



Commission on Aging

Mary T. Fry, Executive Director  
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**Roscommon County Commission on Aging  
Special Board of Directors Meeting  
November 4, 2022**

Called meeting to order: Tracy Ellerbrock-Constance called meeting to order at 1:10PM.

Pledge of Allegiance: By all attending

Roll Call: Tracy Ellerbrock Constance-Chair, Roberta Kary-Vice Chair, Al Schultz-Treasurer, Madeline Hiller-Secretary, Marc Milburn, Chuck Corwin, Kim Warner, Peggy Poynter.

Mary Fry - Executive Director

Excused Absence: Patty Bone

Intro of Guest: None

Reading of Mission Statement: Mary Fry

Approval of Agenda:

**Motion made by Marc Milburn to accept the agenda supported by Al Schultz.  
Motion carried.**

Public Comment:

Question regarding cost of employee insurance as age discrimination since it is higher for the older employees. Insurance companies sets up premiums and charge flat rate of 30%.

Question on numbers of service units grants \$27.00 per service unit from NEMSCA for 2022-2023 budget. To obtain the service units to provide for our clients \$27.00 per unit divided by grant money given. This number will either increase or decrease what the agency can provide to our clients.

Comment made by Roscommon senior thanking Mary for fixing the problem they had in the kitchen.

### **Personnel Committee:**

Executive Director Annual Evaluation. Madeline was asked to serve on this last minute by Tracy Ellerbrock-Constance since Patty Bone was sick and could not attend.

The form that was given to us did not apply to an Executive Directors evaluation. It was a generic form that the agency uses for the employees. Evaluation was discussed with Board and Board members agreed that this form was useless and a new one will be presented.

HIPPA needs to be adhered to with no client names mentioned.

Board would like more communication from Mary and keep Board up to date.

Mary waived any monetary raise at this time when Agency is struggling.

She did say she was disappointed that Board did not stand behind her at the last several meetings when many community members made statements about her.

She was also disappointed with the lack of urgency in which the Board has responded to the budget issues. The budget issues were a problem well prior to her being hired as Executive Director. Mary stated that P&L statements will be provided to the Board every month as well as a quarterly statement to make sure the Agency is going in the right direction and will be discussed at each Board Meetings.

**Motion was made to accept the Executive Director evaluation by Chuck Corwin, supported by Al Schultz. Roll call voted taken with 1 Abstaining, 7 yes. Motion carried.**

### **NOTE:**

**Executive Director will be responding, in writing, as indicated in the Employment Agreement between the RCCOA and the Executive Director, "Fry may prepare a written rebuttal, reflecting her view of the disputed provision(s) which will then be appended to and become a part of the evaluation placed in the personnel file."**

**In addition, as stated in the Employment Agreement, “At the conclusion of the evaluation process, a written evaluation will be prepared, approved and signed by both Fry and the RCCOA”.**

Approval of Revised Employee Handbook:

Only changes to add HIPPA statement and Date line to handbook.

**Motion made by Roberta Kary to accept Revised Employee handbook with support from Al Schultz. Motion carried.**

Financial Committee Report 2022-2023 Budget:

Al Schultz stated that the proposed budget was approved by Financial Committee with the changes that were recommended at the last meeting.

Approval of Proposed 2022-2023 Fiscal Year Budget:

**Al Schultz made the motion to accept the revised budget with Roberta Kary in support. Roll call voted taken:**

**One (1) vote no and Seven (7) yes. Motion was carried.**

Old Business: None

New Business: None

Public Comment:

Question regarding drug testing: Is this still being done? HIPPA statement adhering to OSHA and not Federal laws since it is not a policy and should not be violated.

Deb Looney questioned why one of our chores service man is doing penny bingo at the centers when she had volunteers already in place. Why are we paying him for this when we as an Agency trying to cut costs? Two of the volunteers felt like he was disrespectful to them when this was prearranged in advance. The volunteers enjoy what they are doing and come in early by transit bus to make sure they are there and ready.

Deb reminded everyone that Veterans Day Services will be at all Centers.

Board Comments:

No meetings in July and December. Marc Milburn suggested to have a special meeting in December in case anything needs to be addressed.

Al Schultz recommended monthly P&L statements with Quarterly report with income received on them as well as what the agency paid out.

Roberta asked that a new, more applicable Review form be developed for the Executive Director that adheres to her daily activities, as well as writing grants for the agency and more specific to the management of the Agency. Board will approve this new document once it is completed.

Reminder:

**Next Meeting will be November 16, 2022, at the Annex, 1:00pm.**

Adjournment:

**Motion was made by Roberta Kary to adjourn meeting at 2:00pm, with Al Schultz in support. Motion carried.**

Respectfully submitted:  
Madeline (Maddie) Hiller

APPROVED