

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Ramada Alpena, MI
December 1, 2017

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:48 p.m. President Pete Hennard welcomed new Policy Council members Natalie Clarke and Ian Robb to the board.

ROLL CALL

Stuart Bartlett
Lyn Behnke
Natalie Clarke
Earl Corpe
Lee Gapczynski
Kenneth Glasser
Pete Hennard
Meagan Holmes
Patrick Kelly
Steve Lang
Jennifer Lopez
Mark McKulsky
Nick Modrzyński

John Morrison
Leonard Page
Sharon Priebe
Corleen Proulx
Ian Robb
Patricia Rondeau
Lisa Salgat
Richard Sangster
Kathleen Vichunas
Gerald Wall
Rose Walsh
Carol Wenzel

Excused: Carol Athan, Danielle Martz, Dave Wagner,

Absent: Jean Garratt, Susan Root

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Trisha Grifka, Dorothy Pintar, Diane Price, Jim Robarge, Laurie Sauer, Fran Whitney, Val Williams and Sue Zolnierok

APPROVAL OF AGENDA

Motion by Richard Sangster to approve the agenda as presented. Support by Earl Corpe. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Sharon Priebe 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.

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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 November 2017 draft meeting minutes
- b. Approval of the 2018 Board Meeting Calendar
- c. Receive and file November 2017 Volunteer Program Advisory Council meeting minutes
- d. Receive and file October 2017 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

No Communication

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Board Member Recognition – Lisa Bolen presented each board member with a certificate of appreciation and a NEMCSA board member pin.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start, Early Head Start and Mid-Michigan programs monthly progress report for December 2017. The report was distributed prior to the meeting.

Motion by Ken Glasser to receive and file the Head Start, Early Head Start and Mid-Michigan programs monthly progress report as presented. Support by Stuart Bartlett. All ayes, Motion carried.

Program Presentation – Fran Whitney, Outreach and Communication Coordinator, presented a PowerPoint presentation giving an update on NEMCSA's web site.

Poverty Exercise – Karen Godi lead the members through a group activity utilizing a family scenario and the agency service brochure. Each group was asked to review, discuss and report on what NEMCSA programs could be utilized to help the family. All comments were verbally presented.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The Program Planning and Evaluation Committee met with Tricia Grifka prior to the regular meeting to review and recommend for approval the waiver request for non-federal share for Head Start duration funding.

Motion by Earl Corpe to approve the waiver request for non-federal share for Head Start duration funding as presented. Support by Rose Walsh. 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 for October and November totaling \$1,855.10.

Motion by Ken Glasser to approve the credit card expenditures in the amount of \$1,855.10 as presented. Support by Richard Sangster. All ayes, Motion carried.

Membership Committee – John Morrison

The membership committee met prior to the regular board meeting to review an application for the Private Sector vacancy. Following review and discussion a decision was rendered to contact the interested candidate to invite him to the January meeting. The committee will meet with the individual prior to making recommendation to the full board.

Personnel Committee – Steve Lang

The Personnel Committee met prior to the regular meeting to review the results of the Executive Director Evaluation and discuss salary options. Lisa Bolen received 5.17 points out a possible 6 points on the evaluation. The committee recommended a wage increase from \$117,500.00 to \$121,050.00 and cap at that amount for the remainder of her current contract.

Motion by Steve Lang to approve the wage increase for Lisa Bolen, Executive Director, from \$117,500.00 to cap at \$121,050.00 and cap at that amount for the remainder of her contract which ends in January 2021. Support by Gerald Wall.

Discussion.

Roll Call

Stuart Bartlett, no; Lyn Behnke, no; Natalie Clarke, no; Earl Corpe, yes; Lee Gapczynski, no; Ken Glasser, no; Pete Hennard, yes; Patrick Kelly, no; Steve Lang, yes; Jennifer Lopez, no; Mark McKulsky, no; John Morrison, no; Leonard Page, no; Corleen Proulx, no; Ian Robb, no; Pat Rondeau, yes; Lisa Salgat, no; Richard Sangster, yes; Kathleen Vichunas, no; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes.
8 yes, 14 no. Motion lost.

Discussion.

Motion by Steve Lang to approve the recommended wage increase from \$117,500.00 to \$121,150.00 with the option to review the contract at the end of each year for the remainder of the contract. Support by Gerald Wall.

Roll Call

Stuart Bartlett, yes; Lyn Behnke, yes; Natalie Clarke, yes; Earl Corpe, yes; Lee Gapczynski, yes; Ken Glasser, yes; Pete Hennard, yes; Patrick Kelly, yes; Steve Lang, yes; Jennifer Lopez, yes; Mark McKulsky, yes; John Morrison, yes; Leonard Page, yes; Corleen Proulx, yes; Ian Robb, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Kathleen Vichunas, yes; Gerld Wall, yes; Rose Walsh, yes; Carol Wenzel, yes.
22 yes, 0 no. Motion carried.

They committee also approved the revised verbiage provided by the attorney for the agency Nepotism policy.

NEW BUSINESS

No new business

The January board meeting will be held at Thunder Bay National Marine Sanctuary in Alpena, MI on January 5, 2018.

Motion by Mark McKlusky to adjourn the meeting at 2:18 p.m. Support by Gerald Wall. All ayes, Motion carried.

Date Prepared: December 1, 2017

Date Approved: 1-5-2018

Karen F. Gadi
Board Secretary

1-5-2018
Date