

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Sanctuary Inn Alpena, MI
February 5, 2016

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:45 p.m.

President Pete Hennard ask for a moment of silence in remembrance of Jack Mahank.

ROLL CALL

Carol Athan	Meagan Holmes
Lyn Behnke	Melissa Holt
Stuart Bartlett	Dawn Lawrence
Lyn Behnke	Jennifer Lopez
Sue Flewelling	John Morrison
Lee Gapczynski	Leonard Page
Jean Garratt	Corleen Proulx
Bruce Gauthier	Patricia Rondeau
Kenneth Glasser	John Morrison
Mark Grantner	Kathleen Vichunas
Albert LaFleche	Gerald Wall
Aubrey Haskill	Rose Walsh
Pete Hennard	Carol Wenzel
Mary Hess	Virginia Zygiel

Excused: Sharon Priebe, John Smock

Absent: Bob Cudney

Quorum present - yes

Staff Members Present:

Lisa Bolen, Bob Cain, Ed Dowling, Karen Godi, Linda McGillis, Dorothy Pintar, Diane Price, Jim Robarge, Laurie Sauer, Carol Shafto, Yvette Smigelski and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Earl Corpe to approve the agenda as presented. Support by Virginia Zygiel. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Steve Lang led the Board in the Pledge of Allegiance.

Gerald Wall provided the blessing for the meal.

John Morrison provided reflections

February 5, 2016

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Present staff introduced themselves to the board.
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

- a. Approval of January 2016 draft meeting minutes
- b. Approval of Head Start Selection Criteria for 2016-2017
- c. Approval of Early Head Start Selection Criteria for 2016-2017
- d. Approval of Head Start/Early Head Start/Great Start Readiness Program Procedures for Shared Governance
- e. Receive and file January 2016 Head Start Policy Council Meeting Minutes
- f. Receive and file January 2016 Regional Council on Aging Meeting Minutes
- g. Receive and file January 2016 Client Services Advisory Council Meeting Minutes
- h. Receive and file Risk Assessment Summary Report

is adopted as presented.

COMMUNICATION

No communication

COMMITTEE REPORTS

Directors Report – Lisa Bolen

Lisa Bolen spoke about the celebration of life for Jack Mahank held at the Crawford County Senior Center hosted by Alice Snyder, Senior Center Director. Several NEMCSA board members and staff attended. Jack was a long standing member of the NEMCSA Board. He served just 2 months shy of 20 years and rarely missed a meeting.

Lisa Bolen gave a tribute to Dale Huggler for his many years of service on the NEMCSA Board of Directors. Dale was appointed to the NEMCSA board in 1975 by the Alpena County Board of Commissioners. He served as Board president from 1979 to 2013. Dale also served on the Audit and Finance Committee until he officially concluded his service on the Board in August of 2015. Dale previously held a seat on the Michigan Community Action Board of Directors.

A canvas print was displayed of Dale, NEMCSA Board of Directors Chair, Bob Peters, NEMCSA Executive Director; Carl Levin, U.S. Senator and Mitch Irwin, State Senator. The photo was taken in 1980 at the ribbon cutting ceremony for a pilot ethanol plant. NEMCSA had received a special grant for ethanol production from the Michigan Bureau of Community Services. NEMCSA built and operated the ethanol plant with the plan to produce 50,000 gallons that year, enough to heat ten homes and power twenty five vehicles.

The print will hang in the NEMCSA main office building. A smaller version will be presented to Dale and Mrs. Huggler as a keepsake.

Ed Dowling, NEMCSA's IT Director spoke about the launch of the new Board Portal. Board members were provided a user name and password as well as access to a NEMCSA email account. The portal will display the monthly board packet and will also serve as an archive for

documents pertinent to board members. It was also noted that 10 tablets will be purchased as a pilot for Board Members to use, anyone wishing to take part in the pilot were asked to let Lisa know.

Financial Report – Jim Robarge

Jim Robarge distributed and reviewed the Statement of Financial Condition as of January 31, 2016. Jim also reviewed the financial report for Head Start/Early Head Start program funds as of December 31, 2015.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Earl Corpe. All ayes, Motion carried.

Program Presentation – Laurie Sauer

Laurie Sauer, Region 9 Area Agency on Aging Director, presented a PowerPoint presentation on Council/Commissions on Aging. Yvette Smigelski, Contract Manager for the Region 9 Area Agency on Aging, reviewed funding sources for each Commission on Aging in the service area.

PROGRAM UPDATES

Program Planning and Evaluation Committee – Earl Corpe

The Program Planning and Evaluation Committee met prior to the regular meeting. The committees reviewed and recommended for approval the submission of the Community Service Block Grant (CSBG) revision.

Motion by Dawn Lawrence to approve the submission of the Community Service Block Grant revision as presented. Support by Lyn Behnke. All ayes, Motion carried.

The committee reviewed and discussed the submission of the Weatherization Assistance Program Invitation to Bid.

Motion by Rose Walsh to approve the submission of the Weatherization Assistance Program Invitation to bid as presented. Support by Dawn Lawrence. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the meeting. Credit card expenditures for January in the amount of \$2,549.57 were reviewed and approved.

Motion by Ken Glasser to approve the January credit card expenditures as presented. Support by Carol Athan. All ayes, Motion carried.

Membership Committee – John Morrison

No meeting. No report.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee – Megan Holmes

No meeting. No report.

Megan Holmes asked that board members return the Executive Director Evaluation Survey to Diane Price before the next board meeting.

INFORMATION ITEMS

New Business

No new business

The March board meeting will be held at BJ's Restaurant in Gaylord on March 4, 2016.

Motion by Albert LaFleche to adjourn the meeting at 1:40 p.m. Support by Lyn Behnke. All ayes, Motion carried.

Date Prepared: February 5, 2016

Date Approved: March 4, 2016

Lauren Goda
Board Secretary

3/4-16
Date