

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
March 16,2016

Chair Beverly Holbrook called the meeting to order at 4:3pm. Prayer of invocation was given by Ron, and the Pledge of Allegiance was said by all.

Roll Call: Present: Beverly Holbrook, Rosemary Russell, Jane Elizerman, Ann Dawe, Sylvia Bennett, Denise Favreau, Ron Dykstra, and Niel Haugen. Absent and excused are: Donna Malecki, and, Bob McQuilken. Also present are Sabra Boyle and Douglas Durand.

Agenda

- Add under new business we want to add C Business Expo.
- Motion to approve the agenda with additions was made by Sylvia and seconded by Ron. Ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting with correction a correction to a last name being spelled wrong was made by Neil and seconded by Denise. All ayes being heard, the motion was carried to approve the previous minutes with corrections.

Finance Committee

Doug reviewed the financial report. We are at 42% of our budget. Revenues were up by 8% this was due to grants, medicaid waver program for HDM, charges for services, volunteer hours in kind and revenue from deposits related to the upcoming overnight trips. Categories that are down were: Donations (down due to 2 days of closures at the gathering place related to inclement weather) and Fund raising. Our expenses were up by 1.7% largely due to payroll tax expense, dues and subscriptions, supplies, postage, food and insurance. It was anticipated that BCCOA would end the month with a deficit of \$10,560. We ended the month with a deficit of \$4,192.57 which was less than ½ of what was anticipated. Looking ahead to March we will be having 3 Payroll runs that month, increased expenses related to the upcoming volunteer recognition event.

Public Input-

- There was no public in attendance and the suggestion box was empty.

Information Items

A. Directors Report: February 2016

- A copy was submitted by Douglas Durand and received by the board.
- The Benzie County Senior Essential Needs fund We have 3 active cases, we have provided a furnace for one person and we have 2 more applications. It is successful and is assisting our seniors.

- March for meals is underway and we are getting some media coverage. TV 9&10 News did a nice article and an e blast was sent out in benzie county. The record Patriot did a nice article as well. We have 12 community champions scheduled for ride alongs on a meal route, and six local restaurants donating a percentage of their evening sales to BCCOA HDM program.
- The kitchen continues to try out new recipes. Steakhouse burgers, Hot beef sandwiches and pasties were among the most popular this month. Next month chicken scampi and homemade lasagna will be on the menu. This program is being well received and some of the recipes will be “tweaked” per senior suggestions.
- We have lost 3 lawn chore providers so if anyone knows a professional lawn person who may be interested in our program please give them information an add was also placed in the Record Patriot for letters of interest.
- The Volunteer Recognition event will be at Trinity Lutheran Church in Frankfort, Kudos to Trinity Lutheran for providing our venue this year.
- We hired a new part time homemaker to meet the needs of increased services.
- We are working with our area hospital to provide a Senior Expo. The tentative date is scheduled for Friday, June 17, 2016. More information to come.
- We are currently working with a group of professionals to provide educational sessions such as Ask a Doctor, Dementia, Advanced Directives, The goal is to start this in May and June and to expand this to the Frankfort area as well.
- Two Diamond Tours are being planned June 6-8 to Mackinac Island and Sault Ste. Marie. November 13-19 Tunic and Memphis.
- March 10 Grand Parents raising Grand Kids program, Meal was provided by us.

C. Program Report for February 2016

- Nutritional Programming
 - HDM (Home Delivered Meals) has an increase of **72%** since 2014 and a 44% increase since February of 2015.
 - Congregate Meals has a 30% increase since 2014 and a 17% increase when compared to Feb 2015.
 - Through the first 5 months we have served 4,035 additional meals than last year.
- Other Services
 - Dining out increased by 40%
 - Homemaker Program 326 service units were provided for February. That is up 19%
 - Guardian Medical Monitoring. We have 25clients and 15 on a waiting list.
 - Benzie Bus-99 bus passes were given to clients
 - Information and assistance there were 881 calls in February 2016.
 - Foot Clinic 20 people were seen.
 - Income Tax clinic 115 individuals received assistance with tax preparation
 - The Gathering Place-Activities are up 77% when compared to February 2015. 454 people participated in the 13 core activities.
 - The Senior Companion program continues, and we are sponsoring 3 Benzie County

Residents.

D. Senior Center Coordinator's Report for January 2016

- Busy, Busy, Busy
- Our activities are up by 77% when compared to the same time last year.
- 13 core activities continue and are well attended.
- Miracle are came for lunch and offered free hearing tests with results in 5 min. We are looking at having this free service quarterly..
- We have added adult coloring into our Monday schedule, Tech support on Wednesday, and Walk fit on Friday.
- March has many special dates including peanut butter lovers day, popcorn day, Johnny Appleseed day, and Coca cola day. Our kitchen staff make sure we have something for all of our dates that make them special.

E. County Commissioner, No County Commissioners present today.

Action Items

A. Approval of the FY'2015 financial audit

After some discussion, an agreement within the board that this is a sound audit. This audit is following a good 2015 year, A motion to approve the audit was made by Sylvia and seconded by Denise. All ayes being heard, the motion to approve the FY' 2015 was carried.

New Business

A. Area Agency on Aging will be performing an audit of our program/financial on

April 28,2016 this is a big audit and they will be looking at our total operations.

B. Executive Director Upcoming 3 year review is due on April 8, 2016. Beverly has given the board members a packet to fill out to assist with this review. The packet is due back to Beverly in two weeks. Emails containing the packet and the directions have been sent to those board members who are absent. This is to be an anonymous evaluation of our director from the board members. Please do not put your names on it and if you are concerned about someone recognizing your hand writing please have someone else write it for you. Beverly and Neil will be reviewing and compiling this information, They will wright a report of their findings and make recommendations for Doug's annual review to the board of directors.

C. Business Expo

Crystal Mountain will be hosting a business expo on April 18,2016. Board members have signed up for one hour shifts to man this expo and ensure that BCCOA information gets out to the community. Also Doug is working with POMH for a Health Fair. The tentative date is June 17, 2016 more information will follow.

Old Business

A. Fund Development

- March for Meals in in full swing.
- Sip and Dab will be in June
- Ride A long we have 12 community champions who are riding along on our HDM route.

B. Update from BCCOA and BHHC committee meetings.

Meetings are continuing and a presentation will be given to the Benzie County Commissioners next Tuesday at 1:30 pm. This is a collaborative presentation between BCCOA and BHHC offering ideas to better service the seniors of Benzie County. During the presentation the Commissioners will hear the ideas, have a chance for questions and offer their input and suggestions. Beverly shared the presentation with the board.

ROUND TABLE DISCUSSION

There was no round table discussion.

ADJOURNMENT

A Motion to adjourn the meeting made by Ron and seconded by Rosemary. The meeting was adjourned at 6:00 pm.

Respectfully Submitted,

Rosemary Russell, RNC, DONA,LTC
Secretary BCCOA

Next Meeting
Wednesday, April 20, 2016 at 4:30pm
The Gathering Place

Honor, Michigan 49640