

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Sanctuary Inn Alpena, MI
December 2, 2016

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:42 p.m.

ROLL CALL

Rick Anderson/Alternate
Stuart Bartlett
Lyn Behnke
Earl Corpe
Lee Gapczynski
Jean Garratt
Bruce Gauthier
Kenneth Glasser
Mark Grantner
Thomas Green
Albert LaFleche
Pete Hennard
Mary Hess
Meagan Holmes

Melissa Holt
Steve Lang
Jennifer Lopez
Danielle Martz
John Morrison
Leonard Page
Corleen Proulx
Patricia Rondeau
John Smock
Kathleen Vichunas
Gerald Wall
Rose Walsh
Carol Wenzel
Virginia Zygiel

Excused: Carol Athan, Roger Houthoofd

Absent: Aubrey Haskill, Dawn Lawrence

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Tricia Grifka, Linda McGillis, Dorothy Pintar, Diane Price, Jim Robarge, Fran Whitney and Sue Zolnierek

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DISCLOSURES

None

Rick Anderson 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 to the board.
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 November 2016 draft meeting minutes
- b. Approval of the 2017 Board Meeting Calendar
- c. Receive and file Volunteer Program Advisory Council meeting minutes
- d. Receive and file RSVP Advisory Council meeting minutes

is adopted as presented

COMMUNICATION

President Pete Hennard advised the Board that NEMCSA's application to HUD to become a Certified Housing Counseling Agency was approved without the need to conduct Board member background checks. NEMCSA is currently under contract with MSHDA receiving HUD funds to provide Housing Counseling Services under the same guidelines therefore allowing our HUD application to be approved without delay. It was noted that the previously collected signature forms authorizing background checks have been destroyed.

COMMITTEE REPORTS

Directors Report – Lisa Bolen

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

Financial Report – Jim Robarge

Jim Robarge reviewed the Recorded Expenses as of November 30, 2016 for the Head Start/Early Head Start programs for the grant period February 1, 2016 through January 31, 2017.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Lyn Behnke. All ayes, Motion carried.

Program Presentation – Fran Whitney, Outreach and Communications Coordinator presented a live tutorial of the new website, board portal, logo and signage requirements. This presentation was a result of recommendations made from the group activity conducted at the December 2015 board meeting. Following Fran's presentation Board members participated in a second group activity utilizing the same 3 questions. Each group was asked to review, discuss and report on at least one question. All comments were verbally presented and then collected by staff for further review and implementation.

PROGRAM UPDATES

Program Planning and Evaluation Committee – Earl Corpe

No meeting. No report.

Audit/Finance Committee – Ken Glasser

No meeting. No report.

Membership Committee – John Morrison

The membership committee met prior to the regular board meeting to review two applications for the Private Sector vacancy. Following review and discussion a decision was rendered. Committee Chairperson, John Morrison will contact the selected candidate to ensure acceptance contingent on Board approval and then make recommendation for approval at the January 2017 meeting.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Megan Holmes

The Personnel Committee met with Executive Director, Lisa Bolen, and Administrative Services Director, Diane Price, prior to the regular meeting to review and discuss the Executive Director Employment Contract and Annual Evaluation. The committee recommended proposing a contract term of five years, an annual salary increase from \$105,000 to \$117,500.00 and merit increases subject to annual evaluation results. Contract language will be drafted to include the above recommendations, presented for attorney review and then presented for full board approval in January 2017. The committee also discussed several evaluation forms presented for review by the Administrative Services Director. Board members will receive the selected evaluation form in their January Board mailing. Discussion.

Motion by Gerald Wall to prepare the Executive Director Employment contract to include the following recommendations: a term of five years, an annual salary of \$117,500.00 and merit increases subject to annual evaluation and present it for attorney review. Support by Virginia Zygiel. All ayes, Motion carried.

INFORMATION ITEMS

New Business

No new business

The January board meeting will be held at DoubleTree River Front in Bay City on January 6, 2017.

Motion by Albert LaFleche to adjourn the meeting at 2:23 p.m. Support by Stuart Bartlett. All ayes, Motion carried.

Date Prepared: December 2, 2016

Date Approved: 1-6-17

Laura Z Godi
Board Secretary

1-6-17
Date