

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Alpena Michigan Works!, Alpena, MI**  
**January 9, 2009**

The meeting was called to order by President Dale Huggler at 12:42 p.m.

**ROLL CALL**

**Present:**

Carl Altman	Rev. Bill Hipwood	Bill Thompson
Stuart Bartlett	Dean Hipwood	Cierra Wakeley
Jim Beach	Dale Huggler	Gerald Wall
Ronald Branda	Jean Kroll	Rose Walsh
Frank Cowger	Dawn Lawrence	
Bob Cudney	Jack Mahank	
Gerald Fournier	Patricia Maurer	
Kenneth Glasser	Tehea Minke	
Pete Hennard	Boyden Olson	
Bob Harden	Leonard Page	
Yvonne Hilderbrand	Bob Spencer	

**Excused:** Jim Bricker, Donna Dietz, Albert LeFleche, Joseph Pellens, Clyde Soucie.

**Absent:** Terry Beardslee.

Quorum present.

**Staff Members Present:**

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

**APPROVAL OF AGENDA**

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

Dale Huggler 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 Yvonne Hilderbrand. All ayes, Motion carried.

## **COMMUNICATION**

No communication.

## **COMMITTEE REPORTS**

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

Patricia Maurer attended the Voices for Action Poverty Summit that was held in Detroit. She gave the council members a short presentation about the summit. Council members also covered such topics as operating procedures, new hires and terminations, removal of members for non-attendance and service plans.

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

No meeting, no report.

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

No meeting, no report.

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

No meeting, no report.

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

No meeting, no report.

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

No meeting, no report.

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

No meeting, no report.

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

No meeting, no report.

Rev. Bill Hipwood discussed the upcoming orientation for new board members. It will be held at the NEMCSA office on February 6<sup>th</sup> beginning at 9:30 a.m. which is the morning of the February board meeting. Rev. Bill Hipwood stressed that it is very important for the new board member to attend the orientation session, and encouraged present board members to attend also.

## **INFORMATION ITEMS**

### **Directors Report:**

Linda McGillis reported to the board an incident that happened at one of the Head Start sites recently. A child was choking on a small magnet and one of the staff members had to perform the Heimlich maneuver. The child was o.k., but still went to the hospital for evaluation. Linda stated that the parents were very thankful.

**Motion** by Rose Walsh to send a letter of thanks to the staff member. Support by Kenneth Glasser. All ayes, Motion carried.

John Briggs stated that John Swise was not present at the meeting because he was attending the Community Action Partnership Management and Leadership Training Conference in New Orleans. In a brief phone call from John, John Briggs reported that some programs will see increases in funding, with Weatherization being one of them targeted to receive a large increase. Bob Cain briefed the board on his plans to expand the weatherization program and stated that he will be setting up meetings to inform area contractors interested in working with NEMCSA. Meetings will cover such things as; equipment needed, necessary training and certifications required to be involved in the expansion. Bob also mentioned that funds had been received for deliverable fuels.

**Financial Report – Karen Kelsey**

Karen stated that the auditors will soon be on site conducting the audit. Karen reported current financial information on the Head Start program as well as the Michigan Works! South contract.

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

**Program Information Report – Lisa Bolen**

Lisa Bolen presented a detailed PowerPoint presentation on the JET (Jobs, Employment and Training) program formerly titled Work First. Lisa also provided board members a handout and flyer containing information on the program.

The next meeting will be held on February 6<sup>th</sup>, at the NEMCSA Main Office in Alpena.

**Motion** by Boyden Olsen to adjourn the meeting at 1:55 p.m. Support by Dean Hipwood. All ayes, Motion carried.

Date Prepared: January 9, 2009

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

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

\_\_\_\_\_  
Date