

Northeast Michigan Community Service Agency, Inc.
Board of Directors
Virtual "TEAMS" Meeting
May 7, 2021

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 10:00 a.m.

ROLL CALL

John Chappa, Presque Isle County
Charles Finley, Iosco County, Tawas
Nick Florian, Gaylord
Jean Garratt, Rogers City
Dan Gauthier, Alcona County
Kenneth Glasser, Otsego County
Pete Hennard, Prescott
Madeline Hibner, Alpena County
Carey Jansen, Crawford County
Dave Karschnick, Alpena County

Sheila Malewska, Iosco County
Leo Marciniak, Mikado
John Morrison, Cheboygan County
Corleen Proulx, Crawford County
Pat Rondeau, Alpena County
Lisa Salgat, Arenac County
Tina Schumacher, Twining
Chuck Varner, Oscoda County
Kathleen Vichunas, Alcona County

Excused: Geyer Balog, Rose Walsh, Carol Wenzel

Absent: Lyn Behnke, Richard Sangster, Craig Scott and Jessica Volmering

Quorum Present – yes

Staff Members Present: Lisa Bolen, Karen Godi, Kimberlee Hincka, Tricia Grifka, Dorothy Pintar, Cathy Macfalda, Laurie Sauer, Kristina Warner, Fran Ommani, and Victoria Purvis

Approval of Agenda

Motion by Ken Glasser to approve the agenda as presented. Support by Pat Rondeau. All ayes, **Motion** carried.

Conflict of Interest Disclosures

None

Pete Hennard led the Board in the Pledge of Allegiance.

John Morrison provided reflections and Dave Karschnick reminded members to remember Mother's Day which is Sunday.

Introduction of Guests

Lacey Charboneau new Aging & Adult Services Agency (AASA) field representative for Region 9 was present and provided a brief background on her experience.

Public Comment

Emil Bellenbaum from Roscommon County Council on Aging was present to express his concern and displeasure with staffing concerns at the Council on Aging. President Hennard thanked him for his comments.

Administrative Consent Agenda

President Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. None being noted – President Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of April 2021 draft meeting minutes
- b. Receive and file February 2021 Volunteer Services Advisory Council meeting minutes
- c. Receive and file March 2021 Regional Council on Aging meeting minutes

is adopted as presented.

Communication

President Hennard reviewed correspondence dated April 9, 2021 from the Michigan Bureau of Community Action and Economic Opportunity regarding the recently conducted desk programmatic monitoring review.

The board also received a letter of resignation from member Chuck Corwin effective May 1, 2021.

Motion by Corleen Proulx to accept resignation of member Chuck Corwin effective May 1, 2021. Support by Pat Rondeau.

Roll Call Vote:

Yes votes: (19) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Tina Schumacher, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Motion by Chuck Varner to receive and file the correspondence dated April 9, 2021 from the Bureau of Community Action and Economic Opportunity (BCAEO). Support by Shelia Malewska.

Roll Call Vote:

Yes votes: (19) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Tina Schumacher, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Information Items:

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors Report.

Lisa Bolen provided an update on the Cheboygan Head Start Building purchase project indicating that the 24-point application was submitted and an initial conversation was held with the Office of Head Start regarding same. The staff committee is currently working on information they requested as part of that conversation.

Lisa Bolen provided an update on the Alpena Main office move to the Alpena Annex building which is owned by NEMCSA. Lisa explained that the contractor is on site and working on the remodel project. Progress is moving along nicely. The remodel plans include a large meeting space to accommodate future board meetings. Alpena Public Schools will continue to allow us use of the outbuilding for file storage. A lease is being drafted at this time.

Financial Report – Kimberlee Hincka reviewed two financial reports. The first report was for Head Start and reflected 3 months of expenses from the February 1, 2021 – January 30, 2022 budget year.

The second report was for Volunteer Programs which reflected the Year To Date Statement of Activities as of April 30, 2021.

Motion by Dave Karschnick to receive and file the financial reports as presented. Support by Pat Rondeau.

Roll Call Vote:

Yes votes: (19) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Tina Schumacher, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Program Presentation – Dorothy Pintar provided a brief overview of the Senior Volunteer programs and indicated a new general volunteer program is being developed to promote volunteerism within the agency and communities. Dorothy indicated that this new program is being designed to enhance the existing volunteer programs. Dorothy finished by introducing Heidi Powers who talked more in depth about the Foster Grandparent and Senior Companion Programs.

Legal Update – Greg Mehin

Greg provided an update on two items. The first was resolution of the recent conflict of interest issue through resignation of the board member. The member resigned from both the NEMCSA Board and the Regional Council on Aging. The second item was in regard to the removal of

individuals from the Roscommon County Council on Aging. Greg will continue to update the board on a monthly basis until the situation resolves.

Committee Reports:

Audit/Finance Committee: Ken Glasser

The committee met just prior to the board meeting and viewed three months of credit card statements. Charges on the 5th 3rd card, primarily Head Start, totaled \$66,937.44 for January, \$41,046.83 for February and \$44,824.68 for March. These charges were recommended for Board approval by the Head Start Policy Council.

Motion by Ken Glasser to approve the 5th 3rd card charges for January, February and March as presented. Support by Leo Marchnick.

Roll Call Vote:

Yes votes: (19) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Tina Schumacher, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Wex Card charges that were reviewed by the committee include: \$2,052.22 for January, \$2,246.75 for February and \$2,257.99 for March.

Motion by Ken Glasser to approve the Wex Fuel card charges for January, February and March as presented. Support by Leo Marciniak.

Roll Call Vote:

Yes votes: (19) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Tina Schumacher, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

John Chappa asked about interest charges being the amounts reviewed were for previous month charges. Kimberlee Hincka explained that the cards have all been paid in full, so no late charges apply. The Head Start Policy Council has not had a quorum for the past few months, as credit card expenditures are approved by Policy Council first a delay has occurred for board approval.

There were no corporate card expenditures to approve.

Housing/Facilities Ad-Hoc Committee – Ken Glasser

No meeting. Lisa provided a brief update under the Directors Report.

Program Planning and Evaluation /Early Childhood Services Ad-Hoc Committee – Jean Garratt

The two committees met in conjunction to review the Head Start transportation request which was included in the board mailing. Tricia Grifka thoroughly reviewed the waiver during the committee meeting and answered all question. The committees recommend approval to submit the Transportation Waiver as presented.

Motion by Jean Garratt to approve submission of the Head Start Transportation Waiver Request. Support by Dave Karshnick.

Roll Call Vote:

Yes votes: (19) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Tina Schumacher, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Membership/Governance Committee – Lisa Salgat

Lisa explained that there were two openings in the Consumer sector of the membership. An election was held for the public to determine suitability of two consumer sector candidates interested in joining the board. Both candidates received votes and therefore were elected to fill the vacant consumer seats.

The successful candidates were Leo Marciniak and Jeanette Motter and the committee recommends board approval for seating these two members.

Motion by Corleen Proulx to approve consumer membership for Leo Marciniak and Jeanette Motter as democratically elected by the general public. Support by John Chappa.

Roll Call Vote:

Yes votes: (18) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Tina Schumacher left the meeting.

The last item of discussion for the Membership/Governance Committee was discussion of expiring Private Sector seats. Membership terms for Kathleen Vichunas, Carol Wenzel and Nick Florian will expire at the end of 2021. The committee will revisit for reappointment at a later date.

No meeting was held for the Corporate Compliance or the Personnel Committees.

New Business

Motion by Corleen Proulx to send a card of appreciation to Chuck Corwin for his service on the NEMCSA Board. Support by John Chappa.

Roll Call Vote:

Yes votes: (18) John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, and Kathleen Vichunas

No votes: (0), Abstained (0) **Motion Carried.**

Motion by John Chappa to adjourn the meeting at 11:50 a.m. Support by Dave Karschnick. All ayes, Motion carried.

Date Prepared: May 7, 2021

Date Approved: June 4, 2021

<i>A. A. H.</i>	06/08/2021
Board Secretary	Date