

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Virtual “TEAMS” Meeting
June 4, 2021

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 10:00 am.

ROLL CALL

Geyer Balog-Montmorency County
Lyn Behnke-Tawas
John Chappa-Presque Isle
Charles Finley-Tawas City
Nick Florian-Gaylord
Jean Garratt-Rogers City
Dan Gauthier-Black River
Ken Glasser-Gaylord
Pete Hennard-Prescott
Carey Jansen-Grayling
Dave Karschnick-Alpena

Sheila Malewska-Iosco County
Leo Marciniak-Alcona County
John Morrison-Cheboygan County
Jeanette Motter - Alpena
Patricia Rondeau-Alpena
Richard Sangster-Cheboygan
Tina Schumacher-Twinning
Chuck Varner-Oscoda
Kathleen Vichunas-Alcona County
Jessica Volmering-Huron County
Carol Wenzel-Alcona County

Excused: Dennis Fay, Madeline Hibner, Corleen Proulx, Lisa Salgat

Absent: Craig Scott

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Tricia Grifka, Kimberlee Hincka, Cathy Macfalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Fran Ommani, and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Lyn Behnke to approve the agenda as presented. Support by Geyer Balog. All ayes, **Motion carried.**

CONFLICT OF INTEREST DISCLOSURES

Board member 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 2021 Annual Implementation Plan. Board member Richard Sangster stated that he provides housing to tenants that receive funds from NEMCSA. Board member Kathleen Vichunas stated she is a member of the Alcona County Commission on Aging and board member Geyer Balog stated he is a member for the Montmorency County Commission on Aging. All asked that their conflicts be noted.

Pete Hennard led the Board in the Pledge of Allegiance.

Sheila Malewski provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

No public comment received

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. Pete Hennard asked that the May draft meeting minutes be moved to New Business for discussion – President Pete Hennard stated that the Administrative Consent Agenda including the following items:

- a. Receive and file February 2021 Head Start Policy Council meeting minutes
- b. Receive and file April 2021 Head Start Policy council meeting minutes
- c. Receive and file May 2021 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION (S)

Karen Godi read communication from the Department of Health and Human Service Aging & Adult Services Agency (AASA) virtual assessment results dated May 21, 2021. The assessment included the following: Area Agency on Aging FY 2019 Program Outcome Assessment Guide, FY 2020 Area Agency Assessment Guide, and a review of changes, improvements and/or corrections made since the previous assessment. There were no findings, issues, or concerns.

The board also received a letter of resignation from Rose Walsh effective immediately. Chuck Varner suggested honoring Rose at the next meeting as she was a long-standing member. Ken Glasser also asked that the board do something special for Rose. Pete stated he will work with Lisa Bolen on this.

Motion by Chuck Varner to receive and file all communication as presented. Support Pat Rondeau.

Roll Call Vote:

Yes votes: (21) Geyer Balog, Lyn Behnke, John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Ken Glasser, Pete Hennard, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Richard Sangster, Tina Schumacher, Chuck Varner, Kathleen Vichunas, Jessica Volmering, Carol Wenzel

No votes (0), Abstained (0) **Motion Carried.**

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report.

Tricia Grifka provided an overview of the Head Start Program Instruction from the Office of Head Start (OHS).

Board member Lyn Behnke gave an update on the U of M Flint nursing collaboration with the Head Start program. Four health events will take place this summer providing Head Start students with physicals, lead screening and a dental bus.

Lisa Bolen provided an update on an MIOSHA investigation relative to the passing of two NEMCSA employees from COVID-19 in the last two months. It was determined that both deaths were not connected to the workplace. MIOSHA was very pleased with the procedures that NEMCSA has in place for COVID-19.

Lisa Bolen stated she will have a complete update of ongoing legal issues at the August meeting.

Financial Report

Kimberlee Hincka reviewed the Head Start/Early Head Start program financial report for the grant period February 1, 2021 through January 31, 2022.

Motion by John Chappa to receive and file the Head Start/Early Head Start recorded expenses as presented. Support by Lyn Behnke.

Roll Call Vote:

Yes votes: (21) Geyer Balog, Lyn Behnke, John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Ken Glasser, Pete Hennard, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Richard Sangster, Tina Schumacher, Chuck Varner, Kathleen Vichunas, Jessica Volmering, Carol Wenzel

No votes: (0), Abstained (0) **Motion carried.**

Jessica Volmering left the meeting

Program Presentation– Laurie Sauer, Area Agency on Aging Director provided an overview of the Area Agency on Aging FY 2022 draft Annual Implementation Plan. A copy of the draft plan was included in the Board mailing.

Motion by Nick Florian to submit the Area Agency on Aging draft 2022 Annual Implementation Plan as presented. Support by Carey Jansen.

Roll Call Vote:

Yes votes: (19) Geyer Balog, Lyn Behnke, John Chappa, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Pete Hennard, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Richard Sangster, Tina Schumacher, Chuck Varner, Kathleen Vichunas, Carol Wenzel

No vote (0), Abstain (1) **Motion carried.**

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The Program Planning and Evaluation Committee met via TEAMS to review the Area Agency on Aging draft 2022 Annual Implementation Plan. The plan was previously approved under program presentation earlier in the meeting.

Nick Florian left the meeting

Audit/Finance Committee – Ken Glasser

The committee met via TEAMS to review and recommend for Board approval the April Wex fuel card in the amount of \$1,362.26 and the April American Express corporate credit card expenditures in the amount of \$1,099.00.

Motion by Ken Glasser to approve the April Wex Fuel Card in the amount of \$1,362.26 and the April American Express corporate credit card in the amount of \$1,099.00 as presented. Support by Sheila Malewska.

Roll Call Vote:

Yes votes: (19) Geyer Balog, Lyn Behnke, John Chappa, Charles Finley, Jean Garratt, Dan Gauthier, Ken Glasser, Pete Hennard, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Richard Sangster, Tina Schumacher, Chuck Varner, Kathleen Vichunas, Carol Wenzel

No votes (0), Abstained (0) **Motion carried.**

Membership/Governance Committee – Chuck Varner

The Membership/Governance Committee met on June 3rd via TEAMS to review and recommend for approval Dennis Fey new consumer representative from the Regional Council on Aging. The committee also discussed options to fill the vacancy left by Rose Walsh.

Motion by Pat Rondeau to approve Dennis Fey consumer representative from the Regional Council on Aging as presented. Support by Carol Wenzel.

Roll Call Vote:

Yes votes: (19) Geyer Balog, Lyn Behnke, John Chappa, Charles Finley, Jean Garratt, Dan Gauthier, Ken Glasser, Pete Hennard, Carey Jansen, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Richard Sangster, Tina Schumacher, Chuck Varner, Kathleen Vichunas, Carol Wenzel

No votes: (0), Abstained (0) **Motion carried.**

Corporate Compliance Committee – Carol Wenzel

The Corporate Compliance Committee met via TEAMS. Carol reported there were no action items. It was noted that the Provider Collection Tool for the MI Choice Waiver has been modified for this year, only the CEO, CFO, Board President and Board Vice President must complete the form. The Management team is transitioning to electronic record keeping and the supervisory staff began meeting to review and revise Community Based Care polices. Community Based Care staff have started the annual Peer Review Process. Provider Monitoring visits are being scheduled.

Personnel Committee – Lyn Behnke

No meeting. No report.

OLD BUSINESS

No old business

NEW BUSINESS

Draft May board meeting minutes – It was noted that Geyer Balog was listed as absent. Geyer stated that he tried to join the meeting and was not let in and asked to be excused for the May meeting.

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

Board member Richard Sangster stated that Cheboygan County has lifted the State of Emergency and in person meetings can be held. Meetings cannot be held via TEAMS as they are in violation of Michigan Open Meetings Act when no State of Emergency is declared. Ken Glasser stated that Otsego County has also lifted the State of Emergency and can now hold in-person meetings.


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

The August board meeting will be held on August 6, 2021.

Motion by Pat Rondeau to adjourn the meeting at 11:46 am. Support by Lyn Behnke. All ayes, **Motion carried.**

Date Prepared: June 4, 2021

Date Approved: August 6, 2021



Board Secretary

08/09/2021

Date