

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Jay's Conference Room Gaylord, MI
March 6, 2020

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:34 p.m.

ROLL CALL

Elaine Ableidinger	Leo Marciniak
Lyn Behnke	Sharon Priebe
Jenny David	Corleen Proulx
Charles Finley	Elizabeth Quesenberry
Nick Florian	Lisa Salgat
Jean Garratt	Tina Schumacher
Kenneth Glasser	Chuck Varner
Pete Hennard	Kathleen Vichunas
David Karschnick	Gerald Wall
Albert LaFleche	Rose Walsh

Excused: John Chappa, Chuck Corwin, Madeline Hibner, Tracy Johnson, Renee Miller, John Morrison, Pat Rondeau, Carol Wenzel

Absent: Dan Gauthier

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Ilene Fanzini, Kimberlee Hincka, Dorothy Pintar, Laurie Sauer, Fran Whitney, Alex Wisniewski and Sue Zolnierek

APPROVAL OF AGENDA

President Hennard asked that Facilities be added to New Business.

Motion by Chuck Varner to approve the agenda as amended. Support by Lyn Behnke. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Corleen Proulx led the Board in the Pledge of Allegiance.
Gerald Wall provided the blessing for the meal.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves. President Hennard introduced Jean Christensen, CPA with accounting firm Wipfli CPA's and Consultants. Laurie Sauer introduced Dan Dozema, Field Representative at Office of Services to the Aging (OSA). Dan will be retiring in April 2020. Laurie also welcomed Janet Adams. Janet is the Director of Nursing for Compassionate Care Home Health.

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 February 2020 draft meeting minutes:
- b. Receive and file February 2020 FGP/SCP Community Advisory Group meeting minutes
- c. Receive and file January 2020 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read communication dated February 25, 2020 from the State of Michigan Department of Health and Human Services (MDHHS) regarding the State Technical Assessment Report (STAR) for FY 2019. NEMCSA received a 4.44 – Good Standing.

Motion by Nick Florian to receive and file communication from the State of Michigan Department of Health and Human Services (MDHHS) State Technical Assessment Report (STAR) as presented. Support by Albert LaFleche. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa read highlights from the Directors report that was distributed prior to the meeting.

Financial Report – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expenses as of January 31, 2020 for FY 2020 and the Head Start/Early Head Start recorded expenses as of February 29, 2020 for the five-month award. Kimberlee also reviewed the financial standings for Region 9 Area Agency on Aging as of December 31, 2019. The reports were distributed prior to the meeting.

Motion by Jean Garratt to receive and file the financial reports as presented. Support by Dave Karschnick. All ayes, Motion carried.

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

Jean Christensen conducted the agency wide audit and presented the results to the full board for the year ending September 30, 2019. Jean indicated that she met with the Audit Finance Committee just prior to the board meeting to review information in detail. Jean presented the audit via a PowerPoint presentation. Jean finished by thanking the accounting department for working with her to complete this process.

Motion by Ken Glasser to approve the 2019 audit as presented. Support by Gerald Wall. All ayes, Motion carried.

COMMITTEE REPORTS

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the January American Express corporate credit card expenditures in the amount of

\$3,125.19, the December Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$38,676.47 and the January the Wex Fuel Card in the amount of \$2,205.99.

Motion by Ken Glasser to approve the January American Express corporate credit card expenditures totaling \$3,125.19 as presented. Support by Gerald Wall. All ayes, Motion carried

Motion by Ken Glasser to approve the Head Start/Early Head Start Fifth Third purchasing card expenditures totaling \$38,676.47 as presented. Support by Richard Sangster. All ayes, Motion carried.

Motion by Ken Glasser to approve the Head Start/Early Head Start Wex Fuel Card expenditures totaling \$2,205.99 as presented. Support by Rose Walsh. All ayes, Motion carried.

Housing Ad-Hoc Committee – Ken Glasser

The committee planned to meet following the regular meeting.

Early Childhood Services Committee – Jean Garratt

The Early Childhood Services Committee met prior to the regular meeting to review and recommend for approval the Head Start Policy Council Reimbursement Policy and Procedures.

Motion by Jean Garratt to approve the Head Start Policy Council Reimbursement Policy and Procedures as presented. Support by Richard Sangster. All ayes, Motion carried.

Membership/Governance Committee – Lisa Salgat

The Membership/Governance Committee met prior to the regular meeting to review and recommend for approval a new consumer representative from the Foster Grandparent Program (FGP) advisory council to replace the previous member who resigned. The committee also discussed proposed changes to the by-laws.

Motion by Corleen Proulx to approve Madeline Hibner consumer representative from the Foster Grandparent Program (FGP) advisory council as presented. Support by Nick Florian. All ayes, Motion carried.

Corporate Compliance Committee – Jean Garratt

The committee met at 11:00 am prior to the full Board of Director meeting to review the Annual Managed Care Program Integrity Plan FY 2020. The MI Choice Program Integrity Plan for NEMCSA Region 9 AAA defines the processes and procedures for prevention, detection and correction of potential fraud, waste and abuse of Medicaid funds within the MI Choice Waiver Program. Gina also reviewed the Fraud Referral Form.

Personnel Committee – Lyn Behnke

The committee met prior to the regular meeting to conclude the Executive Director evaluation process. Lyn announced that the Executive Director evaluation was complete. Executive Director Lisa Bolen earned a Highly Satisfactory rank for 2018-2019. The committee recommended a 2% increase in Lisa's salary. The same increase received by all staff. The increase would be retroactive to February 1, 2020. President Hennard thanked the committee for their diligence and work on the Executive Director evaluation process.

Motion by Richard Sangster for Executive Director, Lisa Bolen to receive a 2% pay increase retroactive to February 1, 2020. Support by John Chappa.

Roll Call

Elaine Ableidinger, yes; Lyn Behnke, yes; Jenny David, yes; Charles Finley, yes; Nick Florian, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Albert LaFleche, yes; Sharon Priebe, yes; Corleen Proulx, yes; Elizabeth Quesenberry, yes; Lisa Salgat, yes; Richard Sangster, yes; Tina Schumacher, yes; Chuck Varner, yes; Kathleen Vichunas, yes; Gerald Wall, yes; Rose Walsh, yes.

Yes 20, Nay 0, Motion carried.

Program Planning and Evaluation Committee – Nick Florian

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Community Needs Assessment. Kristina Warner, Operations/Data Quality Analyst, presented the Community Needs Assessment at the February Board meeting. The Committee also reviewed and recommended for approval the revised Retired Senior Volunteer Program (RSVP) Bylaws.

Motion by Nick Florian to approve the Community Needs Assessment as presented. Support by Lyn Behnke. All ayes, Motion carried.

Motion by Nick Florian to approve the Retired Senior Volunteer Program (RSVP) Bylaws as presented. Support by Richard Sangster. All ayes, Motion carried.

INFORMATION ITEMS

New Business

Facilities

The Housing/Facilities Ad-Hoc Committee will meet on Friday March 27, 2020 in Alpena. The meeting will be held at St John the Baptist Catholic Church in Alpena. All board members are invited to attend.

The April board meeting will be held at Forwards Conference Center in West Branch on April 3, 2020.

Motion by Albert LaFleche to adjourn the meeting at 1:53 p.m. Support by Lisa Salgat. All ayes, Motion carried.

Date Prepared: March 6, 2020

Date Approved: 6-5-2020

Karen L. Good
Board Secretary

6-5-2020
Date