

BENZIE COUNTY COUNCIL ON AGING
Meeting Minutes February 20, 2013
The Gathering Place
Honor, MI

Members Present: Beverly Holbrook, Bruce Andersen, Bob McQuilkin, Don McCash, Niel Haugen, Jane Elzerman, Ron Dykstra, Rosemary Russell, Donna Malecki and Denise Strom. **Also present:** Kay Bond, Interim Exec. Dir COA, Michelle Thompson, County Treasurer, Frank Walterhouse, BCBC, Glen Rineer BCBC liaison, Chris Olson County Administrator and senior guest Linda Saffron.

Beverly Holbrook called the meeting to order at 2:38 pm, Bob McQuilkin gave the Prayer of Invocation. All stated the Pledge of Allegiance. The roll call of the board members was completed, all present. Beverly asked to add to the agenda: under "Action Items" C-Fund Development Committee. Also under "Information Items E-Ken Talsma, Auditor will not be attending the meeting today and will reschedule. Motion by Niel, supported by Bruce to accept the agenda as amended. Motion passed unanimously. Motion by Bob, supported by Bruce to approve the minutes from the previous meeting. Motion passed unanimously. Denise Strom, Secretary/Treasurer interim gave financial committee report. Bob asked about the amount of the millage monies. Kay stated we receive a lump sum not monthly until we get our new contract with the County. Approval of report by Jane, supported by Donna to approve the report. Motion passed unanimously.

Linda Saffron requested if a copy of the monthly minutes could be emailed to her. Kay stated the minutes would be posted on the website. The Suggestion box comments:

1. Stay open on school snow days (3 suggestions)
2. Serve poached eggs and bacon

Don stated that meals are cooked for a lot of people. On snow days it would be difficult for the cook to know how many people were going to show up to eat. Bev suggested we might form a committee to discuss these issues.

Information items:

- A. Director's Report-Kay reports our pro bono attorney; Andrew Schuster and the County attorney Ed Roy have worked on the contract with the County. We are near an agreement, possibly the 1st Tuesday in March (County meeting). Rena Fuller's 100th Birthday Celebration was a fantastic community party. Rena was presented a golden pass from the Benzie Bus so now she doesn't have to worry about any more bus passes. The notice of the Heating Assistance has been given to all home bound seniors and resulted in one emergency need (heating with electric oven) and eight additional applications. Dawn Bousamra has been working with Cosette Schaefer of DHS to become an advocate and assist home bound seniors with the online application for State Emergency Relief that is necessary along with the application to True North. Utilities continue to be lower in usage than last year and Kay has noticed the electric is down 15-16% just this

month. The Succession Planning Committee received 27 applications for the Executive Director position. The process continues. Kay reports an increase in donations from HDM recipients. We received \$400 in one week. A simple note with a return envelope has been the impetus. Danielle Fortine has been hired as the part-time receptionist for the COA administrative office. And lastly, Kay reports that Tax preparation help may be expanded to include Wednesdays. There are currently eight people a day receiving help.

- B. Programs report-Kay reports that HDM/Cong meals are down for the month of January due to the fact that many people go away for the winter.
- C. Senior Center Update-Kay reports for Dawn that Kimberly Stange of Xpedition Travel presented her 2013 trip schedule. Great options!
- D. Board of Commissioners Update-Glen Rineer reports the following:
 - 1. BCBC passed a resolution to contract with Traverse City Veteran Affairs. If approved the contract will be signed March 1st.
 - 2. The Maples no longer considers merger with Paul Oliver Memorial Hospital. The new building project will continue with ground breaking taking place on June 1st.
 - 3. Program to adopt International maintenance Code to check dangerous buildings.

Action items:

- A. Homemaking Letters of Interest-Kay reports that we will probably receive two letters of interest. We currently have 20 people in the Thompsonville, Interlochen and Lake Ann areas that are waiting for a housekeeper.
- B. Benzie County Contract-We are waiting to hear from the County.
- C. Fund Development Committee-Bob has nothing to report.

New Business: Kay suggested we form a Policies & Procedures Committee to discuss policies regarding things such as Weather Closings etc. We also need to re-write the Bylaws. The Policies & Procedures/Bylaws Committee consists of: Donna Malecki, Rosemary Russell, Beverly Holbrook and Denise Strom. Bob asked if we currently have a Finance Committee. Denise stated that we do currently have a finance committee, but we only meet quarterly instead of monthly. We also meet when developing the budget for the next fiscal year. Bob suggested we invite the Commission on Aging to a meeting when we hire our new Exec. Director.

Public Comment-Linda Saffron was asked if we could find out why there are no more shopping trips to Traverse City.

There being no further business to discuss motion by Don, supported by Bruce to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 3:25 pm.

Respectfully submitted,

Denise M. Strom
Secretary/Treasurer interim

NEXT MEETING

Wednesday, March 20, 2013 1:30 pm, The Gather Place, Honor, MI

DRAFT