



Commission on Aging

***DRAFT MINUTES
BOARD OF DIRECTORS MEETING
April 19, 2023***

Meeting called to Order: 1:00 pm

Pledge of Allegiance: All

Roll Call: Roberta Kary – Chair, Peggy Poynter – Vice Chair, Kim Warner – Treasurer, Chuck Corwin – Secretary, Patty Bone, Steve Perialas, and Phyllis Piotrowski (Marc Milburn and Kimberly Daniels joined the meeting later while the meeting was in session.)

Executive Director, Mary T. Fry

Reading of Mission Statement: Mary T. Fry

The purpose of the Roscommon County Commission on Aging is to promote the welfare, independence, safety, and health of our senior citizens through various programs

Approval of Agenda:

Board Comment:

Chuck Corwin - Secretary: Requested approval to add an Agenda Item to read a letter from NEMCSA regarding assessment of the Serenity Day Lodge.

Motion to approve Agenda with requested additional Agenda Item:

Motion: Steve Perialas **Second:** Kim Warner **Approval:** All

Intro of Guest: None

Public Comment:

Emil Bellenbaum: Stated he wanted to ask questions about the Controller's Financial Reports. In regards to the staggering of board member terms, he suggested that board member terms should expire in November rather than December, and he expressed concern that the RCCOA Board and the local center advisory boards would not have adequate time to find and select new board members when current board members' terms have expired and in the event of resignations.

Board Comment:

Roberta Kary – Chair: Recommended that Mr. Bellenbaum hold his questions for the Controller until the Controller presents the financial reports. In regards to Mr. Bellenbaum’s concerns about selection of new board members, she said that after board members’ terms have expired, selection of new board members will be completed by October. And in the case of a resignation, the vacancy would be filled and the replacement board member would serve until the resigned board member’s term has expired.

Approval of Consent Agenda:

- Minutes – Board Meeting, March 15, 2023
- Day Lodge Report
- In Home Service Report
- Food Service/MOW’s Report
- Financial Reports
- Director’s Report

Motion: Steve Perialas

Second: Chuck Corwin

Approval: All

Director’s Report: Mary Fry - Executive Director, reviewed the “Director’s Report – 04/19/2023.”

Controller Report: Tracy Baker - Controller, reviewed the “Profit & Loss Budget vs. Actual Report - October 2022 through March 2023” and the “Balance Sheet – As of March 31, 2023”; reported a 6-month balanced budget with actual expenses at about \$74,000 under budget; and reported that Workers Comp premiums were higher than expected due to a premium increase after the audit.

Board Comment:

Kim Warner – Treasurer: Asked why some of the budget items were showing 100% when we are only six months into the fiscal year.

Phyllis Piotrowski: Asked if the budget amount for the County Millage income was for the entire fiscal year; and about some expense items that were well over 100% of their corresponding budget amounts; and about the expiration of the Certificate of Deposit account.

Chuck Corwin – Secretary: Asked about splitting out the cost of the newly purchased MOW trays for the Roscommon Center from the “Supplies:Buildings:Roscommon” expense amount.

Steve Perialas: Said he has served as a board member on several different boards and thought that the Controller’s preparation and presentation of the financial reports were the most accurate and detailed that he has seen of any non-profit agency.

Responses/Additional Comments from the Controller:

Tracy Baker – Controller responded to questions stating: budget amounts are only for the 6 months reported to correspond with the 6 months of expenses reported (except

for the County Millage income line, which reflects the total for the whole fiscal year); Roscommon Building Supplies expense line includes the purchase of MOW trays that were not budgeted (unexpected expense), board members can meet separately with the Controller to discuss different ways of reporting MOW expenses; Tech Services were higher than expected due to unexpected computer security requirements; the Certificate of Deposit (CD) account statements are received quarterly and the Finance Committee is responsible for determining where/how the CD funds should be deposited/invested once the CD has expired.

Approval and Confirmation of One-Time Term Extension of Local Center Board Member Representatives Term Limits:

Roberta Kary – Chair asked for a motion with Roll Call on votes for the approval/confirmation of a one-time, one (1) year extension of term (3-year term) for the board member representatives selected by each local center advisory board to achieve staggered terms per the By-Laws.

Houghton Lake Center Representative: Phyllis Piotrowski

Roll Call: Marc Milburn – Yes, Kimberly Daniels – Yes, Phyllis Piotrowski – Yes, Steve Perialas – Yes, Patty Bone – Yes, Chuck Corwin – Yes, Kim Warner – Yes, Peggy Poynter – Yes, Roberta Kary – Yes

Approval: All

Roscommon Center Representative: Kim Warner

Roll Call: Peggy Poynter – Yes, Kim Warner – Yes, Chuck Corwin – Yes, Patty Bone – Yes, Steve Perialas – Yes, Phyllis Piotrowski – Yes, Kimberly Daniels – Yes, Marc Milburn – Yes, Roberta Kary – Yes

Approval: All

St. Helen Representative: Patty Bone

Roll Call: Marc Milburn – Yes, Kimberly Daniels – Yes, Patty Bone – Yes, Steve Perialas – Yes, Phyllis Piotrowski – Yes, Kim Warner – Yes, Peggy Poynter – Yes, Chuck Corwin – Yes, Roberta Kary – Yes

Approval: All

County Commissioner's Report: Marc Milburn thanked Tracy Baker – Controller and Mary Fry – Executive Director for the RCCOA report at the Commissioners meeting; it was very positive and well received by the Commissioners and the public.

Region 9 Advisory Committee Report: Chuck Corwin – Secretary reported on the March 27th meeting in Alpena; the March 16th Northwest Michigan Community Action Agency (NMCAA) meeting in Traverse City; Older Michiganders Day event organizers are only allowing 10 representatives from each region to attend, there are still vacancies for Region 9; and the new Michigan Public Act income tax reduction for

retirees. Mr. Corwin read the letter from Brooke Mainville, Region 9, Special Projects Coordinator, dated March 30, 2023, in which Ms. Mainville wrote, "At this time, the Serenity Day Lodge is in compliance with all standards." Further, in the letter, Ms. Mainville wrote, "Please accept my congratulations with your staff on instituting a valuable program for citizens in Roscommon County. The Serenity Day Lodge continues to provide a safe and inviting atmosphere for Adult Day Center clientele." Mr. Corwin stated that other RCCOA program/service assessments will be completed this year.

Old Business: None

New Business: None

Public Comment:

Kathy Pardo: Talked about the Micro Food Pantry at the Roscommon Center and thanked Katelin/Mary for setting it up. Also talked about allowing for additional classes on CPR, Wound Care, and additional instruction pertaining to her education/experience as an instructor for Emergency Medical Treatments.

Emil Bellenbaum: In reference to the Financial Statements, he asked about getting a bid for "General Cleaning"; about the "Houghton Lake Bldg Renovation" amount on the Balance Sheet and if an appraisal can be done to make sure the amount is accurate; about rental income from the United Way and the Roscommon County Economic Development Council; and about why Spectrum Cable and Office Supplies expenses were so high.

Dan Fishell: Asked about the numbers/attendance for MOWs and meals at the centers, cost of meals vs. what "customers" pay for meals, and working to get increased awareness of meal services and more people at the centers.

Bill Johnson: Suggested a Miscellaneous Expense line on the Budget and that RCCOA apply for a grant from Spectrum for In-Kind Donations/Community Action for Non-Profits to get free Cable TV/Internet.

Board Comment:

Steve Perialas: Talked about organizations that might offer free or reduced price services like Spectrum.

Kimberly Daniels: Talked about the upcoming Cinco de Mayo celebration at the Houghton Lake Center and she apologized for being late.

Motion for Adjournment:

Motion: Steve Perialas **Second:** Chuck Corwin **Approval:** All