

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant, Gaylord, MI
June 7, 2019

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:37 p.m. President Hennard asked for a moment of silence in remembrance of Board member Mark McKulsky who passed away on May 16, 2019. President Hennard welcomed new Board member Dave Karschnick, Alpena County Commissioner.

ROLL CALL

Elaine Ableidinger
John Chappa
Earl Corpe
Chuck Corwin
Jenny David
Nick Florian
Jean Garratt
Ken Glasser
Pete Hennard
Dave Karschnick
Rebecca Kwilinski

Leo Marciniak
John Morrison
Sharon Priebe
Patricia Rondeau
Richard Sangster
Chuck Varner
Kathleen Vichunas
Dave Wagner
Rose Walsh
Carol Wenzel

Excused: Lyn Behnke, Dan Gauthier, Lisa Salgat, Tina Schumacher, Gerald Wall

Absent: Aubrey Haskill, Jennifer Lopez-Suess, Shiree Robidou

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Tricia Grifka, Stacie Nielsen, Dorothy Pintar, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnierek

APPROVAL OF AGENDA

President Hennard asked that a Resolution to update bank signature cards be added under Audit Finance Committee as item number two. Nick Florian asked to change item number three fire alarm systems under Program Planning and Evaluation Committee to the approval of parking lot repair and replacement. **Motion** by Richard Sangster to approve the agenda as amended. Support by Dave Wagner. All ayes, Motion approved.

CONFLICT OF INTEREST DISCLOSURES

Ken Glasser disclosed that his wife owns a home health care business that receives funding from the MI Choice Waiver Program. Ken asked that the conflict be noted and he will recuse himself from voting on the Area Agency on Aging Draft 2020 Annual Implementation Plan.

Jenny David 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. President Hennard introduced Dan Doezema from the Office of Aging & Adult Services Agency (AASA).

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 May 2019 draft meeting minutes
- b. Receive and file April 2019 Head Start Policy Council meeting minutes
- c. Receive and file April 2019 Regional Council on Aging meeting minutes
- d. Receive and file March 2019 Retired Senior Volunteer Program (RSVP) meeting minutes

is adopted as presented.

COMMUNICATION (S)

President Hennard read communication dated May 3, 2019 from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) regarding Community Action Agency Quarterly Report for the 2nd Quarter FY 2019. The information reflects the first and second quarter of the current fiscal year, October 1, 2018 through March 31, 2019.

President Hennard read communication dated May 8, 2019 from the State of Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) regarding a Quality Assurance Monitoring report review for the Weatherization Assistance Program. The review was conducted on May 1-2, 2019 where five job sites were visited. The monitoring resulted in 6 findings and 13 recommendations. There were no disallowed costs. Onsite corrections need to be made by June 14, 2019.

President Hennard read communication dated May 23, 2019 from the Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) regarding Quality Assurance Monitoring Report MVID #2102. This correspondence approves a submitted request for waiver to return to a home that was weatherized in a previous program year to address measures with Low Income Home Energy Assistance Program (LIHEAP) funding.

Motion by Rose Walsh to receive and file all communication. Support by Pat Rondeau. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Financial Report

Lisa Bolen reviewed the Head Start/Early Head Start recorded expenses as of May 31, 2019. The report were distributed prior to the meeting.

Motion by Jean Garratt to receive and file the Head Start/Early Head Start recorded expenses as presented. Support by Chuck Varner. All ayes, Motion carried.

Program Presentation – Laurie Sauer, Area Agency on Aging Director provided a PowerPoint presentation on the Draft 2020-2022 Multi-Year and Annual Implementation Plan.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The Program Planning and Evaluation Committee met prior to the Board meeting to review, discuss and recommend for approval the submission of the Community Service Block Grant (CSBG) Fiscal Year 2019 revised budget and plan, submission of the Area Agency on Aging Draft 2019 Annual Implementation Plan and update to the Strategic Plan.

The committee met with Laurie Sauer, Area Agency on Aging Director and Gina Bey, Associate Area Agency on Aging Director to review the MI Choice program including the FY2019 Compliance Plan, Quality Management Collaborative - Quality Indicators, and Region 9 Area Agency on Aging 2020 Goals.

The committee also met jointly with the Early Childhood Committee to review and recommend for approval funds to repair and replace the parking lot at the Bay City Education Center. They also reviewed a previous approval of the Head Start expansion grant funds which included the purchase of three new school buses and vision screening equipment.

Motion by Chuck Varner to approve the submission of the Community Service Block Grant (CSBG) FY19 revised budget and plan as presented. Support by Dave Wagner. All ayes, Motion carried.

Motion by Jean Garratt to submit the Area Agency on Aging Draft 2019 Annual Implementation Plan as presented. Support by Kathleen Vichunas. Ken Glasser abstained from voting.

Roll Call Vote

Elaine Ableidinger, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, abstained; Pete Hennard, yes; Dave Karschnick, yes; Becky Kwilinski, yes; Leo Marciniak, yes; John Morrison, yes; Sharon Priebe, yes; Patricia Rondeau, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 20, Nay 0, Abstained 1 Motion carried.

Motion by Jean Garratt to approve funds for the repair and replacement of the parking lot at the Bay City Education Center as presented. Support by Chuck Varner.

Discussion

Roll Call Vote

Elaine Ableidinger, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Becky Kwilinski, yes; Leo Marciniak, yes; John Morrison, yes; Sharon Priebe, yes; Patricia

Rondeau, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 21, Nay 0 Motion carried.

Motion by Jean Garratt to approve the purchase of three school buses as part of the previously approved Head Start expansion grant budget. Support by Pat Rondeau.

Discussion

Roll Call Vote

Elaine Ableidinger, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Becky Kwilinski, yes; Leo Marciniak, yes; John Morrison, yes; Sharon Priebe, yes; Patricia Rondeau, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 21, Nay 0 Motion carried.

Motion by Jean Garratt to approve the purchase of vision screening equipment as part of the previously approved Head Start expansion grant budget. Support by Chuck Varner.

Discussion

Roll Call Vote

Elaine Ableidinger, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Becky Kwilinski, yes; Leo Marciniak, yes; John Morrison, yes; Sharon Priebe, yes; Patricia Rondeau, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 21, Nay 0 Motion carried.

Motion by Richard Sangster to receive and file the Strategic Plan update. Support by John Chappa. All ayes, Motion carried.

Early Childhood Services Committee – Jean Garratt

The Early Childhood Services Committee met jointly with the Program Planning and Evaluation Committee. All items discussed were approved under the Program Planning and Evaluation report.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for Board approval the American Express corporate credit card expenditures in the amount of \$1,239.23, the Head Start/Early Head Start purchasing card expenditures in the amount of \$33,113.02, and the Wex Fuel Card in the amount of \$5,597.50. The committee also reviewed and recommended for approval a Resolution to update bank signature cards to remove Accounting Director, Karen Kelsey who will be retiring in July.

Motion by Ken Glasser to approve the corporate American Express expenditures in the amount of \$1,239.23, the Head Start/Early Head Start purchasing card in the amount of \$33,113.02 and the Wex Fuel Card in the amount of \$5,597.50 as presented. Support by Leo Marciniak. All ayes, Motion carried.

Motion by Leo Marciniak to approve the Resolution to update the bank signature cards. Support by Richard Sangster. Nick Florian abstained from voting.

Roll Call Vote

Elaine Ableidinger, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Nick Florian, abstained; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Becky Kwilinski, yes; Leo Marciniak, yes; John Morrison, yes; Sharon Priebe, yes; Patricia Rondeau, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 20, Nay 0, Abstained 1 Motion carried

Housing Development Ad-Hoc Committee – Ken Glasser

The Housing Development Ad-Hoc Committee will be doing a site visit of Clarecastle Senior Apartments in Clare on June 14, 2019.

Membership Committee – Lisa Salgat

No meeting. No report.

Personnel Committee – Pat Rondeau

No meeting. No Report.

OLD BUSINESS

No old business

NEW BUSINESS

No new business

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

The August board meeting will be held at Eagle Ridge Golf Course in Glennie, MI on August 2, 2019.

Motion by Chuck Varner to adjourn the meeting at 2:00 p.m. Support by Dave Wagner. All ayes, Motion carried.

Date Prepared: June 7, 2019

Date Approved: 8-2-19

Karen F. Gods
Board Secretary

8-2-19
Date