

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant Gaylord, MI
March 3, 2017

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:39 p.m.

ROLL CALL

Carol Athan

Stuart Bartlett

Earl Corpe

Lee Gapczynski

Jean Garratt

Kenneth Glasser

Pete Hennard

Albert LaFleche

Mark McKulsky

Camille Nerkowski

Sharon Priebe

Corleen Proulx

Patricia Rondeau

Lisa Salgat

Richard Sangster

Kathleen Vichunas

Gerald Wall

Carol Wenzel

Brandy Wright

Excused: Lyn Behnke, Thomas Green, Aubrey Haskill, Meagan Holmes, Melissa Holt, Steve Lang, Jennifer Lopez, Danielle Martz, John Morrison, Leonard Page, Rose Walsh

Absent: Susan Root

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Karen Kelsey, Diane Price, Jim Robarge, Laurie Sauer, Jeff Weiland, Fran Whitney and Sue Zolnierek

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DISCLOSURES

None

Jean Garratt led the Board in the Pledge of Allegiance.

Ken Glasser provided the blessing for the meal.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves to the board.

Pete Hennard introduced Dan Doezema, Field Representative for the Aging & Adult Service Agency (AASA). Dan stated that they are working to revise and update policies for the Care Management program. Gina Bey, Associate AAA Director, has been helping in this process.

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 February 2017 draft meeting minutes
- b. Receive and file January 2017 Regional Council on Aging meeting minutes
- c. Receive and file January 2017 Head Start Policy Council meeting minutes
- d. Receive and file February 2017 Volunteer Program Group meeting minutes
- e. Approval of Head Start/Early Head Start/Great Start Readiness Program Procedures for Shared Governance

is adopted as presented.

COMMUNICATION

No communication

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa read highlights from the Directors report that was distributed prior to the meeting. Lisa also asked for volunteers to help plan for the 50th Anniversary of NEMCSA in 2018. Pat Rondeau volunteered to help.

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed the Head Start/Early Head Start Recorded Expenses as of February 28, 2017 for the Grant Period February 1, 2016 through January 31, 2017.

Program Presentation - Agency Audit Report Presentation – Curt Reppuhn, CPA from Echelbarger, Himebaugh, Tamm & Co., PC

President Pete Hennard introduced Curt Reppuhn, CPA from the Audit Firm of Echelbarger, Himebaugh, Tamm & Co., P.C. (EHTC). Curt conducted the agency wide audit for the year ending September 30, 2016. Curt indicated that he met with the Audit Finance committee just prior to the board meeting to review the information in detail. Curt presented information on some of the key points related to the audit and stated that the information he distributed contains much more detailed information than what was covered in his presentation. Curt finished by thanking Jim Robarge, Karen Kelsey and Jeff Weiland for working with him to complete this process. Curt stated that the Form 990 tax return for non-profits will be available at the April meeting for review.

Jim Robarge thanked the audit firm and staff, specifically Curt Reppuhn, who was the onsite reviewer, and the agency Program Directors for their cooperation throughout the audit process. Jim gave special thanks to Karen Kelsey and Jeff Weiland for their hard work on behalf of the agency. Jim commented that he was pleased to have such a great Accounting staff.

Motion by Ken Glasser to approve the draft audit as presented with the full binding authority of the board pending final acceptance of the report by senior management (Executive Director and Chief Financial Officer). Support by Camille Nerkowski. All ayes, Motion carried.

COMMITTEE REPORTS

Personnel Committee – Meagan Holmes

No meeting. No report.

Membership Committee – John Morrison

No meeting. No report.

Audit/Finance Committee – Ken Glasser

No meeting. No report

Ken Glasser spoke to Board members about how his involvement as a NEMCSA Board Member has changed his way of thinking about poverty. Ken also thanked Jim Robarge, Karen Kelsey, Jeff Weiland and all NEMCSA employees.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Program Planning and Evaluation Committee – Earl Corpe

No meeting. No report.

INFORMATION ITEMS

New Business

No new business

The April board meeting will be held at Huron Breeze Golf & Country Club in Au Gres on April 7, 2017.

Motion by Earl Corpe to adjourn the meeting at 1:36 p.m. Support by Camille Nerkowski. All ayes, Motion carried.

Date Prepared: March 3, 2017

Date Approved: April 7, 2017

Camille Nerkowski
Board Secretary

April 7, 2017
Date