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## Commission on Aging

Roscommon County Commission on Aging Board Meeting  
October 20, 2021

**Meeting** called to order by Chair Kim Warner at 1:00 PM.

**Pledge of Allegiance:** Said by all attending.

**Roll Call:** Al Schultz, Marc Milburn, Roberta Kary, Tracy Constance, Kim Warner and Maddie Hiller.

Excused: Chuck Corwin. A quorum was present.

**Reading of Mission Statement:** Mary Fry, Executive Director

**Approval of Agenda:** A motion was made Al Schultz and with support from Roberta Kary to approve the agenda presented. Motion carried.

New Board Members Peggy Poynter (Roscommon) and Patty Bone (St. Helen) were voted in as new Board members. Motion made by Roberta Kary with support from Tracy Constance. Motion carried.

Code of Ethics policy handed out by Secretary Maddie Hiller and signed by both Board members.

Intro of Resource Coordinator Dana Clayton. She made everyone attending aware of issues she sees on a daily basis and how she has assisted many seniors with problems they are having. Dana told us that she is a certified Senior Specialist in Aging and will continue meeting the seniors' needs in the community.

**Approval of Consent Agenda:** A motion was made by Roberta Kary with support from Al Schultz to accept the agenda. Motion carried.

**Public Comments:** Dan Fishel made statement that he did not say anything that would be offensive regarding past director or that he did not reenter the Roscommon building during a fire drill. He stated he has not gone back to the Roscommon Center, nor will he go again for meals or activities. He left meeting after his statement.

Emil asked that the Board packet could be made available earlier so that he could view it and have his questions ready for the Board to respond. He wanted meeting posting dates on the web site but was told that they are since they are monthly Board Meetings and not special meetings. Mary Fry said that she will try to have this done.

Jim Deamud responded that since they are monthly meetings, no posting needs to be done under the Open Meetings Act.

**Interim Director's Report:** Per Betty's report 12 new employees have been hired over the summer.

NEMSCA Audit Suggestion during the Audit meeting in the office was that the Agency consider looking at raising the price of 60 and under meals and increase the suggested donation amount for the meals. Other COAs have increased their prices. A study will be conducted, and the findings brought back to the Board for their approval. The increase will also need to be approved by Region 9. (See attached document for complete report.) Mark thanked Betty for stepping forward and doing the Interim Directors position as well as keeping up on her own Executive Assistant duties.

**Director's Report:** Mary Fry gave us update on Loan closet and how they have inventoried and now have all equipment in one room and not scattered throughout the building. United Way supplies was taken out of the hallways and given a permanent place in the building.

Mary has been working with Patti and Betty on a new Disciplinary Action Policy: 1) Verbal warning, 2) Written warning, 3) Suspension with investigation pending, 4) Termination of employment.

She is becoming familiar with the departments and how they run and talking with coordinators and employees. (See attached document for complete report.)

**County Commissioner's Report:** Marc suggested that we have 5 minutes instead of 3 for public comment. Marc made a motion for 5 minutes for Public Comment. Roll Call vote taken: Al Schultz, NO,

Tracy, NO, Roberta, NO and Maddie Hiller NO. Marc, YES, Peggy, YES, Patty YES and Kim YES, the vote was 4-4 including chairperson's vote. Roberts Rules of Order, per Jim, motion failed.

**Region 9 Advisory Board:** No report.

**Old Business:** Vote on Executive Director's job description and agreement. Discussion on Agreement included questions on the salary that clarification. Auditor's report should clarify the figures. The date of October 6<sup>th</sup> was changed to October 20, 2021. Then the deadline was extended 45 days after October 20<sup>th</sup> to have a proposal for salary. A motion was made by Marc Milburn to change date of employee agreement to 45 days and address at next Board meeting and supported by Roberta Kary. Roll call vote: Al Schultz: Yes, Marc Milburn: Yes, Patty, Yes: Peggy, Yes: Kim, Tracy: Yes, Roberta Yes, Maddie: Yes. Roll call vote passed in favor. All parties signed Employment Agreement for Executive Director Mary Fry. Jim asked to be excused for the meeting for prior commitment.

**New Business:** Discussion of regular Board Meetings per Open Meetings Act. Bylaws clearly state that the regular meetings are the third Wednesday of every month. A reminder of the meeting is on the front page of Newsletter monthly.

**Appointment/Reappointment of Board members** whose terms expire. Kim Warner (2021) representing the Roscommon Center, Madeline Hiller (2021) representing Houghton Lake Center, and Chuck Corwin (2020) member at large. Centers will submit recommendations to Mary Fry no later than November 7. Two motions were made:

1<sup>st</sup> Motion: Made by Marc Milburn to advertise the Member-at-Large position in the local newspaper Houghton Lake Resorter and social media. Any letters or emails of interest be sent to Executive Director Mary Fry no later than November 7<sup>th</sup>, 2021, to be considered. The Director will then make her recommendation to the Board. Roll call vote: Motion passed by Board members.

2<sup>nd</sup> Motion: Roberta made a motion for Roscommon Center and Houghton Lake Center to be informed about a reappointment of Kim Warner and Madeline Hiller as their representatives or appoint a new member to take their place. Roll call vote taken: Motion passed by Board members.

Background checks will be conducted prior to their appointments.

**Signature Card** for financial institutions needs to be updated: An information was provided the Board regarding the financial institution requirements. Motion made by Roberta and supported by Marc to have the following Executive Board members as the signers on the accounts: Mary Fry, Executive Director, Kim Warner, Chair, Tracy Constance, Vice Chair, Al Schultz, Treasurer and Madeline Hiller, Secretary. All prior signature cards will be null and void. Roll call vote taken: Motion passed.

**Michigan Works update:** Betty left a message with MIWorks staff and is waiting for a call back with questions about painting and replacing the flooring/carpeting in their offices.

**Employees' Health Insurance Concerns:** Mary is looking into changing the policy on what is considered as full time. She would like to change it from 25 to 32 hours for full time. Those already considered full time at 25 hours would be grandfathered in and the new policy would be in effect beginning with new hires.

**Public Comment:** Deb Looney asked the Board members to start attending the 3 centers so that seniors can share questions and concerns. They are looking forward to having the Board at their Centers. Activities are starting back up at all centers and penny bingo is the most attended. Deb is working on a Veterans Day Celebration. The Celebration will be held on Veteran's Day, November 11, with times announced at the Centers and in the newsletter. Family Fare receipts continue to come in. This will be the third time we will receive a check from Family Fare. Please remember to save receipts and turn them in. Dennis Warner asked that the Roscommon Center be opened again on a Saturday once a month so they can have their card parties resumed. Emil inquired about recording the Board meetings so that anyone can have access to them.

Meeting adjourned at 2:55PM. Motion made by Marc, supported by Roberta and motion passed by Board.

Respectfully submitted,  
Madeline (Maddie) Hiller