

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Alpena Holiday Inn, Alpena, MI**  
**December 5, 2008**

The meeting was called to order by President Dale Huggler at 12:50 p.m.

**ROLL CALL**

**Present:**

Carl Altman	Bob Harden	Boyden Olson
Stuart Bartlett	Yvonne Hilderbrand	Richard Simmons
Jim Beach	Rev. Bill Hipwood	Clyde Soucie
Ronald Branda	Dean Hipwood	Bob Spencer
Jim Bricker	Dale Huggler	Cerria Wakeley
Frank Cowger	Jean Kroll	Gerald Wall
Bob Cudney	Dawn Lawrence	Rose Walsh
Donna Dietz	Jack Mahank	
Gerald Fournier	Tehea Minke	
Kenneth Glasser	Leonard Page	
Pete Hennard	Joseph Pellens	

**Excused:** Patricia Maurer

**Absent:** Terry Beardslee, Paul Wingate

Quorum present.

**Staff Members Present:**

Lisa Bolen, John Briggs, Laura Budreau, Bob Cain, Vicki Campbell, Barb Dault, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Carol Shafto.

**APPROVAL OF AGENDA**

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

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

Moment of silence and prayer in memory of former board member Michael Davis who recently passed away. He will be greatly missed. A copy of his obituary was included in the board packets.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Members introduced their guests.

Dan Doemza talked about the Impact Summit that was sponsored by the City of Alpena and Region 9AAA. The summit was a huge success. A grant for the savvy caregiver was acquired; Region 9AAA will be partnering in the program.

### **ADMINISTRATIVE CONSENT AGENDA APPROVAL**

**Motion** by Clyde Soucie to approve the administrative consent agenda items. Support by Yvonne Hilderbrand. All ayes, Motion carried.

**Motion** by Pete Hennard to approve the 2009 meeting calendar, supported by Bob Cudney. All ayes, motion carried.

**Motion** by Jack Mahank to approve the Policy Governance Calendar as presented, supported by Rose Walsh. All ayes, motion carried.

### **COMMUNICATION**

No communications.

### **COMMITTEE REPORTS**

#### **Head Start Policy Council – Yvonne Hilderbrand**

Yvonne reported on the two day meeting held to induct the new policy council members. Election of officers was held, the compliant procedure and new hires were approved. Cierra Wakeley will join Patty Maurer and Yvonne Hilderbrand as Policy Council representatives on the NEMCSA Board of Directors.

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

Received program reports and updates including a presentation from Legal Services regarding services available to seniors. The new Long Term Care Ombudsman was introduced. The council is in the process of recruiting new members and the election of officers will be held in January.

#### **Volunteer Program Advisory Groups – Jean Kroll**

There are 57 foster grandparent volunteers serving 37 stations and 45 senior companions servicing 38 stations throughout the service area. Volunteer Donna Mackey attended the Poverty Summit in Detroit recently as a foster grandparent program representative. The programs continue to operate at current funding levels. Services are provided by volunteers at not cost to clients.

#### **Client Services Advisory Council – Boyden Olson**

No report.

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

No meeting.

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

No meeting.

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

Jim Robarge provided information on the Tax Shelter Annuity program currently available to NEMCSA employees along with some upcoming changes being made by the IRS. Jim explained the changes and how it will affect the current program available to employees. The Tax Shelter Annuity program is independent from the retirement program.

**Motion** by Pete Hennard to authorize NEMCSA management to assess the administrative costs and reasonableness of offering a 403(b) plan with a third party administrator (Common Remitter). If management determines the plan to be feasible, the Board entrusts NEMCSA management to implement said 403(b) plan in accordance with all applicable state and federal laws. Supported by Frank Cowger.

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

No meeting, no report.

### **INFORMATION ITEMS:**

#### **Directors Report:**

#### **Financial Report – Jim Robarge**

Jim reviewed the current financial status of Low Income Home Energy Assistance Program (LIHEAP), Department of Energy (DOE) and Head Start/Early Head Start.

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

#### **Program Updates:**

Carol Shafto reported on the “green cards” that she had passed out to each member. She explained that they are client satisfaction surveys. These will be distributed to clients over the next several months.

#### **Program Information Report – Weatherization.**

Bob Cain gave a PowerPoint presentation on the Weatherization Program. He explained the different processes and the equipment used to check a homes efficiency. Currently there are 110 people on the waiting list. Bob discussed some possible changes in the program eligibility criteria. Bob provided members with an informational booklet and read some client thank you letters expressing their appreciation.

#### **New Business:**

President Dale Huggler gave each member of the board and staff a disposable camera as a gift. They were much appreciated.

John Briggs extended thanks and appreciation from both he and John Swise to all the board members for a very successful year.

Next meeting will be held at the NEMCSA Main Office in Alpena.

**Motion** by Bob Spencer to adjourn the meeting at 1:50p.m. Supported by Dean Hipwood. All ayes, Motion carried.

Date Prepared: December 18, 2008

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

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Board Secretary

\_\_\_\_\_  
Date