



Commission on Aging

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**DRAFT MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**November 20<sup>th</sup>, 2024 at 1:00 pm**

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

Pledge of Allegiance

Roll Call: **ALL IN ATTENDANCE**

- Roberta Kary – Chair
- Peggy Poynter – Vice Chair
- Phyllis Piotrowski - Treasurer
- Chuck Corwin-Secretary
- Kim Warner (left early)
- Kimberly Daniels
- Marc Milburn (arrived late)
- Kathy Jernigan
- Steve Perialas

Intro of Guests:

Dan Smith, CPA – **Audit Presentation**

Tyler Sluck, Nutrition Services Coordinator - Region 9 Area Agency on Aging

Excused Absence: **N/A**

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:**

**ADD TRACY BAKER TO OLD BUSINESS (TRAINING/COMMISSIONER APPOINTMENT)**

Motion by: **Kimberly Daniels**

Second by: **Steve Perialas**

Approval: **ALL IN FAVOR**

**Approval of Consent Agenda:**

- Minutes-Board Meeting, October 16, 2024
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kim Warner**

Second by: **Steve Perialas**

Approval: **ALL IN FAVOR**

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

**NO PUBLIC COMMENT**

**Director's Report:**

- **Reported on meal numbers for 2023-2024 fiscal year**
- **Prudenville roof is complete**
- **Attended collaborative meeting**
- **St Helen furnace is in need of repair/replacement**
- **DHHS Presentation at the centers**
- **New York Trip went well**
- **Veteran Program was well attended**

**Controller Report:** Tracy Baker

- **Reviewed Income and Expenses for October 2024**
- **Reviewed meal numbers, in-home service units, and Serenity Day Lodge units**
- **Cash Flow Projection is stable through end of January 2025**
- **Currently, the Agency is successfully operating within the budget parameters**

**Old Business:**

Heather Emerick, Serenity Day Lodge- VA program – **Presented the contract to the board for approval. Discussed training modules and advertising the program. Discussed NEMCSA grants awarded for Caregiver Bags, Conference, Luncheon, Resource Library totaling \$9,203.00**

**MOTION TO ENTER INTO A CONTRACT WITH VETERANS AFFAIRS TO PROVIDE ADULT DAY CARE SERVICES.**

**First:** Chuck Corwin

**Second:** Kathy Jernigan

**Roll Call:** Kim Warner – YES  
Marc Milburn – ABSTAINED  
Phyllis Piotrowski – YES  
Peggy Poynter - YES  
Chuck Corwin – YES  
Kimberly Daniels – YES  
Kathy Jernigan – YES  
Steve Perialas – YES

Increase in Director's pay

MOTION TO INCREASE THE DIRECTOR'S SALARY BY 2.5% UPON COMPLETION OF CONTINUING EDUCATION RETROACTIVE TO OCTOBER 1, 2024.

**First:** Roberta Kary

**Second:** Steve Perialas

**Roll Call:** Kim Warner – NO  
Marc Milburn – YES  
Phyllis Piotrowski – YES  
Peggy Poynter - NO  
Chuck Corwin – NO  
Kimberly Daniels – NO  
Kathy Jernigan – YES  
Steve Perialas – YES  
Roberta Kary – YES to break the tie

Tracy Baker – Training and Commissioner Appointment

- **All board members are required to complete the HIPAA and Fraud, Waste, and Abuse Training to be in compliance with NEMCSA/MI CHOICE WAIVER contract and funding requirements**  
Roberta Kary – All board members must complete their training no later than December 31, 2024. Those board members who do not complete their training or choose not to complete their training will be unable to serve on the Board of Directors for the Commission on Aging.
- **Question regarding appointment from the Board of Commissioners**  
Marc Milburn – Board of Commissioners will assign the commissioner in January 2025

**New Business:**

At large position – **MOVE TO JANUARY MEETING**

Executive Board Election 2025

- **Chuck Corwin, Personnel Committee Chair reported the following:**  
Roberta Kary requested to be Chairperson  
Phyllis Piotrowski requested to be Treasurer  
Chuck Corwin requested to be Secretary  
Kimberly Daniels and Peggy Poynter requested to be Vice Chairperson

MOTION TO ACCEPT THE PERSONNEL COMMITTEE RECOMMENDATIONS FOR CHAIRPERSON – ROBERTA KARY; TREASURER – PHYLLIS PIOTROWSKI; SECRETARY – CHUCK CORWIN.

**First:** Chuck Corwin

**Second:** Steve Perialas

**Roll Call:** Kim Warner – YES  
Marc Milburn – YES  
Phyllis Piotrowski – YES  
Peggy Poynter - YES  
Chuck Corwin – YES  
Kimberly Daniels – YES  
Kathy Jernigan – YES  
Steve Perialas – YES

**Roberta Kary - Vote via ballot for VICE CHAIRPERSON**

**RESULTS: KIMBERLY DANIELS (6) {WINNER}**  
PEGGY POYNTER (2)

**Roberta Kary– Director to get bank signature cards.**

Any Committee Reports

**Chuck Corwin, Goals Committee – Suggests more short-term goals, will begin work next meeting**

**Robert Kary – Committee Assignments will be stated at January 2025 meeting**

**County Commissioner’s Report: Marc Milburn – Meals are wonderful at the center. Appreciates the VA program. Apologized to Director for the miscommunication of the attendance for the Commissioner’s Meeting.**

**Region 9 Advisory Committee Report: Chuck Corwin – Next meeting in Alpena is scheduled for December 3. This is a combined meeting for November and December.**

**Senior Center Reports:**

Houghton Lake: (Phyllis Piotrowski & Kimberly Daniels)

- **Advisory Board Holiday Party will be on December 11**
- **Christmas Luncheon will be on December 19 with a performance by Music in the Air**
- **Veteran Luncheon and Ceremony were wonderful. It was a n honor to sign for the veterans with Music in the Air.**

Roscommon: (Peggy Poynter & Kim Warner)

- **Lost the Family Feud Playoff to Houghton Lake**
- **A new flag was raised on Veterans Day with 10 veterans pinned**
- **Thanksgiving Luncheon is scheduled for November 21**

St. Helen: (Roberta Kary & Kathy Jernigan)

- **Veteran Luncheon was wonderful with a performance by the Patriot Choir and 13 veterans were pinned**
- **Thanked Director for the Facebook slideshow of the Veteran Luncheon**
- **Cardio Drumming is going well with 8-13 attendees**
- **Thanksgiving Luncheon and Pantry Bingo are November 21**
- **NEMCSA program for homeless teenagers (collecting personal care products)**

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

**Emil Bellenbaum – Statement regarding Director’s 2.5% pay increase. Disclosed multiple salaries for Directors from Regions 8, 9, 10 for 2023 and the salary for the County Controller from 2022 as reported on the internet.**

**Board/Director Comments:**

**Robert Kary thanked Steve Perialas for serving on the board. It was a pleasure. Kimberly Daniels thanked Steve Perialas for serving on the board. Sad to see him go. Chuck Corwin thanked Steve Perialas for serving on the board. He learned from him.**

**Adjournment: @ 2:31 pm**

**Motion by: Steve Perialas**

**Second by: Peggy Poynter**

**Approval: ALL IN FAVOR**