

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Iva's Chicken Dinners, Sterling, MI**  
**September 8, 2017**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:51pm.

**ROLL CALL**

Carol Athan	Jennifer Lopez
Stuart Bartlett	Danielle Martz
Lyn Behnke	Mark McKulsky
Earl Corpe	John Morrison
Jean Garratt	Leonard Page
Kenneth Glasser	Corleen Proulx
Cam Habermehl	Patricia Rondeau
Aubrey Haskill	Lisa Salgat
Pete Hennard	Richard Sangster
Meagan Holmes	Kathleen Vichunas
Steve Lang	Dave Wagner

**Excused:** Lee Gapczynski, Thomas Green, Sharon Priebe, Gerald Wall, Rose Walsh, Carol Wenzel

**Absent:** Melissa Holt, Patrick Kelly, Susan Root

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Tricia Grifka, Diane Price, Laurie Sauer, Carol Shafto, Nicole Smith, Fran Whitney and Sue Zolnierok

**APPROVAL OF AGENDA**

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

**CONFLICT OF INTEREST DISCLOSURES**

None

Carol Shafto 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 2017 draft meeting minutes
- b. Receive and file August 2017 Volunteer Program Advisory Council meeting minutes
- c. Receive and file July 2017 Client Services Policy Council meeting minutes.
- d. Receive and file August 2017 Regional Council on Aging meeting minutes
- e. Receive and file July 2017 RSVP Community Advisory Group meeting minutes
- f. Head Start Data Management Plan
- g. Michigan Council for Arts and Cultural Affairs funding

is adopted as presented.

### **COMMUNICATION**

Pete Hennard read communication from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) dated September 5, 2017 concerning a quality assurance DOE monitor visit on July 1, 2016 thru July 30, 2016. No identified findings or corrective actions were noted.

**Motion** by Steve Lang to receive and file communication from MDHHS BCAEO dated September 5, 2017. Support by Stuart Bartlett. All ayes. Motion carried.

### **INFORMATION ITEMS**

#### **Directors Report - Lisa Bolen**

Lisa Bolen read highlights from the Director's report distributed prior to the meeting.

#### **Financial Report – Lisa Bolen**

Lisa Bolen reviewed the Statement of Financial Condition for the Department of Energy/Weatherization as well as the Head Start/Early Head Start recorded expenses as of August 31, 2016.

**Motion** by Ken Glasser to receive and file the financial report as presented. Support by Carol Athan. All ayes. Motion carried.

**Program Presentation** – Carol Shafto, Planning and Evaluation Director, presented the 2016-2019 Community Needs Assessment.

**Motion** by Steve Lang to approve the Community Needs Assessment as presented. Support by Stuart Bartlett. All ayes, Motion carried.

## **COMMITTEE REPORTS**

Program Planning and Evaluation Committee – Earl Corpe

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

**Motion** by Earl Corpe to approve acceptance of the Emergency Solutions Grant (ESG) funds from the Michigan State Housing Development Authority (MSHDA) as presented. Support by Mark McKulsky.

Roll Call Vote –

Carol Athan, yes; Stuart Bartlett, yes; Lyn Behnke, yes; Earl Corpe, yes; Jean Garratt, yes; Ken Glasser, yes; Cam Habermehl, yes; Aubrey Haskill, yes; Pete Hennard, yes; Meagan Holmes, yes; Steve Lang, yes; Jennifer Lopez, yes; Danielle Martz, yes; Mark McKulsky, yes; John Morrison, yes; Leonard Page, yes; Corleen Proulx, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Kathleen Vichunas, yes; Dave Wagner, yes.

22 Yes Votes. 0 No Votes.

Motion carried.

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

No meeting. No report.

### **Membership Committee – John Morrison**

No meeting. John Morrison read an email containing the resignation of board member Thomas Green.

**Motion** by John Morrison to receive and file the resignation of Thomas Green. Support by Earl Corpe. All ayes, Motion carried.

Pete Hennard asked that a letter be drafted thanking Mr. Green for his time on the board.

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

The committee met prior to the regular meeting to review and recommend for approval the Head Start Organizational Structure.

**Motion** by Richard Sangster to approve the Head Start Organizational Structure as presented. Support by Mark McKlusky. All ayes, Motion carried.

### **Personnel Committee – Meagan Holmes**

No meeting. No report.

## **NEW BUSINESS**

No new business

The October board meeting will be held at Audie's Restaurant in Mackinaw City on October 6, 2017.

**Motion** by Steve Lang to adjourn the meeting at 2:04 p.m. Support by Lisa Salgat. All ayes, Motion carried.

Date Prepared: September 8, 2017

Date Approved: \_\_\_\_\_

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

\_\_\_\_\_  
Date