

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant Gaylord, MI
March 4, 2016

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:40 p.m.

ROLL CALL

Stuart Bartlett	Jennifer Lopez
Earl Corpe	John Morrison
Lee Gapczynski	Camille Nerkowski
Jean Garratt	Leonard Page
Bruce Gauthier	Sharon Priebe
Kenneth Glasser	Corleen Proulx
Mark Grantner	Patricia Rondeau
Jeff Johnston	Kathleen Vichunas
Albert LaFleche	Gerald Wall
Aubrey Haskill	Rose Walsh
Pete Hennard	Carol Wenzel
Melissa Holt	Virginia Zygiel
Steve Lang	

Excused: Carol Athan, Lyn Behnke, Sue Flewelling, Mary Hess, Meagan Holmes, Dawn Lawrence, John Smock

Absent: Melissa Holt

Quorum present - yes

Staff Members Present:

Lisa Bolen, Bob Cain, Karen Godi, Karen Kelsey, Linda McGillis, Dorothy Pintar, Diane Price, Jim Robarge, Laurie Sauer, Jeff Weiland and Sue Zolnierek

APPROVAL OF AGENDA

Jim Robarge asked that item 9c Agency Audit Report Presentation be move to the end of the meeting.

Motion by Albert LaFleche to approve the agenda with item 9c Agency Audit Report Presentation moved to the end of the meeting. Support by Leonard Page. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Stuart Bartlett led the Board in the Pledge of Allegiance.
Ken Glasser provided the blessing for the meal.

March 4, 2016

John Morrison provided reflections

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves to the board. President Pete Hennard introduced Camille Nerkowski alternate for Alpena County Commissioner Mary Hess, Jeff Johnston, alternate for Iosco County Commissioner Bob Cudney and Curt Reppuhn, CPA from Echelbarger, Heimbaugh, Tamm & Co., PC. Laurie Sauer introduced Dan Dozema, from the Ageing & Adult Service Agency (AASA).

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 February 2016 draft meeting minutes
- b. Receive and file February 2016 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read communication from the Michigan State Housing Development Authority dated February 19, 2016 on the Monitoring of Emergency Solutions Grants. The completed monitoring results disclosed no matters involving internal control, instances of noncompliance or other matters that are required to be reported under Emergency Solutions Grants (ESG) Program Rules. No action or response is required.

Motion by Gerald Wall to receive and file Michigan State Housing Development Authority monitoring of Emergency Solutions Grants (ESG) letter. Support by Virginia Zygiel. All ayes, Motion carried.

INFORMATION ITEMS

Executive Directors Report – Lisa Bolen

Lisa read highlights from the Directors report. In addition, Lisa noted that Bob Cudney, Iosco County Commissioner has resigned and she would like to send a letter from the board for his many years of service on the Board of Directors. Lisa also noted that Bob Cain will be retiring in June after 24 years with NEMCSA. Lisa added that Heidi Powers, Project Director of the Retired Senior Volunteer Program (RSVP) has been chosen to be the new Program Director for the Foster Grandparent/Senior Companion Program.

Financial Report – Jim Robarge

No formal report

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 authorizing NEMCSA to provide Housing Counseling Services. This resolution has been rewritten to include specific language “Housing Counseling Services” and if accepted will replace the previous resolution adopted at the November Board meeting.

Motion by Sharon Priebe to approve the rewritten resolution authorizing NEMCSA to provide Housing Counseling Services as presented. Support by Rose Walsh.

Roll Call Vote

Stuart Bartlett, yes; Earl Corpe, yes; Lee Gapczynski, yes; Jean Garratt, yes; Bruce Gauthier, yes; Ken Glasser, yes; Mark Grantner, yes; Aubrey Haskill, yes; Pete Hennard, yes; Jeff Johnston, yes; Albert LaFleche, yes; Steve Lang, yes; Jennifer Lopez, yes; John Morrison, yes; Camille Nerkowski, yes; Leonard Page, yes; Sharon Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes; Virginia Zygiel, yes.

24 Yes Votes 0 No Votes
Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the meeting to review and recommend for approval credit card expenditures in the amount of \$3329.55.

Motion by Ken Glasser to approve credit card expenditures as presented. Support by Sharon Priebe. All ayes, Motion carried.

Membership Committee – John Morrison

No meeting, no report.

Early Childhood Services Ad Hoc Committee – Jean Garratt

The committee met prior to the meeting to review and recommend for approval the Policy and Procedure Revision for On-Board Road Observations.

Motion by Aubrey Haskill to approve the Policy and Procedure Revision for On-Board Road Observations as presented. Support by Jennifer Lopez. All ayes, Motion carried.

Personnel Committee – Bruce Gauthier

The committee met to discuss the results of the performance evaluation for the Executive Director. Overall the evaluation was very good. Members discussed some of the comments and it was very clear that Lisa excels in communication. Many of the surveys commented on the monthly Director Report.

PROGRAM PRESENTATION

Jim Robarge introduced Curt Reppuhn, CPA from the Audit Firm of Echelbarger, Himebaugh, Tamm & Co., P.C. (EHTC). Curt conducted the agency wide audit for the year ending September 30, 2015. Curt indicated that he already met with the Audit Finance committee just prior to the board meeting to review information in detail. Curt presented information on some of the key points related to the audit and stated that the information he distributed contains much more detailed information than what was covered in his presentation. Curt finished by thanking Jim, Karen and Jeff for working with him to complete this process.

Jim Robarge thanked the audit firm and their staff, specifically Curt Reppuhn who was the onsite reviewer, the Program Directors for their cooperation throughout the audit process and Karen Kelsey and Jeff Weiland for their hard work on behalf of the agency. Jim commented that he was pleased to have such a great Accounting staff.

Motion by Ken Glasser to approve this draft as presented with the full binding authority of the board, pending final acceptance from senior management (Executive Director and Chief Financial Officer) of the final report. Support by Sharon Priebe. All ayes, Motion carried.

INFORMATION ITEMS

New Business

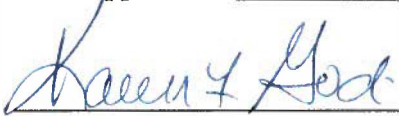
No new business

The April board meeting will be held at Huron Breeze Golf & Country Club in Au Gres on April 1, 2016.

Motion by Albert LaFleche to adjourn the meeting at 1:28 p.m. Support by Leonard Page. All ayes, Motion carried.

Date Prepared: March 4, 2016

Date Approved: April 1, 2016


Board Secretary

4-1-16
Date