

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Virtual "TEAMS" Meeting
September 11, 2020

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:03 p.m.

ROLL CALL

Elaine Ableidinger

John Chappa

Chuck Corwin

Jenny David

Charles Finley

Nick Florian

Jean Garratt

Kenneth Glasser

Pete Hennard

Madeline Hibner

David Karschnick

Albert LaFleche

John Morrison

Sharon Priebe

Corleen Proulx

Lisa Salgat

Richard Sangster

Chuck Varner

Kathleen Vichunas

Gerald Wall

Carol Wenzel

Excused: Lyn Behnke, Dan Gauthier, Leo Marciniak, Pat Rondeau, Rose Walsh

Absent: Tracy Johnson, Renee Miller, Elizabeth Quesenberry, Tina Schumacher

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Kimberlee Hincka, Gina Bey, Tricia Grifka, Cathy MacFalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnierok

APPROVAL OF AGENDA

President Pete Hennard asked that the agenda be amended to add the Compliance Committee as item g. under committee reports and add the Emergency Solutions Grant as item 2 under Program Planning and Evaluation Committee.

Motion by Dave Karschnick to approve the agenda as amended. Support by Sharon Priebe.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Corleen Proulx, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (20) No votes: (0) Abstained: (0) **Motion carried.**

CONFLICT OF INTEREST DISCLOSURES

None

President Pete Hennard led the Board in the Pledge of Allegiance.
John Morrison provided reflections.

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 August 2020 draft meeting minutes
- b. Receive and file July 2020 Regional Advisory Council meeting minutes
- c. Receive and file August 2020 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read a financial monitoring close out letter dated August 19, 2020 from the Bureau of Community Action and Economic Opportunity. The monitoring was conducted from April 22, 2020 through August 19, 2020 and it resulted in no findings or action required.

President Pete Hennard read correspondence dated September 10, 2020 from the Office of Head Start explaining the Head Start grant application and budget process for FY 2021. The application is due on November 1, 2020.

Motion by Jean Garratt to receive and file all communication. Support by Nick Florian.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Corleen Proulx, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (20) No votes: (0) Abstained: (0) **Motion carried.**

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report.

Lisa provided an update on the Cheboygan School building purchase that was discussed at the August board meeting. The details are being worked out and staff are moving forward with completion of the application for funding from the Office of Head Start.

Lisa introduced attorney Greg Meihn who provided an update on the status of the employee 403B retirement plan. There are 93 frozen accounts in this plan. Greg stated that the agency

has changed to a 401K plan and the 403B plan will be terminated. The 403B account holders will be provided a letter indicating options for roll over of their funds.

Corleen Proulx left the meeting for a prior engagement.

Financial Report – Kimberlee Hincka

Kimberlee reviewed the FY 2020 Head Start/Early Head Start recorded expenses for the five-month award period of February 1, 2020 through June 30, 2020 and for the seven month award period of July 1, 2020 through January 31, 2021 showing expenses through August 31, 2020.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Dave Karschnick.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (19) No votes: (0) Abstained: (0) **Motion carried.**

Program Presentations – Kristina Warner, Operations/Data Quality Analyst, provided an update on the CARES Act funding.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The committee met via TEAMS prior to the regular meeting to review, discuss and recommend approval of the following two items: FY 2021 Community Service Block Grant (CSBG) Plan and Budget, and a Resolution to accept Emergency Solutions Grant (ESG) funding from Michigan State Housing Development Authority (MSHDA) for FY 2021.

Motion by Sharon Priebe to approve submission of the FY 2021 Community Service Block Grant (CSBG) Plan and Budget as presented. Support by John Chappa.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (19) No votes: (0) Abstained: (0) **Motion carried.**

Motion by Chuck Varner to adopt the Resolution to accept Emergency Solutions Grant (ESG) funding from Michigan State Housing Development Authority (MSHDA) as presented. Support by Nick Florian.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (19) No votes: (0) Abstained: (0) **Motion carried.**

Gerald Wall left the meeting for a prior engagement.

Early Childhood Committee – Jean Garratt

The committee met via TEAMS prior to the regular meeting to review and recommend board approval to allow the Board President to sign the Head Start Governance, Leadership and Oversight Capacity Screener Certification and the Head Start Health and Safety Screener Certification.

Motion by Chuck Corwin to approve President Hennard signature on the Head Start Governance, Leadership and Oversight Capacity Screener Certification as presented. Support by John Chappa.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

Motion by Jean Garratt to approve President Hennard signature on the Head Start Health and Safety Screener Certification as presented. Support by Dave Karschnick.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

Audit/Finance Committee – Ken Glasser

The committee met via TEAMS prior to the regular meeting to review and recommend board approval of the following items: the May Head Start/Early Head Start 5th 3rd purchasing card expenditures in the amount to \$29,661.30, the June Head Start/Early Head Start 5th 3rd purchasing card expenditures in the amount of \$36,715.78, the July Head Start/Early Head Start 5th 3rd purchasing card expenditures in the amount to \$40,470.87, the May Wex fuel card expenditures in the amount of \$284.61, the June Wex fuel card expenditures in the amount of \$93.08, and the July Wex fuel card expenditures in the amount of \$66.72. There were no Wex fuel charges for the month of April.

Motion by Ken Glasser to approve the May, June and July Head Start 5th 3rd purchasing card expenditures as presented in the total amount of \$106,847.95 and the Wex fuel card expenditures as presented for the months of May, June and July totaling \$444.41. Support by Sharon Priebe.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

Housing Development Ad-Hoc Committee – Ken Glasser

No meeting. No report.

Membership Committee – Lisa Salgat

The committee met via TEAMS prior to the regular meeting to review and discuss a new private sector member application and previously discussed changes to the bylaws. The proposed by-law changes have been finalized and will be sent to all board members for review prior to final approval by the board. It was noted that the election of officers will take place once the revised bylaws have been formally approved.

Motion by Ken Glasser to approve Sheila Malewska as a private sector board member. Support by Nick Florian.

Roll Call Vote

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

Personnel Committee – Pat Rondeau

No meeting. No report.

Compliance Committee – Jean Garratt

The annual Collection Information Form will be mailed to all board members through DocuSign. All board members are required to sign and return this form on an annual basis because NEMCSA's MI Choice Waiver program operates as a pre-paid ambulatory health plan. It was also noted that preliminary results from a Clinical Quality Assurance Review (CQAR) were received and are in the process of being reviewed and the NEMCSA MI Choice and Care Management Programs recently submitted for reaccreditation through the National Committee for Quality Assurance (NCQA).

OLD BUSINESS

No old business

NEW BUSINESS

No new business

Motion by Chuck Varner to adjourn the meeting at 1:38 p.m. Support by John Chappa. All ayes, Motion carried.

Date Prepared: September 11, 2020

Date Approved: 10-2-2020

Karen Godwin
Board Secretary

10-2-2020
Date