

**DRAFT MEETING MINUTES**  
**BOARD OF DIRECTORS' MEETING**  
**JANUARY 21, 2026 at 1:00 pm**

Call Meeting to Order: Kimberly Daniels- Chairperson@1:00 pm

Pledge of Allegiance

Roll Call: Kimberly Daniels-Chair, Kathy Jernigan-Vice Chair, Phyllis Piotrowski-Treasurer, Kimberly Warner-Secretary, Peggy Poynter, Janette Butler, Marc Milburn, Todd DeLisle

Introduction of Guests: Rhonda Cross Mobility Manager- Roscommon County Transportation Authority- 989-366-5309 option #9 She educates people on non-emergency transportation and transportation options.

Excused absences- None

Reading of Mission Statement given by Deb Looney *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: Janette Butler **Second:** Kathy Jernigan **Approval:** M/C

**Approval of Consent Agenda:**

Minutes, Board Meeting, November 19, 2025

Financial Reports

Day Lodge Report

In-Home Service Report

## Director's Report

**Motion:** Peggy Poynter **Second:** Phyllis Piotrowski **Approval:** M/C

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

NONE

**Director's Report:** Deb Looney

**Controller's Report:** Tracy Baker

**Reviewed Income and Expenses for November and December 2025 Year to Date**

**Reviewed meal numbers, in-home services and Serenity Day Lodge numbers**

**Tracy Baker said she was happy with our financial situation, we are within our budget.**

**Old Business:** None

**New Business:** Todd DeLisle was sworn in as a member-at-large of the Roscommon County Commission on Aging

Our 2026 meeting dates are as follows: The meetings will be the third Wednesday of the month at 1 pm at the Annex in Prudenville except for the following: The April meeting will be the 15<sup>th</sup> at the Roscommon Center, the May meeting will be the 20<sup>th</sup> at the St. Helen Center and the June meeting will be the 17th at the Houghton Lake Center. No meetings in July and December.

Appointments made for committees: Personnel and Nominating Committee- Janette Butler-Chair, Kim Warner and Todd DeLisle; Programs and Evaluation Committee and the Goals Committee will be combined- Kim Warner-Chair, Deb Looney, Chuck Corwin, Emil Bellenbaum, Marc Milburn, and Peggy Poynter, Finance Committee- Phyllis Piotrowski-Chair, Janette Butler and Kathy Jernigan.

**The Executive Director's Cost of Living Allowance/Merit Pay discussion moved to after Senior Center reports.**

**County Commissioner's Report:** Marc Milburn- He attended Becky's party at Houghton Lake Center. Older Michiganians Day is May 13, 2026.

**Region 9 Advisory Committee Report:** Chuck Corwin- He attended a meeting in Traverse City with Marc Milburn. Talked about the Michigan Senior Advocates Council waiver program to keep people out of nursing homes because it is better for them and saves money to keep seniors in their own homes. Guardianship is also something discussed. He will be doing only two Matter of Balance classes because of having only two trainers.

**Senior Center Reports:**

Houghton Lake (Phyllis Piotrowski and Kimberly Daniels)- Great send-off for Becky. The mobile Secretary of State unit is coming to the HL Center on February 4. Will be celebrating Fat Tuesday with paczkis. Greg, the new head cook, is doing well.

St. Helen (Kathy Jernigan)- The center is working on getting euchre started. Charlton Heston School group came and sang. The center is planning a Valentine's Day party and looking ahead to the Bluegill Festival.

Roscommon (Peggy Poynter and Kim Warner)- We had great holidays and we have a shiny new floor. Kim Warner gave thanks for being able to keep our piano.

**Motion to go into closed session at 2:15 pm to discuss possible COLA/Merit pay for Deb Looney-** Motion by Kathy Jernigan and seconded by Phyllis Piotrowski to go into closed session. All in favor.

**Motion to come out of closed session at 2:40 pm by Phyllis Piotrowski and seconded by Kathy Jernigan.** Motion carried.

**Motion made by Phyllis Piotrowski and seconded by Marc Milburn that we approve a 3% Cost of Living adjustment for Deb Looney.**

Roll call vote: Peggy Poynter no, Marc Milburn yes, Phyllis Piotrowski yes, Todd DeLisle no, Jan Butler yes, Kim Warner no, Kathy Jernigan yes, Kimberly Daniels yes

Motion carried 5-3

**Motion made by Kathy Jernigan and seconded by Phyllis Piotrowski that we give Deb Looney a 5% merit pay increase.**

**Roll call vote:** Kathy Jernigan yes, Todd DeLisle no, Peggy Poynter no, Marc Milburn yes, Phyllis Piotrowski yes, Kim Warner no, Jan Butler yes, Kimberly Daniels yes. Motion carried 5-3

**Motion made by Phyllis Piotrowski and seconded by Jan Butler to have the COLA increase of 3% for Deb Looney be effective January 19, 2026.**

**Roll call vote:** Peggy Poynter yes, Marc Milburn yes, Phyllis Piotrowski yes, Todd DeLisle yes, Jan Butler yes, Kim Warner yes, Kathy Jernigan yes, Kimberly Daniels yes. Motion was unanimously carried.

**Motion made by Kathy Jernigan and seconded by Phyllis Piotrowski to have the 5% merit pay increase for Deb Looney be effective January 19, 2026.** Roll call vote: Kathy Jernigan yes, Todd DeLisle yes, Peggy Poynter yes, Marc Milburn yes, Phyllis Piotrowski yes, Kim Warner no, Jan Butler yes, Kimberly Daniels yes Motion carried 7-1.

**A special committee was appointed by Kimberly Daniels for the purpose of looking into executive director's salary of Region 9 counties and include pertinent data such as number of centers, number of employees, and the size and how many people are served. We will consider expanding outside of Region 9 if we need to. The committee members appointed are Jan Butler, Todd DeLisle, Phyllis Piotrowski and Kim Warner. Todd DeLisle will serve as the chair for this committee. We will report back by April 2026.**

**Public Comment:** Emil Bellenbaum (by Zoom) said he would like to continue to serve on the Goals Committee.

**Board/Director Comments:** Marc Milburn recommended going to Older Michiganians Day. Deb Looney said seniors can have their taxes done through VITA tax forms in February. There will be walk-in service. The COA will be part of the Higgins Lake Winter Festival. We participated in the Taste of Houghton Lake.

**Adjournment: 2:54 pm** Motion made by Jan Butler and seconded by Kim Warner that we adjourn the meeting and the motion carried unanimously.

