

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Huron Breeze Golf & Country Club, AuGres, MI
April 1, 2016

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 1:00 p.m.

ROLL CALL

Carol Athan	Pete Hennard
Stuart Bartlett	Mary Hess
Lyn Behnke	Steve Lang
Earl Corpe	Dawn Lawrence
Sue Flewelling	Sharon Priebe
Lee Gapczynski	Patricia Rondeau
Jean Garratt	Kathleen Vichunas
Bruce Gauthier	Gerald Wall
Kenneth Glasser	Rose Walsh
Mark Grantner	Carol Wenzel
Aubrey Haskill	Virginia Zygiel
Albert LaFleche	
Roger Houthoofd	

Excused: Meagan Holmes, Jennifer Lopez, Leonard Page, Corleen Proulx, John Smock

Absent: Melissa Holt

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Linda McGillis, Diane Price, Jim Robarge, Laurie Sauer, Kristen Walcheski and Sue Zolnerek

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DISCLOSURES

None

Lyn Behnke 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. President Pete Hennard welcomed Iosco County Commissioner Roger Houghoof to the Board of Directors.

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 March 2016 draft meeting minutes.
- b. Receive and File February 2016 Volunteer Program Group meeting minutes
- c. Receive and File March 2016 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read correspondence from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) stated that the In Progress Quality Assurance Monitoring visit dated March 8, 2016 has been closed. Any identified findings and or corrective action plans will be reviewed during the next monitoring visit.

President Hennard read correspondence from Danya International dated March 25, 2016. The Office of Head Start (OHS) will conduct an Environmental Health and Safety (EnvHS) monitoring review during the week of May 16, 2016. The correspondence indicates Mr. Joe Segura, an off-site Content Area Lead, has been assigned to oversee the on-site review process.

President Pete Hennard read correspondence from the State of Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) stated that the Onsite monitoring visit dated August 19, 2015 thru August 21, 2015 has been closed. Any identified findings and/or corrective action plans will be reviewed during the next scheduled monitoring visit.

President Pete Hennard read correspondence from the State of Michigan Department of Health and Human Services (MDHHS) in regards to the FY2016 Organizational Standards Monitoring Review conducted March 7th and 8th, 2016. Fifty eight out of 58 Standards have been met, 0 observations, 0 Standards not met and 2 administrative recommendations were identified.

Motion by Gerald Wall to receive and file correspondence from Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) and Dayna International. Support by Carol Athan. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa read highlights from the Directors report. Lisa noted Dale Huggler and the Alpena Boys and Girls Club Youth Volunteer Corp have been selected for the Community Action Volunteer Award to be presented at the Day at the Capital event on April 28, 2016. Lisa also noted that she will be attending the New Directors Conference in Chicago.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start statement of financial condition as of March 31, 2016 that was distributed prior to the meeting. Jim also noted that he has received the final audit and it will be available on the NEMCSA website and also on the Board Portal.

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

Program Presentation — Kristen Walcheski, Head Start Program Operations Manager presented a power point presentation on Child Outcome and Progress toward School Readiness Goals.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

No meeting. No report.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval March credit card expenditures, the agency-wide budget for FY 2016 and the Pension Audit Contract. The agency-wide budget was included in the board members mailing prior to the meeting.

Motion by Ken Glasser to approve the Pension Audit contract to Echelbarger, Himebaugh, Tamm & Co., P.C. (EHTC). Support by Dawn Lawrence. All ayes, Motion carried.

Motion by Ken to approve the agency wide budget for FY2016 as presented. Support by Steve Lang. All ayes, Motion carried.

Motion by Ken Glasser to approve March credit card expenditures as presented. Support by Rose Walsh. All ayes, Motion carried.

Membership Committee – John Morrison

No meeting. No report.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Megan Holmes

No meeting. No report.

NEW BUSINESS

No new business

Motion by Albert LaFleche to adjourn the meeting at 2:21p.m. Support by Steve Lang. All ayes, Motion carried.

The May Board meeting will be held at Rogers City Senior Center in Rogers City on May 6, 2016.

Date Prepared: April 1, 2015

Date Approved: May 6, 2016

Karen Godi
Board Secretary

5-6-16
Date