

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Great Lakes Grill Restaurant, Cheboygan, Michigan
May 4, 2007

President Dale Huggler called the meeting to order at 12:35 p.m.

ROLL CALL

Present:

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

Excused: Jim Beach, Jim Bricker and Leonard Page

Absent: Rose Walsh

Quorum present.

Staff Members Present:

Laura Budreau, Barb Dault, Karen Godi, Dawn Jacobs, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Lisa Slupcki, Carol Shafto, and John Swise

APPROVAL OF AGENDA

Motion by Gerald Wall to approve the agenda as presented. Support by Rev. Bob Knight. All ayes, Motion carried.

Sheila Phillips 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 Paul Wingate. All ayes, Motion carried.

COMMUNICATION

None

COMMITTEE REPORTS

Head Start Policy Council – Cassandra Hale

The council discussed the Head Start COLA funding application and policy council member meeting attendance. The council approved new hires and terminations.

Regional Council on Aging – Rev. Bill Hipwood

No Meeting. No report.

Volunteer Program Advisory Groups:

Foster Grandparent Program – Jean Kroll

The Foster Grandparent Recognition will be held on Tuesday, May 15, at Wiltze's in Oscoda. All were invited to attend.

Senior Companion Program – Rev. Bob Knight

No meeting, No report.

Client Services Advisory Council – Boyden Olson

The council met on Tuesday, April 17th. Individual program updates were given by staff. Following Boyden's report, John Swise provided a brief update on the Statewide TEFAP product distribution problems.

Personnel Committee – Clyde Soucie

No meeting. No report.

Membership Committee – Frank Cowger

No meeting. No report.

Audit/Finance Committee – Ken Glasser

The committee met with the auditor to review the audit results for year ending September 30, 2006. The auditing firm has issued a favorable unqualified opinion indicating that all findings from last year had been resolved. The committee recommended that the board approve the audit report following Curt's board presentation later on the agenda.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee met prior to the meeting and reviewed two items requiring board action. Linda McGillis presented information requesting approval to submit an application for a 1.5% COLA supplemental funding level increase for the Early Head Start and Head Start programs. All funds received will be used toward staff salary and fringe. The committee recommended approval to submit the application.

Motion by Rev. Bill Hipwood to approve submission of the Head Start and Early Head Start COLA supplemental funding application. Support by Jean Kroll. All ayes, Motion carried.

Karen Godi presented information requesting approval to submit the Community Service Block Grant (CSBG) modification request. The modification request was needed in order to incorporate the \$148,213 carry forward funds from FY 2006. The committee recommended approval to submit the modification request.

Motion by Bob Cudeny to approve submission of the Community Service Block Grant (CSBG) modification request as presented. Support by Dawn Lawrence. All ayes, Motion carried.

Dan Doezema reported on the state level budget situation and how it may or may not affect the Aging programs. Dan presented highlights from a presentation given by Sharon Gire, Director of the Office of Services to the Aging (OSA). According to Dan, Sharon has been delivering this message all over Michigan.

INFORMATION ITEMS

Directors Report:

Program Report – Agency Audit Report

Curt Reppuhn, from Keskin, Cook, Miller and Alexander LLP

Jim Robarge introduced Curt Reppuhn who was responsible for conducting the agency wide audit for fiscal year ending September 30, 2006. Curt and his firm have been conducting the agency wide audit for the past 6 years. Jim reported that the audit would not be distributed today but if anyone wanted a copy they could contact Karen Godi or Jim.

Curt reported on the highlights of the agency wide audit indicating that he had met with the Audit Finance Committee to review the information prior to the meeting. Curt mentioned that electronic copies of the audit were available as well.

Curt distributed and reviewed a summary of the audit in chart format. Curt reviewed the audit process with the board in regard to what is involved with conducting an audit. The audit process takes about 6 months of the year from start to finish. Curt thanked Jim and his staff for their assistance in the audit process.

Jim thanked the programmatic staff for their work and efforts, as the audit process for the current year was one of the best ever. All past findings have been corrected.

Motion by Ken Glasser to approve and accept the audit information as presented to the board. Support by Frank Cowger. Discussion.

Jack Mahank asked if the audit firm has had a peer review. Curt responded indicating yes a review was conducted in 2005 and no citations were issued. Jack Mahank asked if NEMCSA should have a compliance officer. Curt responded no because the programmatic staff are on top of everything in regard to changes and with the audit the firm somewhat reviews the information again. Curt stated that NEMCSA's programmatic staff perform duties equivalent to that of a Compliance Officer. Jack asked Curt to rate NEMCSA on a scale of 1 – 10 in terms of financial health. Curt stated he would rate NEMCSA as a 9 – 9.5. Curt stated that the organization is very healthy and is able to sustain itself in the event of a State decrease in funding. The administration is able to understand and head off any troubles in advance. The appropriate steps are always implemented in advance to ward off any future problems. All ayes, Motion carried.

John Swise indicated that the State budget situation will impact all of us regardless of what happens. John stated that a solution will be reached but who knows what it

will be. Head Start was reauthorized by the House of Representatives and the Senate will take it up soon. Comparing the two bills there are some changes. In terms of Lansing, it is not good. John is disappointed in the State leadership because they won't just deal with the problems and work toward a solution.

John thanked Curt for his work on the agency audit.

Motion by Joe Pellens to adjourn the meeting at 1:41 p.m. Supported by Clyde Soucie. All ayes, Motion carried.

Date Prepared: May 5, 2007

Date Approved: _____

Secretary

Date