



Mary T. Fry, Director
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Roscommon County Commission on Aging Board Meeting
November 17, 2021

Meeting called to order: Chair - Kim Warner at 1:00 PM

Pledge of Allegiance: All attending

Roll Call: Al Schultz, Marc Milburn, Tracy Constance, Roberta Kary, Patty Bone, Kim Warner, Charles Corwin, and Madeline Hiller. Quorum present

Excused Absence: Peggy Poynter

Guest: Jim Deamud and Dan Smith

Reading of Mission Statement: Mary Fry, Executive Director

Point of Clarification: The public, in reference to the Public Meetings Act, does not have the right to a full Board Meeting packet, as provided to the Board of Directors

Approval of Agenda: A motion was made by Al Schultz with support from Tracy Constance, with a correction to Patty Bone name, to approve the agenda. Motion carried

Approval of Consent Agenda:

- Minutes from October 20, 2021, Board Meeting
- Minutes From December 1, 2021, Nominating Committee
- In Home Service Report (Nov & Dec)
- Financial Report (Nov & Dec)
- Resource Coordinator Report (Nov & Dec)
- Updated Org Chart

A motion was made by Al Schultz with support from Roberta Kary. Motion carried

Intro of Guest: Dan Smith, Managing Partner, Dan Smith & Co., Auditor.

Presentation: Dan Smith discussed financial report and audited financial statement. Question and Answers were discussed with Board members. Dan suggested that we review the way we process our payroll and account payables and have Executive Board review this procedure. He was not aware that we are already doing this and Al Schultz, Treasurer comes in to review and sign checks and Madeline has done this also when needed.

Financials: Ending September Balance \$816,6789.42 – Ending October Balance: \$648,158.55

Public Comment: Jim Deamud reported that he had appointment with Jan Williamson to go over his medications, one being very costly, and she referred him to a Canadian website. Emil stated that he would like to receive a complete Board package. Mary will be checking into this request

Directors Report: Given by Mary Fry with changes that are going into place. She explained that the phone system has been giving them problems and have left messages with no response back from the company. She will be looking to hire a front office receptionist to answer phones, greet incoming guests and assist with computer and posting on the website. Mary gave us day-to-day activities report of her on-going training for the RCCOA.

Interim Director Report: Betty Kimble gave her report on Going Pro Talent Fund, Veterans Day programs at the Centers. Training Jon Osim, new Kitchen Coordinator and understanding what GFS program can offer the Agency and the food costs in the first three quarters we saved over \$7,500.00 with their program. Since Vivian has left for the winter Betty will be her eyes, hands and feet in her office assisting with payroll and accounts payable. She also stated that Mary and she continue to work as a Team to move the agency forward

Board members term ending dates:

Executive Committee:

Chair, Kim Warner 12/31/21; Vice Chair, Tracy Constance 12/31/22; Treasurer Al Schultz 12/31/22; Secretary Madeline Hiller 12/31/21

Members at Large:

Roberta Kary 12/31/23; Patty Bone 12/31/23; Peggy Poynter 12/31/23; Charles Corwin 12/31/21; Marc Milburn 12/31/22

Board Member requesting re-appointment:

Madeline Hiller. HL Center reappointed 11/2021

Letter of Interest Correspondence – Member At Large Board:

Sallie Ratza, Charles Corwin, RN, Denny Kiroff, Linda Roe and Pamela Scott. After much consideration, Mary Fry chose Charles Corwin for the Member at Large. Motion to approve Chuck Corwin as Board member by Roberta Kary, supported by Tracy Constance. Motion carried

County Commissioners Report:

Marc Milburn reported County Commissioners meeting continue to be done by Zoom

Region 9 Advisory Committee Report: Chuck has been attending by Zoom. Jim Deamud contacted attorney Mr. Mein about Chuck coming back on Committee and was told that he should wait for one year and then reapply

Old Business: None

By Law Committee Update:

Board discussion and appointment to the committee: Kim Warner, Jim Deamud, Roberta Kary, Tracy Constance, and Emil Bellenbaum (Community Rep.)

Executive Directors Employment Agreement:

Sub-committee Kim, Betty, Jim, Tracy, and Mary Fry to discuss the agreement. Meeting to be held at 11:00 am Friday

Special Board Meeting to be held 11/23 at 1:00 pm, to discuss and approve recommendation. (Mary will take minutes since Madeline cannot be there)

Michigan Works Update:

Looking for local vendors to do the work to replace carpet and painting of suite

Roscommon Senior Center:

Concrete crack in front entry slab, approx. 14x16. The slab will need to be replaced, but grinding down the crack and filling the gap will be done until better weather when the concrete work can be done

Signature Cards update:

Need to have Executive Board stay after meeting to sign new signature cards for the several banks and credit union

Marc Milburn asked to be excused from meeting at 2:35 pm

New Business:

Approval, Meetings at each Center: April will be at Roscommon, May at St. Helen, and June at Houghton Lake Center. No meetings in July and December. Other meetings will take place at administrative annex meeting room. Chuck Corwin made motion to schedule these meetings at the centers with support by Roberta Kary. Motion carried.

Discussion on updated Organizational Chart that Mary Fry presented. Approved for distribution to RCCOA employees

Public Comment:

Emil asked that RCCOA website be updated with meeting dates and minutes so that the public, as well as himself, can access this information.

Deb Looney has been keeping Facebook updated. The new receptionist position will have responsibility of updating and keeping current the website. These updates should also include Center Advisory Board meeting minutes.

Emil stated he would like to have a Board packet mailed to him before the Board meetings. RCCOA Board meeting packets are currently e-mailed to the Trustees

Board Member Comment:

Need new Board of Directors Rosters distributed to Trustees and to the Centers. Betty will be working on this

Adjournment:

Meeting adjourned at 2:55 pm Motion made by Roberta Kary supported by Tracy Constance. Motion carried.

Next Board Meeting: January 19, 2022, at 1:00 pm

Respectfully submitted,
Madeline (Maddie) Hiller