



**Northeast Michigan Community Service Agency, Inc.**  
**Regular meeting of the Board of Directors**  
**Jay's Sporting Goods, Gaylord**  
**May 6, 2022**

*Organizational Standards met: 5.3, 5.4, 8.1, 8.3, 8.4, 8.7, 8.10*

Meeting called to order by President Pete Hennard at 12:40 pm.

Present: Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Glasser, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

Excused: Elston, Fay, Gray, Kendrick, Malewska, Marciniak, Sangster

Absent: Balog, Gauthier, Motter, Scott

Quorum – Yes

Staff Present: Bolen, Sauer, Hincka, Macfalda, Pintar, Grifka, Ommani, Baker

Others Present: Greg Meihn, Agency Attorney; Karl Eck, Wipfli Partner

Motion by Dutcher, second by Behnke, motion CARRIED to approve the agenda.

No conflicts of interest were disclosed.

Pledge of Allegiance and Reflections were offered.

No guests were present.

No public comment.

**Administrative Consent Agenda**

- a) Approval of April 2022 draft meeting minutes.
- b) Receive and file April 2022 Head Start Policy Council meeting minutes
- c) Receive and file March 2022 Regional Council on Aging meeting minutes

President Hennard moved the approval of the April 2022 draft meeting minutes to new business; the remaining items b & c were adopted as presented.

No communication received.

**Directors Report** – Lisa Bolen

**Legal Updates** (OS 5.3)

Attorney Greg Meihn provided an update on the Office of Head Start Covid-19 vaccination mandate.

Attorney Greg Meihn presented a summary of the proposed bylaw revisions

Motion by Dutcher, second by Rondeau, to extend the agency-wide vaccination mandate for an additional six months (from 8/5/2022) or until the Head Start mandate expires or at any point

that the State of Michigan or Office of Head Start no longer deems it necessary.

Roll Call Vote:

Yes – Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

No - Glasser

Motioned CARRIED (15 Yes, 1 No)

**Financial Report** – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expenses for the grant period February 1, 2022 through January 31, 2023.

Motion by Varner, second by Pomeroy, to receive and file the financial report as presented. Voice vote yielded all ayes, motion CARRIED.

Karl Eck, Wipfli Partner, presented the agency FY 21 Audit to the Board. *(OS 8.1, 8.3)*

**Audit/Finance Committee – Ken Glasser** *(OS 8.1, 8.3, 8.4, 8.7, 8.10)*

The committee met to review and recommend for board approval the March corporate American Express credit card expenditures in the amount of \$952.50, the March Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$33,983.45 and the March Wex Fuel Card in the amount of \$3,171.75.

Motion by Glasser, second by Karshnick to approve the March corporate American Express credit card expenditures, the March Head Start/Early Head Start Fifth-Third purchasing card expenditures and the Wex fuel card expenditures as presented.

Roll Call Vote:

Yes - Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Glasser, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

Motion CARRIED (16 Yes, 0 No).

Glasser provided an overview of the updates made to the agency's financial procedures.

Motion by Glasser, second by Garratt to approve the Accounting Financial Policies and Procedures manual as amended, as of May 6, 2022. Voice vote yielded all ayes – motion CARRIED.

Motion by Glasser, second by Chappa to approve the FY21 Agency Audit as presented.

Roll Call Vote: Yes - Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Glasser, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

Motion CARRIED (16 Yes, 0 No)

**Housing/Facilities Ad-Hoc Committee – Ken Glasser**

Discussion held regarding the purchase of the Cheboygan West Side Elementary School for a cost of \$154,00 using corporate funds if Head Start funds and approval were not received by July 1, 2022.

Motion by Glasser, second by Varner to approve the resolution drafted by the attorney to enable the purchase of the Westside Elementary School building in Cheboygan, MI for \$154,000 on or after July 1, 2022 using unrestricted corporate funds.

Roll Call Vote: Yes - Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Glasser, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

Motion CARRIED (16 Yes, 0 No)

Discussion was held regarding the sale of property owned by NEMCSA at 131 South George Street in Omer, MI.

Motion by Glasser, second by Behnke, to authorize the property resolution for sale of the Omer Head Start building for fair market value, with two corrections to the resolution language changing “purchase” to “sale”.

Roll Call Vote: Yes - Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Glasser, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

Motion CARRIED (16 Yes, 0 No)

**Early Childhood Services Committee** – Jean Garratt

Met in conjunction with Program Planning and Evaluation Committee, see Program Planning and Evaluation Committee for report.

**Membership Committee** – Lisa Salgat (*OS 5.4*)

The board received the first draft reading of the bylaws per the 30-day review period and will vote on revised bylaws at August 2022 meeting.

The draft version presented for consideration notes two change to be made. Those were as follows:

- a. Removal of “who shall be a member of all committees.” from the final sentence of Article VI, Section I.
- b. Change of language in Article VI, Section I from “nine (9) members” per committee to “approximately 1/3 of board members”

**Corporate Compliance Committee** – Carol Wenzel

The committee met prior to the regular meeting. Dutcher reported that there were no action items.

Information was shared that the public health emergency has been extended to July 11, 2022, therefore, in-person participant visits are unable to resume at this time.

The Area Agency on Aging (AAA) is continuing with provider monitoring visits.

An update from DHHS was received regarding the Direct Caregiver Rate discrepancy.

AAA received a PASS from the OIG for the Program Integrity Plan revision submission on 4/8/22.

AAA has an upcoming Fraud Compliance Program Report due June 15, 2022.

**Personnel Committee** – Lyn Behnke

Behnke invited the Board to attend the first Health Fair being held this program year on May 21<sup>st</sup> at the Lapeer Head Start building from 9:00am – 2:00pm.

**Program Planning and Evaluation Committee** – Nick Florian

Met in conjunction with the Early Childhood Services Ad-hoc committee.

Florian presented summary of proposed changes to Head Start Operating Procedures related to hiring and firing employees.

Motion by Glasser, second by Garratt, to accept the changes to the Head Start Operating Procedures as presented. Voice vote yielded all ayes – motion CARRIED.

Discussion on the annual Head Start transportation waiver and new Policy Council committee related to bus monitoring. Garratt volunteered to join the Policy Council Committee.

Motion by Florian, second by Garratt, to accept the transportation waiver request as submitted. Voice vote yielded all ayes – motion CARRIED.

Florian presented a summary of the Head Start/Early Head Start Cost of Living Adjustment (COLA)/Quality Improvement funding increase. The COLA/Quality Improvement increase will be 2.28% and retroactive to February 1, 2022.

Motion by Florian, second by Frisbee, to accept the proposed COLA/Quality Improvement funding increase as presented.

Roll Call Vote: Yes - Behnke, Chappa, Dutcher, Frisbie, Florian, Garratt, Glasser, Hennard, Karschnick, Morrison, Pomeroy, Rondeau, Salgat, Varner, Vichunas, Wenzel

Motion CARRIED (16 Yes, 0 No)

**New Business**

Approval of the April 2022 draft meeting minutes was discussed. Correction was needed under the Audit/Finance Committee Report, Part A, the original minutes noted a “time” study and this was corrected to “wage” study.

Motion by Pomeroy, second by Rondeau, to approve the April 2022 minutes with the noted change. Voice vote yielded all ayes – motion CARRIED.

Motion by Varner, second by Dutcher, to adjourn the meeting at 2:17 pm. Voice vote yielded all ayes, motion CARRIED.

**Next Regular Meeting:** Friday June 3, 2022 at Forwards Conference Center in West Brach, MI.

Date Prepared: May 6, 2022

Date Approved: June 3, 2022



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Lisa Salgat, Secretary

06/08/2022

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Date

Jodie Baker  
Recording Secretary