



Commission on Aging

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***DRAFT MEETING MINUTES
BOARD OF DIRECTORS' MEETING
June 17th, 2026, at 1:00pm
2625 S. Townline Rd. Houghton Lake 48629***

Call Meeting to Order: Kimberly Daniels – Chairperson@ 1:01 pm

Pledge of Allegiance

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

Intro of Guests: Heather DeLisleLPN, CSA, Serenity Day Lodge

Excused Absence:

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: **Marc Milburn**

Second by: **Jan Butler**

Approval: **ALL IN FAVOR**

Approval of Consent Agenda:

- Minutes, Board Meeting, May 20th, 2026 & revised minutes from 4-15-2026
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kim Warner**

Second by: **Kathy Jernigan**

Approval: **ALL IN FAVOR**

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

Rhonda Barnhart – Comment regarding Washington DC trip was incredible and accepting atmosphere for her and her mother. Using AI at Roscommon County Transportation Authority to assist in scheduling and working out the glitches.

Emil Bellenbaum – Looking for status of board training and binder update.

Director's Report: Debra Looney

- Thanked Amie and staff for hosting the meeting
- Congratulations to Charles Corwin for Northeast Community Action Agency and Northwest Community Service Agency Volunteer of the Year. Chuck has been volunteering with the COA since 2010 as the RN consultant, is the Matter of Balance leader, retired board member – thank you for serving and advocating for our seniors
- Grant update – Awarded the Improving the Arthritis Appropriate Evidence Based Intervention Program “Walking With Ease”. All 3 center managers are certified (thank you Amie, Erin, and Becky). Date and time to be determined
- Project Fresh is going very well – center managers are assisting with signing people up
- AARP Senior Driving Class with Certificate– July 20 and July 22 (8 hour class) \$25 fee
- Spring/Summer Bazaar went well this past weekend (\$800 raised)
- Traverse City Pit Spitters ballgame on Thursday, June 18th
- August 6th 2-5pm – Mid Michigan Health Fair (COA will be attending)
- August 8th – 10th Annual Car Show at Roscommon Fireman's Training Grounds with Meatloaf lunch and Music in the Air performance during lunch

Controller Report: Tracy Baker excused, report given by Deb

- Reviewed Income and Expenses for May 2026 Year to Date
- Reviewed meal numbers, in-home service units, and Serenity Day Lodge numbers
- Operating within budget parameters

Old Business: Doors at all 4 buildings have been checked by MI. Door Guys Update by Deb Looney – Michigan Door Guys inspected all the doors at all four buildings, made adjustments to the doors, and new mechanism is required in Houghton Lake.

New Business:

Quotes for sidewalk at Admin. Building, Convection Oven at Houghton Lake, Roof Vent in Administration Office where the ice dam happened

Sidewalk repair at Administration Building

Motion to accept the \$9,000 bid from Wallington Concrete.

Motion by: **Jan Butler**

Second by: **Marc Milburn**

Roll Call: **Marc Milburn – yes**

Kimberly Daniels - yes

Kim Warner – yes

Kathy Jernigan – yes

Phyllis Piotrowski – yes

Todd DeLisle – no

Jan Butler – yes

Peggy Poynter - yes

Motion to amend the motion to accept the \$9,000 bid from Wallington Concrete to MOTION TO ACCEPT THE \$9,000 BID FROM WALLINGTON CONCRETE FOR THE ADMINISTRATION BUILDING SIDEWALK DUE TO EMERGENT NEED.

Motion by: Jan Butler

Second by: Peggy Poynter

Roll Call: Marc Milburn – yes

Kimberly Daniels - yes

Kim Warner – yes

Kathy Jernigan – yes

Phyllis Piotrowski – yes

Todd DeLisle – yes

Jan Butler – yes

Peggy Poynter - yes

Convection Oven Replacement in Houghton Lake Center

Motion to accept the \$6,995.30 bid from Gordon Food Service for the gas convection oven Sapphire Manufacturing Model No. SE-CO2D NG/LP.

Motion by: Marc Milburn

Second by: Kathy Jernigan

Roll Call: Marc Milburn – yes

Kimberly Daniels - yes

Kim Warner – yes

Kathy Jernigan – yes

Phyllis Piotrowski – yes

Todd DeLisle – yes

Jan Butler – yes

Peggy Poynter - yes

Roof Vent in Administration Office where the ice dam happened

Update by Deb Looney – Breather plate obstructed and roof company will make a correction to allow air circulation to prevent ice dams at the administration office

Zoom sign in required – tabled to August meeting

No Meeting in July

Motion to move August's meeting to August 26th at the Annex.

Motion by: Peggy Poynter

Second by: Kimberly Daniels

Approval: ALL IN FAVOR

County Commissioner's Report:

Marc Milburn – COA does an excellent job at all 3 centers with food and trips

Region 9 Advisory Committee Report: None

Senior Center Reports:

Houghton Lake: (**Phyllis Piotrowski** & Kimberly Daniels)

- Arthritis Foundation Program “Walk with Ease” – (3) 45 minutes sessions per week on Monday, Tuesday, and Wednesday at 10:30 am
- Music in the Air singing on July 2 for Independence Day Luncheon
- July 9 Luau Brunch
- July 29 Mobile Secretary of State 9:30 am – 2:30 pm

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

- Father’s Day Luncheon tomorrow June 18th

St. Helen: (**Kathy Jernigan**)

- Interested person for the St. Helen Representative
- Nice Spring Tea
- Minnow Buck visit
- Jen’s Sweets n Treats visit
- Public Safety visit
- Bought lunch for 10 veterans
- Bluegill Car Show July 12th

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

Emil Bellenbaum – 501c3 must comply with Open Meetings Act

Chuck Corwin – AARP driving class 15% savings on car insurance after taking the class

Board/Director Comments:

Deb Looney – Laura from Telehealth Hub will be having a meeting afterwards, those interested may stay for the meeting. In-Home Service received 100% on the NEMCSA Assessment for the first time ever. Serenity Day Lodge received 100% on the NEMCSA Assessment.

Todd DeLisle – Comment regarding the cement.

Kimberly Daniels – Letter from Region 9 Area Agency on Aging to commend staff on their assessment for General and In-Home Service Program that they were completely in compliance with no issues whatsoever. Letter from Region 9 Area Agency on Aging regarding the assessment for the Serenity Day Lodge found the lodge to be in compliance with all standards. Grateful to everyone for their hard work, congratulations.

Adjournment: 2:37 pm

Motion by: **Jan Butler**

Second by: **Phyllis Piotrowski**

Approval: **ALL IN FAVOR**