

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Oscoda County Council on Aging, Mio, Michigan
August 1, 2008

The meeting was called to order by President Dale Huggler at 12:45 p.m.

ROLL CALL

Present:

Carl Altman	Rev. Bill Hipwood	Joseph Pellens
Stuart Bartlett	Dean Hipwood	Richard Simmons
Ronald Branda	Dale Huggler	Gerald Wall
Bob Cudney	Jean Kroll	Rose Walsh
Gerald Fournier	Dawn Lawrence	Paul Wingate
Tamberlynn Gibbs	Jack Mahank	
Kenneth Glasser	Patricia Maurer	
Pete Hennard	Tehea Minke	
Bob Harden	Boyden Olson	
Yvonne Hilderbrand	Leonard Page	

Excused: Jim Beach, Jim Bricker, Frank Cowger, Donna Dietz, Clyde Soucie, and Bob Spencer

Absent: Terry Beardslee

Quorum present.

Staff Members Present:

Lisa Bolen, John Briggs, Bob Cain, Misty Dragiewicz, Barb Dault, Karen Godi, Linda McGillis, Heidi Powers, Diane Price, Jim Robarge, Laurie Sauer, Lisa Slupecki, Carol Shafto, and John Swise

APPROVAL OF AGENDA

Jack Mahank asked for approval of the revised governance calendar to be added to the agenda under the Program Planning and Evaluation Committee Report.

Motion by Jack Mahank to approve the agenda as amended. Support by Carl Altman. All ayes, Motion carried.

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Motion by Jack Mahank to approve the administrative consent agenda items. Support by Bob Harden. All ayes, Motion carried.

COMMUNICATION

Dawn Lawrence provided a brief report on the Michigan Community Action Agency Association (MCAAA) Summer Conference she recently attended at Boyne Mountain.

COMMITTEE REPORTS

Head Start Policy Council – Yvonne Hilderbrand

A member of the policy council recently passed away. A report was given on the activities of the Parent Involvement Workgroup. Correspondence was received approving the Head Start Transportation Child Restraint Waiver request and the Peer Review Response.

Regional Council on Aging – Rev. Bill Hipwood

Council members received an update from the state office regarding funding for the Waiver program and Nursing home transition clients. The Office of Services to the Aging (OSA) also saw some increases in their budget – the Care Management program received an enhancement increase. The Office of Services to the Aging (OSA) Director, Sharon Gire was in the region and visited the Presque Isle Council on Aging for dinner and had lunch at the Iosco Senior Center. She was very pleased with what she saw. Rev. Bill Hipwood also attended the MCAAA Summer Conference at Boyne.

Volunteer Program Advisory Groups – Jean Kroll

No Meeting. The Retired Senior Volunteer Program recognition banquet will be held at the Grayling Ramada Inn on September 10th all board members are invited to attend.

Client Services Advisory Council – Boyden Olson

No meeting.

Personnel Committee – Clyde Soucie

No meeting.

Membership Committee – Frank Cowger

No meeting.

Audit/Finance Committee – Pete Hennard

No Meeting.

Program Planning and Evaluation Committee – Rev. Bill Hipwood

The Committee met prior to the board meeting to discuss the proposed by-law amendments. As required by the by-laws the proposed amendments were mailed to all board members for consideration in July. The committee recommends adoption of the changes by the full board.

Motion by Rev. Bill Hipwood to accept the by-law amendments as presented. Support by Joe Pellens. Discussion: John Briggs explained that the revision was necessary to add the Audit/Finance Committee as a standing committee of the Board. All Ayes, Motion Carried.

The committee reviewed the proposed funding recommendations for the Tobacco Settlement program and recommended approval by the full board. The proposed funding figures were distributed to all board members in the board packets.

Motion by Rev. Bill Hipwood to approve the funding recommendations as presented for the Tobacco Settlement funds. Support by Rose Walsh. All ayes, Motion carried.

The committee reviewed the proposed funding recommendations for the Disease Prevention and Health Promotion program and recommended approval by the full board. All board members received the funding figures in their board packets.

Motion by Rev. Bill Hipwood to approve the funding recommendations as presented for the Disease Prevention and Health Promotion program. Support by Yvonne Hilderbrand. All ayes, Motion carried.

The committee reviewed the proposed funding recommendations for the National Family Caregiver Support program and recommended approval by the full board. All board members received the funding figures in their board packets.

Motion by Rev. Bill Hipwood to approve the funding recommendations as presented for the National Family Caregiver Support program. Support by Stuart Bartlett. Discussion. Jack Mahank stated that in addition to approving the recommendations the Program Planning Committee discussed having a committee be assigned the responsibility to review the way funds are allocated by county to make certain they are appropriate and include that assignment in the motion. Rev. Bill Hipwood withdrew the previous motion and reworded it to include a study group.

Motion by Rev. Bill Hipwood to approve the funding recommendations as presented for the National Family Caregiver Support program and appoint a study group to review the funding allocation process for accuracy. Support by Stuart Bartlett. All ayes, Motion carried.

The committee discussed the FY 09 Community Service Block Grant (CSBG) program funding application. The application instructions have not been received yet; however will be arriving soon. The board is required to adopt a resolution approving the submission of the completed plan which is anticipated to be completed and returned prior to the September Board meeting. At this point, it is anticipated that the plan will be written similar to previous year plans where funding is allocated across multiple programs. The committee is recommending approval to submit the completed plan with the understanding that a summary will be presented at the September board meeting. The funding amount is anticipated to be \$520,159.

Motion by Rev. Bill Hipwood to approve a resolution authorizing the submission of the Community Services Block Grant (CSBG) application with the understanding that an application summary will be presented to the full board at the September board meeting. Support by Bob Harden.

Roll Call Vote:

Carl Altman, yes, Stuart Bartlett, yes, Ronald Branda, yes, Bob Cudney, yes, Gerald Fournier, yes, Tamberlynn Gibbs, yes, Kenneth Glasser, yes, Pete Hennard, yes, Bob Harden, yes, Yvonne Hilderbrand, yes, Rev. Bill Hipwood, yes, Dean Hipwood, yes, Dale Huggler, yes, Jean Kroll, yes, Dawn Lawrence, yes, Jack Mahank, yes, Patricia Maurer, yes, Tehea Minke, yes, Boyden Olson,

yes, Leonard Page, yes, Joseph Pellens, yes, Richard Simmons, yes, Gerald Wall, yes, Rose Walsh, yes, and Paul Wingate, yes. All yes, Resolution approved.

The committee discussed the Board governance calendar and proposed some revisions in order to meet the goals of the governance policies. A copy of the revised calendar was distributed prior to the meeting.

Motion by Rev. Bill Hipwood to approve the revised Board Governance calendar as presented. Support by Jack Mahank. Discussion. Jack Mahank stated that the only changes were to time frames which were necessary to meet busy work schedules. All ayes, Motion carried.

Dan Doezema provided an update of the additional programs being offered through the State agency. The next Program Directors meeting at OSA will host someone to talk about the “My Deal Program” in regard to buying deals similar to what the State receives.

INFORMATION ITEMS

Directors Report:

Financial Report – Jim Robarge

Jim presented the financial report showing the financial condition of the agency wide programs and Head Start Program as of July 31 2008.

Motion by Joe Pellens to receive and file the financial report as presented. Support by Richard Simmons. All ayes, Motion carried.

Program Updates – Carol Shafto and John Swise

John Swise reported on the organizations accomplishments for the third quarter of the funding year. John reviewed each program individually and indicated if they were on target with their ROMA goals and if not, why.

John Swise also discussed the Annual Report for 2007 which was distributed prior to the meeting.

Carl Altman asked about the Emergency Fuel Program and what is happening with the Presque Isle County allocation. Bob Cain reported that there has been no word on what will be available and/or if any money will be allocated for that type of assistance.

Carol Shafto distributed a copy of the 2007 ROMA Annual Report of Program Results and the Agency Annual Report for 2007 and stated that if anyone would like John Swise to come and make a presentation in their county, just let him know and he would be glad to do so.

Carol Shafto reported on the Board Governance Policy II: Board/Staff Relationship Semi-Annual Review/Survey indicating that she distributed a copy of the evaluation survey to each board member and asked that it be completed and returned in order to evaluate the Chief Executive Officer. Carol explained the process and forms necessary for completion and return and assured confidentiality of the information. The information will be reported on in aggregate state at the September board meeting.

Program Information Report – Linda McGillis, Early Childhood Services Director

Linda McGillis provided an overview of the Head Start program focusing her presentation on two items – the annual self assessment and a new process regarding risk assessment which began with a meeting in Chicago last week attended by John Swise, Dale Huggler, and Linda McGillis. Linda started by reviewing the self assessment process which was distributed in the board packet. Linda explained the procedure and what was looked at throughout the process, including who was interviewed. The report points out areas of strength and potential weaknesses or non-compliances. Non-compliance areas included: medical and dental records were found to not have the screenings done within the required time lines, referrals to community resources that were not followed up on by documentation and the lack of Mental Health service availability. These areas will be addressed through work plans and trainings throughout the coming year.

A self assessment process was also conducted on the delegate agency using the same process. The results were as follows – six non compliance areas were noted, four of them have to do with the family childcare option however; the standards are new and the program is working to achieve full compliance. The four areas included: Policy Council representation is not adequate, family day care provider does not meet the credentials, exit to facility is not clearly marked and the delegate is not monitoring the program as frequently as necessary. The other two non compliance issues included lack of availability to Mental Health services and medical and dental screenings meeting the required timeline. A fiscal assessment was recently conducted by Jim Robarge and no specific problems were noted. Recapture of the non-federal share was noted as a slight concern; however it is being worked on. Linda noted that for the most part there are few problems with the delegate agency.

Linda, John Swise and Dale Huggler attended the first annual risk assessment meeting in Chicago recently. Linda provided a brief overview of the meeting stating that the questions asked were in regard to why is the NEMCSA Head Start program is exceeding in areas where other Head Start programs are struggling. The only surprise to the Regional Office was that the admin costs appeared low and they were concerned that the agency was not reporting accurately. Jim Robarge was on conference call during the meeting and explained that the agency was calculating the administration correctly.

Jack Mahank asked Linda to indicate on a scale of 1 to 10 where she thought the NEMCSA Head Start program was. Linda responded with 8 as an answer however she felt the funding source would probably put the program closer to a 10 because we provide quality services very economically. Linda stated the program is at least 99% compliant.

John Swise stated that the Risk Assessment meeting in Chicago was interesting and that all in all it went very well. Linda thanked John and Dale for attending the meeting with her.

John Briggs stated that he would pass the word on through Mark Grantner to thank the Council on Aging staff for their hospitality.

Next meeting will be held at the Oscoda Yacht Club in Iosco County.

Motion by Gerald Wall to adjourn the meeting at 2:00 p.m. Supported by Dean Hipwood. All ayes, Motion carried.

Date Prepared: August 1, 2008

Date Approved: _____

Board Secretary

Date