

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Virtual “TEAMS” Meeting
March 5, 2021

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 10:00 a.m.

ROLL CALL

Elaine Ableidinger
Geyer Balog
Lyn Behnke
John Chappa
Chuck Corwin
Charles Finley
Nick Florian
Jean Garratt
Dan Gauthier
Kenneth Glasser
Pete Hennard

Madeline Hibner
Carey Jansen
David Karschnick
Leo Marciniak
Lisa Salgat
Tina Schumacher
Craig Scott
Chuck Varner
Kathleen Vichunas
Carol Wenzel

Excused: Sheila Malewska, John Morrison, Corleen Proulx, Pat Rondeau, Rose Walsh

Absent: Tracy Johnson, Richard Sangster, Jessica Volmering

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Tricia Grifka, Kimberlee Hincka, Cathy Macfalda, Dorothy Pintar, Laurie Sauer, Fran Ommani, Victoria Purvis, and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Chuck Corwin to approve the agenda as presented. Support by Chuck Varner. All ayes.
Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Pete Hennard led the Board in the Pledge of Allegiance.

INTRODUCTION OF GUESTS

PUBLIC COMMENT

Guest Emil Bellenbaum from Roscommon County asked to speak. He indicated that he spoke at the February board meeting and expressed his concern that the Roscommon County Commission on Aging is not following the new standards relevant to background checks for staff. President Hennard responded saying that the investigation is ongoing, and that the agency attorney has been involved.

Board member, Leo Marciniak thanked the board for their support and concern following the passing of his wife last month.

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 2021 draft meeting minutes
- b. Receive and file January 2021 Head Start Policy Council meeting minutes.
- c. Receive and file January 2021 Regional Council on Aging Meeting minutes

is adopted as presented.

COMMUNICATION

No communication.

INFORMATION ITEMS

Program Updates - Agency Audit Report Presentation – Karl Eck, CPA, Wipfli CPA's and Consultants. Karl Eck conducted the agency wide audit and presented the results to the full board for the year ending September 30, 2020. The audit resulted in an unqualified opinion. Karl indicated that they met with the Audit Finance Committee just prior to the board meeting to review information in detail. Karl presented the audit via a PowerPoint presentation. Karl finished by thanking the accounting department for working with them to complete this process. Karl stated that Jean is retiring, and he will be the lead auditor going forward.

Directors Report – Lisa Bolen

Lisa read highlights from the Director's report.

Financial Report – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expenses for the seven-month award period July 1, 2020 through January 31, 2021.

Motion by Ken Glasser to receive and file the financial reports as presented. Support by John Chappa.

ROLL CALL

Elaine Ableidinger, Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Leo Marciniak, Lisa Salgat, Tina Schumacher, Craig Scott, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: (0) Abstained: (0) **Motion carried.**

Greg Meihn, Legal Consultant was present to provide updates to the board on various items he has been working on including:

The Head Start purchase of Cheboygan West Side Elementary School. The appraisal came in lower than the agreed upon purchase price which may present a problem in the Head Start application as they may not approve purchase at a higher than appraisal price. Three options to consider include: approve NEMCSA to fund the difference using unrestricted funds, submit the funding application at purchase price asking Head Start to pay the full amount, or return to the seller and seek a revision to the sale price to reflect the appraisal amount.

The concern with Roscommon Council on Aging (COA) being in violation with the Aging & Adult Services Agency (AASA) Standards relative to staff background checks. Greg explained the matter further and stated that NEMCSA will be issuing a letter to the Roscommon Council on Aging to have the matter resolved immediately or the Area Agency on Aging will cut funding to the COA.

Greg concluded stating that he has reviewed all the governmental contracts for NEMCSA and created a checklist for Supervisors to ensure that no guidelines or reporting requirements are missed. Information will be released to the Supervisors in the coming weeks.

COMMITTEE REPORTS

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the January American Express corporate credit card expenditures in the amount of \$1,456.16, the December Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$107,393.94, and the December Wex Fuel Card expenditures in the amount of \$957.27. Discussion was held on opening an account with Calcite Credit Union with Lisa Bolen and Kimberlee Hincka as authorized signers having the ability to transact business on all accounts including savings, checking and certificate of deposit. The committee also reviewed the 2020 Audit Report in detail with Jean Christensen, CPA and Karl Eck, CPA, with Wipfli CPA's and Consultants and recommended it for board approval.

Motion by Ken Glasser to approve the January American Express corporate credit card expenditures in the amount of \$1,456.16, the December Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$107,393.94, and the December Wex Fuel Card expenditures in the amount of \$957.27. Support by Lyn Behnke.

ROLL CALL

Elaine Ableidinger, Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Leo Marciniak, Lisa Salgat, Tina Schumacher, Craig Scott, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: (0) Abstained: (0) **Motion carried.**

Motion by Ken Glasser to approve opening an account/accounts, including any Savings, Checking, Certificate of Deposit accounts or combination thereof, at Calcite Credit Union with Kimberlee Hincka, Chief Financial Officer, and Lisa Bolen, Chief Executive Officer as authorized signers. Authorized signers will have the ability to transact business on all accounts at Calcite Credit Union. Support by Leo Marciniak.

ROLL CALL

Elaine Ableidinger, Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Leo Marciniak, Lisa Salgat, Tina Schumacher, Craig Scott, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: (0) Abstained: (0) **Motion carried.**

Motion by Ken Glasser to approve the 2020 Audit as presented. Support by Jean Garratt.

ROLL CALL

Elaine Ableidinger, Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Leo Marciniak, Lisa Salgat, Tina Schumacher, Craig Scott, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: (0) Abstained: (0) **Motion carried.**

Corleen Proulx joined the meeting.

Housing Ad-Hoc Committee – Ken Glasser

The committee met via TEAMS to review and recommend approval to submit the funding request to the Office of Head Start for the purchase of the Cheboygan West Side Elementary School. The purchase price is \$154,000, estimated repair and renovation costs are \$1,055,000 and estimated costs associated with the sale are \$314,593 for a total estimated funding amount of \$1,523,593. The funding application will include a request to waive the full amount of required non-federal share.

Motion by Ken Glasser to authorize the submission of funding application under Head Start regulations Section 1303 for the purchase and renovation of the Cheboygan West Elementary building located at 512 Pine Street in Cheboygan. The purchase price is \$154,000, estimated repair and renovation costs are \$1,055,000 and estimated costs associated with the sale are \$314,593 for a total estimated funding amount of \$1,523,593. The funding application will include a request to waive the full amount of required non-federal share. Support by John Chappa.

ROLL CALL

Elaine Ableidinger, Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Leo Marciniak, Corleen Proulx, Lisa Salgat, Tina Schumacher, Craig Scott, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (22) No votes: (0) Abstained: (0) **Motion carried.**

Early Childhood Services Committee – Jean Garratt

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

Membership/Governance Committee – Lisa Salgat

No meeting. No report.

Corporate Compliance Committee – Carol Wenzel

The committee met via TEAMS prior to the regular meeting. Carol Wenzel reported there were no action items. It was noted that Region 9 Area Agency on Aging has not received formal notice extending the COVID Premium Pay for direct care workers past February 28, 2021. It appears that the increase will be extended, but details are not clear at this time. The Region 9 AAA management team is meeting to review policy and procedures. The goal is to identify and remove any tasks which are duplicative or unnecessary and to streamline tasks for greater efficiency. Michigan Department of Health and Human Services Office of Inspector General (MDHHS OIG) has completed the review of NEMCSA's November Quarterly Report and NEMCSA received a PASS. In other business, Karen Godi reported that Privacy Training for all NEMCSA employees was conducted during the month of February. Follow up is in process to ensure participation by all current and new employees.

Personnel Committee – Lyn Behnke

No meeting. No report.

Program Planning and Evaluation Committee – Nick Florian

The Program Planning and Evaluation Committee met in conjunction with the Early Childhood Services Committee to review, discuss and recommend for approval submission of the Head Start funding carryover request.

Motion by Nick Florian to approve submission of the Head Start funding carryover request as presented. Support by Dave Karschnick.

ROLL CALL

Elaine Ableidinger, Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Leo Marciniak, Corleen Proulx, Lisa Salgat, Tina Schumacher, Craig Scott, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (22) No votes: (0) Abstained: (0) **Motion carried.**

New Business


No new business.

The April board meeting will be held via TEAMS on April 9, 2021.

Motion by Dave Karschnick to adjourn the meeting at 11:43 am. Support by Lyn Behnke. All ayes, Motion carried.

Date Prepared: March 5, 2021

Date Approved: 04/10/2021


Board Secretary

04/10/2021
Date