

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
February 17, 2016

Chair Beverly Holbrook called the meeting to order at 4:32 pm. We had a moment of silence and the Pledge of Allegiance was said by all.

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

Agenda

- Add under new business we want to add C: 2015 audit review.
- Motion to approve the changed agenda was made by Sylvia and seconded by Donna. Ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting with corrections was made by Denise and supported by Donna. All ayes being heard, the motion was carried to approve the previous minutes with corrections.

Finance Committee

Doug reviewed the financial we are at 33% of our budget. Revenues were up by 4.8%, this was due to a double payment for December and January from the State of Michigan. Charges for services were up due to dining out vouchers. Our fees from snow removal were down. Donations were also down some due to the gathering place being closed 3 times for the month.

Our expenses were down by 7%, the majority of this was due to less snow plowing and changes in our insurance carrier. Some increases in our expenses included: Payroll tax expenses, Computer expenses, fringe benefits, office expenses, volunteer wages, utilities and equipment repairs. Justification for each of these expenses was given and accepted. January ended with a net surplus of \$19,535. It should be noted that this includes a \$18,880 Federal Older Americans Nutrition Funds that are now sent out twice per year. That \$18,880 must carry through until July until our next scheduled payment. Motion to accept the financial report by Jane, supported by Donna. All ayes being heard and the motion was carried and approved.

Public Input-

- One note was in the public input box. The note was a complaint from an anonymous person that stated that "Nasty floor mats should not be cleaned during lunch." Doug answered this complaint and assured the board that the cleaning of the gathering place was scheduled after the lunch period was over. Doug also wondered aloud if maybe the snow was being removed off the mat during the lunch rush to prevent accidents. The complaint was anonymous so no further follow up is necessary.

Information Items

A. Directors Report: January 2016

A copy was submitted by Douglas Durand and received by the board.

- The Benzie-Leelanau District Health Department conducted their inspection of the Gathering place and no violations were found. Great Job!
- The Benzie County Senior Essential Needs fund has been launched due to two grants and generous donations designated from the year end appeal. 9&10 News did a nice article about the new program. Upcoming editions of the BCCOA will outline it as well.
- The kitchen continues to try out new recipes. The kitchen staff asked for reviews and there were several comment cards in the public input box reflecting positive feedback.
- The Kitchen continues to strive for healthier cooking. The use of the deep fryer has been decreasing so fried foods are now being converted to baked instead.
- All Programming continues to increase across the board by double digits.
- The senior oral dental health program has already spent over 50% in the first 4 months. The Dental grant that was approved for \$4,000 is now being used and those funds are assisting our new clients.
- March for meals is now underway and a schedule of events has been included.
- Community leaders have been sent Invitations to ride along on the HDM route.
- BCCOA Board Members are also being encouraged to ride along as well.
- Tax season is upon us and our offices have partnered with Northwest Michigan Community Action Agency Tax Program. Volunteers are here on Mondays, Thursdays, and Fridays through April 15th to assist in tax preparation. They will help seniors and low income residence of Benzie County.

C. Program Report for January 2016

- Nutritional Programming
 - HDM (Home Delivered Meals) has an increase of 53% since 2014 and a 12% increase since January of 2015.
 - Congregate Meals has a 17% increase since 2014 and an 8% decrease when compared to Jan 2015. (we were closed 3 days in January due to weather)
 - Through the first 4 months we have served 2,718 additional meals than last year.
- Other Services
 - Dining out increased by 58%
 - We are continuing to see a rise in all programming by double digits.
 - Guardian Medical Monitoring. We have 25 clients and 15 on a waiting list. We continue to look into a monitoring system at sold at Wal-mart. The system uses a GPS which would allow our clients increased mobility (out of their homes) and still have their medical monitoring in place. Doug continues to look into the reviews for this program.
 - Benzie Bus-80 bus passes were given to clients
 - Information and assistance there were 831 calls in January 2016

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- The Gathering Place-Activities are up 28% over January 2015.
- The Senior Companion program continues, however one of our volunteers was killed in a car accident this month.

D. Senior Center Coordinator's Report for January 2016

- Regular happenings continue and are well attended.
- New Spinning Class will meet every 4th Monday. New spinners are welcome.
- National puzzle day was celebrated. Winter crafting occurred including making cinnamon and coffee bean candles. We were going to show Ground Hog the Movie but with the snow storm it was not shown as no one wanted to stay.
- A new genealogy class was introduced and was a huge success. This class was double booked and was a giant hit. More of these classes are anticipated in the next few months. .
- Our upcoming calendar is packed once again. With our Leap day birthday party, our National battery day, and dining out is heading to Platte River Inn to help welcome them after their fire.

E. County Commissioner, Lisa Tucker.

- Welcome to our board meeting.
 - Commissioners meetings are on task with Frank Walterhouse..
 - Bill Olsen has been Reappointed to Benzie Trail.
 - Marlene in recycling is retiring and the position will be replaced. Marlene will be around for a while to assist with training the new person.
 - The Government center was closed due to a sewage backup but that has been all cleaned up.
 - Lisa will be leaving early at some meetings as she also attends the Benzie Bus Board of Directors meetings.
 - Maples
 - Sprinklers are in and they are pending an inspection. It is anticipated that they will fail that inspection, but are looking at getting a waiver from the State so they may open
 - Tentative opening April 1, 2016.
- Benzie County Health Department clinic
 - Open now for under insured or non insured individuals in our area.
 - Physicians, Dental, and Mental Health. There is not a dentist there yet but a hygienist is available.

Action Items

A. Committee Appointment

- Policy/ Bi law committee: Niel, Rosemary, Sylvia and Denise.
- Personnel and planning: Donna, Ann, Rosemary and Sylvia.

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- Fund Development: Bob and Ron.
- Finances Committee: Donna and Jane.
- The Chair attends all meetings.

New Business

- A. Feeding America statistics savings of \$13,000 over the year. Food Rescue donated a pallet of apple sauce. We look forward to continuing to work with them.
- B. Adding a 4th homemaker. Interviewing is occurring and background checks are to include all of the USA not just Michigan.
- C. The 2015 Audit Review was submitted to the board for review.

Old Business

- A. Fund Development
 - Sip and Dab in June
 - meal sponsorship
 - March for Meals Schedule attached
 - Ride A long invitations were sent out to community leaders and also to the BCCOA board of directors were encouraged to ride along.
- B. Update from BCCOA and BHHC committee meeting.

Meetings are continuing as scheduled and board members and/or representatives from both entities are working together on future collaboration.
- C. Board Members provided thank you calls to Donors and reported success with those calls.

Our year end appeal was up by 28% over last year.

ROUND TABLE DISCUSSION

There was discussion of the Audit and how the laws have changed to keep the CPA from adding into the journal. This information will be useful when reviewing the audit. Donna is hoping to be on vacation for the next two months. Her absences will be excused.

ADJOURNMENT

A Motion to adjourn the meeting made by Denise and seconded by Jane. The meeting was adjourned at 5:57 pm

Respectfully Submitted,

Rosemary Russell, RN,
Secretary BCCOA

Next Meeting
Wednesday, March 16, 2016 at 4:30pm
The Gathering Place
Honor, Michigan 49640