

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Indian River Golf Club Indian River, MI**  
**May 4, 2018**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:35 p.m. President Pete Hennard informed the Board of the passing of former Board member Jack Williams on April 20, 2018.

**ROLL CALL**

Lyn Behnke	Steve Lang
Alvin Clarke	Jennifer Lopez
Natalie Clarke	Leo Marciniak
Earl Corpe	Mark McKulsky
Chuck Corwin	John Morrison
Nick Florian	Leonard Page
Lee Gapczynski	Sharon Priebe
Jean Garratt	Corleen Proulx
Dan Gauthier	Richard Sangster
Kenneth Glasser	Dave Wagner
Pete Hennard	Gerald Wall
Patrick Kelly	Carol Wenzel

**Excused:** Stuart Bartlett, Nick Modrzynski, Patricia Rondeau, Lisa Salgat, Rose Walsh

**Absent:** Danielle Martz

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Liz Kowalski, Dorothy Pintar, Jim Robarge, Fran Whitney, Kristina Warner and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Sharon Priebe to approve the agenda as presented. Support by Mark McKulsky. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

None

Dan Gauthier 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 April 2018 draft meeting minutes
- b. Receive and file March 2018 Head Start Policy Council meeting minutes

is adopted as presented.

### **COMMUNICATION**

Trisha Grifka read communication from the Administration for Children & Families dated April 13, 2018 pertaining to the recent Office of Head Start onsite Pre-K Classroom Assessment Scoring System (CLASS®) review conducted from March 19, 2018 to March 22, 2018. CLASS® assesses interactions between children and teachers in three broad areas and ten elements of teacher-child interactions and measures those observed interactions on a seven point scale. Results of the recent CLASS® assessment were good.

**Motion** by Jean Garratt to receive and file correspondence dated April 13, 2018 from the Administration for Children & Families, Office of Head Start. Support by Lyn Behnke. All ayes, Motion carried.

### **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 April 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 as presented. Support by Steve Lang. All ayes, Motion carried.

**Program Presentation** – Liz Kowalski, Area Agency on Aging Special Projects Coordinator, presented a PowerPoint presentation on the Evidence Based Disease Prevention Programs available under the Area Agency on Aging.

### **COMMITTEE REPORTS**

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

The Program Planning and Evaluation Committee met jointly with the Early Childhood Services Committee to review and recommend for board approval the Head Start Transportation Waiver Request and the Head Start Contact Day Waiver Request for 20 of the Head Start locations. Information summaries for both items were included in the board mailing. The committee also reviewed and recommended for approval the Resolution to accept Emergency Solutions Grant funds in the amount of \$1,400.00 from Michigan State Housing Development Authority (MSHDA).

**Motion** by Alvin Clarke to approve the Head Start Transportation Waiver Request as presented. Support by Jean Garratt. All ayes, Motion carried.

**Motion** by Mark McKulsky to approve the Head Start Contact Day Waiver Request as presented. Support by Sharon Priebe. All ayes, Motion carried.

**Motion** by Mark McKulsky to approve the Resolution to accept Emergency Solutions Grant funds in the amount of \$1,400.00 from Michigan State Housing Development Authority (MSHDA). Support by Lyn Behnke. All ayes, Motion carried.

**Early Childhood Services Committee – Jean Garratt**

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

**Audit/Finance Committee – Ken Glasser**

The committee met prior to the regular meeting to review and recommend for approval the Head Start/Early Head Start purchasing card expenditures in the amount of \$38,455.14 and the Head Start Form 425 financial report. The committee discussed options for the purchase of a new cargo van for the Commodity Supplemental Food Program (CSFP) and The Emergency Food Assistance Program (TEFAP). The agreed upon amount shall not exceed \$45,000.00. It was suggested that half of the funds come from the corporate account and half from the food programs.

**Motion** by Ken Glasser to approve the Head Start Form 425 financial report as presented. Support by Richard Sangster. All ayes, Motion carried.

**Motion** by Ken Glasser to approve Head Start/Early Head Start purchasing card expenditures in the amount of \$38,455.14 as presented. Support by Alvin Clarke. All ayes, Motion carried

**Motion** by Ken Glasser to approve the purchase of a cargo van for the Commodity Supplemental Food Program (CSFP) and The Emergency Food Assistance Program (TEFAP) for an amount not exceed \$45,000 with half of the funds from the corporate account and half from the food programs. Support by Sharon Priebe.

**Roll Call Vote:**

Lyn Behnke, yes; Alvin Clarke, yes; Natalie Clarke, yes; Earl Corpe, yes; Chuck Corwin, yes; Nick Florian, yes; Lee Gapczynski, yes; Jean Garratt, yes; Dan Gauthier, yes; Ken Glasser, yes; Pete Hennard, yes; Patrick Kelly, yes; Steve Lang, yes; Jennifer Lopez, yes; Leo Marciniak, yes; Mark McKulsky, yes; John Morrison, yes; Leonard Page, yes; Sharon Priebe, yes; Corleen Proulx, yes; Richard Sangster, yes; Dave Wagner, yes; Gerald Wall, yes; Carol Wenzel, yes.

Yes 24 Nay 0  
Motion carried.

**Membership Committee – John Morrison**

The Membership Committee met to review a new private sector member application and a recommended Client Service consumer vacancy. Following discussion it was recommended to seek approval of both from the full Board.

**Motion** by Mark McKulsky to approve Kathleen Vichunas to fill a private sector vacancy. Support by Sharon Priebe. All ayes, Motion carried.

**Motion** by Mark McKulsky to approve Leo Marciniak as the Consumer Representative for the Client Services Policy Council. Support by Alvin Clarke. All ayes, Motion carried.

**Personnel Committee – Steve Lang**

The Personnel Committee met with Lisa Bolen to create a new goal/objective evaluation form for the Executive Director position. The committee plans to have the form completed for review at the June Board meeting.

**NEW BUSINESS**

**Housing Development Concept**

Lisa spoke to the Board about the need of expanding and diversifying NEMCSA’s current revenue sources and tap ideas to development multi-family rental housing by creating a for-profit subsidiary of NEMCSA. A fact sheet was distributed prior to the meeting.

Discussion

**Motion** by Leonard Page to form an exploratory committee of the Board to study the development of multi-family rental housing. Support by Earl Corpe.

Discussion

**Motion** by Leonard Page to amend the previous motion to include the Finance Committee & additional volunteers to explore the development of multi-family rental housing. Support by Earl Corpe. All ayes, Motion carried.

The June board meeting will be held at Eagle Ridge Golf Club in Glennie, MI on June 1, 2018.

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

Date Prepared: May 4, 2018

Date Approved: June 2, 2018

Karen L God  
Board Secretary

6-2-18  
Date