

**BENZIE COUNTY COUNCIL ON AGING, INC**  
**BOARD OF DIRECTORS**  
**Board Meeting**  
**December 18, 2013**

The meeting was called to order at 4:35 p.m. Beverly gave the Prayer and asked for a moment of silence in honor of our friend, Bruce Andersen. All members and guests recited the Pledge of Allegiance. Roll call of members was completed. Members absent: Bob McQuilkin and Don McCash. Guests: Karl Sparks, Benzie County Administrator; Frank Walterhouse, BCBC; and Linda Saffron.

Additions to Agenda: under Action Items- (E) Board Chair to sign Extension of Services Agreement of 2014 between Benzie County Council on Aging and Benzie County/Commission on Aging. Under New Business- (F) Board member letter of resignation to discuss. Motion by Ron, supported by Rosemary to approve the agenda as amended. All ayes, motion carried. Corrections to minutes for Special meeting of Nov. 11, 2013-the spelling correction of "Carl Sparks" corrected to Karl Sparks; and change the date of the meeting from Dec. 14<sup>th</sup> to Dec. 18<sup>th</sup>. Motion by Donna, supported by Ron, to approve the minutes with the corrections. All ayes, motion carried. Finance Committee Report was given by Jane Elzerman. Motion by Denise, supported by Niel for approval of the Finance Statements for November. All ayes, motion carried.

**Public input-Suggestion box-**No public input, and the suggestion box was empty.

**Information Items:**

- A. Directors Report-** Doug gave the director's report for December. Doug reports he's had several quotes for a partition at TGP. BCCOA was awarded \$4,500 from the Community Foundation. This money will help to launch the Senior Dental Care Initiative Program.
- B. Programs/Services Report-** Home delivered meals continues to increase. Dining out there were frustrations, because restaurants are not turning in their vouchers on a regular basis. One restaurant turned in 12 months worth of vouchers. (this hurts the budget). There's been an increase in requests for bus tickets.
- C. Senior Center Update-** Sabra reported for Dawn. The Benzie Bucks auction is Dec. 20<sup>th</sup>; Christmas Lunch is Dec. 23<sup>rd</sup>.; and the New Year's Eve party is Dec. 31<sup>st</sup>.
- D. Board of Commissioners Update-** Frank Walterhouse reports the County is updating security in the governmental building. Karl Sparks reports they are looking into ways to offer OMA and FOIA training.
- E. Extension of Service Agreement Contract-** Motion by Ron, supported by Denise to have Board Chair Beverly Holbrook sign the Extension of Services Agreement for 2014 between the Benzie County Council on Aging and the Benzie County/Commission on Aging. All ayes, motion carried.

**ACTION ITEMS:**

- A. **Election of Officers- Benzie County Council on Aging Board of Directors officers is as follows:** Board Chair-Beverly Holbrook (nominated by Niel, supported by Donna); Vice Chair-Ron Dykstra (nominated by Denise, supported by Niel); Treasurer-Jane Elzerman (nominated by Donna, supported by Niel); Secretary-Denise Favreau (nominated by Niel, supported by Rosemary).
- B. **Approval of the Procedure for Handling Incoming Monies-** Motion by Ron, supported by Jane to approve the procedure for handling incoming monies. All ayes, motion carried.
- C. **Board Resolution to submit a grant to Benzie Community Chest for BCCOA Senior Dental Care Initiative.** Motion by Niel, supported by Rosemary to approve the board resolution for the BCCOA Executive Director to submit a grant in the amount of \$5,000 to Benzie Community Chest for BCCOA Senior Dental Care Initiative. All ayes, motion carried.
- D. **Village of Honor Request to share new culvert expense-** After discussing this matter, a motion by Donna, supported by Niel to donate \$200 with a one-time stipulation to the new culvert expense. Roll call vote taken. All ayes, motion carried.

#### **NEW BUSINESS**

- A. **FY'2013 Annual Report-** Doug presented the Board with the Annual Report for FY'2013.
- B. **Report Draft of County of Benzie and BCCOA "Agreement and Covenant"-** Motion by Donna, supported by Niel to sign the Report Draft of County of Benzie and BCCOA "Agreement and Covenant". All ayes, motion carried. Board Chair Beverly Holbrook signed, witnessed by Denise Favreau.
- C. **Needs Assessment Steering Committee Report-** Kevin Woods from Woods Consulting continues to meet with the committee. The week of Dec. 16<sup>th</sup> a hard copy of the survey will be done at TGP, and a test of the on-line version of the survey with St. Andrew's Church congregation via Survey Monkey will take place around the same time. Based on the test results, Woods and the Board will develop methods of broad distribution of the survey in January 2014.
- D. **Schedule of 2014 BCCOA Board Meeting Dates-** Distributed.
- E. **Letter of Resignation-** We received a letter of resignation from Don McCash. Doug reports that on the Web page is an on-going advertisement for new board members. One application has been received. We now have eight board members.

#### **OLD BUSINESS**

- A. **Fund Development Committee Report-** Ron Dykstra reports that 206 appeals letters went out with 244 to go. So far we've gotten 3 responses.

**PUBLIC COMMENT-** Linda Saffron commented "Good Meeting"

**BOARD ROUNDTABLE DISCUSSION/EVALUATION OF MEETING:** Donna suggested since, all the reports are sent to board members in advance before each

meeting; instead of having to have each person, i.e., Doug, Dawn, Sabra etc. repeat the information, we should consider asking questions of reports. All board members agreed.

There being no further business to discuss, motion by Denise, supported by Jane to adjourn the meeting. All ayes, motion carried. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Denise M. Favreau  
Secretary

**NEXT MEETING**  
**Wednesday, January 15, 2014**  
**4:30 p.m.**  
**The Gathering Place, Honor, MI**