

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Ramada Alpena, MI**  
**December 7, 2018**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:39 p.m. President Pete Hennard welcomed new Policy Council member Tina Schumacher and returning Policy Council member Aubrey Haskill.

**ROLL CALL**

Lyn Behnke	Mark McKulsky
Earl Corpe	John Morrison
Chuck Corwin	Sharon Priebe
Nick Florian	Corleen Proulx
Jean Garratt	Patricia Rondeau
Kenneth Glasser	Lisa Salgat
Pete Hennard	Richard Sangster
Aubrey Haskill	Tina Schumacher
Patrick Kelly	Kathleen Vichunas
Rebecca Kwilinski	Dave Wagner
Steve Lang	Gerald Wall
Jennifer Lopez-Suess	Rose Walsh
Leo Marciniak	

**Excused:** Lee Gapczynski, Dan Gauthier, Shiree Robidou, Carol Wenzel

**Absent:** Nick Modrzynski

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Trisha Grifka, Dorothy Pintar, Jim Robarge, Laurie Sauer, Kristina Warner, Val Williams and Sue Zolnierek

**APPROVAL OF AGENDA**

President Pete Hennard asked that the Early Head Start budget revision for year ending January 31, 2019 be added to the agenda as item 2 under the Program Planning and Evaluation Committee report.

Ken Glasser asked that the Housing Ad Hoc Committee report be included under the Audit/Finance Committee report.

**Motion** by Steve Lang to approve the agenda as amended. Support by Rose Walsh. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Patrick Kelly 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.

### **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 2018 draft meeting minutes
- b. Approval of the 2019 Board Meeting Calendar
- c. Approval of Area Agency on Aging Association of Michigan (AAAAM) Board Appointment
- d. Receive and file October 2018 RSVP Program Advisory Council meeting minutes
- e. Receive and file October 2018 Head Start Policy Council meeting minutes
- f. Receive and file October 2018 Regional Council on Aging meeting minutes

is adopted as presented.

### **COMMUNICATION**

None

### **INFORMATION ITEMS**

#### **Directors Report – Lisa Bolen**

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

#### **Financial Report – Jim Robarge**

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of November 30, 2018. The report was distributed prior to the meeting.

**Motion** by Ken Glasser to receive and file the Head Start/Early Head Start recorded expenses report as presented. Support by Sharon Priebe. All ayes, Motion carried.

**Program Presentation** – Kristina Warner, Operations/Data Quality Analyst, presented the FY18 year end ROMA report and the FY19 ROMA plan.

### **COMMITTEE REPORTS**

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

The committee met jointly with the Early Childhood Services Ad Hoc Committee to review and recommend for approval the Head Start Policy Council Operating Procedures, and the Early Head Start budget revision request for year ending January 31, 2019. The budget revision is necessary to purchase a 2019 Chevy Traverse for use within the program.

**Motion** by Mark McKlusky to approve the Head Start Policy Council Operating Procedures as presented. Support by Nick Florian. All ayes, Motion carried.

**Motion** by Jean Garratt to approve the budget revision as presented for program year ending January 31, 2019 to purchase a 2019 Chevy Traverse. Support by Lyn Behnke. All ayes, Motion carried.

### **Roll Call**

Lyn Behnke, yes; Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Aubrey Haskill, yes; Pete Hennard, yes; Patrick Kelly, yes; Becky Kwilinski, yes; Steve Lang, yes; Jennifer Lopez, yes; Leo Marciniak, yes; Mark McKulsky, yes; John Morrison, yes; Sharon, Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Tina Schumacher, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh.

Yes 24 No 0 Motion carried.

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

The committee reviewed and recommend for approval the October corporate credit card expenditures in the amount of \$4,003.64 and the November corporate credit card expenditures in the amount of \$632.63.

**Motion** by Ken Glasser to approve the October corporate credit card expenditures in the amount of \$4,003.64 and the November corporate credit card expenditures in the amount of \$632.63 as presented. Support by Sharon Priebe. All ayes, Motion carried.

Ken Glasser provided and update on a conference call the committee held on December 6<sup>th</sup> with Lori Pung. Three specific sites have been identified for further interest. Ken noted that preliminary scoring of each site showed that they all scored well for Senior Housing using the Low Income Tax Credit (LITC) scoring criteria. The sites are located in Alpena, Gaylord and Rogers City. Ken also stated that the committee discussed the contract with Lori Pung and indicated it was a tiered contract which allowed payment to take place in stages. Ken stated the next step will be to decide on a location and whether to rehab an existing building or construct a new build. Discussion.

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

The committee met prior to the regular meeting to review and recommend for approval the By-law amendment. The committee also reviewed a new private member application for membership on the NEMCSA Board.

No comments or concerns were received on the proposed changes to the by-laws previously mailed to all board members. The committee recommended their approval.

**Motion** by Dave Wagner to approve the amended Bylaws as presented. Support by Earl Corpe. All ayes, Motion carried.

John Morrison stated that due to work and time constraints, the committee proposed that Lyn Behnke's membership change from board member to board consultant. Lyn will continue to receive the regular board packets and will attend the board meetings as she is able. The committee also proposed that Pete Hennard, who applied for Private sector membership, be approved to move from a Public member to a Private member beginning January 1, 2019.

**Motion** by Steve Lang to change Lyn Behnke's membership to board consultant and approve Pete Hennard to become a private sector member. Support by Richard Sangster. All ayes, Motion carried.

Karen Godi explained the Community Service Block Grant (CSBG) Board residency waiver requirement that states all board members must reside within the eleven county CSBG service area. Karen stated that in 2015 a blanket waiver was approved however the State is now requiring a waiver be submitted for each effected board member. Currently there are four members who need waivers. Karen stated that letters have been prepared for signature and submission.

**Motion** by Steve Lang to approve submission of the waiver letters under President Pete Hennard's signature. Support by John Morrison. All ayes. Motion carried.

#### **Personnel Committee – Steve Lang**

The committee met prior to the regular meeting to review and discuss the Executive Director, Lisa Bolen, evaluation and goals for the upcoming year. Steve read some of the comments received through the evaluation process and stated that the committee recommended an increase to Lisa's salary from \$121,051.50 to \$125,000 beginning January 1, 2019 thru December 2019. The increase includes the 2.7% COLA received by all staff and rounding. Discussion. Steve stated that Lisa is in year 3 of a 5 year contract.

**Motion** by Steve Lang to approve the Executive Director salary be increased to \$125,000.00 beginning January 1, 2019 thru December 2019. Support by Ken Glasser.

#### **Roll Call**

Lyn Behnke, yes; Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Aubrey Haskill, yes; Pete Hennard, yes; Patrick Kelly, yes; Becky Kwilinski, yes; Steve Lang, yes; Jennifer Lopez, yes; Mark McKulsky, yes; John Morrison, yes; Sharon Priebe, yes; Corleen Proulx, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Tina Schumacher, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh.

Yes 23 No 0 Motion Carried.

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

The Early Childhood Service committee met jointly with the Program Planning & Evaluation Committee.

#### **NEW BUSINESS**

None

There will be no board meeting in the month of January.

The February board meeting will be held at Kirtland Community College, Grayling Campus, Grayling, MI.

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

Date Prepared: December 7, 2018

Date Approved: 2-1-19  
Lauren L. Good 2-1-19  
Board Secretary Date