

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
November 18, 2020
Zoom Virtual Meeting
Meeting ID: 992 3748 1993**

Chair Nancy Mullen Call called the meeting to order at 16:37 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 the board to think about taking turns with the invocation, continuing as we have been doing, or eliminating it all together. The board decided to think about it and give feedback at the next meeting.

Pledge of Allegiance was said by all.

Roll Call:

Present: Nancy Mullen-Call, Ron Dykstra, Rosemary Russell, Al Amstutz, Deborah 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.

New Board member introductions: Nancy gave introductions to the board of our newest members: Pam Howe-Perry and Linda Ringleka. Both gave introductions of themselves and how they envision their role in assisting the seniors of Benzie County. Welcome Pam and Linda from the board.

Approval of Agenda

- Motion to approve the agenda with as submitted was made by Al and seconded by Ron
 - Roll Call to approve the agenda as submitted: Nancy Mullen-Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deborah Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Absent and excused is Denise Favreau. Motion approved 10 yes and 0 no.

Minutes

- Nancy made a suggestion to strike a statement from page 2 of the previous minutes after some discussion with Doug as to how that number came about: "Overall 13000 meals were provided"
- A motion to approve the previous minutes with the changes was Paul and seconded by Deb .
 - Roll Call to approve the previous minutes with corrections: Nancy Mullen-Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deborah Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Absent and excused is Denise Favreau. Motion approved 10 yes and 0 no.

Public Input

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

Finance Committee

- A. Statement of financial income and expense was submitted to the board.
- B. A review of the financials was given by Debra Rogers,
 - There looks like a large excess, but this amount will slowly decrease as the fiscal year continues.
 - Finance committee would like to change the time of the meeting to 3:30pm just prior to the full board meetings.
 - Recent audit into the financials of BSR was done by our Auditor and Sabra a report shall follow the outcome was 99.99% of monies for last year were accounted for and there was a \$44.50 discrepancy which was most likely one lost receipt.
 - Payroll protection money granted to us has been spent and 100% went to payroll.
 - Cares account monies will go to 3 serving tables that will be necessary for us to go from buffet to plated foods when we reopen (recommended by CDC/MI infection control plan)
 - Overall expenses are down a little due to closures at the gathering place and decreased need for staff.
 - Nancy also made a statement regarding our pension liabilities going from \$584,000 to \$605,000 due to a formula used by the auditor.
 - A motion to accept the finance committee report was made by Paul and seconded by Al. Roll Call to accept the finance committee report: Nancy Mullen-Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deborah Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Absent and excused is Denise Favreau. Motion approved 10 yes and 0 no.

Information Items:

- A. The Executive committee chaired by Nancy Mullen Call would like to have a monthly submission report from all of the committee's meetings:
 - 1. Committees should meet monthly and/or as needed.
 - 2. All committee meetings should present a meeting report to the board.
 - 3. Executive committee would like to look into board member training and a board retreat looking at duties and responsibilities
- B. Directors/ Program Services Report:

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

 - 1. COVID-19 changes and protocols are rapid and ever changing.

 - 2. We have 11 new HDM clients in the last several days and there has been an increased spike with clients and needs.

3. BSR reordered another 50 seven-day shelf stable emergency boxes.
4. Dawn and Doug applied for a \$5000.00 Senior Center Grant through the State of Michigan to provide fruit and produce bags that are similar to the USDA boxes that were from last year (USDA boxes won't continue this year). This grant would provide fruit/ produce for 700 additional bags. Our cost is \$7.06 per bag.
5. Benzie bus meeting went well. They are providing delivery services for shopping (30# pounds or less) for \$3.50 delivery for seniors. They pick it up from the shopping center and deliver it to our seniors.
6. Benzie County Ministerial Association will be doing their annual Community Thanksgiving Service will be viral and they have selected BSR to be the recipient of the good will offering. Doug will be doing a video of the agency's services and needs. Doug will focus on the Christmas Bag Holiday Program and the need for donated items. will be assisting us by receiving an offering that will be given to us to assist with the Christmas bag program. Our current mark set for the bags is at 200 bags.
7. The community is responding by dropping off items and monetary donations.
8. Appeal letters have gone out and will be focusing on sending out appeal letters to responsible parties of clients with a special note to be included.
9. Currently, there are 80 clients signed up for Snow Removal and contractors have signed contracts for the upcoming season.
10. One of our Home Health Care Aides is currently in a CENA training class that is being paid through a grant for 100% of the tuition.
11. Subaru Share the Love Event begins on November 17th and it will have a different set of activities related to COVID-19.
12. We are stocked with PPE's. Communication letters sent to clients and families regarding the new CDC recommendations for families getting together over the holidays and initiating new guidelines for providing in-home services with the focus on staff and client safety protocols.

C. County Commissioners report presented by Sherry

1. Sheriff office is closed to walk-ins
2. Appointments for sex offender registry,
3. Government center only has one person at a time in the office for social distancing.
4. Courts are being done virtually
5. Land bank: We are on the home stretch for extension till next year. PUD planned unit development. for reducing tax collection.
6. Thompsonville's new construction of affordable housing habitat for humanity is building.

Action Items

- A. We need a motion to approve BSR and Benzie County 3-year contract.
 1. Al made a motion to approve the 3-year contract that was reviewed by our lawyer and approved by Benzie county and Paul seconded the motion.
 2. Roll Call: Nancy Mullen-Call, Yes. Ron Dykstra Yes. Rosemary Russell, Yes. Al Amstutz, Yes. Deborah Rogers, Yes. Leo Hughes, Yes. Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes. and Linda Ringleka, Yes. Absent and excused is Denise Favreau. Motion approved 10 yes and 0 no.

New Business

- A. Board of directors meeting will be the 3rd Wednesday of the month at 4:30pm.
 - Sabra will provide a list of dates as well as updated copy of the board members demographics.
- B. Committee appointment. Several board members signed up for committees. Nancy and Sabra will provide a list of the committees as well as who has signed up for them at the next meeting.
 - The first person signed up will contact the others on the list and schedule the first meeting during which time they can appoint the chair for each committee.

Old Business

- A. Fund development Ron gave information.
 - 850 appeal letters went out last week and so far 13 responses totaling \$3,000.00 have been returned.
 - Future considerations to have Board Members sign cards and sign thank you letters.
 - The Record Patriot will be placing an article on the Christmas bag program. We still need items and Clorox wipes are in short supply.
 - Doug will be looking at the Foundation Directory for grants and donation sources.
 - GT band usually is very approachable for vehicles. they historically have donated 2% of income for our fleet. we will address them in May.
 - We will be eligible to apply to the 100 Women Who Care beginning in April 2021.
 - Magnetic signs for the vehicles would be a great advertisement area for those sponsors of the walk a thon.

PUBLIC COMMENT

No public comments

ROUND TABLE DISCUSSION

- A. Al requested that Sabra send the board members a list of the new committees along with the participating members.
- B. Ron would like to develop an ongoing wish list for the agency.

ADJOURNMENT

The meeting was adjourned at 1744 pm.

Respectfully Submitted,

Rosemary Russell, RNC, EDTNCC, DONALTC
BSR Board Member

**Next Meeting Wednesday, December 16, 2020 @ 4:30pm
Benzie Senior Resources Zoom Virtual Meeting
Please contact BSR administrative offices 231-525-0600
for Zoom meeting ID and Passcodes.**