



Commission on Aging

***DRAFT MINUTES
BOARD OF DIRECTORS MEETING
November 15, 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, and Kimberly Daniels

Excused Absence: Marc Milburn

Others Present:

Debra Looney – Director
Tracy Baker – Controller

Reading of Mission Statement: Debra Looney – 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

Approval of Agenda:

Roberta Kary – Chair requested to have two items added to the agenda:

- 1.) Approval of Board Meeting Schedule for 2024
- 2.) Approval to have the Controller report directly to the Board

Motion to Approve the Agenda with the Above Changes:

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

Approval of Consent Agenda:

- Minutes – Board Meeting, October 18, 2023
- Minutes – Special Board Meeting, October 23, 2023
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

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

Public Comments:

Emil Bellenbaum asked about a Freedom of Information Act (FOIA) request to get a copy of the Board meeting packet before each board meeting. Mr. Bellenbaum also asked about the 15-passenger van: Are there plans to use the van for anything? Will it be sold? Mr. Bellenbaum said the van is getting older and has probably decreased in value.

Board Comments:

After Mr. Bellenbaum asked about getting a copy of the Board meeting packet, Roberta Kary – Chair asked all public members present if they wanted a copy of the Board packet and then she asked a staff member to run copies of the Board packet to distribute to public members that wanted a copy.

Director's Report:

Debra Looney – Director gave a verbal report of RCCOA activities, events and updates: The fiscal year-end audit was completed by Dan Smith on November 7th; Ms. Looney and Tracy Baker – Controller will meet with Dan Smith on December 19th to review the audit findings; and the audit report will be presented at the January Board Meeting. A Veterans Day Celebration was held on November 10th at all three centers, 100 veterans were honored with a pinning and certificate ceremony, and 209 meals were served for lunch at all the centers on the day of the Veterans celebration. Two staff members will be attending the Program of All-Inclusive Care for the Elderly (PACE) in Alpena, this program provides a chance to better understand the PACE concept. The Annual Holiday Bazaar is on Saturday, November 18th, at the Houghton Lake center, to raise money for the RCCOA Meals on Wheels (MOW) program; lunch will be served (soup, bread, cookie, and bottled water for \$6.00), money raised from the lunch will be used to purchase new stainless steel shelving for the Houghton Lake center kitchen, and any remaining funds will go to the MOW program. Patti Osaski – HR Generalist applied for the Weyerhaeuser grant and the RCCOA received a \$6,000 check from the grant program for purchase of shelf stable food for the RCCOA's homebound clients to be used in any emergency, these clients will be supplied with two boxes of shelf stable items per year. Ice melting salts have been ordered for all the centers and the administrative offices.

Public Comments:

Emil Bellenbaum asked why there will be a delay in presenting the audit report.

Tracy Baker – Controller answered Mr. Bellenbaum’s question, stating that the auditor, Dan Smith’s schedule did not allow for him to complete the report in time for it to be presented at the November Board meeting, and because the Board does not meet in December, it will have to be presented at the January Board meeting.

Controller’s Report:

Tracy Baker – Controller reviewed the Profit & Loss Budget vs. Actuals for October 2023, and the Balance Sheet as of October 31, 2023. Ms. Baker also presented reports with financial and statistical graphs and charts comparing current and prior year data for October.

Old Business: None.

New Business:

Personnel Committee Recommendations for Election of Executive Officers:

Chairperson: Roberta Kary
Vice Chairperson: Peggy Poynter
Treasurer: Kim Warner
Secretary: Phyllis Piotrowski

Board Discussion:

Phyllis Piotrowski declined to be a candidate for the position of Secretary and asked to be considered as a candidate for the position of Treasurer.

Roberta Kary – Chair asked the Board if any other members wanted to be considered for the positions of Chairperson, Vice Chairperson, Treasurer and Secretary.

No other members expressed interest in the Chairperson, Vice Chairperson and Secretary positions. Two member expressed interest in the Treasurer position: Kim Warner and Phyllis Piotrowski. The Board discussed who might be willing to serve as Secretary and the options for the Secretary to receive assistance from other Board members or from RCCOA staff with notetaking and preparation of the meeting minutes. Chuck Corwin said he would continue serving as Secretary.

Board Election Votes on Candidates for Executive Officers:

Vote to approve Roberta Kary as Chairperson: All in Favor
Vote to approve Peggy Poynter as Vice Chairperson: All in Favor
Vote to approve Chuck Corwin as Secretary: All in Favor

Roberta Kary – Chair called for a paper vote on the candidates for Treasurer, Kim Warner and Phyllis Piotrowski. Each member wrote their choice of candidate on a piece of paper and handed it to Debra Looney – Director who counted the votes with Tracy Baker – Controller.

Vote Result: 4 for Kim Warner, 4 for Phyllis Piotrowski.

Roberta Kary – Chair called for a second vote, but asked the candidates to each speak about their backgrounds and why they wanted to serve as Treasurer. Then a second vote was taken and each member wrote their choice of candidate on a piece of paper and handed it to Debra Looney – Director who counted the votes with Tracy Baker – Controller.

Vote Result: 4 for Kim Warner, 4 for Phyllis Piotrowski.

Roberta Kary – Chair called for a motion to be made to table the election of Treasurer until the January Board meeting.

Motion to Table Election of Treasurer:

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

Approval: All in favor - Motion Passed

Approval of Board Meeting Schedule for 2024

Roberta Kary – Chair called for a motion to approve the following Board Meeting Schedule for 2024:

<u>Date</u>	<u>Time</u>	<u>Location</u>
January 17, 2024	1:00 pm	Annex - Prudenville
February 21, 2024	1:00 pm	Annex - Prudenville
March 20, 2024	1:00 pm	Annex - Prudenville
April 17, 2024	1:00 pm	St. Helen Center
May 15, 2024	1:00 pm	Houghton Lake Center
June 19, 2024	1:00 pm	Roscommon Center
July – NO MEETING		
August 21, 2024	1:00 pm	Annex - Prudenville
September 18, 2024	1:00 pm	Annex - Prudenville
October 16, 2024	1:00 pm	Annex - Prudenville
November 20, 2024	1:00 pm	Annex - Prudenville
December – NO MEETING		

Motion to Approve Board Meeting Schedule for 2024:

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

Approval: All in favor - Motion Passed

Approval to Have Controller Report to the Board

Roberta Kary – Chair called for a motion to have the Controller report directly to the Board on any unanticipated financial issues by notifying the Chairperson of such issues, which the Chairperson will disclose to the Board members.

Motion to Have Controller Report Directly to the Board on Any Unanticipated Financial Issues:

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

Motion Vote:

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

Approval: All in Favor – Motion Passed

Senior Center Reports:

Houghton Lake Center: Phyllis Piotrowski reported that the advisory board ordered a karaoke machine that was scheduled to arrive on Tuesday, November 14th; the advisory board recommended that regulars at the center wear name tags and be welcoming to new people so the new people will feel comfortable and want to keep returning; Holiday Bazaar is on Saturday, November 18th; Christmas party is on December 20th; and the center has a new “Classifieds” board to list items for sale and service referrals. Chuck Corwin commented on how nice the Veterans Celebration was at the Houghton Lake center.

Roscommon Center: Peggy Poynter reported that their Christmas party is on December 15th and they will have a gift exchange; and their Veterans Celebration was very nice.

St. Helen Center: Patty Bone reported that their Veterans Celebration was very nice; and she talked about their upcoming Christmas party.

County Commissioner’s Report:

Marc Milburn was not present for the meeting.

Region 9 Advisory Committee Report:

The Region 9 AAA Regional Advisory Committee did not meet in October. It will meet in a combined November/ December meeting on December 4th.

Public Comments:

Emil Bellenbaum asked if the Board had been notified of the NEMSCA audit and if the audit report had been presented to the Board.

Another member of the public suggested that a copy of the Board Packet be posted on the website before the Board meeting and a copy of the meeting minutes posted after the Board meeting.

Board Comments:

Roberta Kary – Chair informed the public members that the Board meeting minutes for all Board meetings are posted on the RCCOA website after the Board meetings.

Kimberly Daniels thanked Tracy for her reports which helped her understand the information being presented.

Motion for Adjournment:

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

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