

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Huron Breeze Golf Club, Au Gres, Michigan**  
**April 4, 2008**

The meeting was called to order by President Dale Huggler at 12:51 p.m.

**ROLL CALL**

**Present:**

Stuart Bartlett	Dean Hipwood	Clyde Soucie
Jim Beach	Dale Huggler	Bob Spencer
Ronald Branda	Jean Kroll	Rose Walsh
Jim Bricker	Dawn Lawrence	Paul Wingate
Frank Cowger	Jack Mahank	
Bob Cudney	Patricia Maurer	
Gerald Fournier	Tehea Minke	
Tamberlynn Gibbs	Boyden Olson	
Pete Hennard	Leonard Page	
Bob Harden	Joseph Pellens	
Rev. Bill Hipwood	Richard Simmons	

**Excused:** Carl Altman, Terry Beardslee, Donna Dietz, and Gerald Wall

**Absent:** Kenneth Glasser, and Yvonne Hilderbrand

Quorum present.

**Staff Members Present:**

Lisa Bolen, John Briggs, Bob Cain, Jeanne Chisena, Karen Godi, Linda McGillis, Dorothy Pintar, Diane Price, Laurie Sauer, and John Swise

**APPROVAL OF AGENDA**

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

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

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

No public comment. Members introduced their guests.

**ADMINISTRATIVE CONSENT AGENDA APPROVAL**

**Motion** by Jack Mahank to approve the administrative consent agenda items which included the Head Start/Early Head Start/School Readiness Governance Policy. Support by Bob Spencer. All ayes, Motion carried.

## **COMMUNICATION**

John Swise stated that the Head Start Peer Review response communication had been received and would be addressed later on the agenda.

## **COMMITTEE REPORTS**

### **Head Start Policy Council – Tammerlynn Gibbs**

No report.

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

No report.

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

No report.

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

No meeting.

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

No meeting.

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

No meeting.

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

The committee reviewed information on the acceptance of the Homeless Prevention Dollars from Michigan State Housing Development Authority (MSHDA) and recommended board approval.

**Motion** by Rev. Bill Hipwood to approve the acceptance of Homeless Prevention Dollars in the amount of \$100,350 from Michigan State Housing Development Authority (MSHDA). Support by Paul Wingate. All ayes, Motion carried.

The committee reviewed information on the criteria for enrollment in the Head Start program. Information was distributed in the board packet and Linda McGillis will address it in her Directors report later on the agenda. The committee recommended board approval.

**Motion** by Rev. Bill Hipwood to approve the change in criteria for Head Start enrollment as presented. Support by Jack Mahank. All ayes, Motion carried.

Jack Mahank stated that a By-law revision will be required to make the Audit Finance Committee a standing committee of the board. The Program Planning and Evaluation Committee will need to address the necessary changes.

**Motion** by Joe Pellens to have the Program Planning and Evaluation Committee put together appropriate language to amend the bylaws and add the Audit Finance Committee as a standing committee. Support by Clyde Soucie. All ayes, Motion carried.

President Dale Huggler indicated that Dean Hipwood was appointed to fill a vacancy on the Membership Committee and Ronald Branda was appointed fill a vacancy on the Personnel Committee. Both members accepted their appointment.

## **INFORMATION ITEMS**

### **Directors Report:**

**Financial Report** – No report.

### **Program Information Report – Linda McGillis**

Linda reviewed the necessary changes relating to board governance for the Head Start program to remain in compliance with the new regulations released in the Head Start reauthorization. Under the new regulations Head Start grants are now designated for a finite period of time, meaning there will be certain conditions under which a grant will be re-competed. An advisory committee has been convened to establish the criteria outlining when a grantee will have to re-compete for the funds. Also, under the new guidelines homeless families will now be automatically eligible for Head Start and up to 35% of the families can be 130% of poverty. Head Start families will now be ranked for enrollment on a two step system; poverty and below and 100% to 130% of poverty; however the program is still obligated to serve the lowest income population first. Other new requirements include 50% of Head Start teachers need to have a Bachelor degree, we are pretty much in compliance so the program goal is 100%, and a program wide annual report will be necessary and will include specific information. Linda distributed and reviewed a Head Start month end program report and stated that it would be a new addition to the monthly board packet. Linda highlighted the Head Start literacy night that was recently held in Midland. Representative John Moolenaar was present for the event. Linda also indicated that finding dental care for Head Start children with severe decay has been a challenge for the program. Many dentists that provide such care are not available in the local area so families have to travel long distances which causes a hardship.

Jeanne Chisena distributed and reviewed an Early Head Start month end program report which will also become part of the monthly board packet. Jeanne highlighted the My Child Growing and Learning program which was an event planned and coordinated by Early Head Start staff noting that collaboration with other agencies was tremendous. An Early Head Start program challenge is with the Bay City child daycare program where there is more need for toddler slots and less need for infant care. Due to the difficulty and safety concerns when combining infant and toddler care in one room, and the change in community need, the program is proposing a revision in the selection criteria. Jeanne also distributed and reviewed all proposed selection criteria changes for Head Start and Early Head Start.

Linda reviewed the content of the monitoring response letter from the Department of Health and Human Services (DHHS). Linda stated that the non compliance issues had been addressed and indicated that out of over 1,800 standards addressed by the monitors, only 5 were found to be noncompliant.

**Motion** by Jack Mahank to indicate the Department of Health and Human Service (DHHS) compliance report showing 99.98% compliance was reviewed and that the 5 non-compliance have already been corrected. Support by Dawn Lawrence. Linda indicated that the Early Head

Start monitoring report showed 100% compliance. John Swise commented on the review process and stated that there were some positives noted in the report as well. All ayes, Motion carried.

Dan Doezema reported on Community for a Life Time indicating that 6 committees completed an assessment on how elder friendly their communities were. Alpena and Otsego Counties were both recognized for their assessments.

President Dale Huggler stated that the next meeting will be held at the Great Lakes Grill Restaurant in Cheboygan. The audit committee will meet prior to the meeting and the completed audit will be presented as well.

Paul Wingate stated that the volunteer recognition banquets are important and that board members should attend in support of the programs.

**Motion** by Stuart Bartlett to adjourn the meeting at 1:50 p.m. Support by Pete Hennard. All ayes, Motion carried.

Date Prepared: April 4, 2008

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

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date