

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Forwards Conference Center, West Branch**  
**March 4, 2022**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:23 pm.

**ROLL CALL**

Lyn Behnke	Pete Hennard
John Chappa	David Karschnick
Terry Dutcher	Julie Kendrick
Rebecca Elston	Sheila Malewska
Nick Florian	Lisa Salgat
Tammy Frisbie	Craig Scott
Jean Garratt	Chuck Varner
Kenneth Glasser	Carol Wenzel
Duncan Gray	

**Excused:** Geyer Balog, Dennis Fay, Dan Gauthier, Leo Marciniak, John Morrison (TEAMS), Karen Pomeroy, Pat Rondeau, Richard Sangster, Kathleen Vichunas

**Absent:** Jeanette Motter

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Tricia Grifka, Kimberlee Hincka, Cathy Macfalda, Dorothy Pintar, Laurie Sauer, Fran Ommani, Victoria Purvis, Jodie Baker, Kristen Wisniewski, Traci Schuelke, Heidi Powers, Amanda Bergeron and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by John Chappa to approve the agenda as presented. Support by Lyn Behnke. All ayes.  
**Motion carried.**

**CONFLICT OF INTEREST DISCLOSURES**

None

Ken Glasser provided the blessing for the meal.

Pete Hennard led the Board in the Pledge of Allegiance.

Sheila Malewska provided reflections.

**INTRODUCTION OF GUESTS**

Members introduced their guests. Present staff introduced themselves.

## **PUBLIC COMMENT**

Board Member Craig Scott welcomed the board to Ogemaw County.

## **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 2022 draft meeting minutes
- b. Receive and file January 2022 Head Start Policy Council meeting minutes
- c. Receive and file February 2022 Regional Council on Aging Meeting Minutes

is adopted as presented.

## **COMMUNICATION**

Lisa Bolen read an email from parent, Sarah Peters. Sarah has a child participating at the Johannesburg early childhood center. In the email, addressed to the Board, Ms. Peters questions NEMCSAs standing mask mandate for staff and children at the site in light of changes issued externally by the CDC.

**Motion** by Terry Dutcher to receive and file communications as presented. Support by Lyn Behnke. All ayes. **Motion carried.**

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa read highlights from the Director’s report. The report will be available on both the Board Portal and TEAMS.

### **Financial Report – Kimberlee Hincka**

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expenses for the grant period February 1, 2021, through January 31, 2022. Kimberlee also reviewed the Area Agency on Aging Region 9 financial standing as of December 31, 2021.

**Motion** by Terry Dutcher to receive and file the financial reports as presented. Support by Sheila Malewska. All ayes. **Motion carried.**

**Program Presentation** - Jodie Baker, Training & Development Coordinator, presented the Results Oriented Management and Accountability (ROMA) report. LEAN Projects were presented by Heidi Powers, Foster Grandparent/Senior Companion Project Director and Kristen Wisniewski, School Success Program Coordinator, Amanda Bergeron, Weatherization/Food Coordinator and Traci Schuelke, Housing Intake Specialist.

## **COMMITTEE REPORTS**

### **Audit/Finance Committee – Ken Glasser**

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the January American Express corporate credit card expenditures in the amount of \$36.36, the January Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$66,880.91 and the January Wex Fuel Card expenditures in the amount of \$2,572.92. Other discussions included the Indirect Cost Rate Agreement, the Agency Wide Audit, that will be presented to the board at the April meeting and the financial procedures manual which is in the process of being updated. Ken also stated that employees in eligible employment categories, received a retention incentive payment of \$1,000.00.

**Motion** by Ken Glasser to approve the January American Express corporate credit card, the January Head Start/Early Head Start Fifth Third purchasing card and January Wex Fuel card expenditures as presented. Support by Chuck Varner.

Roll Call Vote:

Ayes: Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Tammy Frisbie, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Duncan Gray, Dave Karschnick, Julie Kendrick, Sheila Malewska, Lisa Salgat, Craig Scott, Chuck Varner, Carol Wenzel.

Nays: (0)

Abstained: (0)

**Motion carried**

#### **Housing Ad-Hoc Committee – Ken Glasser**

No meeting. No report.

#### **Early Childhood Services Committee – Jean Garratt**

No meeting. No report.

#### **Membership/Governance Committee – Lisa Salgat**

The committee met jointly with the Personnel Committee via TEAMS to review and discuss bylaw changes. The changes and current bylaws are posted to TEAMS and the board portal.

President Pete Hennard suggested that due to time constraints it is hard for board members to dedicate more than one day a month to the NEMCSA board meetings. He proposed that they condense the committees from seven down to three with nine members on each committee. The committee meetings would be held prior to the regular scheduled meeting. This change will also require an update to the bylaws.

Discussion

#### **Corporate Compliance Committee – Carol Wenzel**

The committee met via TEAMS. Carol Wenzel reported there were no action items; however, information updates received by the committee included the following: Administrative Quality Assurance Review (AQAR) required documents have been prepared and submitted. Non-emergency medical transportation (NEMT) providers will be required to submit a signed attestation related to any moving violations they may have incurred. MDHHS has issued new policy requirements related to this service. It is still uncertain when in-person participants visits will resume. The Office of Inspector General (OIG) Quarterly Report, 1<sup>st</sup> quarter, has been submitted. A response has been received from OIG that corrections were needed. The report will be corrected and resubmitted. Jaime Carney, BSN, has been hired as Associate AAA Director-Community Based Care Programs. She begins her position on Monday, March 7, 2022.

#### **Personnel Committee – Lyn Behnke**

The committee met with the Membership/Governance Committee.

#### **Program Planning and Evaluation Committee – Nick Florian - Duncan Gray**

The Program Planning and Evaluation Committee met via TEAMS to review and discuss the Community Needs Assessment. The assessment will be available in March continuing for 6-8 weeks.

**New Business**

No new business.

The April board meeting will be held at BJ's Catering in Gaylord on April 1, 2022.

**Motion** by Chuck Varner to adjourn the meeting at 2:07 pm. Support by Terry Dutcher. All ayes,  
**Motion carried.**

Date Prepared: March 4, 2022

Date Approved: April 1, 2022



Board Secretary

04/04/2022

Date