

Minutes of the Meeting
Benzie County Council of Aging, Inc.
Board of Directors
August 21, 2013
The Gathering Place

Members Present: Bev Holbrook, Board Chairman, Bob McQuilkin, Jane Elzerman, Niel Haugen, Ron Dykstra, Donna Malecki, Denise Strom.

Also Present: Doug Durand, Executive Director, Chris Olson, County Administrator, Glen Rineer, Representative from BCBC, Sabra Boyle, Dawn Bousamra.

Members Absent: Bruce Anderson, Rosemary Russell. Members Excused: Don McCash

- I. Bev Holbrook called the meeting to order at 2:00 pm.
Bob McQuilkin offered the Prayer of Invocation.
The Pledge of Allegiance was stated by all.
The Roll Call of Board Members was completed.
- II. Additions to Agenda.
 - a. Board Endorsement of Rotary Charities grant.
 - b. Election of Treasurer.
 - c. 2013/2014 Sliding Scale fee.
- III. Approval of Minutes
 - a. The minutes of the Board meeting on July 17, 2013 were approved as written.
- IV. Finance Committee Report
 - a. Denise Strom reviewed the report. Motion made by Ron to approve July financials, seconded by Jane. Motion passed.
- V. Public Input
 - a. Bill and Elsie Kuerth spoke about concerns. They asked about a rumor that the COA is in financial trouble and at risk for “going under”. They also stated that in their opinion, the food menu is “being cheapened”. They asked why fish is not being served as often as before. They stated the menu contains too much chicken. Doug Durand offered to meet with them at a later time to answer their questions. Linda Saffron stated that the bathrooms should have a handicap stool and that the toilets were not flushing well.
- VI. Information Items.
 - a. Director’s Report – Doug Durand reviewed his report. It was noted that there are now 38 drivers for the Home Delivered Meals program. More drivers are needed. Doug also talked about the need for dental services. He is continuing to research models for funding. Doug also provided an update on the web page situation. A sister has been appointed by the Court to be a personal representative for the Lou Geer estate. He is expecting the web page will be available soon to COA staff for updating.
 - b. County Commissioners Report – Glen Rineer gave an update on issues pertaining to Veterans, new construction at The Maples, and some personnel changes, including a new administrator at The Maples, and current search underway for a new Health Department Officer. The position for Benzie County Administrator has also been posted.
 - c. County Administrator Report – Chris Olson gave an update on various millage topics. Chris also reviewed issues related to cash flow and designated millage funds. Chris explained that all monies as

specified under the contract have been paid. COA staff restated their concerns regarding the cash flow practices between the County and COA.

VII. Action Items

- a. Cell Phone Policy – Doug distributed a draft for review. Niel Haugen made a motion to accept the policy as written. Jane Elzerman seconded the motion. The motion passed.
- b. Volunteer Handbook – Doug reviewed a draft distributed via email. Highlights were explained. Motion made to accept by Donna Malecki and seconded by Niel Haugen. Motion passed.
- c. COA Bylaws – Ron Dykstra reviewed the proposed changes under Item 4, Compensation. Discussion centered on the current laws governing 501c3's and the fact that Board members should not be getting a per diem. Motion made Ron to accept the proposed changes and seconded by Bob. Motion passed by roll-call vote. Ron made another motion to accept the revised Bylaws as written, seconded by Donna. Motion passed.
- d. MDSA – Doug indicated his desire to attend the Fall Conference. He requested monies for registration, two night stay, and mileage. Motion made by Niel and seconded by Ron to allocate monies as requested. Motion passed by roll call vote.
- e. Rotary Grant – Doug is in the process of pursuing a grant through Rotary Charities for the Benzie County Senior Needs Assessment and needs board approval in the minutes. Motion made by Ron to support Doug in writing a Planning Grant to Rotary Charities for conducting a Benzie County Senior Needs Assessment. The motion was seconded by Bob and passed by all.
- f. Treasurer position - Bev indicated a need to separate the Secretary and Treasurer positions. Denise will continue as Secretary. Bev asked for volunteers. Jane volunteered. A motion was made by Donna to accept Jane as Treasurer. Seconded by Bob and passed by all.
- g. New Sliding Scale Proposal – Doug reviewed the proposed changes and reasons why. A fee increase would affect 30-35% of clients. Doug also presented a draft letter that would be sent to all clients explaining the changes and value received. The new scale would start 10/1/13. Bob made a motion, seconded by Jane, to accept the changes as proposed. Motion passed.

VIII. New Business

- a. Fund Development Committee – the committee will schedule a meeting soon.
- b. Chamber of Commerce Meeting - Bev recently spoke with a Chamber employee and reported on the general lack of knowledge in the community about the COA and senior services. Bev feels strongly that presentations need to be made. The Board was in agreement. Doug, Dawn and Bev will make a presentation on September 18th to the Chamber Board.

IX. Public Input

- a. Linda Saffron states that the automatic doors do not stay open long enough for really slow or handicapped persons.

X. Roundtable

- a. Doug presented a synopsis of the HDM program and gave a general overview. Doug indicated he plans to review each program at upcoming staff meetings so all staff know what services are being offered by the COA. Information cards will also be printed for distribution purposes. Donna suggested the information also be published in the Record Patriot.
- b. TGP Survey – Doug explained plans for a survey and desire to have it completed by 8/30/13. A sample was distributed to the Board. A lawn chore survey will also be conducted at the end of the season.

Respectfully Submitted,

Jane Elzerman, COA Board Member