

**BENZIE COUNTY COUNCIL ON AGING, INC.**  
**BOARD OF DIRECTORS**  
**SPEICAL MEETING**  
**NOVEMBER 11, 2013**

The meeting was called to order at 4:33 p.m. Bob gave the Prayer; all members and guests recited the Pledge of Allegiance. Roll call of members completed.

Members absent: Niel Haugen, Jane Elzerman and Bruce Andersen.

Motion by Ron, supported by Donna to approve the agenda as presented. All ayes, motion carried. Motion by Donna, supported by Rosemary to approve the minutes from the Sept. meeting, and motion by Denise, supported by Ron to approve the minutes of the Oct. meeting. All ayes, both motions carried.

Motion by Bob, supported by Ron to approve the Financial Statements for September.

Motion by Donna, supported by Rosemary to approve the Financial Statements for October. All ayes, both motions carried.

Public input-none; and Suggestion box-empty.

**Information items:**

- A.** Director's report- (October & November) a follow-up from the Lawn Chore Program Survey was sent out over the summer. Overall 70% were very satisfied with this service. The dissatisfied clients were all from one particular contractor. Changes will be implemented next year to correct many of the concerns and to also simplify the program for the contractors as well. The Snow Removal program is all set and there are five areas/zones covered by 5 contractors. The five-day shelf stable emergency food boxes were delivered and will be sent out to the HDM clients with a letter explaining what the foods are to be used for. Also in the letter is the snow day protocol. An updated letter is also going out to the HDM clients regarding the green/red sign that is to be posted in their windows in case of an emergency disaster such as a winter storm that disrupts power and telephones.
- B.** Program/services report- (October)-HDM increases of 23% (546 meals) over October 2012. Congregate meals-an increase of 928 meals; Dining out program-384 vouchers purchased, 423 vouchers redeemed by participating restaurants. Homemakers program-328 service units were provided to 87 clients. Lawn Chore-Total mowed lawns were 35. Five people signed up for the "Fall Cleanup Program".
- C.** Senior Center Update-There are many activities being planned; such as, Red Hats group coming for lunch and Tuesday music (11/12). John Bailey is the speaker at Fireside Chat (11/21). Thanksgiving lunch at TGP (11/27) and Benzie Bucks Auction (12/20).
- D.** Board of Commissioners Update-Glen Rineer reports on the final selection for the County Administrator (Carl Sparks). He also reported on the millages that passed in Benzie County. He also reports the Veteran's Clinic in Traverse City approved to double in size.

**Action items:**

- A. Request from Village of Honor-Request for funds to repair the culvert in the Honor Plaza. After discussion-Motion by Don, supported by Rosemary to table this discussion until December meeting.
- B. MERS 457 Plan- Board action required to approve a resolution for Benzie County Council on Aging, Inc. to offer MERS Uniform 457 Supplemental Retirement Plan to all employees with out no cost to Benzie County Council on Aging, other than staff time in completing the quarterly reports with permission given to Board Chair to sign the participation agreement. Motion by Ron, supported by Bob to approve the resolution. All ayes, motion carried.

**New Business:**

- A. **November 2013 Board of Director's Meeting Date**
- B. Letter from Jeffie Lynch-Jones-Thank you to all the people who volunteered for the Empty Soup Bowls Nite. The \$150.00 check paid to BCCOA from Jeffie, will be used for an employees Christmas party.
- C. AAANM Information- Hand out from Doug
- D. New time and day of week for BCCOA Board of Director Meetings-Motion by Donna, supported by Denise to change the meeting time for the third Wednesday of each month, at 4:30 p.m. and to make sure the salaried employees take comp time for attending board meetings. All ayes, motion carried.
- E. Creating additional activity space from within The Gathering Place-As a recommendation that came out of the Fund Development Committee, Doug has had two contractors come in to discuss the possibility of putting in a room divider at TGP in order to increase activity offerings in the morning and afternoon. Work bids will be forth coming.
- F. Annual Meeting December Date-Annual meeting will be December 14, @ 4:30 p.m. The election of officers will take place during the annual meeting. The regular board meeting will follow at 5:00 p.m.

**Old Business:**

- A. Fund Development Committee Update-The committee would like to start a letter writing campaign for "Friends of COA". They need volunteers to sign letters.
- B. The appraisal of the Gathering Place has been completed. (October)
- C. Representative Dan Benishek Replied to Doug's letter. (October)

**Public comment:** None

**Board Roundtable Discussion/Evaluation of Meeting:**

Again discussed the change in the meeting time from 2:00 p.m. to 4:30 p.m. Also discussed Satellite sites other than TGP.

There being no further business to discuss, motion by Donna, supported by Don to adjourn the meeting. All ayes, motion carried. Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Denise (Strom) Favreau

**NEXT MEETING *ANNUAL***

**December 14, 2013**

**4:30 p.m. (Annual), regular Board Meeting to follow at 5:00 p.m.**

**The Gathering Place, Honor, MI**

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