

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Kirtland Community College, Grayling Campus, Grayling, MI**  
**February 1, 2019**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:42 p.m.

President Pete Hennard welcomed new Board members Kevin Burr, Alpena County Commissioner, Jennifer David, Ogemaw County Commissioner, Chuck Varner, Oscoda County Commissioner and John Chappa, Presque Isle County Commissioner.

**ROLL CALL**

Kevin Burr	Mark McKulsky
John Chappa	Sharon Priebe
Earl Corpe	Lisa Salgat
Chuck Corwin	Richard Sangster
Jennifer David	Tina Schumacher
Nick Florian	Chuck Varner
Jean Garratt	Kathleen Vichunas
Kenneth Glasser	Dave Wagner
Pete Hennard	Gerald Wall
Rebecca Kwilinski	Rose Walsh
Jennifer Lopez-Suess	

**Excused:** Leo Marciniak, John Morrison, Corleen Proulx, Shiree Robidou, Pat Rondeau, Carol Wenzel

**Absent:** Dan Gauthier, Aubrey Haskill, Steve Lang

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Gina Bey, Tricia Grifka, Cathy MacFalda, Julie Meyers, Laurie Sauer, Kristina Warner, and Sue Zolnierrek

**APPROVAL OF AGENDA**

**Motion** by Richard Sangster to approve the agenda as presented. Support by Sharon Priebe. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Chuck Corwin led the Board in the Pledge of Allegiance.  
Gerald Wall provided the blessing for the meal.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Members introduced their guests. Present staff introduced themselves. President Pete Hennard introduced Greg Meihn, Corporate Attorney with Foley & Mansfield, PLLP.

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 December 2018 draft meeting minutes
- b. Receive and file November and December 2018 Head Start Policy Council meeting minutes
- c. Receive and File December 2018 Regional Council on Aging meeting minutes

is adopted as amended.

**COMMUNICATION**

President Pete Hennard read communication dated December 13, 2018 from the State of Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) that indicates finding #1, Board vacancy over 90 days, from the June 2018 programmatic monitoring report has been resolved.

President Pete Hennard read communication dated December 20, 2018 from the State of Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) relative to the recent Quality Assurance Monitoring Report finding that identified a potential Asbestos containing material. This correspondence approves the requested extension for corrective action completion in order to coordinate logistics with area contractors and properly complete the necessary work. An extension has been granted to complete the work by March 31, 2019.

President Pete Hennard read communication dated December 27, 2018 from State of Michigan Department of Health and Human Services (MDHHS) concluding the FY2018 Organizational Standards Monitoring Report review that was conducted from November 14<sup>th</sup> through December 27<sup>th</sup>. The report indicates that all 58 standards were met.

President Pete Hennard read communication dated January 10, 2019 from the Administration for Children & Families that indicates supplemental funding is available for Head Start grantees to provide a cost-of-living adjustment (COLA) of 1.77 % to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

President Pete Hennard read an email he received indicating that the request to waive residency requirements for the four NEMCSA Governing Board members has been approved.

President Pete Hennard read correspondence dated January 31, 2019 from the Department of Health and Human Services (DHHS) Administration for Children and Families that the Head Start/Early Head Start Program received a Notice of Grant award in the amount of \$20,958,927.00.

**Motion** by Richard Sangster to receive and file all communication as presented. Support by Earl Corpe. All ayes, Motion carried.

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa Bolen presented Rose Walsh and Gerald Wall with a lapel pin acknowledging their 20 years of commitment and service to the Board.

Lisa Bolen stated that the FY2018 audit wrap meeting was held with Wipfli CPA's and Consultants, on January 31, 2019.

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

### **Financial Report**

Trisha Grifka reviewed the Head Start/Early Head Start recorded expenses as of January 31, 2019 for the grant period February 1, 2018 through January 31, 2019. The report was distributed prior to the meeting.

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

**Program Presentation** – Greg Meihn, Corporate Attorney with Foley & Mansfield, PLLP presented a PowerPoint presentation discussing necessary updates to the Employee Handbook.

## **COMMITTEE REPORTS**

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

The Program Planning and Evaluation committee met with Laurie Sauer, Area Agency on Aging Director and Gina Bey, Associate Area Agency on Aging Director to review the MI Choice Waiver Program. The contract for FY19 was recently approved with many changes to the program. Gina explained the changes and gave an overview of the program. The Committee met jointly with the Early Childhood Services Committee to review and recommend for approval the Head Start/Early Head Start/Great Start Readiness Program Shared Governance Procedures; the Child Care Reimbursement Policy for Head Start/Early Head Start Activities and Participation and the Head Start/Early Head Start Supplemental Funding Application. Following discussion the committee recommended approval.

**Motion** by Rose Walsh to approve the Head Start/Early Head Start/Great Start Readiness Program Shared Governance Procedures and the Child Care Reimbursement Policy for Head Start/Early Head Start Activities as presented. Support by Mark McKlusky. All ayes, Motion carried.

**Motion** by Mark McKulsy to approve the Head Start/Early Head Start Supplemental Funding Application as presented. Support by Richard Sangster. All ayes, Motion carried.

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

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the October Head Start/Early Head Start purchasing card expenditures in the amount of \$39,229.75, the November Head Start/Early Head Start purchasing card expenditures in the amount of \$30,325.58, the October Wex Card in the amount of \$5,911.20 and the November Wex Card in the amount of \$4,878.13.

**Motion** by Ken Glasser to approve the October Head Start/Early Head Start purchasing card expenditures in the amount of \$39,229.75 and the November Head Start/Early Head Start purchasing card expenditures in the amount of \$30,325.58 as presented. Support by Mark McKulsky. All ayes, Motion carried.

**Motion** by Ken Glasser to approve the October Wex Card expenditures in the amount of \$5,911.20 and the November Wex Card expenditures in the amount of \$4,878.13 as presented. Support by Richard Sangster. All ayes, Motion carried.

The committee also reviewed and recommended for approval the final year audit proposal from Curt Reppuhn, CPA with H&S Companies CPA's & Business Advisors in the amount of \$11,300.00 to complete the independent Pension Plan Audit for the year ending December 31, 2018.

**Motion** by Ken Glasser to approve having Curt Reppuhn, CPA from H&S Companies CPA's & Business Advisors prepare the Pension Plan Audit in the amount of \$11,300.00 for the year ending December 31, 2018 as presented. Support by Mark McKulsky.

#### **Roll Call Vote**

Kevin Burr, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Becky Kwilinski, yes; Jennifer Lopez, yes; Mark McKulsky, yes; Sharon Priebe, yes; Lisa Salgat, yes; Richard Sangster, yes; Tina Schumacher, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh, yes;

Yes 20 Nay 0 Motion carried.

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

No meeting. No report.

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

The Early Childhood Services Committee met jointly with the Program Planning and Evaluation committee.

#### **Personnel Committee**

The Personnel Committee met with Greg Meihn, Corporate Attorney with Foley & Mansfield, PLLP prior to the regular meeting to review updates to the Employee Handbook.

#### **Housing Ad-Hoc Committee – Ken Glasser**

Ken Glasser reported that on January 18<sup>th</sup> the committee did a walk thru of the Grambau Education Center in Rogers City and the Bingham Arts Academy in Alpena. The consensus of the committee was that the Grambau Education Center was too large a project. The committee was impressed with Bingham Arts Academy saying that it was in a good location, clean and in good repair. The committee will continue looking at other locations.

**New Business**

Committee assignment letters were distributed to the Board members.

The March board meeting will be held at BJ's Restaurant in Gaylord on March 1, 2019.

**Motion** by Earl Corpe to adjourn the meeting at 2:19 p.m. Support by Dave Wagner. All ayes, Motion carried.

Date Prepared: February 1, 2019

Date Approved: 3-1-2019

Karen Y Modi  
Board Secretary

3-1-2019  
Date