

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Virtual "TEAMS" Meeting
August 7, 2020

The regular meeting of the NEMCSA Board of Directors was called to order via TEAMS by President Pete Hennard at 12:04 p.m.

ROLL CALL

Present:

Lyn Behnke	Albert LaFleche
John Chappa	John Morrison
Chuck Corwin	Corleen Proulx
Jean Garratt	Pat Rondeau
Dan Gauthier	Lisa Salgat
Pete Hennard	Chuck Varner
Madeline Hibner	Kathleen Vichunas
Dave Karschnick	Gerald Wall

Excused: Elaine Ableidinger, Charles Finley, Nick Florian, Leo Marciniak, Rose Walsh and Carol Wenzel

Absent: Jenny David, Kenneth Glasser, Tracy Johnson, Renee Miller, Sharon Priebe, Elizabeth Quensenberry, Richard Sangster, and Tina Schumacher

Staff Members Present:

Lisa Bolen, Karen Godi, Kimberlee Hincka, Fran Whitney, Victoria Purvis, Cathy Macfalda, Yvette Smigelski and Dorothy Pintar

Quorum present - yes

Members present agreed to begin with agenda Item 9 to allow members time to join the meeting.

INFORMATION ITEMS

Executive Director Report - Lisa Bolen, Executive Director

Lisa reviewed her written report previously shared with board members.

Financial Report - Kimberlee Hincka, Director of Finance

Kimberlee reviewed the Head Start financial report for the 5-month award period of February 1, 2020 through June 30, 2020 showing expenses recorded through July 31, 2020 and the Area Agency on Aging (AAA) quarterly financial report showing expenses recorded through June 30, 2020. Both reports were previously shared with board members.

Motion by Dave Karschnick to receive and file the Head Start 5-month award financial and the Area Agency on Aging quarterly financial reports as presented. Support by Albert LaFleche.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Program Presentation

Tricia Grifka, Early Childhood Services Director provided a video recording update on the Head Start Grant Award. Prior to the video, Lisa stated that she was extremely proud of the job conducted during the grant writing process. Lisa noted that the support of program staff and partner agencies clearly speaks to the positive relationships we have in place throughout the service area.

APPROVAL OF AGENDA

Motion by Chuck Varner to approve the agenda as presented. Support by Pat Rondeau.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

CONFLICT OF INTEREST DISCLOSURES

Chuck Corwin disclosed a conflict with the Area Agency on Aging (AAA) funding allocations and stated that he will abstain from voting on any related items.

Pete Hennard led the Board in the Pledge of Allegiance.

John Morrison provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Michigan State Representative Sue Allor was present via TEAMS.

No other guests were present.

ADMINISTRATIVE CONSENT AGENDA

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 Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of June 5, 2020 draft Meeting Minutes
- b. Approval of July 10, 2020 draft Special Meeting Minutes
- c. Receive and file May 2020 Head Start Policy Council meeting minutes
- d. Receive and file June 2020 Head Start Policy Council meeting minutes
- e. Receive and file Agencywide Risk Assessment Summary
- f. Approve Fair Housing Policy
- g. Approve Corporate Signature Authorization

is adopted as presented.

COMMUNICATION(S)

President Hennard read a financial monitoring close out letter dated June 26, 2020 from the Bureau of Community Action and Economic Opportunity indicating close out for the Financial monitoring conducted from April 11, 2019 through May 23, 2019.

Motion by Pat Rondeau to receive and file communication. Support by John Chappa.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

COMMITTEE REPORTS

Program Planning and Evaluation Committee

Chuck Corwin presented for the committee indicating his conflict and need to abstain from voting on the Area Agency on Aging funding recommendations.

The committee reviewed, discussed and recommended approval of the following three items: FY 2021 funding recommendations for the Area Agency on Aging and approval to accept funding from Michigan State Housing Development Authority (MSHDA) to operate both the Eviction Diversion and the Emergency Solutions Grant (ESG) CARES programs. President Hennard stated that program summaries were previously provided to all members.

Motion by Pat Rondeau to approve the Area Agency on Aging funding recommendations as presented. Support by Lyn Behnke.

Roll Call Vote

Lyn Behnke, John Chappa, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall Chuck Corwin abstained.

Yes votes: (15) No votes: (0) Abstention (1) **Motion carried.**

Motion by Lyn Behnke to approve resolutions to accept funding from Michigan State Housing Development Authority to operate the Eviction Diversion and the Emergency Solutions Grant (ESG) CARES programs. Support by Jean Garratt.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Audit/Finance Committee

Due to low attendance at the committee meeting, Kimberlee Hincka, Director Finance presented for the committee.

Kimberlee provided an overview of the FY 2020 agency wide operating budget which has an estimated total of \$57,580,047. President Hennard reminded members that the budget represents all programs and several programs operate on different fiscal years. The operating budget as presented is only a snapshot of the time period between October 1, 2019 and September 30, 2020 which is the agency fiscal year.

Motion by Chuck Varner to approve the FY 2020 agency wide operating budget as presented. Support by Albert LaFleche.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Kimberlee provided an overview of the agency Tax Form 990. Kimberlee stated that the entire document is 45 pages large and is posted on the agency website. It was noted that there were no major changes from last year to this year.

Motion by Pat Rondeau to approve the agency Tax Form 990 as presented. Support by Lyn Behnke.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Kimberlee provided an overview of the Corporate American Express Card expenditures for June and July, 2020.

Motion by Albert LaFleche to approve the credit card expenditures as presented. Support by Pat Rondeau.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Housing Ad-Hoc Committee

Lisa Bolen provided an update on the committee meeting held earlier in the week to discuss the purchase of a building in Cheboygan. The building is currently up for sale and currently under lease by NEMCSA to provide Head Start services to Cheboygan county families. Lisa and staff are looking into the possibility of applying to the Office of Head Start for acquisition costs to include any necessary rehabilitation. Lisa explained the arrangement of this funding opportunity as well as timeframes for the application process, submission and approval.

Motion Chuck Corwin to present Cheboygan Public Schools with a contingent offer to purchase which would include a request of an extension of our current lease under the same terms, contingency on receipt of funds to purchase from the Office of Head Start, approval of any necessary rezoning/use permits and a not to exceed acquisition cost of \$154,000. Should the purchase go through, allowability of Cheboygan Schools continued access for sports activities would continue so long as it didn't interfere with our use and their ability to provide a proof of liability coverage for that use, listing NEMCSA as insured. Additionally, if Bishop-Baraga Catholic School becomes an additional lessor of the School, prior to our ownership, we would honor and transfer their lease upon acquisition, as long as it doesn't interfere with our intended use. Support by Pat Rondeu.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, and Kathleen Vichunas. Gerald Wall abstained.

Yes votes: (15) No votes: (0) Abstained: (1) **Motion carried.**

Lisa provided an update on the status of the St. John's building purchase.

Membership Committee – Lisa Salgat

The committee discussed a new member letter for use when inviting individuals to join the board, a new application for membership, and recommended revisions to the bylaws. The bylaw revisions will be sent to all board members for a 30-day review period. Karen will post the proposed changes to the Board TEAMS group and e-mail the same to all board members. Lisa also stated that August is the annual meeting for the NEMCSA board and that the two-year term for all officers expires at that time. The committee discussed the option of postponing the election of officers until an in-person meeting could be conducted.

Motion by John Chappa to postpone the election of officers until an in-person meeting could be conducted. Support by Chuck Varner. Discussion concluded that there were electronic options for conducting elections. Following discussion, John Chappa withdrew the motion.

Motion by Lyn Behnke to have Karen Godi investigate various electronic communication devices that would allow voting to be done consistent with the Open Meetings Act. Motion died due to lack of support.

Motion by Pat Rondau to continue with existing officers until further discussion or recommendations are made. Support by Burt LaFleche. Discussion regarding timeline for completion and research of options for electronic voting. Pat Rondau amended her motion to include research of options for electronic voting consistent with the Open Meeting Act requirements. Support by Burt LaFleche. Discussion to preface the motion with COVID as the reason. Pat Rondau amended her amended motion to include COVID as the preface. Support by Burt LaFleche.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

It was mentioned that the previous motion regarding the purchase of the Cheboygan building did not include repair and renovation costs.

Motion Chuck Corwin to present Cheboygan Public Schools with a contingent offer to purchase which would include a request of an extension of our current lease under the same terms, contingency on receipt of funds to purchase and repair or renovate from the Office of Head Start, approval of any necessary rezoning/use permits and a not to exceed acquisition cost of \$154,000. Should the purchase go through, allowability of Cheboygan Schools continued access for sports activities would continue so long as it didn't interfere with our use and their ability to provide a proof of liability coverage for that use, listing NEMCSA as insured. Additionally, if Bishop-Baraga Catholic School becomes an additional lessor of the School, prior to our ownership, we would honor and transfer their lease upon acquisition, as long as it doesn't interfere with our intended use. Support by Pat Rondeu.

Roll Call Vote

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondau, Lisa Salgat, Chuck Varner, and Kathleen Vichunas. Gerald Wall abstained.

Yes votes: (15) No votes: (0) Abstained: (1) **Motion carried.**

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting, no report.

Personnel Committee – Lyn Behnke

No meeting, No report.

Compliance Committee

Jean Garratt reported that there were no action items. The committee reviewed the risk assessment summary, which was approved under the consent agenda earlier in the meeting, and

the results of the board self-assessment. The self-assessment results showed 60% involvement by board members with an overall satisfaction of 90%.

The meeting was adjourned at 2:04 p.m.

Date Prepared: August 7, 2020

Date Approved: 9-11-2020

Karen L. God
Board Secretary

9-11-2020
Date