

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Great Lakes Grill Restaurant, Cheboygan, Michigan
May 2, 2008

The meeting was called to order by President Dale Huggler at 12:40 p.m.

ROLL CALL

Present:

Carl Altman	Pete Hennard	Leonard Page
Stuart Bartlett	Bob Harden	Richard Simmons
Ronald Branda	Yvonne Hilderbrand	Clyde Soucie
Jim Bricker	Rev. Bill Hipwood	Bob Spencer
Frank Cowger	Dean Hipwood	Paul Wingate
Bob Cudney	Dale Huggler	
Donna Dietz	Dawn Lawrence	
Gerald Fournier	Jack Mahank	
Tamberlynn Gibbs	Patricia Maurer	
Kenneth Glasser	Tehea Minke	

Excused: Jim Beach, Jean Kroll, Boyden Olson, Joseph Pellens, Gerald Wall, Rose Walsh

Absent: Terry Beardslee

Quorum present.

Staff Members Present:

John Briggs, Bob Cain, Karen Godi, Karen Kelsey, Linda McGillis, Diane Price, Dawn Stone, Jim Robarge, Laurie Sauer, Lisa Slupecki, and John Swise

APPROVAL OF AGENDA

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

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Curt Reppuhn, CPA from Keskin, Cook, Miller & Alexander, LLP was introduced and will present later on the agenda.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Motion by Jack Mahank to approve the administrative consent agenda items which included the April meeting minutes and the following Weatherization Program Policies: Landlord Contribution, Appeals Process and Walk Away/Deferral Process. Support by Dean Hipwood. All ayes, Motion carried.

COMMUNICATION

None

COMMITTEE REPORTS

Head Start Policy Council – Yvonne Hildebrand

The council met and approved the Early Head Start and Head Start selection criteria.

Regional Council on Aging – Rev. Bill Hipwood

Nursing home comparison information was distributed including information about a web site that shows care ratings for individual nursing homes. Blue Cross/Blue Shield information regarding House Bills 5282 and 5283 was discussed. Carol Shafto gave some highlights from the Aging ROMA report. Paul Wingate provided an update on the reduced fee for the cost of senior center licensing.

Volunteer Program Advisory Groups – No report

Client Services Advisory Council – Bob Cain

The council reviewed and recommended board action to approve the weatherization program policies which included: Landlord Contribution, Appeals Process and Walk Away/Deferral Process. Individual program updates were also provided by program staff.

Personnel Committee – Clyde Soucie

No meeting. No report.

Membership Committee – Frank Cowger

No meeting. No report.

Audit Finance Committee – Pete Hennard

The committee met with Curt Reppuhn, CPA from Keskin, Cook, Miller & Alexander, LLP to review and discuss the final agency wide audit for FY 07.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The committee reviewed and discussed the Community Services Block Grant modification and recommended approval by the board. Karen Godi provided a brief review of the revisions indicating the initial allocation of \$502,193 was increased by \$17,966 of new funding along with \$156,049 of carry forward funds from the previous year bringing the total budget amount to \$676,208.

Motion by Rev. Bill Hipwood to approve the Community Services Block Grant modification as presented. Support by Clyde Soucie. All ayes, Motion carried.

Dan Doezema reported on the nutrition assessment he recently monitored at the Arenac Senior Center indicating that Kelly Robinette did a good job with the assessment process and the meal was good. Dan also talked about mortgage foreclosure prevention and stated that MSHDA has programs to help those in need of such assistance through a program entitled “Save the Dream”. John Briggs also stated that the Northeast Michigan Affordable Housing (NEMAH) has added three staff members to work with families facing mortgage foreclosure.

INFORMATION ITEMS

Directors Report:

Jim Robarge introduced Curt Reppuhn, CPA from Keskin, Cook, Miller & Alexander, LLP as the agency auditor to present information on the completed agencywide audit for fiscal year 2007. Curt met with the board audit/finance committee prior to the meeting to review the completed audit in detail.

Curt presented a brief summary of the audit to the full board. Curt stated that the audit is an unqualified opinion which means no corrections needed to be made to the financial statements. Curt explained that an unqualified opinion is the cleanest audit one can receive. Curt reviewed some graphs that showed summaries of various expenses and income by program. Curt briefed the financial report and then provided training on the single audit process explaining how major programs are selected for review. Curt explained that the agency has received no findings since 2005 and his auditing firm went through the peer review process in 2004 and is subject for another peer review in 2008. Jack Mahank asked Curt to rate the financial systems in place across the board by NEMCSA on a scale of one to ten. Curt stated that the central accounting system is a big benefit for the agency and the software used has the ability to track funds very well. Curt stated he would rate the agency at 8.5 and stated that that rating is higher than normal.

Pete Hennard stated that the Finance Committee reviewed the report with Curt prior to the board meeting and all but one of their questions was answered. The one unanswered question was put on hold until next month.

Motion by Pete Hannard to receive, file and forward onto the proper authorities the completed audit report as presented. Support by Jack Mahank. All ayes, Motion carried.

Next meeting will be held at the Plainfield Township Hall in Hale.

Motion by Bob Cudney to adjourn the meeting at 1:42 p.m. Supported by Clyde Soucie. All ayes, Motion carried.

Date Prepared: May 2, 2008

Date Approved: _____

Board Secretary

Date