

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Ogemaw Senior Center West Branch, MI
April 5, 2019

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

ROLL CALL

Elaine Ableidinger	Jennifer Lopez-Suess
John Chappa	Leo Marciniak
Earl Corpe	Mark McKulsky
Chuck Corwin	John Morrison
Jenny David	Sharon Priebe
Nick Florian	Patricia Rondeau
Jean Garratt	Lisa Salgat
Dan Gauthier	Chuck Varner
Kenneth Glasser	Kathleen Vichunas
Aubrey Haskill	Dave Wagner
Pete Hennard	Carol Wenzel
Rebecca Kwilinski	

Excused: Lyn Behnke, Kevin Burr, Tina Schumacher, Gerald Wall, Rose Walsh

Absent: Shiree Robidou, Richard Sangster

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Ed Dowling, Tricia Grifka, Dorothy Pintar, Jim Robarge, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnierek

APPROVAL OF AGENDA

Motion by Dave Wagner to approve the agenda as presented. Support by Chuck Varner. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

Moment of Silence

Ogemaw Senior Center Staff 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. President Hennard introduced Carol Gillman, Director, Ogemaw Commission on Aging and Ken Kish, Ogemaw Commission on Aging Chairperson.

No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

President 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 March 2019 draft meeting minutes
- b. Receive and file February 2019 Head Start Policy Council meeting minutes

is adopted as presented.

COMMUNICATION

President Hennard read a letter from Corleen Proulx stating that she is resigning as Montmorency County Commission on Aging representative to the Regional Council on Aging effective March 22, 2019.

Motion by Lisa Salgat to receive and file letter of resignation from Corleen Proulx and send a letter of appreciation. Support by Pat Rondeau. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses through March 31, 2019. The report was distributed prior to the meeting.

Motion by Ken Glasser to receive and file the Head Start/Early Head Start recorded expenses through March 31, 2019 as presented. Support by Mark McKulsky. All ayes, Motion carried.

Program Presentation – Kristina Warner, Operations/Data Quality Analyst and Frances Whitney, Outreach and Communication Coordinator presented a segment from the Bridges out of Poverty training.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The committee met prior to the regular meeting with Laurie Sauer, Area Agency on Aging Director and Gina Bey, Associate Area Agency on Aging Director to review the MI Choice program. Discussion included the Michigan Department of Health and Human Services, Office of Inspector General (MDHH OIG) Quarterly Managed Care Program Integrity Report and Annual Managed Care Program Integrity Plan FY2019.

Audit/Finance Committee – Ken Glasser

The committee met prior to the regular meeting to review and recommend for approval the February corporate American Express credit card expenditures in the amount of \$370.68, the March corporate American Express Credit Card Expenditures in the amount of \$2,217.58, the February Head Start/Early Head Start purchasing card expenditures in the amount of \$26,981.94

and the February Wex Fuel Card in the amount of 3,857.41. Ken announced that Karen Kelsey, Accounting Director will be retiring in July 2019 and Jim Robarge, Chief Financial Officer will be retiring in September 2019. A discussion was held on how to replace seasoned employees. The committee authorized disposal of a NEMCSA owned GMC truck.

Motion by Mark McKulsky to approve the February and March corporate American Express credit card expenditures totaling \$2,588.26 as presented. Support by Pat Rondeau. All ayes, Motion carried.

Motion by Mark McKulsky to approve the February Head Start/Early Head Start purchasing card expenditures in the amount of \$26,981.94 as presented. Support by Jean Garratt. All ayes, Motion carried.

Motion by Ken Glasser to approve the Head Start/Early Head Start February Wex Fuel Card expenditures in the amount of \$3,857.41 as presented. Support by Mark McKulsky. All ayes, Motion carried.

Housing Ad-Hoc Committee – Ken Glasser

The Housing Ad-Hoc committee met with Lori Pung, Owner/Licensed CPA, Pung Rental Housing Consultants, LLC (PRHC). The projected time line for funding applications with the Michigan State Housing Development Authority (MSHDA) would be FY2020-2021.

Membership Committee – Lisa Salgat

The Membership Committee met prior to the regular meeting to review and recommend to approve the following Regional Council on Aging consumer representatives Elaine Ableidinger, Earl Corpe and Chuck Corwin to the board for a 1 year term.

Motion by Kathleen Vichunas to approve Regional Council on Aging consumer representatives Elaine Ableidinger, Earl Corpe and Chuck Corwin to the board for a 1 year term. Support by Lisa Salgat. All ayes, Motion carried.

Personnel Committee – Patricia Rondeau

No meeting. No report.

Early Childhood Services Committee – Jean Garratt

The Early Childhood Services Committee met to review and recommend for approval an amendment to the Head Start/Early Head Start Policy Council Operating Procedures to include a Conflict of Interest statement. The amendment was approved by the Head Start/Early Head Start Policy Council at their March 22, 2019 meeting.

Motion by Ken Glasser to approve the recommended amendment to the Head Start/Early Head Start Policy Council Operating Procedures to include a Conflict of Interest statement as presented. Support by Nick Florian. All ayes, Motion carried.

NEW BUSINESS

No new business

Membership Committee – Lisa Salgat

No meeting. No report

Personnel Committee – Pat Rondeau

The Personnel committee met prior to the regular meeting to review and recommend for approval an amendment to page 19 of the Employee Handbook.

Motion by Richard Sangster to approve the amendment to the Employee Handbook as presented. Support by Elaine Ableidinger. All ayes, Motion carried.

NEW BUSINESS

None

The June board meeting will be held at BJ’s Restaurant Gaylord, MI on June 7, 2019.

Motion by Mark McKulsky to adjourn the meeting at 1:47 p.m. Support by Earl Corpe. All ayes, Motion carried.

Date Prepared: May 3, 2019

Date Approved: _____

Board Secretary

Date

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Thunder Bay Marine Sanctuary, Alpena, MI
May 3, 2019

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:37 p.m.

ROLL CALL

Elaine Ableidinger
Kevin Burr
John Chappa
Earl Corpe
Chuck Corwin
Jenny David
Nick Florian
Jean Garratt
Dan Gauthier
Kenneth Glasser
Aubrey Haskill
Pete Hennard
Jennifer Lopez-Suess

Leo Marciniak
Mark McKulsky
John Morrison
Patricia Rondeau
Lisa Salgat
Richard Sangster
Tina Schumacher
Chuck Varner
Kathleen Vichunas
Dave Wagner
Gerald Wall
Rose Walsh
Carol Wenzel

Excused: Lyn Behnke, Becky Kwilinski

Absent: Sharon Priebe, Shiree Robidou

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Trisha Grifka, Stacie Nielsen, Dorothy Pintar, Jim Robarge, Laurie Sauer, Fran Whitney and Sue Zolnierek

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DISCLOSURES

Ken Glasser stated that he had a conflict of interest with the MI Choice Waiver presentation and asked that it be noted.

Carol Wenzel 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.

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Members introduced their guests. Present staff introduced themselves.

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 April 2019 draft meeting minutes
- b. Receive and file March 2019 Head Start Policy Council meeting minutes
- c. Receive and file April 2019 Client Services Policy Council meeting minutes
- d. Receive and file March 2019 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION

President Hennard read communication dated April 8, 2019 from the State of Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) relative to the recent Quality Assurance Monitoring Report finding that identified a potential Asbestos containing material. This correspondence approves the requested extension for corrective action completion in order to coordinate logistics with area contractors and properly complete the necessary work. An extension has been granted to complete the work by June 30, 2019.

President Hennard read communication dated April 16, 2019 from the State of Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) indicating the Organizational Standard monitoring conducted from November 14, 2018 thru December 27, 2018 has been closed.

Motion by Richard Sangster to receive and file all communication as presented. Support by Pat Rondeau. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report distributed prior to the meeting. Lisa invited Stacie Nielsen, new Housing and Client Services Director to introduce herself to the Board.

Financial Report – Jim Robarge

Jim Robarge reviewed the Head Start/Early Head Start recorded expenses as of April 30, 2019. The report was distributed prior to the meeting.

Motion by Ken Glasser to receive and file the Head Start/Early Head Start recorded expenses as of April 20, 2019 as presented. Support by Chuck Varner. All ayes, Motion carried.

Program Presentation – Gina Bey, Associate Area Agency on Aging Director presented a PowerPoint presentation of the MI Choice Program. Gina discussed the eligibility criteria,

reviewed statistical data, the importance of compliance and the challenges for the future of the program.

President Hennard indicated the need to establish a Board Compliance Committee. The committee will initially be led by the Program Planning and Evaluation as they have been meeting with staff. A specific responsibility of this committee will be to serve as a Regulatory Compliance Committee for the Managed Care Home and Community Based Waiver program.

Motion by Chuck Corwin to have the Board establish a Board Compliance Committee. Support by Nick Florian. Ken Glasser abstained from voting. Motion carried.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The Committee met prior to the regular meeting with Laurie Sauer, Area Agency on Aging director and Gina Bey, Associate Area Agency on Aging Director to review the MI Choice program including the False Claims Act Policy, Average Care Manage Individual (CMI) and Acuity Rank by Agency, Quality Assurance Review Scores with NEMCSA earning a ranking of 1. Discussion.

Early Childhood Services Committee – Jean Garratt

The Early Childhood Services Committee met prior to the regular meeting to review and recommend for board approval to waive the requirement for Head Start students to ride in a child safety restraint systems on public school buses and most public transit buses and a waiver for the requirement to have a bus monitor on school buses transporting less than 10 preschool children.

Motion by Dave Wagner to approve the Head Start transportation waiver request and the waiver for bus monitoring as presented. Support by Earl Corpe. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser

The Audit/Finance Committee met prior to the regular meeting to review and recommend for approval the FY19 Corporate Operating Budget.

Roll Call Vote

Elaine Ableidinger, yes; Kevin Burr, yes; Earl Corpe, yes; John Chappa, yes; Chuck Corwin, abstained; Jenny David, yes; Nick Florian, yes; Jean Garratt, yes; Dan Gauthier, yes; Ken Glasser, yes; Aubrey Haskill, yes; Pete Hennard, yes; Jennifer Lopez-Suess, yes; Leo Marciniak, yes; Mark McKulsky, yes; John Morrison, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Tina Schumacher yes; Chuck Varner, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes.
Chuck Corwin, abstained.

25 yes, 0 nay, 1 abstained

Motion by Ken Glasser to approve the FY 19 Corporate Operating Budget as presented. Support by Leo Marciniak. Motion carried.

The May board meeting will be held at Thunder Bay Marine Sanctuary, Alpena, MI on May 3, 2019.

Motion by Mark McKulsky to adjourn the meeting at 1:58 p.m. Support by Lisa Salgat. All ayes, Motion carried.

Date Prepared: April 5, 2019

Date Approved: 5-3-2019

Karen F. Godi
Board Secretary

5-3-2019
Date