her program which operates in the Hillman school district.

Dale welcomed the new board members.

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

Date Prepared:

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

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

\_\_\_\_\_  
Date