

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Wiltse's Restaurant, Oscoda, MI
December 6, 2019

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:38 p.m. President Hennard welcomed new Policy Council members Tracy Johnson and Elizabeth Quesenberry.

ROLL CALL

Elaine Ableidinger
Lyn Behnke
John Chappa
Chuck Corwin
Jenny David
Charles Finley
Nick Florian
Jean Garratt
Kenneth Glasser
Pete Hennard
Tracy Johnson
David Karschnick

Renee Miller
Leo Marciniak
John Morrison
Elizabeth Quesenberry
Patricia Rondeau
Lisa Salgat
Tina Schumacher
Chuck Varner
Kathleen Vichunas
Dave Wagner
Rose Walsh
Carol Wenzel

Excused: Earl Corpe, Dan Gauthier, Becky Kwilinski, Sharon Priebe, Richard Sangster, Gerald Wall

Absent:

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Trisha Grifka, Kimberlee Hincka, Dorothy Pintar, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Chuck Varner to approve the agenda as presented. Support by Dave Karschnick. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Renee Miller 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. None being noted – President Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of November 2019 draft meeting minutes
- b. Receive and file 2020 Board meeting Calendar
- c. Receive and file October 2019 Head Start Policy Council meeting minutes
- d. Receive and file November 2019 Volunteer Advisory Council meeting notes
- e. Receive and file October 2019 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION

President Hennard read communication dated October 31, 2019 from the Michigan Department of Health and Human Services Bureau of Community Action & Economic Opportunity providing an update on the annual Weatherization Program review. All reviewed program goals for FY18 were met.

President Hennard read communication dated November 8, 2019 from the Michigan Department of Health and Human Services Bureau of Community Action and Economic Opportunity providing a summary of the annual compliance monitoring on Weatherization Program staff and contractors. The final report shows all staff and contractors are in full compliance with the requirements.

President Hennard read communication dated November 14, 2019 from the State of Michigan Office of the Governor confirming receipt of the Board passed resolution supporting continued funding of the School Success program.

Motion by Chuck Corwin to receive and file all correspondence. Support by Pat Rondeau. All ayes, Motion carried.

President Hennard announced two Board training opportunities. The first webinar, Community Action History101 held on December 12, 2019 at 2:00 pm. The second webinar, Governance: All a-Board! Considerations for Board Recruitment, Engagement and Alignment, held on December 17, 2019 at 1:00 pm. An information sheet was distributed prior to the meeting which included registration information.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Financial Report – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expenses as of November 30, 2019.

Motion by Ken Glasser to receive and file the Head Start Early/Head Start Recorded Expenses as presented. Support by Lyn Behnke. All ayes, Motion carried.

Program Presentation – Kristina Warner, Operations/Data Quality Analyst, provided Board members with a Strategic Plan Survey to fill out.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The committee met with Gina Bey, Associate Area Agency on Aging Director, to review the 2019 MI Choice Waiver Enrollee Satisfaction Report.

The committee then met jointly with the Early Childhood Education Ad-hoc Committee to review and recommend for approval the Head Start/Early Head Start Policy Council Operating Procedures and the in-kind non-federal share waiver.

Motion by Tracy Johnson to approve the Head Start/Early Head Start Policy Council Operating Procedures as presented. Support by Jean Garratt. All ayes, Motion carried.

Motion by John Chappa to approve the in-kind non-federal share waiver as presented. Support by Tracy Johnson. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the November American Express corporate credit card expenditures in the amount of \$1,169.53, the September Head Start/Early Head Start purchasing card expenditures in the amount of \$64,688.07, the September Wex fuel card in the amount of \$820.68, the October Wex fuel card in the amount of \$4,092.89. The committee reviewed and discussed the purchase of new Accounting software. They also held a discussion on investments.

Motion by Ken Glasser to approve all credit card expenditures as presented. Support by Carol Wenzel. All ayes, Motion carried.

Housing Ad Hoc Committee – Ken Glasser

No meeting. No report.

Membership Committee – Lisa Salgat

The Membership committee met prior to the regular meeting to approve new Head Start policy council members and to reappoint Carol Wenzel to serve another three-year term.

Motion by Renee Miller to approve new Head Start Policy council members Tracy Johnson and Elizabeth Quesenberry as consumer members and reappoint Carol Wenzel to serve another three-year term as a private member. Support by Chuck Varner. All ayes, Motion carried.

Early Childhood Services Ad Hoc Committee – Jean Garratt

The Early Childhood Services Ad Hoc committee met jointly with the Program Planning and Evaluation committee.

Personnel Committee – Pat Rondeau

The Personnel committee met with Greg Meihn, Attorney with Foley & Mansfield, PLLP prior to the regular meeting to continue work on the evaluation process policy and procedure.

OLD Business

No old business

NEW BUSINESS

No new business

There will be no board meeting in the month of January.

The February board meeting will be held at Kirtland Community College, Grayling Campus, Grayling, MI

Motion by Dave Karschnick to adjourn the meeting at 1:49 p.m. Support by Dave Wagner. All ayes, Motion carried.

Date Prepared: December 6, 2019

Date Approved: 2-7-2020

Karen & Lisa
Board Secretary

2-7-2020
Date