

BENZIE SENIOR RESOURCES

BOARD OF DIRECTORS

MEETING MINUTES

April 15, 2020

Due to the COVID-19 pandemic and Governor Whitmer's "Shelter in Place" order, this board meeting was held via teleconference.

Chair Beverly Holbrook called the meeting to order at 4:33 p.m. Prayer of Invocation was given by Ron Dykstra. There was no Pledge of Allegiance recited. Roll call: Beverly Holbrook, Ron Dykstra, Denise Favreau, Nancy Mullen-Call, Rosemary Russell, Deborah Rogers, Al Amstrutz, Leo Hughes, Ingrid and Paul Turner. Also present: Doug Durand, Sabra Boyle and Commissioner Sherry Taylor.

Approval of the April 15, 2020 Agenda: Changes to the agenda: (1) Small Business Loan Application for Payroll Protection Plan under the CARES Act with possible action was moved to (2) under Action Items. Motion by Ron, supported by Al to approve the changes to the agenda. All ayes, motion carried.

Approval of Minutes from the previous meeting-February 19, 2020 (March 18,2020 Cancelled due to COVID-19). Motion by Rosemary, supported by Deborah to approve the minutes of February 19, 2020. All ayes, motion carried.

Finance Committee Report-Approval of BSR Financial Statement for February 2020 & March 2020. Deborah Rogers reports that Paul Turner has joined the Finance Committee. Doug reports that March 2020 ended with a deficit of \$8,353. Revenues were down by 17.8% or \$30,904. It was projected that BSR would end the month with a net gain of \$18,251. The large projected surplus was related to trip income that was planned, but now has been cancelled. Reasons for the decline are the loss of the trip revenue of \$17,200; the closing of TGP and suspending most of our services that took effect on March 17th related to COVID-19. Revenues impacted immediately were charges for services for meals at TGP and Dining Out Vouchers down 47%, congregate meal donations down 45% and fees for homemaking down 56%. Expenses for March decreased by 2.5% or \$3,879. Motion by Denise, supported by Rosemary to approve the Finance Committee report for February 2020 & March 2020. Roll call: Beverly Holbrook, Ron Dykstra, Denise Favreau, Nancy Mullen-Call, Rosemary Russell, Deborah Rogers, Al Amstrutz, Leo Hughes, Paul Turner and Ingrid Turner; All ayes, motion carried. None opposed.

INFORMATION ITEMS:

- A. **Director's Report**-Much of Doug's report was related to COVID-19 Pandemic. Many changes made to programs. Many of the services have been suspended until further notice. The Volunteer Recognition Event, Benzie County Senior Expo and Jamie Gray

Group Golf Outing Fundraiser Event have all been postponed to September or October 2020.

Timeline of changes:

1. **March 17th**-Closure of TGP and suspended services except for HDM and In-home Services. Switched to Curbside service meal pick-up in lieu of congregate meals. Notifications made to Homemaker Contractors that today would be their last day of provided services to their clients.
 2. **March 18-20**: Phone calls were made to all Homemaker Contractors clients to let them know the program was suspended due to the social distancing and initial guidelines that came from MDHHS. Contacted HDM volunteers on their own ability to continue to deliver meals, or if they wanted to take time off and look out for themselves. Placed orders for PPE for staff and volunteer.
 3. **March 23-27**: Reviewed all in-home care clients to determine level of care from life sustaining needs, to border line life sustaining needs, but could we reduce hours and exposure from our staff, and then the clients that did not meet the new updated life sustaining definitions from MDHHS, and that they also had a solid informal caregiver network of family and friends to temporary step in and provide basic care needs. Also looked at the regular customers that came to TGP for their meals and if some were at a higher risk of their nutritional needs not being met. And could benefit from the HDM program. Staff contacted HDM clients to offer new options to have their meals delivered.
 4. **March 30-April 3**: implemented our new In-Home Services schedule to reduce the risk of exposure for staff and clients.
 5. **April 6-10**: New volunteers coming on board, those volunteers that had to self-quarantine were now back in the fold. New PPE protocols went into effect for masks to be worn by all volunteers and staff. The focus for the next several weeks is to increase telephone reassurance phone calls to clients and look at how to get basic essential grocery needs out to those in need.
- B. **Program/Services Report-February 2020 & March 2020**-Home Delivered Meals: 4,416 meals were provided to clients in March 2020; approximately 175-185/day. Congregate Meals: The Gathering Place served 705 meals through March 16, 2020. From March 17-March 31, there were 339 curbside meals provided. Dining Out Program: 41 customers purchased 109 vouchers in March 2020. Dining Out program was suspended on March 17th. Homemaker Program: 378 service units were provided to 126 clients in March 2020. The program was suspended until further notice on March 17th. Snow Removal: For the season to date, 1,026 plows to 154 clients. Working on closing out the program for the season. Guardian Medical Monitoring: Thirty-six clients receive this service at no cost; seven are currently on the waiting list. Benzie Bus Punch Cards: 95 bus passes were issued in March at no cost to clients. This represents 1,140 rides for the month. We expect to see a decline in requests for bus passes due to the social distancing orders and

seniors electing to stay home. Information & Assistance: 1,126 calls were handled in March regarding information and Assistance for services and questions related to older adults. MMAPS: Ten people were helped with Medicare/Medicaid needs in March by telephone. Estate Planning: Suspended until further notice. Senior Companion Program: Suspended until further notice by Catholic Human Service. Foot Care Clinic: suspended until further notice. In-home foot care services will be performed only in an emergency. Benzie Senior Dental Program: Still sending out applications and giving out vouchers, but services are extremely limited. Emergency Senior Essential Needs Fund: Accepting applications and did help one individual with wood delivery. There is 3 more pending. Income Tax: Prior to the shutdown, the tax preparers did assist 123 returns, but now this program is suspended until further notice. The Gathering Place Senior Center: Prior to the shutdown on March 17th, 296 cumulative number of individuals had participated in the offered activities. In-Home Services: Total number of client hours and visits increased as compared to February 2020. Numbers for April and into May will show declines as the agency implemented the new guidelines from MDHHS with regards to life sustaining services definitions for in-home client services.

- C. **Senior Center Update-February 2020/March 2020**-none
- D. **COVID-19 Emergency Plan Update**-Planning on how to slowly implement the restart of services when that day does come; and do we look at conducting activities? And do we still look at ways to distance people for a longer time frame just to be proactive in case of a resurgence of COVID-19.
- E. **Board of Commissioners Update**-Commissioner Taylor reports that a meeting for 4/14 passed a resolution to extend the screening and testing for COVID-19 testing and temperature taking. She also reports that she listened in on a video conference of National Association of Counties for Seniors: Caring for Aging Population. Senator Gary Peters went over the stimulus package for Senior Programs and essential needs workers. Also reports the Benzie County Road Commission is considered essential needs workers so construction will begin on Homestead Road from Marshall to Pioneer Roads; and US-31 from Stapleton Corners going south to the Betsie River bridge.

ACTION ITEMS:

1. A motion by Al, supported by Ron for a Board Resolution to allow Doug to act as authority on behalf on Benzie Senior Resources to amend The Gathering Place Commercial loan. Roll call vote: Beverly Holbrook, Ron Dykstra, Denise Favreau, Nancy Mullen-Call, Rosemary Russell, Al Amstrutz, Leo Hughes, Paul Turner and Ingrid Turner. All ayes, none opposed. Motion Carried. Excused: Deborah Rogers
2. A motion by Nancy, supported by Ron for a board resolution to allow Doug Durand and Sabra Boyle to act on behalf of Benzie Senior Resources to apply for the Small Business Loan for the Payroll Protection Plan under the CARES Act with possible action. Roll call vote: Beverly Holbrook, Ron Dykstra, Denise Favreau, Nancy Mullen-Call, Rosemary

Russell, Al Amstrutz, Leo Hughes, Paul Turner and Ingrid Turner. All ayes, none opposed.
Motion carried. Excused: Deborah Rogers.

NEW BUSINESS:

1. Cancellation of Events/Programs/Staffing-COVID 19 Related-Cancellation of Events were discussed in Directors Report. Three kitchen assistants were laid off and adjustments in hours were made to three other staff. Started to see some staff felling increased anxiety over the uncertainty and worries. Doug is encouraging the use of PTO for longer weekends and time off in general to recharge themselves. When services are restarted the serving lines may change a bit; some tables will be taken out with eight chairs at each table; not going to do multiple activities at one time. Doug is using April and May to look at other options.

OLD BUSINESS:

1. Millage Renewal Presentations and August 4 Primary-Ballot language is still being worked on. Doug is going to reach out to Township clerks for the best way to highlight BSR information.

There being no further business to discuss, meeting adjourned at 5:27 p.m.

Respectfully Submitted,

Denise Favreau, Board Secretary

NEXT MEETING

May 20, 2020 @ 4:30 p.m.

The Gathering Place Senior Center, Honor, MI 49640