**New Horizons Rehabilitation Services**

**Board of Trustee Meeting Minutes – FINAL**

**Wednesday, July 20, 2011 – 7:00 p.m.**

1. The meeting was called to order by Bud Keller, Chair at 7:00 PM.

Present: Bud Keller, Chair

 Daniel Pienta, Vice Chair

Charles Stenback, Treasurer

Paula Somerville, Secretary

Elaina Fraga-O’Malley, Mbr at Large

Dr. Myron Liner, Mbr at Large

Beth Alberti

Clare Evans (Call in)

Betty Fisher

William Goodman

Peggy Griffin

Shon Halacka, Mbr at Large (Call in)

Daniel Knott

Leo Kujawa

William McCaffrey

Gwendolyn McNeal

Dr. Peter Muller

John Pajak

Lauren Scarpace (Call in)

Rick Van Heukelom

Michael Williams

Mark Woods (Call in)

Absent: Steven Bruyn

Richard Ciaramitaro

Gordon Cooley, Mbr at Large

John Kaplan

John Larson

Doug Otlewski, Past Chair

Sarah McClure, Mbr at Large

Also Present: Stan Gramke, President/CEO

 Ron Storing, Vice President

Marjon Davis, Director of Development

Charlesetta Edwards, Flint/Macomb Branch Manager

 Tim Hatfield, Springfield Branch Manager

 Jason Kaszubski, Human Resource Manager

Greg Kriovan, Director of Quality Assurance

Kris Mooney, Director of Finance

Tom Paskiewicz, Manager Community Based Program

David Stoker, Director of Manufacturing

Angela Lehmann, Placement

##### MOTIONS

The following **MOTIONS** were made, **SECONDED** and **CARRIED** at the Board of Trustees Meeting on July 20, 2011.

1. **Approval of Agenda:**

A **MOTION** was made by Michael Williams and **SECONDED** by Gwen McNeal to approve the agenda for the July 20, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

A **MOTION** was made by Chuck Stenback and **SECONDED** by Elaina Fraga-O’Malley to approve the minutes from the June 1, 2011 Board of Trustees Meeting. **MOTION CARRIED.**

**3**. **Adjournment:**

There being no further business, a **MOTION** was made by Chuck Stenback and **SECONDED** by Elaina Fraga-O’Malley to adjourn the July 20, 2011 Board of Trustees Meeting at 8:00 PM. **MOTION CARRIED.**

1. **Bud Keller, Chair, called the Meeting to order at 7:00 PM.**
2. **Approval of Agenda:**

\*\*\* A **MOTION** was made by Michael Williams and **SECONDED** by Gwen McNeal to approve the agenda for the July 20, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

\*\*\* A **MOTION** was made by Chuck Stenback and **SECONDED** by Elaina Fraga-O’Malley to approve the minutes from the June 1, 2011 Board of Trustees Meeting. **MOTION CARRIED.**

1. **Audit & Finance Committee Report**

**A. Year-to-Date Financials** **(Reported by Kris Mooney, Director of Finance)**

Kris reported this is the end of our fiscal year and things are being prepared for the audit. So there are no final June numbers at this time. A financial report and audit results will be presented at the Annual Meeting.

\*\*\***No Motion needed due to year end**

## Doeren Mayhew Annual Audit (Reported by Kris Mooney, Director of Finance)

Kris met with Doeren Mayhew this week and the audit will be wrapped up and finished for the Annual Meeting. They will be starting August 8.

* 1. **Staff Meetings End of the Year (Reported by Stan Gramke, President/CEO)**

Stan commented on the end of the year bonus meetings held between himself and Ron Storing to hand out bonus checks. Staff was positive and thank you cards were received.

1. **Board of Trustees Committee Reports**
	1. **Executive Committee Update (Reported by Bud Keller, Chairman of the Board)**

Bud reported that at the Executive Committee Meetings, other committee activities are discussed. At the most recent meeting, the focus was on the Audit & Finance Committee and the Nominating Committee and also the fundraising events.

* 1. **Personnel Committee Update (Reported by Jason Kaszubski, Human Resource Director)**

Jason reported that the personnel policy has been updated and is being distributed to staff and offered to send copies to board members.

* 1. **Program & Services Committee Update (Reported by Ron Storing, Vice President)**

Ron reported that the political issues around finances are being watched. New Horizons year-end statistics are being completed and it looks there may be a record number as far as programs and number of persons served.

* 1. **Golf Committee Update (Reported by Stan Gramke, President/CEO)**

The first Golf Committee Meeting is scheduled for Tuesday, July 26 @ 4 p.m. Golf Committee Members are: Bill Goodman, Bud Keller, Doug Otlewski, Dan Pienta, Lauren Scarpace.

* 1. **Nominating Committee Update (Reported by Stan Gramke, President/CEO)**
		+ - 1. Board Resignations

Stan reported on three resignations Elaina Fraga-O’Malley, Chuck Stenback and Lynne Portnoy.

* + - * 1. Nominations Process

Two nominees have been identified, Clemente Garcia, referred by Elaina Fraga-O’Malley and John Kaplan and Jim Nichols a past board member who approached us about returning to the board. This leaves one opening and Stan asked for board members to provide names to the committee.

* + - * 1. Nominating Committee Meeting – July 26, 3:30 p.m.

The committee consists of Doug Otlewski, Betty Fisher, Clare Evans, John Kaplan, Bud Keller, Dan Knott, John Larson, Dan Pienta, Lauren Scarpace and Mark Woods.

1. **Fundraising/Development (Reported by Marjon Davis, Director of Development & Office Operations)**
	1. **Brooksie Way**

To date we only have a few employees participating in this event. An email went out last week to the Board of Trustees and staff encouraging them to make a commitment to participate. The date of the event is October 2, 2011.

**B. Annual Meeting & Awards**

Scheduled for September 15, 2011. The theme this year is Helping People With Disabilities Succeed… One by One, focusing on how we help each individual. David Price from MARO was confirmed as our speaker and Ron Storing will be the Master of Ceremonies. The award winners have been chosen and we are holding meetings with them. Invitations and flyers have been designed and approved and will be coming out soon.

**C. Date Schedule Update**

You should have received an updated calendar in your board packet; the Audit & Finance meeting has to be moved from 9/19 to 9/12 due to the Annual Meeting being moved from 9/29 to 9/15.

1. **Program Presentation – “The Kooser Program” (Reported by Stan Gramke, President/CEO, Ron Storing, Vice President & Angela Lehmann, Placement Specialist)**

Stan gave a history of how New Horizons became associated with The Kooser Program. Ron explained the program is for those that have hearing loss, not for the deaf and that it affects every area of your life. Angela handed out brochures about the program and an audiogram. Angela explained how the program works, what the audiogram means to each person who goes through the program and had the meeting attendees take a spelling test exercise to help provide an understanding of what someone with various levels of hearing loss experience.

**8. Adjournment**

\*\*\* There being no further business, a **MOTION** was made by Chuck Stenback and **SECONDED** by Elaina Fraga-O’Malley to adjourn the July 20, 2011 Board of Trustees Meeting at 8:00 PM. **MOTION CARRIED.**

***Reviewed & Edited by Paula Somerville 8/16/11***

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Paula Somerville, Secretary Date

**New Horizons Rehabilitation Services**

**Board of Trustee Meeting Minutes - FINAL**

**Wednesday, June 1, 2011 – 7:00 p.m.**

1. The meeting was called to order by Bud Keller, Chair at 7:00 PM.

Present: Bud Keller, Chair

 Daniel Pienta, Vice Chair

Charles Stenback, Treasurer

Paula Somerville, Secretary

Gordon Cooley, Mbr at Large

Elaina Fraga-O’Malley, Mbr at Large

Dr. Myron Liner, Mbr at Large

Doug Otlewski, Past Chair

Beth Alberti

Clare Evans

Betty Fisher

William Goodman

Peggy Griffin (Call in)

John Kaplan

Leo Kujawa

William McCaffrey (Call in)

Gwendolyn McNeal

Dr. Peter Muller

Lauren Scarpace

Rick Van Heukelom

Michael Williams

Absent: Steven Bruyn

Richard Ciaramitaro

Shon Halacka, Mbr at Large

Daniel Knott

John Larson

Sarah McClure, Mbr at Large

John Pajak

Lynne Portnoy

 Mark Woods

Also Present: Stan Gramke, President/CEO

 Ron Storing, Vice President

Tina Collins, Director of Public Relations

Marjon Davis, Director of Development

Charlesetta Edwards, Flint/Macomb Branch Manager

 Tim Hatfield, Springfield Branch Manager

 Jason Kaszubski, Human Resource Manager

Greg Kriovan, Director of Quality Assurance

Kris Mooney, Director of Finance

Tom Paskiewicz, Manager Community Based Program

David Stoker, Director of Manufacturing

Dennis Winkler, Madison Heights Branch Manager

##### MOTIONS

The following **MOTIONS** were made, **SECONDED** and **CARRIED** at the Board of Trustees Meeting on June 1, 2011.

1. **Approval of Agenda:**

A **MOTION** was made by Chuck Stenback and **SECONDED** by Bill Goodman to approve the agenda for the June 1, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Dr. Peter Muller to approve the minutes from the March 16, 2011 Board of Trustees Meeting. **MOTION CARRIED.**

**3**. **Approval of the Year-to-Date Financials:**

A **MOTION** to approve the Year-to-Date Financials from April, 2011 was made by Gordon Cooley and **SECONDED** by Gwen McNeal. **MOTION CARRIED.**

**4**. **Approval to Transfer Year End Excess:**

A **MOTION** to approve transferring the year end excess revenue over expenses into the Board Designated Fund was made by Beth Alberti and **SECONDED** by Leo Kujawa. **MOTION CARRIED.**

**5**. **Approval of 2011-2012 Budget:**

A **MOTION** to approve the 2011-2012 Budget was made by Dr. Myron Liner and **SECONDED** by Dr. Peter Muller. **MOTION CARRIED.**

**6**. **Approval of the 403b Retirement Contribution:**

A **MOTION** to approve that New Horizons will match 100% of eligible salary deferrals up to a maximum of 4% of the employee’s wages. This would equate to a maximum match contribution of 4% paid by the Agency for fiscal year 2011-2012. And effective for the 2012-2013 fiscal year, New Horizons would match 50% of eligible salary deferrals up to a maximum of 4% of the employee’s wages. This would equate to a maximum match contribution of 2% paid by the Agency was made by Bill Goodman and **SECONDED** by John Kaplan. **MOTION CARRIED.**

**7**. **Approval of New Horizons Health Insurance Contribution:**

A **MOTION** to approve Health Insurance Contribution Increase from $290.00 to $310.00 was made by Elaina Fraga-O’Malley and **SECONDED** by Gwen McNeal. **MOTION CARRIED.**

**8**. **Approval to Increase Health Insurance Major Deductible:**

A **MOTION** to approve the Increase for Major Deductible from $500 to $1,500 was made by Beth Alberti and **SECONDED** by Dr. Myron Liner. **MOTION CARRIED.**

**9**. **Approval to Revise Personnel Policy:**

A **MOTION** to approve the Revised Personnel Policy was made by Michael Williams and **SECONDED** by John Kaplan. **MOTION CARRIED.**

**10. Adjournment:**

There being no further business, a **MOTION** was made by Gordon Cooley and

**SECONDED** by Michael Williams to adjourn the June 1, 2011 Board of Trustees Meeting at 8:00 PM. **MOTION CARRIED.**

1. **Bud Keller, Chair, called the Meeting to order at 7:00 PM.**
2. **Approval of Agenda:**

\*\*\*A **MOTION** was made by Chuck Stenback and **SECONDED** by Bill Goodman to approve the agenda for the June 1, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

\*\*\*A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Dr. Peter Muller to approve the minutes from the March 16, 2011 Board of Trustees Meeting. **MOTION CARRIED.**

1. **Audit & Finance Committee Report**

**A. Year-to-Date Financials** **(Reported by Chris Mooney, Director of Finance)**

 **For the Month of April 2011**

Program Fees & Revenue $711,075

Industrial Revenue 233,737

Community Program Revenue 155,323

Other Revenues 46,215

Total Expenses 1,058,243

Operating Surplus/Deficit 88,107

Investment Unrealized Gain/Loss -

Total Agency Surplus/Deficit $ 88,107

 **Consolidated Balance Sheet**

As of April 30, 2011 the cash on hand was $1,256,292. New Horizons Short Term Investments at 5/3 were $2,685,339 and at PNC were $1,501,672. A total of cash investments of $5,443,303. Net Accounts Receivable is currently $1,843,706 and current liabilities are $983,409.

 **Fiscal Year to Date Agency Information:**

YTD Operating Revenue $11,918,467

YTD Operating Expenses 11,501,843

YTD Program Excess/Deficit 416,624

YTD Other Agency Revenue

Fundraising, Interest, donations 227,722

YTD Agency Operating Surplus/Deficit 644,346

YTD Investment Unrealized Gain/Loss 401,269

*(Agency investments are marked to market value quarterly)*

**Total Agency Surplus/(Deficit) YTD $1,045,615**

*(including unrealized investment gains or losses*)

\*\*\*A **MOTION** to approve the Year-to-Date Financials from April, 2011 was made by Gordon Cooley and **SECONDED** by Gwen McNeal. **MOTION CARRIED.**

## Transferring the Year End Excess Revenue over Expenses into the Board Designated Fund

Kris Mooney reported that at the end of the agency fiscal year, once year end spending is complete, there may be a surplus for the agency. The practice has been to have the board vote to approve the transfer of any remaining surplus, not including investment activity – unrealized gains or losses. The surplus would be moved from operating to one of our investment accounts either with 5/3 or PNC. Currently we have a large amount of surplus, however, we do have dollars earmarked for several end of year spending items. These items include staff year-end bonuses of approximately $240,000 and various facility improvements of approximately $180,000. After these expenses the surplus amount would be moved into one of our investment accounts which would be decided by the Audit & Finance Committee.

\*\*\*A **MOTION** to approve transferring the year end excess revenue over expenses into the Board Designated Fund was made by Beth Alberti and **SECONDED** by Leo Kujawa. **MOTION CARRIED.**

* 1. **2011-2012 Budget Presentation**

Kris Mooney presented the proposed budget for the 2011-2012 fiscal year, beginning July 1, 2011 to the Board of Trustees for approval.

\*\*\*A **MOTION** to approve the 2011-2012 Budget was made by Dr. Myron Liner and **SECONDED** by Dr. Peter Muller. **MOTION CARRIED.**

* 1. **Auction Update**

Tina Collins provided update. The auction item list including the purchase amounts and the value was handed out. This was the best auction ever, raising more than $152,000. The year before was approximately $146,000. Our expenses were down this year due to a few less people in attendance and being diligent on getting good printing costs. Our net revenue was about $125,000.

* 1. **Brooksie Way**

Tina Collins communicated that walk participants need to register at the website and then they can personalize letters we have available in order to solicit funds from family and friends. Materials will be provided to participants upon request. Tina reported that there is several staff that will be participating.

1. **Personnel Committee (Reported by Jason Kaszubski, Human Resource Director)**
	1. **New Horizons 403b Retirement Contribution**
		1. **2010-2011 – 4%**

Last year New Horizons approved going from 2% to 4% match for the current year ending June 30, 2011. Under the normal plan, if a person puts in 4% of wages, the plan will match 2%. New Horizons approved increasing the match to 4% for this year only and would revert back to the 2% for the coming year.

* + 1. **2011-2012 – 4%**

Going forward for next year it is recommended again that if staff puts 4% of wages into their retirement program, New Horizons would match that 4%. Then the plan would again revert back to the normal 50% match on July 1, 2012.

\*\*\*A **MOTION** to approve that New Horizons will match 100% of eligible salary deferrals up to a maximum of 4% of the employee’s wages. This would equate to a maximum match contribution of 4% paid by the Agency for fiscal year 2011-2012. And effective for the 2012-2013 fiscal year, New Horizons would match 50% of eligible salary deferrals up to a maximum of 4% of the employee’s wages. This would equate to a maximum match contribution of 2% paid by the Agency was made by Bill Goodman and **SECONDED** by John Kaplan. **MOTION CARRIED.**

* 1. **New Horizons Health Insurance Contribution Increase**

It is recommended that the $10,800 saved by changing the opt out option be applied to the health care stipend and taking it from $290 per month to $310 per month for all employees.

\*\*\*A **MOTION** to approve Health Insurance Contribution Increase from $290.00 to $310.00 was made by Elaina Fraga-O’Malley and **SECONDED** by Gwen McNeal. **MOTION CARRIED.**

* 1. **New Horizons Increase for Major Deductible from $500 to $1,500**

Last year there was a $1,000 deductible for Blue Care Network, staff paid the first $500 and New Horizons pays the second $500. This year the deductible has increased to $2,000, staff will still only pay the first $500 and New Horizons will pay the balance $1,500 if needed. New Horizons total liability for this plan is $100,000, it has been budgeted for $30,000 and the projected New Horizons liability cost is $21,000.

\*\*\*A **MOTION** to approve the Increase for Major Deductible from $500 to $1,500 was made by Beth Alberti and **SECONDED** by Dr. Myron Liner. **MOTION CARRIED.**

**D. End of the Year Staff Bonus - $1,000 Net/Pro-rated**

Last year we did $1,000 cash bonus net as a surprise. This year New Horizons is planning to do the same.

1. **Mileage Reimbursement for Staff**

Mileage reimbursement will increase from .40 cents to .45 cents starting July 1, 2011.

1. **Staff Hiring Review**

In the last two years we have hired 35.5 new staff. Last fiscal year we had 197 staff, this year we have 203 staff. There are five new positions to add for new projects, putting us at 208. Our turnover rate to date is 4.9% and has been going down over the past several years.

1. **Revised Personnel Policy Update and Approval**

The majority of the change to the 37 page policy was adding a one page section on Electronic Communication Devices, which was handed out. All other changes were cosmetic throughout the document. All personnel committee members have received the revised document. Once approved it will be taken to staff to be reviewed and signed by them.

\*\*\*A **MOTION** to approve the Revised Personnel Policy was made by Michael Williams and **SECONDED** by John Kaplan. **MOTION CARRIED.**

1. **Board Committee Reports**

**A. Program & Services Committee**

Ron Storing reported on the state and federal budgets and that not much is known. An email was received from Lansing that they are going through with the re-appropriation for the DCH funds and we know that Oakland and Wayne will probably be the two counties hurt most. Nothing more is known.

ARRA projects should continue as long as MRS does not receive a significant hit in their budget. It has been decided to take four positions out – two in Oakland and two in the eastern division. The two Macomb projects that ended in January have been picked up fee for service.

Transition expansion, the largest project at this time, is working directly with Southfield schools and just confirmed taking a few students from Ferndale schools (approx.12-14 students). The Madison Heights branch is being used for this program. More School-to-Work programming may be picked up in Macomb. We are budgeting zero dollars for United Way (UW). However, during the past three years as UW funding has decreased, New Horizons has used its own dollars to supplement the UW Funding. We expect to continue this process since our investments returned almost four-fold during the year and support projects with approximately ten Macomb School Districts and a larger number of high schools. Macomb CMH would like to do some business with us but in Oakland County. A qualifying packet is being prepared for them.

Overall believe we will do very well on the program side this year. Ron will be serving on a task force to look at lowering the age from 26 to 22 in order to receive services.

**B. Executive Committee**

Bud Keller reported the majority of the Executive Committee meeting was spent reviewing the financial statements, year to date and talking about the upcoming budget and all matters pertaining to that. A good amount of time was also spent talking about personnel changes and proposals that have already been discussed earlier in this board meeting. Ron Storing also provided an update on the ARRA funds and the Michigan budget for the upcoming year as it was known at that time.

**C. Nominating Committee**

Stan Gramke noted that we are looking to start holding a nominating committee meeting in the next month or so. Doug Otlewski is the chair for that committee. We do have two resignations this year, as well as a potential new board candidate. Doug Otlewski asked board members to work together and offer names of potential candidates that would be a great asset to the New Horizons Board of Trustees.

**7. Adjournment**

\*\*\*There being no further business, a **MOTION** was made by Gordon Cooley and

**SECONDED** by Michael Williams to adjourn the June 1, 2011 Board of Trustees Meeting at 8:00 PM. **MOTION CARRIED.**

***Reviewed & Edited by Paula Somerville on 7/13/11***

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Paula Somerville, Secretary Date

NEW HORIZONS REHABILITATION SERVICES

BOARD OF TRUSTEES

MEETING MINUTES

March 16, 2011

1. The meeting was called to order by Bud Keller, Chair at 7:00 PM.

Present: Bud Keller, Chair

 Daniel Pienta, Vice Chair

Charles Stenback, Treasurer

Paula Somerville, Secretary

Gordon Cooley, Mbr at Large

Elaina Fraga-O’Malley, Mbr at Large

Shon Halacka, Mbr at Large

Dr. Myron Liner, Mbr at Large

Beth Alberti

Clare Evans

Betty Fisher (Call in)

Peggy Griffin

John Kaplan

Daniel Knott

Leo Kujawa

Gwendolyn McNeal

Dr. Peter Muller

John Pajak

Lauren Scarpace (Call in)

Rick Van Heukelom

Absent: Sarah McClure, Mbr at Large

Doug Otlewski, Past Chair

Steven Bruyn

Richard Ciaramitaro

William Goodman

John Larson

William McCaffrey

Lynne Portnoy

Michael Williams

 Mark Woods

Also Present: Stan Gramke, President/CEO

 Ron Storing, Vice President

Tina Collins, Director of Public Relations

Marjon Davis, Director of Development

Charlesetta Edwards, Flint/Macomb Branch Manager

 Tim Hatfield, Springfield Branch Manager

 Jason Kaszubski, Human Resource Manager

Greg Kriovan, Director of Quality Assurance

Kris Mooney, Director of Finance

Tom Paskiewicz, Manager Community Based Program

David Stoker, Director of Manufacturing

##### MOTIONS

The following **MOTIONS** were made, **SECONDED** and **CARRIED** at the Board of Trustees Meeting on March 16, 2011.

1. **Approval of Agenda:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Chuck Stenback to approve the agenda for the March 16, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

A **MOTION** was made by Beth Alberti and **SECONDED** by John Pajak to approve the minutes from the January 19, 2011 Board of Trustees Meeting. **MOTION CARRIED.**

**3**. **Approval of the Year-to-Date Financials:**

A **MOTION** to approve the Year-to-Date Financials from the February, 2011 was made by Gordon Cooley and **SECONDED** by Dr. Peter Muller. **MOTION CARRIED.**

1. **Adjournment:**

There being no further business, a **MOTION** was made by John Kaplan and

**SECONDED** by Shon Halacka to adjourn the March 16, 2011 Board of Trustees Meeting at 8:00 PM. **MOTION CARRIED.**

1. **Bud Keller, Chair, called the Meeting to order @ 7:00 PM.**
2. **Approval of Agenda:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Chuck Stenback to approve the agenda for the March 16, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

A **MOTION** was made by Beth Alberti and **SECONDED** by John Pajak to approve the minutes from the January 19, 2011 Board of Trustees Meeting. **MOTION CARRIED.**

1. **Audit & Finance Committee Report**

**A. Year-to-Date Financials** **(Reported by Chuck Stenback, Treasurer)**

 **For the Month of February 2011**

Program Fees & Revenue $637,043

Community Program Revenue 144,343

Industrial Revenue 334,810

Other Revenues 9,659

Total Expenses 1,126,148

Operating Surplus/(Deficit) (293)

Investment Unrealized Gain/Loss -

Agency Surplus/(Deficit) $ (293)

 **Consolidated Balance Sheet**

As of February 28, 2011 the cash on hand was $1,093,166 with $4,087,296 in the New Horizons Investment Fund. Cash investments total $5,180,462. Net Accounts Receivable is currently $1,812,187 and current liabilities are $1,014,457.

 **Fiscal Year to Date Agency Information:**

YTD Operating Revenue $9,674,257

YTD Operating Expenses 9,343,157

YTD Program Excess/Deficit 331,100

YTD Other Agency Revenue

Fundraising, Interest, donations 142,501

YTD Agency Operating Surplus/Deficit 473,601

YTD Investment Unrealized Gain/Loss 307,953

*(Agency investments are marked to market value quarterly)*

**Total Agency Surplus/(Deficit) YTD $781,554**

*(including unrealized investment gains or losses*)

A **MOTION** to approve the Year-to-Date Financials from February 28, 2011 was made by Gordon Cooley and **SECONDED** by Dr. Peter Muller. **MOTION CARRIED.**

## Investment Accounts

Chuck Stenback, Treasurer reported we now have two investment funds. We approved a second investment fund with PNC, as we have an existing fund with Fifth Third. Depending on how things go, there might be some adjustments between one or the other as to who will manage the most money.

* 1. **Budget 2011-2012**

Kris Mooney, Director of Finance reported we are starting the planning for the budget for the next fiscal year. The plan is to have a budget prepared for the preliminary approval process and recommendation at the Audit & Finance Committee and then be presented at the board meeting to be held June 1, 2011.

* 1. **Additional Item – PNC Women Who Achieve**

Bud Keller, Chair reported that Kris Mooney, Director of Finance was selected by PNC bank to represent their Women Who Achieve and will be on PNC’s website beginning next week. This is a selection of women that are in the workplace, customers of PNC, that are honored for their achievements.

1. **Board Committee Reports**

**A. Executive Committee**

Bud Keller, Chair reported the Executive Committee reviews the meetings of the other committees. In our last meeting, we reviewed the School-to-Work Program status along with the auction and how that is coming. We reviewed the new Investment account at PNC as well as a ways of communicating closings of the branches when we have snow days as we did this last winter.

**B. Program & Services Committee**

Ron Storing, Vice President reported that our next Program & Services meeting will be April 8, 2011. We’ve held off having a meeting waiting to see what’s happening at the federal and state level. Ron will send an email out when the next meeting is finalized.

**C. Personnel Committee Scheduled**

Elaina Fraga-O’Malley, Committee Chair reported the next meeting will be held on May 10, 2011 at 4:00 p.m. We have three agenda items, open enrollment, policies and procedures, and open staff issues or concerns.

**D. Golf Committee Formation**

Stan Gramke, President/CEO asked for volunteers who would like to serve on the committee. Although typically held in Grand Blanc at Woodfield, we are open to moving it closer toward Auburn Hills/Rochester Hills. However the cost does increase. We would like to find ways to enhance the event. The date is currently scheduled as September 9, 2011.

1. **Administrative Update**

**A. Federal Budget**

Ron Storing, Vice President reported that at the federal level, they are currently working on a two week extension of the 2010 budget. Not directly affecting New Horizons at this time. This extension expires on March 18, 2011 and most likely another extension will be enacted. An approved 2011 budget is not expected to be approved any time soon.

**B. State Budget**

Ron Storing, Vice President reported that at the State level, the Governor Snyder has given two executive orders that will eliminate the Department of Energy, Labor and Economic Growth as we have known it. This will take effect on April 24, 2011. DELEG will become part of the Department of Licensing and Regulatory Affairs or LARA. The Medicaid budget may or may not be cut. Some reports state that there may be a 2% increase, and some that there is likelihood that a 3% decrease may take place.

Ron passed out a list of the current who’s who in Michigan state government from Lansing. We need to pay attention to what is happening and make phone calls to let them know the importance of the issues that affect us. Doug Smith, former Oakland County Deputy Executive, is now in Lansing and is a strong advocate for Oakland County and Southeastern Michigan.

**C. ARRA Funds**

Ron Storing, Vice President reported the ARRA dollars will disapate September 30, 2011.

At the local level, we are working with MRS in determining how the projects started with ARRA funding can be maintained. Management meetings with MRS Michigan Eastern Division are being held. Our projects in Macomb County will continue through fee for service arrangements. In Oakland County we are looking at maintaining some positions, while others may be eliminated. The final budget for 2012 will have a lot to do with the final decisions.

**E. Additional Item – Southfield Schools**

We are close to coming to an agreement with Southfield Schools in developing a new transition program for special education students. We hope to have an agreement completed by April. Traditionally our Madison Heights facility has been the least used as far as capacity. We will be starting a facility based project with about 40 students. They will be bussed to our facility. The program is modeled after a program that was run when Ron first started with New Horizons. We will have a teacher and a half on board to provide educational components right in the facility to meet their educational hours that are required each day. They will structure it to have 20 students in a classroom and 20 students working and then switch them, so they are only bussing them one time there and back.

**F. Staffing Changes**

Stan Gramke, President/CEO reported that his key contact person has changed and is now Marjon Davis. Janis Coschino has left employment and has accepted a position at another business.

**G. Weather Closures**

Jason Kaszubski, Human Resource Manager reported what we normally do in the event of a closure. Jason calls the state police and they send our name up to Lansing and we hope we will show up on channel 2,4, 7 and the radio stations. A new procedure is being put in place where if Jason gets the call from Stan or Ron that we are closed, he will call in from home to each branch and select from three pre-recorded phone messages that notify consumers and staff what is happening. We are also working on some type of link on our website that will give the same notification as the phone messages. Finally, we are looking at using an automated phone tree. All of these should improve communication concerning closures.

1. **Public Relations /Fund Raising**

**A. Charity Auction 2011 Update**

* + 1. **Overview**

Staff passed out triangle showing where sponsorships are so far. We are doing well and almost at $80,000. Last year we were close to $100,000 and that is our goal this year. Committee members are soliciting the outstanding sponsors that donated last year. If you know of any possible sponsors, let us know. 200 letters just went out from Michael Williams list of contacts.

* + 1. **Items**

Staff passed out list of items received so far. We are a little concerned with this, we only have about 48 items so far and the “rock star” is Chuck Stenback. He has brought in most of our items so far. We really need everyone to look at what they promised to get in and really go after it. We also need some good live items. We did get a few yesterday, one from Guardian Alarm – a whole system for a house, Lear Corp. – suite at a Tiger game, and PNC – 4 Piston floor seats. Get items in by mid-April so we can get them in the program. We will add an addendum to the program – but would like them soon.

* + 1. **Sponsors**

Covered under a above.

* + 1. **Donations**

Covered under a above.

* + 1. **Additional Item – Tables/Tickets** – please let us know what you want to do. If you donate $1,000 you get six tickets & the ad in the program. If you purchase a table, it is $700 for 10 tickets and no ad. We will try to accommodate you if you need more tickets than the six for your $1,000 donation, however if you do not let us know ahead of time, we cannot promise that we will have the tickets available.
	1. **Additional Item - New Horizons Shirts**

Polo shirts are available in various sizes for $20 each.

**8. Adjournment**

There being no further business, a **MOTION** was made by John Kaplan and

**SECONDED** by Shon Halacka to adjourn the March 16, 2011 Board of Trustees Meeting at

8:00 PM. **MOTION CARRIED.**

***Reviewed & Edited by Paula Somerville on 3/29/11***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paula Somerville, Secretary Date

BOARD OF TRUSTEES

MEETING MINUTES

January 19, 2011

1. The meeting was called to order by Bud Keller, Chair at 7:00 PM.

Present: Bud Keller, Chair

 Daniel Pienta, Vice Chair

Doug Otlewski, Past Chair

Paula Somerville, Secretary

Beth Alberti

Steven Bruyn

Clare Evans (Call in)

Betty Fisher (Call in)

William Goodman (Call in)

Peggy Griffin

John Kaplan

Daniel Knott

Leo Kujawa

William McCaffrey

Dr. Peter Muller

Elaina Fraga-O’Malley

John Pajak

Michael Williams

Absent: Gordon Cooley

Richard Ciaramitaro

Shon Halacka

John Larson

Dr. Myron Liner

Sarah McClure

Gwendolyn McNeal

Lynne Portnoy

Lauren Scarpace

Charles Stenback, Treasurer

Rick Van Heukelom

 Mark Woods

Also Present: Stan Gramke, President/CEO

 Ron Storing, Vice President

Janis Coschino, Administrative Secretary

Tina Collins, Director of Public Relations

Marjon Davis, Director of Development

 Tim Hatfield, Springfield Branch Manager

 Jason Kaszubski, Human Resource Manager

Greg Kriovan, Director of Quality Assurance

Kris Mooney, Director of Finance

Tom Paskiewicz, Manager Community Based Program

David Stoker, Director of Manufacturing

Dennis Winkler, Madison Heights Branch Manager

##### MOTIONS

The following **MOTIONS** were made, **SECONDED** and **CARRIED** at the Board of Trustees Meeting on January 19, 2011.

1. **Approval of Agenda:**

A **MOTION** was made by Dr. Peter Muller and **SECONDED** by Michael Williams to approve the agenda for the January 19, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Leo Kujawa to approve the minutes from the November 17, 2010 Board of Trustees Meeting. **MOTION CARRIED.**

**3**. **Approval of the Restructuring of New Horizons Operating Accounts:**

A **MOTION** was made by Michael Williams and **SECONDED** by John Kaplan to recommend to the Board of Trustees restructuring of the New Horizons Operating Accounts by moving a total of 1.5 million into PNC Investments which will be regulated by the New Horizons Investment Policy Statement dated January, 2005. In Favor = 17, Opposed = 0, Abstained = 1. **MOTION CARRIED.**

1. **Approval of By-Law Revisions**

A **MOTION** was made by Doug Otlewski and **SECONDED** by Dr. Peter Muller to adopt the New Horizons By-Law revisions dated January 19, 2011.

**5. Adjournment:**

There being no further business, a **MOTION** was made by Doug Otlewski and

**SECONDED** by John Pajak to adjourn the January 19, 2011 Board of Trustees Meeting at 8:45 PM. **MOTION CARRIED.**

1. **Bud Keller, Chair, called the Meeting to order @ 7:00 PM.**
2. **Approval of Agenda:**

A **MOTION** was made by Dr. Peter Muller and **SECONDED** by Michael Williams to approve the agenda for the January 19, 2011 Board of Trustees Meeting. **MOTION CARRIED**.

1. **Approval of Minutes:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Leo Kujawa to approve the minutes from the November 17, 2010 Board of Trustees Meeting. **MOTION CARRIED.**

1. **Audit & Finance Committee Report**

**A. Year-to-Date Financials** **(Reported by Kris Mooney, Director of Finance)**

## For the Month of November 2010

Program Fees & Revenue $640,550.00

Community Program Revenue 176,666.00

Industrial Revenue 708,764.00

Other Revenues 9,753.00

Total Expenses 1,362,326.00

Operating Surplus/(Deficit) 173,407.00

Investment Unrealized Gain/Loss -

Agency Surplus/(Deficit) $173,407.00

## Consolidated Balance Sheet

As of November 30, 2010, the cash on hand was $2,090,302 with $2,422,485 in the New Horizons Investment Fund. A total of cash investments of $4,512,786. Net Accounts Receivable is currently $2,057,828 and current liabilities are $864,475.

 **Fiscal Year to Date Agency Information:**

YTD Operating Revenue $6,438,418.00

YTD Operating Expense 5,979,356.00

YTD Program Excess/Deficit 459,062.00

YTD Other Agency Revenue

Fundraising, Interest, donations 83,877.00

YTD Agency Operating Surplus/Deficit 542,939.00

YTD Investment Unrealized Gain/Loss 161,701.00

*(Agency investments are marked to market value quarterly)*

**Total Agency Surplus/(Deficit) YTD $704,640.00**

*(including unrealized investment gains or loses*)

## 5/3 Investment Performance

Kris Mooney, Director of Finance reported Pete Gargasoulas, 5/3 Senior Portfolio Manager presented to the Audit & Finance and Executive Committee the Fifth Third Investment Fund performance. Mr. Gargasoulas reported on the State and National platforms as well as detailed data on the New Horizons Investment Funds. Specific information regarding the fixed income and alternative overviews were presented.

Overall, Mr. Gargasoulas was pleased with how the New Horizons Portfolio is fixed and is receiving good returns based on current markets. The equity is diversified within the New Horizons Investment Policy guidelines. Once the equity reaches benchmark allocation of 60% they will realign equity into short term fixed income.

The committees discussed the need to obtain a higher rate of return on the agency’s Operating Fund.

* 1. **Restructuring New Horizons Operating Accounts**

John Kaplan, Audit & Finance Committee Vice Chair reported on the proposal made by PNC to the Audit & Finance Committee with regard to investing $1.5 million into a balanced portfolio. At this time the Audit & Finance Committee recommends to the Board that New Horizons invest $1.5 million with PNC in an Investment Portfolio, leaving approximately 1.0 million dollars in the Operating Accounts.

A **MOTION** was made by Michael Williams and **SECONDED** by John Kaplan to recommend to the Board of Trustees restructuring of the New Horizons Operating Accounts by moving a total of 1.5 million into PNC Investments which will be regulated by the New Horizons Investment Policy Statement dated January, 2005. In Favor = 17, Opposed = 0, Abstained = 1. **MOTION CARRIED.**

1. **Board Committee Reports**

**A. Executive Committee**

Bud Keller, Chair reported the Executive Committee met December 13, 2010 at a joint meeting with the Audit & finance Committee at which time PNC Presented their investment portfolio. The status on the Auction’s progress was presented as well.

**B. Program & Services Committee**

Steve Bruyn, Chair reported they had not had a Program & Services Meeting for a while and are waiting to hear what information comes out of the new Governor’s office.

1. **Meeting Date Revisions**

Stan Gramke, President/CEO reviewed the enclosed handout containing the 2011 committee & board meeting dates with the Board. Elaina Fraga-O’Malley requested the December 20, 2011 Executive Committee Meeting be reviewed as the date is quite close to Christmas.

1. **New Horizons By-Law Update & Changes**

 Stan Gramke, President/CEO reviewed the proposed By-Law updates and changes with the Board, noting the Audit & Finance Committee and Executive Committee have approved the changes and has sent them to the Board for approval, John Cashen, LLC, New Horizons legal counsel has also made his final revisions and has approved all changes.

A **MOTION** was made by Doug Otlewski and **SECONDED** by Dr. Peter Muller to adopt the New Horizons By-Law revisions dated January 19, 2011.

1. **Public Relations /Fund Raising**
	1. **Development Activities**

Marjon Davis, Director of Development reported she is currently working on a $10,000 Grant from PNC that will support the School to Work Program. New Horizons is also applying for the Mutual of America Community Partnership Award which is due by April 1, 2011. New opportunities are always being sought after.

* 1. **2011 Brooksie Way**

Tina Collins, Director of Public Relations reported New Horizons will be participating in the Brooksie Way for fundraising opportunities, the Board may sign up to take part in the race to walk or run. New Horizons will provide information for you to send out to your sponsors.

Brooksie Way will charge an entrance fee and New Horizons will receive donations from sponsors from each participant representing New Horizon, the event is scheduled for October 2, 2011. Registration usually begins around April/May, keep checking their website, [www.thebrooksieway.com](http://www.thebrooksieway.com) for registrations forms and information.

* 1. **Charity Auction 2011 – Breakout Sessions**

Tina Collins reported the New Horizons Charity Auction is May 6, 2011 at the Pontiac Centerpoint Marriott. A packet was distributed to the Board containing forms that may be needed by Board Members when collecting donations. Reserve your tables early, $1,000 gets you six tickets.

Sponsorships – Lear $15,000., MJacobs $10,000, PNC $10,000, there is a strong start so far with $40,000 in commitments.

Michael Williams, Auction Chair stated New Horizons asks Board Members once a year to support them; the target amount is $1,000 each Board Member. The Committee is not necessarily looking for cash out of your pocket; you can get donations or sponsorships to meet this commitment. This is the major fundraiser New Horizons has for the year.

Attendees of the meeting were broken up into small groups to brainstorm donation ideas for the Auction.

1. **Political Climate & Changes**

Ron Storing, Vice President stated there are many “unknowns” at the Federal & State levels. Rumors are there will be department realignments. State employees will be looking at potential concessions. The Department of Energy, Labor and Economic Growth possibly restructured. The AARA dollars will need accounting attention; the tracking of these funds has not been up to par at the State level.

At the Federal State legislative there will be many new people coming into office due to term limits. Expect lots of change due to the unseasoned decision makers.

1. **Break Out Session Wrap Up**

Attendees reassembled and discussed ideas given during the breakout session. The final date to get Auction donations to Tina or Marjon is April 15, 2011.

**8. Adjournment**

There being no further business, a **MOTION** was made by Doug Otlewski and

**SECONDED** by John Pajak to adjourn the January 19, 2011 Board of Trustees Meeting at

8:45 PM. **MOTION CARRIED.**

***Reviewed & Edited 2/23/11***

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Paula Somerville, Secretary Date

jac/2-25-11/my documents/ botmeeting /minutes 1-19-11

BOARD OF TRUSTEES

MEETING MINUTES

November 17, 2010

1. The meeting was called to order by Bud Keller, Chair at 7:00 PM.

Present: Bud Keller, Chair

 Daniel Pienta, Vice Chair

 Charles Stenback, Treasurer

Gordon Cooley

Clare Evans

Betty Fisher

Elaina Fraga-O’Malley

Daniel Knott

William Goodman

Shon Halacka

John Kaplan

Leo Kujawa

Dr. Myron Liner

Gwendolyn McNeal

John Pajak

Lauren Scarpace

Absent: Beth Alberti

Steven Bruyn

Richard Ciaramitaro

Peggy Griffin

Doug Otlewski, Past Chair

John Larson

William McCaffrey

Sarah McClure

Dr. Peter Muller

Lynne Portnoy

Paula Somerville, Secretary

Michael Williams

Mark Woods

Rick Van Heuklom

Also Present: Stan Gramke, President/CEO

 Ron Storing, Vice President

Janis Coschino, Administrative Secretary

Karen Blum, Novi Branch Manager

Tina Collins, Director of Public Relations

Marjon Davis, Director of Development & Fundraising

Charlesetta Edwards, Employment Services Manager

 Tim Hatfield, Springfield Branch Manager

 Jason Kaszubski, Human Resource Manager

Greg Kriovan, Director of Quality Assurance

Kris Mooney, Director of Finance

David Stoker, Director of Manufacturing

Dennis Winkler, Madison Heights Branch Manager

##### MOTIONS

The following **MOTIONS** were made, **SECONDED** and **CARRIED** at the Board of Trustees Meeting on November 17, 2010.

1. **Approval of Agenda:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Bill Goodman to approve the agenda for the November 17, 2010 Board of Trustees Meeting. ***MOTION CARRIED***.

1. **Approval of Minutes:**

A **MOTION** was made by Gordon Cooley and **SECONDED** by Shon Halacka to approve the minutes from the July 21, 2010 Board of Trustees Meeting. ***MOTION CARRIED*.**

1. **Approval of Year To Date Financials:**

A **MOTION** was made by Dr. Myron Liner and **SECONDED** by John Pajak to

 approve the Year To Date Financials. ***MOTION CARRIED*.**

**4. Adjournment:**

There being no further business, a **MOTION** was made by Shon Halacka and

**SECONDED** by Elaina Fraga-O’Malley to adjourn the November 17, 2010 Board of Trustees Meeting at 8:15 PM. ***MOTION CARRIED.***

1. **Bud Keller, Chair, called the Meeting to order @ 7:00 PM.**
2. **Approval of Agenda:**

A **MOTION** was made by Elaina Fraga-O’Malley and **SECONDED** by Bill Goodman to approve the agenda for the November 17, 2010 Board of Trustees Meeting. ***MOTION CARRIED***.

1. **Approval of Minutes:**

A **MOTION** was made by Gordon Cooley and **SECONDED** by Shon Halacka to approve the minutes from the July 21, 2010 Board of Trustees Meeting. ***MOTION CARRIED*.**

1. **Audit & Finance Committee Report**

**A. Year-to-Date Financials** **(Reported by Kris Mooney, Director of Finance)**

## For the Month of October 2010

Program Fees & Revenue $696,740

Community Program Revenue 176,063

Industrial Revenue 26,175

Other Revenues 5,317

Total Expenses 994,241

Operating Surplus/(Deficit) (90,508)

Investments Unrealized Gain/Loss

Agency Surplus/(Deficit) ($90,508)

## Consolidated Balance Sheet

As of October 31, 2010, the cash on hand was $2,444,896 with $2,422,485 in New Horizons Investment Fund. A total of cash investments of $4,867,381. Net Accounts Receivable is currently $1,427,148 and current liabilities are $7,029,257.

**Fiscal Year to Date Agency Information:**

YTD Operating Revenue $4,912,439

YTD Operating Expenses 4,613,503

YTD Program Excess/Deficit 298,936

YTD Other Agency Revenue

Fundraising, Interest, donations 74,123

**YTD Agency Operating Surplus/Deficit 373,059**

YTD Investment Unrealized Gain/Loss 161,701

*(Agency investments are marked to market value quarterly)*

**Total Agency Surplus/(Deficit) YTD $534,760**

 *(including unrealized investment gains or loses*)

A **MOTION** was made by Dr. Myron Liner and **SECONDED** by John Pajak to

 approve the Year To Date Financials. ***MOTION CARRIED*.**

##

##

## Budget Forecast 2010-2011

Stan Gramke, President/CEO stated New Horizons business with the government, NISH as well as the consumers served (MORC & MRS), and transition programs are all expected to be strong and status quo with no problems foreseen for this fiscal year. The only concern, due to the new Governor, is the unknown status of the State Budget for October 1, 2011.

The ARRA funding for the Thumb Area will be expiring this year. It is expected that due to the high level of satisfaction of the MRS Director in that area New Horizons will hopefully maintain those services.

Ron Storing reported Bloomfield Hills Schools have contacted New Horizons to replicate our program with the Holly Schools Program.

* 1. **5/3 Investment Performance**

Bud Keller, Chair stated there would be a presentation by Pete Gargasoulas, Vice President of 5/3 on December 13, 2010 to review the performance of the New Horizons accounts. This will be a joint meeting of the Executive and Finance Committee.

* 1. **PNC Investment Account**

Bud Keller, Chair reported the Audit & Finance Committee is in the process of reviewing the potential of opening an investment account for approximately 1.0 million dollars.

1. **Fiscal Year 2010-2011 Board Structure**
	1. **By-Law Review**

Bud Keller, Chair reported during the Strategic Planning Meetings it was revealed that it was time to review the New Horizons By-Laws. It has been 10 years since the By-Laws had been last reviewed; the language, committees and employment practices need to be reviewed and updated.

* 1. **Committee Structure**

Stan Gramke, President/CEO referenced the handouts and asked if there were any questions from the Committee to please let him know.

* 1. **Proposed Meeting Dates**

This document was included with the meeting packet for today; please add in the section of Special Events: September 29, 2011 to the Annual Meeting.

1. **Board Committee Reports**

**A. Executive Committee**

Bud Keller, Chair reported the Executive Committee Meeting on August 24, 2010 was devoted to the “draft” of the Financial Statements. Industrial & Program reports were given and the Nominating Committee brought Nominations forward.

**B. Program & Services Committee**

Ron Storing, Vice President reported the Committee met on October 19, 2010 the main item discussed was the formal report received from CARF. The following were the three recommendations made to New Horizons: 1.) We should have a no reprisal statement in the consumer handbook when a recipient rights complaint is filed. 2.) We should have a no retaliation statement in the handbook if a consumer files a formal grievance.3.) We should have documentation stating if a consumer or their parent/guardian agrees with service plans developed to reduce the possibility of risks identified when consumers are participating in community-based programs.

The first portion of the CARF Report will be copied for the Board of Trustees.

**C. Nominating Committee**

Stan Gramke, President/CEO complimented Doug Otlewski, Committee Chair for the selection of new Board of Trustees, they will do a good job representing New Horizons. All the new members are settling in and contributing to New Horizons.

1. **Public Relations/Fund Raising**
	1. **2011 Charity Auction**

Tina Collins, Director of Public Relations reported the auction will be held May 6 at the Auburn Hills Marriott Pontiac at Centerpoint. The Auction Committee had their first meeting on November 9, 2010. Lear Corporation will be the title sponsor with a donation of $15,000, and M. Jacob & Son has committed to a donation of $7,000

The Committee’s goal is to get our first mailing out to past supporters the first of December and committee members will make follow-up phone calls. At this time the committee would like to encourage the Board of Trustees to begin working on getting items for the live and silent portions of the auction

Bud Keller, Chair explained the expectation that each Board of Trustee contribute in some manner to the Charity Auction; his goal is 100% participation.

* 1. **November Appeal Letter**

Marjon Davis, Director of Development stated the New Horizons Appeal Letter focused on transportation and our need for new vans was mailed out Monday, November 15, 2010.

The look of the Appeal Letter mirrors the Annual Report using the graphic from the cover and also the tag line “Putting People Back to Work”

* 1. **2011 Brooksie Way**

Tina Collins, Director of Public Relations offered the Board an opportunity to participate in the Brooksie Way as well as help support New Horizons through donations. So far there is not a confirmed date for next year’s event, however, this year the event was the first week of October.

Look for information to be distributed after the first of the year with sponsorship letters that will allow the Board to go out and solicit donations for their participation. Kris Mooney offered trainings those interested in running in the race.

* 1. **New Donor Software Program**

Marjon Davis, Director of Development reported there was a product called Altai chosen as the New Horizon new database management software. This software will sit on top of our CRM platform.

Tuesday, November 9, 2010 was the first assessment meeting, held with Altai and The TM Group going over a questionnaire with Altai to help define our specific needs and requirements. We are now waiting on the summary of results and more accurate cost estimate, now that there is a better understanding of our needs.

* 1. **New Horizons Open House**

Tina Collins, Director of Public Relations reported Open Houses were held at all four main branch locations on October 22, 2010 to help celebrate National Disability Employment Awareness Month, cider and doughnuts were served.

The event was well received by everyone that attended.

* More than 100 people attended.

(Contact information was gathered for the New Horizons database).

* The majority of attendees were parents or family members of consumers.
* Partners from various school districts, Michigan Rehabilitation Services, etc. also attended.

Tours were given and information about New Horizons was available for our guests, such as our Annual Report and Outcomes. Guests enjoyed being able to see and touch the manufactured products that our consumers produce.

1. **Rehabilitation Update**
	1. **United Way Funding**

Ron Storing, Vice President reported United Way was having financial difficulties; some of the concerns were that New Horizons had to contact United Way to receive their campaign information. Presentations to New Horizons employees will take place next week for the 2010 Campaign.

Funding for New Horizons has been reduced $25,000. Mr. Storing projects June 30, 2011 that New Horizons will no longer receive United Way funding. Some of the programs New Horizons currently funds with United Way dollars is the Macomb County programs, MRS, Michigan Commission For the Blind all match programs.

Dr. Myron Liner, Board of Trustee suggested potentially using the New Horizon Endowment dollars as match dollars to replace the United Way money.

* 1. **MRS Staff Changes**

Ron Storing, Vice President reported due to the new Governor being elected there is an expectation that there will be leadership changes in many government agencies, due to the government department and bureau heads being selected by the Governor.

Jennie Tunnell, MRS District Manager will be retiring; her efforts have resulted in much growth in the Macomb Area for New Horizons. Ms. Tunnell took the time to thank her partners; Mr. Storing felt it was a very thoughtful and classy thing for her to write New Horizons a letter of praise and support.

**9. Adjournment**

 There being no further business, a **MOTION** was made by Shon Halacka and

 **SECONDED** by Elaina Fraga-O’Malley to adjourn the November 17, 2010 Board of Trustees

Meeting at 8:15 PM. ***MOTION CARRIED.***

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Paula Somerville, Secretary Date

jac/1-11-11/my documents/ bot meeting /minutes 11-17-10

BOARD OF TRUSTEES

ANNUAL MEETING MINUTES

September 30, 2010

1. **Bud Keller, Chair, called the Meeting to order @ 6:00PM.**

**2. Introduction of Guests and Staff**

 Bud Keller, Chair introduced the representatives from Doeren Mayhew, Patrick

Fuelling CPA, Partner and Melissa Kyewski, CPA. Also attending, Leo Kujawa and Lauren Scarpace, Board of Trustee Nominees.

**3. Approval of Agenda:**

A ***MOTION*** was made by John Pajak, and ***SECONDED*** by Bill Goodman

 to approve the agenda for September 30, 2010, 46th Annual Board of Trustees Meeting. ***MOTION CARRIED***.

1. **Approval of Minutes:**

A ***MOTION*** was made by Chuck Stenback and ***SECONDED***by Beth Alberti to approve the minutes from September 24, 2009, 45th Annual Board of Trustees Meeting*.* ***MOTION CARRIED.***

1. **Nominating Committee Report – Election of Executive Officers**

**A.** A ***MOTION*** was made by Beth Alberti and ***SECONDED*** by Bill Goodman

to elect the following members of the Board of Trustees to serve on the Executive Committee, for fiscal year 2010-2011. ***MOTION CARRIED.***

Bud Keller - Chairperson

Daniel Pienta - Vice Chair

Chuck Stenback – Treasurer

Paula Somerville – Secretary

Doug Otlewski – Past Chair

Gordon Cooley – Member at Large

Elaina Fraga-O’Malley – Member at Large

Shon Halacka – Member at Large

Dr. Myron Liner – Member at Large

Sarah McClure – Member at Large

 **B**. A ***MOTION*** was made by Doug Otlewski, and ***SECONDED*** by Gordon Cooley to

 elect the nominees Leo Kujawa, Lauren Scarpace, Rick Van Heukelom, term to 2013 to

 the Board of Trustees. ***MOTION CARRIED.***

 **C.** A ***MOTION*** was made by Chuck Stenback, and ***SECONDED*** by Beth Alberti to

 accept the resignation of Joe Pallischeck and Ed Pugh, Jr. with regret, the Board

 expressed appreciation for their service. ***MOTION CARRIED.***

**D.** A ***MOTION*** was made by Bill Goodman and ***SECONDED*** by Shon Halacka to elect Joe Pallischeck to Emeritus Status for the Board of Trustees**. *MOTION CARRIED*.**

**E.** A ***MOTION*** was made by Gordon Cooley, and ***SECONDED*** by Beth Alberti to re-elect the following Members to the Board of Trustees for term of

 offices ending 2011, 2012, 2013. ***MOTION CARRIED.***

Term to 2011 Term to 2012 Term to 2013

Steven Bruyn Beth Alberti William Goodman

Gordon Cooley Richard Ciaramitaro John Larson

Clare Evans Marvin Keller William McCaffrey

Betty Fisher Daniel Knott Gwen McNeal

Peggy Griffin Dr. Peter Muller Douglas Otlewski

Shon Halacka Elaina Fraga-O’Malley John Pajak

John Kaplan Daniel Pienta Mark Woods

Dr. Myron Liner Lynne Portnoy Leo Kujawa

Sarah McClure Charles Stenback Lauren Scarpace

Paula Somerville Michael Williams Rick Van Heukelom

1. **Independent Auditor Report By Doeren Mayhew**

Patrick D. Fuelling, CPA, Partner

Melissa Kyewski, CPA

The firm of Doeren Mayhew, Certified Public Accountants and Consultants, audited the statement of financial position of New Horizons FY 2009-2010. The statement of activities, statement of financial position and statement of cash flow for the year were presented to the Board of Trustees, with the results of the Audit Report as required under professional standards.

Patrick Fueling, Partner recognized Kris Mooney, Director of Finance, and the New Horizons staff for an outstanding job. Independent auditors report gave an unqualified opinion on the financial statements. Statements are in conformity with Generally Accepted Accounting Principles.

The Balance Sheet reflects the cash and marketable securities totaled $4.2 million. The figure is a picture of very solid organization. Net assets of $7 million represent accumulations of revenues over expenses, from inception to June 30, 2010. Net assets are approximately 42% of the total asset base. These are strong examples of a well-run organization.

Changes in net assets are a positive $518,886 which includes the $195,192 unrealized gains on investments due to the market.

A ***MOTION*** was made byChuck Stenback, and ***SECONDED*** by Dr. Myron Liner to

accept the Fiscal Year Audit Year-End 2009-2010. ***MOTION CARRIED***.

1. **President/CEO Remarks**

### Past Year Highlights

Stan Gramke, President/CEO presented the 2010 Program Highlights and accomplishments to the New Horizons Board of Trustees. Over all highlighting the high level of consumer satisfaction of 98%, and job placements for 549 consumers. New Horizons served a record number of consumers with 3,212 served. The total number of programs delivered increased to an all time high of 4,660.

***PRESIDENT/CEO REMARKS CONTINUED***

Actual Revenue grew by 20% over the previous year to a record $11,975,723 due to expansion of our services. Revenue over expenses increased from $23,206 in 2009 to $518,886. A record number of building and program improvements were made at all locations which included paving, painting, and computer/software program equipment, along with phone system upgrades.

During one of the most challenging economic years our 2010 Annual Auction-Make a Difference raised a record $147,525. We had a sell out audience of over 370.

New Horizons received the honor of being voted one of Metropolitan Detroit’s 101 Best and Brightest Companies to Work For 2010 (5th time in 10 years).

Staff hired FY 2009-2010 – 33 new staff (not including 16 sewers)

There was a retention rate of staff at 95% and a turnover rate of 5.3%. All staff received a $1,000 bonus check at year end.

This year teamwork and partnerships were fundamental in maintaining very good relationships with our funding sources. New Horizons also initiated a major project in conjunction with MRS Eastern Michigan Division that encompasses the thumb area of Michigan.

School to Work Services were expanded to include Work Based Learning Services for Holly Area Schools for approximately 43 students on a daily basis as well as expanded the School to Work Programs in Macomb County with the East Detroit, Lake View and Lake Shore School Districts.

New Horizons began a new Ability One Project, the manufacturing of the GEN III Grid Fleece Drawers. This new business allowed us to expand our sewing capabilities into our Auburn Hills facility. The electrical and pneumatics were updated to accommodate the new sewing equipment which included 16 new sewing machines as well as several new staff to run this assembly line.

Mr. Gramke recognized the excellent Management Staff and dedication and commitment of the New Horizons employees as well as the Board of Trustees for the agencies success.

Bud Keller, Chair on behalf of the Board of Trustees recognized and thanked Mr. Gramke, President/CEO, Ron Storing, Vice President and all the New Horizons Staff for all their efforts towards an outstanding year.

1. **Adjournment**

There being no further business, a *MOTION* was made at 6:40PM by Doug Otlewski and *SECONDED* by Paula Somerville to adjourn the September 30, 2010, 46TH Annual Board of Trustees Meeting. *MOTION CARRIED*.

Present: Marvin Keller, Chair Peggy Griffin

 Daniel Pienta, Vice Chair Shon Halacka

 Charles Stenback, Treasurer John Larson

Paula Somerville, Secretary Dr. Myron Liner

Doug Otlewski, Past Chair Gwen McNeal

Beth Alberti Dr. Peter Muller

Gordon Cooley John Pajak

Betty Fisher Joseph Pallischeck

William Goodman

Absent: Steven Bruyn

 Richard Ciaramitaro

 Clare Evans

Elaina Fragga-O’Malley

John Kaplan

Daniel Knott

William McCaffrey

Sarah McClure

Lynne Portnoy

Ed Pugh, Jr.

Mark Woods

Michael Williams

Also Present:

Stan Gramke, President/CEO

 Ron Storing, Vice President

 Karen Blum, Novi Branch Manager

 Janis Coschino, Administrative Secretary

Charlesetta Edwards, Employment Services Manager

 Tim Hatfield, Springfield Branch Manager

 Jason Kaszubski, Human Resource Manager

Greg Kriovan, Director of Quality Assurance

Kris Mooney, Director of Finance

Tom Paskiewicz, Manager Community Based Program

David Stoker, Director of Manufacturing

Dennis Winkler, Madison Heights Branch Manager

 Guests: Leo Kujawa & Lauren Scarpace, Board Nominees

 Patrick Fuelling CPA, Audit Director, Doeren Mayhew

Melissa Kyewski, CPA, Doeren Mayhew

##### MOTIONS

The following ***MOTIONS*** were made, ***SECONDED*** and ***CARRIED*** at the Board of Trustees Meeting on September 30, 2010.

1. **Approval of Agenda:**

A ***MOTION*** was made by John Pajak, and ***SECONDED*** by Bill Goodman

 to approve the agenda for September 30, 2010, 46th Annual Board of Trustees Meeting. ***MOTION CARRIED***.

1. **Approval of Minutes:**

A ***MOTION*** was made by Chuck Stenback and ***SECONDED***by Beth Alberti to approve the minutes from September 24, 2009, 45th Annual Board of Trustees Meeting*.* ***MOTION CARRIED.***

1. **Nominating Committee Report – Election of Executive Officers**

**A.** A ***MOTION*** was made by Beth Alberti and ***SECONDED*** by Bill Goodman

to elect the following members of the Board of Trustees to serve on the Executive Committee, for fiscal year 2010-2011. ***MOTION CARRIED.***

 Bud Keller - Chairperson

Daniel Pienta - Vice Chair

Chuck Stenback – Treasurer

Paula Somerville – Secretary

Doug Otlewski – Past Chair

Gordon Cooley – Member at Large

Elaina Fraga-O’Malley – Member at Large

Shon Halacka – Member at Large

Dr. Myron Liner – Member at Large

Sarah McClure – Member at Large

 **B**. A ***MOTION*** was made by Doug Otlewski, and ***SECONDED*** by Gordon Cooley to

 elect the nominees Leo Kujawa, Lauren Scarpace, Rick Van Heukelom, term to 2013 to

 the Board of Trustees. ***MOTION CARRIED.***

 **C.** A ***MOTION*** was made by Chuck Stenback, and ***SECONDED*** by Beth Alberti to

 accept the resignation of Joe Pallischeck and Ed Pugh, Jr. with regret. The Board

 expressed appreciation for their service. ***MOTION CARRIED.***

**D.** A ***MOTION*** was made by Bill Goodman and ***SECONDED*** by Shon Halacka to elect Joe Pallischeck to Emeritus Status for the Board of Trustees**. *MOTION CARRIED*.**

***MOTIONS CONTINUED***

**E.** A ***MOTION*** was made by Gordon Cooley, and ***SECONDED*** by Beth Alberti to re-elect the following Members to the Board of Trustees for term of

 offices ending 2011, 2012, 2013. ***MOTION CARRIED.***

Term to 2011 Term to 2012 Term to 2013

Steven Bruyn Beth Alberti William Goodman

Gordon Cooley Richard Ciaramitaro John Larson

Clare Evans Marvin Keller William McCaffrey

Betty Fisher Daniel Knott Gwen McNeal

Peggy Griffin Dr. Peter Muller Douglas Otlewski

Shon Halacka Elaina Fraga-O’Malley John Pajak

John Kaplan Daniel Pienta Mark Woods

Dr. Myron Liner Lynne Portnoy Leo Kujawa

Sarah McClure Charles Stenback Lauren Scarpace

Paula Somerville Michael Williams Rick Van Heukelom

 **4.** A ***MOTION*** was made byChuck Stenback, and ***SECONDED*** by Dr. Myron Liner to

 accept the Fiscal Year Audit Year-End 2009-2010. ***MOTION CARRIED***.

 5. There being no further business, a *MOTION* was made at 6:40PM by Doug Otlewski and *SECONDED* by Paula Somerville to adjourn the September 30, 2010, 46TH Annual Board of Trustees Meeting. *MOTION CARRIED*.

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Paula Somerville, Secretary Date

jac/12-17-10/my documents/minutes 9-30-10/annual bot meeting