

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
December 16, 2020
Zoom Virtual Meeting
Meeting ID:98913527168**

Chair Nancy Mullen Call called the meeting to order at 1631 pm.

Prayer of invocation was given by Al, and Nancy thanked Al for being so responsible and giving the invocations in the past, she asked AL and Ron to take turns with the invocation.

Pledge of Allegiance was said by all.

Roll Call:

Present: Nancy Mullen Call, Ron Dykstra, Rosemary Russell, Al Amstutz, Deb Rogers, Leo Hughes, Ingrid Turner, Paul Turner, Pam Howe-Perry, and Linda Ringleka, Absent and excused is Denise Favreau. Also present are Sabra Boyle, Douglas Durand, county commissioner Sherry Taylor and no public is present.

Approval of Agenda

- Motion to approve the agenda with changes made with addition of #4 under Action Items: Resolution for Doug to apply for Benzie County Community Chest Grant. Motion was made by Ron Dykstra and Seconded by Deb Rogers.
 - Roll Call to approve the agenda with additions: Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Motion carried by board vote.

Minutes

- A motion to approve the minutes with changes to *Deb Rogers name and Nancy Mullen Call's name not hyphenated* was made by Al Amstutz and seconded by Ron Dykstra.
 - Roll Call to approve the minutes with changes: Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Motion carried by board vote.

Public Input

- A. The suggestion box was empty.
- B. No other public was present.

Information Items:

- A. The Executive committee
 - Nancy Mullen Call gave an overview of the last committee meeting. The executive committee would like to start working on Job descriptions, Bylaws and Definitions of committee's roles and responsibilities.

B. Fund Development Committee: Ron Dykstra reported that there was no meeting in December and the meetings will resume in January 2020.

Doug reported the following:

- We are currently at 70% of our goal for the year end appeal.
- Christmas cards have been sent out with remittance return envelopes inside for those that have yet to respond to the yearend appeal.
- Client Christmas bags have been distributed with a total of 245 bags delivered. Over 280 loaves of banana bread were made by several kitchen staff and 2 other volunteers on a Saturday that was included in the Christmas Bags.

C. Directors/Report and D. Program Services Reports:

A copy was submitted by Douglas Durand and received by the board. Doug gave some highlights of this report including:

1. COVID-19 19 changes by the day and protocols/procedures get updated as needed.
2. Our community has been generous with giving this year, and we were able to add an additional 45 Christmas bags with donations. This is our highest numbers to date.
3. Medicare open enrollment has ended, and we were able to assist 75 seniors with their Medicare choices.
4. Snow removal program is now in place and we have signed up 135 clients.
5. Doug has always had a Holiday celebration for staff and their significant others. This year he provided breakfast for the Home Healthcare Department. Lunch was provided for The Gathering Place Staff and then another lunch for the office staff.
6. HDM Program: 6,644 meals were provided in November to 208 clients. This is a record-breaking number.
7. HDM Vehicle Fleet: Doug reported that for 2021, the 2005 needs to be replaced and that will be one of our goals. This will be accomplished through grants and fundraising. In the past the Grand Traverse Band of Ottawa and Chippewa Indians 2% Allocation Grant and we will be eligible to re-apply with the Benzie County 100 Women Who Care starting in April 2021.
8. Government is looking at another relief package for a possible vote by the end of December. Within the relief package is additional funding for the nutritional programs. Also, the goal is to approve the 2021 \$1.4 Trillion Federal Budget. Kudos to Washington.
9. Paul gave kudos to the staff for going above and beyond.

E. County Commissioners Report Presented by Sherry

1. Rezoning for affordable housing was approved. R2. Pilot was approved and support for use of parcel. Stacey Alley will be closed to thru traffic by use of removal pylons for EMS use. Parking for the apts. will be planned for across the street.

2. Healy restoration: The county commissioners have a booklet of facts explaining how everything works and it is on the website this will increase education for everyone.
 3. Jail is currently under an audit from MSP and MDOC r/t recent inmate hanging. The county jail has every 30min checks with verification. State of MI recommends every hour checks. This inmate had many preexisting conditions. County will keep us informed of the outcome of this audit.
4. This will be Sherry's last meeting. Tim Marky will be taking over.

F. Doug did his annual presentation to the County regarding the 2020 Annual Report to the county on December 8, 2020. The BSR BOD is receiving their copy of the 2020 Annual Report.

- The county gave kudos for the work that has been done above and beyond during COVID. The 2020 Annual Report will be placed on the website.

G. New surveys for HDM client survey.

- This happens approx. 2 weeks into services. Staff is performing these surveys and they are really liking the great responses.
- Compared to the larger annual HDM Survey, we have improved in the numbers of clients having difficulty chewing and swallowing some meat options. Smaller pieces of meat and softer meats are being provided more often.
- Approximately 1,500 frozen meals will go out next week for Christmas Eve and Christmas Day on the routes.

H. Discharged HDM clients survey.

- This survey is given to clients that are on the program for a limited time. They may be folks that were hospitalized and needed HDM to get them through until they or their family could provide services.
- One of the questions presented was: Would you have had a hot meal other than from BSR/ HDM?
 - 28% of those questioned said yes, they would have had a hot meal.
 - 28% said no they would not have had a hot meal,
 - and 44% were unsure.

I. Holiday Christmas bag report.

- Ron questioned if all churches were approached. Doug reported that in September that a letter is sent out to churches to offer the opportunity to participate in the Christmas Bag Program. This year we had 11 churches plus the Governmental Center.
- Update was presented above: Our community has been generous with giving this year, and we were able to add an additional 45 Christmas bags with donations. This is our highest numbers to date.

J. Covid-19 Agency response report.

- We are relying heavily upon client honesty as to whom is in and out of their house. So, we are just treating everyone like they have it. Using PPE and protecting the staff.

- Staffing has been challenging when they must self-imposed quarantine.
- Use of contactless delivery of meals.
- COVID-19 test results are still taking up to 5+ days to receive the results. Rosemary will look into this and get back to Doug with information and turnaround times for COVID testing for staff members.

Action Items

1. **Finance Committee** November 2020 financial report and the 2020-year end reports
 - a. Our finances look decent with some grants.
 - b. We are waiting for the final discussion from Amber, the auditor.
 - c. There were some adjustments made in the MERS formula for the year and a couple of adjustments for late invoices.
 1. A motion was made by Al and seconded by to approve the November 2020 financial report and the yearend report with adjustments from Amber, our Auditor, as needed, was seconded by Ron. .

2. Roll Call: to approve the November financial report and the yearend reports with the adjustments made by Amber our auditor, Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Motion carried by board vote.
2. **Invocation Discussion:**
 - a. The board discussed the invocation. All were in favor of keeping the prayer of invocation with Ron and Al taking turns,
 - b. Any other board member is welcome to join in the rotation should they want to.
 - c. Roll Call: to keep the prayer of invocation and have Al and Ron to alternate months and the inclusion of any other board member who would like to say the invocation Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Motion carried by board vote.

3. **Formalize Board Resolution to Form the agency/ building needs committee-**
 - a. A motion for Board Resolution to form the agency/building needs committee and board approval was made by Rosemary Russell and seconded by Al Amstutz.
 - b. Roll Call: for board approval for the resolution to form the agency/building needs: Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Board approval for the resolution was carried by unanimous board vote.
4. **Motion is needed for Doug to apply for Benzie County Community Chest Grant**
 - a. A motion was made by Al Amstutz and Seconded by Deb Rogers to allow Doug to apply.

b. Roll Call: Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Board approval for the motion was carried by unanimous board vote.

New Business See Information items for new business.

Old Business see Information items for old business.

PUBLIC COMMENT

No public comments

ROUND TABLE DISCUSSION no round table discussions.

ADJOURNMENT

a. A motion to adjourn the meeting was made by Nancy Mullen Call and seconded by Deb Rogers. Roll Call to adjourn the meeting: Nancy Mullen Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deb Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes.

Meeting was adjourned at 5:41pm.

Respectfully Submitted,

Rosemary Russell, RNC, EDTNCC, DONALTC
BSR Board Member

Next Meeting Wednesday, January 20, 2021 @ 4:30pm
Benzie Senior Resources Zoom Virtual Meeting
Please contact BSR administrative offices 231-525-0600
for Zoom meeting ID and Passcodes.