

**BENZIE COUNTY COUNCIL ON AGING, INC.**

**Meeting Minutes, April 17, 2013**

**The Gathering Place**

**Honor, MI**

**Members present:** Beverly Holbrook, Bruce Andersen, Don McCash, Niel Haugen, Ron Dykstra, Bob McQuilkin, Rosemary Russell and Denise Strom. **Members excused:** Donna Malecki and Jane Elzerman. **Also present:** Douglas Durand Exec. Dir COA, Kay Bond Interim Exec. Dir. COA, Dawn Bousamra, Senior Coordinator TGP; and Ken Talsma CPA Anderson, Tackman & Co. PLC. Also Glen Rineer BCBC liaison, Frank Walterhouse, BCBC, Michelle Thompson, BC treasurer; and senior guests Linda Saffron and Sue Sheffield.

Beverly Holbrook called the meeting to order at 1:30 pm. Don McCash gave the Prayer of Invocation. All members and guests stated the Pledge of Allegiance. Roll call of the board was completed with two members absent. There were changes in the agenda. Added under information items are (B) Data Base, (C) Power Outages, (D) Purchase of Vans and (E) Event Committee. Motion by Rosemary, supported by Ron to approve changes to the agenda. All ayes, motion carried unanimously. Corrections made to minutes of 3/20; board training should have read 3/8 not 4/8. Under Program Reports HDM were up, Cong. Meals down. Board members absent should have read “*four members*” not *for members*”. Also under Senior Center Update, Dawn did her presentation for the Sunrise Rotary at Cold Creek Inn, 7:30 am, not pm. Motion by Bruce, supported by Niel to accept corrections in minutes of 3/20. All ayes, motion carried unanimously.

**Financial Committee Report:** We are on a six-month budget v. actual. Under budget v. actual we spent more on snow removal, less on housekeeping. Our utility expenses have been reduced. Other income of \$86,592.63 is for roof repair, carpeting, etc. COA asked for funds (Sears Estate monies) from Commission on Aging for repairs. Motion by Niel, supported by Don for approval of Financial Statements. Majority ayes, Bruce nay. Motion carried. Bruce asked for a rundown of Sears Estate monies.

**Public Input-Suggestion Box-** Linda Saffron suggested sending two people instead of just one, for the safety of the homemaker as well as the senior, to do assessments for Homemaking services. Suggestion box was opened-Empty.

**Information items:**

- A. Introduction Executive Director, Douglas Durand-** Douglas introduced himself and gave us a brief history of his numerous years in the geriatric field. He has been going on the HDM routes to introduce himself to the clients. He feels he has landed his “dream job” as the new Exec. Dir. for Benzie County Council on Aging. Welcome Doug. We look forward to working with you!
- B. Audit Review by Kenneth Talsma, CPA of Anderson, Tackman & Co., PLC-** Ken reports a good audit overall and financially BCCOA is doing well! Some of the comments and recommendations made are to periodically perform an

inventory of food and commodities on hand. Also suggested is to include a section in the Bylaws covering dissolution.

- C. Directors Report-** Before the Director's Report, Kay states she met with Chris Olson and Glen Rineer concerning the title of TGP building. She wants all to know the payments on the building are made with donations we receive, not county millage monies. We currently owe \$163,278.14.(as of 3/16) We pay \$1,000.00 per month plus \$100.00 per month paying on the principle.

Jeff Stockman has been hired as the new HDM Coordinator. During the interviewing process to fill this position, Dawn Bousamra and Danielle Fortine have been filling in. They have stream lined the operation so that there has been no interruption in service. The Kitchen Aide III position has been filled by Jessica Lindsay. She is a good addition to the staff and the seniors really appreciate her cake baking skills. Welcome Jeff and Jessica! The AARP volunteer completed his work helping 137 this tax season, compared to 144 last year. At the start of the fiscal year, AAANM began a standardized formula for calculating raw food cost, cost per meal for both HDM and Congregate Meals. We will now be able to compare our cost with those of other area agencies. And finally, AAANM and MSU are providing PATH Classes in the office conference room. There are currently 10 seniors taking advantage of this program.

- D. Program Report-** Congregate Meals are up and HDM are down, but overall meals are up 125 from this time in 2012.

- E. Senior Center Update-** Dawn brought to our attention the article in this week's Record Patriot regarding Doug and Kay. She reports an informal Lunch and Learn with Jeanne Strathman from Advanced Hearing Center PC, Thurs 3/28. Jeanne bought lunch for the people who came in from 11:30 –Noon. There was a positive response to her approach and the seniors appreciated the free lunch. Dawn also reports on the PATH class and stated people have asked if we can host another program in May. Tues 4/9<sup>th</sup> she presented to the Sunrise Rotary at Cold Creek in. Both Beverly and Doug were present. It was an excellent opportunity to introduce Doug and she appreciated he and Beverly's support. Friday 4/12<sup>th</sup> Carla Parks, R.N. was looking to recruit seniors in Benzie County to be "Senior Helpers". The seniors will be paid to help other seniors. Volunteer Appreciation Dinner is Thurs 4/25<sup>th</sup> at 5:00 pm.

- F. Board of Commissioners Update-** Glen Rineer reports the Vets program is going well. He reports the County is no longer looking at adopting the International Maintenance Code. Each City and/or Township will be responsible in adopting their own maintenance codes. Glen also reports the Sheriff's Department has requested forming a committee to look at more road patrol. The Sheriff's Department will possibly ask for a millage request in November.

**Action Item:**

- A. Change Bank Signatures-** Motion by Bruce, supported by Don to change the bank signatures to Sabra Boyle, Beverly Holbrook and Douglas Durand. Roll call vote taken, all ayes motion passed unanimously.

**New Business:**

- A. Proposed Policies & Procedures-** Doug gave us a packet of policies and procedures required by AAANM. Doug has asked we look this packet over and if any questions/changes to please get back to him by 5/6<sup>th</sup>. The two very important policies are Code of Ethics/Conflict of Interest and Confidentiality.
- B. Data Base-** Motion by Niel, supported by Rosemary to move ahead and secure the purchase of new database for recording services we provide seniors. Information as demographics, age population, etc. The price is approximately \$5,000. Kay is researching to seek a grant, or we could request money from the County (out of Sears estate), if grant is not possible. Roll call vote taken, motion passed unanimously.
- C. Power Outages-** Doug stated that in the 10 county area, if local schools are closed, the Senior Centers are closed. We must consider the safety of the staff as well as the seniors. Niel suggested we consider back up power when the power is out for days at a time.
- D. Purchase of Vans-** Doug stated we currently have four vans for HDM, but are in dire need for replacement of at least one more van, if not two. Doug will submit a grant to the Grand Traverse Band or Olsen Foundation or Rotary. Doug stated the need to get on a two-year replacement cycle for vans (rotation). Kay said we have \$9,000 donated through the "Keeping the Meals on Wheels" campaign designated for vehicles.
- E. Event Committee-** We have \$1,750 left of the Rotary Charities grant. Pam Evans of North Sky suggested three more expanded board training sessions including a Funds Development Committee. This may include training with Benzie Home Health Care in order for both agencies to qualify for additional grants from Rotary Charities. Stay tuned!

**Public Comment-** Linda Saffron observes the use of cell phones during meeting- would like phones on the table not in people's hands during the meeting. Rosemary stated she has the minutes from the meetings on her phone and was reviewing them. Sue Sheffield suggested when the monthly inventory on the food is done, two people should be doing this, not just one and should be rotated.

There being no further business to discuss, motion by Bruce, supported by Niel to adjourn the meeting. All ayes, motion carried unanimously. Meeting adjourned 3:00 pm.

Respectfully submitted,

Denise M. Strom  
Secretary/Interim treasurer

**NEXT MEETING**  
**Wednesday, May 15, 2013**  
**1:30 pm, The Gathering Place, Honor, MI**