



Commission on Aging

***DRAFT MINUTES  
BOARD OF DIRECTORS MEETING  
May 10, 2023***

Meeting called to Order: 1:00 pm

Pledge of Allegiance: All

**Introduction of the Board Members:**

**Roberta Kary – Chair:** Asked each of the Board members to introduce themselves to the members of the public present at the meeting.

James R. Deamud – Attorney for the RCCOA, was present and seated at the table with the Board members, also introduced himself.

**Roll Call:** Roberta Kary – Chair, Peggy Poynter – Vice Chair, Kim Warner – Treasurer, Patty Bone, Steve Perialas, Phyllis Piotrowski, Kimberly Daniels, and Marc Milburn (Chuck Corwin – Secretary joined the meeting at 1:04 pm)

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:**

**Motion:** Kim Warner      **Second:** Marc Milburn      **Approval:** All

**Approval of Consent Agenda:**

- Minutes – Board Meeting, April 19, 2023
- Day Lodge Report
- In Home Service Report
- Food Service/MOW's Report
- Financial Reports
- Director's Report

**Motion:** Steve Perialas      **Second:** Patty Bone      **Approval:** All

## **Introduction of Guests:**

### **Chase Bank Presentation**

#### **Mark Miller – Personal Banker, Chase Bank:**

Mr. Miller presented the “Business Sweep” program offered by Chase Bank and J.P Morgan Investments. Mr. Miller explained how the program would work and how it might benefit the RCCOA. Mr. Miller answered questions from the board members regarding fees, risks, and management of the invested funds.

### **Margie Crompton and Leora Valleau – Mercantile Bank:**

**Margie Crompton:** Asked if the RCCOA would be issuing an RFP to other banks and said she would like the opportunity to make a presentation from Mercantile Bank to the Board.

### **Public Comment:**

None

**Director’s Report:** Mary Fry - Executive Director, reviewed the “Director’s Report – 05/10/2023” and announced the need for a Cost Benefit Analysis to be done on options for repairing or replacing the RCCOA’s phone system, which is now experiencing many problems.

**Controller Report:** Tracy Baker - Controller, reviewed the “Profit & Loss Budget vs. Actual Report - October 2022 through April 2023” and the “Balance Sheet – As of April 30, 2023”. She reported that for the rest of the Fiscal Year, estimated monthly expenses will be about \$175,000 per month and payments from NEMSCA at about \$30,000 per month; and reported that we are about \$90,000 under budget for the reported 7-month period.

### **Board Comment:**

**Marc Milburn:** Asked if we can let the public know that the RCCOA is doing better financially.

### **Responses/Additional Comments from the Controller:**

Tracy Baker – Controller responded to Mr. Milburn’s question stating: “We are functioning within the budget parameters.”

## **Senior Center Reports:**

**Houghton Lake Center:** Phyllis Piotrowski reported that the Houghton Lake Local Advisory Board meeting was changed to May 16<sup>th</sup>, attendees (including Board Members Marc Milburn and Chuck Corwin who wore a sombrero) at the Cinco de Mayo party said it was “Great!”, and the Mother’s Day Luncheon will be next Monday, May 15<sup>th</sup>, with a performance by “Music in the Air.”

Roscommon Center: Peggy Poynter reported on their Cinco de Mayo party and their upcoming Mother's Day Tea that will have "lots of desserts". She also reported that their congregate numbers are up.

St. Helen Center: Patty Bone reported on their Cinco de Mayo party and their upcoming Mother's Day Luncheon. She also reported that their congregate numbers are up.

**Kitchen Coordinator's Presentation:**

Jon Osim – Kitchens Coordinator presented a report that showed the cost of food, number of home-delivered meals, number of congregate meals and cost per meal for each fiscal year from FY 2018/2019 to the current fiscal year. The report showed how the number of meals prepared/served has been going back up to pre-COVID levels and how the costs are starting to come back down this year. He also reviewed his various responsibilities managing the staff and operations at each of the centers' kitchens and the MOWs services; the requirements, guidelines and nutritional/quality standards that must be maintained; and the regular NEMSCA reports, menu approvals and facilities assessments.

**Board Comment:**

Steve Perialas: asked about kitchen facilities and equipment maintenance/repairs/replacements and said that there are grants and equipment donations that companies offer to nonprofits.

Chuck Corwin – Secretary: said he had recommended Jon Osim's kitchen/food data tracking system to NMCAA.

**County Commissioner's Report:**

Marc Milburn thanked all of the presenters and reminded everyone about the Older Michiganders Day on May 17<sup>th</sup>.

**Region 9 Advisory Committee Report:**

Chuck Corwin – Secretary said there was no Region 9 AAA Regional Advisory Committee meeting to report on for the month of May.

**Old Business:**

None

**New Business:**

**Approval to remove prior Executive Committee Members from Mercantile Bank Signature Cards:**

Tracy A. Ellerbrock-Constance  
Madeline C. Hiller  
Albert L. Schultz

**Approval to add current Executive Committee Members to Mercantile Bank Signature Cards:**

Peggy Poynter – Vice Chair  
Kimberly J. Warner - Treasurer  
Charles C. Corwin – Secretary

Roberta Kary – Chair asked for a motion with Roll Call on votes:

**Motion:** Kimberly Daniels      **Second:** Steve Perialas      **Approval:** All

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

**Public Comment:**

None

**Board Comment:**

Kimberly Daniels: Asked if Mercantile Bank can present their proposal at the June Board Meeting.

Tracy Baker – Controller: Asked about expediting the bank proposal process to get the CD funds moved to an account that could be earning interest.

Steve Perialas: Asked if any of the RCCOA’s banks had already been given an RFP and if the RCCOA had ever put out an RFP for bank proposals.

Marc Milburn: Asked if we could have a special meeting for the bank proposals.

Roberta Kary – Chair: Said that there will be more discussion about the investment option presented by the Chase Bank representative. And she said that RFPs will be requested from the other RCCOA banks and that their presentations will be put on the Agenda for the June Board Meeting. She also recommended that the Board consider a resolution that would require a specified “contingency fund” (the CD account at Mercantile Bank) to remain untouched unless approved by the Board with a “super majority vote, plus one” (7 votes). She said she will consider calling a special meeting of the Board for the other banks’ presentations, if we can coordinate the schedules of the bank representatives and the Board members. She said it is important to take time to gather all the information on our banking/investment options to make the best decision. And she said the Finance Committee should schedule a meeting soon.

**Motion for Adjournment:**

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