

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Up North 23 Restaurant, MI
August 3, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:34 p.m.

ROLL CALL

Stuart Bartlett	Nick Modrzyński
Lyn Behnke	John Morrison
Earl Corpe	Sharon Priebe
Chuck Corwin	Corleen Proulx
Nick Florian	Patricia Rondeau
Lee Gapczynski	Lisa Salgat
Jean Garratt	Richard Sangster
Kenneth Glasser	Kathleen Vichunas
Pete Hennard	Dave Wagner
Steve Lang	Gerald Wall
Jennifer Lopez	Rose Walsh
Leo Marchiniak	Carol Wenzel
Mark McKulsky	

Excused: Alvin Clarke, Natalie Clarke, Dan Gauthier, Patrick Kelly, Leonard Page

Absent: Danielle Martz

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Dorothy Pintar, Jim Robarge, Yvette Smigelski, Fran Whitney, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

Ken Glasser asked that the Housing Ad-Hoc Committee, item G, be moved to the first item under committee reports.

Motion by Ken Glasser to approve the agenda as amended. Support by Lyn Behnke. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

Ken Glasser disclosed that his wife owns a home health care business that receives funding from the MI Choice Waiver Program. Ken asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation item 1, approval of FY 2019 Funding Recommendations for Aging Programs.

Chuck Corwin disclosed that he is financially compensated for teaching Evidence Based Health Programs (EBHP) for Region 9 Area Agency on Aging and Roscommon County Commission on Aging. Chuck asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation Committee item 1, Approval of FY 2019 Funding Recommendations for Aging Program.

Steve Lang 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. President Pete Hennard introduced Jill Sutton, Executive Director and William Reder, Board Chairperson from Mid-Michigan Community Action Agency.

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. Ken Glasser asked that the June 2018 Board draft meeting minutes be removed from the Consent Agenda and moved to New Business. President Pete Hennard stated that the Administrative Consent Agenda including the following items:

- a. Receive and file May & June 2018 Head Start Policy Council meeting minutes
- b. Receive and file May and June 2018 Regional Council on Aging meeting minutes
- c. Receive and file May 2018 Client Service Policy Advisory Committee meeting minutes
- d. Receive and file Agency wide Risk Assessment summary report
- e. Corporate Signature Authority
- f. Fair Housing Policy

is adopted as amended.

COMMUNICATION

President Pete Hennard read communication from the Administration for Children & Families, Office of Head Start dated June 5, 2018 concerning the Head Start enrollment initiative. NEMCSA Head Start thus far has maintained enrollment above 97%. Initial reports for this fall indicate numbers are down. Staff are working very hard to recruit eligible families.

President Pete Hennard read communication from the State of Michigan Department Health and Human Services, Bureau of Community Action & Economic Opportunity dated May 29, 2018 summarizing the results of an on-site technical monitoring visit for the Weatherization Assistance Program. Monitoring results indicated zero technical monitoring observations identified during the visit.

President Pete Hennard read communication from the Michigan Department Health and Human Services Bureau of Community Action & Economic Opportunity dated June 29, 2018 concerning the results of a recent desk monitoring review. A corrective action plan addressing the two findings and two Administrative recommendations is being prepared.

Motion by Lyn Behnke to receive and file all communication as presented. Support by Mark McKulsky. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of July 31, 2018. The report was distributed prior to the meeting.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Rose Walsh. All ayes, Motion carried.

Program Presentation: Jill Sutton, Executive Director and William Reder, Board Chairperson from Mid-Michigan Community Action Agency presented a PowerPoint presentation on their Housing Development Projects.

COMMITTEE REPORTS

Housing Ad-Hoc Committee – Ken Glasser

Ken Glasser provided an update from a recent committee conference call and his attendance at the MCA Summer conference.

Program Planning and Evaluation Committee – Earl Corpe

The committee met with Yvette Smigelski prior to the regular board meeting to review and recommend for approval the FY 2019 Aging Program funding recommendations for the Merit Award #1 & #2, the 2019 Title IIID Disease Prevention and Health Promotion, the 2019 Title VII Elder Abuse Prevention and the 2019 Title IIIIE National Caregiver Support Program.

Motion by Mark McKlusky to approve the Regional Council on Aging's funding recommendations as presented for the FY 2019 Merit Award #1 and #2 Adult Day Services, the 2019 Title IIID Disease Prevention and Health Promotion, the 2019 Title VII Elder Abuse Prevention and the 2019 Title IIIIE National Caregiver Support Program as presented. Support by Lisa Salgat. Ken Glasser and Chuck Corwin abstained. Motion carried.

The committee also met with Karen Godi to review and recommend for approval the FY 2018 Community Service Block Grant (CSBG) revised application and budget, the FY 2019 Community Service Block Grant Program application and budget and the FY 2019 Community Service Block Grant School Success Program Budget (SSP).

Motion by Mark McKulsky to approve submission of the FY 2018 Community Service Block Grant revised application and budget as presented. Support by Lisa Salgat. All ayes, Motion carried.

Motion by Mark McKulsky to approve submission of the FY 2019 Community Service Block Grant Program application and budget as presented. Support by Lyn Behnke. All ayes, Motion carried.

Motion by Lynn Behnke to approve the submission of the FY 2019 Community Service Block Grant School Success Program budget as presented. Support by Patricia Rondeau. All ayes. Motion carried.

The committee also reviewed and recommended for approval the adoption of By-law revisions with a change to Section 5 Proxy Voting – teleconference or virtual meetings may be permitted for committee meetings if acceptable to all board members with the exception of the Executive committee. Due to the Open Meetings Act, the Executive committee cannot meet by teleconference or virtual meeting.

Motion by Mark McKulsky to approve the adoption of the revised By-laws including the above change. Support by Lyn Behnke.

Roll Call Vote

Stuart Bartlett, yes; Lyn Behnke, yes; Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Steve Lang, yes; Leo Marciniak, yes; Mark McKulsky, yes; John Morrison, yes; Nick Modrzynski, yes; Corleen Proulx, yes; Patricia Rondeau, yes; Lisa Salgat, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Carol Wenzel, yes.

20 yes, 0 no. Motion carried.

The committee also reviewed and recommended for approval an amendment to the Articles of Incorporation. The by-laws state 11 counties and conflict with the current Articles that indicate a 12 county service area for the agency. The amendment was necessary to change the incorrectly stated service area of 12 counties to the current service area of 11 counties.

Motion by Mark McKulsky to approve the Articles of Incorporation amendment as presented. Support by Lyn Behnke.

Roll Call Vote

Stuart Bartlett, yes; Lyn Behnke, yes; Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Steve Lang, yes; Leo Marciniak, yes; Mark McKulsky, yes; John Morrison, yes; Nick Modrzynski, yes; Corleen Proulx, yes; Patricia Rondeau, yes; Lisa Salgat, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Carol Wenzel, yes.

20 yes, 0 no. Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the June corporate credit card expenditures in the amount of \$99.40, the July corporate credit card expenditures in the amount of \$2,215.82 and the May Head Start purchasing card expenditures in the amount of \$41,274.18. The committee also reviewed and recommended for approval a spending limit in the amount of \$25,000.00 on a single item purchase by the Executive Director.

Motion by Ken Glasser to approve the June corporate credit card expenditures in the amount of \$99.40, the July corporate credit card expenditures in the amount of \$2,215.82 and the May Head Start purchasing card expenditures in the amount of \$41,274.18. Support by Jean Garratt. All ayes, Motion carried.

Motion by Ken Glasser to approve a spending limit of \$25,000.00 for any single item purchase made by the Executive Director. Support by Stuart Bartlett. All ayes, Motion carried.

Membership Committee – John Morrison

The Membership committee met to review and recommend a new Board member appointment. Following review of information and discussion, the committee would like to welcome Becky Kwilinski to the Board of Directors as a consumer member.

The committee also discussed the election of officers. It was recommended that the current slate of officers be presented for re-election. Pete Hennard for President, Patricia Rondeau, Vice President and Ken Glasser, Treasurer.

John Morrison asked if there were any nominations from the floor for the position of President. None were noted.

John Morrison asked if there were any nominations from the floor for the position of Vice President. None were noted.

John Morrison asked if there were any nominations from the floor for the position of Treasurer. None being noted.

Motion by Steve Lang to close nominations and cast a unanimous ballot to reelect all officers for another term. Support by Gerald Wall. All ayes, Motion carried.

Personnel Committee – Steve Lang

The Personnel committee met to review and discuss the revised Executive Director evaluation form.

Early Childhood Services Committee – Jean Garratt

No meeting. No report.

NEW BUSINESS

Ken stated that the June 2018 Board draft meeting minutes needed to be corrected as follows: under the Conflict of Interest the ‘d’ from the word recused needs to be dropped.

Motion by Ken Glasser to approve the corrected June 2018 Board Draft meeting minutes as noted. Support by Jean Garratt. All ayes, Motion carried.

The September board meeting will be held at Ma Deeters Restaurant in Luzerne, MI on September 7, 2018.

Motion by Steve Lang to adjourn the meeting at 2:37 p.m. Support by John Morrison. All ayes, Motion carried.

Date Prepared: August 3, 2018

Date Approved: 9-7-2018

Karen Y. Goch
Board Secretary

9-11-2018
Date