

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant Gaylord, MI
March 2, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:37 p.m.

President Pete Hennard welcomed new Board members Alvin (Chip) Clarke, Head Start Policy Council and Chuck Corwin, Regional Council on Aging.

ROLL CALL

Stuart Bartlett	Danielle Martz
Alvin Clarke	Mark McKulsky
Natalie Clarke	John Morrison
Earl Corpe	Leonard Page
Chuck Corwin	Sharon Priebe
Nick Florian	Corleen Proulx
Lee Gapczynski	Patricia Rondeau
Jean Garratt	Lisa Salgat
Kenneth Glasser	Dave Wagner
Pete Hennard	Gerald Wall
Patrick Kelly	Rose Walsh
Jennifer Lopez	Carol Wenzel

Excused: Lyn Behnke, Dan Gauthier, Steve Lang

Absent: Nick Modrzynski, Richard Sangster

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Karen Kelsey, Dorothy Pintar, Jim Robarge, Laurie Sauer, Jeff Weiland, Fran Whitney, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DISCLOSURES

Lee Gapczynski – Sister, Julie Meyers – works for the School Success Program.

Ken Glasser – Spouse owns and operates Visions for Your Community Home Health Care, LLC which contracts with the MI Choice Waiver and Nursing Facility Transition Program (NFT) programs to provide home health services.

Nick Florian – is employed by Huntington Bank as Regional Community President of Northern Michigan. Huntington Bank has a relationship with NEMCSA. Nick does not have a direct involvement in that relationship.

Carol Wenzel 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.

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 2018 draft meeting minutes
- b. Receive and file February 2018 FGP/SCP Community Advisory Group meeting minutes
- c. Receive and file January 2018 Head Start Policy Council meeting minutes
- d. Receive and file January 2018 RSVP Community Advisory Group meeting minutes
- e. Approval of Head Start/Early Head Start/Great Start Readiness Program Procedures for Shared Governance

is adopted as presented.

COMMUNICATION

President Pete Hennard read communication from Ian Robb stating that he is moving to another State and is relinquishing his seat on the Board of Directors and the Head Start Policy Council.

Motion by Gerald Wall to receive and file communication from Ian Robb relinquishing his Board seat. Support by Natalie Clarke. All ayes, Motion carried.

President Pete Hennard read communication dated February 22, 2018 from the Corporation for National & Community Service (CNCS) Michigan Field Office regarding Volunteer Service Year (VSY) Underachievement for the period of July 1, 2017 to December 31, 2017. A corrective action plan must be submitted explaining the cause of the deficit and efforts taken to address the shortfall.

Motion by Earl Corpe to receive and file communication dated February 22, 2018 from the Corporation for National & Community Service Michigan Field Office. Support by Rose Walsh. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Lisa read a proposed Resolution to draw attention to the Administration's Fiscal Year 2019 Proposed Budget and its effect on the NEMCSA Service Area.

Discussion.

Ken Glasser asked that the Resolution have all acronyms spelled out and the document be posted to the Board portal and emailed to each Board member.

Motion by Leonard Page to adopt the Resolution with changes. Support by Ken Glasser.

Roll Call Vote

Stuart Bartlett, yes; Natalie Clarke, yes; Alvin Clarke, yes; Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Patrick Kelly, yes; Jennifer Lopez, yes; Danielle Martz, yes; Mark McKulsky, yes; John Morrison, yes; Leonard Page, yes; Sharon Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Lisa Salgat, yes; Dave Wagner, yes; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 24 Nay 0

Motion carried.

Financial Report – Jim Robarge

No report due to audit presentation

Program Updates - Agency Audit Report Presentation – Jean Christensen, CPA, Wipfli CPA's and Consultants

Jim Robarge introduced Jean Christensen, CPA, from Wipfli.

Jean conducted the agency wide audit and presented the results to the full Board for the year ending September 30, 2017. Jean indicated that she had already met with the Audit Finance Committee just prior to the meeting to review the information in detail. Jean presented a summary of the audit information related to the audit in a handout distributed prior to her presentation. Jean finished by thanking Jim, Karen and Jeff for working with her to complete this process.

Jim Robarge thanked the Wipfli and their staff, specifically Jean Christensen who was the onsite reviewer, the Program Directors for their cooperation throughout the audit process, as well as 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.

Lisa Bolen also thanked the Accounting staff for their work on the audit.

Motion by Ken Glasser to approve the draft 2017 audit as presented. Support by Mark McKlusky. All ayes, Motion carried

COMMITTEE REPORTS

Personnel Committee – Steve Lang

No meeting. No report.

Membership Committee – John Morrison

No meeting. No report.

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the 2017 audit and the Head Start/Early Head Start purchasing card expenditures in the amount of \$52,433.73.

Ken Glasser thanked the accounting staff, Jim Robarge, Karen Kelsey, Jeff Weiland and all NEMCSA employees for their work on the audit.

Motion by Ken Glasser to approve the Head Start/Early Head Start purchasing card expenditures in the amount of \$52,433.73. Support by Gerald Wall. All ayes. Motion carried.

Early Childhood Services Ad Hoc Committee – Jean Garratt

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

Program Planning and Evaluation Committee – Earl Corpe

The Program Planning and Evaluation Committee met jointly with the Early Childhood Services Committee prior to the regular meeting to review and recommend for approval the Head Start Self-Certification of Transportation Provisions; Monitoring Program Performance - Transportation Attendance; Monitoring Program Performance – Transportation Unannounced Deboarding Observations, Monitoring Program Performance – Onboard Road Observations; Vehicle Operations – Bus Monitor Training.

Motion by Lee Gapczynski to approve the Self-Certification of Transportation Provisions as presented. Support by Mark McKulsky. All ayes, Motion carried.

Motion by Rose Walsh to approve the Monitoring Program Performance, Transportation Attendance as presented. All ayes, Motion carried.

Motion by Natalie Clarke to approve the Monitoring Program Performance, Transportation Unannounced Deboarding Observations as presented. Support by Mark McKulsky. All ayes, Motion carried.

Motion by Lee Gapczynski to approve the Monitoring Program Performance, Onboard Road Observations as presented. Support by Nick Florian. All ayes, Motion carried.

Motion by Jean Garratt to approve Vehicle Operations, Bus Monitor Training as presented. Support by Natalie Clarke. All ayes, Motion carried.

INFORMATION ITEMS

New Business

No new business

The April Board meeting will be held at Huron Breeze Golf & Country Club in AuGres on April 6, 2018.

Motion by Earl Corpe to adjourn the meeting at 2:02 p.m. Support by Alvin Clarke. All ayes, Motion carried.

Date Prepared: March 2, 2018

Date Approved: April 6, 2018

Karen Y Goci
Board Secretary

4-6-2018
Date