



Commission on Aging

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***DRAFT MINUTES
BOARD OF DIRECTORS MEETING
March 20th, at 1:00pm***

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

Call Meeting to Order: Roberta Kary – Chairperson @ 1:00 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

Excused Absence: Kimberly Daniels, Kim Warner (Present Virtually), Patty Bone

Executive Director: Present

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: Steve Perialas

Second: Chuck Corwin

Approval: All in favor-MOTION PASSED

Approval of Consent Agenda:

- Minutes-Board Meeting, February 21, 2024
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion: Steve Perialas

Second: Peggy Poynter

Approval: All in favor-MOTION CARRIED

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

Emil Bellenbaum

- OSA Standards Change questions and concerns.

Jon Osim

- Concerns about take-out meal services

Director's Report:

- Received 3 roofing quotes for the Houghton Lake Center between 19,000 and 27,000
- Dishwasher in Houghton Lake went down and currently leasing one
- Ice machine in Houghton Lake down and waiting on a replacement sensor
- Roscommon stove is down and will be replaced with an old one that has been inspected and ready to be used
- One of the 2 furnaces at St, Helen Center is went down, it is now fixed and running but will likely need to be replaced soon
- Side door at St. Helen Center isn't closing properly. Licensed building coming to give quote
- Transition year for the carry-out meals and had been
- Board comment-Concern about staff being servsafe certified. Director commented that 2 staff members will be attending the Servsafe class April 9th

Controller Report: Tracy Baker

- Concerned with County millage funds being delayed due to people not paying property taxes on time. Funds are now finally starting to flow in
- Currently short \$111,000 for our budgeted amount on the millage
- Total personnel cost are under budget
- Operating at \$99,800 under budget
- Board comment-question regarding the possibility of budget transfers. Controller informed member she will start a 6-month budget review at the end of this month and revisit and readjust where needed
- February 2023 vs February 2024 comparison shows programs have increased 42%, while doing it on a reduced staff

Financial Committee Report:

Currently working on the policy and procedures manual- there's a lot to review

Recommend the board approve an investment in the Huntington Bank liquidity investment portal with the amount invested to be determined by the board

Old Business:

- Huntington Bank's proposal
After discussion Roberta makes a recommendation to take a 5-minute break to meet with Tracy, Deb and Phyllis.

#1 MOTION: TO PLACE A MINIMUM OF \$180,000 TO BE PLACED IN MERANTILE BANK ON DEPOSIT ONLY TO BE USED WITH THE SOLE DICRESSTION OF THE RCCOA BOARD WITH THE SUPER MAJORITY PLUS ONE.

Motion: Chuck Corwin

Second: Steve Perialas

Approval: All in favor-MOTION PASSED

#2 MOTION: TO MOVE FUNDS TO THE HUNTINGTON BANK LIQUITY INVESTMENT PORTAL WITH ALL FUNDS REMAINING WITH THE EXCEPTION OF THE CHASE ACCOUNT BECAUSE THAT IS USED TO PAY THE MORTGAGE FOR HOUGHTON LAKE.

Motion: Steve Perialas

Second: Peggy Poynter

Approval: All in favor- MOTION PASSED

New Business:

- Patty Bone's resignation

MOTION TO ACCEPT RESIGNATION

Motion: Chuck Corwin

Second: Steve Perialas

Approval: All in favor-MOTION CARRIED

Marc Milburn made a recommendation for a letter to be sent to Patty Bone thanking her for her service. Chair agreed

- Mercantile Bank Accounts-Out of compliance. Roberta is the only one on account. Signature cards will be given to finance committee and director. CD is up for renewal today. Recommendation for putting \$130,000 into a saving account until Controller transfers remaining funds to get account to reach \$180,000 and then all funds be put into a 6-month CD. To remove Mary Fry, Al Schutz, Maddie Hiller and Tracey Constance. Add Executive Board and Director.

MOTION FOR RECOMMENDATION:

Motion: Steve Perialas

Second: Peggy Poynter

Approval: All in Favor-MOTION CARRIED

- Personnel Committee Report
Employee related portion-Director. Director chose to have closed session.
Closed session: 2:26 p.m.
- Board Meetings: **April:** St Helen, **May:** Roscommon, **June:** Houghton Lake

Senior Center Reports:

Houghton Lake: (Phyllis Piotrowski & Kimberly Daniels)

Had a really good St. Patrick's Day celebration. Seed party exchange on April 26th and a turn table party in April as well. Amie will try to schedule more music performances.

Roscommon: (Peggy Poynter & Kim Warner)
Redecorated for Easter and St. Patty's was good.

St. Helen: (Patty Bone & Roberta Kary)
Good St. Patty's Day

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

Jon Osim

- Addressed the question about being out of compliance in May.

Emil Bellenbaum

- Wants to investigate why we aren't going to offer take-out meals.
- Board of Directors' sheet is not up to date.
- Would like to see NEMCSA audit.

Tracy Baker

- To her understanding no audit was done on the kitchens in October in 2023. The audit letter in reference was for the 2022-2023 fiscal year.

Dennis Ergo

- Wants to know if the board is going to do anything about take-out meals being offered again. Chair responded with "No"

Board Comments:

Roberta Kary-addressed comment that was brought up someone on the board may have felt that when it comes to banking "I talk down to you please let me know because I don't mean to."

Adjournment: 3:07 p.m.

Motion: Steve Perialas

Second: Peggy Poynter

Approval: All in favor- MOTION CARRIED