



Commission on Aging

***DRAFT MINUTES
BOARD OF DIRECTORS MEETING
January 17, 2024, 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, Steve Perialas, Phyllis Piotrowski, Kimberly Daniels, and Marc Milburn

Excused Absence: Patty Bone

Others Present:

Debra Looney – Director
Tracy Baker – Controller
Heather Emerick – Serenity Day Lodge Coordinator
Cherrie Benchley, Roscommon County United Way (via Zoom)

Reading of Mission Statement: Chuck Corwin – Secretary

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

Intro of Guests:

Dan Smith, CPA, Dan Smith & Company, PC, was scheduled to give a review of the RCCOA Audited Financial Statements for the Year Ended September 30, 2023; but he was unable to attend this Board meeting.

Heather Emerick – Serenity Day Lodge Coordinator talked about all the services provided by the Serenity Day Lodge. Ms. Emerick also talked about how she was selected as Queen of Tip Up

Town for 2024, and she was presented a check for \$1,000 from Kabinetree Concepts for her charity, the Serenity Day Lodge.

Cherrie Benchley, of the Roscommon County United Way (via Zoom), talked about her organization's services, events and activities and her proposed plans for a Community Impact Center at the RCCOA's Annex space. Roberta Kary – Chair asked Ms. Benchley if she was asking for a donation of the Annex space from the RCCOA or if they wanted to rent the Annex space. Ms. Benchley said they wanted a donation of the space under an agreement that would require the Roscommon County United Way to pay for their own utilities, trash, snow removal, internet service, insurance, and give permission to build a docking station for their food truck; and give them the right to cancel the agreement. Roberta Kary – Chair asked Ms. Benchley if she could submit a written proposal to the Board for review and, if necessary, meet with the Board to negotiate terms of the proposed agreement. Ms. Benchley agreed to submit a written proposal. Debra Looney – Director said that she had discussed with Ms. Benchley the idea of setting up a calendar for use of the meeting room in the Annex so the RCCOA Board could continue to meet there, and use of the room for classes could continue.

Approval of Agenda:

Motion: Marc Milburn **Second:** Kim Daniels **Approval:** All in favor - Motion Passed

Approval of Consent Agenda:

- Minutes – Board Meeting, November 15, 2023
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

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

Public Comments:

Patti Hartman, previously employed as an in-home provider for the RCCOA, talked about the circumstances surrounding her recent termination from employment at the RCCOA. Emil Bellenbaum talked about the requirement for the Board to review the NEMCSA audit, termination of employees, changing of schedules, and cutting back of services; and he suggested that a background check requirement be included in the Annex use agreement.

Controller's Report:

Tracy Baker – Controller read from the NEMCSA October 2023 audit letter/report and said that the Board would be given a copy of the audit letter/report. Ms. Baker said that the report says RCCOA was in compliance with all requirements, but there were some suggestions from NEMCSA regarding bookkeeping and financial practices. One suggestion was that costs for meals should be split and allocated as appropriate between congregate meals and meals-on-wheels (Ms. Baker said they are now applying a 50/50 split).

Director's Report:

Debra Looney – Director gave a verbal report of RCCOA activities, events and updates. An Automated External Defibrillator (AED) was donated to the RCCOA by the Marine Corps League, and the AED was installed in the RCCOA Annex. The Penny Bingo fundraiser on January 1st raised \$500. Four new copiers were leased (on a 5 year lease), one for each of the centers and one for the administrative offices. Ms. Looney is currently working on four grant applications, two are up for review March 29, 2024, and the other two are due April 30, 2024.

Finance Committee Report:

Kim Warner – Treasurer had nothing to report.

Old Business:

Board Election Votes on Candidates for Treasurer:

Peggy Poynter – Vice Chair nominated Steve Perialas for Treasurer and he accepted the nomination. Two other members asked to be considered for the position of Treasurer: Kim Warner and Phyllis Piotrowski.

Roberta Kary – Chair called for a paper vote on the candidates for Treasurer, Steve Perialas, 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 Phyllis Piotrowski, 3 for Steve Perialas, and 1 for Kim Warner

Phyllis Piotrowski was elected as the new Treasurer.

New Business:

Board Minutes Documentation:

Chuck Corwin – Secretary proposed that a non-Board Member, an employee, be appointed by the Director to take the minutes at the Board meetings and prepare the minutes for review and approval by the Board Secretary. Mr. Corwin also suggested that employee be given a \$25 stipend each time they record and prepare the minutes.

Motion to have Director appoint an employee to record/prepare Board Meeting Minutes and pay \$25 Stipend each time minutes are recorded/prepared:

Motion: Chuck Corwin **Second:** Marc Milburn

Motion Vote:

Roll Call: Chuck Corwin – Yes, Marc Milburn – Yes, Kimberly Daniels – Yes,

Kim Warner – Yes, Steve Perialas – Yes, Phyllis Piotrowski – Yes,
Peggy Poynter – Yes
Approval: All in Favor – Motion Passed

RCCOA Employee Handbook Changes:

Chuck Corwin – Secretary proposed making the following changes to the Employee Handbook:

On Page 11 of 28, under the section “Behavior & Guidelines for Conduct”, change the second sentence of the third paragraph to: (1) add the words “or volunteer” after the words “An employee”; and (2) add the words “volunteer” after the words “is hostile or offensive to another”.

Motion to approve the above proposed changes to the Employee Handbook:

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

Develop Standards for Organization and Performance Goals of the RCCOA’s Executive Director:

Chuck Corwin – Secretary proposed the Board develop standards for organization and performance goals of the RCCOA’s Executive Director and use those standards for the annual review and evaluation of the Executive Director. Mr. Corwin suggested that a special committee be formed to develop these standards.

Motion to approve the establishment of a special committee to develop standards for organization and performance goals of the RCCOA’s Executive Director:

Motion: Marc Milburn **Second:** Kim Daniels

Motion Vote:

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

Approval: All in Favor – Motion Passed

Role of the Board

Roberta Kary – Chair talked about the role of the Board; she said the Executive Director is the only employee of the Board, there should be no direct interaction between Board members and employees regarding any problems/issues, and Board members should report any observed problems/issues to the Board Chairperson first.

“Sweep” Account

Chuck Corwin – Secretary talked about his support for putting RCCOA funds in a “sweep” account. Mr. Corwin said that NEMCSA has used “sweep” accounts with

positive results and they were able to increase funding and use earnings for other investments. And Northwest Michigan Community Action Agency used a sweep to increase their funding stream. Roberta Kary – Chair asked Debra Looney – Director to ask the RCCOA banks’ representatives to make new presentations to the Board at the next Board meeting.

Senior Center Reports:

Houghton Lake Center: Phyllis Piotrowski reported that the advisory board Christmas party was a great success; the center has a new activity called “Karaoke/Name That Tune”; “Back in Time” photos of center attendees will be posted at the center; the Frankenmuth Ice Fest trip is on January 25th.

Roscommon Center: Peggy Poynter reported that they had a good Christmas party, they received \$50 from Spartan Nash, and Music in the Air will be performing at their Valentines Day lunch.

St. Helen Center: Roberta Kary reported that they had a good Christmas party.

County Commissioner’s Report:

Marc Milburn had nothing to report from the county. Mr. Milburn suggested that the Board raise the time limit for public comments to 5 minutes.

Region 9 Advisory Committee Report:

Chuck Corwin – Secretary reported that the Northeast Michigan Regional Council on Aging meeting minutes of December 4, 2023, state "We can only issue funds to the CoAs as Statement of Grant Awards (SGAs) are received." Mr. Corwin reported that Michigan legislators have proposed guardianship statute reforms that would require guardian certification and could possibly require guardians to be bonded. These proposed reforms seek to provide better protection of vulnerable people from abuse. Mr. Corwin also reported that attendance of Matter of Balance classes show 13 series held with 107 participants, and the RCCOA classes accounted for nearly one half of the attendees.

Public Comments:

Emil Bellenbaum asked if increase of use of the Day Lodge would be matched with an increase of income for the Day Lodge services; about compliance with the Open Meetings Act requirements; when the auditor of the RCCOA financials give a review of the audit; and about Board knowledge of the employee Christmas bonus.

Board Comments:

None.

Motion for Adjournment:

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