Roscommon County
Commission on Aging

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DRAFT MEETING MINUES
BOARD OF DIRECTORS' MEETING
November 18th, 2026, at 1:00pm

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

Roll Call: Kimberly Daniels – Chair, Kathy Jernigan-Vice Chairperson, Phyllis Piotrowski - Treasurer, Kim Warner-Secretary, Peggy Poynter, Todd DeLisle, Jan Butler, Marc Milburn (excused to leave at 2:45 pm), Carolyn Minton

Intro of Guests: Chrissy Nowicki, CPA Nowicki, Borowiak & Company PLLC – presented the audit to the board and answered board questions

Excused Absence: **N/A**

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: Kimberly Daniels - Add to the agenda under new business salaries for director/staff
Motion by: **Kathy Jernigan**
Second by: **Peggy Poynter**
Approval: **ALL IN FAVOR**

Approval of Consent Agenda:

- Minutes, Board Meeting, October 21st, 2026
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kim Warner**
Second by: **Carolyn Minton**
Approval: **ALL IN FAVOR**

Public Comment*: (please limit your comments to not more than 3 minutes)*
Emil Bellenbaum – requested response to his questions from the last meeting, comment regarding food allergies, alternative meals, at large position posting, and employee handbook

Director's Report: Debra Looney

- Veterans Programs were fantastic and well attended
- Holiday Bazaar was held 11/14 with a soup, bread, cookie, and beverage fundraiser
- Houghton Lake generator has parts on order for repair
- Houghton Lake handicap door "brain" for the outside door is being replaced
- Read email from county Controller regarding the earlier meeting for the County Commissioners and gave thanks

Controller Report: Tracy Baker

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

Old Business: Survey the Board members for Executive position. At-Large position, 3 Center Representative, (appointed position). Interview and vote at the November 18th meeting.

Election of Executive Board Members
Executive Board Interest

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

MOTION TO ACCEPT THE SLATE OF CANDIDATES FOR THE EXECUTIVE BOARD FOR TERM ENDING 12/31/2027.
Motion: **Peggy Poynter**
Second: **Carolyn Minton**
Roll Call: **Peggy Poynter - YES**
Kim Warner – YES
Phyllis Piotrowski – YES
Kimberly Daniels – YES
Jan Butler – YES
Todd DeLisle - YES
Marc Milburn – YES
Carolyn Minton – YES
Kathy Jernigan - YES

MOTION to accept Kathy Jernigan as the St. Helen Representative term ending 12/31/2028.
Motion by: **Jan Butler**
Second by: **Peggy Poynter**
Approval: **ALL IN FAVOR**

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MOTION to accept Peggy Poynter as the Roscommon Representative term ending 12/31/2028.
Motion by: **Kathy Jernigan**
Second by: **Jan Butler**
Approval: **ALL IN FAVOR**

New Business:
Roof quotes for Roscommon & St Helen Centers, Administration's Parking Lot Quotes
MOTION to replace the roofs at the Roscommon and St. Helen Centers with the quotes submitted by Barnes Construction selecting Option #2 at $33,400 each building.
Motion by: **Jan Butler**
Second by: **Todd DeLisle**
Approval: **ALL IN FAVOR**

MOTION to approve the quote from Mid Michigan Asphalt Paving to do the work per their quote.
Motion: **Phyllis Piotrowski**
Second: **Kathy Jernigan**
Roll Call: **Peggy Poynter - YES**
Kim Warner – YES
Phyllis Piotrowski – YES
Kimberly Daniels – YES
Jan Butler – YES
Todd DeLisle - YES
Carolyn Minton – YES
Kathy Jernigan - YES

Salaries for director/staff (added to agenda by Kimberly Daniels) – tabled to next meeting

County Commissioner's Report: None

Region 9 Advisory Committee Report: None

Senior Center Reports:

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

- Fun Halloween Party
- Annual Veteran Program was a success
- New Advisory Board members
- 130 are signed up for the Thanksgiving luncheon
- In December there will be the Mobile Secretary of State, crafts, music and more

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

- Good Halloween Party & Veterans Program
- Looking forward to Thanksgiving

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St. Helen: (**Kathy Jernigan** & Carolyn Minton)

- Best Halloween Party in a few years
- Veterans Program in November was good
- Looking into a Veteran round table gathering on a weekly/monthly basis
- Cardio drumming is going well
- Line dancing is well enjoyed
- Christmas party is December 17th with Santa and Mrs. Claus
- Seniors are hosting a tree for the Northern Michigan Children's Assessment Center
- Visit from Vanessa at Roscommon County Emergency Management

Public Comment: *(please limit your comments to not more than 3 minutes)*
Emil Bellenbaum – comment regarding board policy and procedures manual and PACE

Board/Director Comments:
Debra Looney – clarification statement regarding PACE

Discussion regarding Director's Review

Todd DeLisle – would like the review process and questions for the director's review

Kimberly Daniels – table Salaries for director/staff to next meeting

Motion to adjourn at 3:47 pm.
Motion by: **Kimberly Daniels**
Second by: **Todd DeLisle**
Approval: **ALL IN FAVOR**

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