

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Grayling Country Club Grayling, MI**  
**August 3, 2016**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 1:00 p.m.

President Pete Hennard welcomed Colonel Thomas Green as the new Private Sector board member.

**ROLL CALL**

Stuart Bartlett  
Earl Corpe  
Lee Gapczynski  
Jean Garratt  
Bruce Gauthier  
Kenneth Glasser  
Mark Grantner  
Thomas Green  
Aubrey Haskill  
Albert LaFleche  
Pete Hennard  
Mary Hess  
Meagan Holmes

Melissa Holt  
Roger Houthoofd  
Dawn Lawrence  
Jennifer Lopez  
John Morrison  
Leonard Page  
Sharon Priebe  
Corleen Proulx  
Patricia Rondeau  
John Smock  
Kathleen Vichunas  
Gerald Wall  
Rose Walsh

**Excused:** Carol Athan, Lyn Behnke, Sue Flewelling, Steve Lang, Carol Wenzel

**Absent:** Virginia Zygiel

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Amy Fuller, Karen Godi, Linda McGillis, Diane Price, Heidi Powers, Jim Robarge, Carol Shafto, and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Roger Houthoofd to approve the agenda as presented. Support by Dawn Lawrence. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

Ken Glasser disclosed that his wife owns a home health care business that receives funding from the MI Choice Waiver Program. Ken asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation items 1 and 2 Approval of FY 2017 Funding Recommendations for Aging Programs.

Mark Grantner disclosed that he is the Director of the Oscoda County Council on Aging. Mark asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation Committee items 1 and 2 Approval of FY 2017 Funding Recommendations for Aging Programs.

Thomas Green 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 welcomed Alice Snyder to the board meeting. Alice is the Director of the Crawford County Commission on Aging and Senior Center.

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 June 2016 draft meeting minutes
- b. Corporate Signature Authority
- c. Receive and file July 2016 Regional Council on Aging Meeting Minutes

is adopted as presented.

### **COMMUNICATION**

Pete Hennard read communication from the Administration for Children & Families (ACF) dated June 28, 2016. An Environmental Health and Safety (ENnvHS) review event was conducted from 5/16/2016 to 5/20/2016. Based on the information gathered, no area of noncompliance was found during the course of the review. No corrective action is required at this time.

**Motion** by Earl Corpe to receive and file communication from the Administration for Children & Families (ACF) dated June 28, 2016. Support by John Smock. All ayes, Motion carried.

Pete Hennard read communication from the State of Michigan Department of Education dated July 15, 2016 on the corrective action requirements as result of the Child and Adult Care Food Program (CADFP) administrative review conducted June 7, 2016 through June 9, 2016. The written report indicates that all previously identified findings have been corrected and closed. No further action is required.

**Motion** by Gerald Wall to receive and file communication from the State of Michigan Department of Education dated July 15, 2016. Support by Dawn Lawrence. All ayes, Motion carried.

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report that was distributed prior to the meeting. Lisa also thanked the Dancing Dollies for performing for the board members. The Dancing Dollies are RSVP volunteers that perform in several nursing facilities in the Grayling area. Lisa also introduced the new NEMCSA logo.

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

Jim Robarge reviewed the Statement of Financial Condition for Foster Grandparent Program (FGP), Senior Companion Program (SCP) and Retired Senior Volunteer Program (RSVP) as of June 31, 2016. Jim also reviewed the Head Start and Early Head Start recorded expenses as of July 31, 2016. Both reports were distributed prior to the meeting.

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

## **COMMITTEE REPORTS**

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

The committee met with Laurie Sauer prior to the regular board meeting to review and recommend for approval the FY 2017 Aging Program funding recommendations for Merit Award #1 & 2 Adult Day Services, 2017 Title IID Disease Prevention and Health Promotion, 2017 Title VII Elder Abuse Prevention and 2017 Title IIE National Family Caregivers Support Program.

**Motion** by Earl Corpe to approve the Regional Council on Aging's funding recommendation for FY2017 Merit Award #1 & 2 Adult Day Services, 2017 Title IID Disease Prevention and Health Promotion, 2017 Title VII Elder Abuse Prevention and 2017 Title IIE National Family Caregivers Support Program as presented. Support by Lee Gapczynski. Mark Grantner and Ken Glasser abstained. Motion carried.

**Motion** by Roger Houghoofd to approve the Regional Council on Aging's funding recommendation for FY 2017 – 2019 Multi-Year funding recommendations as presented. Support by Pat Rondeau. Mark Grantner and Ken Glasser abstained. Motion carried.

The Committee met with Karen Godi to review and recommend the 2016 Community Service Block Grant (CSBG) revised application and budget, 2017 Community Service Block Grant Program application and budget, 2017 Community Service Block Grant (CSBG) School Success Program budget (SSP) and the 2017 Community Service Block Grant Discretionary (CSBGD) concept paper and budget to the full board.

**Motion** by Gerald Wall to approve submission of the 2017 Community Service Block Grant Program application and budget as presented. Support by John Smock. All ayes, Motion carried.

**Motion** by Lee Gapczynski to approve submission of the 2017 Community Service Block Grant Program application and budget as presented. Support by Kathleen Vichunas. All ayes, Motion carried.

**Motion** by Bruce Gauthier to approve submission of the 2017 Community Service Block Grant School Success Program budget as presented. Support by Roger Houghoofd. All ayes, Motion carried.

**Motion** by Kathleen Vichunas to approve submission of the 2017 Community Service Block Grant Discretionary concept paper and budget as presented. Support by Meagan Holmes. All ayes, Motion carried.

Karen Godi explained that CSBGD application is being made for funds to implement a Youth Individual Development Account within the Alcona School District High School. Funds will be used to educate all high school seniors in financial capability including credit, savings, and debt. All seniors will receive the educational component and 20 will be targeted to participate in a matched savings component of the program that will allow for a 3:1 ratio toward purchase of a lap top computer for college. This initiative is a collaborative between the Alcona High School, the Alpena Alcona Area Credit Union and NEMCSA. If the funding is approved, the program will start in the fall of the 2016-2017 school year

The committee also reviewed and recommended for approval the submission of the Annual Funding Request for the Retired Senior Volunteer Program (RSVP).

**Motion** by Bruce Gauthier to approve submission of State Multi-Year Plan and Annual Funding requests for the Senior Volunteer Program (RSVP) as presented Support by Lee Gapczynski. All ayes, Motion carried.

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

The committee met prior to the regular meeting to review and recommend for approval credit card expenditures totaling \$2,617.37. The committee also reviewed and recommended for approval the audit contract for Curt Reppuhn, CPA from Echelbarger, Himebaugh, Tamm & Co., PC (EHTC).

**Motion** by Ken Glasser to approve the credit card expenditures in the amount of \$2,617.37 as presented. Support by Stuart Bartlett. All ayes, Motion carried.

**Motion** by Ken Glasser to approve the audit contract for EHTC as presented. Support by Earl Corpe. All ayes, Motion carried.

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

##### **Election of Officers**

John Morrison asked if there were any nominations from the floor for the position of President. Lee Gapczynski nominated Pete Hennard for President. Support by Earl Corpe.

John Morrison asked if there were any nominations from the floor for the position of Vice President. Earl Corpe nominated Patricia Rondeau for Vice President. Support by Bruce Gauthier.

John Morrison asked if there were any nominations from the floor for the position of Treasurer. John Smock nominated Ken Glasser. Support by Lee Gapczynski.

**Early Childhood Services Ad Hoc Committee – Jean Garratt**  
No meeting. No report.

**Personnel Committee – Megan Holmes**  
No meeting. No report.

**NEW BUSINESS**

John Smock thanked the Head Start staff for their thoughtful gift at the time of his father's passing.

The September board meeting will be held at Audie's Restaurant in Mackinaw City, MI on September 9, 2016.

**Motion** by Albert LaFleche to adjourn the meeting at 2:20 p.m. Support by Earl Corpe. All ayes, Motion carried.

Date Prepared: August 3, 2016

Date Approved: 9-9-2016

*Karen L Good*  
Board Secretary

\_\_\_\_\_  
Date