



Commission on Aging

***DRAFT MINUTES  
SPECIAL BOARD OF DIRECTORS MEETING  
September 19, 2023, at 10:30 am***

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

Meeting called to Order by Roberta Kary – Chair at 10:30 am.

Pledge of Allegiance

**Board Members Present:**

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

Excused Absence: Patty Bone

**Others Present:**

James R. Deamud – Attorney for the RCCOA

**Resignation of Mary Fry – Appointment of Interim Director**

Roberta Kary – Chair stated that, due to Mary Fry’s resignation, the Board needs to appoint an Interim Director to serve until the Board appoints a new, permanent Director.

Roberta Kary – Chair called for public comment.

**Public Comment:** None.

**Motion to Appoint an Interim Director:**

**Motion:** Marc Milburn   **Second:** Steve Perialas

**Board Discussion:**

Steve Perialas said we need to select someone knowledgeable in all areas of the RCCOA’s operations; and will keep everything together, not make any changes, not

work on new grants and projects, continue current services, and work closely with department heads.

Marc Milburn asked if Steve Perialas would consider serving as Interim Director. Steve Perialas said he would consider it.

Phyllis Piotrowski asked if the Interim Director had to be an existing employee or a Board member.

Roberta Kary – Chair said the Interim Director could be someone from outside of the agency.

Phyllis Piotrowski suggested that a previous employee might have the needed knowledge of the RCCOA's programs and operations.

Kimberly Daniels asked if Mary Fry was offered the option of taking a leave of absence.

Roberta Kary – Chair said that Mary Fry chose to resign.

Kimberly Daniels said that at the last Board meeting it was clear Mary Fry was under a lot of pressure and a leave of absence could have allowed her to work things out.

Roberta Kary – Chair said that Mary Fry's resignation letter speaks for itself.

Phyllis Piotrowski asked if it was possible for Mary Fry to come back on a case-by-case basis to train the Interim Director or the new permanent Director.

Roberta Kary – Chair said she thought the reasons for Mary Fry's resignation would not allow her to come back.

Phyllis Piotrowski asked Roberta Kary – Chair if she would be willing to serve as the Interim Director.

Roberta Kary – Chair said she has too many other commitments.

Steve Perialas suggested nominating Rachel Kieft – Office Manager for the Interim Director position. Mr. Perialas said that the Interim Director position should be compensated.

Chuck Corwin – Secretary said that Board members cannot receive compensation per the By-Laws.

Phyllis Piotrowski suggested nominating Debra Looney for the Interim Director position, because of Ms. Looney's experience working for the RCCOA and her knowledge of the RCCOA operations and programs and her familiarity with the staff.

Roberta Kary – Chair suggested that all anticipated hiring, firing, and disciplinary actions to be made by the Interim Director should be brought to the Board for approval by contacting the Chair of the Board; the Chair can call for a Special Meeting of the Board to address those personnel matters.

#### **Motion Vote:**

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

**Approval:** Motion Passed

#### **Motion Regarding Board Approval for Personnel Matters:**

A motion was made to add requirements for the Interim Director to contact the Chair of the Board to get approval from the Board for all personnel matters relating to hiring, firing, and disciplinary actions, and the Chair to call for a Special Meeting of the Board to address those personnel matters.

**Motion:** Steve Perialas   **Second:** Marc Milburn

**Motion Vote:**

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

**Approval:** Motion Passed

Discussion of Potential Nominees for the Interim Director Position

Marc Milburn said Debra Looney knows the RCCOA and she would be a good fit. Mr. Milburn nominated Debra Looney for the Interim Director position.

Roberta Kary – Chair asked Debra Looney, who was seated in the public section, if she was willing to accept the Interim Director position. Ms. Looney said, “yes.”

Steve Perialas nominated Rachel Kieft – Office Manager, who was present for the meeting. Ms. Kieft said she was concerned about who would do her job and indicated she would have to decline the nomination.

Roberta Kary – Chair asked if the Board had any other nominations for the Interim Director position. No other names were put forward.

**Motion to Appoint Debra Looney as the Interim Director:**

**Motion:** Marc Milburn   **Second:** Phyllis Piotrowski

**Motion Vote:**

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

**Approval:** Motion Passed

**Motion to go into Closed Session**

Roberta Kary – Chair asked Debra Looney if she wanted a closed session for discussion of her compensation as Interim Director. Ms. Looney requested a closed session.

**Motion:** Chuck Corwin   **Second:** Kimberly Daniels

**Approval:** All in favor - Motion Passed

Meeting entered closed session at 11:02 am.

The Board discussed compensation for the Interim Director.

**Motion to Return to Open Session:**

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

**Approval:** All in favor - Motion Passed

Meeting returned to open session at 11:15 am.

**Motion to Approve Compensation for Interim Director:**

A motion was made to pay the Interim Director \$2,500 per pay period, which is bi-weekly.

**Motion:** Kimberly Daniels   **Second:** Phyllis Piotrowski

**Motion Vote:**

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

**Approval:** Motion Passed

**Motion to Place Ad for RCCOA Director Position:**

Roberta Kary – Chair called for a motion to place an ad in the *Resorter* for the RCCOA Director position with applications due by October 13th and schedule applicant interviews for the October 18th Board Meeting.

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

**Approval:** All in favor - Motion Passed

Roberta Kary – Chair said ads for the Director position will be posted in other places, such as RCCOA website, Facebook, other local papers, Michigan Works; and Patti Ososki – HR Generalist will be instructed to take care of the ad postings.

Roberta Kary – Chair called for public comment.

**Public Comment:**

Heather Emerick – Serenity Day Lodge Coordinator thanked Debra Looney for accepting the Interim Director position.

**Motion for Adjournment:**

**Motion:** Marc Milburn   **Second:** Steve Perialas

**Approval:** All in favor - Motion Passed