

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Wiltse's Restaurant, Oscoda MI**  
**November 4, 2016**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:35 p.m.

**ROLL CALL**

Carol Athan	Roger Houthoofd
Stuart Bartlett	Steve Lang
Lyn Behnke	Jennifer Lopez
Earl Corpe	John Morrison
Jean Garratt	Leonard Page
Kenneth Glasser	Sharon Priebe
Mark Grantner	Patricia Rondeau
Albert LaFleche	Kathleen Vichunas
Pete Hennard	Rose Walsh
Mary Hess	Carol Wenzel
Melissa Holt	Virginia Zygiel

**Excused:** Lee Gapczynski, Bruce Gauthier, Meagan Holmes, Dawn Lawrence, Corleen Proulx, John Smock, Gerald Wall

**Absent:** Thomas Green, Aubrey Haskill

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Tricia Grifka, Linda McGillis, Vicki Merrill-Antcliff, Dorothy Pintar, Jim Robarge, Laurie Sauer, Carol Shafto, Val Williams and Sue Zolnierek

**APPROVAL OF AGENDA**

President Pete Hennard asked that New Business be moved under Item 9, Information Items.

**Motion** by Steve Lang to approve the agenda with New Business being moved under Item 9, Information Items. Support by Mary Hess. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Steve Lang 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. President Pete Hennard introduced Beverly Boden, District Liaison for Senator Jim Stamas's Office.

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 item

a. Approval of October 2016 draft meeting minutes  
is adopted as presented.

## **COMMUNICATION**

President Pete Hennard read communication from the Administration for Children & Families dated October 27, 2016 regarding a monitoring review of the Head Start and Early Head Start Programs to determine whether previously identified findings had been corrected. The written report indicates that all previously identified findings have been corrected and closed. No further action is required.

**Motion** by Stuart Bartlett to receive and file communication from the Administration for Children & Families dated October 27, 2016 regarding monitoring review of the Head Start and Early Head Start Programs as presented. Support by Melissa Holt. All ayes, Motion carried.

Lisa Bolen read communication from State of Michigan Department of Education (MDE) dated October 17, 2016 regarding The Emergency Food Assistance Program (TEFAP) Agency Review conducted on August 25, 2016. The agency review has been completed and no corrective action is required by the agency. The MDE expressed appreciation to the agency staff for the courtesy and cooperation during the review.

**Motion** by Rose Walsh to receive and file communication from State of Michigan Department of Education (MDE) dated October 17, 2016 regarding The Emergency Food Assistance Program (TEFAP) Agency Review as presented. Support by Roger Houthoofd. All ayes, Motion carried.

Lisa Bolen also read communication from State of Michigan Department of Education (MDE) regarding the Commodity Supplemental Food Program (CSFP) Agency Review conducted on February 3, 2016. Site reviews are completed and no further action is required by the agency. The MDE expressed appreciation to agency staff for the courtesy and cooperation during the review.

**Motion** by Albert LaFleche to receive and file communication from the State of Michigan Department of Education (MDE) dated October 17, 2016 regarding the Commodity Supplemental Food Program (CSFP) Agency Review as presented. Support by Mary Hess. All ayes, Motion carried.

## **COMMITTEE REPORTS**

### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors Report distributed prior to the meeting.

Carol Shafto asked that the board members take time to fill out and return the Community Needs Assessment that was included in the Board packet.

### **Financial Report – Jim Robarge**

Jim Robarge reviewed the Statement of Financial Condition for the Head Start and Early Head Start Programs for the period February 1, 2016 through January 31, 2017. Jim also reviewed the Head Start/Early Head Start recorded expenses as of September 30, 2016.

**Motion** by Ken Glasser to receive and file the financial report as presented. Support by Carol Athan. All ayes, Motion carried.

**Program Presentation** – Vicki Merrill-Antcliff, Director of Education and Children’s Services, presented a PowerPoint presentation on Child Outcomes.

### **New Business**

Receive and file the Head Start/Early Head Start Policy Council October Meeting minutes distributed prior to the meeting.

**Motion** by Jennifer Lopez to receive and file the Head Start/Early Head Start Policy Council October Meeting Minutes as presented. Support by Steve Lang. All ayes, Motion carried.

## **PROGRAM UPDATES**

### **Program Planning and Evaluation Committee – Earl Corpe**

No meeting. No report.

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

The Committee met prior to the regular meeting to review and recommend for approval credit card expenditures for September and October totaling \$1,443.60.

**Motion** by Ken Glasser to approve credit card expenditures as presented. Support by Stuart Bartlett. All Ayes, Motion carried.

### **Personnel Committee – Meagan Holmes**

No meeting. No report.

### **Membership Committee – John Morrison**

No meeting. The committee is working on restructuring.

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

The committee met prior to the regular meeting to review and discuss the approval of the candidate selected to become the new Early Childhood Services Director.

**Motion** by Jean Garratt to approve Tricia Grifka as the selected candidate for Early Childhood Services Director as presented. Support by Ken Glasser. All ayes, Motion carried.

**INFORMATION ITEMS**

The December board meeting will be held at the Ramada (formerly Sanctuary Inn) in Alpena on December 2, 2016.

**Motion** by Albert LaFleche to adjourn the meeting at 2:04 p.m. Support by Mary Hess. All ayes, Motion carried.

Date Prepared: November 4, 2016

Date Approved: 12-2-16

Karen Y Hess  
Board Secretary

12-2-16  
Date