

BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING

February 17, 2021

Zoom Virtual Meeting

Chair Nancy Call called the meeting to order at 4:31 p.m.

Prayer of invocation was unavailable.

The Pledge of Allegiance was said by all on Mute.

ROLL CALL: Present: Nancy Call, Ron Dykstra, Deb Rogers, Rosemary Russell, Leo Hughes, Ingrid Turner, Paul Turner, Pam Howe-Perry, Linda Ringleka

Absent and excused: Denise Favreau and Al Amstutz.

Also present: Doug Durand, Sabra Boyle and Tim Marky County Commissioner

Agenda:

A motion to Approve the February 17, 2021 agenda with the addition of Under Action Items #4 Bad Debt was made by Deb Rogers and seconded by Rosemary Russell.
Roll Call to approve the February 17, 2021 agenda with additions: Nancy Call, yes. Ron Dykstra, yes. Deb Rogers, Yes. Rosemary Russell, Yes. Leo Hughes, Yes, Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes and Linda Ringleka, yes. Excused: Favreau & Amstutz.
Motion Approved.

Minutes:

A motion to approve the minutes from the previous meeting January 20, 2021 was made by Leo Hughes and seconded by Deb Rogers.
Roll Call to approve the February 17, 2021 agenda with additions: Nancy Call, yes. Ron Dykstra, yes. Deb Rogers, Yes. Rosemary Russell, Yes. Leo Hughes, Yes, Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes and Linda Ringleka, yes. Excused: Favreau & Amstutz.
Motion Approved.

Public Input – **By Telephone or Zoom Virtual Meeting** (Limit of 3 minutes for individual presentation and 15 minutes for group presentation) No public available.

Information Items

- Executive Committee Report- Nancy gave an update from the Feb 10 meeting. There was discussion about evaluations. Exc. committee looking at strategic planning Input from others and we should be able to schedule a strategic planning meeting soon. We are also looking into the building needs.
- Directors Report – December/ January (Doug apologized for jumping in with his report):
Fresh Produce boxes will continue through March and Doug as secured an additional 14 boxes weekly to go along with the 30 that are delivered weekly.
Next week Tuesday, 2/23 Dawn and Doug are picking up 40 shelf stable boxes from TC.
Receptionist position is now filled; they just accepted the offer today.

We have sent out 175 income tax packets to individual who are requesting their income taxes be done through Northwest Community Action Agency. Doing much of the work through the mail is time consuming, but we are getting through it.

Covid-19 Update: Contacting seniors to help them get registered on the BLDHD website.

Representatives from BLDHD came to visit the TGP Senior Center for a possible vaccine clinic.

- Fund Development Report Ron gave a report of the last meeting.

Cost to purchase 10 magnetic signs is \$287 from Image 360. These signs would be used to support businesses that either sponsor the Walk-a-Thon or the Home Delivered Meals Program.

Grant from the Benzie County Community Chest was approved for \$10,000 and will be used for the Senior Essential Needs Emergency Fund.

Postcards for meals on wheels participants who donated to the program. We only ask for donations for this and we are sending postcards to them for their donation. Several board members are personalizing notes on these cards and will be sent out when they are finished. March for meals campaign, currently not comfortable going out to restaurants related to covid.

Nancy will be submitting our name in April to the Benzie County 100 Women Who Care.

For the Year-End Appeal, we have exceeded our goal in fundraising.

Toot your own horn articles are being written to promote our services.

Ron asked, are new people who are getting HDM donating? Doug states yes, they are donating.

- Program & Personnel Report: Paul gave a report

Each month we will be discussing each program.

- Guardian monitoring system

- 38 clients are being provided this program.

- We might propose adjustments.

The committee reviewed all the job descriptions for the kitchen staff and current wage scale.

- Agency/Building Needs Report: Report by Leo

1st meeting Doug presented information current state vs potential needs of The Gathering Place.

We want to tour the facility and discuss what we would need.

Area 12 x 40 pad that is discussed as a potential 3 season room to increase our space needs.

- Program/Services Report – January 2021

1. Our numbers are up in the home health care area. We struggled with patients being exposed but this last month we were up and moving in a right direction.

2. HDM up 21.5 percent from January 2020.

3. Dental vouchers are on the increase. Delta Dental Grant is continuing through the summer.

4. Covid continues to impact but we are working around this.

- Board of Commissioners Update by Tim Marky

1. Financial officer resigned.

2. Deputy administrator submitted her resignation.

3. Board focusing on immediate needs for right now.

4. County administrator submitted his resignation.

5. Recruitment will begin for the above open positions.

6. Tim Marky is on 10 board committees and also serves as Fire Chief for Homestead Township.

- COVID-19 Agency Response Report by Doug

New updated guidance from MDHHS

Currently we are in Phase e, we need to be in Phase B prior to reopening the senior center to limited numbers. We can resume normal operations not until in the Low Risk Phase and after 60 days of maintaining the Low Risk category. If we do not follow the new guidelines, MDHHS will pull our state and federal funding.

Agency staff and volunteers are receiving 1st and 2nd doses of the vaccine.
We will continue to work with the Benzie/ Leelanau health department.

Action Items

Finance Committee Report by Deb:

-On the December 2020 Financials-Approval of the December 2020 Financials:

We are going to wait for approval of January's report due to typo.

Discussion on developing an Agency Reserve Policy is ongoing.

MERS we are looking at some ideas to help pay down MERS.

-Approval of the 2020 Financial Audit: A Motion to approve the financial audit was made by Ron Dykstra and seconded by Leo Hughes. Roll Call: Nancy Call, yes. Ron Dykstra, yes. Deb Rogers, Yes. Rosemary Russell, Yes. Leo Hughes, Yes, Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes and Linda Ringleka, Yes. Excused: Favreau & Amstutz. Motion Approved.

-Review and Approve Administrative Office Security Camera Package. Report by Doug with an explanation and reason for the putting in a security camera at both entrances and a camera in the lobby. The following bids were received:

Anavon-3623.00 came out to the building and submitted a bid of 3,623.

EPS submitted a bid of \$2,200 but with their mandated 3-year monthly agreement it brought up the total to \$3,280.

Due to the excellent service, we are receiving from Anavon and being local, Nancy made a motion to approve the Bid from Anavon for the security package. Seconded this was seconded by Ingrid.

Roll call: Nancy Call, yes. Ron Dykstra, yes. Deb Rogers, Yes. Rosemary Russell, Yes. Leo Hughes, Yes, Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes and Linda Ringleka, Yes. Excused: Favreau & Amstutz. Motion Approved.

-Sabra gave a report on two outstanding bills that have been not paid in over 1 year. Both bills have been turned over to a collection agency with no payment being submitted. Total bad debt write off is \$355.00. Motion by Pam to write off the bad debt. Seconded by Nancy. Roll call: Nancy Call, yes. Ron Dykstra, yes. Deb Rogers, Yes. Rosemary Russell, Yes. Leo Hughes, Yes, Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes and Linda Ringleka, Yes. Excused: Favreau & Amstutz. Motion Approved.

New Business

Doug reported that we received final notice from SBA that they accepted our final report related to the Payroll Protection Program and our loan was forgiven. The Finance Committee is in discussion of maybe using the savings of \$184,500 and to apply in a lump sum payment to MERS in an effort to reduce our liability.

Board Round Table Discussion/Evaluation of Meeting

None

Adjournment – Board Approval Roll Call Nancy Call, yes. Ron Dykstra, yes. Deb Rogers, Yes. Rosemary Russell, Yes. Leo Hughes, Yes, Ingrid Turner, Yes. Paul Turner, Yes. Pam Howe-Perry, Yes and Linda Ringleka, Yes. Excused: Favreau & Amstutz. Motion Approved.

NEXT MEETING – March 17, 2021 @ 4:30 pm By Zoom Virtual Meeting