

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Virtual “TEAMS” Meeting**  
**February 5, 2021**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 10:00 a.m.

**ROLL CALL**

Geyer Balog	David Karschnick
Lyn Behnke	Sheila Malewska
John Chappa	Corleen Proulx
Chuck Corwin	Patricia Rondeau
Charles Finley	Lisa Salgat
Nick Florian	Richard Sangster
Jean Garratt	Craig Scott
Dan Gauthier	Chuck Varner
Ken Glasser	Kathleen Vichunas
Pete Hennard	Rose Walsh
Madeline Hibner	Carol Wenzel
Carey Jansen	

**Excused:** Elaine Ableidinger, Leo Marciniak, John Morrison

**Absent:** Tracy Johnson, Tina Schumacher, Jessica Volmering

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Tricia Grifka, Kimberlee Hincka, Cathy Macfalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Gina Bey, Kristina Warner, Fran Ommani and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Lyn Behnke to approve the agenda as presented. Support by Sheila Malewska.

**Roll Call**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Pat Rondeau, Lisa Salgat, Richard Sangster, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (22) No votes: (0) Abstained: (0) **Motion carried.**

**CONFLICT OF INTEREST DISCLOSURES**

None

President Hennard led the Board in the Pledge of Allegiance.

Ken Glasser provided reflections.

Sheila Malewska shared that Board Member, Leo Marciniak's wife passed away this past week.

### **INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

President Hennard welcomed Carey Jansen, Crawford County Commissioner, Geyer Balog, Montmorency County Commissioner and Craig Scott, Ogemaw County Commissioner.

### **PUBLIC COMMENT**

Guest Emil Bellenbaum from Roscommon County asked to speak. He indicated that on January 1, 2021 the Aging & Adult Services Agency (AASA) updated their Organizational Standards. Mr. Bellenbaum is concerned that the Roscommon County Council on Aging was not following the new standards relevant to background checks for staff.

### **ADMINISTRATIVE CONSENT AGENDA APPROVAL**

President Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. Ken Glasser asked that the December Board meeting minutes be moved to New Business for discussion – President Hennard stated that the Administrative Consent Agenda including the following items:

- a. Receive and file November 2020 Regional Council on Aging Minutes
- b. Receive and File December 2020 Retired Senior Volunteer Program (RSVP) Advisory Council Minutes

is adopted as presented.

### **COMMUNICATION**

President Hennard read correspondence dated December 14, 2020 from the Michigan Department of Health and Human Services (MDHHS) regarding the PY20 Annual Monitoring Report for the Weatherization Assistance Program. There were four findings identified during the monitoring review. All findings were address and considered resolved.

President Hennard read correspondence dated January 11, 2021 from the Michigan Department of Health and Human Services (MDHHS) Bureau of community Action & Economic Opportunity (BCAEO) indicating closure of the Weatherization Annual Quality Assurance Monitoring.

President Hennard read correspondence dated January 13, 2021 from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action and Economic Opportunity (BCAEO) indicating closure of the Organizational Standards monitoring.

President Hennard read correspondence dated January 21, 2021 from the Michigan Department of Health and Human Services signifying closure of the Financial monitoring.

President Hennard read correspondence dated February 3, 2021 from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) indicating closure of the BCAEO MVID 2102 monitoring.

**Motion** by John Chappa to receive and file all communication as presented. Support by Richard Sangster.

## **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Pat Rondeau, Lisa Salgat, Richard Sangster, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (22) No votes: (0) Abstained: (0) **Motion carried.**

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa read highlights from the Directors report.

### **Financial Report – Kimberlee Hincka**

Kimberlee reviewed the FY 2020 Head Start/Early Head Start recorded expenses for the seven-month award period July 1, 2020 through of January 31, 2021.

**Motion** by Ken Glasser to receive and file the financial report as presented. Support by Jean Garratt.

## **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Pat Rondeau, Lisa Salgat, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (20)\* No votes: (0) Abstained: (0) **Motion carried. – who left the meeting?**

\*Nick Florian and Richard Sangster was unavailable for the vote.

**Program Presentation** – Kristina Warner, Operations/Data Quality Analyst, presented the ROMA (Results Oriented Management and Accountability) report.

## **COMMITTEE REPORTS**

### **Program Planning and Evaluation Committee – Nick Florian**

Jean Garrett led the discussion of the Head Start Shared Governance. The committee recommended the Head Start Shared Governance for board approval.

**Motion** by Jean Garratt to approve the Head Start Shared Governance as presented. Support by Chuck Corwin.

## **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Pat Rondeau, Lisa Salgat, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (21)\* No votes: (0) Abstained: (0) **Motion carried.**

\*Richard Sangster was unavailable for the vote.

Richard Sangster left the meeting.

### **Audit/Finance Committee – Ken Glasser**

The Audit/Finance Committee met via TEAMS prior to the regular meeting to review and recommend for approval the December corporate American Express card expenditures in the amount of \$1,099.00, the October Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$47,898.03, the November Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$40,197.31, the October Wex Fuel Card expenditures in the amount of \$1,223.50 and the November Wex Fuel Card expenditures in the amount of \$697.00. In other business, NEMCSA will be receiving COVID-19 Emergency Rental Assistance (CERA) grant money for rental and utility assistance, more details will be available at the March board meeting. Ken also stated that the Finance department is in the process of rolling out their new software and the 2020 virtual audit is underway.

**Motion** by Ken Glasser to approve the December American Express credit card in the amount of \$1,099.00, the October Head Start/Early Head Start purchasing card expenditures totaling \$47,898.03, the November Head Start/Early Head Start purchasing card expenditures totaling \$40,197.31, the October Wex Fuel Card in the amount of \$1,223.50 and the November Wex Fuel Card in the amount of \$697.00 as presented. Support by Nick Florian.

### **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Lisa Salgat, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (20)\* No votes: (0) Abstained: (0) **Motion carried.**

\*Pat Rondeau and Richard Sangster was unavailable to vote.

Pat Rondeau left the meeting.

### **Housing Ad-Hoc Committee – Ken Glasser**

The committee met via TEAMS to discuss the purchase of Cheboygan Elementary School. Staff are in the process of preparing an application to the Office of Head Start for funding to purchase the building. Approval of the funding application for submission is targeted for the March board meeting. In other business, Iosco Regional Educational Service Agency (IRESA) has indicated they will not be renewing our lease for use of Head Start classrooms as they need the space we occupy. Staff are busy looking for relocation options. Alpena Public Schools has announced that the Gordon Road location is being put up for sale. Staff are reviewing options including moving to the Annex location if it is determined feasible. The food programs have outgrown the warehouse in Ossineke and are continuing to explore different locations. Staff are continuing to monitor the Head Start building in Omer which has some structural issues that will need to be addressed. It has been determined that the known structural issues are not severe enough to discontinue operations at this time. These issues will be addressed in the near future.

**Motion** by Ken Glasser to approve Lisa Bolen to draft and send a six-month notice letter of intent to quit to the Alpena Public Schools. Support by Nick Florian.

### **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska,

Corleen Proulx, Lisa Salgat, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (20)\* No votes: (0) Abstained: (0) **Motion carried.**

\*Pat Rondeau and Richard Sangster was unavailable to vote.

### **Membership Committee – Lisa Salgat**

The Membership committee met via TEAMS and recommended for approval Montmorency County Commissioner, Geyer Balog, Carey Jansen, Crawford County Commissioner and Craig Scott, Ogemaw County Commissioner as public sector representatives on the board.

**Motion** by Nick Florian to approve commissioners Geyer Balog, Carey Jansen and Craig Scott as public sector representatives on the board. Support by John Chappa.

### **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Lisa Salgat, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh, Carol Wenzel

Yes votes: (20)\* No votes: (0) Abstained: (0) **Motion carried.**

\*Pat Rondeau and Richard Sangster was unavailable to vote.

### **Early Childhood Services Committee – Jean Garratt**

The Early Childhood Services committee met jointly with the Program Planning & Evaluation committee.

### **Personnel Committee – Lyn Behnke**

No meeting. No report

### **Corporate Compliance Committee – Carol Wenzel**

The committee met via TEAMS. Pete Hennard reported there were no action items. It was noted that the 2020 Clinical Quality Assurance Review (CQAR) has been received. The agency received 100% compliancy in 6 of 16 focus areas, 90% - 99.99% compliancy in 8 of 16 focus areas and 3.88 compliance out of 3.26-4.00. Very positive comments were received from the review team.

### **New Business**

Draft December meeting minutes – It was noted that Charles Finley and Pat Rondeau's name were listed on the roll call while their names were also listed as excused. Both members were excused prior to the December meeting. The minutes have been updated to reflect this change.

**Motion** by Ken Glasser to approve the minutes as amended. Support by Carey Jansen.

### **ROLL CALL**

Geyer Balog, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, Carey Jansen, Dave Karschnick, Sheila Malewska, Corleen Proulx, Lisa Salgat, Craig Scott, Chuck Varner, Kathleen Vichunas, Rose Walsh,

Yes votes: (19)\* No votes: (0) Abstained: (0) **Motion carried.**  
Pat Rondeau, Richard Sangster and Carol Wenzel was unavailable to vote.

The March board meeting will be held at via TEAMS on March 5, 2021 at 10:00 am.

**Motion** by Chuck Finley to adjourn the meeting at 11:58 am. Support by Craig Scott. All ayes,  
Motion carried.

Date Prepared: February 5, 2021

Date Approved: March 5, 2021



Board Secretary

03/11/2021

Date