

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Eagle Ridge Golf Club, Glennie, MI**  
**June 3, 2016**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:35 p.m.

**ROLL CALL**

Carol Athan  
Stuart Bartlett  
Earl Corpe  
Sue Flewelling  
Lee Gapczynski  
Jean Garratt  
Bruce Gauthier  
Kenneth Glasser  
Mark Grantner  
Albert LaFleche  
Pete Hennard  
Mary Hess  
Roger Houthoofd

Steve Lang  
Dawn Lawrence  
John Morrison  
Sharon Priebe  
Corleen Proulx  
Patricia Rondeau  
John Smock  
Kathleen Vichunas  
Gerald Wall  
Rose Walsh  
Carol Wenzel  
Virginia Zygiel

**Excused:** Lyn Behnke, Aubrey Haskill, Meagan Holmes, Jennifer Lopez

**Absent:** Melissa Holt, Leonard Page

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Susan Bowen, Karen Godi, Linda McGillis, Dorothy Pintar, Diane Price, Jim Robarge, Laurie Sauer, and Sue Zolnierek

**APPROVAL OF AGENDA**

**Motion** by Carol Athan to approve the agenda as presented. Support by Roger Houthoofd. All ayes, Motion carried.

**CONFLICT OF INTEREST DISCLOSURES**

Ken Glasser – disclosed that his wife owns a home health care business that receives funding from the MI Choice Waiver Program. Ken asked that the conflict be noted and stated that he will abstain from voting on submission of the 2017 Multi Year Implementation Plan.

Bruce Gauthier led the Board in the Pledge of Allegiance.  
Gerald Wall 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. Pete Hennard introduced Dan Doezema from the Office of Services to the Aging (OSA).

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 May 2016 draft meeting minutes
- b. Receive and file May Head Start Policy Council meeting minutes
- c. Receive and file May Regional Council on Aging meeting minutes
- d. Receive and file May Client Services Policy Council meeting minutes
- e. Receive and file May Volunteer Program Advisory Council meeting minutes

is adopted as presented.

### **COMMUNICATION**

President Pete Hennard read correspondence from the Administration for Children and Families received on June 2, 2016. A desk monitoring follow up review was held on November 4, 2014 for the Head Start and Early Head Start programs. The written report indicates that all previously identified findings have been corrected and closed. No further action is required.

**Motion** by Albert LaFleche to receive and file the desk monitoring review received June 2, 2016. Support by Carol Athan. All ayes, Motion carried.

### **INFORMATION ITEMS**

Dan Doezema spoke on the Evidence Based Powerful Tools for Caregivers program. Three people from this area have taken the training for the Evidence Based Powerful Tools for Caregivers. Dan also spoke of Creating Aging Friendly Communities. The Aging & Adult Services Agency offers communities across the state the chance to be recognized for engaging in an assessment and improvement planning. The Communities for a Lifetime (CFL) program is part of a broader national movement called Creating Aging Friendly Communities and was developed by the Michigan Commission on Services to the Aging in 2007 with input from the State Advisory Council on Aging. Gaylord and Alpena have been recognized as CFL since 2007.

#### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report distributed prior to the meeting. Lisa also mentioned the Human Resources Department 2015 Annual Report that was included in the board mailing.

#### **Financial Report – Jim Robarge**

Jim Robarge reviewed the Administrative Funding Statement of Financial Condition for fiscal year ending September 30, 2015 and the Head Start and Early Head Start recorded expenses as of May 31, 2016. Both reports were distributed prior to the meeting.

**Motion** by Ken Glasser to receive and file the Administrative Funding Statement of Financial Condition report and the Head Start Early Head Start Recorded Expenses as presented. Support by Albert LaFleche. All ayes, Motion carried.

**Program Presentation** – Laurie Sauer, Area Agency on Aging Director and Susan Bowen, Planning and Volunteer Coordinator

Susan Bowen provided a presentation on the Region 9 Area Agency on Aging Draft 2017 Multi Year Implementation Plan (AIP).

### **COMMITTEE REPORTS**

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

The committee met prior to the regular meeting to review and recommend for approval the Region 9 Area Agency on Aging Draft 2017 Multi Year Implementation Plan (AIP).

**Motion** by Earl Corpe to submit Area Agency on Aging Draft 2017 – 2019 Multi Year and Annual Implementation Plan as presented. Support by Dawn Lawrence. All ayes, Motion carried.

The Early Childhood Services Ad Hoc Committee held a joint meeting with the Program Planning and Evaluation Committee to review and recommend for approval the Head Start Transportation Waiver Request, Head Start/Early Head Start COLA Supplemental Funding request, Head Start Extended Duration Funding Application and the Head Start Leasehold Improvement Request.

**Motion** by Roger Houthoofd to approve submittal of the Head Start Transportation Waiver Request as presented. Support by Rose Walsh. All ayes, Motion carried.

**Motion** by Rose Walsh to approve submittal of the Head Start/Early Head Start COLA Supplemental Funding Request as presented. Support by Jean Garratt. All ayes, Motion carried.

**Motion** by Dawn Lawrence to approve submittal of the Head Start Extended Duration Funding Application as presented. Support by Jean Garratt. All ayes, Motion carried.

**Motion** by Rose Walsh to approve submittal of the Head Start Leasehold Improvement Request as presented. Support by Kathleen Vichunas. All ayes, Motion carried.

**Audit/Finance Committee – Ken Glasser**

The committee met prior to the regular meeting to review and recommend for approval the May credit card expenditures in the amount of \$1,096.66.

**Motion** by Ken Glasser to approve the credit card expenditures in the amount of \$1,096.66 as presented. Support by Albert LaFleche. All ayes, Motion carried.

**Membership Committee – John Morrison**

John Morrison reported that Sue Flewelling has been reappointed to the Board by the Client Services Policy Advisory Committee and the Foster Grandparent/Senior Companion Advisory Group has reappointed Pat Rondeau to the Board of Directors.

The committee also received a notice of interest and application from Thomas Green, Otsego County, to fill a Private Sector vacancy on the Board. The committee reviewed and discussed his qualifications and recommend him for approval to the full board.

**Motion** by Earl Corpe to approve Thomas Green from Otsego County to fill a Private Sector vacancy on the Board of Directors. Support by Bruce Gauthier. All ayes, Motion carried.

**Personnel Committee – Steve Lang**

The Employee Handbook has been reviewed by the attorney to incorporate comments from the Personnel Committee at the May Board of Directors meeting, as he saw appropriate.

**OLD BUSINESS**

The Personnel Committee met prior to the meeting to review and recommend the Employee Handbook for approval to the full board.

**Motion** by Steve Lang to approve the Employee Handbook as presented. Support by Bruce Gauthier. All ayes, Motion carried.

**NEW BUSINESS**

No new business

There will be no board meeting in the month of July.

The August board meeting will be held at Grayling Country Club in Grayling, MI on August 5, 2016.

**Motion** by Bruce Gauthier to adjourn the meeting at 1:52 p.m. Support by Albert LaFleche. All ayes, Motion carried.

Date Prepared: June 3, 2016

Date Approved: 8-5-16

Lauren J. Mad...  
Board Secretary

8-5-16  
Date