

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Double Tree River Front, Bay City, MI**  
**January 6, 2017**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:41p.m.

President Pete Hennard welcomed new Board members Camille Nerkowski, Alpena County Commissioner, Mark McKulsky, Iosco County Commissioner and Richard Sangster, Cheboygan County Commissioner to the Board.

**ROLL CALL**

Carol Athan  
Lyn Behnke  
Earl Corpe  
Lee Gapczynski  
Jean Garratt  
Kenneth Glasser  
Aubrey Haskill  
Pete Hennard  
Melissa Holt  
Jennifer Lopez

Danielle Martz  
Mark McKulsky  
John Morrison  
Camille Nerkowski  
Richard Sangster  
Kathleen Vichunas  
Gerald Wall  
Rose Walsh  
Carol Wenzel

**Excused:**

Absent: Stuart Bartlett, Thomas Green, Meagan Holmes, Albert LaFleche, Steve Lang, Leonard Page, Sharon Priebe, Corleen Proulx, Pat Rondeau

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Trisha Grifka, Linda McGillis, Diane Price, Laurie Sauer, Fran Whitney and Sue Zolnierrek

**APPROVAL OF AGENDA**

**Motion** by Ken Glasser to approve the agenda as presented. Support by Lee Gapczynski. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES - None**

President Pete Hennard 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 themselves and their guests. Present staff introduced themselves to the board.

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 December 2016 draft meeting minutes
- b. Receive and file November and December 2016 Head Start Policy Council meeting minutes

is adopted as presented.

### **COMMUNICATION**

President Pete Hennard read communication from the Administration for Children and Families dated December 20, 2016 regarding approval of the new Head Start Director, Tricia Grifka.

**Motion** by Rose Walsh to receive and file the communication from the Administration for Children and Families dated December 20, 2016 regarding approval of the new Head Start Director, Tricia Grifka. Support by Carol Athan. All ayes, Motion carried.

President Pete Hennard read a letter of resignation from Dawn Lawrence.

**Motion** by Gerald Wall to receive and file letter of resignation from Dawn Lawrence and send a letter of appreciation. Support by Ken Glasser. All ayes, Motion carried.

### **INFORMATION ITEMS**

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

Lisa Bolen read highlights from the Directors report distributed prior to the meeting. Lisa Bolen welcomed Robin Bosek, Executive Director for the Michigan Head Start Association (MHSA) and Rachael Zaborowski, Professional Development and Event Manager for MHSA.

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

Lisa Bolen reviewed the Statement of Financial Condition for the Head Start /Early Head Start Programs for the Grant Period February 1, 2016 through January 31, 2017. Lisa also reviewed the recorded expenses for the Head Start/Early Head Start programs as of December 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** – Robin Bosek, Michigan Head Start Association Executive Director provided a presentation on Michigan Head Start Association: Leading us Forward!

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee – Earl Corpe**

The committee met prior to the regular meeting to review and discuss the Head Start Budget revision for the current budget year ending January 31, 2017. The committee recommended approval by the full Board.

**Motion** by Lee Gapczynski to approve the Head Start Budget revision for the current budget year ending January 31, 2017 as presented. Support by Camille Nerkowski. All ayes, Motion carried.

**Audit/Finance Committee – Ken Glasser**

No meeting. No report.

Ken Glasser reported that he received an email from Kurt Reppuhn from the audit firm Echelbarger, Himebaugh, Tamm & Co., P.C. (EHTC) stating that the audit is on track with no concerns noted at this time.

**Membership Committee – John Morrison**

In December, the committee reviewed and discussed several applications for the vacant private sector seat. Susan Root from Oscoda County was considered by the committee and invited to attend the January meeting for Board approval.

**Motion** by John Morrison to approve Susan Root from Oscoda County to fill a Private Sector vacancy on the Board of Directors. Support by Lyn Behnke. All ayes, Motion carried.

**Personnel Committee – Meagan Holmes**

No meeting. No report.

Diane Price asked that the Executive Director Evaluations be returned before the February meeting. The evaluation will be summarized and presented to Lisa Bolen and the full Board at the February Board meeting.

**NEW BUSINESS**

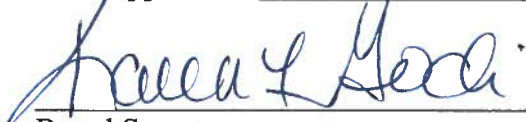
No new business

The February board meeting will be held at NEMCSA Main Office, Alpena, MI on February 3, 2017.

**Motion** by Earl Corpe to adjourn the meeting at 1:49 p.m. Support by Camille Nerkowski. All ayes, Motion carried.

Date Prepared: January 6, 2017

Date Approved: 2-3-2017

  
Board Secretary

2-3-2017  
Date