

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Ma Deeters Luzurne, MI
September 7, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:55 p.m.

ROLL CALL

Stuart Bartlett
Earl Corpe
Nick Florian
Lee Gapczynski
Jean Garratt
Kenneth Glasser
Pete Hennard
Patrick Kelly
Rebecca Kwilinski
Steve Lang
Jennifer Lopez

Mark McKulsky
John Morrison
Leonard Page
Sharon Priebe
Corleen Proulx
Patricia Rondeau
Kathleen Vichunas
Dave Wagner
Gerald Wall
Rose Walsh

Excused: Lyn Behnke, Alvin Clarke, Natalie Clarke, Chuck Corwin, Leo Marciniak, Danielle Martz, Lisa Salgat, Richard Sangster, Carol Wenzel

Absent: Dan Gauthier

Quorum present - yes

Staff Members Present:

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

APPROVAL OF AGENDA

President Hennard stated that item d. under the consent agenda should be deleted and 2.75% COLA increase should be added as item b. under 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

Leonard Page led the Board in the Pledge of Allegiance.
John Morrison provided the blessing for the meal.
John Morrison provided reflections

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves.

No public comment.

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. None being noted – President Pete Hennard stated that the Administrative Consent Agenda including the following items

- a. Approval of August 2018 draft meeting minutes
- b. Receive and file August 2018 Volunteer Community Advisory Groups meeting highlights
- c. Receive and file August 2018 Policy Advisory Council meeting minutes
- d. Receive and file July 2018 Regional Council on Aging meeting minutes
- e. Receive and file August 2018 RSVP Community Advisory Council Group meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read correspondence from the Administration for Children & Families dated August 6, 2018 providing guidance on the requirements for submission of the FY 19 Head Start/Early Head Start grant application and budget.

President Pete Hennard read correspondence from the Administration for Children & Families dated August 6, 2018 indicating approval of the Head Start program request to waive child restraint systems and bus monitors effective for the 2018-2019 program year.

President Pete Hennard read correspondence from the Department of Health and Human Services (DHHS), Office of Inspector General stating that the agency audit report for the period October 1, 2016 through September 30, 2017 was accepted by the Federal Audit Clearinghouse on April 17, 2018.

Motion by Earl Corpe to receive and file all correspondence. Support by Mark McKlusky. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from her Directors Report that was distributed prior to the meeting. Following her report, Lisa raised for discussion future Board meeting locations and possible elimination of the January meeting. Lisa reviewed a cost comparison sheet showing the travel distance between current meeting locations and discussed the timing of the January meeting. Following discussion, the Board members agreed to eliminate the January meeting and look at a few centralized locations to hold the monthly Board meetings.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of August 31, 2018. The report was distributed prior to the meeting

Motion by Ken Glasser to receive and file the Head Start/Early Head Start recorded expenses as of August 31, 2018 as presented. Support by Stewart Bartlett. All ayes, Motion carried.

Program Presentation – Kristina Warner, Operations/Data Quality Analyst, presented an overview of the Community Needs Assessment and distributed a survey for the membership to complete and return. Kristina explained that completion of the survey tool by the membership would help define the scope of the Community Needs Assessment. Kristina asked the members to complete the survey and return it to her as soon as possible.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The committee met prior to the regular meeting to review and recommend for approval a resolution to accept Emergency Solutions Grant (ESG) funds from Michigan State Housing Development Authority. (MSHDA)

Motion by Nick Florian to approve acceptance of the Emergency Solutions Grant (ESG) funds from Michigan State Housing Development Authority (MSHDA) as presented. Support by Jennifer Lopez. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the August corporate credit card expenditures in the amount of \$243.10, the June Head Start purchasing card expenditures in the amount of \$19,719.89, the July Head Start purchasing card expenditures in the amount of \$14,984.12, the May-June Wex card in the amount of \$725.73 and the June-July Wex card in the amount of \$6,011.68. The committee also reviewed and recommended for approval the Financial Procedures Manual and the Commodity Supplemental Food Program (CSFP) vehicle purchase in the amount of \$27,153.00. The committee also reviewed and recommended for approval the Agency 990 tax return for the agency year ending September 30, 2017.

Motion by Ken Glasser to approve the August corporate credit card expenditures in the amount of \$243.10 as presented. Support by Patrick Kelly. All ayes, Motion carried.

Motion by Ken Glasser to approve the June 2018 Head Start purchasing card expenditures in the amount of \$19,719.89, the July 2018 Head Start purchasing card expenditures in the amount of \$14,984.12, the May-June 2018 Wex card (gas cards) in the amount of \$725.73 and the June-July Wex card (gas cards) in the amount of \$6,011.68 as presented. Support by Jean Garratt. All ayes, Motion carried.

Motion by Ken Glasser to approve the Financial Procedures Manual as presented. Support by Sharon Priebe. All ayes, Motion carried.

Motion by Ken Glasser to approve the Agency 990 Tax Return as filed for the agency year ending September 30, 2017. Support by Steve Lang. All ayes, Motion carried.

Motion by Ken Glasser to approve the purchase of a 2018 Ram Promaster van from Thunder Bay Dodge in the amount of \$27,153.00 for use within the Commodity Supplement Food Program (CSFP). Support by Stuart Bartlett. All ayes, Motion carried.

Housing Ad Hoc Committee Meeting – Ken Glasser

No meeting. No report.

Membership Committee – John Morrison

No meeting. No report.

Personnel Committee – Steve Lange

No meeting. No report.

NEW BUSINESS

President Hennard stated that a motion indicating that all committee meetings would start at 10 a.m. was made and approved by the Board in December of 2014. Due to the Open Meetings Act and the need to allow for shorter committee meetings as needed, Pete asked the Board to consider amending the motion to allow committee meetings to start any time after 10 a.m. on the day of the Board meetings.

Motion by Ken Glasser to amend the motion from December 5, 2014 to read Committee meetings, as required, will start at 10:00 a.m. or later on the same day of the regular scheduled Board meeting. Support by Corleen Proulx. All ayes, Motion carried.

President Hennard stated that correspondence from the Administration for Children & Families, Office of Head Start approving funding for a Cost of Living (COLA) increase of 2.6% retroactive to February 1, 2018 for Head Start/Early Head Start staff was read, received and filed at the June 2018 meeting. Due to the February 1 date falling in the middle of a two week payroll period it was proposed to increase the 2.6% COLA amount to 2.75% and make the COLA increase retroactive to February 11, 2018 which is the start of the first full pay period in February. The increased percentage would more than adequately cover any compensation discrepancy from February 1 to February 11. It was also proposed that all current NEMCSA employees would receive the 2.75% COLA.

Motion by Mark McKulsky to approve a 2.75% COLA increase retroactive to February 11, 2018 for all employees. Support by Earl Corpe.

Roll Call

Stuart Bartlett, yes; Earl Corpe, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garrett, yes; Ken Glasser, yes; Pete Hennard, yes; Patrick Kelly, yes; Rebecca Kwilinski, yes; Steve Lang, yes; Jennifer Lopez, yes; Mark McKulsky, yes; Leonard Page, yes; Sharon Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Gerald Wall, yes; Rose Walsh, yes.

20 yes, 0 no. Motion carried.

All ayes, Motion carried.

The October Board meeting will be held at Audie's Restaurant in Mackinaw City, MI on October 5, 2018.

Motion by Earl Corpe to adjourn the meeting at 2:11 p.m. Support by Sharon Priebe. All ayes, Motion carried.

Date Prepared: September 7, 2018

Date Approved: 10-5-2018

Karen L. Hock
Board Secretary

10-5-2018
Date