

BENZIE COUNTY COUNCIL ON AGING, INC.

BOARD OF DIRECTORS MEETING

DEC. 17, 2014

Chair Bev Holbrook called meeting to order at 4:30 p.m. Ron gave the Prayer of Invocation; the Pledge of Allegiance was said by all. Roll Call: Present: Bev Holbrook, Ron Dykstra, Jane Elzerman, Niel Haugen, Rosemary Russell, Donna Malecki and Denise Favreau. Bob McQuilkin was absent (not excused). Also present: Doug Durand, BCCOA Exec. Dir.; Sabra Boyle, Exec. Assist.; Frank Walterhouse and Glen Rineer, BCBC and two guests. Niel announced that he would be gone for meetings of January and February 2015. (Excused). Items added to the agenda under Action Items (B) Board member Commitment Form, and (C) Board Member Role Description. Under New Business (E) Revised Employee Handbook 30 Day Review, and (F) Board of Directors Application Handout. Motion by Denise, supported by Rosemary to approve the agenda as revised. All ayes, motion carried. Motion by Ron, supported by Jane to approve the minutes of the 12/2/14 meeting. All ayes, motion carried. Motion by Denise, supported by Niel to approve the Financial Statements for November 2014. All ayes, motion carried. Jane stated that there is an account of \$48.00 that is seriously past due by a client, and suggested it be written off as bad debt. Motion by Ron, supported by Denise to write off the amount of \$48.00 as bad debt. Roll call vote: Bev Holbrook, aye; Ron Dykstra, aye; Jane Elzerman, aye; Niel Haugen, aye; Rosemary Russell, aye; Donna Malecki, aye; Denise Favreau, aye; and Bev Holbrook, aye. All ayes, motion carried. Bob McQuilkin, absent.

Public input: Linda Saffron stated that Orval parks up in the second row. He is a volunteer and should park in the back row. Dawn has talked to him about this. Suggestion Box was empty.

Information Items:

- A. Directors Report-November 2014-**Doug report was received. He added that the Federal Fund Bill was passed by the Senate. We are getting less funding than we did in 2010 for Sept. 30, 2015. More services are being provided. Ron asked Doug if we have an emergency fund available. Doug stated that although the money is not earmarked for emergency funds, we do have money in our bank account.
- B. Program/Services Report-November 2014-** Home Delivered Meals increase of 4.5% over November 2013. (2,590 meals); Congregate Meals 1,491 meals served. This is down compared to Nov. 2013 due to bad weather and two less days this year. We also had on average about 4 less customers a day this year compared to 2013. Dining Out Program showed an increase of 29% compared to Nov. 2103; Homemaker Program showed an increase of 38% compared to Nov. 2013; Guardian Medical Monitoring show 20 clients receiving this no charge service for Nov. 2014, and we currently have no waiting list.

Benzie Bus Passes-89 passes were given to clients in Nov. 2014, total value of \$1,335. The Gathering Place Senior Center offered a total of fourteen core activities that 221 people attended. The top 5 were Bunco, Yoga, Day Trips, Zumba and Wii Bowling.

- C. Senior Center Updates-November 2014-** Some of the upcoming events for the rest of December are: Cookie Swap at 1:00 p.m. (Dec. 18); Christmas Carolers during lunch (Dec. 22); Movie and Popcorn at TGP 1:15 p.m. (Dec. 22), the movie is "It's A Wonderful Life"; Christmas lunch with Mrs. Claus (Dec. 23); & New Year's Party from 6-9 p.m., (Dec. 31). Many more activities to come for 2015!
- D. Board of Commissioners Update-** County Commissioner Glen Rineer gave his final report. His term with the commissioners has ended, so this is his last meeting with us. Thank you Commissioner Rineer for your support.

Action Items:

- A. Compile 2015 Board of Directors Meeting Dates –** We discussed eliminating one meeting during the winter months. After much discussion, motion by Denise, supported Niel to eliminate the meeting of March 2015. Doug requested we move the April 2015 meeting from Wed. April 15th at 4:30 p.m., to Tues. April 14th at 4:30 p.m. Roll call vote taken: Ron Dykstra, aye; Jane Elzerman, aye; Niel Haugen, aye; Rosemary Russell, aye; Donna Malecki, aye; Denise Favreau, aye; and Bev Holbrook, aye. All ayes, motion carried. Bob McQuilkin, absent.
- B. Board Member Commitment Form-** An additional addendum was added: "We would appreciate a commitment of three (3) years, additional terms are an option". Motion by Donna, supported by Jane to approve the Board Member Commitment Form with the additional addendum. All ayes, motion carried.
- C. Board Member Role Description-** Motion by Denise, supported by Rosemary to accept the Board Member Role Description. All ayes, motion carried.

New Business:

- A. Benzie County Veteran's Affairs Report for FY '2014-** Doug sent a memo to Commissioner Glen Rineer and Bob Roelofs re: Number of Veterans and Dependents served through BCCOA, for FY Oct. 1, 2013 through Sept. 20, 2014. The total value of services provided was \$200,879. The largest amount was with the HDM at \$119,280 followed by Homemaking Services, \$46,410; Snow Removal, \$23,205; and the remaining 7 services totaled \$11,984.
- B. Peterson & McGregor Insurance Policy Proposal-**the liability insurance was \$10,000 more than what we pay with Cadillac Insurance.
- C. Projects from Year-End Appeal Letter/Card-** Our goal for the new van has been reached. We received a check from Richard Rineer for \$520; taking us over the amount

we needed (\$503). We raised \$4,995 from the Appeal Letter/Card project. Of that money, \$1,200 was spent to put together 110 gift bags for our HDM clients.

D. Committee Appointments- The following committees are currently in place:

1. Finance-Jane, Bev, and Donna
2. Fund Development-Bob, Ron and Bev
3. Personnel, Bylaws & Policy-Bev, Rosemary, Niel and Denise

At this time the Planning Committee will be tabled for discussion at a future board meeting.

E. Revised Employee Handbook 30 Day Review- Doug passed out the revised Employee Handbooks for us to look over and discuss at our next meeting.

F. Board of Directors Application Handout-Each board member was given two applications when recruiting potential new board members.

Old Business:

A. Policy Committee Update-Will meet again for Bylaw “cleanup”

Public Comment-Linda Saffron asked for an update on the Raffle License. Doug stated the application has been re-submitted. Doug also said the computers at TGP now have Wi-Fi connection and also informed us that Bonnie Fast is retiring in May.

There being no further business to discuss, motion by Rosemary, supported by Jane to adjourn the meeting. All ayes, motion carried. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Denise M. Favreau, Secretary

NEXT MEETING

Wednesday, January 22, 2015

4:30 p.m.

The Gathering Place Senior Center

