

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Oscoda Yacht Club, Oscoda, Michigan
September 7, 2007

The meeting was called to order by President Dale Huggler at 12:34 p.m.

ROLL CALL

Present:

Mike Darga	Pete Hennard	Tehea Minke
Stuart Bartlett	Bob Harden	Boyden Olson
Jim Beach	Yvonne Hilderbrand	Leonard Page
Ronald Branda	Rev. Bill Hipwood	Joseph Pellens
Jim Bricker	Dean Hipwood	Sheila Phillips
Frank Cowger	Dale Huggler	Clyde Soucie
Bob Cudney	Rev. R.C. Knight	Bob Spencer
Donna Dietz	Jean Kroll	Gerald Wall
Ken Glasser	Dawn Lawrence	Rose Walsh
Cassandra Hale	Jack Mahank	

Excused: Matt Bolinger, Gerald Fournier, Paul Wingate

Absent: Terry Beardslee

Quorum present.

Staff Members Present:

Lisa Bolen, John Briggs, Kathy Goddard, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Lisa Slupecki, Kristen Walcheski, Jeanne Chisena and John Swise

APPROVAL OF AGENDA

Motion by Clyde Soucie to approve the agenda as presented. Support by Boyden Olson. All ayes, Motion carried.

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

President Dale Huggler introduced Mike Darga Presque Isle County Commissioners who is sitting in for Carl Altman.

ADMINISTRATIVE CONSENT AGENDA

Motion by Gerald Wall to approve the minutes as presented. Support by Rose Walsh. All Ayes, Motion carried.

Motion by Jack Mahank to approve the signature authorization as presented. Support by Dawn Lawrence. All ayes, Motion carried.

COMMUNICATION

President Dale Huggler read a letter of resignation from Kathy Goddard, Director of the Client Services Division. Kathy plans to retire in January 2008.

Motion by Joe Pellens to send Kathy a letter of appreciation for her years of service. Support by Yvonne Hilderbrand. All ayes, Motion carried.

John Swise stated that a letter was received from the Health and Human Service Regional Office in Chicago approving our recent request for a waiver of the transportation restraint requirement when transporting Head Start students.

COMMITTEE REPORTS

Head Start Policy Council – Yvonne Hilderbrand

A report from the budget committee was received. Program In-kind and its importance was discussed. The attendance policy was reviewed. Monthly attendance reports are now required as well as more follow up when students are absent. The staff strategic planning group, including two policy council members, met and a report was received. The Head Start school year will begin after the holiday week and will be consistent with area public schools. A 2% COLA and up to 3% merit increase was approved for staff. A change in the delegate contract with Mid Michigan was discussed requesting approval to transfer the remaining 2 family day care slots to Mid Michigan. New hires and terminations were approved. The new policy council members will start in November at the 2 day meeting on the 15th & 16th.

Regional Advisory Council – Rev. Bill Hipwood

No meeting.

Volunteer Program Advisory Groups:

Senior Companion Program – Rev. Bob Knight

The Senior Companion program has 51 volunteers serving 46 stations. Three new volunteers have joined the program. A volunteer recognition was held on June 19th with 97 guests in attendance. Program staff worked in cooperation with the local health department so that 93 volunteers could receive their annual physicals in one day.

Foster Grandparent Program – Jean Kroll

The Foster Grandparent Program has 57 volunteers serving 36 stations. Three applications are being processed for new volunteers to start in September. Two new advisory council members were introduced and welcomed at the last meeting.

Client Services Advisory Council – Boyden Olson

No Meeting.

Personnel Committee – Clyde Soucie

No Meeting.

Membership Committee – Frank Cowger

At the August meeting the membership committee submitted the names of the three current officers to continue serving for another year: Dale Huggler, President, Rev. Bill Hipwood, Vice

President and Frank Cowger, Treasurer. At that same time the committee asked that other interested individuals submit their information to Karen Godi. To date, no additional members have expressed interest.

Frank asked for nominations from the floor.

Motion by Gerald Wall to close nominations and cast a unanimous ballot for all current officers - Dale Huggler, President, Rev. Bill Hipwood, Vice President and Frank Cowger, Treasurer to remain in place for an additional year. Support by Joe Pellens. All ayes, Motion carried.

Audit Committee – Pete Hennard

An audit report letter was received from Health and Human Services (HHS) stating that the agency wide audit was found to be acceptable. The Office of Services to the Aging sent a similar letter stating that the audit was accepted and found all to be in compliance.

Motion by Jack Mahank to received and file the two audit letters. Support by Frank Cowger. All ayes, Motion carried.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

Rev. Bill Hipwood presented information regarding an increase in funding for the Head Start delegate contract. Linda McGillis provided some background on the information being presented for approval stating that four of the previous expansion slots were for family daycare slots. Two slots were given to Mid Michigan and two slots were managed by NEMCSA staff. The proposed increase in funding for Mid Michigan would transfer the two NEMCSA family day care slots to Mid Michigan increasing their family day care slots to 4. The program is asking for board support to make the change in the Delegate contract and increase it by \$15,421 to allow for the additional day care slots.

Motion by Rev. Bill Hipwood to support the delegate contract increase in funding in order to transfer the two family day care slots. Support by Jack Mahank. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed financial status information on agency wide activity as well as the Head Start and Early Head Start federal funding component.

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

Program Information Report –

Head Start Program Update – Linda McGillis, Director of Early Childhood Services

Presented some general information on the Head Start, Early Head Start and the Michigan School Readiness Programs. Linda distributed handouts including the Program Information

Report (PIR) and reviewed the information contained in them. Linda explained the geography of the program stating that NEMCSA early childhood programs provide services throughout a 21 county area. NEMCSA Early Head Start and Michigan School Readiness have smaller service areas, however the programs are offered by other service providers throughout the entire Head Start service area. The service area is extremely rural. Linda provided some history on the delegate contract and why its creation was necessary. Linda provided some numbers on children who receive services from the programs and explained the funding sources and how they work together to provide maximum service availability for the children. Linda talked about outcomes and what the children had accomplished within the last year. Three areas in specific were addressed: self assessment, the ongoing monitoring process, and program information report (demographics of the children and families). Linda introduced Kristen Walcheski who reviewed the evaluation process currently used to assess the children and their progress. Kristen reviewed some history and present data. Kristen highlighted some items from the 2006-07-program year. It was noted that full day part year students made the most gain while full day full year students made the least gain. Linda explained that all students come into the program with various stages of knowledge, the program is targeted to work and evaluate progression for each individual child. History has always shown that NEMCSA Head Start has exceeded the national average in all areas.

Jack Mahank questioned the need for Early Head Start in all areas of the Head Start service area. It was explained that funding was not available and suggested that the board send a letter of concern to U.S. Representative Dale Kildee. Linda mentioned that Jeanne Chisena has worked hard to find state funding to supplement the Early Head Start programs. John Swise explained that the southern Head Start counties have Early Head Start it is just not operated by NEMCSA. At present the lack of Early Head Start dollars is common in all areas of the state. Lack of funding is not just a concern of NEMCSA.

The October Board meeting will be held in Rogers City.

Motion by Joe Pellens to adjourn the meeting at 2:00 p.m. Support by Boyden Olson. All ayes, Motion carried.

Date Prepared: September 7, 2007

Date Approved: _____

Board Secretary

Date