

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Posen Senior Center, Posen, Michigan
August 3, 2007

President Dale Huggler called the meeting to order at 12:42p.m.

ROLL CALL

Present:

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

Excused: Jim Beach, Cassandra Hale, Shelia Phillips and Rose Walsh

Absent: Terry Beardslee Jim Bricker, and Kenneth Glasser

Quorum present.

Staff Members Present:

John Briggs, Laura Budreau, Barb Dault, Kathy Goddard, Karen Godi, Linda McGillis, Jim Robarge, Laurie Sauer, Lisa Slupecki, and John Swise

APPROVAL OF AGENDA

Motion by Jack Mahank to approve the agenda as presented. Support by Paul Wingate. All ayes, Motion carried.

PLEDGE OF ALLEGIENCE AND REFLECTIONS

Yvonne Hilderbrand lead the board in the Pledge of Allegiance. Rev. Bill Hipwood provided reflections. Rev. Bob Knight provided the blessing for the meal.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Motion by Paul Wingate to approve the administrative consent agenda items. Support by Dean Hipwood. All ayes, Motion carried.

COMMUNICATION

John Swise introduced Laurie Sauer as the new Area Agency on Aging Director and indicated that Laurie will continue to direct the Community Based Services programs as well. John Swise read a letter re: an upcoming on site review of the Area Agency on Aging FY 2006 programs. The review was conducted on July 23, 2007 and according to Dan Doezema the monitoring response is in the mail.

Linda McGillis distributed and reviewed some handouts regarding the Head Start Self Assessment that was completed earlier in the year. Linda stated that the assessment was conducted in preparation of the on site assessment that will be completed in the near future. Linda explained the process and indicated what was identified as program strengths and improvements. The information distributed was for review. Linda also distributed and reviewed the Mid Michigan delegate agency self assessment that was conducted. No areas of non compliance were found. Linda asked that everyone take a few minutes before the September board meeting to review the information and bring any questions at that time. Linda will be giving the board presentation on Head Start in September.

COMMITTEE REPORTS

Head Start Policy Council – Matt Bolinger

The administrative report was given providing an overview of the summer work groups including the Strategic Planning meeting in which staff and policy council members both participated. The in-kind report was discussed including a list of new restrictions which is making it tougher and tougher to meet the in-kind requirement. The Transportation Waiver request was once again approved and because it must be done annually, another waiver will be submitted in the near future. Council members approved the Center committee bylaws, new hires and terminations.

Regional Council on Aging – Rev. Bill Hipwood

The council dealt with the resignation of Area Agency on Aging Director, Sue Schuler. There was a lengthy conversation about the 38 request for proposals received for the distribution of funds to the aging service providers. The State Office of Services to the Aging would like to discontinue subcontracting the Long Term Care Ombudsman program to the Area Agencies on Aging, they would like to control the program staff on a state level. This change would eliminate the program staff who currently work at the local level. Rev. Bill Hipwood read a letter expressing concern that was drafted and sent to OSA on behalf of the Regional Council on Aging.

Rev. Bill Hipwood suggested that the NEMCSA board also issue a similar document supporting the current Ombudsman program.

Motion by Jack Mahank to create and send a similar letter to OSA on behalf of the NEMCSA Board of Directors. The letter should also be sent to the Senior Advocates Council and the local county governments for further resolutions and support. Support by Paul Wingate. All ayes, Motion carried.

Volunteer Program Advisory Groups:

Foster Grandparent Program – Jean Kroll

No meeting. No report.

Senior Companion Program – Rev. Bob Knight

No meeting. No report. The Senior Companion recognition banquet was held.

Client Services Advisory Council – Boyden Olson

Updates were given for all Client Service programs. The Emergency Food Assistance Program (TEFAP) will not have a distribution in August but will in November. The Commodity Supplemental Food Program (CSFP) has been put back in the federal budget but has yet to be approved. If approved, there will be an increase.

Personnel Committee – Clyde Soucie

No meeting. No report.

Membership Committee – Frank Cowger

Election of Officers will take place in September. All present officers have agreed to serve another term - President. Dale Huggler, Vice President, Rev. Bill Hipwood, and Treasurer, Frank Cowger. Any nominations from the floor are to be given to Karen Godi.

Audit/Finance Committee – Pete Hennard

The committee met twice since the June Board meeting. Request for Proposals (RFP's) for the agency-wide audit were received. The committee met to review them last Friday. Five invites were mailed to various firms and only 4 were returned. Those submitting proposals were Raymond Group, Plante and Moran, Wipfli, and Keskin, Cook, Miller, and Alexander, LLP. All proposals were factored using a predetermined factor system. Keskin, Cook, Miller and Alexander, LLP and Wipfli were the two best suited following proposal review and ranking; however Keskin had more over all points. The committee recommended contracting with Keskin, Cook, Miller and Alexander, LLP to conduct the agency wide audit subject to renewal in subsequent years.

Motion by Pete Hennard to approve the committee recommendation to contract with Keskin, Cook, Miller and Alexander, LLP for the agency wide audit subject to renewal in subsequent years. Support by Dawn Lawrence. Discussion. John Swise commended the committee and Accounting staff for the work that was put into this RFP process. Price difference between the two proposals was approximately \$3,000. Keskin, Cook, Miller and Alexander, LLP is located in Michigan, Wipfli is not. Jim Robarge stated that this year's audit will have even more requirements than in the past. All ayes, Motion approved.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee met prior to the meeting to review all of the items presented for approval.

The committee reviewed information on both the upcoming Community Service Block Grant (CSBG) funds and a Community Service Discretionary Grant (CSBG-D) that was recently submitted to assist the School Success Truancy Intervention program. The CSBG funds require board approval. The submission deadline will take place prior to the next scheduled board meeting. An update will be provided to the board following submission of the proposal. The CSBG-D application also requires board approval, however was submitted by the deadline which was prior to the August board meeting.

Motion by Rev. Bill Hipwood to approve submission of both the CSBG and CSBG-D applications. Support by Jack Mahank. Discussion. The CSBG-D funds are targeted toward

Thunder Bay Junior High School because the Truancy Officer position was cut from the school budget due to funding cuts. All ayes, Motion carried.

The committee reviewed and discussed the Area Agency on Aging staff recommendations for distribution of the Tobacco Settlement Funds and recommended approval.

Motion by Jack Mahank to approve staff recommendations for distribution of the Tobacco Settlement Funds as presented. Support by Clyde Soucie. All ayes, Motion carried.

The committee reviewed and discussed the Area Agency on Aging staff recommendations for distribution of the Disease Prevention Health Promotion Funds and recommended approval.

Motion by Yvonne Hilderbrand to approve staff recommendations for distribution of the Disease Prevention Health Promotion Funds as presented. Support by Gerald Wall. All ayes, Motion carried.

The committee reviewed and discussed the Area Agency on Aging staff recommendations for distribution of the National Family Caregiver Funds and recommended approval.

Motion by Jack Mahank to approve staff recommendations for distribution of the National Family Caregiver Funds as presented. Support by Paul Wingate. Discussion regarding the use of funds and the distribution process. Jack Mahank stated that the bidding process for next year will be altered a bit to make it less cumbersome. All ayes, Motion carried.

Dan Doezema stated that he recently conducted the Area Agency on Aging compliance assessment and it went well. There were only a few minor requirements to fix. Dan expressed appreciation for all of the Area Agency staff who stepped forward to cover when Sue Schuler was off on extended leave.

John Swise provided an update on the Michigan Community Action Agency Association Summer Conference held at Boyne Mountain in July. Dale Huggler and Rev. Bill Hipwood attended along with a few staff members. Rev. Bill Hipwood received opportunities to meet with both Michigan State Housing Development Authority (MSHDA) and Office of Services to the Aging (OSA) staff to discuss various areas of concern. The key note speaker was Dr. Donna Beegle who spoke on Poverty issues. We are exploring options to get her here. Dale Huggler returned as a member of the Michigan Community Action Agency Association Board of Directors.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim presented information on the Retired Senior Volunteer Program, (RSVP), Senior Companion Program (SCP), Foster Grandparent Program (FGP) and agency wide activity.

Motion by Paul Wingate to receive and file the financial report as presented. Support by Joe Pellens. Jim explained the volunteer stipend. All ayes, Motion carried.

Program Report – Barb Dault – Volunteer Programs Overview.

Barb provided an overview of the Foster Grandparent, Senior Companion and Retired Senior Volunteer Programs reviewing information contained in a packet distributed prior to the

meeting. Barb explained that advertising flyers are placed throughout the service area to recruit new volunteers. On August 29th the Grayling Ramada Inn will be hosting the Retired Senior Volunteer Program (RSVP) volunteer Recognition. All board members are invited to attend the recognition. Barb stated that the three year compliance audit was recently conducted by the Corporation for National and Community Services. Barb explained the compliance audit process, who is involved and why then reviewed the audit report which indicated that the programs were found to be in compliance with the rules and regulations. NEMCSA is one of only two Community Action Agencies in the state who have a tri program with one program director overseeing all three programs.

It was asked if work had been done to expand the RSVP program throughout the service area as it is currently available in only Crawford and Roscommon counties. Barb stated that as money becomes available we would look into program expansion. At present there are no funds available for program expansion.

Jack suggested the board create and submit a resolution to the Corporation of National and Community Services to encourage funding for the expansion of the RSVP program throughout the NEMCSA service area. Barb stated that the required 30% match dollars would be a concern as there are no additional funds within NEMCSA to use as match. John Swise stated that if the board directs a resolution be submitted to the Corporation on their behalf, staff will follow through and encourage program expansion. Discussion.

Motion by Jack Mahank to have staff take the initiative to ask the Corporation for National and Community Services for additional funds to expand the current RSVP program. Support by Yvonne Hilderbrand. All ayes, Motion carried.

Dale stated that the next meeting will be held at the Oscoda Yacht Club in Iosco County. John Briggs invited all board member to attend a retirement reception for Sue Schuler on Thursday, August 9th at the NEMCSA main office. John also thanked the Posen Sr. Center kitchen staff for the meal along with the Boysville boys for serving the meal.

Motion by Yvonne Hildebrand to adjourn the meeting at 2:14 p.m. Supported by Bob Harden. All ayes, Motion carried.

Date Prepared: August 3, 2007

Date Approved: September 7, 2007

Board Secretary

Date