

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Forwards Conference Center - West Branch, MI**  
**November 1, 2019**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:36 p.m.

**ROLL CALL**

Elaine Ableidinger  
Lyn Behnke  
John Chappa  
Earl Corpe  
Chuck Corwin  
Jenny David  
Charles Finley  
Jean Garratt  
Kenneth Glasser  
Pete Hennard  
David Karschnick

Jennifer Lopez-Suess  
Renee Miller  
John Morrison  
Sharon Priebe  
Lisa Salgat  
Tina Schumacher  
Chuck Varner  
Dave Wagner  
Gerald Wall  
Carol Wenzel

**Excused:** Dan Gauthier, Aubrey Haskill, Becky Kwilinski, Leo Marciniak, Pat Rondeau, Richard Sangster, Kathleen Vichunas, Rose Walsh

**Absent:** Nick Florian

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Brenda Danielson, Tricia Grifka, Kimberlee Hincka, Cathy MacFalda, Dorothy Pintar, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Dave Wagner to approve the agenda as presented. Support by Lyn Behnke. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Dave Wagner 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.

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. Jean Garratt asked that the October 2019 draft meeting minutes be pulled for discussion under New Business – President Pete Hennard stated that the Administrative Consent Agenda including the following items:

- a. Receive and file September 2019 Head Start Policy Council meeting minutes
- b. Receive and file October 2019 Client Services Policy Advisory Council meeting minutes

is adopted as presented.

### **COMMUNICATION**

President Pete Hennard read correspondence from the State of Michigan Department of Health and Human Services Bureau of Community Action & Economic Opportunity (BCAEO) regarding the Community Action Agency Quarterly Report for the 4<sup>th</sup> Quarter FY 2019. The information reflects results for the period October 1, 2018 through September 30, 2019. Items reviewed included: CSBG expenditures, Community Needs Assessment, Tri Partite Board, Organizational Standards and Individual/Family Outcomes and Services. There were no concerns noted in the report.

Tricia Grifka, Early Childhood Services Director was recently informed by Regional Office that the funding amount previously received for the Head Start/Early Head Start continuation grant was incorrect. A corrected summary showing the new federal funding amount of \$25,356,679 was distributed. The Board approved submission of the grant application at its October 2019 meeting.

**Motion** by Chuck Corwin to receive and file all communication as presented. Support by Gerald Wall. All ayes, Motion carried.

President Pete Hennard read a Resolution in Support of State Continued Funding for the School Success Program. A letter of encouragement was also prepared to send to School Success staff and program partners.

**Motion** by Ken Glasser to adopt the Resolution in Support of State Continued Funding for the School Success Program. Support by Jean Garratt.

### **Roll Call**

Elaine Ableidinger, yes; Lyn Behnke, yes; Earl Corpe, yes; John Chappa, yes; Jenny David, yes; Charles Finley, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Jennifer Lopez-Suess, yes; Renee Miller, yes; John Morrison, yes; Sharon Priebe, yes; Lisa Salgat, yes; Chuck Varner, yes; Dave Wagner, yes; Gerald Wall, yes; Carol Wenzel, yes.

Yes 19, Nay 0 Motion Carried.

**Motion** by Ken Glasser to send the letter of support as presented to School Success staff and program partners. Support by Gerald Wall. 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 – Kimberlee Hincka**

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expense report as of October 31, 2019. The report was distributed prior to the meeting.

**Motion** by Lyn Behnke to receive and file the Head Start/Early Head Start recorded expense report as presented. Support by Dave Karschnick. All ayes, Motion carried.

**Program Presentation** – Francis Whitney, Outreach and Communication Coordinator and Kristina Warner, Operations/Data Quality Analyst presented the final segment of the Bridges Out of Poverty series. Following the presentation, Brenda Danielson, Head Start Family Services Coordinator, shared her success story.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation – Jean Garratt/John Morrison**

The committee met with Laurie Sauer, Area Agency on Aging Director, to review the MI Choice Waiver Clinical Quality Assurance Review Preliminary Summary for Fiscal Year 2019. Laurie also stressed the importance of having a designated committee for the MI Choice Waiver Compliance.

The committee met jointly with the Early Childhood Ad Hoc Committee to review and recommend for approval the submission of the Funding Opportunity Grant Application for the Head Start/Early Head Start program in the amount of \$25,233,810 for the current twenty-one county program service area.

**Motion** by John Chappa to approve submittal of the Funding Opportunity Grant Application for the Head Start/Early Head Start program in the amount of \$25,233,810 as presented. Support by Dave Karschnick. All ayes, Motion carried.

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

The committee met prior to the regular meeting to review and recommend for approval the October American Express corporate credit card expenditures in the amount of \$26.16. A discussion was held on investments.

**Motion** by Ken Glasser to approve the October American Express corporate credit card expenditures in the amount of \$26.16 as presented. Support by Sharon Priebe. All ayes, Motion carried.

The committee also reviewed the Wipfli Audit Engagement and recommended having Wipfli prepare the Pension Plan Audit in the amount of \$8,000.00.

**Motion** by Ken Glasser to approve having Wipfli prepare the Pension Plan Audit in the amount of \$8,000.00 as presented. Support by Chuck Varner. All ayes, Motion carried.

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

No Meeting. A conference call was held to discuss community market studies for Alpena, Cheboygan and West Branch.

#### **Membership Committee – Lisa Salgat**

The Membership committee met with Karen Godi to review and discuss Board Exit interview form, individual Board Orientation and information sharing for absent Board members.

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

The committee met jointly with the Program Planning and Evaluation Committee.

**Personnel Committee – Lyn Behnke**

The committee met to continue work on the evaluation process, policy and procedure.

**OLD BUSINESS**

No old business

**NEW BUSINESS**

Jean Garratt asked that the October Board minutes be amended to show the Program Planning and Evaluation Committee Chairperson as Nick Florian. Chuck Varner noted that he was listed as unexcused and should be excused.

**Motion** by Sharon Priebe to amend the October Board minutes as discussed. Support by Lyn Behnke. All ayes, Motion carried.

The December board meeting will be held at Wiltse’s Restaurant in Oscoda, MI on December 6, 2019.

**Motion** by Chuck Varner to adjourn the meeting at 2:08 p.m. Support by Dave Wagner. All ayes, Motion carried.

Date Prepared: November 1, 2019

Date Approved: 12-6-2019

Karen Godi  
Board Secretary

12-6-2019  
Date