



Commission on Aging

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***APPROVED MEETING MINUTES
BOARD OF DIRECTORS' MEETING
January 21, 2026 at 1:00pm***

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

Pledge of Allegiance

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

Intro 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 Absence: NONE

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: **Janette Butler**
Second by: **Kathy Jernigan**
Approval: **ALL IN FAVOR**

Approval of Consent Agenda:

- Minutes, Board Meeting, November 19th, 2025
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Peggy Poynter**
Second by: **Phyllis Piotrowski**
Approval: **ALL IN FAVOR**

Public Comment: (please limit your comments to not more than 3 minutes) **NONE**

Director's Report: Debra Looney

Controller Report: Tracy Baker

- **Reviewed Income and Expenses for November and December 2025 Year to Date**
- **Reviewed meal numbers, in-home service units, 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 15th at the Roscommon Center, the May meeting will be the 20th 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 - 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 after Senior Center reports.

County Commissioner's Report: Marc Milburn

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 Alpena in December. There was discussion of the Home and Community Waiver Program guidelines changes upcoming. This program is geared toward helping people who are at the nursing level of care to remain in their homes with supports.**
- **Two guardianship bills remain unfinished in Lansing. If passed, they will make significant changes in guardianship laws in Michigan.**

Senior Center Reports:

Houghton Lake: (**Phyllis Piotrowski & 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.

Roscommon: (**Peggy Poynter & Kim Warner**)

We had great holidays and we have a shiny new floor. Kim Warner gave thanks for being able to keep our piano.

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.

Motion to go into closed session at 2:15 pm to discuss possible COLA/Merit pay for Deb Looney.

Motion by: **Kathy Jernigan**

Second by: **Phyllis Piotrowski**

Approval: **ALL IN FAVOR**

Motion to come out of closed session at 2:40 pm

Motion by: **Phyllis Piotrowski**

Second by: **Kathy Jernigan**

Approval: **ALL IN FAVOR**

Motion to approve 3% Cost of Living adjustment for Debra Looney.

Motion by: **Phyllis Piotrowski**

Second by: **Marc Milburn**

Roll Call: Peggy Poynter-NO
 Marc Milburn-YES
 Phyllis Piotrowski-YES
 Todd DeLisle-NO
 Janette Butler-YES
 Kimberly Warner-NO
 Kathy Jernigan-YES
 Kimberly Daniels-YES

Motion carried 5-3

Motion to approve 5% Merit Pay increase for Debra Looney.

Motion by: **Kathy Jernigan**

Second by: **Phyllis Piotrowski**

Roll Call: Kathy Jernigan-YES
Todd DeLisle-NO
Peggy Poynter-NO
Marc Milburn-YES
Phyllis Piotrowski-YES
Kimberly Warner-NO
Janette Butler-YES
Kimberly Daniels-YES

Motion carried 5-3

Motion to approve 3% Cost of Living adjustment for Debra Looney effective January 19, 2026.

Motion by: **Phyllis Piotrowski**

Second by: **Janette Butler**

Roll Call: Peggy Poynter-YES
Marc Milburn-YES
Phyllis Piotrowski-YES
Todd DeLisle-YES
Janette Butler-YES
Kimberly Warner-YES
Kathy Jernigan-YES
Kimberly Daniels-YES

Motion carried – all in favor

Motion to approve 5% Merit Pay increase for Debra Looney effective January 19, 2026.

Motion by: **Kathy Jernigan**

Second by: **Phyllis Piotrowski**

Roll Call: Kathy Jernigan-YES
Todd DeLisle-YES
Peggy Poynter-YES
Marc Milburn-YES
Phyllis Piotrowski-YES
Kimberly Warner-YES
Janette Butler-YES
Kimberly Daniels-YES

Motion carried – all in favor

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

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 by: Janette Butler

Second by: Kimberly Warner

Approval: ALL IN FAVOR

APPROVED