



Commission on Aging

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

Minutes of the special meeting of January 20, 2021
Roscommon County Commission Aging, a Non-Profit Corporation

Meeting place: Administrative offices, Prudenville, Michigan

Meeting called order at 1:00PM by John Sutter, Chairman,

Pledge of Allegiance said by all attending.

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

Member's absent- Kathy Jernigan

Member excused- Kathy Jernigan

Guests-see attached list. Matt Wojda, from Insurance Carrier representing us.

Mission Statement: Read by Tom Petit

- 1) **Approval of agenda:** With addition of closed meeting about legal issue to be discussed by Board Members. Chuck made the motion with Kim seconded. Vote passed by all members.
- 2) **Approval of Consent Agenda** was made by Al Schultz and seconded by Chuck. Motion passed.
- 3) **Public Comment:** None currently.
- 4) With the above agenda being completed, motion was made by Chuck and seconded by Al Shultz to close meeting at 1:06pm and go into closed session. Roll Call was complete and all members were in agreement with this.
- 5) Meeting was called to order at 1:29pm to open Board Meeting back up. Roll call with all Board members in agreement. Litigation was settled.
- 6) **Directors Report:** Tom shared good news that during Christmas Kabinetree Koncepts had a contest going to come and place an ornament on the Christmas Tree outside their building, take a picture and post on Facebook for Non-profit organizations. She will put names in for the drawing and a prize of \$500.00 would be given. We won the \$500.00 prize. Another contest going on was the phone carrier that we have Tech Mode on their Website you could vote for your charity of choice (they had drop down to pick or add your non-profit and a prize of \$1000.00 would be given if chosen. Our non-profit won the \$1000.00. Tom talked about the GoPro Grant and Tom was emailed this morning that we received the grant of \$19,500.00. This grant will cover training for our Home Care providers. It is CNA focused on Home Care providers. This course is through MSU and is not mandated but we will be a step ahead getting this done. Tom explained that all agencies are short staff including NEMSCA and postings have been placed for positions that need to be filled. Tom talked to the Central Michigan Health

Department and was told they expected to receive 320,000 but only received 60,000 vaccines. Tom offered the Health Dept our building sites if needed to give the vaccines if needed. Dan let the Board know that he talked with Tom and was told to go to our Web Site and that he could register his name to receive the vaccine. He said the directions were easy and he is signed up. Al Schultz and his wife will be going to Munson Hospital in Grayling on Saturday to receive their vaccines.

Chuck said he and Deb Looney will be doing Matter of Balance again and this will be on Online Virtual starting March 1st through March 24th from 1:00-3:00pm. Deb Looney has continued to offer exercise classes on Zoom: 1) Walk Away the Pounds, All American Workout Video, Sit and Be Fit: Brain Workout and Arthritis Exercise Class. Also, there is Coffee with Deb on Mondays and Wednesday at 11:00AM Zoom. Grab your cup of Coffee or tea and join us. We will have special guests one in a while so join the fun!

Dan said he was approached by a lady and she told him she saw an ad for a fulltime RN at our facility. He asked if Chuck was leaving but Tom explained that this was discussed with Sheila and Chuck about how adding an RN to the staff that we could offer Medication set-up, and footcare to our In Home Services.

- 7) Tom started to go over our Financial reports for November and December and Chuck asked if this could be discussed at next meeting since we did not have last years report to compare. A motion was made by Chuck and seconded by Marc and all Board members in favor to put on Agenda for February Board Meeting.
- 8) Dan Fishel said he received correspondence from Emil regarding financial difference of \$1800.00 but forgot to bring it. He said he could not remember the details but would bring for next Board meeting.
- 9) John said he received a letter from Senator Vanderwall's office regarding the September memo regarding background checks on all employees. He wanted to know the status of the outcome. Jim Deamud our attorney said he reviewed the guidelines and the personnel files and found that this falls outside of those guidelines and that under OSHA drafted a letter and this was put in each personnel file.
- 10) John said that he received late email correspondence for the meeting but did not have a chance to read and bring to meeting. These will be reviewed at next Board Meeting.
- 11) Marc Milburn asked if we would consider 5 minutes instead of 3 minutes for comments.
- 12) Chuck talked about the Region 9 Advisory Meeting and explained about the new Michigan's Older Adults Stay Active, Connect and Safe Program. Classes are on fitness, zoom, Social hour to talk about your interests, getting to know your device and many other items that might interest you. Web site is www.getsetup.io/Michigan, These are free classes.
- 13) Programs on hold due to COVID.
- 14) Code of Ethics was handed out by Maddie and Board members were asked to sign and date and if they do not wish to sign please initial and date and give back to Maddie to be filed.
- 15) Budget approval on hold until next month. Ending October balance \$461,368.76. Ending December balance was \$269,910.48 and Chase Commercial Loan balance \$419,243.78. Tom stated that he has talked to Chase bank with rewriting the loan and

have a Line of Credit of \$200,000 for be available for our other buildings to be updated.

- 16) Bank Signature cards needs to be updated. A motion was made by Al seconded by Kim that Executive Board members are listed by name and title in this motion to sign checks for the RCCOA. A copy of the minutes must be included with the signature cards for the Bank. John Sutter, Chairman, Kim Warner, Vice Chair, Al Schultz, Treasurer and Maddie (Madeline) Hiller Secretary. Roll call was complete with agreement.
- 17) Public Comment: Chuck addressed Emil about his Conflict of Interest being on our Board and the State Advisory Board from last months board meeting. No conflict of interest is indicated. Emil also had questions regarding the Directors salary. Tom asked if he could address this and the reason for this being different from last year is that Tom cashed in his vacation and sick time that he had accumulated. Other employees have done this in the past. Questions were also asked about the 457 plan and matching funds. The Agency is not doing matching funds. In order to have this done, this would have to be discussed by the Board and approved.
- 18) Al Schultz noted that on our Board of Directors listing that his address needs to be corrected as 2958C W Higgins Lake Drive and his email should be: alschultz555@gmail.com. Tom said he would make corrections and hand out new list at next meeting.
- 19) Motion was made by Al Schultz and seconded by Kim Warner to adjourn meeting. Motion was in favor by all Board members and meeting ended at 2:11PM

Respectfully submitted,
Maddie Hiller