

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**New Alpena Main Office**  
**2569 US 23 South Alpena**  
**Friday, October 1, 2021**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:38 p.m. President Pete Hennard introduced new member Duncan Gray, Commissioner from Crawford County.

**ROLL CALL**

Geyer Balog  
John Chappa  
Dennis Fay  
Nick Florian  
Jean Garratt  
Dan Gauthier  
Kenneth Glasser  
Pete Hennard  
Duncan Gray  
David Karschnick  
Julie Kendrick  
Leo Marciniak  
John Morrison  
Pat Rondeau  
Lisa Salgat  
Kathleen Vichunas

**Excused:** Lyn Behnke, Charles Finley, Sheila Malewska, Chuck Varner, Carol Wenzel

**Absent:** Jeannette Motter, Richard Sangster, Tina Schumacher, Craig Scott, Jessica Volmering, Tracy Johnson, and Renee Miller

Quorum present – yes

**Staff Members Present:** Lisa Bolen, Karen Godi, Kimberlee Hincka, Tricia Grifka, Cathy Macfalda, Dorothy Pintar, Laurie Sauer, Jodie Baker, Tammy Dean and Doug Tallant

John Morrison blessed the meal.

**APPROVAL OF AGENDA**

**Motion** by Dave Karschnick to approve the agenda as presented. Support by Dennis Fay. All ayes, Motion carried.

## **CONFLICT OF INTEREST DISCLOSURES**

None

President Hennard led the Board in the Pledge of Allegiance

John Morrison provided reflections.

## **INTRODUCTION OF GUESTS**

None

## **PUBLIC COMMENT**

None

## **ADMINISTRATIVE CONSENT AGENDA**

President 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 September 2021 Draft meeting minutes
- b. Receive and file August 2021 Foster Grandparent and Senior Companion meeting minutes

is adopted as presented.

## **COMMUNICATIONS**

President Hennard read correspondence from the Bureau of Community Action and Economic Opportunity (BCAEO) regarding the State Technical Assessment Report (STAR) for FY 2022 and Coronavirus Relief Funds (CRF) Emergency Services and Water and Plumbing Repair programmatic and fiscal monitoring. In addition, Transmittal Letter #2021-462 from the Aging and Adult Service Agency (AASA) was summarized.

**Motion** by Leo Marciniak to receive and file communications as presented. Support by Pat Rondeau. All ayes, Motion carried.

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa Bolen provided a verbal summary of the Directors' report.

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

Kimberlee provided a summary of the monthly financial report for the Head Start grant period – February 1, 2021 through January 31, 2022 including the additional COVID-19 funding available through FY 2023.

**Motion** by Jean Garrett to receive and file the financial report as presented. Support by Pat Rondeau. All ayes, Motion carried.

**Program Presentations** - Tammy Dean, Food Coordinator and Doug Tallant, Weatherization Manager provided a program overview and program updates on both the NEMCSA Food Assistance Programs and the Home Weatherization Program.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee/Early Childhood Services Ad-Hoc Committee – Nick Florian**

The two committees met jointly to review and discuss the FY22 Head Start/Early Head Start Grant Application, the Head Start Selection Criteria for FY 2022-2023 and the Early Head Start Selection Criteria for FY 2022-2023 with Tricia Grifka, Early Childhood Services Director.

The committee recommended approval to submit the FY 22 Head Start/Early Head Start Grant Application and non-federal share waiver request.

**Motion** by Nick Florian to approve submission of the FY 22 Head Start/Early Head Start Grant application and non-federal share waiver request. Support by Pat Rondeau.

#### **Roll Call vote**

Geyer Balog, yes, John Chappa, yes, Dennis Fay, yes, Nick Florian, yes, Jean Garratt, yes, Dan Gauthier, yes, Kenneth Glasser, yes, Pete Hennard, yes, Duncan Gray, yes, David Karschnick, yes, Julie Kendrick, yes, Leo Marciniak, yes, John Morrison, yes, Pat Rondeau, yes, Lisa Salgat, yes, and Kathleen Vichunas, yes.

**Motion carried.**

The committee recommended approval to submit the 2022-2023 selection criteria for both Head Start and Early Head Start both previously approved by the Head Start Policy Council. The only change was regarding foster care that was added on the bottom of page 15.

**Motion** by Nick Florian to approve the submission of the 2022-2023 selection criteria for both Head Start and Early Head Start with the noted correction. Support by Ken Glasser.

#### **Roll call vote**

Geyer Balog, yes, John Chappa, yes, Dennis Fay, yes, Nick Florian, yes, Jean Garratt, yes, Dan Gauthier, yes, Kenneth Glasser, yes, Pete Hennard, yes, Duncan Gray, yes, David Karschnick, yes, Julie Kendrick, yes, Leo Marciniak, yes, John Morrison, yes, Pat Rondeau, yes, Lisa Salgat, yes, and Kathleen Vichunas, yes.

**Motion carried.**

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

The committee met to review and discuss the Wex fuel card expenditures in the amount of \$188.47 for the month of August.

**Motion** by Ken Glasser to approve the August Wex Fuel card expenditures in the amount of \$188.47. Support by Nick Florian.

**Roll Call vote**

Geyer Balog, yes, John Chappa, yes, Dennis Fay, yes, Nick Florian, yes, Jean Garratt, yes, Dan Gauthier, yes, Kenneth Glasser, yes, Pete Hennard, yes, Duncan Gray, yes, David Karschnick, yes, Julie Kendrick, yes, Leo Marciniak, yes, John Morrison, yes, Pat Rondeau, yes, Lisa Salgat, yes, and Kathleen Vichunas, yes.

**Motion carried.**

**Housing/Facilities Ad-Hoc Committee – Ken Glasser**

The committee met and discussed several sites. An update was provided for the Cheboygan Head Start site purchase indicating that approval is still pending with the Office of Head Start. The NEMCSA owned building in Omer is an older structure that has deteriorated to the point of demolish and rebuild. The Head Start classroom formerly located in that facility has temporarily relocated until a decision can be made for that site. Purchase of the building next door to the new Alpena Main Office has been explored for purchase to provide additional space for Alpena based staff. The asking price is now at “make an offer” and currently 3 businesses are leasing space in the building.

**Motion** by Ken Glasser to authorize Lisa to purchase the property next to the Annex at a price not to exceed \$300,000.00. Support by Leo Marciniak. Discussion.

**Motion** by Nick Florian to amend price only in current motion and have it read not to exceed a maximum price of \$250,000.00. Support by Ken Glasser. Discussion. All ayes, Motion carried.

Further discussion on the motion included authorization to allow Lisa Bolen to negotiate on behalf of NEMCSA to purchase the building next door to the annex, located at 2577 – 2581 US 23 South, Alpena at an amount not to exceed \$250,000.00. All ayes, Motion carried.

**Membership Committee – Lisa Salgat**

The committee discussed membership recruitment and approval to seat new member Duncan Gray.

**Motion** by Geyer Balog to seat Commissioner Duncan Gray from Crawford County replacing Carey Jansen as the Public sector member from Crawford County. Support by Pat Rondeau. All ayes, Motion carried.

President Hennard noted that Commissioner Craig Scott from Ogemaw County has been absent from the past five consecutive board meetings including May, June, August, September, and October. The Bylaws state that missing three consecutive meetings without excuse are cause for dismissal. President Hennard suggested that a letter be mailed to Ogemaw County asking that

Commissioner Scott appear at the November Membership Committee Meeting to discuss his reasons for non-attendance or supply NEMCSA with a new public representative.

**Motion** by Lisa Salgat to prepare and send the letter as stated above and include the fact that other public officials could be considered as well. Support by Dave Karshnick. All ayes, motion carried.

**Personnel Committee – Lyn Behnke** (presented by Kathleen Vichunas)

The committee started the process for the annual Executive Director contract review and evaluation. Timelines were set and more information will be brought forward in November.

**Compliance Committee** – no meeting no report.

**OLD BUSINESS** – none

**NEW BUSINESS** - none

**Motion** by Dave Karschnick to adjourn the meeting at 2:07 p.m. Support by John Chappa. All ayes, Motion carried.

Date Prepared: October 1, 2021

Date Approved: November 5, 2021



Board Secretary

11/09/2021

Date