

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Virtual "TEAMS" Meeting**  
**November 6, 2020**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:00 p.m.

**ROLL CALL**

Elaine Ableidinger  
Lyn Behnke  
John Chappa  
Chuck Corwin  
Jenny David  
Charles Finley  
Nick Florian  
Jean Garratt  
Dan Gauthier  
Kenneth Glasser  
Pete Hennard

Madeline Hibner  
David Karschnick  
Albert LaFleche  
Sheila Malewska  
Leo Marciniak  
John Morrison  
Pat Rondeau  
Lisa Salgat  
Kathleen Vichunas  
Chuck Varner  
Carol Wenzel

**Excused:** Corleen Proulx, Rose Walsh

**Absent:** Tracy Johnson, Renee Miller, Sharon Priebe, Richard Sangster, Tina Schumacher

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Gina Bey, Ed Dowling, Tricia Grifka, Cathy Macfalda, Dorothy Pintar, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnieriek

**APPROVAL OF AGENDA**

President Hennard asked that the October 2020 draft meeting minutes be pulled from the Consent Agenda and added as item a. under New Business. President Hennard also asked that Meeting Start Time and Board Portal SharePoint site both be added as items b and c under New Business.

**Motion** by Chuck Varner to approve the agenda as amended. Support by Pat Rondeau.

**Roll Call Vote**

Lyn Behnke, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (18) No votes: (0) Abstained: (0) **Motion Carried.**

### **CONFLICT OF INTEREST DISCLOSURES**

None

President Hennard led the Board in the Pledge of Allegiance.

President Hennard and John Morrison provided reflections.

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

Lisa Bolen introduced Rebecca Kraus, PPC from Rebecca Kraus & Associates, L.L.C

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 Hennard stated that the Administrative Consent Agenda including the following items:

- a. Receive and file September 2020 Head Start Policy Council meeting minutes
- b. Receive and file October 2020 Head Start Policy Council meeting minutes

is adopted as presented.

### **COMMUNICATION**

President Hennard read correspondence dated October 5, 2020 from Bureau of Community Action and Economic Opportunity (BCAEO) regarding the Organizational Standards. The monitoring review was conducted from August 6, 2020 through September 30, 2020 and it resulted in all 58 standards being met.

President Hennard read correspondence dated Oct 19, 2020 from Bureau of Community Action and Economic Opportunity (BCAEO) indicating closure of the Organizational Standards monitoring.

**Motion** by Nick Florian to receive and file all communication as presented. Support by John Chappa.

### **Roll Call**

Lyn Behnke, John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Dave Karschnick, Madeline Hibner, Sheila Malewska, Leo Marciniak, , John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (20) No votes: (0) Abstained: (0) **Motion Carried.**

President Hennard read correspondence from Gerald Wall stating his resignation from the board.

**Motion** by Nick Florian to accept Gerald Wall's resignation with regret. Support by Lyn Behnke.

## **Roll Call**

Lyn Behnke, John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Dave Karschnick, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (20) No votes: (0) Abstained: (0) **Motion Carried.**

President Hennard asked that Gerald Wall's address be made available to the board. Lisa Bolen stated that she is placing an article in the Roscommon Herald newspaper on Gerald's long-standing membership with the board.

Jenny David lost all sound.

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report. The report will be available on the Board SharePoint Portal and TEAMS.

Lisa Bolen stated that she reviewed the Executive Director Year in Review with the Personnel Committee. This document will also be posted to the Board SharePoint Portal and mailed to Board Members.

### **Financial Report – Kimberlee Hincka**

Kimberlee Hincka reviewed the FY 2020 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 October 31, 2020.

**Motion** by Jean Garratt to receive and file the Head Start/Early Head Start recorded expense report as presented. Support by Ken Glasser.

## **Roll Call Vote**

Elaine Ableidinger, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: (0) Abstained: (0) **Motion Carried.**

**Program Presentation** – Rebecca Kraus, PCC from Rebecca Kraus & Associates, L.L.C. provided a summary of the recently completed Strategic Plan.

## **COMMITTEE REPORTS**

### **Program Planning and Evaluation – Nick Florian**

No meeting. No report.



**Audit/Finance Committee – Ken Glasser**

The committee met via TEAMS meeting prior to the regular meeting to review and recommend for approval the following items: the August Head Start/Early Head Start 5<sup>th</sup> 3<sup>rd</sup> purchasing card expenditures in the amount of \$125,854.22 and the September WEX fuel card in the amount of \$342.87. The committee also reviewed and recommended for approval a Signature Authority Resolution authorizing Lisa Bolen, CEO to execute contracts excluding those involving property purchase agreements and property acquisition.

**Motion** by Ken Glasser to approve the August Head Start/Early Head Start 5<sup>th</sup> 3<sup>rd</sup> purchasing card expenditures in the amount of \$125,854.22 and the WEX fuel card expenditures in the amount of \$342.87 as presented. Support by John Chappa.

**Roll Call Vote**

Elaine Ableidinger, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: () Abstained: () **Motion Carried.**

**Motion** by Ken Glasser to approve the Signature Authorization Resolution as presented. Support by Leo Marciniak.

**Roll Call Vote**

Elaine Ableidinger, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, Sheila Malewska, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (21) No votes: () Abstained: () **Motion Carried.**

Leo Marciniak left the meeting.

**Housing Ad Hoc Committee – Ken Glasser**

No meeting. No report. Lisa Bolen gave the committee an update on the purchasing of the Cheboygan West Elementary school.

**Membership Committee – Lisa Salgat**

The committee met via TEAMS to review and recommend for approval the bylaw revisions. Lisa Salgat stated that the election of officers will be held at the December Board meeting.

**Motion** by Lyn Behnke to approve the bylaw revisions as presented. Support by Jean Garratt.

**Roll Call Vote**

Elaine Ableidinger, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Dave Karschnick,

Albert LaFleche, Sheila Malewska, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (20) No votes: () Abstained: () **Motion Carried.**

**Early Childhood Services Ad Hoc Committee – Jean Garratt**

No meeting. No report

**Personnel Committee – Lyn Behnke**

The committee met via TEAMS prior to the regular meeting to review and discuss the Executive Director evaluation. The evaluation will be brought before the board at the December meeting.

**Corporate Compliance Committee – Carol Wenzel**

The committee met via TEAMS. Carol reported that there were no action items. It was noted that the final results for the Clinical Quality Assurance Review have been received. The agency scored a 97.91%. The MI Choice and Care Management programs received a 3-year reaccreditation through the National Committee for Quality Assurance. This is the highest level of quality compliance. The Office of Inspector General recently reviewed the 3<sup>rd</sup> quarterly report and gave a PASS.

**OLD BUSINESS**

No old business

**NEW BUSINESS**

Draft October Board meeting minutes – It was noted that the specific verbiage approving the Head Start/Early Head Start non-federal waiver request was omitted from the draft October Board meeting minutes under the Program Planning and Evaluation Committee report.

**Motion** by Pat Rondeau to approve the draft October Board meeting minutes as amended.  
Support by Lyn Behnke.

**Roll Call Vote**

Elaine Ableidinger, Lyn Behnke, John Chappa, Chuck Corwin, Charles Finley, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Albert LaFleche, Sheila Malewska, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (19) No votes: () Abstained: () **Motion Carried.**

A discussion was held on changing the virtual Board meeting start time to 10:00 am beginning with the December meeting until meetings can be held in person. Committees will decide what day and time they want to hold their individual meetings.

**Motion** by Chuck Varner to change the virtual board meeting start time to 10:00 am beginning with the December meeting with the committees deciding on the day and time they want to hold their individual meetings as discussed. Support by Lyn Behnke.

**Roll Call Vote**

Elaine Ableidinger, Lyn Behnke, John Chappa, Chuck Corwin, Nick Florian, Jean Garratt, Dan Gauthier, Kenneth Glasser, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, Sheila Malewska, John Morrison, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes: (19) No votes: () Abstained: () **Motion Carried.**

The new Board Portal SharePoint site was presented to the Board by Sue Zolnieriek.

**Motion** by Pat Rondeau to adjourn the meeting at 2:01 p.m. Support by Lyn Behnke. All ayes, **Motion** carried.

Date Prepared: November 6, 2020

Date Approved: December 4, 2020

Karen F. Gadi  
Board Secretary

12-4-2020  
Date