**BENZIE SENIOR RESOURCES**

**BOARD OF DIRECTORS**

**MEETING MINUTES**

**OCTOBER 16, 2019**

Vice Chair, Ron Dykstra, called the meeting to order at 4:30 pm. Prayer of Invocation was said by Ron; Pledge of Allegiance was said by all members and guests. Roll Call: Ron Dykstra, Nancy Mullen-Call, Al Amstrutz, Jane Elzerman, Leo Hughes, Rosemary Russell and Denise Favreau. Excused: Bev Holbrook and Deborah Rogers. Also present: Doug Durand, Sabra Boyle and Commissioner Sherry Taylor.

**Approval of the October 16, 2019 Agenda**: Motion by Nancy, supported by Al to appove the agenda as presented. MOTION CARRIED.

**Approval of Minutes from the previous meeting-September 18, 2019**: Motion by Rosemary, supported by Jane to approve the minutes of Sept. 18th. MOTION CARRIED.

**Suggestion Box Contents**: Empty

**Public Input**: None

Finance Committee Report-Approval of BSR Financial Report for September 2019: No quorum for the Finance Committee. Doug reports revenues were up by 16.3% or $25,631; however, we ended Sept 2019 with a net loss of $66,401. Expenses were up by 52.4% or $85,564. The largest increase is related to an accounting entry to charged accrued employee paid time off on Sept. 30, 2019 to Fiscal Year 2019 in the amount of $37,653. We are up to date with MERS payments $9,075. Denise made a motion to accept the Financial Report for Sept. 2019. Roll call vote: Nancy Mullen-Call, Al Amstrutz, Jane Elzerman, Leo Hughes Rosemary Russell, Denise Favreau and Ron Dykstra, ayes; none opposed. Excused: Bev Holbrook and Deborah Russell. MOTION CARRIED.

Ron adjourned the board meeting at 4:50 pm and called the Annual Meeting to order.

**Annual Meeting Action Items**

1. Re-Election of 5 Board of Directors-Slate of nominees are: Beverly Holbrook, Ron Dykstra, Rosemary Russell, Jane Elzerman and Denise Favreau. Jane stated she is stepping down from the board as treasurer and board member. (time to be determined by Bev Holbrook). Motion by Nancy, supported by Leo to accept the slate of nominations for members Beverly Holbrook, Ron Dykstra, Rosemary Russell and Denise Favreau for re-election. Jane Elzerman’s resignation was accepted. MOTION CARRIED.
2. Schedule 2020 Board of Directors Meeting Dates-Motion by Denise, supported by Nancy to set the 2020 Board meeting dates for the third Wednesday of each month, at 4:30 pm. MOTION CARRIED.
3. Committee Appointments-(1) Finance (2) Fund Development/Marketing (3) Program and Personnel (4) Agency/Building needs (5) Nominating. A sheet was passed around for members to sign up for their chosen committee. Will be discussed at our Nov.

Ron adjourned the Annual Meeting at 5 pm and called the Regular Board Meeting to order.

**INFORMATION ITEMS**:

1. **Directors Report-September 2019/October 2019**-Doug's report was received by the board. Doug reports a 3-5% growth each year for In Home Health Care and Benzie Bus Punches. Client participation in the HDM Client Satisfaction Survey has been good with 55% returned in less than 2 weeks. He also said there were 211 people served for the Empty Bowls Soup Nite, including take-out meals. This was down some from past years. Time to start planning for the Holiday Christmas Gift Bag Program for over 200 homebound Seniors in the County. Letters have been sent out to previous churches that have participated in this project.
2. **Program/Services Report-August 2019/September 2019**-HDM: 4,290 meals were provided to 148 clients in Sept. 2019; down 3.3% compared to FY 2018 and up 11.2% compared to FY 2017. Congregate Meals: 1,812 meals in Sept. 2019. For FY 2019, a total of 20,545 meals, down 13.5% compared to FY 2018. “In the 10 County Region of NW Michigan, Benzie County is number 8 for total 60+ population, but we are number 4 in the number of Congregate Meals served, and number 3 in the number of HDM served. This emphasizes how successful our nutritional programs are and the benefits to the seniors of Benzie County”. Dining Out Program: 174 customers purchased 470 vouchers in Sept. 2019. Homemaker Program: 516 service units were provided to 127 clients (waiting list started in Sept. 2019); an increase of 1% from FY 2018 and up 9.8% compared to FY 2017. Another record year for Homemaking Program! Lawn Chore: 222 mows were provided in Sept., up 19% compared to FY 2018, and up 5.6% compared to 2017. Record year for the number of clients and mowings provided! Guardian Medical Monitoring: 33 clients receive this service at no cost to them. Ten clients are currently on a waiting list, highest number of clients we have assisted in paying for their units. Senior Project Fresh: 36 booklets for a grand total of 240 for the season. Record amount of coupon booklets dispersed. Benzie Bus Punch Cards: 142 bus passes were issued in Sept., representing 1,704 rides for the month. Up 4.5% compared to 2018, and up 17% compared to 2017. Record year for the number of clients and bus passes issued. For the year, 20,424 rides were provided through BSR for seniors. Information & Assistance: The agency handled 792 in Sept.; down 0.5% compared to 2018 and up 1.8% compared to 2017. MMAPS: 15 people were helped with their Medicare/Medicaid needs in Sept., showing a 15% increase in number of hours provided to 185 clients for FY 2019. Hearing Clinic: No scheduled hearing clinic in Sept; but a new collaborative partnership has been established with Advanced Hearing in Benzonia. Estate Planning: 6 people were provided estate planning counseling at no cost. Senior Companion Program: 7 clients benefit from this program. Foot care: 38 people were provided foot care at the clinics, and 11 clients were seen in their homes in Sept. Benzie Senior Dental Program: 9 people received financial assistance for dental care in Sept. Emergency Senior Essential Needs Fund: 4 clients received financial assistance for wood delivery, water line work, eyeglasses and medical supplies, in Sept. The Gathering Place Senior Center: 18 core activities were offered and 3 special events that 684 cumulative number of individuals participated in. Top attended activities for Sept: Music Programs, Card Games/Board Games/Crafts; Fitness & Exercise Groups; Health, Wellness and Educational and Day Trips. The Activity attendance is down 10.5% compared to FY 2018. In Home Services: For Sept. Number of service clients is up 11.3% compared to FY 2018. Total number of in-home care service hours is up 4.4% compared to 2018. Total number of in0home care visits is up 8.6% compared to 2018. These are a record number of clients serviced, service hours and client visits since the merger in October 2016.
3. **Senior Center Update-August 2019/September 2019**: Dawn’s report was presented to the board. Busy as usual!
4. **Board of Commissioners Update**: Sherry Taylor reports a joint meeting is set for 11 am, Oct. 17th with the DHHS and Board of Commissioners re: Maples building. Also, from 1:30-3 pm, Monday Oct. 21st, Benzie County celebrates 150 yrs., held in the Frank Walterhouse Room of the Government Center. Commissioner Taylor also reports the changes in MERS from defined benefit to the defined contribution.

**ACTION ITEMS**:

1. Bad Debt Write Off-Commissioner Sherry Taylor volunteered to pay the bad debt of $136.00. Our thanks to you, Commissioner Taylor.

**NEW BUSINESS**:

1. Review/Recommendations of the Evening meal served on September 25-The event was successful. Counting the normal lunch meal and evening meal, 100 meals were served. Most all thought the evening meal was a great idea, makes a nice social time for late afternoon. However, some asked about the lack of dinner music. The consensus is to provide and evening meal at least twice a month. However, because of the winter and how early it gets dark and the road conditions during the winter, especially in the evening. So, the months to over the evening meal would be April through September. In the summer, we might even be able to offer a cookout on the patio. Entertainment could be an option.
2. Review results of the New to Home Delivered Meals Client Survey and new revisions-A survey will go out every two weeks to new clients. Also, the HDM meal will not be a frozen meal again. Even though no client voiced a concern, we will look at an easy meal to prep and serve, I.e. Chicken Caesar or Cobb Salad.

**OLD BUSINESS**:

1. Fund Development Update
2. Walk-a-Thon final report: $21,000 so far but with checks coming in from the Rotary, we will reach our goal of $22,000.
3. Update on Year-End Appeal Program-$19,045
4. Jamie Gray Group Golf Outing Fundraising Event for June 2020-Coldwell Bankers.

Shop-n-Save has given us permission to pass out shopping lists to customers to fill our Christmas Bags, Nov. 20th. Doug will email a signup sheet for volunteers.

Nov. 14-Jan 3 is Share the Love Subaru. Serra Subaru of Traverse City will donate $250 to MOW America for every new Subaru sold.

Christmas cards are going out without donor slips. These are more of a thank you for donations and support of our agency.

There being no further business to discuss, meeting adjourned at 5:38 pm.

Respectfully submitted,

Denise Favreau

Benzie Senior Resources Board of Directors Secretary

**NEXT MEETING**

**November 20, 2019 @ 4:30 pm**

**The Gathering Place Senior Center**

**Honor, Michigan**