

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
BJ's Restaurant Gaylord, MI
March 1, 2019

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:41 p.m. President Hennard welcomed Craig Johnson, Alcona County Commissioner.

ROLL CALL

Kevin Burr	John Morrison
Earl Corpe	Sharon Priebe
Chuck Corwin	Corleen Proulx
Jenny David	Patricia Rondeau
Nick Florian	Lisa Salgat
Jean Garratt	Tina Schumacher
Kenneth Glasser	Kathleen Vichunas
Aubrey Haskill	Dave Wagner
Pete Hennard	Gerald Wall
Rebecca Kwilinski	Rose Walsh
Mark McKulsky	Carol Wenzel

Excused: Dan Gauthier, Jennifer Lopez, Leo Marciniak, Shiree Robidou, Richard Sangster, Chuck Varner

Absent: John Chappa, Steve Lang

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Karen Kelsey, Dorothy Pintar, Jim Robarge, Laurie Sauer, Jeff Weiland, Fran Whitney, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Chuck Corwin to approve the agenda as presented. Support by Mark McKulsky. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Kevin Burr 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 Hennard introduced Sue Allor, Michigan Representative from the 106th District and Jean Christenson, CPA with the accounting firm Wipfli CPA's and Accountants.

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. None being noted – President Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of February 2019 draft meeting minutes:
- b. Receive and file February 2019 FGP/SCP Community Advisory Group meeting minutes
- c. Receive and file January 2019 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Hennard read communication from the Michigan Department of Health and Human Services Bureau of Community Action & Economic Opportunity, dated February 20, 2019, which included NEMCSA's Community Action Agency Quarterly Report results for the period October 1, 2018 thru December 31, 2018. The report is comprised of CSBG related activities reported in the first quarter of the fiscal year. Items reviewed included: CSBG expenditures, Community Needs Assessments, Tri Partite Board, Organizational Standards and individual/family outcomes and services. No concerns were noted in the report.

Motion by Gerald Wall to receive and file communication from the Michigan Department of Health and Human Services Bureau of Community Action & Economic Opportunity dated February 20, 2019 regarding NEMCSA's Community Action Agency Quarterly report as presented. Support by Earl Corpe. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa read highlights from the Directors report that was distributed prior to the meeting. Lisa announced that Val Williams will be leaving her position as the Housing and Client Services Director.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses through February 28, 2019. The report was distributed prior to the meeting.

Motion by Jean Garratt to receive and file the Head Start/Early Head Start recorded expenses through February 28, 2019 as presented. Support by Mark McKulsky. All ayes, Motion carried.

Program Updates - Agency Audit Report Presentation – Jean Christensen, CPA, Wipfli CPA's and Consultants

Jim Robarge introduced Jean Christensen, CPA, with Wipfli CPA's and Consultants. Jean conducted the agency wide audit and presented the results to the full board for the fiscal year ending September 30, 2018. Jean indicated that she had met with the Audit Finance committee just prior to the board meeting to review the information in detail. Jean highlighted the results of the audit to the full board in a PowerPoint presentation. Jean finished by thanking Jim, Karen and Jeff for working with her to complete this process.

Jim Robarge thanked the audit firm and their staff, specifically Jean Christensen who was the onsite reviewer, the Program Directors for their cooperation throughout the audit process and accounting staff, Karen Kelsey and Jeff Weiland for their hard work on behalf of the agency. Jim commented that he was pleased to have such a great staff also including Jane Ann Mischloney, Accounts Payable Specialist, Karen Kelly, Payroll and Benefits Administrator and Mary Kinsel, Contracts/Property Management.

Jim Robarge announced that Karen Kelsey, Accounting Director, will be retiring in July of 2019.

Lisa Bolen also thanked the Accounting staff for their work on the audit.

Motion by Gerald Wall to approve the draft fiscal year 2018 audit as presented. Support by Sharon Priebe. All ayes, Motion carried.

Michigan Representative, Sue Allor, who was present for the beginning of the meeting, asked Frances Whitney to provide information on the website <https://www.reduceiratesnow.com/>. Representative Allor recommended review of this site for information on the high cost of auto insurance in Michigan.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The Program Planning and Evaluation Committee met prior to the regular meeting to review the MI Choice Waiver program with Laurie Sauer, Area Agency on Aging Director and Gina Bey, Area Agency on Aging Associate Director.

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the corporate American Express credit card expenditures in the amount of \$3,837.24, the Head Start/Early Head Start purchasing card expenditures in the amount of \$29,602.20 and the Wex Fuel Card in the amount of \$3,042.50. The committee also reviewed and recommended for approval a 2 year contract with Wipfli CPA's and Accountants to complete the agency wide audit.

Motion by Ken Glasser to approve the corporate American Express credit card expenditures in the amount of \$3,837.24 as presented. Support by Patricia Rondeau. All ayes, Motion carried.

Motion by Ken Glasser to approve the Head Start/Early Head Start purchasing card expenditures in the amount of \$29,602.20 as presented. Support by Mark McKulsky. All ayes, Motion carried.

Motion by Ken Glasser to approve the Head Start/Early Head Start Wex Fuel Card expenditures in the amount of \$3,042.50 as presented. Support by Gerald Wall. All ayes, Motion carried.

Motion by Ken Glasser to approve a 2 year contract with Wipfli CPA's and Accountants to conduct the agency-wide audit with fees to be negotiated by senior management. Support by Mark McKulsky. All ayes, Motion carried.

Membership/Governance Committee – Lisa Salgat

The Membership/Governance Committee met prior to the regular meeting to discuss a variety of items including a Board resignation, approval of new members and reimbursement limits for interested individuals invited to attend meetings for orientation.

Motion by Earl Corpe to place a 3 meeting limit on mileage reimbursement for potential board members invited to attend meetings through the orientation process. Reimbursement to be effective beginning November 2, 2018. Support by Sharon Priebe. All ayes, Motion carried.

Motion by Sharon Priebe to approve the resignation of Steve Lang. Support by Earl Corpe. All ayes, Motion carried.

President Hennard asked that a letter be sent to Steve thanking him for his service to the Board of Directors.

Motion by Earl Corpe to approve Lyn Behnke to fill the private sector vacancy created by the resignation of Steve Lang. Support by Sharon Priebe. All ayes, Motion carried.

Motion by Earl Corpe to approve new members Kevin Burr, John Chappa, Jenny David, and Chuck Varner as public sector members on the board. Support by Pat Rondeau. All ayes, Motion carried.

Motion by Gerald Wall to approve new Head Start Policy Council members Aubrey Haskill, Shiree Robidou and Tina Schumacher as consumer members on the board. Support by Earl Corpe. All ayes, Motion carried.

Lisa Salgat announced that a full board orientation will be held at the Ogemaw Senior Center on Friday, April 5th starting at 9:30 a.m.

Early Childhood Services Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Patricia Rondeau

The Personnel Committee met prior to the Board meeting to review and discuss updates to the Employee Handbook and review of the Executive Director Employment contract dates.

The committee discussed a previous board motion regarding a wage increase for the Executive Director. The motion stated her increase would be effective January 1, 2019. Upon review of the employment contract dates, it was discovered that the contract runs from February 1 – January 31. The committee recommends that the previous motion be amended to make the wage increase effective February 1, 2019, consistent with the contract dates.

Motion by Dave Wagner to amend the previously approved motion changing the wage increase effective date to February 1, 2019. Support by Earl Corpe. All ayes, Motion carried.

Motion by Patricia Rondeau to approve the Employee Handbook as presented. Support by Rose Walsh. All ayes, Motion carried.

Housing Ad-Hoc Committee – Ken Glasser

The committee is scheduled to meet following the board meeting.

INFORMATION ITEMS

New Business

President Hennard thanked each of the board members, by name, for coming to the meeting.

The April board meeting will be held at Ogemaw Senior Center in West Branch on April 5, 2019.

Motion by Dave Wagner to adjourn the meeting at 1:36 p.m. Support by Rose Walsh. All ayes, Motion carried.

Date Prepared: March 1, 2019

Date Approved: _____

Board Secretary

Date