

BENZIE COUNTY COUNCIL ON AGING, INC.
BOARD OF DIRECTORS MEETING
April 20, 2016

Chair Beverly Holbrook called the meeting to order at 4:35 pm. Prayer of invocation was given by Bob, and the Pledge of Allegiance was said by all.

Roll Call: Present: Beverly Holbrook, Rosemary Russell, Jane Elzerman, Ann Dawe, Bob McQuilken Denise Favreau, Ron Dykstra, and Niel Haugen. Absent and excused are: Donna Malecki and Sylvia Bennett. Also present are Sabra Boyle and Douglas Durand. Frank Walterhouse County Commissioner came into the meeting after public comment..

Agenda

- Add under action items add B 2016 Budget Revision.
- Motion to approve the agenda with additions was made by Niel and seconded by Denise. All ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting, with several corrections, was made by Bob and seconded by Rosemary. All ayes being heard, the motion was carried to approve the previous minutes with corrections.

Finance Committee:

Doug reviewed the financial report. We are at 50% of our budget. Revenues were up by 11% this was due to charge for services, an increase in Dining out voucher purchases, donations including a large donation, volunteer wage in kind has increased as well as the activity leaders hours are now placed into volunteer wage in kind as well. We are receiving deposits for the planned trips. Some revenues that showed a minor decrease were minimal and nothing to be concerned with. Expenses were up by 14.7% this was mostly due to Payroll taxes, unemployment insurance, workman's compensation had a double payment, and accounting fees which were all anticipated. Dues, subscriptions and advertising also went up. The annual food service license for the health department was placed into the dues and subscriptions category. Advertisement was up due to seeking a kitchen assistant as well as contractors for the lawn chore programming. There were some increases in contractual services such as snow removal, some equipment repairs, and some pending projects such as Northsky. Overall we ended March with a deficit of \$12,398 which was budgeted for.

Public Input-

- There was no public in attendance and the suggestion box was empty.

Information Items

A. Directors Report: March/ April 2016

A copy was submitted to the board and Doug reviewed the highlights.

- The Hoop house: The students of Platte River have been planting in the hoop house this year. Jeff is now looking at utilizing the area behind the gathering place to plant some herbs and cherry tomato plants. The menus continue to be redefined with input from our seniors via comment cards. Some of the latest additions include homemade lasagna. There has been an increase of 955 meals to date and the new entrees are a big part of that. Our senior project fresh coupons have arrived, but we may need to purchase more to meet the needs this year when based on last year's participation.
- March for Meals was a great success this year. We are seeing increased business and community support! Many of our local businesses graciously donated a percentage of their proceeds to BCCOA. Senator Booher, Peter Marinoff, and many of our local celebrities went for ride a-longs. Another grant was submitted to continue support for this program.
- We continue work with the Red Cross for provisions of smoke detectors and/or batteries for our seniors.
- The Foster/ Adoption/ Kinship program is underway and we are already seeing this collaborative effort in the works. There are 91 identified families in our area, We continue to provide a cold supper for their meetings.
- Essential Needs Funds:
 - This last month we helped provide a senior family a new furnace for their home. This was a collaborative effort between our senior essential needs funds and funds obtained from other Benzie county community agencies. The senior essential needs funds also assisted with cost sharing for a resident to have cataract surgery, a client with severe dental needs, as well as water well replacement for another area senior.
- Snow Removal: This program has ended for the year,. Due to the mild winter the cost was reduced by 42%. Some of the savings will be transferred to lawn chore programs, to provide 2 additional mows over the season, and add a fall yard clean up. The remaining funds if any will be used for the increased food expenses due to the double digit increases in HDM and congregate meals. The retractable awing for the patio has been ordered!
- The Volunteer Recognition event will be at Trinity Lutheran Church in Frankfort.

B. Programming Report March 2016

- Nutritional Programming
 - HDM (Home Delivered Meals) 3781 meals were provided to 136 clients. This is an increase of 42% since 2014 and an 18 % increase from last year.
 - Congregate Meals has a 15% increase since 2014 and a 10% increase when compared to last year. Through the first six months 4,813 more meals were served than last year at this time.
- Other Services
 - The homemaker program serviced 256 units, this was stable from last month but increases are expected over the next few months due to our snowbirds returning.
 - Dining out increased by 58%,

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- 125 seniors took part in our snow removal program.
- MMAPS have seen 10 clients,
- 248 Benzie Seniors were provided with free tax preparation,
- 17 seniors received foot care,
- 98 bus passes were provided,
- 6 seniors received hearing evaluations,
- 25 clients have guardian medical monitoring,
- 4 Benzie seniors were signed up for dental services,
- Benzie county seniors enjoyed senior companion programing,
- 791calls for information and services were handled.

C. Senior Center Coordinator's Report for March/ April 2016

A report was submitted to the board. Doug Durand gave highlights.

- Our activities are up by 26% when compared to the same time last year. 12 core activities were offered in March 2016. 494 folks participated in those activities.
- Tech support is now being offered at the Gathering place. Appointments are being scheduled on Wednesdays for help with Smart phones, I pads, I pods, tablets and laptops
- A new program is starting in April. Essential Estate Planning it will be held every 4th Tuesday of the month from 9-4 at the administration office. Attorney, Courtney Marshall, experienced in estate law, will be available for a free consultation and review of your current estate planning. Once the review is done, a quote at a reduced rate, will be given for any services needed for the creation, revision and/ or updated estate plans
- The Social Security administration came in and assisted our seniors with the online process.
- MMAPS counselors came in and gave a Medicare 101 seminar.
- All about me Class was held,
- Karen Getz, OTR from POMH, presented ways to accommodate your home and what to expect from occupational therapy. POMH also held a blood pressure clinic and discussed how to dispose of medications.
- Earth Day brings Marlene Wood, for lunch to discuss recycling for Benzie County.
- Another laughter workshop is being held on April 27th.

D. County Commissioner, Frank Walterhouse, joined us after public comment.

- His update included the upcoming November election openings for the commissioners.
- County budgets/ suggestions to be in by First of May.
- Update on the Maples Medical care facility. The facility is hoping to be open by June or July, however, the roof issues continue to be problematic.

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Action Items

- A. Board resolution of the proposed BHHC and BCCOA merger.
Beverly read the proposal to the board. Doug will forward a copy to all board members. After the reading; Roll call of the board members was taken. All yes being heard. The board approved unanimously to approve the resolution as written.
- B. 2016 Budget revisions
A copy of the revised budget was given to the board members. Doug gave highlights for the necessary revisions and the justifications. Roll call was taken. All Ayes being heard the revisions to the budgets were approved by the board of directors.

New Business

- A. Older Michiganians Day
“A voice for Michigan Aging” BCCOA will be going to Lansing on May 11,2016 to celebrate this day with over 1,000 older adults from across the state. It will include a tour of the capital building, free lunch, a rally on the east lawn, key speakers, and a presentation of senior citizen of the year awards. State legislators, Booher and Schmidt will be there, and Governor Snyder has also been invited. Let Doug know if you’re interested in this trip.
- B. MI Cafe Contract (Bridge Card for Seniors): this will allow us to assist our seniors on line to sign up for a bridge card. We will receive 20.00 for each new sign up and 15 dollars for each renewal.
- C. The Updated Organizational chart was sent via e mail to the board members for review.
Beverly reviewed this chart with the board members. A motion to approve it was made by Robert and Seconded by Denise. All ayes being heard. The motion to approve the organization chart was made.
- D. Executive Directors evaluation
Beverly and Niel reviewed the comments for Doug’s evaluation. The general census gathered by the evaluation forms was his scores were mostly 5 and 4s with a couple of 3s. It was also noted that there was concern that he is working too hard and needs to make sure that he is taking time off so he does not burn out. The recommendations included: Doug is to receive an increase his annual salary by 5.5% based on this review. Another evaluation of his position will be addressed when the merger is finished and his wage will be based on his new job description and duties at that time. A motion to increase Doug's wage by 5.5% was made by Beverly and seconded by Jane. Roll call was done with all members voting yes. The motion was made to increase Doug's wage by 5.5% with a reevaluation of his salary being done after the merger is complete.

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Old Business

A. Fund Development

- Antique Appraisal
- Square Dance at PRA hall.
- Sip and Dab will be in June

B. March for meals

Was a great year totals are not fully in.

C. Update on HDM clients discharge survey tabled to next meeting

D. Advocacy news:

Good news for seniors in 2017. Funding is coming through and it should be a good year for our seniors.

ROUND TABLE DISCUSSION

There was no round table discussion.

ADJOURNMENT

A Motion to adjourn the meeting made by Ron and seconded by Rosemary. The meeting was adjourned at 6:45pm.

Respectfully Submitted,

Rosemary Russell, RNC
Secretary BCCOA

Next Meeting
Wednesday, May 18, 2016 at 4:30pm
The Gathering Place
Honor, Michigan 49640