



Commission on Aging

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Minutes of a meeting of September 16, 2020

Roscommon County Commission Aging, a Non-Profit Corporation

Meeting place: Administrative offices, Prudenville, Michigan

Meeting called order at 1:01PM by Dan Fishel, Chairman, asking that all cell phones be turned off or silenced.

Pledge of Allegiance said by all attending.

Roll Call Date: 9/16/2020 present: Chuck Corwin, Maddie Hiller, Dan Fishel, Marc Milburn, Al Schultz, Kathy Jernigan.

Member's absent- Kim Warner and John Sutter

Member excused- John Sutter

Guests-see attached list.

Mission Statement: Read by Dan Fishel

Board Chairman Report: Dan commented on how nice the Memorial was and about 50 people were there. Tom and staff did a wonderful job and that Marc did a nice job reading all the military names. Dan put this on his FB page with a picture.

Dan asked if Agenda was on Website and Tom directed him on how to view it.

Dan asked about when emails are sent why is there HIPPA requirements at the bottom of page. This is required by the all public agencies. FB questioned why we cannot get this updated and this page was deleted by Tom due to circumstances at annual review and cannot be brought back. Dan asked how bidding is being done for the difference services that are required to maintain the senior centers and administrative offices. Maintenance is done in house and Bids are collected and even advertised in our local paper for these services and the Board has been involved in looking at some of these bids .Per Chuck with snow plowing we try to keep this within the community to service our centers. Dan suggested that we furnish the County with our Board of Directors member list, so they have it on file and be available to the public and for information only.

Dan said he got lost coming into building and ask about our signage. Large Signage is on M-18 and as you approach building and walk inside Michigan Works on left side of building and Agency signs are all to the right of the building with signage on the entrance doors.

Inquiry made why HL Improvement Board was using the Annex for an in person meeting. Tom explained that they asked to rent the space and they are responsible for social distancing while the meeting is being attended by the members.

- 1) **Approval of agenda** Al made the motion and was seconded by Chuck. Chuck asked if we could add Consent Agenda and have Directors report highlighted. Motion passed.
- 2) **Approval of Consent Agenda:** Al made motion to accept, Kathy seconded. Voted all in favor.
- 3) **Directors Report:** On 10/5 Moving meals back to the centers to be delivered 5 days a week. Congregate meals will need to be picked up at the center where ordered.

Memorial service turned out to be attended by 50 people. Thank you to Board for attending. Letter of Grant awards were received and Vivian working on getting the new budget and close out of 9/30/2020 budget. Housekeeping items: 1) Sheila paying for her own education. 2) KB cleaning is still cleaning centers while closed. They have washed walls, stripped floors and repainted walls where needed. Last 2 months. They still do clean Adm offices, lobby daily also Annex where driving classes were being held. KB checks centers weekly for water running, lime deposit in bathrooms to make sure when we are ready to open centers, we are ready. 3) Van is being used as a chore van now for our clients and this has avoided mileage when our employees were using their own vehicles. This is cost saving to the agency.

- 4) **Consent Agenda** Minutes of August 19,2020, Director's Report, In Home Service Report and Financial Report indicating a beginning balance of \$787,826,11, ending Balance of \$639,993.18 and balance on loan of \$419,243.78 reviewed. Consent Agenda was approved by all.
- 5) **Introduction of Guest:** None
- 6) **Public Comment:** **Deb Cooley** commented Memorial Service was nice and she saw it on U-tube but was unable to attend. Web Site needs to have minutes marked pre-approval for public inspection pending approval of Board. Asking for financial report to be also included on web site so tax payers can see where their money is going. Director will be looking into this and it is available at the Administrative office for anyone to review. **Emil** asked who was sitting in the background since they were not introduced by Chairman. Dan told him it was our lawyer Jim Deamud attending the meeting. He also asked where John Sutter was and was told he was excused from meeting. Asked if Deb Looney or Sheila could take over FB page and keep updating as needed and Tom said he could not get back the original FB page that the agency had. He further wanted to know about employee and driving status and no comment was made regarding this. Tom explained that under our blanket automobile policy any employee is legible to drive the van. **Krystal, Houghton Lake Manager** said she was sad when she listened to her first meeting last month. She brought attention to all the complaints that was being raised by the community and a few Board Members and pointing of fingers but nothing was said about all the good that the centers are doing for our Senior citizens. That resolutions should be made in a positive way and in spite of everything going on we should be proud of the accomplishments that are being made during COVID. **Johanna** expressed concern over the FB page and how it is run. Other comments she expressed was to Board Members about looking at other sites and what they are doing since she was seeking employment at the Clare Commission of Aging and they also have 3 buildings .She feels as a Board we are not doing enough for our Seniors right now. Changes need to be made.
- 7) **Country Commissioner's Report:** Marc said as an Agency we should have more transparency for the public. For us to make it easier for them to access our FB or Web page to know what is happening in our centers. Comments should be listed ON our agenda to the 3 minutes so they know what can be said. Since they are only view points they do not have to be answered per Jim Deamud.
- 8) **Region 9 Advisory Committee Report:** Chuck announced meeting will be Monday September 25, 2020 at 1:00PM by Zoom.
- 9) **Tom reported that a Thank you card was included in packet from the employees for the Appreciation pay. Assessment was done by Region 9 and on feedback report we**

had (3) that were out of compliance that need to be completed immediately. This was done and will continue to be worked on in a timely basis with nurses and staff.

10) Program Committee: None

11) Discussion brought up by Chuck that Dan received correspondence and it was not shared to the Board. Dan said he did not know and forwarded to our attorneys. He was not aware that he was required to do this and share with the Board and he thought it was regarding a lawsuit. This was not to be discussed at open meeting.

12) **Old Business: By Laws:** On Hold until Code of Ethics are finished.

13) **Code of Ethics:** Process in being typed up for next meeting.

14) **New Business:** Oath will be done at next meeting. Kathy asked secretary to notify all Board Members if they can attend to have this done and completed.

15) **Center Activities:** None to report

16) **Attorney Jim** added the various meetings he has attended only had 10 and other meetings had more attending depending on the meeting and some social distancing was done. He asked Marc also about this and he said their meetings are only for the members attending. Any large group over ten increases the chance of spreading the COVID. Kathy asked about opening the Senior Centers but Tom said if the Board tells him to, he will do it. Chuck stated he knows how they feel because they cannot get out. At this time no opening date is planned. The worry is how do we protect our seniors from getting the COVID and how do we actually arrange activities and lunches. Discussion was in depth and all worry that our seniors are very vulnerable. Kathy said the Governor should know what Seniors Centers are about. They need to have social gatherings and not just phone calls, that is not the answer. Jim said minutes must be made available to the public either at the office or posted.

17) **Public comment-Deb Cooley** commented about FB. All agencies have them. She also asked that Board take back control of their meetings since she was asked by employee that her time was up. Meetings held in person, townships are being held with masks and seats social distancing being done.

18) **Emil** pointed out by NEMSCA has written policies page 7 that written annual evaluations on employees should be done timely and that in newsletter it states that all will be notified by the Administrative offices about closures and openings via FB, Swap shop, possible Robo call and RCCOA web site. Van is questionable and where is this parked. On 5/20 Financial reports would be available for the public, this is still not be done. Employees are getting notices that specific items need to be done before being cited.

Motion to adjourn at 2:21 PM Al Schultz made the motion and supported by Kathy.

Next meeting is October 21, 2020 at 1:00PM by Zoom Conference. Dan will post the meeting date for the public.

Respectfully submitted,
Maddie Hiller