

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant, Gaylord, Michigan
March 16, 2007

President Dale Huggler called the meeting to order at 12:00 p.m.

ROLL CALL

Present:

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

Excused: Jim Beach, Donna Dietz, and Paul Wingate

Absent: Jim Bricker, Shelia Phillips, and Gerald Wall

Quorum present.

Staff Members Present:

John Briggs, Laura Budreau, Misty Dragiewicz, Kathy Goddard, Karen Godi, Linda McGillis, Dorothy Pintar, Jim Robarge, Laurie Sauer, Lisa Slupecki, Carol Shafto, and John Swise

APPROVAL OF AGENDA

Motion by Joe Pellens to approve the agenda. Support by Clyde Soucie. All ayes, Motion carried.

Robert Spencer led the Board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Motion by Jack Mahank to approve the administrative consent agenda items. Support by Boyden Olson. All ayes, Motion carried.

COMMUNICATION

John Swise read two letters regarding recent program assessments that were conducted. One was for the Aging programs indicating that everything was found to be in compliance; the second was in regard to the Michigan Department of Human Services monitoring and one finding was noted. No corrective action was necessary; however the agency will need to comply with the State travel rates when staff travel under a program contracted through the Michigan Department of Human Services. John Swise replied to the finding indicating that compliance would take place.

COMMITTEE REPORTS

Head Start Policy Council – Matt Bolinger

Scheduling conflicts have created a lack of meeting participation by the delegate Policy Council representative. Minutes from the March delegate Policy Council meeting were received and scheduling conflicts are being worked on to allow attendance. Linda McGillis provided an update to the members present. Several members attended various workshops. In-kind and budget reports were distributed. Confirmation was received in March that program in-kind had been exceeded for the year. The Council approved new hires. There were no terminations.

Linda stated that Matt Bolinger had qualified and will be running in the Boston Marathon.

Regional Council on Aging – Rev. Bill Hipwood

The last meeting was cancelled due to inclement weather. That meeting was rescheduled for Monday, March 29, 2007. No report.

Volunteer Program Advisory Groups:

Senior Companion Program – Rev. Bob Knight

Update on volunteer stations and the number of volunteers. New members were welcomed to the council. Reviewed several policies and discussed the joint monitoring that will take place in late March.

Foster Grandparent Program – Jean Kroll

Update on volunteer stations and the number of volunteers. One new volunteer has been added in Alpena. A new member was welcomed to the council. A joint in service was held for both Senior Companion and Foster Grandparent volunteers hosting presenters from Hospice.

Client Services Advisory Council – Boyden Olson

No meeting. No report.

Personnel Committee – Clyde Soucie

No meeting. No report.

Membership Committee – Frank Cowger

No meeting. No report.

Audit/Finance Committee – Pete Hennard

The committee reviewed the financial policy manual and made a few changes to reflect the HIPPA laws. Unrestrictive net assets were discussed and the following was recommended for approval by the board.

It is the responsibility of the Audit/Finance Committee to provide oversight in areas of audit, financial management and reporting for Agency to the Board of Directions of NEMCSA.

It is the responsibility of the Audit/Finance Committee to establish, with senior management, that an appropriate share of the Agency's current unrestricted net assets be designated to provide adequate financing and support for all future Agency activities and related contingencies.

To assure the overall mission of the agency is preserved, it is the recommendation of this committee for the Agency's fiscal year ending September 30, 2006 that 50% of current unrestricted net assets be designated for those purposes and this percentage remain in place until the committee determines an adjustment is necessary.

Motion by Pete Hennard to approve the committee recommendation as read. Support by Frank Cowger. Jim Robarge explained that unrestricted funds can be either board designated or undesignated. Jim explained the difference between the restricted classifications. Jack Mahank asked if this action was in compliance with the board approved Governance policy that is currently in place. He also asked if the CEO agreed with the recommendation. John Swise stated yes to both questions. All ayes, Motion carried.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

Committee met prior to the meeting for discussion on various topics. Linda McGillis provided information regarding the Head Start self assessment process and conducted interviews with members to fulfill the board participation requirement of the self assessment. There were no items of discussion that required board action.

Rev. Bob Knight provided blessing for the meal. (Lunch was served at 12:30 due to a serving time conflict)

Following lunch

Dale stated his appreciation to those who had accepted his recent committee appointments. All appointments were accepted.

Dan Doezema announced that a recognition program for building elder friendly communities was in the works. Two groups have piloted the program, one located in Otsego County. The State approved both programs for recognition of their assessment of elder friendly communities. The initial phase is recognition for assessment; following assessments are for improvements to communities.

John Swise reported on the National Community Action Foundation Legislative Conference recently held in Washington DC. All speakers were up beat this year having Community Service Block Grant (CSBG) as the focus. Everyone was supportive of refunding CSBG, which is currently zeroed out in the Presidents proposed budget for 2008. Time was provided to meet

with Congressman Bart Stupak as well as a staffer for Congressman Dave Camp. Both Congressmen were supportive of Community Action efforts and continued funding. No one was up beat about the President's overall budget, which is in dire straits.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim reported on the financial condition of Community Service Block Grant dollars and agency wide revenue and expense. Jim explained that the CSBG contract is a reimbursement contract and will be brought into line once reports are submitted to the state office and funds are released.

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

Program Report – ROMA Annual Report – Carol Shafto

Carol presented on the finalized ROMA report for year-end 2006. Carol distributed complete copies to all board members and provided an overhead presentation explaining what was included in the report. Carol provided some background on the process for new board members.

Joe Pellens commended Carol for the great job in putting this information together.

John Briggs indicated that all programs report into this system however each program funding source collects their own information as well. John complimented the staff stating that this is one more reporting requirement added to the required reports mandated by the funding sources.

Motion by Gerald Fournier to adjourn the meeting at 2:00 p.m. Supported by Boyden Olson. All ayes, Motion carried.

Date Prepared: March 16, 2007

Date Approved: _____

Board Secretary

Date