

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
New Alpena Main Office
2569 US 23 South, Alpena
August 6, 2021

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:28 p.m.

ROLL CALL

Geyer Balog
Lyn Behnke
John Chappa
Nick Florian
Jean Garratt
Dan Gauthier
Kenneth Glasser
Pete Hennard
Madeline Hibner
David Karschnick

Sheila Malewska
John Morrison
Jeanette Motter
Patricia Rondeau
Lisa Salgat
Richard Sangster
Chuck Varner
Kathleen Vichunas
Carol Wenzel

Excused: Dennis Fay, Charles Finley, Carey Jansen, Tracy Johnson, Leo Marciniak, Renee Miller, Corleen Proulx, Jessica Volmering

Absent: Tina Schumacher, Craig Scott

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Kimberlee Hincka, Tricia Grifka, Cathy Macfalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Fran Ommani and Sue Zolnieriek

APPROVAL OF AGENDA

President Pete Hennard asked that Board member acknowledgements be added to the Introduction of Guests.

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

CONFLICT OF INTEREST

Board member 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, and he will recuse himself from voting on the Area Agency on Aging Draft 2021 Annual Implementation Plan. Board member Richard Sangster stated that he provides housing to tenants that receive funds from NEMCSA, he asked that the conflict be noted.

President Pete Hennard led the Board in the Pledge of Allegiance.

John Morrison led the Board in prayer.

John Morrison provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves.

President Pete Hennard welcomed Rose Walsh to the meeting and thanked the RSVP volunteers for serving the meal.

President Pete Hennard presented years of service pins to Ken Glasser – 15 years, John Morrison – 8 years, Kathleen Vichunas – 6 years. Past members Corleen Proulx, Sharon Priebe and Earl Corpe also received pins that will be sent to them.

President Pete Hennard presented a Presidential Perseverance Award to Jean Garratt, Kathleen Vichunas, John Chappa and Chuck Varner for perfect attendance in the last year.

President Pete Hennard presented Rose Walsh with a plaque and a pin for 22 years of dedicated service 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 June 2021 draft meeting minutes
- b. Receive and file May 2021 Head Start Policy Council meeting minutes
- c. Receive and file June 2021 Head Start Policy Council meeting minutes
- d. Approve Fair Housing Policy

is adopted as presented.

COMMUNICATION

President Pete Hennard read a letter of resignation from Corleen Proulx effective immediately. President Hennard asked that a letter of appreciation be sent from the board.

President Pete Hennard read correspondence dated June 6, 2021 from the Michigan Department of Health and Human Services (MDHHS) regarding a Weatherization Quality Assurance Monitoring Report. The findings and observations have been addressed and all remaining issues have been resolved.

President Pete Hennard read correspondence dated July 12, 2021 from the Department of Health and Human Services (MDHHS) Bureau of Community Action and Economic Opportunity (BCAEO) regarding a Weatherization Quality Assurance Monitoring conducted 3/1/2021-3/31/2021. The BCAEO has closed this monitoring visit.

President Pete Hennard read correspondence dated August 2, 2021 from the Office of Head Start (OHS). The OHS will conduct a Focus Area 1 monitoring review of the agency in Program Year 2021-2022.

President Pete Hennard read correspondence dated August 4, 2021 from the Office of Head Start (OHS) regarding the application for funding for the upcoming budget period. The application must be submitted by November 1, 2021.

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

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report distributed prior to the meeting. Lisa gave an update on the Annex renovations and the purchase of the Cheboygan Elementary School. Lisa commented that the controversy with Roscommon County Council on Aging is in good shape.

Program Presentation: Francis Ommani, Communication Specialist, presented a Year in Review.

Financial Report – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expenses as of July 31, 2021. Kimberlee also reviewed the financial standings for the Region 9 Area Agency on Aging as of July 31, 2021

Motion by Chuck Varner to receive and file the financial reports as presented. Support by Jean Garratt. All ayes, Motion carried.

President Pete Hennard left the meeting.
Lyn Behnke left the meeting.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The committee met with Laurie Sauer prior to the regular meeting to review and recommend approval of the FY 2022 Area Agency on Aging funding recommendations.

Motion by Nick Florian to approve the FY 2022 Area Agency on Aging funding recommendations as presented. Support by Dave Karschnick. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting and reviewed two months of credit card statements. Charges on the Head Start 5th 3rd purchasing card totaled \$41,759.80 for April and \$73,247.58 for May and the Wex Fuel Card totaled \$2,652.01 for May. The Committee also reviewed the Agency 990 tax return for the year ending September 30, 2019.

Motion by Ken Glasser to approve the April Head Start purchasing card expenditures in the amount of \$41,759.80 and May Head Start purchasing card expenditures in the amount of \$73,247.58 as presented. Support by Jean G. All ayes, Motion carried.

Motion by Ken Glasser to approve the May Wex Fuel Card in the amount of \$2,652.01 as presented. Support by Chuck Varner. All ayes, Motion carried.

Housing Ad-Hoc Committee – Ken Glasser

No meeting. No report.

Membership/Governance Committee – Lisa Salgat

The Membership/Governance committee met to review private sector member applications and recommend for approval Julie Kendrick.

Motion by Geyer Balog to approve private sector membership for Julie Kendrick as presented. Support by Chuck Varner. All ayes, Motion carried

Early Childhood Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Lyn Behnke

Corporate Compliance Committee – Carol Wenzel

The Corporate Compliance Committee met prior to the regular meeting. Carol reported there were no action items. The Area Agency on Aging (AAA) continues to move to electronic record keeping and revisions of Community Based Care policies are continuing. It is still uncertain when in-person participant visits will resume. Provider Monitoring visits are scheduled. These will take place in-person to the extent possible. A MI Choice Provider meeting was held, this meeting informs providers on any contract and reporting changes for the upcoming year. Michigan Department of Health and Human Services Office of Inspector General (MDHHS OIG) has completed the review of NEMCSA's 2021 1st and 2nd Quarterly Report. NEMCSA received a PASS.

OLD BUSINESS

No old business

NEW BUSINESS

No new business

The September board meeting will be held on September 10, 2021 at the new Alpena Main Office located at 2569 US 23 South, Alpena.

Motion by Richard Sangster to adjourn the meeting at 2:10 p.m. Support by Chuck Varner. All ayes, Motion carried.

Date Prepared: August 6, 2021

Date Approved: September 10, 2020



Board Secretary

09/14/2021

Date