

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Jay's Conference Room, Gaylord, MI
February 4, 2022

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:47 p.m.

ROLL CALL

Geyer Balog	David Karschnick
Lyn Behnke	Julie Kendrick
John Chappa	Sheila Malewska
Terry Dutcher	Leo Marciniak
Rebecca Elston	John Morrison
Dennis Fay	Karen Pomeroy
Nick Florian	Patricia Rondeau
Tammy Frisbie	Lisa Salgat
Jean Garratt	Richard Sangster
Ken Glasser	Chuck Varner
Duncan Gray	Kathleen Vichunas
Pete Hennard	Carol Wenzel

Excused: Dan Gauthier, Craig Scott (TEAMS)

Absent: Jeanette Motter

Quorum present - yes

Staff Members Present:

Lisa Bolen, Tricia Grifka, Cathy Macfalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Gina Bey, Jodie Baker, Jeff Wieland, Heidi Powers, Kristen Wisniewski, Amanda Bergeron, Traci Schuelke and Sue Zolnierek

APPROVAL OF AGENDA

President Pete Hennard asked that vaccine mandate discussion with attorney Greg Meihn be added to 1A of the Agenda and Jean Garratt asked that Head Start Operations Procedures be added to under Committee Reports, Program Planning & Evaluation committee 2a.

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

CONFLICT OF INTEREST DISCLOSURES

None

John Morrison provided the blessing for the meal.

Pete Hennard led the Board in the Pledge of Allegiance.

John Morrison provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves.

Public Comment

Board member Terry Dutcher, Iosco County Commissioner, thanked NEMCSA for the office furniture.

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 Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of December 2021 draft meeting minutes
- b. Receive and file November 2021 Regional Council on Aging meeting minutes
- c. Receive and File December 2021 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Pete Hennard read correspondence dated January 10, 2022 from the Bureau of Community Action and Economic Opportunity (BCAEO) provides the results of the FY 2021 Organizational Standards Monitoring Report – MVID 2243. The summary review show that 58 of the 58 standards were met.

President Pete Hennard read correspondence dated January 6, 2022 from the Bureau of Community Action and Economic Opportunity (BCAEO) indicates that the Financial Monitoring MVID 2567 conducted from December 1 through January 31, 2021 has been closed.

President Pete Hennard read correspondence dated January 18, 2022 from the Bureau of Community Action and Economic Opportunity (BCAEO) approving a waiver of the residency requirement for new consumer board members Rebecca Elston, from Tuscola County and Karen Pomeroy, from Bay County.

President Pete Hennard read correspondence dated January 7, 2022 from the Administration for Children and Families Office of Head Start contains information about NEMCSA's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations. The monitoring review was conducted from November 1, 2021 to November 5, 2021. No concerns were noted.

Motion by John Chappa to receive and file all communication as presented. Support by Dennis Fay. All ayes, Motion carried.

Richard Sangster – left the meeting

INFORMATION ITEMS

Attorney Greg Meihn spoke to the board on the difficult issues concerning vaccine mandates. Head Start programing is more than half of the NEMCSA's annual revenue and employs greater than 80% of NEMCSA's 749 NEMCSA employees. The current Head Start mandate requires all Head Start employees be vaccinated. Greg provided insight regarding the rules and offered the following options

for NEMCSA to implement: 1. Move forward with the Head Start requirement; the requirement will result in terminations of unvaccinated staff. 2. Implement a vaccination mandate, as an employer, and in 3-6 months the mandate could be rescinded or amended pending on the outcome of court of jurisdiction ruling. 3. Do a combination of the above. 4. Temporarily stay, until such time there is clarity from the courts, which would put NEMCSA in direct violation of Head Start rules, risking OSHA fines of \$14,000.00 per violation per day and the potential to lose Head Start funding.

Staff shortages would necessitate the need or possible transition of classrooms to virtual learning.

Discussion

Motion by Terry Dutcher that NEMCSA implement Head Start Vaccine requirements as written. NEMCSA further imposes an agency wide vaccine mandate subject to exempting and accommodation as required by law. This stands in effect for 180 days (August 4, 2022) unless a court of jurisdiction deems Head Start rule unconstitutional. Support by John Chappa.

Roll Call Vote:

Ayes: Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Tammy Frisbie, Nick Florian, Jean Garratt, Pete Hennard, Duncan Gray, Dave Karschnick, Julie Kendrick, Pat Rondeau, Kathleen Vichunas, Carol Wenzel.

Nays: Geyer Balog, Ken Glasser, Sheila Malewska, Leo Marciniak, John Morrison, Karen Pomeroy, Lisa Salgat, Chuck Varner.

Abstained: (0)

Motion carried.

President Pete Hennard asked for a motion to move Information items A-D until the March meeting.

Motion by Sheila Malewska to move Information items A-D until the March meeting. Support by Leo Marcinaik. All ayes, Motion carried.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Jean Garratt

The committee met jointly with the Early Childhood Services Ad Hoc Committee prior to the regular meeting to review and recommend approval of the Head Start and Early Head Start Self-Assessment & Improvement Plan. The committee also reviewed and recommended for approval of the Policy Council Operating Procedures for NEMCSA Head Start/Early Head Start with changes made to article 6D, Representative to the NEMCSA Board of Directors – The Chairperson or their designee as approved by the Policy Council and one representative elected by the Policy Council, will represent Head Start/Early Head Start on the NEMCSA Board of Directors.

Motion by Nick Florian to approve the Head Start /Early Head Start Self-Assessment & Improvement Plan as presented. Support by Tammy Frisbie. All ayes, Motion carried.

Motion by Lyn Behnke to approve the change to the Policy Council Operating Procedures for NEMCSA Head Start/Early Head Start as presented. Support by Pat Rondeau. All ayes, Motion carried.

Geyer Balog – left the meeting

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review the November Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$49,216.07, the December Head Start/Early Head Start Fifth Third purchasing card expenditures in the amount of \$55,480.52, the November Wex fuel card in the amount of \$3,272.32, the December Wex fuel card in the amount of \$2,633.81 and the November Corporate American Express credit card in the amount of \$211.88

Motion by Ken Glasser to approve the November and December Head Start/Early Head Start Fifth Third purchasing card totaling \$104,696.59, the November and December Wex fuel card totaling \$5,906.13 and the November Corporate American Express credit card in the amount of \$211.88 as presented. Support by Leo Marciniak.

Roll Call Vote:

Ayes: Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Tammy Frisbie, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Duncan Gray, Dave Karschnick, Julie Kendrick, Sheila Malewska, Leo Marciniak, John Morrison, Karen Pomeroy Pat Rondeau, Lisa Salgat, Chuck Varner Kathleen Vichunas, Carol Wenzel.

Nays: (0)

Abstained: (0)

Motion carried.

Julie Kendrick Left the meeting

Housing Ad-Hoc Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend approval of the revised funding application for the purchase of Cheboygan Elementary building. The NEMCSA Board originally acted on March 5, 2021 to apply for funding in the amount of \$1.1 Million, the offer has been amended to \$632,000. The Alpena main office parking lot is showing signs of wear and will need to be addressed, the purchase of the building adjacent to the Alpena main office is on hold, and the committee is looking at options for the Omar building.

Motion by Ken Glasser to approve revised funding application for the purchase of the Cheboygan Elementary building as presented. Support by Dave Karschnick.

Roll Call Vote:

Ayes: Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Tammy Frisbie, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Duncan Gray, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Karen Pomeroy, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas Carol Wenzel.

Nays: (0)

Abstained: (0)

Motion carried

Membership Committee – Lisa Salgat

No meeting. No report.

Early Childhood Services Committee – Jean Garratt

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

Personnel Committee – Lyn Behnke

The Personnel committee met prior to the regular meeting to review and discuss the Executive Director evaluation. The committee recommends the board make Lisa Bolen (CEO) a regular employee instead of a contracted employee retroactive to February 1, 2022. With this change she will get the same benefits as all employees. This process will require a change to the bylaws. Greg Meihn will provide draft language for the bylaws at the March meeting. The committee will continue to evaluate Lisa on a yearly basis. The committee recommends a \$6,500.00 raise based on merit for a total amount of \$134,000.00.

Discussion

Motion by Sheila Malewska to move Lisa Bolen (CEO) from a contracted employee to a regular employee effective February 1, 2022 as presented. Support by John Chappa All ayes, Motion carried.

Roll Call Vote:

Ayes: Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Tammy Frisbie, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Duncan Gray, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Karen Pomeroy, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Nays: (0)

Abstained: (0)

Motion carried.

Nick Florian left the meeting

Motion by Lyn Behnke to increase Lisa Bolen's (CEO) wage by \$6,500.00 based on committee recommendation as presented. Support by Ken Glasser.

Roll Call Vote:

Ayes:Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Tammy Frisbie, , Jean Garratt, Ken Glasser, Pete Hennard, Duncan Gray, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Karen Pomeroy, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas Carol Wenzel.

Nays (0)

Abstained: (0)

Motion carried.

Corporate Compliance Committee – Carol Wenzel

The Corporate Compliance committee met prior to the regular meeting. Carol reported that there were no action items; however, information updates received by the committee included the following: some providers have not submitted necessary documentation to move their contracts into 2022, they are unable to submit invoices as a result. Quality and Compliance staff are preparing the Administrative Quality Assurance Review (AQAR) assessment. Region 9 AAA has received a request from the Office of Inspector General (OIG) for an internal review on a previous provider. It is still uncertain when in-person participants visits will resume.

OLD BUSINESS

No old business

NEW BUSINESS

No new business

The March board meeting will be held at Forwards Conference Center in West Branch on March 4, 2022.

Motion by Terry Dutcher to adjourn the meeting at 2:42p.m. Support by Duncan Gray. All ayes, Motion carried.

Date Prepared: February 4, 2022

Date Approved: March 4, 2022



Board Secretary

03/08/2022

Date