

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Kirtland Community College, Grayling Campus, Grayling, MI**  
**February 7, 2020**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:33 p.m.

President Hennard welcomed Corleen Proulx, Consumer Representative from the Regional Council on Aging and Albert LaFleche, Montmorency County Commissioner.

**Motion** by Sharon Priebe to approve Regional Council on Aging consumer sector representative Corleen Proulx and Montmorency County Commissioner, Albert LaFleche as a public sector representative on the board. Support by Lyn Behnke. All ayes, Motion carried.

**ROLL CALL**

Elaine Ableidinger  
Lyn Behnke  
John Chappa  
Nick Florian  
Jean Garratt  
Dan Gauthier  
Pete Hennard  
David Karschnick  
Albert LaFleche  
Leo Marciniak  
Rence Miller

John Morrison  
Sharon Priebe  
Corleen Proulx  
Patricia Rondeau  
Lisa Salgat  
Richard Sangster  
Chuck Varner  
Kathleen Vichunas  
Gerald Wall  
Rose Walsh  
Carol Wenzel

**Excused:** Chuck Corwin, Jenny David, Charles Finley, Ken Glasser, Rebecca Kwilinski, Elizabeth Quesenberry, Tina Schumacher.

**Absent:** Tracy Johnson

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Alex Wisniewski, Doug Tallant, Kristin Berles, Tricia Grifka, Cathy MacFalda, Laurie Sauer, Kristina Warner, Fran Whitney and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Richard Sangster to approve the agenda as presented. Support by Rose Walsh. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Dan Gauthier 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 Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. President Hennard asked that the December 2019 meeting minutes be pulled for further discussion under New Business – President Hennard stated that the Administrative Consent Agenda including the following items:

- a. Receive and file November and December 2019 Head Start Policy Council meeting minutes
- b. Receive and File December 2019 Regional Council on Aging meeting minutes

is adopted as amended.

## **COMMUNICATION**

President Hennard read correspondence dated December 16, 2019 from the Michigan Department Health and Human Services (MDHHS) Bureau of Community Action and Economic Opportunity (BCAEO) regarding the monitoring close out of the FY 19 Quality Assurance Annual Monitoring for Weatherization.

President Hennard read an e-mail correspondence dated January 2, 2020 from the Office of Head Start Technical Assistance regarding the submission of the program re-competition grant. The correspondence stated that our grant application submission was received. The Office of Head Start expects to make final decisions concerning the funding opportunity announcement (FOA) in the summer 2020.

**Motion** by Lyn Behnke to receive and file all communication as presented. Support by Leo Marciniak. All ayes, Motion carried.

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

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

Alex Wisniewski, new Director of Housing and Client Service, introduced himself to the Board.

Doug Tallant, Weatherization Program Manager gave an update on the Weatherization program funding.

Kristin Berles, School Success Budget Coordinator gave an update on the School Success program funding.

### **Financial Report – Kimberlee Hincka**

Kimberlee reviewed the Head Start/Early Head Start Recorded Expenses as of January 31, 2020. The report was distributed prior to the meeting.

**Motion** by Richard Sangster to receive and file the financial report as presented. Support by Chuck Varner. All ayes, Motion carried.

**Program Presentation** – Kristina Warner, Operations/Data Quality Analyst, presented the Community Needs Assessment and ROMA (Results Oriented Management and Accountability).

### **COMMITTEE REPORTS**

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

No meeting. No report.

#### **Audit/Finance Committee –**

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the November corporate American Express card expenditures in the amount of \$2,056.25, the December corporate American Express card expenditures in the amount of \$305.08, the October Head Start/Early Head Start purchasing card expenditures in the amount of \$51,432.90, the November Head Start/Early Head Start purchasing card expenditures in the amount of \$48,047.54, the November Wex Fuel Card expenditures in the amount of \$4,900.36 and the December Wex Fuel Card expenditures in the amount of \$4,717.34.

**Motion** by Dan Gauthier to approve the November and December corporate American Express card expenditures totaling \$2,361.33 as presented. Support by John Chappa. All ayes. Motion Carried.

**Motion** by Nick Florian to approve the October Head Start/Early Head Start purchasing card expenditures totaling \$51,432.90 and the November Head Start/Early Head Start purchasing card expenditures totaling \$48,047.54 as presented. Support by John Chappa. All ayes, Motion carried.

**Motion** by Leo Marciniak to approve the November Wex Fuel Card expenditures totaling \$4,900.36 and the December Wex Fuel Card expenditures totaling \$4,717.34 as presented. Support by Jean Garratt. All ayes, Motion carried.

#### **Membership Committee – Lisa Salgat**

The Membership committee met prior to the regular meeting to review and recommend for approval Corleen Proulx, Regional Council on Aging consumer representative for a 1-year term and Albert LaFleche, Montmorency County Commissioner, public sector representative. The board voted to approve these two members at the beginning of the meeting.

#### **Early Childhood Services Committee – Jean Garratt**

The Early Childhood Services committee met prior to the regular meeting to review and recommend for approval the Head Start Procedures for Shared Governance.

**Motion** by Renee Miller to approve the Head Start Procedures for Shared Governance as presented. Support by Richard Sangster. All ayes, Motion carried.

**Personnel Committee – Lyn Behnke**

The Personnel Committee met prior to the regular meeting to continue work on the Executive Director evaluation process policy and procedure.

**Corporate Compliance Committee –**

The committee met prior to the regular meeting with Laurie Sauer, Area Agency on Aging Director. Laurie provided an overview of the MI Choice Waiver Program for the new committee members.

**Housing Ad-Hoc Committee –**

The committee planned to meet following the regular meeting.

**New Business**

President Hennard asked that the December 2019 Board minutes be amended to show no Conflict of Interests were stated at that meeting.

**Motion** by John Chappa to amend the December 2019 Board minutes as discussed. Support by Lyn Behnke. All ayes, Motion carried

The March board meeting will be held at Jay’s Conference Room in Gaylord on March 6, 2020.

**Motion** by Albert LaFleche to adjourn the meeting at 1:59 p.m. Support by Gerald Wall. All ayes, Motion carried.

Date Prepared: February 7, 2020

Date Approved: March 6, 2020

Karen Godwin  
Board Secretary

3-6-2020  
Date