

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Kirtland Community College, Grayling Campus, Grayling, MI
February 2, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:41 p.m.

ROLL CALL

Stuart Bartlett
Natalie Clarke
Earl Corpe
Nick Florian
Lee Gapczynski
Jean Garratt
Kenneth Glasser
Pete Hennard
Cam Habermehl
Patrick Kelly

Steve Lang
Jennifer Lopez
Sharon Priebe
Corleen Proulx
Lisa Salgat
Richard Sangster
Dave Wagner
Gerald Wall
Rose Walsh
Carol Wenzel

Excused: Lyn Behnke, Danielle Martz, Mark McKulsky, John Morrison, Leonard Page, Ian Robb, Pat Rondeau

Absent: Dan Gauthier

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Tricia Grifka, Dorothy Pintar, Jim Robarge, Kristina Warner, Fran Whitney, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

Ken Glasser asked that the Conflict of Interest definition of "immediate family" be added to New Business.

Motion by Earl Corpe to approve the agenda as amended. Support by Sharon Priebe. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Nick Florian led the Board in the Pledge of Allegiance.

Gerald Wall provided the blessing for the meal.

No reflections

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves. President Pete Hennard introduced Tom Quinn, President of Kirtland Community College and Robb Kennedy of Capitol Affairs, Inc.

No public comment.

Tom Quinn, President, Kirtland Community College provided an overview of the Grayling campus.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

President Pete Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. Ken Glasser asked that the January 2018 meeting minutes be moved to New Business for discussion. President Pete Hennard stated that the Administrative Consent Agenda including the following item:

a. Receive and file December 2017 Head Start Policy Council meeting minutes is adopted as amended.

COMMUNICATION

President Pete Hennard read correspondence regarding a financial close out letter dated December 6, 2017 from the State of Michigan Department of Health and Human Services indicating the financial monitoring conducted from July 11 – July 17, 2017 has been closed.

President Pete Hennard read correspondence dated January 9, 2018 from the Michigan Department of Health and Human Service indicating the CSBG FY 16 Annual Report Summary and Technical Assistance Plan Request monitoring conducted on June 6th has been closed.

President Pete Hennard read an Overview of Findings dated January 16, 2018 from the Administration for Children & Families which provides an overview of findings from the recent monitoring review relative to the bus incident that was reported to the Regional office on October 6, 2017. An overview of the incident was discussed at last month's board meeting. The finding constitutes a deficiency as defined in the Head Start Act. The time frame for correction is 30 days. Tricia Grifka provided the board with a summary of actions that have taken place regarding this incident and include what measures have been put in place to safeguard any future incidents from taking place.

President Pete Hennard read correspondence dated January 12, 2018 from Danya International, LLC indicating that the Office of Head Start will conduct a Classroom Assessment Scoring System (CLASS) and a Focus Area 2 (FA2) monitoring review both during the week of March 19, 2018.

President Pete Hennard read correspondence dated January 3, 2018 from the Administration for Children and Families intended to bring attention to two requirements that have, in some cases, resulted in unnecessary and potentially detrimental actions taken by Head Start grantees. The first is the reporting that requires grantees to report immediately or as soon as practicable any significant incidents affecting the health and safety of program participants. The second is Standards of Conduct describing the positive strategies adults must implement when interacting with children.

Motion by Steve Lang to receive and file all 5 correspondences as presented. Support by Richard Sangster. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report that was distributed prior to the meeting.

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed the Head Start/Early Head Start Recorded Expenses as of January 31, 2018 for the Grant Period February 1, 2017 through January 31, 2018.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Rose Walsh. All ayes, Motion carried.

Program Presentation – Rob Kennedy, Capitol Affairs, Inc., gave a PowerPoint presentation on the types of services he provides to NEMCSA.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Sharing of Data and Protections for the Privacy of Child Records in Head Start/Early Head Start.

Motion by Jean Garratt to approve the Sharing of Data and Protections for Privacy of Child Records in Head Start/Early Head Start as presented. Support by Lee Gapczynski. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval January corporate credit card expenditures in the amount of \$327.99. The committee also reviewed and recommended for approval the Head Start/Early Head Start purchasing card expenditures in the amount of \$29,420.66.

Motion by Ken Glasser to approve the corporate credit card expenditures in the amount of \$327.99. Support by Sharon Priebe. All ayes. Motion carried.

Motion by Lisa Salgat to approve the Head Start/Early Head Start purchasing card expenditures in the amount of \$29,420.66. Support by Stuart Bartlett. All ayes. Motion carried.

Membership Committee – John Morrison

No meeting. No report.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee –

No meeting. No report.

New Business

Ken Glasser asked that the January 2018 meeting minutes be amended to show that the board is approving the NEMCSA Corporate Credit Card expenditures and the Head Start/Early Head Start Purchasing Card expenditures.

Discussion

Motion by Ken Glasser to approve the January 2018 meeting minutes as amended. Support by Sharon Priebe. All ayes, Motion carried.

Ken Glasser asked that the Conflict of Interest definition of “immediate family” be clarified to the board members.

President Pete Hennard read the following statement from the Board of Directors Conflict of Interest Policy:

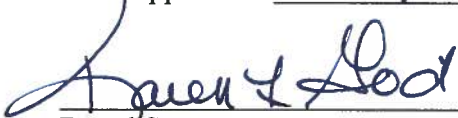
Immediate Family Member means a Board Member’s Spouse or partner in a civil union recognized by state law; Domestic partner or partner in a committed, personal relationship; Parent; Child; Sibling; Father-in-law, Mother-in-law; Brother-in-law, Sister-in-law; Son-in-law, Daughter-in-law; Grandparent; or Grandchild. The term includes individual related by blood, adoption, or marriage (i.e., step family members).

The March board meeting will be held at BJ’s Restaurant in Gaylord on March 2, 2018.

Motion by Steve Lang to adjourn the meeting at 1:49 p.m. Support by Earl Corpe. All ayes, Motion carried.

Date Prepared: February 2, 2018

Date Approved: March 2, 2018


Board Secretary

3-2-2018
Date