Roscommon County Commission on Aging

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

The October Meeting will be held at the
Annex – 1015 Short Dr. Prudenville 48651

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

Pledge of Allegiance

Roll Call: Kimberly Daniels – Chair, Phyllis Piotrowski - Treasurer, Kim Warner-Secretary, Peggy Poynter, Todd DeLisle, Jan Butler, Carolyn Minton

Intro of Guests: Rhonda Barnhart, Mobility Manager RCTA – Spoke about partnership with MDOT to start public transportation for Oscoda County Residents.

Excused Absence: Marc Milburn, Kathy Jernigan

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

Approval of Consent Agenda:

- Minutes, Board Meeting, August 26th, 2026
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kim Warner**
Second by: **Jan Butler**
Approval: **ALL IN FAVOR**

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Public Comment*: (please limit your comments to not more than 3 minutes)*
Emil Bellenbaum – Comment regarding millage and senior activity funds, condiments, generator at Houghton Lake Center, cement work at Prudenville, and Policies and Procedures manual review.

Director's Report: Debra Looney

- 3-year anniversary of being the director and glad she took the position
- Horizon Bank provided (5) volunteers who served and cleaned up after lunch, and packed 500 shelf stables bags for the home delivered meals participants at the Houghton Lake Center in September and distributed them to the participants the following week
- Houghton Lake Family Fare presented the agency with approximately $1,250 in gift cards collected from the community which have been used to purchase the next round of shelf stable meals to be distributed to home delivered meals participants
- Emergency frozen meals will be distributed next week to the home delivered meals participants and continue to be provided throughout the year
- RCCOA was nominated for an award through the Houghton Lake Chamber of Commerce – Deb, Tracy, Heather, Lois, and Brittani will attend
- Heather – Nutrition Coordinator and I went to all 3 centers to discuss the new changes to the menu based on the updated nutritional requirements in the state standards
- Condiments are counted in the nutritional value of the meal and therefore some condiments are removed to meet the nutritional requirements
- Home Delivered Meals participants receive no condiments
- Advisory Boards can purchase and store condiments separately from the COA's food and condiments to be used by the congregate participants or participants can bring their own of their choice to use while visiting the center
- Senior Project Council needs (2) participants per center (no staff members) to meet (1) time and discuss the menu to provide feedback
- Holiday Bazaar November 14th at the Houghton Lake Center with Soup Fundraiser (soup, bread, cookie, bottle of water or coffee) $6.00
- TeleHub is impressed with the number of surveys turned in, we are waiting for the results, and there will be (4) $50 gift cards drawn to distribute to those who completed the survey
- Houghton Lake 100-gallon hot water tank has failed and will be replaced

Controller Report: Tracy Baker

- Reviewed Income and Expenses for September 2026 Year to Date
- Reviewed meal numbers, in-home service units, and Serenity Day Lodge numbers

Old Business: N/A

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New Business:
Survey the Board members for Executive position. At-Large position (to be posted in the Resorter next week), 3 Center Representative, (appointed position). Interview and vote at the November 18th meeting.

Executive Board Interest
- Chairperson – Kimberly Daniels
- Vice Chairperson – Kathy Jernigan
- Secretary – Kim Warner
- Treasurer – Phyllis Piotrowski

County Commissioner's Report: N/A

Region 9 Advisory Committee Report: N/A

Senior Center Reports:

Houghton Lake: (**Phyllis Piotrowski** & Kimberly Daniels)
- Advisory Board Election resulted in all new officers
- Center manager stated menu changes are running smoothly
- No Grief Support group in November
- Parked – seated exercise class on Mondays and Tuesdays
- Live Music on Mondays is going well
- Halloween Party on the 30th
- Annual Veteran Program on November 11th

Roscommon: (**Peggy Poynter** & Kim Warner)
- Halloween Party in October
- Deb and Heather attended advisory meeting and explained the menu changes
- Veterans Program in November

St. Helen: (Kathy Jernigan & **Carolyn Minton**)
- Halloween Party in October with 1st Responders and Police invited
- Veterans Program in November

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

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Board/Director Comments:

Kim Warner – used AI to gather information regarding the nutrition changes if anyone would like a copy.

Kimberly Daniels – Directory's Performance Evaluation (confidential) done and part of the personnel file.

Debra Smith – NEMCSA Region 9 AAA Nutrition and Services Coordinator, meal concerns are being worked on, the Director at Region 9 is working with Debra on it. The director of Region 9 and myself are coming down to attend a council meeting to talk about the concerns. We are looking at the State standards and figuring out what adjustments (if any) can be made. Debra has been working very hard on this and none of the changes are her fault. I beg that you all allow us to work through this using the proper channels working with the state and reassure you that Deb is doing all she can to give you the meals that you deserve and that you want.

Closed Executive Session:

Motion to enter closed Executive Session for informative discussion at 1:55 pm.
Motion by: **Phyllis Piotrowski**
Second by: **Carolyn Minton**
Approval: **ALL IN FAVOR**

Motion to rise from closed Executive Session and reconvening in open session at 2:13 pm.
Motion by: **Phyllis Piotrowski**
Second by: **Peggy Poynter**
Approval: **ALL IN FAVOR**

Motion to convene the Personnel Committee Meeting on November 5, 2026, at 1:00 pm at the Annex.
Motion by: **Phyllis Piotrowski**
Second by: **Jan Butler**
Approval: **ALL IN FAVOR**

Motion to adjourn at 2:16 pm.
Motion by: **Phyllis Piotrowski**
Second by: **Peggy Poynter**
Approval: **ALL IN FAVOR**

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