

Northeast Michigan Community Service Agency, Inc.
BOARD OF DIRECTORS
2569 US 23 South
Alpena, MI 49707
December 3, 2021

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:28 p m.

ROLL CALL

Lyn Behnke – TEAMS Tawas
Geyer Balog
John Chappa
Terry Dutcher
Rebecca Elston
Dennis Fay
Nick Florian – TEAMS Gaylord
Tammy Frisbie
Jean Garratt
Kenneth Glasser–TEAMS Gaylord

Duncan Gray
Pete Hennard
David Karschnick
John Morrison
Leo Marciniak
Patricia Rondeau
Lisa Salgat
Richard Sangster
Chuck Varner
Kathleen Vichunas

Excused: Dan Gauthier, Julie Kendrick, Sheila Malewska, Jeanette Motter, Craig Scott, Desiree Vandenberg, Carol Wenzel

Absent: None

Quorum present - yes

Staff Members Present:

Lisa Bolen, Karen Godi, Jodie Baker, Gina Bey, Trisha Grifka, Kimberlee Hincka, Dorothy Pintar, Laurie Sauer, Cathy Macfalda, Fran Ommani, and Sue Zolnierrek

Program Presentation – Dr. Donna Beegle, Communication Across Barriers, Inc. presented on Generational Poverty.

APPROVAL OF AGENDA

Motion by Terry Dutcher to approve the agenda as presented. Support by John Chappa. All ayes. Motion carried.

CONFLICT OF INTEREST DISCLOSURES

None

John Morrison led the Board in prayer.

Pete Hennard led the Board in the Pledge of Allegiance.

INTRODUCTION OF GUESTS AND PUBLIC COMMENT

Members introduced their guests. Dave Karschnick introduced Mary Catherine Hannah, new Alpena County Administrator. Laurie Sauer introduced Lacey Charboneau, Aging & Adult Services Agency (AASA) Field Representative.

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 November 2021 draft meeting minutes
- b. Proposed 2022 Board Meeting Calendar
- c. Receive and file September 2021 Regional Council on Aging meeting minutes
- d. Receive and file 2021 November Volunteer Advisory Council meeting minutes

is adopted as presented.

COMMUNICATION

President Hennard read correspondence dated November 16, 2021 from the Bureau of Community Action and Economic Opportunity (BCAEO). BCAEO provides the results of the Program Year 2021 Annual Monitoring Report which is a review of the licenses, certificates, insurance, and trainings that are required for companies and individuals employed or contracted to allow participation in the Weatherization Program. There were zero findings identified.

President Hennard read correspondence dated November 22, 2021 from the Bureau of Community Action and Economic Opportunity (BCAEO) approving the residency requirement for Tammy Frisbie the new Consumer member from Roscommon County.

Motion by Dave Karschnick to receive and file all correspondence. Support by Pat Rondeau. All ayes, Motion carried.

INFORMATION ITEMS

Directors Report – Lisa Bolen

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

Financial Report – Kimberlee Hincka

Kimberlee Hincka reviewed the Head Start/Early Head Start recorded expense report for the grant period February 1, 2021 through January 31, 2022. The report included additional Covid-19 funding available through FY 2023.

Motion by Chuck Varner to receive and file the Head Start Early/Head Start Recorded Expenses as presented. Support by Richard Sangster. All ayes, Motion carried.

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 Policy Council Operating Procedures for NEMCSA Head Start/Early Head Start.

Motion by Nick Florian to approve the Policy Council Operating Procedures for NEMCSA Head Start/Early Head Start as presented. Support by Dave Karschnick. All ayes, Motion carried.

Audit/Finance Committee – Ken Glasser – Leo Marciniak

The committee met prior to the regular meeting to review and recommend for approval the August 2021 Head Start/Early Head Start 5th 3rd purchasing card expenditures in the amount of \$66,449.39, the October 2021 Head Start/Early Head Start 5th 3rd purchasing card expenditures in the amount of \$53,597.34 and the October Wex fuel card in the amount of \$3,428.07.

Motion by Leo Marciniak to approve all credit card expenditures as presented. Support by Jean Garratt.

Roll Call Vote:

Yes Votes: (20) Geyer Balog, Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Nick Florian, Tammy Frisbie, Jean Garratt, Ken Glasser, Duncan Gray, Pete Hennard, Dave Karschnick, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas

No votes (0) Abstained (0) **Motion Carried.**

Housing Ad Hoc Committee – Ken Glasser

The committee met via TEAMS and discussed several sites. The Cheboygan Head Start site purchase approval is still pending with the Office of Head Start. A letter was sent to the seller requesting to extend the purchase agreement until July. The NEMCSA owned building in Omer is an older structure that has deteriorated to the point of demolition. Replacement building options and estimated costs were discussed. The Head Start classroom formerly located in that facility has identified an alternate site for 2022. Purchase of the building adjacent to the new Alpena Main Office has been explored for purchase. Lisa Bolen and the attorney are in negotiations with the owner. The Oscoda Head Start is still searching for classroom space.

Membership Committee – Lisa Salgat

The committee met via TEAMS to review and recommend for approval of new board members Rebecca Elston and Desiree Vandenberg from Head Start Policy Council. The applicants live outside of the core eleven county service area; therefore, a residency waiver request will need to be sent to the Bureau of Community Action and Economic Opportunity (BCAEO). The committee also recommends approval for Consumer Sector membership for Tammy Frisbie and Terry Dutcher, Iosco County Commissioner.

Motion by Lisa Salgat to approve consumer sector member, Tammy Frisbie, public sector member, Terry Dutcher, and consumer sector members Rebecca Elston and Desiree Vandenberg pending approval of their residency waiver requests. Support by Pat Rondeau. All ayes, Motion carried.

Early Childhood Services Ad Hoc Committee – Jean Garratt

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

Personnel Committee – Lyn Behnke (presented by Kathleen Vichunas)

The Personnel committee met prior to the board meeting to continue working on the Executive Director evaluation process. Lisa Bolen’s contract will expire on January 31, 2022, therefore the committee recommended that her contract be extended until the evaluation process is completed. The committee discussed this with Lisa who agreed to the extension. Greg Meihn, Legal Consultant, prepared the extension letter. The committee will continue working on the process and provide an update in February.

Motion by Kathleen Vichunas to approve extending the Executive Director’s contract until the evaluation process has been completed. Support by Richard Sangster.

Roll Call Vote:

Yes Votes: (20) Geyer Balog, Lyn Behnke, John Chappa, Terry Dutcher, Rebecca Elston, Dennis Fay, Nick Florian, Tammy Frisbie, Jean Garratt, Ken Glasser, Duncan Gray, Pete Hennard, Dave Karschnick, Leo Marciniak, John Morrison, Pat Rondeau, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas

No votes (0) Abstained (0) **Motion Carried.**

Compliance Committee – Carol Wenzel (presented by Pete Hennard)

MDHHS (Michigan Department of Health and Human Services) recently issued a letter which will continue the MI Choice Direct Care Worker (DCW) premium pay for 2022. The increase is \$2.35 per hour with 29 cents for associated payroll taxes. Region 9 AAA hosted provider meetings, one for traditional in-home providers and another for providers of residential and non-residential services. There is a significant difference in how the funds can be paid to DCWs based on the type of provider. Quality and compliance staff are preparing for the Administrative Quality Assurance Review (AQAR) assessment scheduled for February. Provider monitoring visits remain in progress, files continue to be scanned and it is still uncertain when in-person participant visits will resume. The OIG (Office of the Inspector General) Quarterly Report, 4th quarter FY 2021 received a PASS.

OLD Business

No old business

NEW BUSINESS

Board member Geyer Balog asked about vaccinations and masking for NEMCSA staff. Lisa Bolen gave an update on the federal vaccine mandate and the Head Start/Early Head Start mandates. Greg Meihn, Legal Consultant, will review all staff exemptions.

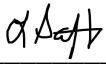
There will be no board meeting in the month of January.

The February 4, 2022 board meeting will be held at Jay's Conference room in Gaylord, MI.

Motion by Terry Dutcher to adjourn the meeting at 2:34 p.m. Support by John Chappa. All ayes, Motion carried.

Date Prepared: December 3, 2021

Date Approved: February 4, 2022



Board Secretary

02/07/2022

Date