

BENZIE COUNTY COUNCIL ON AGING, INC.

BOARD OF DIRECTORS MEETING

April 16, 2014

4:30 p.m.

The meeting was called to order at 4:30 p.m. Bob McQuilkin gave the Prayer of Invocation. All members and guests said the Pledge of Allegiance. **Roll call: Present:** Bev Holbrook, Ron Dykstra, Jane Elzerman, Bob McQuilkin and Denise Favreau. Niel Haugen arrived at 4:45 p.m. **Members excused:** Rosemary Russell and Donna Malecki. **Also present:** Doug Durand, BCCOA Exec. Dir; Sabra Boyle, Exec. Assistant; Glen Rineer and Frank Walterhouse, BCBC; Kevin Woods, and guests. Changes in the agenda included: Approval of Closed Session minutes of March 19<sup>th</sup> meeting; moving the Benzie County Senior Needs Assessment Steering Committee Update by Kevin Woods under (E) Information Items; adding (d) Classifications & Compensation Study under Action Items; adding (D) 4<sup>th</sup> HDM Route & Task Force under New Business. Motion by Bob, supported by Ron to approve the agenda as amended. All ayes, motion carried. Changes made to minutes of March 19<sup>th</sup>: Information regarding Doug's salary was omitted from the minutes of the March 19<sup>th</sup> open session meeting. The board voted to increase Doug's salary from \$50,000/yr. to \$53,000/yr. with an additional bonus of \$1,500 to be effective as of April 8, 2014. Also the collectable unpaid homemaker services amount of \$339.00 should have been reported as \$251.00 to be written off. Motion by Ron, supported by Jane to approve the minutes as amended. A roll call vote was taken to make the necessary corrections regarding the unpaid homemaker services as uncollectable in the amount of \$251.00. Ron Dykstra, Aye; Jane Elzerman, Aye; Bob McQuilkin, Aye; Niel Haugen, Aye; Denise Favreau, Aye; and Bev Holbrook, Aye. Absent: Rosemary Russell and Donna Malecki. Motion by Niel, supported by Jane to approve the minutes of the Closed Session. All ayes, motion carried. Finance Committee Report was given. Motion by Denise, supported by Bob to approve the financial statements for March 2014. All ayes, motion carried.

Public Input: None

**Information Items:**

- A. Director's Report-** Doug gave an update regarding the Dental program. Five applications have been approved and four more are in the works.
- B. Program/Services Report-March 2014-**Regarding the Dining Out Program, 90 more vouchers were purchased in March 2014 over February 2014. There are currently three Benzie County residents being sponsored in the Senior Companion Program. The

Gathering Place offered a total of eleven core activities that 298 folks attended. This is up 17% from February 2014.

- C. Senior Center Update-** Some of the activities included in the report: Five people attended the Technology Class Monday, April 14<sup>th</sup>; Joe Charlevoix from TV 7&4/ABC 29&8 visited on April 16<sup>th</sup> to chat about severe weather in the spring.
- D. Board of Commissioners Update-**There will be a Veteran's Outreach at the Homestead Township Hall from 9 to Noon, May 10<sup>th</sup>; the Maples is making great progress on the building. Move in date has been pushed up from Sept. to Oct. due to winter weather. They are looking in-house to hire a Financial Director; there are still issues regarding security at the Government Center; Benzie County will acquire the Health Department building in 2017.
- E. Benzie County Senior Needs Assessment Steering Committee Update-** Kevin Woods reports the total number of respondents: 366 (not all respondents answered all questions)-295 paper plus 71 on-line. The top three services requested were Affordable dental care, legal assistance (wills, etc.) and better access to public transit. He also reports that 25% of the seniors are living in poor quality housing.

#### **Action Items:**

- A. Approval to put out "Request for Bids" for our FY' 2014 Audit-**Motion by Denise, supported by Jane to approve the Request for Bids for our FY 2014, 15 and 16 Audit. All ayes, motion carried.
- B. Uncollectable Receivables (Bad Debt) Policy-**Motion by Niel, supported by Ron to adopted the "Bad Debt Write-Off Policy". All ayes, motion carried.
- C. Past Due Receivables Policy/Procedures-**Motion by Niel, supported by Denise to adopt the "Past Due Receivables Policy/Procedures. All ayes, motion carried.
- D. Classification & Compensation Study-**Kimberly Brown is currently the Human Resource Manager for Centra Wellness Network. Motion by Bob, supported by Jane to contract with Kimberly to develop a pay scale for each employee based on information each employee gives, i.e., job description. All ayes, motion carried.
- E. Newsletter funding-**Bob brought in a price bid from Bayside Printing for printing of newsletter. Sabra will call around for print bids. Motion by Ron, supported by Bob for bids not to exceed \$300.00. Roll call vote: Ron Dykstra, Aye; Jane Elzerman, Aye; Bob McQuilkin, Aye; Niel Haugen, Aye; Denise Favreau, Aye; and Bev Holbrook, Aye. Absent: Donna Malecki and Rosemary Russell. Motion carried.

#### **New Business:**

- A. Presentation on The Gathering Place Senior Center Advisory Council-**Tabled for May 21<sup>st</sup> meeting.

- B. HDM Client Satisfaction Survey Results-**We sent out 106 surveys and 47 were returned with calls made to route 2 clients. The 44% return rate which is above the normal national statistics. The majority of the clients who took part in the survey are very satisfied with the HDM; there were only four comments regarding over cooked vegetables.
- C. Discussion on the options for the need of a generator for TGP Senior Center-**Doug said he is looking into TGP becoming a station for emergencies. (FYI)
- D. 4<sup>th</sup> HDM Route & Task Force-**Doug's goal is to write another grant to the Grand Traverse Band for possibly replacing "old blue" (van). In order to justify adding a 4<sup>th</sup> HDM route we would have to serve 120 clients. We currently serve 111. He reports the estimated cost for a 4<sup>th</sup> HDM route would be \$18,000. We would need another van, more volunteers, cooler, freezer packs, totes, etc.

**Old Business:**

- A. Fund Development Committee Report-**Advertise programs. Banner, trinkets to pass out at parades. Suggestions for once a month fund raisers at TGP, setting up a Craft Shows.
- B. The Gathering Place Room Divider-**That is the next fund raising project. There is currently \$808.59 in the TV fund for TGP.

**Public comment: None**

There being no further business to discuss, motion by Denise, supported by Jane to adjourn the meeting. Meeting adjourned at 6:50 p.m.

Respectfully submitted

Denise Favreau, Secretary

**NEXT MEETING**

Wednesday, May 21, 2014 at 4:30 p.m.

The Gathering Place Senior Center

Honor, MI