



Commission on Aging

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***DRAFT MEETING MINUTES
BOARD OF DIRECTORS' MEETING
August 20th, 2025, at 1:00pm***

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

Pledge of Allegiance

Roll Call: **ALL IN ATTENDANCE**

- Roberta Kary – Chair
- Kimberly Daniels – Vice Chair
- Kim Warner
- Kathy Jernigan
- Marc Milburn
- Janette Butler
- Phyllis Piotrowski
- Peggy Poynter

Intro of Guests: **N/A**

Excused Absence: Charles Corwin

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 TO NEW BUSINESS “CO-MINGLING (COMMINGLING) OF FUNDS”

Motion by: **Kimberly Daniels**

Second by: **Janette Butler**

Approval: **ALL IN FAVOR**

Approval of Consent Agenda:

- **REVISION TO ROSCOMMON CENTER REPORT** Minutes, Board Meeting, June 18th, 2025
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kimberly Daniels**

Second by: **Kim Warner**

Approval: **ALL IN FAVOR**

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

Rhonda Cross Roscommon County Transportation Authority – Statement regarding RCTA transporting senior citizens to various locations from the Houghton Lake and Roscommon Senior Center for FREE. ACT NEMT provides non-emergency medical transportation for those in need.

Emil Bellenbaum – Statement of a portion of the agency By-Laws, policies and procedures, restated a comment made at the Advisory Board meeting in St. Helen, recited Operating Standards for Service Programs regarding menu planning, participant complaints and procedures, and board not involved in day-to-day activities.

Director's Report: Debra Looney

- Received 2 quotes for replacing the furnace and hot water tanks at the Roscommon and St. Helen centers; waiting on quotes for replacing 2 windows at the administration building and removal and replacement of the kitchen floor in the Roscommon and St. Helen centers. Expecting all jobs to be completed by the end of September
- RCCOA teamed up with Crawford and Kalkaska County COAs and 20 of our seniors went down to Detroit for a Tigers game
- 9th Annual Meals on Wheels Car Show at the firemen's training grounds. Hot weather but well attended. Thank you to Bill from the Roscommon center and Heather from the St. Helen center for making 100 hot meatloaf meals. Becky Sue from the Houghton Lake center made 75 cinnamon rolls for the drivers as a donation, Bonnie from the Houghton Lake center ran the hot dog stand, and Heather from the Serenity Day Lodge handled getting the drivers through the gate and registered, got their photo, and sold 50/50 tickets. Music in the Air ladies were there and did a fantastic job. While passing out flyers at the canoe marathon several asked about the meatloaf and the singers
- Region 9ers meeting will be attended by myself and Tracy in Alpena on September 11
- National Senior Citizen Day is tomorrow (August 21). Roberta, Phyllis, Emil, and myself met to discuss goals – Emil suggested getting the citizens more mobile. Roberta and I went to RCTA meeting and asked if they would do a free trip which they graciously agreed to
- Ad has been placed for Member-At-Large in the Houghton Lake Resorter for August and September
- NEMCSA funding for fiscal year 2026 \$48,308 for Title III National Family Caregiver Support Program, Kinship, Respite, Evidence Based Classes, Adult Day Services, and Elder Abuse and Prevention Program
- Reminder September 8 is the Annual Memorial at 1pm at the Houghton Lake center honoring seniors who have passed the fiscal year. Reservations for lunch appreciated
- Hired All Sub, Janet

Controller Report: Tracy Baker

- Reviewed Income and Expenses for July 2025 Year to Date
- Reviewed meal numbers, in-home service units, and Serenity Day Lodge units
- Disclosed number of residents being served with meals provided during the month
- Cash Flow Projection is stable
- The Agency is successfully operating within the budget parameters

Old Business: Center representatives for 2026-2027

- Kim Warner appointed by Roscommon Advisory Board 2-year term ending 12/31/27
- Waiting on St. Helen and Houghton Lake to appoint representatives (Roberta Kary & Phyllis Piotrowski)
- Ad is out for the At-Large Position

New Business:

Co-mingling (commingling) of funds

- Funds for a specific purpose must go through either the Advisory Committee with those funds being deposited into the Advisory Committee account or it has to go through Tracy at the RCCOA and deposited for that specific purpose. There must be a paper trail.
- Funds cannot be held by individuals.
- Funds must be accountable and deposited.
- Funds received by the Advisory Boards must be deposited into the Advisory Board account.
- Funds received by the RCCOA must be deposited into the RCCOA Account.
- Letter to be sent to the centers and Advisory Board for each center.

Finance Committee's update on the 25-26 Budget

- Recommendation of the presented 25-26 Budget to the board for approval

Burning the payoff note

- Adjournment to go outside for burning of the payoff note

County Commissioner's Report: Marc Milburn

- Will attend Memorial Service
- Car Show and food were wonderful
- Hippie Fest was fantastic
- Community member stated the Serenity Day Lodge has been a blessing to her family
- Read a statement regarding the payoff of the note

Region 9 Advisory Committee Report: N/A

Senior Center Reports:

Houghton Lake: (Phyllis Piotrowski & Kimberly Daniels)

- 15 people used the Mobile Secretary of State
- Mobile Secretary of State is at the Houghton Lake Center every other month
- Mobile Secretary of State will return October 1, 2025
- Fun time at Hippie Day – 71 attended - sponsored by Advisory Board with live music, people dressed up in Hippie attire, tie-dye shirts, tie-dye hanker chiefs were passed out
- Center is thankful for all the fun trips
- Patrons tell Amie, the center manager, they love the luncheons
- 10 new people have come to the center

Kimberly Daniels

- No better place for their group to hold their annual event. Staff are cooperative. Food is phenomenal. Spacious and rent is affordable.

Roscommon: (Peggy Poynter & Kim Warner)

- Fun auction last month – nice crowd with lots of laughs
- Junque in the Trunk – fun time, \$10 of the registration fees went to Meals on Wheels
- Senior Citizen Day – going to the Vault, 15 seniors signed up

St. Helen: (Roberta Kary & Kathy Jernigan)

- National Night Out was great
- Flowers are looking better
- Health Fair was terrific
- Suggested meeting with Sysco
- Patriot Singers visited again - they are an amazing group
- Summer picnic – weather was good, played cornhole
- Puzzle corner is going well – some stay to closing time to work on the puzzles
- Will be at the September 8 Memorial
- Statement regarding food items at the center

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

Emil Bellenbaum – Read a portion of the Operating Standards for AAA #9. Statement regarding Mother's & Father's Day meal.

Board/Director Comments:

Roberta Kary

- Add the Approval of the Budget to the agenda. All other additions go to Kimberly Daniels
- Center Food choice is made by the director and kitchen
- Mother's & Father's Day meals were appropriate

Janette Butler – the Mother’s Day meal is a standard across the country.

Kimberly Daniels – Board does not set menu. The menu is up to the kitchen, director, and staff.

Kathy Jernigan – Institutional food is really hard to serve everyone. Can’t please everyone.

Marc Milburn – Thank you Deb & Tracy, please pass along “thank you” to the staff for all their work.

Kathy Jernigan – would like more time for the newsletter

Peggy Poynter – Why does the Roscommon & St. Helen center split orders? Deb responded that bulk orders are split due to number of congregates that attend lunch.

Adjournment: **2:08 pm**

Motion by: **Peggy Poynter**

Second by: **Kim Warner**

Approval: **ALL IN FAVOR**