



Commission on Aging

***DRAFT MINUTES
BOARD OF DIRECTORS MEETING
September 20, 2023, at 1:00 pm***

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

Meeting called to Order by Roberta Kary – Chair at 1:00 pm.

Pledge of Allegiance

Board Members Present:

Roll Call: Roberta Kary – Chair, Peggy Poynter – Vice Chair, Kim Warner – Treasurer, Chuck Corwin – Secretary, Patty Bone, Steve Perialas, Phyllis Piotrowski, Kimberly Daniels and Marc Milburn

Excused Absence: None

Others Present:

Debra Looney – Interim Director
Tracy Baker – Controller
James R. Deamud – Attorney for the RCCOA

Reading of Mission Statement: Debra Looney – Interim Director

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

Roberta Kary – Chair announced Debra Looney as the Interim Director.

Approval of Agenda:

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

Approval of Consent Agenda:

- Minutes – Board Meeting, August 16, 2023
- Financial Reports
- Day Lodge Report

- In Home Service Report
- Food Service/MOW's Report

Motion: Chuck Corwin **Second:** Patty Bone **Approval:** All in favor - Motion Passed

Public Comment:

Robin Williams said she and many others are very pleased to see Debra Looney as Interim Director.

Director's Report:

Roberta Kary – Chair said there will be no Director's Report due to Mary Fry's resignation.

Controller's Report:

Tracy Baker – Controller reviewed the Profit & Loss Budget vs. Actuals for October 2022 through August 2023, and the Balance Sheet as of August 31, 2023. Ms. Baker reported on receipt of grants from Roscommon County Community Fund and United Way of Roscommon, costs of A/C repairs at the Houghton Lake and Roscommon centers, and net receipts from fundraising events. Ms. Baker said Refuse Expense is lower than normal because of back payments from Michigan Works, and she said that sewer rates have gone up. Ms. Baker said we are well under budget due to some generous donations; the RCCOA is in a good position to cover all expenses through January 2024; and we are saving about 20% on lighting costs from the changes to LED bulbs.

Board Comments:

Marc Milburn asked about moving the funds in the Certificate of Deposit account to another bank that offers a 5% CD rate.

Roberta Kary – Chair said she would look into CD rates at other banks.

Personnel Committee Recommendation:

Roberta Kary – Chair said the Personnel Committee needs to meet regarding the Executive Committee.

Financial Committee Recommendation:

Kim Warner – Treasurer/Finance Committee Chair reported that the Finance Committee has reviewed and recommends approval of the proposed budget for FY 2023-2024.

Motion to Approve Proposed Budget for October 2023 through September 2024:

Motion: Steve Perialas **Second:** Peggy Poynter

Motion Vote:

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

Approval: Motion Passed

Senior Center Reports:

Houghton Lake Center: Phyllis Piotrowski reported that the Houghton Lake Center is having a Halloween costume party with costumes voted on and prizes awarded; they are looking into purchasing a Bingo board and a Karaoke machine; and the Houghton Lake Senior Center Advisory Board had their election of advisory board officers and all current officers were reelected.

Roscommon Center: Peggy Poynter reported that the Roscommon Center is having a Halloween party and Ellenor’s 100th Birthday party on Friday, September 28th.

St. Helen Center: Patty Bone reported that the St. Helen center is having a Halloween party and the St. Helen Advisory Board reelected all of their advisory board officers and representatives.

County Commissioner’s Report:

Marc Milburn reported that September 28th will be recognized as Ellenor Tucker Day.

Region 9 Advisory Committee Report:

Chuck Corwin reported that Region 9 is looking into the Ombudsman program for nursing homes.

Old Business:

Leasing of Annex Space:

James Deamud – Attorney for the RCCOA said that the deadline for Michigan Works to respond to offer of lease for Annex has expired. Mr. Deamud said the real estate agent Mary Fry was working with had indicated their was interest in the Annex space from another non-profit organization. Mr. Deamud recommended putting the Annex space on the market for leasing and give Michigan Works the “right of first refusal”.

New Business:

Roberta Kary – Chair said that one Member-At-Large position, Chuck Corwin’s, term is expiring in December.

Motion to place an ad for a Member-At-Large position:

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

Approval: All in favor - Motion Passed

Roberta Kary – Chair suggested the Board consider cancelling internet service for the Annex, it is currently over \$1,800 per year.

Tracy Baker – Controller said that internet service is provided for RSVP's use.

Marc Milburn said we should keep internet service for the Annex to maintain transparency for open meetings especially for meetings with a large public showing.

Tracy Baker – Controller said that Board meetings could be held in the administration office conference room, which would have internet service for Zoom meeting sessions and would be large enough for public attendance.

Kimberly Daniels asked if anyone has asked Spectrum about getting a non-profit discount or donation of service.

Public Comment:

Robin Williams asked about the status of grants that Mary Fry had in process.

Emil Bellenbaum asked if a "letter of appreciation" would be sent to Mary Fry; and he said the RCCOA By-Laws require broadcasting of board meetings by Zoom and internet service would be needed for that.

Board/Staff Comment:

Rachel Kieft – Office Manager said one of the grants Mary Fry was working on was from the Roscommon County Community Foundation and the RCCOA received it.

Tracy Baker – Controller said another grant Mary Fry worked on was the NEMSCA Kinship program and the RCCOA received it.

Roberta Kary – Chair said she will draft a "letter of appreciation" to Mary Fry from the Board and the letter will be given to the Board for review and signatures.

Chuck Corwin – Secretary asked about status from the Finance Committee on the bank "sweep" program; he said he talked to the NEMSCA CEO, Lisa Bolen, who said that NEMSCA has a "sweep" account.

Phyllis Piotrowski asked Chuck Corwin if NEMSCA had all of their funds in a "sweep" account.

Chuck Corwin – Secretary said he did not know.

Steve Perialas said the "sweep" program proposed to the RCCOA would only invest in U.S. Government securities and the FDIC program is a U.S. Government program, so if the U.S. Government folded or defaulted, then the FDIC program would fail too.

Phyllis Piotrowski said that her concern was not only about FDIC coverage, but it was about putting all of the RCCOA's funds in one bank and if that bank failed then all funds could be lost.

Marc Milburn said he thought the RCCOA should be conservative in the handling of their funds.

Debra Looney – Interim Director thanked the Board; she said she would be visiting each of the RCCOA centers; and she talked about the RCCOA's Annual Memorial Service.

Motion for Adjournment:

Motion: Steve Perialas **Second:** Peggy Poynter

Approval: All in favor - Motion Passed