

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Kirtland Community College-Grayling Campus, Grayling, MI**  
**September 6, 2019**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:38 p.m.

**ROLL CALL**

Elaine Ableidinger  
Lyn Behnke  
John Chappa  
Earl Corpe  
Chuck Corwin  
Nick Florian  
Jean Garratt  
Kenneth Glasser  
Pete Hennard  
David Karschnick  
Jennifer Lopez-Suess  
Leo Marciniak

Renee Miller  
John Morrison  
Sharon Priebe  
Patricia Rondeau  
Lisa Salgat  
Richard Sangster  
Chuck Varner  
Kathleen Vichunas  
Dave Wagner  
Gerald Wall  
Rose Walsh

**Excused:** Jenny David, Charles Finley, Dan Gauthier, Becky Kwilinski, Tina Schumacher, Carol Wenzel

**Absent:** Aubrey Haskill

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Kimberlee Hincka, Gina Bey, Tricia Grifka, Stacie Nielsen, Dorothy Pintar, Jim Robarge, Kristina Warner, Fran Whitney and Sue Zolnierok

**APPROVAL OF AGENDA**

**Motion** by Richard Sangster to approve the agenda as presented. Support by Nick Florian. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

Nick Florian stated that he would abstain from voting on the resolution to update bank signature cards because of his affiliation with Huntington Bank.

Elaine Ableidinger 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 Pete Hennard welcomed Sue Allor, 106 District State Representative, Daire Rendon 103 District State Representative, Phillip Seybert of P.S. Equities, Inc., and Lori Pung, of Pung Rental Housing Consultants, LLC.

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 August 2019 draft meeting minutes
  - b. Receive and file August 2019 Volunteer Program Advisory Council meeting minutes
- is adopted as presented.

## **COMMUNICATION**

President Pete Hennard read correspondence dated July 24, 2019 from the Aging and Adult Services Agency, concerning the Region 9 Area Agency on Aging on-site assessment conducted on July 22, 2019. The assessment covered the Area Agency on Aging Assessment Guide, sample tools and protocols and a review of changes, improvements and/or corrections that have been made since the previous assessment. There were no items of non-compliance identified.

President Pete Hennard read correspondence dated July 30, 2019 from the Bureau of Community Action & Economic Opportunity regarding the recent programmatic monitoring review. The desk review was conducted from July 12, 2019 – July 19, 2019 and included CSBG and Weatherization. There were no administrative recommendations or findings identified.

President Pete Hennard read correspondence dated August 1, 2019 from the Bureau of Community Action & Economic Opportunity regarding the 3rd Quarter Community Action Agency Quarterly Report for FY 19. The report shows that CSBG spending is on target, the Community Needs Assessment is current, there are no board vacancies, and the organizational standards have all been met for 2019. From October 1, 2018 through June 30, 2019 the agency completed 681 outcomes and 1,003 services and served 1,050 clients.

President Pete Hennard read correspondence dated August 9, 2019 from the Administration for Children & Families, Office of Head Start providing guidance on the requirements for submission of an application to operate Head Start and/or Early Head Start programs. The grant has been designated for competition and the application is due November 1, 2019.

**Motion** by Pat Rondeau to receive and file all communication. Support by Jean Garratt. 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 – Jim Robarge**

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of August 31, 2019 and the School Success Program expenses recorded through August 31, 2019. The report was distributed prior to the meeting.

**Motion** by Chuck Corwin to receive and file the financial report as presented. Support by Lyn Behnke. All ayes, Motion carried.

**Program Presentations** – Dr. Mark Sloane, from the Children’s Trauma Assessment Center at Western Michigan University presented in a video conference on his work with the School Success Program and the Children’s Trauma Assessment Center.

Phillip Seybert, P.S. Equities, Inc. and Lori Pung, Pung Rental Housing Consultants, LLC gave a presentation on the proposed senior housing development project.

**COMMITTEE REPORTS**

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

The committee met prior to the regular meeting to review and recommend for approval a resolution to accept Emergency Solutions Grant (ESG) funds from Michigan State Housing Development Authority (MSHDA).

The committee also met with Gina Bey, Associate Area on Aging Director, to review the MI Choice Waiver program including the Waiver Provider Meeting held on September 5, 2019. Gina also reviewed the results of an on-site assessment that was conducted by the Aging and Adult Services Agency (AASA).

**Motion** by Nick Florian to approve acceptance of the Emergency Solutions Grant (ESG) funds from Michigan State Housing Development Authority (MSHDA) as presented. Support by Lyn Behnke.

**Roll Call**

Elaine Ableidinger, yes; Lyn Behnke, yes; John Chappa, yes; Chuck Corwin, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Leo Marciniak, yes; Renee Miller, yes; John Morrison, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Rose Walsh, yes.

Yes 19, Nay 0, Motion Carried

**Early Childhood Committee – Jean Garratt**

No meeting. No report.

**Audit/Finance Committee – Ken Glasser**

The committee met prior to the regular meeting to review and recommend for Board approval of the July and August American Express corporate credit card expenditures totaling \$2,379.97, the June Head Start/Early Head Start purchasing card expenditures in the amount of \$20,779.73, the June Wex fuel card in the amount of \$5,011.94 and the July Wex fuel card in the amount of \$839.74.

**Motion** by Ken Glasser to approve the July and August American Express corporate credit card expenditures totaling \$2,379.97 as presented. Support by Pat Rondeau. All ayes, Motion carried.

**Motion** by Ken Glasser to approve the June Head Start/Early Head Start Purchasing card expenditures in the amount of \$20,779.73 as presented. Support by Leo Marciniak. All ayes, Motion carried.

**Motion** by Ken Glasser to approve the June Wex fuel card in the amount of \$5,011.94 and the July Wex fuel card in the amount of \$839.75 as presented. Support by Chuck Varner. All ayes, Motion carried.

The committee also reviewed and recommended for approval an amended resolution to update the bank signature cards.

**Motion** by Ken Glasser to approve the amended resolution to update the bank signature cards as presented. Support by Elaine Ableidinger.

#### **Roll Call**

Elaine Ableidinger, yes; Lyn Behnke, yes; John Chappa, yes; Nick Florian, abstained; Jean Garratt, yes; Chuck Corwin, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Leo Marciniak, yes; Renee Miller, yes; John Morrison, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Rose Walsh, yes.

Yes 18, Nay 0, Abstained 1 – Nick Florian, Motion carried

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

The committee met jointly with the Program Planning and Evaluation committee to discuss entering into a contract with Phil Seybert of P.S. Equities, Inc. The committee wanted to do its due diligence and contacted additional northern Michigan developers and received no response. The committee recommends approval to spend up to \$50,000.00 and enter into a contract with P. S. Equities, Inc. to begin the process of building affordable senior housing.

**Motion** by Ken Glasser to enter into a contract with Phil Seybert owner of P.S. Equities, Inc. to act as developer in the proposed affordable housing project. Support by Nick Florian.

Discussion

**Motion** by Chuck Corwin that the previous motion be amended to add the verbiage “senior” housing. Support by Kathleen Vichunas. All ayes. Motion carried.

Continued discussion

#### **Roll Call**

Elaine Ableidinger, yes; Lyn Behnke, yes; John Chappa, yes; Chuck Corwin, yes; Nick Florian, yes; Jean Garratt, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Leo

Marciniak, yes; Renee Miller, yes; John Morrison, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Rose Walsh, yes.

Yes 19, Nay 0, Motion carried

**Membership Committee – Lisa Salgat**

No meeting. No report.

**Personnel Committee – Pat Rondeau**

The Personnel Committee met with President Pete Hennard prior to the regular Board meeting to discuss the upcoming Executive Director evaluation. The committee discussed two options; conduct the evaluation internally or hire someone to do it. Following discussion, the committee asked that Karen Godi prepare an RFP for use to determine cost of conducting the current year evaluation, preparing a policy and procedure for future annual evaluations and review of the position description which is required every 5 years. Once cost has been determined, a recommendation will be brought forward for Board approval.

**Motion** by Richard Sangster to seek RFP’s for Executive Director evaluation, process policy and job description review. Support by John Chappa. Gerald Wall – no. Motion carried.

**OLD BUSINESS**

No old business

**NEW BUSINESS**

No new business

The October board meeting will be held at BJ’s Restaurant in Gaylord, MI on October 4, 2019.

**Motion** by Chuck Varner to adjourn the meeting at 2:34 p.m. Support by Dave Karschnick. All ayes, Motion carried.

Date Prepared: September 6, 2019

Date Approved: 10-4-2019

Karen Godi  
Board Secretary

10-4-2019  
Date