

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Eagle Ridge Golf Course Glennie, MI**  
**August 2, 2019**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:42 p.m. President Hennard welcomed new Board members Renee Miller, Head Start Policy Council and Charles Finley, Iosco County Commissioner.

**ROLL CALL**

Elaine Abledinger  
Lyn Behnke  
John Chappa  
Chuck Corwin  
Jenny David  
Charles Finley  
Jean Garratt  
Dan Gauthier  
Kenneth Glasser  
Pete Hennard  
David Karschnick

Rebecca Kwilinski  
Renee Miller  
Patricia Rondeau  
Lisa Salgat  
Richard Sangster  
Tina Schumacher  
Kathleen Vichunas  
Dave Wagner  
Gerald Wall  
Rose Walsh  
Carol Wenzel

**Excused:** Earl Corpe, Nick Florian, Jennifer Lopez-Suess, Leo Marciniak, John Morrison, Sharon Priebe, Chuck Varner

**Absent:** Aubrey Haskill

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Gina Bey, Tricia Grifka, Cathy MacFalda, Stacie Nielsen, Dorothy Pintar, Kristina Warner, Fran Whitney and Sue Zolnierek

**APPROVAL OF AGENDA**

President Pete Hennard asked that an amended resolution to update bank signature cards be added under Audit Finance Committee as item number four.

**Motion** by Richard Sangster to approve the agenda as amended. Support by Pat Rondeau. All ayes, Motion carried.

**CONFLICT OF INTEREST**

Chuck Corwin disclosed that he is financially compensated for teaching Evidence Based Health Programs (EBHP) for Region 9 Area Agency on Aging and Roscommon County Commission on Aging. Chuck asked that the conflict be noted in the Board minutes and stated that he will abstain from voting on Program Planning and Evaluation Committee item number three, FY2020

Title IIID Evidenced Based Disease Prevention Health Promotion and FY2020 Title IIIE National Family Caregiver Support Program.

Becky Kwilinski led the Board in the Pledge of Allegiance.

Ken Glasser provided the blessing for the meal.

### **INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

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 June 2019 draft meeting minutes
- b. Receive and file June 2019 FGP and SCP meeting Highlights
- c. Receive and file June 2019 RSVP meeting minutes
- d. Receive and file May and June 2019 Head Start Policy Council meeting minutes
- e. Receive and file July 2019 Client Services Policy Advisory Council meeting minutes
- f. Receive and file May and July 2019 Regional Council on Aging meeting minutes
- g. Fair Housing Policy Approval

is adopted as presented.

### **COMMUNICATION**

President Pete Hennard read correspondence dated June 28, 2019 from the Department of Health and Human Services (MDHHS) for Children and Families, Office of Head Start (OHS) stating that the notification forecast published on the Grants.gov website indicates that NEMCSA's Head Start and Early Head Start grant is subject to competition for the next 5 year project period. This is due to a deficiency related to the bus incident that occurred on October 4, 2017. All twenty one counties are included in the re-competition notice.

President Pete Hennard read correspondence dated July 2, 2019 from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) regarding Corrective Action Management Decision BCAEO MVID 1821, which is NEMCSA's response to the finding from the FY 18 Quality Assurance monitoring report. The decision letter indicates acceptance of the submitted response.

President Pete Hennard read correspondence dated July 12, 2019 from the Administration for Children & Families, Office of Head Start (OHS) indicating approval of NEMCSA's request to waive Child Restraint Systems and Bus Monitors for the 2019-2020 program year.

President Pete Hennard read correspondence dated July 30, 2019 from the Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action & Economic Opportunity (BCAEO) regarding the FY 19 Organizational Standards Monitoring visit

conducted from May 20, 2019 through June 3, 2019. The report indicates that all 58 standards have been met. There were no findings or recommendations.

President Pete Hennard read communication dated July 29, 2019 from the Michigan Department of Health and Human Services Bureau (MDHHS) of Community Action & Economic Opportunity (BCAEO) regarding Programmatic Monitoring Review MVID 1916. The desk review was conducted from July 12, 2019-July 19, 2019. The report indicates that there were no administrative recommendations or findings identified.

**Motion** by Gerald Wall to receive and file all communication. Support by Lyn Behnke. All ayes, Motion carried.

### **INFORMATION ITEMS**

#### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report distributed prior to the meeting. Lisa asked that the commissioners consider asking their County Board of Commissioners to send a letter of support for NEMCSA's Head Start grant proposal.

**Program Presentation:** Frances Whitney, Outreach and Communication Coordinator and Kristina Warner, Operations/Data Quality Analyst, presented Bridges Out of Poverty – Hidden Rules & Language modules.

#### **Financial Report – Lisa Bolen**

Tricia Grifka reviewed the Head Start/Early Head Start recorded expenses as of July 31, 2019. The report was distributed prior to the meeting.

**Motion** by Jean Garratt to receive and file the financial report as presented. Support by Chuck Corwin. All ayes, Motion carried.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee – Jean Garratt**

The committee met with Karen Godi prior to the regular board meeting to review, discuss and recommend for approval of the FY2020 Community Service Block Grant (CSBG) Community Action Plan and budget, and the FY2020 CSBG Discretionary Funding Plan and budget.

**Motion** by Dave Wagner to approve the submission of the FY2020 Community Service Block Grant (CSBG) Community Action Plan and budget as presented. Support by Lyn Behnke. All ayes, Motion carried.

**Motion** by John Chappa to approve the submission of the FY2020 Community Service Block Grant (CSBGD) Discretionary Funding Plan and budget as presented. Support by Pat Rondeau. All ayes, Motion carried.

The committee met with Gina Bey to review and recommend for approval the FY 2020 Aging Program funding recommendations for Merit Award #1 & #2 and State Caregiver Support Adult

Day Services, FY2020 Title IIID Disease Prevention and Health Promotion, FY2020 Title VII Elder Abuse Prevention and the FY2020 Title IIIE National Caregiver Support Program.

**Motion** by Richard Sangster to approve the Regional Council on Aging's funding recommendations for FY 202 Merit Award #1 and #2 and State Caregiver Support Adult Day Services as presented. Support by Dave Wagner. All ayes, Motion carried.

**Motion** by Richard Sangster to approve the Regional Council on Aging's funding recommendations for FY 2020 Title IIID Evidence Based Disease Prevention Health Promotion, and the FY2020 Title IIIE National Caregiver Support Program as presented. Support by John Chappa. Chuck Corwin abstained from voting. Motion carried.

The committee reviewed and recommended for approval the FY20-22 multi-year funding plan and budget for Senior Companion (SCP) and Foster Grandparent (FGP) Volunteer Programs, and FY20-22 multi-year funding plan and budget for the Retired Senior Volunteer Program (RSVP).

**Motion** by John Chappa to approve the submission of the Senior Companion (SCP) and Foster Grandparent (FGP) Volunteer Programs FY20-22 multi-year funding plans and budgets as presented. Support by Pat Rondeau. All ayes, Motion carried.

**Motion** by Dave Wagner to approve the submission of the Retired Senior Volunteer Program (RSVP) FY20-22 multi-year funding plan and budget as presented. Support by John Chappa. All ayes, Motion carried.

The committee also met with Gina Bey, Associate Area Agency on Aging Director to review the MI Choice Waiver program including the May 2019 Quarterly resubmission, July Attestation submission and the FY20 Program Integrity Plan.

#### **Early Childhood Committee – Jean Garratt**

No meeting. No report.

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

The committee met prior to the regular meeting to review and recommend for approval the June and July corporate credit card expenditures totaling \$1,659.14 and the Agency 990 tax return for the year ending September 30, 2018. The committee reviewed and discussed the hiring process for the position of Director of Finance to succeed Jim Robarge who is retiring in September. Ken Glasser provided an overview of the hiring process as well as explanation and rationale for the chosen candidate. The committee recommended Kimberlee Hinkca to the full board for approval.

**Motion** by Ken Glasser to approve the June and July corporate credit card expenditures totaling \$1,659.14 as presented. Support by Gerald Wall. All ayes, Motion carried.

**Motion** by Gerald Wall to approve the Agency 990 Tax Return as filed for the agency year ending September 30, 2018. Support by Jean Garratt. All ayes, Motion carried.

**Motion** by Chuck Corwin to approve the hiring of Kimberlee Hinkca for the position of Director of Finance. Support by Gerald Wall. All ayes, Motion carried.

The committee also reviewed and recommended for approval an amended resolution to update the bank signature cards.

**Motion** by Dave Wagner to approve the amended resolution to update the bank signature cards as presented. Support by Richard Sangster.

**Roll Call**

Elaine Abledinger, yes; Lyn Behnke, yes; John Chappa, yes; Chuck Corwin, yes; Jenny David, yes; Charles Finley, yes; Jean Garratt, yes; Dan Gauthier, yes; Ken Glasser, yes; Pete Hennard, yes; Dave Karschnick, yes; Becky Kwilinski, yes; Renee Miller, yes; Pat Rondeau, yes; Lisa Salgat, yes; Richard Sangster, yes; Tina Schumacher, yes; Kathleen Vichunas, yes; Dave Wagner, yes; Gerald Wall, yes; Rose Walsh, yes; Carol Wenzel, yes.

Yes 22, Nay 0, Motion carried

**Housing Development Ad-Hoc Committee – Ken Glasser**

The committee met on June 14<sup>th</sup> to tour Clare Castle Senior Housing in Clare. They were introduced to the developer of the project who will attend the September Board meeting. On July 31<sup>st</sup> Lisa Bolen, Karen Godi and Ken Glasser attended a Low Income Housing Tax Credit training in Lansing.

Discussion.

**Membership/Governance Committee – John Morrison**

The Membership/Governance Committee met prior to the regular meeting to discuss approval of new members.

**Motion** by Ken Glasser to approve Head Start Policy Council member Renee Miller as a consumer member on the Board. Support by Pat Rondeau. All ayes, Motion carried.

**Motion** by Dave Wagner to approve Dave Karschnick, Alpena County Commission as a public sector member on the Board. Support by Dan Gauthier. All ayes, Motion carried.

**Motion** by Dave Karschnick to approve Charles Finley, Ogemaw County Commissioner, as a public sector member on the Board. Support by Richard Sangster. All ayes Motion carried.

**Personnel Committee – Pat Rondeau**

No meeting. No report.

**OLD BUSINESS**

No old business

**NEW BUSINESS**

No new business

The September board meeting will be held at Kirtland Community College (Grayling Campus) Grayling, MI on September 6, 2018.

**Motion** by Dave Wagner to adjourn the meeting at 2:19 p.m. Support by Richard Sangster. All ayes, Motion carried.

Date Prepared: August 2, 2019

Date Approved: 9-6-2019

Karen F. Abdi  
Board Secretary

9-6-2019  
Date