

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**New Alpena Main Office**  
**2569 US 23 South Alpena**  
**Friday, September 10, 2021**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:34 p.m. President Pete Hennard introduced new members Dennis Fay, Regional Council on Aging and Julie Kendrick private sector member.

**ROLL CALL**

Geyer Balog

Lyn Behnke

John Chappa

Dennis Fay

Charles Finley

Jean Garratt

Kenneth Glasser

Pete Hennard

Carey Jansen

David Karschnick

Julie Kendrick

Sheila Malewska

John Morrison

Jeanette Motter

Pat Rondeau

Chuck Varner

Kathleen Vichunas

**Excused:** Nick Florian, Dan Gauthier, Madeline Hibner, Tracy Johnson, Leo Marciniak, Renee Miller, Lisa Salgat, Tina Schumacher, Jessica Volmering, Carol Wenzel

**Absent:** Richard Sangster, Craig Scott

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Kimberlee Hincka, Gina Bey, Tricia Grifka, Cathy Macfalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Fran Ommani, Jodie Baker, Richard Houchin, Amy Ott, and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Chuck Varner to approve the agenda as presented. Support by Geyer Balog. All ayes, Motion carried.

President Pete Hennard stated that board members can attend meetings virtually but are not allowed to vote, only in-person voting is permitted.

**CONFLICT OF INTEREST DISCLOSURES**

None

President Pete Hennard led the Board in the Pledge of Allegiance.

John Morrison led the Board in prayer.

John Morrison provided reflections.

No public comment.

### **INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Charles Finley introduced his wife, Barb.

President Pete Hennard shared that a celebration of life for Sharon Priebe will be held on Friday September 17, 2021.

### **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 2021 draft meeting minutes
- b. Receive and file July 2021 Regional Advisory Council meeting minutes

is adopted as presented.

Carey Jansen left the meeting.

### **COMMUNICATION**

President Pete Hennard read correspondence dated August 30, 2021, from the Department of Health and Human Service (DHHS) Aging and Adult Service Agency (AASA) providing feedback on a recent virtual assessment of the Region 9 Area Agency on Aging. Areas of operation covered during the assessment included, Aging FY2020 Program Outcome Assessment Guide, FY2021 Aging Assessment Guide and a review of changes, improvement and/or corrections made since the previous assessments. There were no findings, and the assessment is considered closed.

**Motion** by Lyn Behnke to receive and file communication dated August 30, 2021, as presented. Support by Kathleen Vichunas. All ayes, Motion carried

### **INFORMATION ITEMS**

#### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report. Lisa distributed a handout from legal consultant, Greg Meihn, discussing the Biden administration mandate on vaccinations and testing requirements for COVID-19.

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

Kimberlee reviewed the Head Start/Early Head Start recorded expenses for grant period February 1, 2021 through January 31, 2022 which includes COVID-19 funding available through FY2023.

**Motion** by John Chappa to receive and file the financial report as presented. Support by Lyn Behnke. All ayes, Motion carried.

**Program Presentations** – Rick Houchin, Retired and Senior Volunteer Program (RSVP) Project Director, provided an overview of the RSVP and Shine Bright Volunteer Programs.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee – Sheila Malewska**

The committee met prior to the regular meeting to review and recommend approval of the following two items: FY2022 Community Service Block Grant (CSBG) Plan and Budget, and the Housing Programs Participant Grievance Policy.

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

**Motion** by Jean Garratt to approve acceptance of the FY22 Community Service Block Grant (CSBG) Plan and Budget as presented. Support by Lyn Behnke. All ayes, Motion carried.

Roll Call Vote:

Yes Votes: (15) Geyer Balog, Lyn Behnke, John Chappa, Dennis Fay, Charles Finley, Jean Garratt, Ken Glasser, Pete Hennard, Dave Karschnick, Julie Kendrick, Sheila Malewska, John Morrison, Pat Rondeau, Chuck Varner, Kathleen Vichunas.

Jeanette Motter was on-line and couldn't vote.

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

**Motion** by Lyn Behnke to approve the Housing Programs Participant Grievance Policy as presented. Support by John Chappa.

Roll Call Vote:

Yes Votes: (15) Geyer Balog, Lyn Behnke, John Chappa, Dennis Fay, Charles Finley, Jean Garratt, Ken Glasser, Pete Hennard, Dave Karschnick, Julie Kendrick, Sheila Malewska, John Morrison, Pat Rondeau, Chuck Varner, Kathleen Vichunas.

Jeanette Motter was on-line and couldn't vote.

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

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

The committee met with the Compliance committee.

#### **Audit/Finance Committee – Ken Glasser**

The committee met prior to the board meeting and viewed two months of Head Start purchasing card statements. Charges on the 5<sup>th</sup> 3<sup>rd</sup> Head Start purchasing card, totaled \$39,827.33 for June,

and \$51,030.65 for July. The Wex fuel card, totaled \$668.59 for June and \$185.01 for July. The committee also reviewed the July corporate American Express card expenditures in the amount of \$1,149.48.

**Motion** by Ken Glasser to approve the July corporate American Express card, the 5<sup>th</sup> 3<sup>rd</sup> purchasing card and the Wex fuel card charges for June and July as presented. Support by Chuck Varner.

**Roll Call Vote:**

Yes Votes: (15) Geyer Balog, Lyn Behnke, John Chappa, Dennis Fay, Charles Finley, Jean Garratt, Ken Glasser, Pete Hennard, Dave Karschnick, Julie Kendrick, Sheila Malewska, John Morrison, Pat Rondeau, Chuck Varner, Kathleen Vichunas.

Jeanette Motter was on-line and couldn't vote.

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

**Housing Development Ad-Hoc Committee – Ken Glasser**

No meeting. No report.

**Membership Committee – Lisa Salgat**

No meeting. No report.

**Personnel Committee – Lyn Behnke**

No meeting. No report.

**Compliance Committee – Jean Garratt**

The committee met in conjunction with the Early Childhood Ad-Hoc Committee to review and recommend for approval the Head Start/GSRP Policy and Procedure Child File Maintenance and Data Management Policy. Gina Bey provided the committee with an update on MI Choice Waiver events. A MI Choice Provider meeting was held informing providers on any contract and reporting changes for the upcoming year. The background check requirements that have become Michigan law and pertain to all programs facilitated by AAAs was discussed. Provider Monitoring visits are in process. These will take place virtually and in-person. MI Choice staff are preparing for the annual Clinical Quality Assurance Review to take place in October. The Annual Program Integrity Plan and the OIG Quarterly Report, 3<sup>rd</sup> quarter, both received a PASS from the OIG.

**Motion** by Jean Garratt to approve the Head Start/GSRP Child File Maintenance and Data Management Policy as presented. Support by Pat Rondeau.

**Roll Call Vote:**


Yes Votes: (15) Geyer Balog, Lyn Behnke, John Chappa, Dennis Fay, Charles Finley, Jean Garratt, Ken Glasser, Pete Hennard, Dave Karschnick, Julie Kendrick, Sheila Malewska, John Morrison, Pat Rondeau, Chuck Varner, Kathleen Vichunas.

Jeanette Motter was on-line and couldn't vote.

**Motion** by Chuck Varner to adjourn the meeting at 1:59 p.m. Support by Sheila Malewska. All ayes, Motion carried.

Date Prepared: September 10, 2021,

Date Approved: October 1, 2021

  
\_\_\_\_\_  
Board Secretary

10/06/2021  
\_\_\_\_\_  
Date