

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**NEMCSA Main Office, Alpena, Michigan**  
**February 6, 2009**

The meeting was called to order by Vice-President Rev. Bill Hipwood at 12:30 p.m.

**ROLL CALL**

**Present:**

Stuart Bartlett	Rev. Bill Hipwood	Clyde Soucie
Jim Beach	Dean Hipwood	Bob Spencer
Ronald Branda	Jean Kroll	Joe Stone
Frank Cowger	Albert LaFleche	Bill Thompson
Bob Cudney	Dawn Lawrence	Cierra Wakeley
Gerald Fournier	Jack Mahank	Gerald Wall
Kenneth Glasser	Patricia Maurer	Rose Walsh
Pete Hennard	Tehea Minke	
Bob Harden	Leonard Page	
Yvonne Hilderbrand	Kristin Sorgenfrei	

**Excused:**

Jim Bricker, Donna Dietz, Dale Huggler, Boyden Olsen, and Joseph Pellens

**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, Jim Robarge, Laurie Sauer, Carol Shafto, and John Swise.

**APPROVAL OF AGENDA**

**Motion** by Frank Cowger to approve the agenda with the addition of a brief report by John Swise under the Program Planning and Evaluation Committee. Support by Clyde Soucie. All ayes, Motion carried.

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

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Board members introduced their guests.

**ADMINISTRATIVE CONSENT AGENDA APPROVAL**

**Motion** by Clyde Soucie 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**

The council approved the Shared Governance and Impasse Policy as well as new hires and terminations. Yvonne Hildebrand shared some comments from parents on the educational programs that are brought into the classroom for the children. Parents found that they are just as informative and entertaining as if they took a field trip somewhere. The next Policy Council meeting is scheduled for February 20<sup>th</sup> in West Branch.

### **Regional Advisory Council – Rev. Bill Hipwood**

The nominating committee proposed that the current slate of officers be re-elected for another term. Election of officers took place resulting in Rev. Bill Hipwood remaining President, and Clyde Soucie remaining Vice President. Two new council members, Mary Mischley and Albert LaFleche, were appointed to fill vacancies. Laurie Saurer provided updates on the various programs and budgets. The MMAP program is in need of volunteers, interested individuals should contact the Area Agency on Aging. Bob Cudney, Senior Advocate Council member, reported on their last visit to Lansing which was mostly thank you's to the legislators.

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

No meeting, No report.

### **Client Services Advisory Council – Bob Cain**

Bob provided the council report as Boyden was unable to attend. The Emergency Food Assistance Program (TEFAP) distribution sites are running out of food. Demand has increased but the amount of food available for distribution from the government has decreased. The Michigan Public Service Commission Energy Assistance funds are depleted and funds for the Emergency Shelter Grant are close to depletion as well. The agency has received notice of funding available for deliverable fuels in the amount of \$231,761. This program will run from February 1<sup>st</sup> through September 30<sup>th</sup>. It is anticipated that these funds will go quickly as the income eligibility criteria has changed. The Weatherization program received some carryover funds which were reallocated from last year's unspent allocation. Bob explained the ramp up efforts of the Weatherization program to spend the Stimulus money allocated to the State. He indicated that informational meetings for interested contractors will be held as a way of recruiting contractors to work in the program.

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

No meeting. No report.

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

The committee met in combination with the Program Planning and Evaluation committee prior to the board meeting. A report will be given with the Program Planning Committee report.

## **Audit and Finance Committee**

No meeting. No report.

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

The Program Planning and Evaluation Committee met with the Membership Committee prior to the board meeting to discuss some changes in the Head Start Reauthorization. John Swise provided a summary of the meeting and changes that will affect the board. Most of the required changes are already in place; however some changes will need further research.

**Motion** by Jack Mahank to direct the CEO to check with the auditors and determine what specific modifications relative to Head Start are necessary within the approved governance procedures and put them in place. Support by Dean Hipwood. All ayes. Motion carried.

John Swise stated that the new Head Start regulations prohibit using Head Start funds to pay for board member stipends. Currently board stipends are paid for from Indirect and because Head Start consists of roughly ½ of the agency budget, a large portion of Head Start funds are used for Indirect. John stated that if the board members wish to continue to receive a stipend for meeting attendance, an alternative source for the funds must be used.

**Motion** by Jack Mahank to instruct the CEO to review all options available so the board members can continue to receive a meeting stipend at the current payment amount. Support by Yvonne Hilderbrand. Discussion. All ayes. Motion carried.

## **INFORMATION ITEMS**

### **Directors Report:**

#### **Program Updates**

Linda McGillis reviewed the Early Head Start/ Head Start reports that were included in board packets which provided a review of enrollment, attendance and child outcomes. Both programs have been fully enrolled from day one of the school year.

John Swise talked about the Poverty Summit follow up efforts. One positive of the Summit was that money was made available for planning. As a result, Dr. Donna Beegle will be brought to the area to speak about poverty at four regional forums. One will be held in Alpena on March 23<sup>rd</sup>, at the Marine Sanctuary. Additional forums will be held in Grayling, Cadillac and Indian River. Dr. Beegle will return to Traverse City in May for a two day Poverty Reduction Conference. John stated that Dr. Beegle is an outstanding speaker and communicator. Her knowledge and background on generational poverty is the cornerstone of her forums. The forums should prove to be truly fascinating.

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

No financial report was presented. Jim Robarge stated that the auditors will be completing the end of their field work and soon will have a preliminary audit which will be reviewed with the audit finance committee before the final audit is completed. The final audit should be ready for board presentation in May.

**Program Information Report – Results Oriented Management and Accountability (ROMA) Annual Report - Carol Shafto**

Carol Shafto presented the ROMA Annual report and provided each board member with a complete copy. Carol presented a summary of the report and explained how to read the final report.

Dan Dozema stated that within the next week the Governor is suspected to issue a new budget. The Aging Plan input session was good, many ideas and suggestions were brought forth.

**Motion** by Gerald Fournier to adjourn the meeting at 1:57 p.m. Support by Yvonne Hilderbrand. All ayes, Motion carried.

Date Prepared: February 6<sup>th</sup>, 2009

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

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

\_\_\_\_\_  
Date