

BENZIE COUNTY COUNCIL ON AGING, INC.

BOARD OF DIRECTORS MEETING

April 14, 2015

Chair Beverly Holbrook called the meeting to order at 4:35 p.m. Bob gave the Prayer of Invocation; the Pledge of Allegiance was said by all. Roll Call: Present: Bev Holbrook, Ron Dykstra, Jane Elzerman, Denise Favreau, Bob McQuilkin, and Rosemary Russell. Excused: Donna Malecki and Niel Haugen. Also present: Doug Durand, BCCOA Exec. Dir. and Sabra Boyle, BCCOA Fiscal Manager.

Motion by Denise, supported by Jane to approve the agenda. All ayes, motion carried. Motion by Jane, supported by Rosemary to approve the minutes of 2/23 meeting. All ayes, motion carried. Motion by Rosemary, supported by Denise to approve the Financial Statements for Feb. and March 2015. All ayes, motion carried. A motion by Jane, supported by Denise for a resolution to accept the terms of the loan from Honor State Bank from 3.94% interest to 3.90% interest for new financing for the loan on the Gathering Place building in the amount of \$157,429. Roll call vote: Ron Dykstra, aye; Jane Elzerman, aye; Denise Favreau, aye; Bob McQuilkin, aye; Rosemary Russell, aye; Bev Holbrook, aye. Absent: Donna Malecki and Niel Haugen. All ayes, motion carried.

Public Input-Suggestion Box-none

Information Items:

- A. Director's Report-Feb/March & March/April 2015-** Doug's report was received. He reports that BCCOA did take part in the Beulah Winterfest. Jeff Stockman, HDM/HM Coordinator, drove one of our vans in the parade, and David Main, Exec. Chef, took 2nd place in the Chili Cook Off. Congratulations, Dave! He also reports that the Dental Task Force is working with Ferris State University Dental Hygienist Program. The goal is to set up a day where clients can come and have their teeth/oral care evaluated, and if it is determined by the staff from Ferris that the client would benefit a trip to their clinic, BCCOA would provide transportation to and from Big Rapids.
- B. Program/Services Report-February & March 2015-** Congregate Meals served a total of 1,476 in February 2015, this is an 11% increase compared to Feb. 2014, 1,971 for March 2015, this is an increase of 5% compared to March 2014; Home Delivered Meals, 2,405 meals were provided to 127 clients in Feb. 2015, represents an increase of 19% compared to Feb. 2014, 3,196 meals provided to 117 clients in March 2015, showing an increase of 25% compared to March 2014. Dining Out Program-a total of 82 customers purchased 272 vouchers, which is an increase of 7.5% compared to Feb. 2014, 122

customers purchased 410 vouchers in March 2015 represents an increase of 28% compared to March 2014. Homemaker Program-232 service units were provided to 92 clients. Service hours were about the same as in Feb, 2014, 268 units provided to 95 clients in March 2015, an increase of 3 additional clients and overall service hours up by 7 compared to March 2014. MMAAPS-36.5 hours were provided to 11 clients. This is an increase of 38% over Feb. 2014. The volunteer counselors were off for the month of March. If a client had urgency, they were referred to the Area Agency on Aging of Northwest Michigan. Guardian Medical Monitoring-25 clients receive this no charge service and currently we have 3 on the waiting list. Currently there are 5 on the waiting list for March 2015, an increase of two since Feb. 2015. Benzie Bus passes-100 bus passes were given to clients. This shows a 5% increase since Feb. 2014. The value of the bus passes for Feb. 2015 was \$1,500, 122 bus passes were given for March 2015 showing an increase of 5% compared to Feb. 2014. The value of passes for March 2015, was \$1,850. Senior Companion Program-Currently is sponsoring 5 Benzie County residents in the program. Information & Assistance-The agency handled 710 calls in Feb. 2015 regarding information and assistance for services and questions related to older adults; 192 people visited the administration office. The top 3 visits were for the Senior Dining Out Program, Snow Removal Program and the Home Maker Program, 613 calls in March 2015. Snow Removal Program-had 127 clients signed up and provided 623 plows, representing an increase of 9% compared to Feb. 2014. Due to heavy snows in Feb., we saw a 125% in number of snow plows provided compared to Feb. 2014, total snow plow vouchers for March 2015, 146, with no outstanding snow vouchers left with our contractors. Foot Care Clinic-had 17 individuals come in to the clinic, amount is 21% more than in January 2015 and the same amount came in Feb. 2014, nothing scheduled for March 2015. Income Tax Assistance-after a struggle to get trained tax preparer's we have secured for the remaining few weeks assistance from Northwest Community Action Agency. In March 2015, 17 clients received 28 hours of service. The Gathering Place Senior Center-TGP offered nine core activities that 257 people attended, an increase of 1% compared to Feb. 2014. The top 5 attended activities for Feb. 2015, Musical Programs, Bunco, Yoga, Line Dancing and Day Trips, in March 2015, a total of twelve core activities were attended by 391, an increase of 31% compared to March 2014. The top 5 activities were Bunco, Musical Programs, Day Trips, Bingo & Exercise Groups.

- C. Senior Center Update-Feb & March 2015-** Dawn's report was received. Some of the activities noted: first food drive in February for Benzie Food Partners, over 100 pounds of food was donated; Hawaiian Luau (2/27); Valentine's Day party (2/13); Mardi Gras party (2/17). In March, Explorations in Poetry class (3/11); Mystery Trip to St. Ambrose Cellars for a tour and tasting, (3/18). Upcoming events: Fireside Breakfast, Antique

Appraisal (5/2), Senior Brigade Scam Presentation (4/27); along with the usual activities such as Tuesday Music and Dancing, Chair yoga, Wii bowling, etc.

D. Board of Commissioners Update-No report given.

Action Items:

- A. PA System Bids with approval to ask from Sears Estate Funds**-Doug presented the board with two bids he has received to include a PA Sound System throughout the building and even including the kitchen with speakers. Sounds Environments LLC of Traverse City bid came in at \$6,019.71. AscomNorth, Inc. of Traverse City bid came in at \$5,660.00. After discussion, a motion was made by Jane, supported by Denise to approve the bid from AscomNorth, Inc. for \$6,019.71 and approval to ask the County Commissioners for funds from Sear Estate Funds. Roll call vote: Bev Holbrook, aye; Ron Dykstra, aye; Jane Elzerman, aye; Denise Favreau, aye, Bob McQuilkin, aye, Rosemary Russell, aye. Absent: Niel Haugen and Donna Malecki. All ayes, motion carried.
- B. FY '2014 Financial Audit**-Audit was good. No changes needed.
- C. Sign up for the April 21st Business Expo @ Crystal Mountain Resort**-Bob McQuilkin, Jane Elzerman, Bev Holbrook.
- D. Sign up for May 2nd Antique Appraisal Clinic @ TGP**-Board members can stop in throughout the Appraisal Clinic.
- E. Resolution for approval to refinance TGP Mortgage Loan**- Discussed with Financial Report.
- F. Approval to amend Articles of Incorporation**- Motion by Bob, supported by Rosemary to amend the Articles of Incorporation. All ayes, motion carried.
- G. Budget revisions FY 2015**-Motion by Denise, supported by Bob, to approve the Budget revisions for FY 2015. Roll call vote: Bev Holbrook, aye; Ron Dykstra, aye, Jane Elzerman, aye; Denise Favreau, aye; Bob McQuilkin, aye; Rosemary Russell, aye. Absent: Niel Haugen and Donna Malecki. All ayes, motion carried.
- H. Sexual Abuse & Molestation Prevention Policy from Selective Insurance**-Motion by Jane, supported by Rosemary, to approve the Sexual Abuse & Molestation Prevention Police from Selective Insurance, all ayes, motion carried. All board members signed the policy.
- I. Douglas Durand 2 year evaluation**-After board discussion and comments regarding the evaluation, A motion by Denise, supported by Jane giving Doug a 4.5% raise and a one-time bonus check. Roll call vote: Bev Holbrook, aye; Ron Dykstra, aye; Jane Elzerman, aye; Denise Favreau, aye; Rosemary Russell, aye; Bob McQuilkin, aye. Absent: Niel Haugen and Donna Malecki. All ayes, motion carried.

New Business:

- A. 2015 Lawn Chore Program**-We currently have six contractors for the Lawn Chore Program. Three people have signed up for Spring Cleanup.
- B. Benzie Veteran's Affairs 6 Months Report**-The total value of services provided was \$120,049. The top four programs were Home Delivered Meals at \$67,704; Snow Removal at \$20,825; Homemaking Services at \$19,565 and Benzie Dental Program at \$1,800. The remaining six services totaled \$10,155.
- C. Snow Removal Survey & Demographics**- The majority of the clients were happy with the service, 59-98% would recommend the BCCOA services to family and friends (No-1-2%); 59-98% said the program helped them stay living independently (No-1-2%). Demographics-Clients served, 127 (budgeted for 110); 72% were Female, 28% were Male.

Old Business:

- A. Fund Development Committee Update**-April 18th is Business After Hours from 5-7 p.m., at the Platte River Inn, Honor; Antique Appraisal Clinic from 10-4, at The Gathering Place; Donor Appreciation Dinner at 6 p.m., June 25th at the Gathering Place. Also the committee is in touch with Diamond Tours planning a "Xmas in Branson" trip. Will get package.
- B. March for Meals Plans Report**-As of the meeting today, \$559.00 had been donated from the participating restaurants, with more coming in.

Public Comment: None

Board Roundtable Discussion/Evaluation of Meeting: Due to the length of the board meeting, there being no further business to discuss, motion by Jane, supported by Denise to adjourn the meeting. All ayes, motion carried. Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Denise M. Favreau, Secretary

NEXT MEETING

Wednesday, May 20, 2015

4:30 p.m.

The Gathering Place Senior Center

Honor, MI 49640

DRAFT