



Commission on Aging

Thomas Pettit, Director
1015 Short Drive, Suite A
Prudenville, MI 48651
989.366.0205 Fax: 989.366.0136

Minutes of a meeting of November 18, 2020

Roscommon County Commission Aging, a Non-Profit Corporation

Meeting place: Administrative offices, Prudenville, Michigan

Meeting called order at 1:00PM by Dan Fishel, Chairman,

Pledge of Allegiance said by all attending.

Roll Call Date: 11/18/2020 present: Chuck Corwin, Maddie Hiller, Dan Fishel, Marc Milburn, Al Schultz, Kathy Jernigan, Kim Warner, John Sutter and Tracy Constance.

Member's absent- N/A

Member excused- N/A

Guests-see attached list. Jim Deamud and Dan Smith Auditor

Mission Statement: Read by Dan Fishel

- 1) **Approval of agenda:** Kathy asked that under new business we add nominations of officers. Motion made and passed by all members for addition to agenda. Al made the motion and was seconded by Tracy. Motion passed for approval of new agenda,
- 2) Dan Smith CPA for annual audit. He said he was happy to report that audit went well with Tom and Vivian furnishing him with questions that he asked and other reports that were needed to complete audit for fiscal year. He discussed pages 3 and 4 our net assets and with the Federal grants that we would break even. Pages 5 expenses and page 6 Cash flows were discussed and per Dan Smith shows a pretty sound year. Kathy asked what would be the % of the cash flow that we should have. Dan explained that looking at our audit that we have 6-7 months of operations and included the county millage. He feels we are in a comfortable position. With no further questions from the Board, Dan was excused from the meeting.
- 3) **Approval of Consent Agenda:** Chuck said one correction be made to the previous minutes. It was typed up as Veterans and should be County Coffee Meeting. Motion made by Kathy and seconded by Al. Voted all in favor. Chuck talked with Jamie from Senators office and he told us under the new restrictions that no new meetings were scheduled and that he would contact Chuck when these would be resumed.
- 4) **Public Comment:** Chuck mentioned that in October about takeout meals and memo dated May 1, 2019 from Kelly Robinette – Nutritionist with the updated policy changes at the Region 9 Directors meetings. Emil had inquiries about Code of Ethics and the form produced to take the Oath of Office. He asked about Conflict of Interest for any Board members. At Reg, 9 meeting on November 16th, Laurie Sauer explained the new law changes regarding Background checks for all employees. This should be done on all including new hires and presently employees working. Due to these changes many companies might be losing staff including two from our staff. Emil asked if form #990 was filed with the budget.
- 5) **Directors Report:** Tom told Board that the staff was working remotely from home due to the new requirements. He explained that they did have staff in office for any client walk-ins that need assistance. Phones are working at home for the employees and can

transfer to other extensions if needed. Two employees tested positive for COVID but did not have contact with staff or clients as well as two client households tested positive, Per Health Dept. protocol all guidelines were followed. PPE Grant of \$52,000 was awarded to us for personal equipment such as masks, gloves, shields and hand sanitizer. Order will be placed. Agency is working to hire 3 Direct Care Workers through MI Works, HL Resorter and the Voice but applications are coming in slowly. Only one so far received and due to this, agency will start a wait list. Kitchens operations had to be combined due to a few employees being sick but COVID testing done and results were negative. Kitchens will resume at the centers again. Tom explained that employees are tired but amazing for the last 10 months and continue to take care of our clients with high level of service.

- 6) **Financial Report:** Ending Balance September, \$583,093.90 Ending October balance \$461,368.76. Commercial Loan Balance Chase Bank \$419,743.78 as of 10/15/2020.
- 7) **Correspondence:** None
- 8) **Country Commissioner's Report:** Marc asked that Board consider 5 minutes for public comment in the future.
- 9) **Region 9 Advisory Committee Report:** Chuck reported that Laurie Souder from Reg 9 explained that COVID pay of \$2.00 per hour will continue until end of year 12/31/2020 for Direct Care Workers. He told Board of two programs: Care Program that assists clients with rent, heat, and auto repairs. This can be found on Northwest MI Acts website. Get Set-Up program was also explained about the 300 learning programs that can be obtained but you have to have internet and programs are available until the end of the year. These include Zoom, cell phones, learning how to use the internet.
- 10) **Program Committee: On hold due to COVID**
- 11) **Old Business:** Code of Ethics were asked to be read by Board and review of signature line discussed that Board members can sign or just initialed if they do not wish to sign and date. Oath taken by all Board Members and Roll Call vote done with all members saying I DO. Roll Call vote done in compliance and passed by all Board members. With that Kathy said our Oath of Office book will be started.
- 12) **New Business:** 2020 Budget will be mailed to members to review and vote on. Dan discussed that this be done by email and all agreed. Jim said that with picking committee members that he does not see any Conflict of Interest. Nominating committee consists of Dan, Kathy and Chuck. Nominations will be gathered by Dan and the committee and emailed to the Board Members by December 12th and can be voted on before January meeting 2021. Chairman Dan told Board Members that he has not been as active as he should have been due to the COVID. He said that Tom was doing the agenda for him since he was not available to do this. COVID pay ended 9/30 but was renewed by AASA continuing to pay Direct Care Workers until end of year Tom continued to pay all the staff COVID pay and asked Board members to validate or revoke if they do not wish for all staff to receive this benefit pay. A motion was made by Tracy and Marc seconded for COVID pay starting Oct 1 through Dec 31, 2020 for all staff with cap of \$23,000 for last payment and \$8,000 for this continuing payment. A roll call vote was taken by Secretary by all members saying yes and motion was passed.
- 13) Tom brought up Mortgage refinance from Chase Bank: Options short extension on loan, pay it off or refinancing balloon with extra money to update the other two centers. St. Helen and Roscommon need walk in coolers, siding, exhaust fans need to be removed to prevent condensation on the roof. Purchase generators for both buildings and pole barn for excess equipment and van. Additions to both buildings for

activity room to accommodate the Seniors and the activities being held. Kathy asked if the interest rate is still low and if so shall we do this now or wait till next year. Board advised to have extension to February and then recommend refinancing with extra money. Jim Deamud suggested that we refinance and then ask for a Line of Credit and make it simple so if expenditures are needed you can write check to pay for these. Tom will check with Chase Bank what our options will be and report back to the Board in January. Chuck asked about the Human Resources Committee with Director and two senior management members. Explore options if Board member should be included in this committee. Staff evaluations must be done by February 1, 2021 by the appropriate managers that oversee the employees and Board would like report back that all reviews were done and in compliance. Motion made by Chuck and seconded by Marc for motion passed by all Board members.

14) **Public comment** -Emil asked for financial reports to be mailed to him as well as new budget and audit information that was given by Dan Smith. Jim Deamud reminded him that he would need to fill out Freedom of Information request before these can be released to him. He stated that Employee evaluations are not done in a timely manner and this needs to be addressed. He asked if tax payers dollars (millage) is used in the right manner for services. Johnna requested Board members be more active in the daily operations of the RCCOA. Tom told the Board that if they talk to any employee they will tell them they are happy with their employment. They are proud to be working with staff and our clients.

Motion made by Al and seconded by Chuck to adjourn meeting. Motion passed by all attending. Motion to adjourn at 1:47 PM,

Next meeting is December 16, 2020 at 1:00PM . Dan will post the meeting date for the public. Other notice will be posted on ROCCA website.

Respectfully submitted,
Maddie Hiller

Approved & Accepted 12/16/2020