

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Forwards Conference Center, West Branch, MI**  
**November 2, 2018**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:36 p.m.

**ROLL CALL**

Earl Corpe	Jennifer Lopez-Suess
Chuck Corwin	Leo Marciniak
Nick Florian	John Morrison
Lee Gapczynski	Corleen Proulx
Jean Garratt	Patricia Rondeau
Dan Gauthier	Lisa Salgat
Kenneth Glasser	Dave Wagner
Pete Hennard	Gerald Wall
Rebecca Kwilinski	Rose Walsh
Steve Lang	Carol Wenzel

**Excused:** Lyn Behnke, Alvin Clarke, Natalie Clarke, Mark McKulsky, Sharon Priebe, Kathleen Vichunas

**Absent:** Patrick Kelly, Danielle Martz, Nick Modrzynski, Richard Sangster

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Tricia Grifka, Heidi Powers, Laurie Sauer, Doug Tallant, Kristina Warner, Fran Whitney, Val Williams and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Steve Lang to approve the agenda as presented. Support by Nick Florian. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Corleen Proulx 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. President Pete Hennard introduced Michigan State Representative Daire Rendon from the 103rd District.

**Public comment**

Representative Daire Rendon spoke about new technology for senior citizens, including home delivered groceries, mental health issues, school counseling and school safety funds.

**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 October 2018 draft meeting minutes
- b. Receive and file September 2018 Head Start Policy Council meeting minutes
- c. Receive and file October 2018 Volunteer Program Advisory Council meeting minutes

is adopted as presented.

**COMMUNICATION**

No communication

**INFORMATION ITEMS**

**Directors Report – Lisa Bolen**

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

**Financial Report – Jim Robarge**

No report.

**Special Presentation** - Karen Dunn, Foster Grandparent Volunteer, spoke about her experience as a Foster Grandparent.

**Program Presentation** – Doug Tallant, Weatherization Program Manager, gave a PowerPoint presentation on the Weatherization Program.

**COMMITTEE REPORTS**

**Program Planning and Evaluation – Earl Corpe**

The committee met with Tricia Grifka, Early Childhood Services Director, to review and recommend the submission of the Head Start Extended Duration Funding Application and the Head Start/Early Head Start Selection Criteria.

**Motion** by Nick Florian to submit the Head Start Extended Duration Funding application as presented. Support by Pat Rondeau. All ayes, Motion carried.

**Motion** by Dan Gauthier to submit the Head Start/Early Head Start Selection Criteria as presented. Support by Gerald Wall. All ayes, Motion carried.

**Audit/Finance Committee – Ken Glasser**

The committee met prior to the regular meeting to review and recommend for approval the September Head Start/Early Head Start purchasing card expenditures in the amount of \$52,699.23, the August Wex card expenditures in the amount of \$770.54 and the September Wex card expenditures in the amount of \$4,827.67.

**Motion** by Ken Glasser to approve the September Head Start/Early Head Start purchasing card expenditures in the amount of \$52,699.23. Support by Jean Garratt. All ayes, Motion carried.

**Motion** by Ken Glasser to approve the Head Start/Early Head Start August Wex card expenditures in the amount of \$770.54 and September Wex card expenditures in the amount of \$4,827.67. Support by Lee Gapczynski. All ayes, Motion carried.

**Membership Committee – John Morrison**

The committee met to review a new application for membership on the NEMCSA Board. Discussion followed on the topic of creating an orientation period for prospective Board members.

**Motion** by Steve Lange to approve the Membership/Governance Committee to invite prospective Board members to attend, with approved mileage reimbursement, a limited number of Board meetings as an orientation. Support by Jennifer Lopez–Suess. Discussion. All ayes, Motion carried.

John also reminded members that the proposed By-law amendments were mailed to all Board members under separate cover prior to the November meeting. The amendments will be voted on at the December Board meeting. Karen Godi explained the reason for the amendment.

**Early Childhood Services Ad Hoc Committee – Jean Garratt**

No meeting. No report.

**Personnel Committee – Steve Lang**

The committee met jointly with the Audit/Finance committee to review and discuss salary/wages for Executive Director, Lisa Bolen. A recommendation from the Personnel Committee will be presented at the December Board meeting.

**Housing Ad Hoc Committee – Ken Glasser**

The committee met prior to the regular meeting to discuss a committee conference call held on Thursday, November 1<sup>st</sup> with Lori Pung, Owner/Licensed CPA, Pung Rental Housing Consultants, LLC (PRHC). Ken stated that the committee has been researching the idea of moving forward with a low income housing development for placement within the service area. A lot of information has been collected and reviewed by the committee which has resulted in proposing senior housing to start. At this time, the committee feels it is ok to move forward and examine Alpena, Gaylord, Grayling, Rogers City and West Branch as proposed sites.

**Motion** by Ken Glasser to move forward with examining senior housing market studies in the communities of Alpena, Gaylord, Grayling, Rogers City and West Branch and engage in a contract with Lori Pung. Support by Steve Lang. Discussion

**Roll Call Vote**

Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garratt, yes; Dan Gauthier, yes; Ken Glasser, yes; Pete Hennard, yes; Becky Kwilinski, yes; Steve Lang, yes; Jennifer Lopez-Suess, yes; Leo Marciniak, yes; John Morrison, yes; Corleen Proulx, yes;

Pat Rondeau, yes; Lisa Salgat, yes; Dave Wagner, yes; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 20 Nay 0 Motion carried.

**NEW BUSINESS**

None

The December Board meeting will be held at the Ramada in Alpena on December 7, 2018.

**Motion** by Nick Florian to adjourn the meeting at 2:30 p.m. Support by Lisa Salgat. All ayes, Motion carried.

Date Prepared: November 2, 2018

Date Approved: 12-7-2018

Karen L Goch  
Board Secretary

12-7-2018  
Date