

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Audie's Restaurant, Mackinaw City, MI
October 5, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:38 p.m. President Pete Hennard welcomed Albert LaFleche as a returning Board member.

ROLL CALL

Stuart Bartlett	Jennifer Lopez
Alvin Clarke	Leo Marciniak
Natalie Clarke	Mark McKulsky
Earl Corpe	John Morrison
Chuck Corwin	Leonard Page
Nick Florian	Corleen Proulx
Lee Gapczynski	Patricia Rondeau
Jean Garratt	Lisa Salgat
Dan Gauthier	Richard Sangster
Kenneth Glasser	Kathleen Vichunas
Pete Hennard	Gerald Wall
Patrick Kelly	Carol Wenzel
Rebecca Kwilinski	
Albert LaFleche	

Excused: Lyn Behnke, Steve Lang, Sharon Priebe, Rose Walsh

Absent: Danielle Martz, Nick Modrzynski

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Tricia Grifka, Jenna Lindholm, Dorothy Pintar, Jim Robarge, Kristina Warner, Fran Whitney, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Gerald Wall to approve the agenda as presented. Support by Mark McKulsky. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Stuart Bartlett and Leonard Page 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 September 2018 draft meeting minutes
- b. Receive and file August 2018 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read communication from the Department of Health and Human Services dated September 10, 2018 in response to a Quality Assurance Monitoring Report which indicated a finding in a specific Weatherization program job where procedures were not followed. There were no disallow costs associated with this finding and the required corrective action plan has been submitted.

President Pete Hennard read communication from the Department of Health and Human Services dated September 26, 2018 regarding the agency's State Technical Assessment Report (STAR) for FY2018. NEMCSA scored a 4.18 out of 5 which puts us in the Good Standing category.

President Pete Hennard read communication from the Department of Health and Human Services dated October 4, 2018 in response to the Corrective Action Plan previously submitted as a result of the two findings noted on the recent Organizational Standards monitoring. Both findings are considered resolved.

President Pete Hennard read an email correspondence from Leonard Page dated September 27, 2018 which indicated that Stuart Bartlett and Leonard Page will both be resigning from the Board effective at the close of the October 5th meeting.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report distributed prior to the meeting. Lisa presented Stuart Bartlett and Leonard Page with a plaque as a token of appreciation for their time on the Board. Stuart has been a member for 16 years and Leonard for 11 years. Lisa indicated that both Stuart and Leonard have agreed to continue as non-voting members of the Board. Board packets will be mailed to them each month.

Motion by Albert LaFleche to accept the resignation of Stuart Bartlett and Leonard Page. Support by Natalie Clarke. All ayes, Motion carried.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of September 30, 2018. Jim also reviewed the agency-wide year-to-date fiscal year comparison as of September 22, 2018. Both reports were distributed prior to the meeting.

Motion by Earl Corpe to receive and file the Head Start/Early Head Start Recorded Expenses and the agency-wide year-to-date fiscal year comparison report as presented. Support by Stuart Bartlett. All ayes, Motion carried.

Program Presentation – Tricia Grifka, Early Childhood Services Director. Tricia provided a training presentation on Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA).

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for submission of the FY 19 Head Start/Early Head Start Continuation Grant application.

Motion Corleen Proulx to submit the FY 19 Head Start/Early Head Start Continuation Grant application as presented. Support by Alvin (Chip) Clarke. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the August corporate credit card expenditures in the amount of \$1,616.12, the August Head Start/Early Head Start purchasing card expenditures in the amount of \$28,605.72 and the August Head Start/Early Head Start Wex card expenditures in the amount of \$563.24.

Motion by Ken Glasser to approve the August corporate credit card expenditures in the amount of \$1,616.12 as presented. Support by Mark McKulsky. All ayes, Motion carried.

Motion by Natalie Clarke to approve the August Head Start/Early Head Start purchasing card expenditures in the amount of \$28,605.72. Support by Jean Garratt. All ayes, Motion carried.

Motion by Earl Corpe to approve the August Head Start/Early Head Start Wex card expenditures in the amount of \$563.24. Support by Lee Gapczynski. All ayes, Motion carried.

The committee renewed the audit contract with Wipfli for year ending September 30, 2018.

Membership Committee – John Morrison

The Membership committee met prior to the regular meeting to discuss the By-law. Karen Godi will mail the proposed changes to the membership for review.

Early childhood Services Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Steve Lang

No meeting. No report.

Housing Ad-Hoc Committee – Ken Glasser

The Housing Ad-Hoc Committee met after the September Board meeting in Luzerne. They reviewed the data information that was provided by Kristina Warner, Operations/Data Quality Analyst.

Discussion

NEW BUSINESS

None

The November Board meeting will be held at Forward’s Conference Center in West Branch on November 2, 2018

Motion by Stuart Bartlett to adjourn the meeting at 2:25 p.m. Support by Leonard Page. All ayes, Motion carried.

Date Prepared: October 5, 2018

Date Approved: 11-2-2018

Ken Z Godi
Board Secretary

11-2-2018
Date