

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Ramada Alpena, MI
April 6, 2018

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

President Pete Hennard welcomed Dan Gauthier, Alcona County Commissioner to the Board.

ROLL CALL

Stuart Bartlett

Lyn Behnke

Alvin Clarke

Natalie Clarke

Earl Corpe

Chuck Corwin

Nick Florian

Lee Gapczynski

Jean Garratt

Dan Gauthier

Kenneth Glasser

Pete Hennard

Patrick Kelly

Steve Lang

Jennifer Lopez

Danielle Martz

Nick Modrzynski

John Morrison

Corleen Proulx

Patricia Rondeau

Lisa Salgat

Richard Sangster

Dave Wagner

Gerald Wall

Rose Walsh

Carol Wenzel

Excused: Mark McKulsky, Leonard Page, Sharon Priebe

Absent:

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Tricia Grifka, Julie Meyers, Heidi Powers, Kristina Warner, Fran Whitney, and Sue Zolnierok

APPROVAL OF AGENDA

Motion by Earl Corpe to approve the agenda as presented. Support by Lyn Behnke. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Alvin Clarke 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 guest Leo Marciniak and Lyn Behnke introduced guest Carol Cushing.

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 March 2018 draft meeting minutes
- b. Receive and file February 2018 Head Start Policy Council meeting minutes
- c. Receive and file February 2018 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read communication dated September 13, 2017, received April 2, 2018, from the Michigan State Housing Development Authority (MSHDA) regarding an on-site monitoring of the Emergency Solutions Grant (ESG) that took place on July 17-18, 2017. The monitoring results disclosed no matters involving internal control, instances of noncompliance and/or other matters that are required to be reported under ESG Program rules, no action or response is required.

President Pete Hennard read communication dated March 12, 2018 from the State of Michigan Department of Education pertaining to an Agency Review covering the programs and financial portions of the Commodity Supplemental Food Program (CSFP) and the Emergency Food Assistance Program (TEFAP). All corrective action has been implemented and the issues identified during the agency review have been resolved. The Michigan Department of Education has accepted the Corrective action submitted and considers the Agency Review closed.

President Pete Hennard read communication dated April 3, 2018 from the Administration for Children & Families. A monitoring review relative to the bus incident on October 4, 2017 was conducted to determine whether the previously identified findings had been corrected. Based on the information gathered during the review, this review has been closed.

President Pete Hennard read communication dated April 5, 2018 from the Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) pertaining to Board member vacancies that exceed 90 days. Although this matter has not fully been resolved, BCAEO will consider the FY17 monitoring activities closed as the FY18 monitoring is scheduled for May 2018.

Motion by Alvin Clarke to receive and file all communications as presented. Support by Richard Sangster. 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 – Lisa Bolen

Lisa Bolen and Tricia Grifka reviewed the Statement of Recorded Expenses for Head Start/Early Head Start as of January 31, 2018. The report was distributed prior to the meeting.

Program Updates – Tricia Grifka gave preliminary results of the Federal Monitoring Peer Review that was recently conducted.

Program Presentation – Kristina Warner presented the ROMA Annual Report. The report was distributed prior to the presentation.

Motion by Natalie Clarke to approve the ROMA Annual Report as presented. Support by Rose Walsh. All ayes, Motion carried.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The committee met prior to the regular meeting to review and recommend for approval the Head Start/Early Head Start Policy for Evaluations and Corrective Actions for Delegate Agencies, Policy for Determining and Establishing Delegate Agencies, Policy for Termination of Delegate Agencies and the Head Start Request for Budget Revision.

Motion by Rose Walsh to approve the Head Start/Early Head Start Policy for Determining and Establishing Head Start Delegate Agencies as presented. Support by Jean Garrett. All ayes, Motion carried.

Motion by Alvin Clarke to approve the Head Start/Early Head Start Policy for Evaluations and Corrective Actions for Delegate Agencies as presented. Support by Stuart Bartlett. All ayes, Motion carried.

Motion by Jean Garratt to approve the Head Start/Early Head Start Policy for Termination of Delegate Agencies as presented. Support by Steve Lang. All ayes Motion carried.

Motion by Natalie Clarke to approve the Head Start Request for Budget Revision as presented. Support by Jean Garratt. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and approve the February Corporate credit card expenditures in the amount of \$509.67 and the February Head Start/Early Head Start purchasing card expenditures in the amount of \$28,643.48. The committee also reviewed and recommend for approval the FY2018 draft Agency Wide Budget which was included in the board members mailing prior to the meeting.

Motion by Ken Glasser to approve the February Corporate credit card expenditures in the amount of \$509.67 and the Head Start/Early Head Start purchasing card in the amount of \$28,643.48. Support by Richard Sangster. Discussion. All ayes, Motion carried.

Motion by Ken Glasser to approve the FY2018 draft Agency Wide Budget as presented. Support by Steve Lang. All ayes, Motion carried.

Membership Committee – John Morrison

No meeting. No report.

Personnel Committee – Steve Lang

No meeting. No report.

NEW BUSINESS

No new business

The May board meeting will be held at Indian River Golf Club in Indian River, MI on May 4, 2018.

Motion by Natalie Clarke to adjourn the meeting at 1:53 p.m. Support by Alvin Clarke. All ayes, Motion carried.

Date Prepared: April 6, 2018

Date Approved: May 4, 2018

Karen Y. Good
Board Secretary

5-4-18
Date