

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Virtual "TEAMS" Meeting
December 4, 2020

The regular meeting of the NEMCSA Board of Directors was called to order by Treasurer Ken Glasser at 10:00 a.m.

ROLL CALL

Elaine Ableidinger
Lyn Behnke
John Chappa
Chuck Corwin
Jenny David
Nick Florian
Jean Garratt
Kenneth Glasser
Madeline Hibner
David Karschnick

Sheila Malewska
John Morrison
Corleen Proulx
Lisa Salgat
Tina Schumacher
Chuck Varner
Kathleen Vichunas
Rose Walsh
Carol Wenzel

Excused: Charles Finley, Dan Gauthier, Pete Hennard, Albert LaFleche, Leo Marciniak, Sharon Priebe, Pat Rondeau

Absent: Tracy Johnson, Richard Sangster, Jessica Volmering

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Gina Bey, Trisha Grifka, Kimberlee Hincka, Fran Ommani, Dorothy Pintar, Laurie Sauer, Kristina Warner, and Sue Zolniersek

APPROVAL OF AGENDA

Ken Glasser asked that under Committee Reports, Item b. Audit Finance Committee be moved to Item f. and Personnel Committee, Item f. be moved to Item b.

Ken Glasser also asked that Karen Godi provide a brief tutorial explaining the raise hand function in TEAMS just prior to Communications on the agenda.

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

CONFLICT OF INTEREST DISCLOSURES

None

Ken Glasser led the Board in the Pledge of Allegiance. John Morrison provided reflections.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. No public comment.

ADMINISTRATIVE CONSENT AGENDA APPROVAL

Ken Glasser asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. None being noted – Treasurer Ken Glasser stated that the Administrative Consent Agenda including the following items:

- a. Approval of November 2020 draft meeting minutes
- b. Receive and file 2021 Board Meeting Calendar

is adopted as presented.

Karen Godi provided a brief tutorial explaining the raise hand function in TEAMS.

COMMUNICATION

Ken Glasser read communication dated November 23, 2020 from Michigan Department of Health and Human Services (MDHHS) Bureau of Community Action and Economic Opportunity (BCAEO) regarding the STAR (State Technical Assessment Report) for FY2021. NEMCSA received a 5.00 which translates to Excellent.

INFORMATION ITEMS

Directors Report – Lisa Bolen

Lisa Bolen read highlights from the Directors report. The report will be mailed to board members and be available on the Board Portal and TEAMS. Lisa also reviewed a Year in Review document which was sent under separate cover to all board members.

Financial Report – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expense report for the seven-month award period July 1, 2020 through January 31, 2021. These reports showed expenses through November 21, 2020.

Motion by Rose Walsh to receive and file the Head Start Early/Head Start recorded expenses as presented. Support by Lyn Behnke. All ayes, Motion carried.

Program Presentation – Gina Bey, Associate Director Area Agency on Aging presented a MI Choice Waiver Program update.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Nick Florian

The committee met jointly with the Early Childhood Education Ad-hoc Committee to review and recommend for approval the Head Start/Early Head Start Policy Council Operating Procedures and the Non-Federal Share Waiver request.

Motion by Jean Garratt to approve the Head Start/Early Head Start Policy Council Operating Procedures as presented. Support by Lyn Behnke. All ayes, Motion carried.

Motion by Jean Garratt to approve the Non-Federal Share Waiver request as presented. Support by Dave Karschnick. All ayes, Motion carried.

Personnel Committee-Lyn Behnke

The Personnel Committee met via TEAMS to review and discuss the Executive Director evaluation. The evaluation summary indicated Lisa met or exceeded expectations for FY2020. The committee recommended Lisa receive a cash bonus in the amount of \$5,000.00.

Audit/Finance Committee – Ken Glasser

The Audit/Finance committee met prior to the regular meeting to review and recommend for approval the October American Express corporate credit card expenditures in the amount of \$625.00, the November American Express corporate credit card expenditures in the amount of \$629.81 the September Head Start/Early Head Start purchasing card expenditures in the amount of \$57,836.55 the September Wex fuel card in the amount of \$885.36. The purchase of the new accounting software and investment options were also discussed. The committee also concurred with the Personnel Committee and recommended Executive Director, Lisa Bolen receive a cash bonus in the amount of \$5,000.00. There was no recommendation for a wage increase.

Motion by Chuck Corwin to approve credit card expenditures as presented. Support by Lyn Behnke. All ayes. Motion carried.

Motion by Lyn Behnke to approve a bonus in the amount of \$5,000.00 for Executive Director, Lisa Bolen. Support by Dave Karschnick. All ayes, Motion carried.

Lisa Bolen thanked the board and stated that she planned to give back \$1,000.00 to help support the NEMCSA Greatest Needs fund.

Housing Ad Hoc Committee – Ken Glasser

No meeting. No report.

Membership Committee – Lisa Salgat

The committee met via TEAMS to discuss the election of officers. Nominations will be taken for the positions of President, Vice President, Treasurer and Secretary. The committee also recommended approval of Head Start Policy Council Member Jessica Volmering as a consumer board member. Discussion was also held on recruiting new consumer sector board members in support of the recent change to the Bylaws.

Motion by Lyn Behnke to approve Head Start Policy Council member Jessica Volmering as a consumer board member. Support by Sheila Malewska. All ayes, Motion carried.

Lisa Salgat asked if there were any nominations from the floor for the position of President. John Chappa nominated Pete Hennard for President support by Dave Karschnick.

Lisa Salgat asked if there were any nominations from the floor for the position of Vice President. Lyn Behnke nominated Patricia Rondeau for Vice President. Support by David Karschnick.

Lisa Salgat asked if there were any nominations from the floor for the position of Treasurer. Lyn Behnke nominated Ken Glasser for Treasurer. Support by John Chappa.

Lisa Salgat asked if there were any nominations from the floor for the position of Secretary. Chuck Corwin nominated Lisa Salgat for Secretary. Support by Elaine Ableidinger

Motion by Rose Walsh to close nominations and cast a unanimous ballot for all positions. Support by Nick Florian. All ayes, Motion carried

Chuck Corwin left the meeting.

Early Childhood Services Ad Hoc Committee – Jean Garratt

The Early Childhood Services Ad Hoc committee met jointly with the Program Planning and Evaluation committee.

Compliance Committee – Carol Wenzel

The committee met via TEAMS. Carol reported that there were no action items. It was noted that all staff completed the required test to comply with the CQAR compliance plan, this included a mandatory training. The MI Choice program received provider relief funds. The management team will meet to discuss how these funds will be utilized.

OLD Business

Ken Glasser asked for a motion to approve the Mission, Vision and Values statements that were reviewed last month with the Strategic Plan and also separately included in the December board mailing.

Motion by Sheila Malewska to approve the Mission Vision and Values statements as presented. Support by Jenny David. All ayes. Motion carried.

Ken Glasser asked for a motion to approve the Strategic Plan that was reviewed at the November meeting.

Motion by Lyn Behnke to approve the Strategic Plan as presented. Support by Nick Florian. All ayes. Motion carried.

NEW BUSINESS

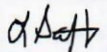
No new business

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

Ken adjourned the meeting at 12:07 pm.

Date Prepared: December 4, 2020

Date Approved: 02/23/2021



Board Secretary

02/23/2021

Date