

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant, Gaylord, MI
October 4, 2019

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

ROLL CALL

Elaine Ableidinger	Renee Miller
Lyn Behnke	John Morrison
Earl Corpe	Sharon Priebe
Chuck Corwin	Patricia Rondeau
Jenny David	Lisa Salgat
Nick Florian	Richard Sangster
Jean Garratt	Tina Schumacher
Dan Gauthier	Kathleen Vichunas
Kenneth Glasser	Dave Wagner
Pete Hennard	Gerald Wall
David Karschnick	Rose Walsh
Leo Marciniak	Carol Wenzel

Excused: John Chappa, Charles Finley, Becky Kwilinski, Jennifer Lopez-Suess, Chuck Varner

Absent: Aubrey Haskill,

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Tricia Grifka, Kimberlee Hincka, Laurie Sauer, Kristina Warner and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Richard Sangster to approve the agenda as presented. Support by Gerald Wall. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURE

None

Renee Miller 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 September 2019 draft meeting minutes
- b. Receive and file August 2019 Head Start Policy Council meeting minutes
- c. Corporate Signature Authority

is adopted as presented.

COMMUNICATION

President Pete Hennard read correspondence dated September 25, 2019 from the Aging and Adult Services Agency indicating approval of the Fiscal Year 2020-2022 Multi-Year Plan and the FY 2020 Annual Implementation Plan (AIP) for the NEMCSA Region 9 Area Agency on Aging.

Motion by Dave Wagner to receive and file correspondence dated September 25, 2019 from the Aging and Adult Service Agency indicating approval of the Fiscal Year 2020-2022 Multi-Year Plan and the 2020 Annual Implementation Plan (AIP). Support by Lyn Behnke. All ayes, Motion carried.

President Pete Hennard read correspondence dated September 3, 2019 from the Administration for Children & Families Office of Head Start indicating approval of Kimberlee Hincka as the new Director of Finance.

Motion by Sharon Priebe to receive and file correspondence dated September 3, 2019 from the Administration for Children & Families Office of Head Start indicating approval of Kimberlee Hincka as the new Director of Finance. Support by Ken Glasser. All ayes, Motion carried.

Gina Bey, Associate Area Agency on Aging Director explained to the Board that every member will have to complete a Provider Screening Information Collection Form for a background check to comply with the MI Choice Waiver Program. Each board member has a vested interest in the MI Choice Health Plan and without this information, NEMCSA would no longer be able to provide the MI Choice Waiver Program.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Financial Report – Lisa Bolen

Lisa Bolen and Tricia Grifka reviewed the Head Start/Early Head Start recorded expenses as of September 30, 2019. The report was distributed prior to the meeting.

Motion by Richard Sangster to receive and file the Head Start/Early Head Start Recorded Expenses as presented. Support by Jean Garratt. All ayes, Motion carried.

Program Presentations – Kristina Warner, Operation/Data Specialist reported on the Customer Satisfaction data.

Robin Bozek, Executive Director, Michigan Head Start Association provided an overview of what the Designation Renewal System (DRS) is for Head Start and the process used for recompetition of the Head Start grant.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The committee met with Gina Bey, Associate Area Agency on Aging Director. Gina explained to the committee that every board member will have to complete a Provider Screening Information Collection Form for a background check to comply with the MI Choice Waiver Program. Each board member has a vested interest in the MI Choice Health Plan and without this information, NEMCSA would no longer be able to provide the MI Choice Waiver Program.

The Early Childhood Services Committee met jointly with the Program Planning and Evaluation Committee to review and recommend for approval of the FY20 Head Start/Early Head Start Continuation Grant Application and the Head Start/Early Head Start Selection Criteria for 2020-2021. The committee also reviewed the 2018-2019 Program Information Report (PIR) Executive Summary for Head Start and Mid-Michigan Community Action Agency and the 2018-2019 Program Information Report (PIR) Executive Summary for Early Head Start.

The committee met with Karen Godi to review and recommend for approval the submission of the Michigan Energy Assistance Program (MEAP) Planning Application in the amount of \$99,722.00. This program will provide will funding for NEMCSA's Heat and Utility Program for the period of October 1, 2019 to September 30, 2020.

Motion by Nick Florian to approve submittal of the Head Start/Early Head Start FY20 Continuation Grant application as presented. Support by Dave Wagner. All ayes, Motion carried.

Motion by Nick Florian to approve the Head Start/Early Head Start Selection Criteria for 2020-2021 as presented. Support by Jean Garratt. All ayes, Motion carried.

Motion by Nick Florian to approve the submission of the Michigan Energy Assistance Program (MEAP) Planning Application in the amount of \$99,722.00 as presented. Support by Rose Walsh. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the September American Express corporate credit card expenditures in the amount of \$438.50, the July corporate Fifth Third card in the amount of \$2,226.02, the July Head Start/Early Head Start purchasing card expenditures in the amount of \$30,290.69, the August corporate Fifth Third card in the amount of \$3,588.85, the August Head Start/Early Head Start purchasing card expenditures in the amount of \$40,575.25 and the August Wex fuel card in the amount of \$605.24. The committee also discussed the recommendations from Wipfli from the Financial Process Review.

Motion by Ken Glasser to approve the September American Express corporate credit card expenditures in the amount of \$438.50 as presented. Support by Richard Sangster. All ayes, Motion carried.

Motion by Gerald Wall to approve the July corporate Fifth Third card in the amount of \$2,226.02 and the Head Start/Early Head Start purchasing card expenditures in the amount of \$30,290.69 as presented. Support by Ken Glasser. All ayes, Motion carried.

Motion by Ken Glasser to approve the August corporate Fifth Third card in the amount of \$3,588.85 and the August Head Start/Early Head Start purchasing card expenditures in the amount of \$40,575.25 as presented. Support by Leo Marciniak. All ayes, Motion carried.

Motion by Ken Glasser to approve the August Wex fuel card in the amount of \$605.24 as presented. Support by Gerald Wall. All ayes, Motion carried.

Housing Ad Hoc Committee – Ken Glasser

The committee held a meeting on Thursday October 3rd in West Branch. Ken Glasser stated that Hope Network Housing and Community Development (HNHCD) has purchased the Bingham School in Alpena to renovate into senior apartments. Hope Network also has plans for a housing project in Cheboygan. Both projects were submitted to the Michigan State Housing Development Authority (MSHDA) for competitive funding through the Low-Income Housing Tax Credits (LIHTC) on October 1, 2019.

Membership Committee – Lisa Salgat

No meeting. No Report.

Early Childhood Services Ad Hoc Committee – Jean Garratt

The committee met jointly with the Program Planning and Evaluation Committee.

Personnel Committee – Pat Rondeau

The Personnel Committee met to review and discuss the RFP that Karen Godi prepared. The RFP will be used in determining the cost of conducting the current year Executive Director evaluation, preparing a policy and procedure for future annual evaluations and review of the Executive Director job description which is required every 5 years. Once cost has been determined, a recommendation will be brought forward for Board approval.

OLD BUSINESS

No old business

NEW BUSINESS

No new business

The November board meeting will be held at Forward's Conference Center in West Branch, MI on November 1, 2019.

Motion by Dave Wagner to adjourn the meeting at 2:20 p.m. Support by Sharon Priebe. All ayes, Motion carried.

Date Prepared: October 4, 2019

Date Approved: _____

Karen F Godi
Board Secretary

November 1, 2019
Date