

**BENZIE SENIOR RESOURCES**  
**BOARD OF DIRECTORS MEETING**

**April 21, 2021**

**Zoom Virtual Meeting**

Chair, Nancy Call called the meeting to order at 4:32 p.m.

Prayer of Invocation was said by Ron Dykstra

Pledge of Allegiance was said by all on Mute

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

Also present: Doug Durand, Sabra Boyle and Commissioner Tim Markey.

**Approval of the April 21, 2021 Agenda:** Motion by Leo, supported by Ron to approve the agenda. Roll call: Call, yes; Dykstra, yes; Rogers, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Russell, yes; Ringleka, yes; Favreau, yes. MOTION CARRIED.

**Approval of the March 17, 2021 meeting minutes:** There were two typos: Under Agency/Building Needs Report it should read “input on the cost and size of the permanent tent”. Under Action Items: it should read “Al Amstutz has given Doug a verbal resignation”. Motion by Deb, supported by Ingrid to approve the minutes of March 17<sup>th</sup> as corrected. Roll call: Call, yes; Dykstra, yes; Rogers, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Russell, yes; Ringleka, yes; Favreau, yes. MOTION CARRIED.

**Public Input-**By Telephone or Zoom Virtual Meeting; None

**INFORMATION ITEMS:**

- A. Executive Committee Report: We discussed Doug’s Executive Director Evaluation and recommendations. Dawn has accepted the position of Assistant Exec. Director, effective 4/12/2021. Susan has accepted the Senior Coordinator position. The PT RN position has been filled. The re-opening of the Gathering Place has not been determined. Right now, we are at Risk Level E. Must be at Risk Level B. This would allow us to open, but only allowing 10 people inside (plus staff). Also, a contract was requested from Elaine Wood for Strategic Planning.
- B. Fund Development Report: Ron reports that Nancy’s presentation to “100 Women Who Care” (if her name is drawn) will be on 4/28. Doug has the Walk-a-Thon committee moving forward with the plans for the event. The Golf Outing will not be held. The next meeting for the Fund Development Committee will be May 10<sup>th</sup>.

- C. Program & Personnel Report: Dental/Oral Health Care Program. Doug reports that there have been 175 individuals helped over the years. He also reports a few staffing/employment issues and footcare program issues.
- D. Agency/Building Needs Report: Leo reports that he spoke with Rosemary Naulty-Zoning Ordinance for the Village of Honor and Homestead Township. A tent for The Gathering Place patio can be “constructed” from May-October.
- E. Director’s Report-March 2021/April 2021: Doug reports that the Fresh Produce Box Program will continue, once the USDA program expires. An exact date is unknown at this time. A family has donated \$1,000 toward the program. He also reports that the first Walk-A-Thon Committee Meeting has been established and the group is excited to be planning the event this August. The meeting is on 4/27 at 2pm. Dawn is the leader. He also reports that there is extra funding from the Snow program to transfer to the Lawn Chore Program. Also, the position of Assistant Senior Coordinator will not be filled until The Gathering Place is open to 100% capacity. Health Department vaccination update: For ages 65-74, 63.8% of people have been vaccinated. Benzie County has 69%. Transportation is provided for people to get their vaccination. The \$10,000 Cherryland grant has been secured. Looking for grant from Meals on Wheels America for a van replacement.
- F. Program/Services Report: BSR is working with Comfort Keepers to see clients at the admin building for the Footcare Clinic. Sixteen people were seen in March for in-home footcare. This arrangement frees up time for the nurses to do assessments. Nutritional Program: In March, 6,750 pounds of fresh produce, dairy and meet was distributed to 181 senior households. Home Delivered Meals: In March, 6,212 meals were provided to 222 clients; an increase of 41% over 2020. Congregate Meals: The Gathering Place Senior Center is closed. However, there were 671 curbside meals served. Information & Assistance: The agency handled 1,480 calls. The amount is a record for the agency. Most of the increase is related to signing up the 60+ population for the COVID-19 vaccines.
- G. Board of Commissioners Update: Commissioner, Tim Markey reports: 1) the Strategic Plan has been updated. 2) Bullet Proof glass has been installed for most of the departments such as Treasurer and County Clerk. 3) The county has received \$86,000 from “Pot” taxes.

**ACTION ITEMS:**

1. Finance Committee Report on March 2021 Financials and Approval of March 2021 Financials: For March 2021, it was projected that BSR would end the month with a surplus of \$16,654. Revenues were down by 23.4% or \$33,351. Expenses were down by 9.8% or \$14,279. Overall, we ended March 2021 with a deficit of \$2,418. Motion by Paul, supported by Rosemary to approve the March 2021 Financials. Roll call: Call, yes; Dykstra, yes; Rogers, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Russell, yes; Ringleka, yes; Favreau, yes. MOTION CARRIED.

2. Approve Operating Fund Reserve Policy: Motion by Nancy, supported by Deb to approve the Operating Fund Reserve Policy. Roll call: Call, yes; Dykstra, yes; Rogers, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Russell, yes; Ringleka, yes; Favreau, yes. MOTION CARRIED
3. Executive Director Evaluation and Compensation Package: Doug received a glowing evaluation. The Executive Committee recommends a car allowance of \$2,000. April 2022 a 1% increase in salary plus \$2,000 car allowance; April 2023 a 1% increase in salary plus \$2,000 car allowance; 3 days additional PTO for 2021; 4 days additional PTO for 2022; and 5 days additional PTO for 2023. Motion by Denise, supported by Rosemary to approve the Executive Committee recommendation. Roll call: Call, yes; Dykstra, yes; Rogers, yes; Hughes, yes; I Turner, yes; P. Turner, yes; Howe-Perry, yes; Russell, yes; Ringleka, yes; Favreau, yes. MOTION CARRIED.

**NEW BUSINESS:** none

**OLD BUSINESS:** none

There being no further business to discuss, Motion by Ingrid, supported by Pam to adjourn the meeting. Roll call: Call, yes; Dykstra, yes; Rogers, yes; Hughes, yes; I Turner, yes; P. Turner, yes; Howe-Perry, yes; Russell, yes; Ringleka, yes; Favreau, yes. MOTION CARRIED. Meeting adjourned, 5:42 p.m

Respectfully submitted

Denise Favreau

Board of Directors, Secretary

Benzie Senior Resources

**NEXT MEETING-May 19, 2021 @4:30 p.m. By Zoom Virtual Meeting**