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Commission on Aging

Minutes of a meeting of June 24, 2020

**Roscommon County Commission Aging., a Non-Profit Corporation**

Meeting place: Administrative offices, Prudenville, Michigan

Meeting called order at 2:00PM by Dan Fishel, Chairman, asking that all cell phones be turned off or silenced.

**Pledge of Allegiance** said by all attending.

**Mission Statement** read by Dan Fishel (Reminded by Mark)

Roll Call Date: 06/24/2020 present: Chuck Corwin, Maddie Hiller, Dan Fishel, Marc Milburn, and Kathy Jernigan, Al Schultz, and Kim Warner.

Member's absent- John Sutter

Member excused- John Sutter

Guests-see attached list.

**Board Chairman Comments:** Dan reminding all of us not to shuffle any papers due to making it hard to hear during the meeting. Tom asked to keep your computer to mute.

Brief Synopsis of matters addressed at June 17<sup>th</sup> meeting prior to postponement.

This included Consent Agenda with minutes, Directors' report, In Home Service Report and Financial Report. Correspondence included Letter from Peggy Poynter, Spartan Nash Check, Legal documents from Roscommon County Circuit Court and Letter from Liability Carrier Tokio Marine HCC, Public Risk Group. Chuck asked that Electronic and Written communication with the Board be added to the agenda and Dan said this will be put under new business. Vote taken and approved by all with this addition.

- 1) **County Commissioner's Report:** None
- 2) **Region 9 AAA Advisory Report-** Report made by Chuck that Region 9 was given an outline and goals for 2021 for the centers next fiscal year when we open. Middle of 3 years cycle. Rules are more restricted due to centers cannot risk our seniors being exposed. We cannot open centers due to our contract with NEMSCA. Mark commented that we are the oldest county in Michigan and have to be very careful.
- 3) **Program Committee:** None
- 4) **Old Business: By Laws:** Discussion was made about the By-laws and this is on hold until next month. Our attorney said he would even go over what we had written and advise us of any changes that need to be made. Dan turned his suggestions in to Kathy. Al asked that elections be from January to December and Marc agreed to this with July being very busy and no meeting being held. Chuck read by-laws on meeting times and with #1 unless we know what replacement will be and outlined regarding COA employees shall participate in the selection of the Board. Suggested that could be Conflict of Interest by employees. Selections would be given to the Nominating committee to decide who will be on the Board. Chairperson appoints the committee. Should the nominating committee be from each Center but it is not what we have written in the By-Laws? Dan commented he cannot download the By-Laws. Chuck said we should not replace anything unless we have a replacement. Kathy met and discussed different issues which we need to update by-laws

and set up a sub-committee and meets on their time and brings suggestions to the next Board Meeting. As of now, our By-Laws are not complete. Committee appointment by Dan and that committee will be Chuck, Kathy, and Kim Warner and they will work on the recommendations and bring to the Board. Discussion on appointing Grievance committee and Maddie suggested that a chain of command should be in place for this. Tom said in the Employee Manual there are procedures that must be done by the employee and if not satisfied by the chain of command last resort to go to Board Chair.

- 5) **Code of Ethics:** Kathy discussing Code of Ethics and the procedures that need to be taken. A lengthy discussion was ensued and last line where signature required was asked to be taken out. It was suggested that our Board revised this and take An Oath of Office by the Board of Directors. Chuck made the motion to Adapt the Code of Ethics as revised that the ROCCA dated 9/19/20 as amended take the Oath of Office and delete the signature page and do a verbal oath for Board members and Administrative. Kathy seconded the motion and a Roll Call was taken by all and agreed upon. Maddie will check with Michelle Stevenson on the procedure for this and report back to the Board at the next meeting. Chuck also mentioned that we need to acknowledge any correspondence that is emailed to the Board so that he knows that we received the email and this was discussed at centers. An email of 3/10/20 was not acknowledged by the Board.
  - 6) **Hazardous Duty Pay:** Al Schultz asked if our employees will be receiving this. Chuck said there is a bill pending in the Senate \$2.00 an hour for employees to be paid and he did not know if it will be back dated for the employees.
  - 7) **Directors Annual Performance Review** Went into closed session and a roll call was taken Motion by Chuck and seconded by Kathy to discuss Directors Annual Evaluation. Time 3:02 Board Meeting adjourned to go into closed meeting.
  - 8) **Center Activities:** None to report at this time due to closure.
  - 9) **Public comment-** Emil asked problem with cleaning contractor and she is still cleaning. Asking about employee going to Human Resource and who is paying for it.
  - 10) **Deb Cooley wants an answer to closed session.** Dan made motion on Tom performance review found satisfactory with improvement on concern issues to be worked on. Roll call taken: Dan and Kim NO, Al, Kathy, Chuck, Maddie Yes.
  - 11) **Opening of centers** not allowed and meetings back at office and with social distancing with masks will not be started. Governor extended public boards to meet at the end of June and not until phase 6. Private emails should not be public.
  - 12) **By-Laws** could have been made by work session and open to public. Motion to adjourn at 3:15 PM Al Schultz made the motion and supported by Kim.
- Next meeting is August 19, 2020 at 1:00PM by Zoom Conference. Dan will post the meeting date for the public.**

Respectfully submitted,  
Maddie Hiller