

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Ogemaw Commission on Aging (Senior Center) West Branch, MI
January 8, 2016

The regular meeting of the NEMCSA Board of Directors was called to order by Vice President Patricia Rondeau at 12:43 p.m.

ROLL CALL

Carol Athan	
Stuart Bartlett	Jennifer Lopez
Earl Corpe	Dawn Lawrence
Lee Gapczynski	John Morrison
Jean Garratt	Leonard Page
Bruce Gauthier	Sharon Priebe
Kenneth Glasser	Corleen Proulx
Albert LaFleche	Pat Rondeau
Aubrey Haskill	Kathleen Vichunas
Mary Hess	Rose Walsh
Meagan Holmes	Carol Wenzel
Melissa Holt	Virginia Zygiel

Excused: Lyn Behnke, Sue Flewelling, Mark Grantner, Pete Hennard, Jack Mahank, Gerald Wall

Absent: Bob Cudney, Steve Lang

Quorum present - yes

Staff Members Present:

Lisa Bolen, Bob Cain, Arnie Deller, Karen Godi, Linda McGillis, Dorothy Pintar, Diane Price, Jim Robarge, and Sue Zolnierrek

APPROVAL OF AGENDA

Vice President Patricia Rondeau asked if there were any corrections or amendments to the agenda. Hearing none the agenda stood as presented.

CONFLICT OF INTEREST DISCLOSURES

None

Prior to the Call to Order the Ogemaw Commission on Aging Center Director led the Board in the Pledge of Allegiance followed by a moment of silence.

John Morrison provided reflections

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests.

No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Vice President Patricia Rondeau asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. None being noted – Vice President Patricia Rondeau stated that the Administrative Consent Agenda, including

- a. Approval of December 2015 draft meeting minutes
- b. Approval of Head Start/Early Head Start Budget Revision

is adopted as presented.

COMMUNICATION

Vice President Patricia Rondeau read correspondence from Michigan Department of Health & Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) dated December 16, 2015, stating that they have closed the Quality Assurance monitoring visit from December 3, 2015. Any findings and/or corrective action plans will be reviewed during the next scheduled monitoring visit.

INFORMATION ITEMS

Executive Director's Report: Lisa Bolen

Lisa read highlights from the Directors report. In addition, Lisa noted that the agency wide Risk Assessment has been completed. A report will be given to the full board in February.

Program Presentation – Client Services Weatherization Program

Bob Cain, Client Services Program Director and Arnie Dellar, Weatherization Inspector, gave a presentation on the Weatherization Program. Bob provided some demographics and Arnie provided a slide show of homes.

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed the Statement of Financial Condition, for the Low Income Home Energy Assistance Program (LIHEAP) and the Department of Energy – Weatherization as of December 31, 2015. Jim also reviewed the financial report for Head Start/Early Head Start program funds as of December 31, 2015.

Motion by Ken Glasser to receive and file the financial report. Support by Rose Walsh. All ayes. Motion carried.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Jack Mahank

No meeting. No report.

Audit/Finance Committee – Ken Glasser

No meeting. No report

Membership Committee – John Morrison

No meeting. No report.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Meagan Holmes

The Personnel committee reviewed and discussed two Executive Director Performance Evaluation forms. The selected evaluation form will be sent to all board members with their February monthly packet. Members will be asked to complete the form and bring it with them to the February Board meeting, those unable to attend the February meeting were asked to complete and mail it.

NEW BUSINESS

The Head Start Policy Council draft meeting minutes were distributed prior to the meeting.

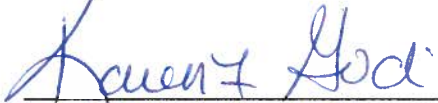
The February board meeting will be held at The Sanctuary Inn in Alpena on February 5, 2016.

Motion by Bert LaFleche to adjourn the meeting at 1:47 p.m. Support by Dawn Lawrence. All ayes, Motion carried.

Date Prepared: January 8, 2016

Date Approved: _____

Feb 5, 2016



Board Secretary

2-5-16

_____ Date