



Commission on Aging
DRAFT MINUTES
BOARD OF DIRECTORS MEETING
August 16, 2023, at 1:00 pm

LOCATION:
Administration Building Annex
1015 Short Drive, Prudenville, MI 48651

Meeting called to Order by Peggy Poynter – Vice Chair at 1:00 pm.

Pledge of Allegiance

Board Members Present:

Roll Call: Chuck Corwin – Secretary, Kim Warner – Treasurer, Patty Bone,
Steve Perialas, Phyllis Piotrowski, Kimberly Daniels and Marc Milburn

Excused Absence: Roberta Kary – Chair

Others Present:

Executive Director, Mary T. Fry
James R. Deamud – Attorney for the RCCOA

Introduction of Guest:

Amy Otto – RSVP Services Coordinator, AmeriCorps Seniors RSVP

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:

Peggy Poynter – Vice Chair called for a motion to approve the agenda with changes as follows:

On the “Call Meeting to Order” line, change the spelling of her name from “Pointer” to “Poynter”.

Motion: Steve Perialas **Second:** Kim Warner **Approval:** Motion Passed - All in favor

Approval of Consent Agenda:

- Minutes – Board Meeting, June 21, 2023
- Minutes – Special Board Meeting, July 12, 2023
- Financial Reports
- Day Lodge Report
- In Home Service Report
- Food Service/MOW's Report
- Director's Report

Chuck Corwin – Secretary requested a correction on the Minutes for Special Board Meeting, July 12, 2023, as follows:

On Page 4, the last comment in the Board Comments section, change the name from “Chuck Corwin – Secretary” to “Marc Milburn”.

Peggy Poynter – Vice Chair called for a motion to approve the Consent Agenda with the requested changes:

Motion: Steve Perialas **Second:** Patty Bone **Approval:** Motion Passed - All in favor

Public Comment:

Emil Bellenbaum said in his experience working for a car dealership, they had funds in a “sweep” program, like the one proposed by Chase Bank, for many years and it worked very well for them without any losses or problems. He thought it would be good for the RCCOA to set up a “sweep” account at Chase Bank as long as they still maintained accounts in all 3 banks. He also said that short term interest rates are up right now.

Director's Report:

Mary Fry - Executive Director, presented a verbal report of activities, projects, events, and updates covering the time since the last Board Meeting. Ms. Fry reported that the proposed budget was submitted by email to the Finance Committee Chair, Kim Warner, on Monday, August 14th, and stated that the Personnel Committee would need to complete the Director's review, as changes to the Director's salary would affect the proposed budget. Ms. Fry reported that Michigan Works has still not indicated whether they want to lease space in the Annex, and she asked the Board to consider allowing her to find other tenants to lease out part or all of the Annex space. Ms. Fry reviewed the details of the current tenants leasing space in the Prudenville building and said that Amy Otto of AmeriCorps/RSVP, who is currently leasing an office in the Annex, could be moved to an office space at the Houghton Lake Center if it was decided to lease the entire Annex to another tenant. Ms. Fry also pointed out that additional monthly income, which could be gained by leasing part or all of the Annex space, could help pay for building maintenance projects that will need to be done soon, such as the Houghton Lake Center roof and the Prudenville building parking lot. Ms. Fry said she could talk to a real estate agent about finding new tenants for the Annex. Ms. Fry said she could give Michigan Works the “right of first refusal” before

leasing the Annex space to another tenant. Ms. Fry reported that the “Junk in the Trunk” fundraiser has been cancelled, but some items that had already been donated for the event will either be sold or donated to local nonprofit thrift stores.

Board Comment:

James R. Deamud – Attorney for the RCCOA, expressed concern that building modifications would need to be done to provide separation of the spaces if only part of the Annex was leased out or if leased to more than one tenant.

Kimberly Daniels suggested giving Michigan Works a 30-day notice to sign a lease for the Annex space.

Chuck Corwin – Secretary suggested the Board make sure the Annex space is not leased to businesses with interests that are contrary to the RCCOA’s.

Controller’s Report:

Tracy Baker – Controller was unable to attend the Board meeting. Mary Fry - Executive Director, read the written Financial Report, dated July 2023, that was prepared by Tracy Baker – Controller; and reviewed the Balance Sheet as of July 31, 2023, the Profit & Loss Budget vs. Actuals for October 2022 through July 2023, accounting reports for casino trips, and the Fundraising Report for the “Stuff the Bus” event.

Senior Center Reports:

Houghton Lake Center: Phyllis Piotrowski reported that the Houghton Lake Senior Center Advisory Board purchased a Roku stick for the Center to watch the ball games; there will be a showing of the Michigan vs. Michigan State game with a costume party; and the memorial plaque has been purchased for the 2023 Annual RCCOA Memorial to list names of people associated with the RCCOA that have passed since the last memorial.

Roscommon Center: Peggy Poynter reported there will be a meatloaf lunch for the September 28th party for Ellenor’s 100th Birthday; new T-shirts are in; and congregate numbers are up.

St. Helen Center: Patty Bone reported that congregate numbers are up with new people every day; and Cardio Drumming numbers are up.

County Commissioner’s Report:

Marc Milburn had nothing to report.

Region 9 Advisory Committee Report:

Chuck Corwin reported that the State budget was in and they only approved an \$0.85 per hour raise for direct care workers. Mr. Corwin also talked about a website, region9aaa.trualta.com, for dementia caregivers that offers support, education, and opportunities to connect with other caregivers via Zoom meetings and lectures.

Old Business:

Finance Committee – Bank Research:

Kim Warner – Treasurer/Finance Committee Chair reported that no new research has been done. The Finance Committee will focus on completing its work on the budget before getting back to the bank research.

RSVP – Veterans Coffee Hour:

Guest Amy Otto – RSVP Services Coordinator, AmeriCorps Seniors RSVP, is the current coordinator for the Veterans Coffee Hour that is held once a month at the Roscommon County Blodgett Memorial Airport. Ms. Otto said that two volunteers (Bruce & Maria) offered to help run the Coffee Hour, but they have not agreed to accept all of the responsibilities. Ms. Otto answered questions from the Board and explained that AmeriCorps will not allow RSVP to continue to run the Veterans Coffee Hour past December 31, 2023, due to grant requirements for another program. Ms. Otto said that donuts and funding are covered through January 2024. Ms. Otto stated that NEMSCA/RSVP handles the money for the Coffee Hour, and it is her boss, Rick Houchin's responsibility, which he tracks on an Excel spreadsheet. Ms. Otto said RSVP asked the Roscommon County Veterans group to take over the Veterans Coffee Hour but they refused. Ms. Otto said that 30 to 35 people attend each Coffee Hour.

Board/Director Comment:

Chuck Corwin expressed concern that there would be audits from NEMSCA.

James Deamud asked what the impact would be if the Veterans Coffee Hour was cancelled.

Marc Milburn felt there would be considerable impact on the veterans if the Coffee Hour was cancelled, and he has seen as many as 65 people attend; but he thinks the responsibilities are very "low-key" and wouldn't need the RCCOA's oversight.

Mary Fry - Executive Director stated she has reconsidered taking on the Veterans Coffee Hour and feels that she doesn't have the time to spare for the added responsibilities right now.

Motion Regarding Acceptance of Responsibility for Veterans Coffee Hour:

A motion was made for the RCCOA to not take on the responsibility for the Veterans Coffee Hour at this time, but to table the issue for 6 months.

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

Approval: Motion Passed - 7 to 1 (Voting "No": Phyllis Piotrowski)

New Business:

Motion Regarding Lease of Annex Space:

A motion was made to allow Mary Fry - Executive Director to move forward with research on leasing the Annex space.

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

Board Discussion:

Phyllis Piotrowski recommended that the Board determine what interests might be contrary to the RCCOA before leasing the Annex space.

James Deamud said there are many factors that should be considered when leasing the Annex space.

Public Comment:

Emil Bellenbaum said the Board should (1) consider leasing other office spaces in the Prudenville building and the Houghton Lake Center; (2) pursue grants from the Roscommon County Community Foundation; and (3) find ways to use the big shuttle bus, like transporting homebound people to the centers for the day.

Director Comment:

Mary Fry - Executive Director said that she has applied for grants during every grant cycle of the Roscommon County Community Foundation.

Approval: Motion Passed - All in favor

Public Comment:

Emil Bellenbaum said the Board roster has the wrong term ending dates for some of the Board members.

Board/Director Comment:

Mary Fry - Executive Director said the Board Roster has been corrected and will be posted.

Steve Perialas suggested that we look into other ways to use the big shuttle bus.

Marc Milburn thanked Amy Otto for her work on the Veterans Coffee Hour.

Kimberly Daniels thanked the RCCOA staff for keeping things running during Mary Fry's absence.

Motion for Adjournment:

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

Approval: Motion Passed - All in favor