

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Rogers City Senior Center, Rogers City, MI
May 5, 2016

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:45 p.m.

ROLL CALL

Carol Athan
Stuart Bartlett
Lyn Behnke
Earl Corpe
Sue Flewelling
Lee Gapczynski
Jean Garratt
Bruce Gauthier
Kenneth Glasser
Albert LaFleche
Pete Hennard
Aubrey Haskell

Mary Hess
Meagan Holmes
Roger Houthoofd
Dawn Lawrence
Jennifer Lopez
John Morrison
Leonard Page
Corleen Proulx
Kathleen Vichunas
Gerald Wall
Rose Walsh
Virginia Zygiel

Excused: Mark Grantner, Steve Lang, Sharon Priebe, Patricia Rondeau, Carol Wenzel

Absent: Melissa Holt, John Smock

Quorum present - yes

Staff Members Present:

Lisa Bolen, Bob Cain, Karen Godi, Jean Horrocks, Dorothy Pintar, Heidi Powers, Diane Price, Jim Robarge, Laurie Sauer, Carol Shafto and Sue Zolnierak

APPROVAL OF AGENDA

Motion by Albert LaFleche to approve the agenda as presented. Support by Mary Hess. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

President Pete Hennard 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 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 April 2016 draft meeting minutes
- b. Receive and file April 2016 Head Start Policy Council meeting minutes
- c. Receive and file April 2016 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read correspondence from the Administration for Children and Families dated April 15, 2016. A monitoring review was held on February 16, 2016 for the Head Start and Early Head Start programs. The written report refers to a recent transportation incident which was summarized by President Hennard. The report indicated that the incident was deemed a noncompliance issue which requires a correction. Staff have prepared a plan of correction and have met with the necessary parties to make certain proper procedures are in place to prevent any reoccurrences.

Motion by Ken Glasser to receive and file correspondence from Administration for Children and Families dated April 15, 2016 as presented. Support by Dawn Lawrence. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa read highlights from the Directors report distributed prior to the meeting.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start statement of recorded expenses as of April 30, 2016 that was distributed prior to the meeting.

Motion by Ken Glasser to receive and file the statement of recorded expenses. Support by Mary Hess. All ayes, Motion carried.

Program Presentation – Carol Shafto

Carol Shafto provided a PowerPoint presentation highlighting the ROMA results from fiscal year 2015.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The committee met prior to the regular meeting to review and recommend for board approval the CSBG Budget and Plan Revision and the Head Start waiver request to amend minimum contact days in four Head Start locations. Information summaries for both items were included in the board mailing

Motion by Lee Gapczynski to approve the CSBG Budget and Plan Revision as presented. Support by Rose Walsh. All Ayes, Motion carried.

Motion by Lee Gapczynski to approve the submittal of the Head Start waiver request to amend the minimum contact days as presented. Support by Dawn Lawrence. All Ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the 990 Tax Form and April credit card expenditures in the amount of \$2,363.39.

Motion by Ken Glasser to approve the 990 Tax Form as presented. Support by Earl Corpe. All ayes, Motion carried.

Motion by Ken Glasser to approve the credit card expenditures as presented. Support by Virginia Zygiel. All Ayes, Motion carried.

Membership Committee – John Morrison

John Morrison reported that Carol Athan, Earl Corpe and Corleen Proulx have all been reappointed to the Board by the Regional Council on Aging.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Megan Holmes

The committee met prior to the regular meeting to review and recommend for board approval the Employee Handbook.

Motion by Meagan Holmes to approve the Employee Handbook as presented. Support by Gerald Wall. Discussion.

A discussion was held on inconsistency in the written grievance policy and at-will employment statement in the Employee Handbook. It was suggested that the attorney take another look at the policy before the Handbook is approved by the board.

Motion by Ken Glasser to postpone approval of the Employee Handbook until the June Board meeting. Support by Earl Corpe. All ayes, Motion carried.

NEW BUSINESS

No new business

The June board meeting will be held at Eagle Ridge Golf Course in Glennie, MI on June 3, 2016.

Motion by Gerald Wall to adjourn the meeting at 2:12 p.m. Support by Earl Corpe. All ayes, Motion carried.

Date Prepared: May 6, 2016

Date Approved: June 3, 2016

Karen F. Good
Board Secretary

June 9, 2016
Date