



Commission on Aging

**DRAFT MINUTES
BOARD OF DIRECTORS MEETING
February 21st, at 1:00pm**

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

Call Meeting to Order: Roberta Kary – Chairperson @ 1:01 pm

Pledge of Allegiance ✓

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

Excused Absence: None

Executive Director: Present

Others Present: Debra Looney, Director and Tracy Baker, Controller

Intro of Guests: Dan Smith, Dan Smith & Company, PC, Scott Leesch, Huntington Bank, Natalie Davis, COOR-ISD ✓

Reading of Mission Statement:

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:

Motion: Peggy Poynter

Second: Steve Perialas

Approval: All in favor – MOTION PASSED

Approval of Consent Agenda:

- Minutes-Board Meeting, January 17, 2024
- 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 Comment: *(please limit your comments to not more than 3 minutes)*

- Emil Bellenbaum – audit questions, Houghton Lake building ownership question, line of credit question, filing of form 990 before board review question.

GUEST SPEAKERS

DAN SMITH, DAN SMITH & COMPANY, PC

- Gave audit presentation.
- Answered questions from Emil Bellenbaum and Jonathan Osim
- Rcco is in good financial standing.
- Will disclose miscellaneous revenue.

SCOTT LEESCH, HUNTINGTON BANK

- Liquidity portal presentation

NATALIE DAVIS, COOR-ISD

- Presentation for millage request

Director's Report:

- Attended a professional boundaries presentation
- Held all staff training on February 19, 2024
- Roscommon center's head cook, Laurie Harteau, won the chili contest at Higgins Lake Winterfest
- Coordinating with secretary of state for mobile sites at the centers

Controller Report: Tracy Baker

- October – January current deficit of \$135,327.88
- Budgeted for deficit of \$319,183.12.
- Currently above budgeted deficit by \$183,855.24
- January 2023 vs January 2024 reports
- Board comment – unsettled by Controller's use of "Christmas bonus" during January's meeting and requested alternate language such as year-end adjustment. Controller acknowledged and will use alternate language.

Financial Committee Report:

Would like updated policy & procedures – controller informed treasurer that new policies & procedures were prepared in March of 2023, revised in June of 2023, reviewed by CPA office, and waiting for approval by the board.

Old Business:

- RCUW Proposal - Board discussion of proposal

MOTION TO ESTABLISH A GROUP TO WORK WITH THE ROSCOMMON COUNTY UNITED WAY ON THEIR PROPOSAL.

Motion: Chuck Corwin

Second: Marc Millburn

Approval: All in favor – MOTION PASSED

The Board Chairperson created a committee to collaborate with the Roscommon County United Way for the purpose of leasing space at the administration building.

Committee Members: Robert Kary, Debra Looney, Steve Perialas, Phyllis Piotrowski, Attorney James Deamud.

New Business:

- Personnel Committee
Developed and presented to the board for review and comment:
Director's Performance Evaluation form
Evaluation of COA Director's Performance form
- Committee Assignments
Nomimating – Kimberly Daniels (Chairperson), Kim Warner, Phyllis Piotrowski
Personnel – Chuck Corwin (Chairperson), Steve Perialas, Kimberly Daniels
Goal Setting – Chuck Corwin (Chairperson), Phyllis Piotrowski, Roberta Kary, Debra Looney, Emil Bellenbaum
Programs and Evaluation – Peggy Poynter (Chairperson), Patty Bone, Marc Millburn
Finance – Phyllis Piotrowski (Chairperson), Kimberly Daniels, Kim Warner

Senior Center Reports:

Houghton Lake: (Phyllis Piotrowski & Kimberly Daniels) 2/24/2024 will host a Penny Bingo Fundraiser, March 15 is St. Patrick's Day celebration with Music in the Air performance.

Roscommon: (Peggy Poynter & Kim Warner) Chili Cookoff was successful with Laurie winning the challenge at Winterfest. Valentine's Day celebration was well attended. Planning a St. Patrick's Day celebration.

St. Helen: (Patty Bone & Roberta Kary) Valentine's Day celebration had a good turnout. Planning a St. Patrick's Day celebration.

County Commissioner's Report: Marc Milburn Reported on the 2 mil Sheriff proposal and support of reducing the general fund to 1 mil.

Region 9 Advisory Committee Report: Chuck Corwin Waiver program renewed for 5 years. Reported on Veterans in home care and ability to hire support with more information to come.

Attended Region 9 Area Association on Aging DEI training. The DEI training is something Region 9 Area Association on Aging is developing for use with COA employees. Additional information will be made available.

Northwest Community Action Agency is working to establish VITA program to free tax preparation for seniors and possibility of a new grant available to help with utilities.

Public Comment: *(please limit your comments to not more than 3 minutes)*

Emil Bellenbaum

- Concern for lease with RCUW allowing homeless to shelter/shower at the facility, background checks must be same as RCCOA to lease.
- Elder Michigan Act 180 of 1981 – would like to see this in place. Yvette from NEMCSA stated they hold 2 meetings a year for input.

Board Comments:

Kimberly Daniels – Received a phone call from the public regarding her support of the RCUW's proposal to lease space at the administration building.

Phyllis Piotrowski – Verified whether contact information for board members is public. Discussion held.

Robert Kary – Training session will be held with Attorney James Deamud to establish the dos and don'ts of board members.

Adjournment: 3:46 pm

Motion: Kimberly Danies

Second: Patty Bone

Approval: All in favor – MOTION PASSED