

Benzie Senior Resources
Board of Directors Meeting
May 19, 2021
Zoom Virtual Meeting

Chair Nancy Mullen Call called the meeting to order at 4:33 p.m.

Prayer of invocation was said by Ron Dykstra

Pledge of Allegiance was said by all on mute.

Roll Call—Present: Ron Dykstra; Leo Hughes; Ingrid Turner; Paul Turner; Deb Rogers; Rosemary Russell; Linda Ringleka; Pam Howe-Perry; Nancy Mullen Call

Also Present: Doug Durand, Sabra Boyle, Dawn Bousamra and Benzie County Commissioner Tim Markey

Approval of the May 19, 2021 Agenda: Additions to Agenda under Action Items—Doug Durand added #6 Approve Signing Bonus for Staff and #7 Finance Committee Recommendation to move excess funds over the FDIC limit of \$250,000 into Maxmyinterest Internet Banking Sweep Program for a higher interest rate and all cash accounts under the protection of the FDIC. Motion by Ron Dykstra, supported by Pam Howe-Perry to approve the agenda. Roll Call: Leo Hughes, yes; Ingrid Turner, yes; Paul Turner, yes; Deb Rogers, yes; Rosemary Russell, yes; Linda Ringleka, yes; Pam Howe-Perry, Ron Dykstra, yes; Nancy Mullen Call, yes. **Motion carried.**

Approval of minutes from the April 21, 2021 meeting: Two corrections-- Leo Hughes did not have specific plans to get the tent. Just looking. Ingrid Turner noted the spelling of meet was incorrect. Motion by Ingrid Turner, supported by Deb Rogers to approve minutes. Roll Call: I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Hughes, yes; Mullen Call, yes. **Motion carried.**

Public Input: None.

Information items:

- A. Executive Committee Report: Nancy Call updated on May 12, 2021 Executive Committee meeting. Nancy said the committee discussed staffing issues, filling vacant BOD position and 6th route for HDM. Doug presented drafts of both a letter to clients, as well as an internal memo regarding vaccinations. Doug met with Board of Commissioners Community of the Whole to get approval for repair to door at Administration Office and resolve furnace issues. Doug clarified they only talked about door. The furnace is agency responsibility.
- B. Fund Development Committee Report—Ron Dykstra offered committee update. Nancy didn't get drawn for 100 Women Who Care. Doug did submit paperwork for pavilion for Walk-A-Thon (WAT). We will be doing a boxed brunch instead of buffet for WAT. We

have a number of grants pending. Benzie County Board of Commissioners approved grant of \$15,000 and that was mailed to the G.T. Band. MOWA (Meals on Wheels America) grant--should hear about in June for \$15,000. Oleson Foundation-- \$10,000 also should hear in June. Cherryland Cares grant—we did get awarded \$10,000, just have to wait until we purchase the vehicle, and they will reimburse us. Ron asked about the cost of new vehicles. Doug shared that volunteers prefer minivan type vehicles because of the ease of getting in and out with totes, frozen, breakfast bags, etc. There are two minivans Toyota Sienna and Chrysler Pacifica that will fit our needs. Tim Markey wondered if we would get the government discount, but Doug shared that we aren't a county entity. MOW has signed on w/ GM on special leases. Tim could send an email to see if we qualify. Paul asked if the county donate the vehicle. Doug shared that we have never used general fund dollars for the purchase of our fleet vehicles-always used grants and specified donations.

- C. Program and Personnel Committee—Did not meet in May.
- D. Agency/Building Needs Report—Leo said nothing to report.
- E. Director's Report/ Program Services Report.
 - a. Doug reported as of the 15th Benzie is still classified in Risk E category with Covid numbers but has steadily decreased in number of factors to drop to Risk D. Hopefully, we will be able to open soon but still have no concrete date.
 - b. Received \$5000 grant from MOWA for a Fresh Produce Bag program. Next week will be the last week we use the USDA grant produce boxes.
 - c. Senior Market Project Fresh letters to get mailed to last year's participants. We have 300 coupon booklets this year with \$20 in each one. Grow Benzie; Marvin's Gardens; Frankfort or Alberta Farmer's Market and Upnorth Fields at 115 and 31 are also locations where seniors can use their coupons. This is the most we've received from the State of Michigan. Last year, Benzie County Seniors had the 2nd highest redemption rate in the state to use the coupons.
 - d. Area Agency on Aging called to update that we will be receiving more funds from the CARES act. About \$90,000 this or next week for all of the disaster meals prepared this past year. Will have to be spent by September 30th of this year. We have some items that are in the works to be purchased as well.
 - e. May financials--Program numbers are stable. Only program that has taken a hit is the Dining Out program and that is due to Covid. Feel that as everything opens up we'll see the numbers back up. New billing system for Benzie Bus rides is working out great. 980 senior rides provided in April and paid for 4 delivery packages for seniors.
 - f. Still have client homes quarantined because of Covid, but that has decreased.
 - g. Information and Assistance numbers should say 1215 calls, not one.
 - h. Adding route 6. Staff discussed quite a bit. Going to be in a holding pattern. Currently, we have about 80 clients that are on the route that wouldn't normally

qualify for it. Covid caused state guidelines to receive HDM to loosen up. We are assuming that once we open some will come back to TGP and some will take a “wait and see” to see how safe it is. For now, we’re tabling route 6. Jeff wants to hold off and says the volunteers aren’t complaining. We are pushing for new HDM volunteer drivers in case we do have to add that 6th route temporarily.

- i. Covid vaccine client letter. We have received calls regarding whether our staff that is going to client homes are vaccinated. We have a letter ready to send out to our (Homemaker) HM clients and (Home Health Care) HHC clients to ask their preference if they prefer a vaccinated HM or HHA. Waiting on what MIOSHA does now that the CDC has made some significant changes before sending letters. We were told from MIOSHA that information would be coming this week.
 - j. Door—The Benzie County Commissioners Committee of the Whole voted and approved the front door change but their whole Board of Commissioners must vote on it Tuesday, 5/25/2021.
- F. Board of Commissioners Update: Tim—Still working on replacing administrative staff. Had a County Administrator, Deputy Administrator and Finance Office. Currently looking for County Administrator but instead of Deputy Administrator we have an HR/Finance Manager—Katie Zites. Comes from Grand Traverse County Deputy Clerk and has already started. We have a couple people filling in accounts payable and payroll until we can get that in place. Bullet proof glass is in and installed. Making BOC room video conference friendly. Major upgrade. Going forward the BOD will have to meet in person, but the public may want to participate virtually. Almost finished up on strategic plan waiting for a couple edits to approve. Because of CARES act Benzie County govt will be receiving 3.5 million but do not have clear direction on how we can spend it. Also, each township is getting funds as well. Homestead will be getting \$240,000. All townships getting money.

Nancy asked if we could use the BOC conference room to conduct BOD meeting w/ remote people. Tim—both yes and no. Depending on your bi-laws if you must meet face to face.

Action Items:

1. Deb Rogers—Finance Committee met and went through the financials for April. Motion to receive and approve financials. Motion made by Nancy Mullen Call and supported by Deb Rogers. Roll Call: Hughes, yes; I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Mullen Call, yes. **Motion carried.**
2. Approval of resignation of Denise Favreau. Motion to accept resignation by Russell. Supported by P. Turner. Roll Call: I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Hughes, yes; Mullen Call, yes. **Motion carried.**

3. Resolution to add Dawn to State Savings bank signature cards so in Doug's absence she can sign checks. Keeping in mind that it will still require two signatures. Motion by Deb Rogers, supported by Ron Dykstra. Roll Call: P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Hughes, yes; I. Turner, yes; Mullen Call, yes. **Motion carried.**
4. Approve purchase of a new, efficient furnace w/ ac package for Administration Office. Doug—we currently have a 29-year-old furnace. I received two bids. One from Team Bobs and bid from Moore Mechanical. We've used both and either one would work. Doug does not have a preference. Team Bob's currently does preventative maintenance. Moore also does preventative maintenance. Both have extensive warranties. Doug contacted both to be sure that estimates would still be current.

Rogers motion to go with Moore Mechanical but go with who can get it in the earliest. Supported by Howe-Perry. Roll call: Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Mullen Call, yes. **Motion carried.**

5. Administration Office Front Door.—Will be a go once the full County Board of Commissioners vote on 5/25/2021. Doug shared Cottage Pros bid of \$5102. Sent out five or six inquires and this is the only one that came back with a bid. Unsure of how long it will take because of material shortages, but if we have approval, we can get it going. Going to be metal, secured, modern door. Inside drop box instead of outside. Looking for final approval. Motion to approve the Administration Office Front Door project by Ringleka, supported by Dykstra. Roll Call: Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Rogers, yes; Call, yes. **Motion carried.**
6. Signing bonus for new hires. Doug—hiring continues to be a challenge and currently have wait lists for both HM and HHC. Staff is doing overtime as much as they can. Doug conducted research into GT, Benzie, Leelanau, Manistee and Wexford Counties to see what for-profit HHC agencies, hospitals, doc offices offer. We are competitive. We have already instituted a \$250 signing bonus since 2016. Right now, the average signing bonus is \$1000. Heartland Hospice is doing a \$2000 signing bonus. Doug and the Executive Committee discussed increasing the signing bonus to \$1000 which would mean \$500 after 90 days and \$500 after 180 days. If we start increasing wages it becomes a permanent. Employment Ad has run in Record Patriot, Record Eagle, Indeed, Monster, Chamber and Michigan Works. We have grants to put people through the CENA training at no cost to them. We need one HHA now if not two or three to bring us up to speed and have been searching since November 2020. Spending a lot of money on advertising. Motion to approve signing bonus to new staff and existing staff to receive \$250 bonus if they refer someone and the person stays on for 90 days. Motion made by P. Turner and supported by Howe-Perry. Roll Call: Ringleka, yes; Howe-Perry, yes; Dykstra, yes;

Hughes, yes, I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Mullen Call, yes.
Motion carried.

7. Finance committee recommendation to go with sweep accounts. P. Turner--We have funds at State Savings Bank greater than the FDIC limit of \$250,000. From a fiduciary standpoint makes sense to spread money across more than one bank to take advantage of FDIC protection at \$250,000. Discussed with local banks but no one seemed interested. Propose keep \$250,000 at State Savings and then investigate opening an account with 2 or 3 other banks with this program **maxmyinterest.com**. They negotiate with a number of banks to get higher interest rates. Idea is that we would pursue that option and could have an FDIC limit in 2 or 3 that would give us the coverage and protect our funds. Also pick up interest .516 a year versus very little interest with state savings. Leaving \$550,000 to banks that earn a higher interest rate. More accounts and keep enough liquidity to cover your needs at state savings. Could be about \$2500-\$3000 a year in interest. Ron asked about bond funds. Paul stated that there are liquidity and FDIC issue w/ bonds. We will still maintain checking at State Savings. Still have mortgage with Honor Bank. Motion to authorize BSR to move forward with maxmyinterest keeping \$250,000 local by Russell. Supported by Rogers. Roll call: Howe-Perry, yes; Dykstra, yes; Hughes, yes, I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Mullen Call, yes. **Motion carried.**

New Business:

1. Fill vacant BSR BOD Secretary position. Leo will complete Denise's term and Rosemary will be back up. Motion to accept Leo as Secretary by P. Turner, supported by Rogers. Roll call: Dykstra, yes; Hughes, yes, I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Mullen Call, yes. **Motion carried.**
2. New BOD members. Leo and Nancy reached out to someone who would be a great addition to the board and we don't have to wait until October. Recruit one or two members, a good applicant to complete Denise's term. Think on who would be a good contribution to the BOD. There is a process and Doug has the application. Bylaws state that we can have up to 15 BOD members.

There being no further business to discuss, motion by Howe-Perry, supported by I. Turner to adjourn. Roll call: Hughes, yes, I. Turner, yes; P. Turner, yes; Rogers, yes; Russell, yes; Ringleka, yes; Howe-Perry, yes; Dykstra, yes; Mullen Call, yes. **Motion carried.** Meeting adjourned at 6:00 p.m.

Respectfully submitted:

Dawn M. Bousamra
Assistant Director
Benzie Senior Resources

NEXT MEETING: June 16, 2021 at 4:30 p.m. by Zoom Virtual Meeting