



Commission on Aging

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**DRAFT MEETING MINUTES  
BOARD OF DIRECTORS' MEETING  
November 19th, 2025, at 1:00pm**

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

Pledge of Allegiance

Roll Call: Roberta Kary – Chair, Kimberly Daniels – Vice Chair, Phyllis Piotrowski - Treasurer, Chuck Corwin-Secretary, Kim Warner left at 3:14 pm, Peggy Poynter, Kathy Jernigan, Janette Butler

Intro of Guests: Dan Smith, Dan Smith & Company PC, Todd DeLisle, Brenda McCormick

Excused Absence: Marc Milburn arrived at 2:02 pm and left at 3:14 pm

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 by: **Kimberly Daniels**

Second by: **Kathy Jernigan**

Approval: **ALL IN FAVOR**

**Approval of Consent Agenda:**

- Minutes, Board Meeting, October 15th, 2025
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kim Warner**

Second by: **Chuck Corwin**

Approval: **ALL IN FAVOR**

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

**Dan Smith, CPA reviewed the Audit for 2024-2025 Fiscal Year**

**Director's Report:** Debra Looney

- Window replaced in Prudenville and one window on backorder
- Flooring for the kitchen at both St. Helen and Roscommon center were installed
- On Demand Hot Water Heaters for the restrooms at both St. Helen and Roscommon center were installed
- Joel is working on weather stripping doors and repairing St. Helen door
- 5 new employees have been hired – sub driver, dishwasher, 2 head cooks, provider
- Head Cook in Roscommon retired at the end of October and Head Cook in Houghton Lake will be retiring at the end of the year
- Veterans Day programs at all 3 centers. Houghton Lake Center had 122 who stayed after lunch for the program. Music provided by Musin in the Air
- Bazaar was well attended by vendors and people. Becky Sue, head cook in Houghton Lake, volunteered her time to make the soup for the Soup Fundraiser. The Bazaar was so successful that a spring and summer Bazaar is being planned

**Controller Report:** Tracy Baker

- Reviewed Income and Expenses for October 2025 Year to Date
- Reviewed meal numbers, in-home service units, and Serenity Day Lodge units
- The Agency successfully operated within the budget parameters

**Old Business:** St Helen's Representative – Senior Advisory Board appointed Teri Hidey

**New Business:** Dan Smith & Company PC, scheduled to give a review of the RCCOA Audited Financial Statements for the Year Ending September 30, 2025, and review Form 990; - reviewed earlier in the meeting

**Selection of a candidate for the Member-At-Large position** Todd DeLisle, Brenda McCormick

**Interviews of Brenda McCormick and Todd DeLisle for Member-At-Large position**

MOTION: MOTION TO NOMINATE BOTH CANDIDATES AND CONDUCT A VOTE VIA ROLL CALL.

First: **Roberta Kary**

Second: **Janette Butler**

Approval: **ALL IN FAVOR**

**ROLL CALL TO SELECT MEMBER-AT-LARGE**

(Todd will represent Todd DeLisle and Brenda will represent Brenda McCormick)

**Kim Warner – Todd**

**Kimberly Daniels – Todd**

**Kathy Jernigan – Todd**

**Janette Butler – Todd**

**Peggy Poynter – Todd**

**Phyllis Piotrowski – Todd**

**Chuck Corwin – Todd**

**Roberta Kary – Todd**

**Todd DeLisle selected as Member-At-Large for a term of 1/1/2026-12/31/2027**

## Election of Executive Officers

### **Executive Board Interest**

- **Chairperson** – Kimberly Daniels
- **Vice Chairperson** – Kathy Jernigan
- **Secretary** – Kim Warner
- **Treasurer** – Phyllis Piotrowski

**MOTION: MOTION TO ACCEPT THE SLATE OF CANDIDATES FOR THE EXECUTIVE BOARD FOR 2026 FOR THE RCCOA AS RECOMMENDED BY THE PERSONNEL COMMITTEE.**

First: **Roberta Kary**

Second: **Phyllis Piotrowski**

Roll Call: **Peggy Poynter - YES**

**Kim Warner – YES**  
    **Phyllis Piotrowski – YES**  
    **Kimberly Daniels – YES**  
    **Janette Butler – YES**  
    **Marc Milburn – YES**  
    **Chuck Corwin – YES**  
    **Kathy Jernigan - YES**

## Treasurer to appoint 2 Members for Financial Committee (must be Board members)

**Phyllis Piotrowski – Select Janette Butler and Kathy Jernigan**

## Director's Review (closed)

**Enter closed session at 2:12 pm**

**MOTION: MOTION TO END CLOSED SESSION AT 3:15 PM.**

First: **Chuck Corwin**

Second: **Kathy Jernigan**

Approval: **ALL IN FAVOR**

**MOTION: MOTION TO ACCEPT THE PERSONNEL COMMITTEE'S REPORT FOR SIGNATURE AND DIRECTOR'S ACKNOWLEDGMENT TO BE SEALED AND PLACED IN THE EMPLOYEE'S FILE.**

First: **Roberta Kary**

Second: **Peggy Poynter**

Roll Call: **Kimberly Daniels – YES**

**Kathy Jernigan - YES**  
    **Peggy Poynter - YES**  
    **Janette Butler – YES**  
    **Chuck Corwin – YES**  
    **Phyllis Piotrowski – YES**  
    **Roberta Kary - YES**

**County Commissioner's Report:** Marc Milburn N/A

**Region 9 Advisory Committee Report:** Chuck Corwin

- Meeting September 22, 2025 – Received approval of the multi-year plan
- Changes coming to the AAA Operating Standards and Regional Advisory Committee Operating Standards
- AAA is who we have our contract with and Regional Advisory Committee gives input to the AAA
- NEMCSA working on a Strategic Plan for the next couple of years with multiple meetings taking place. Next meeting December 8, 2025 and will not be in attendance

**Senior Center Reports:**

Houghton Lake: (Phyllis Piotrowski & Kimberly Daniels)

- Veterans Day Program was one of the best
- Bazaar was successful with a lot of vendors and people and the soup fundraiser was really good
- 140 people signed up for the Thanksgiving Luncheon
- Advisory Board new officers are Rita Rowed – President, Connie Bush – Vice President, Robin Williams – Secretary, and Clyde Straub – Treasurer and Sergeant of Arms Duty. Their bank account is now set-up after receiving their federal tax id number
- Next month there are 3 dates of live music – one of which will be Music in the Air on December 16<sup>th</sup>

Roscommon: (Peggy Poynter & Kim Warner)

- Veterans Program was very nice
- Looking forward to the Thanksgiving Luncheon
- New floors in the kitchen are a very nice improvement
- Outside lights need attention

St. Helen: (Roberta Kary & Kathy Jernigan)

- Rousing Halloween Party with costumes, snacks, and prizes
- Euchre tournament had 7 tables with \$50 donation to Meals on Wheels, Bake Your Own Pizzas from Louies, and salad
- Veterans Day had 14 Veterans honored
- Christmas Party planning to have singers, Santa, Mrs. Claus, Ugly Sweater Contest
- Thanksgiving Luncheon is full
- Advisory Board re-elected their members for another year

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

**Board/Director Comments:**

Chuck Corwin – please pass the word that there are no slots available for assistance with Open Enrollment, numbers are available for people to call for help

**Debra Looney – CSA information regarding Heather's Adventure and survey to be filled out and turned into the center manager**

**Roberta Kary – Thank you Chuck for your service on the RCCOA Board. Thank you for allowing me to serve on and chair this board for these years. It has been my pleasure serving with each and every one of you. Wish everybody a Happy Thanksgiving, Happy Hanukkah, a Merry Christmas, good New Years, and make the next board and next chair keep the agency in mind. Thank you all**

**Phyllis Piotrowski – Thank you Roberta for your leadership, hard work, and time to move things forward. Thankful and grateful for all your work for the community**

**Adjournment: 3:30 pm**

**Motion by: Kimberly Daniels**

**Second by: Peggy Poynter**

**Approval: ALL IN FAVOR**

**APPROVED**