

**`Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Eagle Ridge Golf Club, Glennie, MI**  
**June 1, 2018**

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

**ROLL CALL**

Lyn Behnke  
Alvin Clarke  
Natalie Clarke  
Chuck Corwin  
Lee Gapczynski  
Jean Garratt  
Dan Gauthier  
Ken Glasser  
Pete Hennard  
Patrick Kelly  
Steve Lang  
Jennifer Lopez

Danielle Martz  
Mark McKulsky  
John Morrison  
Sharon Priebe  
Patricia Rondeau  
Lisa Salgat  
Richard Sangster  
Kathleen Vichunas  
Dave Wagner  
Gerald Wall  
Rose Walsh  
Carol Wenzel

**Excused:** Stuart Bartlett, Earl Corpe, Nick Florian, Leo Marchiniak, Leonard Page, Corleen Proulx

**Absent:** Nick Modrzynski

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Tricia Grifka, Julie Meyers, Jim Robarge, Laurie Sauer, Kristina Warner, Fran Whitney, Val Williams and Sue Zolnierek

**APPROVAL OF AGENDA**

Mark McKlusky asked that approval of a funding increase for the Area Agency on Aging Title III B funding be added under Program Planning and Evaluation Committee item a. 3.

**Motion** by Richard Sangster to approve the agenda as amended. Support by Steve Lang. 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 he will recuse himself from voting on the Area Agency on Aging Draft 2019 Annual Implementation Plan and the Older Americans Act (OAA) Title III B funding increase.

Chuck Corwin disclosed that he receives financial compensation for teaching Evidence-based Health Programs (EBHP) for Region 9 and Roscommon County Commission on Aging. Chuck asked that the conflict be noted and he will recused himself from voting on the Area Agency on Aging Draft 2019 Annual Implementation Plan and the Older Americans Act (OAA) Title III B funding increase.

Lee Gapczynski 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 Pete Hennard welcomed Dan Doezema from the Office of Aging & Adult Services Agency (AASA) and Hans Stevens, Principal of Lincoln School in Alpena.

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 2018 draft meeting minutes
- b. Receive and file April 2018 Head Start Policy Council meeting minutes
- c. Receive and file April 2018 Regional Council on Aging meeting minutes
- d. Receive and file April 2018 Retired Senior Volunteer Program (RSVP) meeting minutes

is adopted as presented.

### **COMMUNICATION**

President Pete Hennard read communication from the Administration for Children & Families, Office of Head Start dated May 21, 2018 pertaining to a cost-of-living adjustment (COLA) of 2.6% to assist in increasing staff salaries and fringe benefits and offsetting higher operating costs.

President Pete Hennard read communication from the Administration for Children & Families, Office of Head Start dated May 20, 2018. On March 19-23, 2018 the Administration for Children and Families (ACF) conducted a Focus Area Two Monitoring Review of the NEMCSA Head Start program. Based on the information gathered during the review, the Head Start program was found to have met the requirements of all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements.

**Motion** by Richard Sanger to receive and file all communications from the Administration for Children & Families, Office of Head Start as presented. Support by Lyn Behnke, All ayes, Motion carried.

### **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

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

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

Jim Robarge reviewed the Statement of Financial Condition for the Head Start/Early Head Start and the School Success Program recorded expenses as of May 31, 2018. The reports were distributed prior to the meeting.

**Motion** by Ken Glasser to receive and file the Statement of Financial Condition Head Start/Early Head Start and the School Success Program recorded expenses as presented. Support by Lyn Behnke. All ayes, Motion carried.

**Program Presentation** – Julie Meyers, School Success Area Manager, gave an update on the School Success Program. Hans Stevens, Principal of Lincoln Elementary School in Alpena spoke about his experience with the School Success Program.

Laurie Sauer, Area Agency on Aging Director provided a PowerPoint presentation on the 3rd year of the 3 year plan of the Area Agency on Aging Draft 2019 Annual Implementation Plan.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee – Lyn Behnke**

The committee met prior to the regular meeting to review and recommend for approval the submittal of the Area Agency on Aging Draft 2019 Annual Implementation Plan, the Regional Council on Aging Bylaw changes and The Older Americans Act (OAA) Title III B funding increase from \$20,500.00 to \$21,000.00. The committee also met with Karen Godi to start the process of revising the bylaws.

**Motion** by Jean Garratt to submit the Area Agency on Aging Draft 2019 Annual Implementation Plan as presented. Support by Richard Sangster. Ken Glasser and Chuck Corwin abstained from voting. Motion carried.

**Motion** by Mark McKulsky to approve the Regional Council on Aging Bylaw changes as presented. Support by Patricia Rondeau. All ayes, Motion carried.

**Motion** by Mark McKulsky to approve The Older Americans Act (OAA) Title III B funding change as presented. Support by Lisa Salgat. Ken Glasser and Chuck Corwin abstained from voting. Motion carried.

#### **Audit/Finance Committee – Ken Glasser**

The committee met prior to the regular meeting to review and recommend for Board approval the corporate credit card expenditures in the amount of \$2,261.49 and the April Head Start/Early Head Start purchasing card expenditures in the amount of \$35,327.88.

The committee also reviewed and recommended for approval to have Lisa Bolen, Director/CEO and Karen Godi, Director of Corporate Operations & Community Development be authorized to sign on behalf of the Board of Directors to invest from the Agency corporate unrestricted

discretionary funds, \$200,000.00 in a 22 month certificate of deposit at 2.4% interest with Chemical Bank in Alpena, Michigan.

**Motion** by Ken Glasser to approve the corporate credit card expenditures in the amount of \$2,261.49 as presented. Support by Lee Gapczynski. All ayes, Motion carried.

**Motion** by Ken Glasser to approve the April Head Start/Early Head Start purchasing card expenditures in the amount of \$35,327.88 as presented. Support by Patricia Rondeau. All ayes, Motion carried.

**Motion** by Ken Glasser to approve Lisa Bolen and Karen Godi be authorized to sign on behalf of the Board of Directors to invest from the Agency corporate unrestricted discretionary fund, \$200,000.00 in a 22 month certificate of deposit at 2.4% interest with Chemical Bank in Alpena, Michigan. Support by Lee Gapczynski. All ayes, Motion carried.

**Membership Committee – John Morrison**

The committee didn't receive the information they expected to hold a meeting. When John Morrison receives the information the committee will handle via email and report back in August.

**Early Childhood Services Committee – Jean Garratt**

The committee met prior to the regular meeting to review and recommend for Board approval submission of the Head Start Supplement Funding Application for a cost-of-living adjustment (COLA).

**Motion** by Lyn Behnke to approve submission of the Head Start Supplement Funding Application for a cost-of-living adjustment (COLA) as presented. Support by Alvin Clarke. All ayes, Motion carried.

**Personnel Committee – Steve Lang**

The Personnel committee met prior to the regular meeting to review a new goal/objective evaluation form for the Executive Director. The evaluation form will be distributed to Board members at the August meeting.

**Housing Development Ad-Hoc Committee – Pete Hennard**

The Housing Development Ad-Hoc Committee met in Gaylord on May 29<sup>th</sup>. Additional meetings have been scheduled with an attorney and CPA team who have experience with housing development projects. No decisions have been made as more research and data need to be reviewed. Representatives from Mid Michigan Community Action Agency (MMCAA) have been invited to provide a presentation on their housing development projects at the August Board meeting in Rogers City

**NEW BUSINESS**

No new business

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

The August board meeting will be held at Up North 23 Restaurant, Rogers City, MI on August 3, 2018.

**Motion** by Lyn Behnke to adjourn the meeting at 2:05 p.m. Support by Alvin Clarke. All ayes, Motion carried.

Date Prepared: June 1, 2018

Date Approved: August 3, 2018  
Karen F. Lodi August 3, 2018  
Board Secretary Date