

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
Great Lakes Maritime Heritage Center, Alpena, MI
January 5, 2018

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:35 p.m.

ROLL CALL

Stuart Bartlett
Lyn Behnke
Earl Corpe
Lee Gapczynski
Kenneth Glasser
Pete Hennard
Patrick Kelly
Mark McKulsy
John Morrison

Leonard Page
Sharon Priebe
Ian Robb
Patricia Rondeau
Lisa Salgat
Richard Sangster
Kathleen Vichunas
Dave Wagner
Carol Wenzel

Excused: Natalie Clarke, Jean Garratt, Steve Lang, Jennifer Lopez, Danielle Martz, Corleen Proulx, Gerald Wall, Rose Walsh

Absent: Carol Athan, Nick Modrzynski, Susan Root

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Trisha Grifka, Lindsey Klein, Diane Price, Dorothy Pintar, Jim Robarge, Laurie Sauer, Fran Whitney, Kristina Warner, Val Williams and Sue Zolnierek

APPROVAL OF AGENDA

President Pete Hennard asked that item F. Executive Committee be added under committee reports.

Motion by Richard Sangster to approve the agenda as amended. Support by Earl Corpe. All ayes, Motion carried.

CONFLICT OF INTEREST DISCLOSURES –

None

Dave Wagner 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. President Pete Hennard welcomed Sue Allor, State Representative for the 106rd district, and Nick Florian to the meeting.

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 the December 2017 draft meeting minutes
- b. Receive and file November 2017 Head Start Policy Council meeting minutes
- c. Receive and file December 2017 Regional Council on Aging meeting minutes

is adopted as presented.

COMMUNICATION

No Communication

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 Statement of Financial Condition for the Housing Programs as well as the Head Start/Early Head Start recorded expenses as of December 31, 2017. The report was distributed prior to the meeting.

Motion by Ken Glasser to receive and file the financial report as presented. Support by Sharon Priebe. All ayes, Motion carried.

Program Presentation – Val Williams, Housing and Client Service Director and Lindsey Klein, Housing Resource Specialist, provided a PowerPoint presentation overview of the Housing and Client Service programs.

COMMITTEE REPORTS

Program Planning and Evaluation Committee – Earl Corpe

The Program Planning and Evaluation Committee met prior to the regular meeting to review and recommend for approval the Head Start Policy Council Operating Procedures and the Head Start Policy Council Reimbursement Policy.

Motion by Mark McKlusky to approve the Head Start Policy Council Operating Procedures as presented. Support by Lee Gapczynski. All ayes, Motion carried.

Motion by Mark McKlusky to approve the Head Start Policy Council Reimbursement Policy as presented. Support by Pat Rondeau. 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 December corporate credit card expenditures in the amount of \$1,598.75. The

committee also reviewed and recommended for approval Head Start/Early Head Start purchasing card expenditures in the amount of \$32,098.18.

The U. S. Department of Health and Human Services (DHHS) requires the Head Start/Early Head Start purchasing card expenditures to be approved each month at the NEMCSA board meetings. The monthly statement will be available for review at the board meetings and will also be available on the board portal. Discussion.

The committee also reviewed and recommended for approval the Pension Plan Audit contract for 12/31/2017 from Curt Reppuhn in the amount of \$11,000.00. Ken also noted that the Pension Plan has moved from Voya Financial to Principal Financial Investment Management Company.

Motion by Ken Glasser to approve the corporate credit card expenditures in the amount of \$1598.75 as presented. Support by Sharon Priebe. All ayes, Motion carried.

Motion by Ken Glasser to approve the Head Start/Early Head Start purchasing card expenditures in the amount of \$32,098.18 as presented. Support by Earl Corpe. All ayes, Motion carried.

Motion by Ken Glasser to approve the Pension Audit Contract for 12/31/2017 with Curt Reppuhn in the amount of \$11,000.00 as presented. Support by Richard Sangster. All ayes, Motion carried.

Membership Committee – John Morrison

The Membership Committee met with Nick Florian, applicant for the Private Sector vacancy to review his application. The committee discussed his qualifications and recommended him for approval to the full board. The committee also reviewed and discussed the attendance of board member Susan Root, noting that she has been absent for more than the allotted three consecutive meetings. Per language in the approved bylaws, under Section III C 1 it states removal of any member, may be effected by a two thirds (2/3) vote of the non-vacant seats of the governing board members present at a regular or special meeting, if, a. the member in question has missed three (3) consecutive meetings, excused or unexcused. The committee recommended her removal as a private sector member.

Motion by Sharon Priebe to approve Nick Florian to fill a private sector vacancy on the Board of Directors as presented. Support by Ken Glasser. All ayes. Motion carried.

Motion by Richard Sangster to remove Susan Root as a private sector board member due to lack of attendance. Support by Patrick Kelly. All ayes. Motion carried.

Early Childhood Services Ad Hoc Committee – Jean Garratt

No meeting. No report.

Personnel Committee –

No meeting. No report.

Executive Committee –

The Executive Officers met on December 22, 2017 to discuss an incident concerning a Head Start student who was left unattended on a bus for approximately 1 hour and 40 minutes. The

officers reviewed the incident and Action Plan with Tricia Grifka, Early Childhood Services Director.

NEW BUSINESS

No new business

The February board meeting will be held at Kirtland Community College, Grayling, MI on February 2, 2018.

Motion by Mark McKlusky to adjourn the meeting at 1:59 p.m. Support by Richard Sangster. All ayes, Motion carried.

Date Prepared: January 5, 2018

Date Approved: 2-2-2018

Laura Godi
Board Secretary

2-2-2018
Date