

**BENZIE COUNTY COUNCIL ON AGING, INC.**  
**BOARD OF DIRECTORS MEETING**  
**JUNE 15, 2016**  
**THE GATHERING PLACE SENIOR CENTER, HONOR**  
**4:30 p.m. – 6:00 p.m.**

**Please turn off your cell phones and any other electronic devices**

**Call to Order Beverly** Holbrook called meeting to order

**Prayer of Invocation** Bob McQuilkin offered prayer

**Pledge of Allegiance**

**Roll Call: Board Members: Beverly Holbrook, Ann Dawe, Bob McQuilkin, Denise Favreau, Ron Dykstra, Niel Haugen, Donna Malecki, Sylvia Bennett. Excused board members: Rosemary Russell, Jane Elzerman. Others in attendance: Sabra Boyle, Doug Durand, Frank Walterhouse, Carol Stack.**

**Approval of Agenda**

**Approval of Minutes of Previous Meeting - 5/18/2016** Denise Favreau moved for approval, Donna Malecki second.

**Finance Committee Report** - Approval of Financial Statements for June 2016 Move for approval Niel Haugen, Second Denise Favreau

**Suggestion Box Contents:** Meal comments will be referred to Gathering Place kitchen

**Public Input** (Limit of 3 minutes for individual presentation and 15 minutes for group presentation) Carol Stack from home health spoke about fund raiser Local Motion. Will occur 8/6. This is one of the larger fund raisers of the year. This will work like a walkathon with pledges and then a brunch. It will be at Bellows Park. Starts at 7:30 a.

**Information Items**

- A. Directors Report – May 2016/June 2016. See attachments
- B. Program/Services Report – (also see attachments) May 2016 Home delivered meals continue to increase as do congregate meals. Projected to exceed 70,000 this year. Estate planning assisted 5 new people. Dental Program has 2 new clients.
- C. Senior Center Update – (see attachments) May 2016/June 2016
- D. Board of Commissioners Update: Frank Walterhouse: Taxes for general fund is approved at 3.4%. Area Aging is requesting submissions. Frank will be county commissioner representative from this day forward due to Lisa's time constraints.

**Action Items**

- A. Board Members participation in the Benzie Area Community Services Showcase- Saturday, Aug. 6 Sign up completed.
- B. Selection of two Board Members for the Board Development Committee. Donna Malecki and Bev Holbrook will serve.
- C. Approval of the new Mission & Vision Statements Approval moved by Denise F. Second by Donna M. Vote unanimous

**New Business**

- A. 2017 Budget Meeting with Mitch Deisch and Maridee Cutler – Mitch had to leave meeting to attend to other urgent issues. Maridee continued. We will be working with 2 agencies for health insurance. Hope to cut cost of health insurance. The MERS system has not contacted us with estimate yet. Doug will be following up Fri.

Budget is still evolving. When final Doug will give detailed report. Home health is recruiting full time RN and may be recruiting administrative assistant. Job descriptions are being updated to make that decision. Next step for the budget is to approach the finance committee at the county level.

### **Old Business**

- A. Update on Meeting with Maridee Cutler re: 2017 BSR Budget (see above)
- B. Area Agency on Aging Provider Assessment Findings: Official report was received. Good results.
- C. Merger Updates: Employee hand book will be available Friday. Bylaws and Articles of incorporation are moving forward. Will be exploring physical changes to make office space more appropriate. Contractors have been contacted to request estimates. Now reviewing job descriptions, pay scales, benefits and necessary job postings.
- D. Sign up for Beulah Art Fair reviewed. Booth time will end at 3 p.m. Rosemary/ Bev 9-11 (set up) Jane/Sylvia 11-1 Ron/Denise 1-3 (take down)
- E. Meals on Wheels- Incurred more expense related to van upkeep and DOT requirements. Received notice of a \$1250 award.
- F. Tax Program NMTC/NMCAA: Benzie County was 3<sup>rd</sup> in amount utilized. We assisted 296 people.

### **Public Comment**

(Limit of 3 minutes for individual presentation and 15 minutes for group presentation) No comments.

### **Board Round Table Discussion/Evaluation of Meeting**

CSA Arts & Crafts July 22 9-11 Ann/Bob (set up) 11-1 Bev/Ann 1-3 Sylvia Bob return at 2:30 for take down.

Senior Empower Day September 22, 2016 Doug will be one of presenters Hosted by Area on Aging will be at Little River casino.

### **Adjourn 5:45 P.M.**

BCCOA Mission Statement - To provide programs for Senior Citizens 60 years of age and older of Benzie County that promote and encourage opportunities for socialization, education, health, safety,

Respectfully Submitted

Sylvia J Bennett