

Benzie Senior Resources  
**Board of Directors Meeting**  
August 18, 2021 Meeting Minutes  
**In-Person and Virtual (Zoom) Meeting**

**Call to Order:** Chair Nancy Mullen Call called the meeting to order at 4:44 p.m.

**Prayer of Invocation:** None

**Pledge of Allegiance:** Said by all present

**Roll Call:**

Present: Nancy Mullen Call; Leo Hughes; Pam Howe-Perry; Linda Ringleka; Deb Rogers

Via Zoom: Ingrid Turner; Paul Turner from Santa Fe, NM

Absent: Ron Dykstra; Rosemary Russell

**Also Present:**

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

**Approval of the 8/18/2021 Agenda:** Motion by Linda Ringleka to accept the agenda as presented. Seconded by Deb Rogers.

All Board Members participating in person said Aye: Motion approved.

**Approval of the 7/21/2021 Meeting Minutes** – Motion with corrections by Deb Rogers to accept the minutes as presented. Seconded by Leo Hughes.

All Board Members participating in person said Aye: Motion approved.

**Public Input:** In Person-None; By phone-None

**Information Items**

A. Executive Committee Report

Meeting scheduled, but meeting did not occur as we did not have a quorum. Nancy Mullen Call summarized the agenda items (Chris Cook update, staffing updates, AAA, Agency Update, etc.)

B. Fund Development Report

Doug summarized the details of the Fund Development meeting. As of Wednesday, August 11<sup>th</sup> the Walk-A-Thon raised \$11,000 of \$20,000 goal. As of today August 18<sup>th</sup> the total raised is over \$20,000. Funds will continue to trickling in (including Rotary matching) for the remainder of the year. Next year we plan to seek businesses to participate in the actual event as walkers, riders, and/or runners. Some potential examples include Stormcloud Brewing, St. Ambrose, etc. Doug to contact the local ministerial association to see if we can get greater participation from them. Also looking into getting walkie talkies to better communicate with the mile marker stations. Tim Markey suggested contacting Rebecca Hubers, Benzie County Emergency Manager as she may have radios that we may use for future events. Doug mentioned they also plan to get a magnetic sign for Don (Van Driver) so participants know he is part of the event and can provide water or transportation during the event. Tim Markey also mentioned we may be able to borrow a UTV from Frankfort or Homestead Township. A draft of the year end appeal letter will be sent to the Fund Development Committee for review/input. The letter is targeted to be mailed out in November. Doug also stated based on feedback that the Walkathon went well and recognized Dawn Bousamra for her great work for her first year managing the event.

C. Program & Personnel Report

No meeting in July

D. Directors Report – July 2021/August 2021

Doug Durand advised that all who have driven the new delivery van truly enjoyed it. The donations from Cherryland Electric and Meals on Wheels America paid for the new van. Both sponsors are excited to get their logos on the vehicle as an acknowledgement of their support. BSR will be getting snow tires for the van before winter to insure it is prepared for winter roads.

E. Program/Services Report – July 2021

Doug Durand highlighted several elements of the report including the following: The new food serving process at The Gathering Place is beginning to work well. Legislatively, if Washington gets the budget passed, BSR will see a significant increase in funding for seniors going forward. The state is still in negotiations on budget, and we will wait to see what we can receive from the state. Home Delivered Meals delivered the second highest month in the agency's history with 6,853 meals in July. The biggest concern remains the ability to hire needed staff.

F. Board of Commissioners Update

Tim Markey provided the following updates: On behalf of the commissioners, they want to thank BSR for the great work that BSR does for the seniors in Benzie County. At the County's last board meeting Charter Communications announced/presented that they have been awarded \$1.4 billion in federal funding and are adding \$4.0 billion of their money to expand rural highspeed broadband (Upload speeds of 1G and download speeds of up to 110K). They are starting in Leelanau, Benzie, and Manistee counties. A map is available online at the FCC rural broad band auction site. There are also programs that will target those that currently get public assistance to subsidize the expense. Charter will begin this fall with plans for the first customers to be online in December. ARPA funds usage rules have not yet been provided so the county is cautiously developing plans for utilization. The County is also working on budget development.

**Action Items**

1. Finance Committee Report on the July 2021 Financials and Approval of the July 2021 Financials  
Deb Rogers stated that the Finance Committee met on 8/18. The finances are looking good and the Finance Committee is requesting Board approval. Motion by Pam Howe-Perry to approve the Finance Committee report. Deb Rogers seconded the motion.  
All Board Members present in person said Aye: Motion approved.

**New Business**

1. Sign Thank You Cards for Retired Board Members
  - a. 3 board members retired during COVID AI, Denise, and Beverly. Cards sent around to be signed by members present.
2. Draft of the Fiscal Year 2022 Budget
  - a. Budget numeric summary and budget narrative were provided. Doug Durand reviewed the following: COVID cost and revenues are having an impact on the budget. The draft budget includes funding for a vehicle and the upgraded kitchen equipment. Waiver clients are increasing. Pace North support is increasing, but we don't have the staff needed to fully utilize their support. The budget includes money for maintenance/operation of newer vehicles and kitchen equipment which should experience lower maintenance and energy costs overall. The budget was developed to be well balanced. Board Members will now have 30 days to review and advise. Then a vote will be taken at the September meeting. Board members should provide any feedback to Doug between now and the September meeting to allow for updates.

3. Chris Cooke, BSR Attorney – OMA Legal Opinion Response on in-person Board Meeting
  - a. Doug had shared Chris' feedback with all members. Zoom is still going to be used as an option, but Board Members participating via Zoom are not allowed to vote. Board meetings need to have a quorum (5) to vote. A legislative action would have to take place to change this in-person requirement and it will likely not happen soon.
4. Dates for the upcoming Strategic Planning Sessions
  - a. Looking for one date in October and one date in November to hold the Strategic Planning sessions. Dates being considered: October: 5<sup>th</sup>, 12<sup>th</sup> or 13<sup>th</sup> and November: 2<sup>nd</sup>, 3<sup>rd</sup>, 16<sup>th</sup> or 18<sup>th</sup>
  - b. October 13<sup>th</sup> appears to be the potential October date, but a November date is also needed.
5. AAA Provider Assessment Virtual Visit Review
  - a. Doug advised the purpose of the visit is to review all processes and procedures, however, due to the recent increase in COVID cases AAA changed the assessment to a virtual meeting at the last minute. This was very challenging for the BSR team. AAA provided very positive feedback on what BSR is doing, though noting a few assessments that were missed due to short staffing caused by incidents where staff had to quarantine. AAA did advise that BSR is recognized as "trail blazers" in all of Northern MI. He is waiting for the actual written feedback.
6. Staffing Updates
  - a. The good news is the kitchen staff is now at optimum level. A former worker with experience is one of the recent additions. The Home Health Care Director requested moving from full to part time so Doug has hired a new fulltime HHCD that will start August 30th. The individual was formerly at Munson Medical and very well qualified. Excel Office Supply is coming out to see if they can help design/build additional office space for the team. The foot care waiting list is now under control. BSR is still looking for homemaker candidates.
7. BSR COVID-19 Update/Review
  - a. Board Members were provided a copy of the updated BSR COVID protocol that is based on the Benzie Leelanau Health Department recommendations. Doug is being very cautious because if there were an outbreak at TGP, BSR would be required to shut down the entire operation for at least 10 days.

**Old Business – None**

**Board Round Table Discussion/Evaluation of Meeting – None**

### **Meeting Adjournment**

There being no further business to discuss, a motion to adjourn was made by Deb Rogers and supported by Linda Ringleka. All Board Members participating in person said Aye: Motion approved and meeting adjourned at 6:04pm

**NEXT MEETING: September 15, 2021 at 4:30 p.m. Location: The Gathering Place Senior Center, 10579 Main Street, Honor, MI**

Respectfully submitted:

Leo Hughes,

Secretary, Benzie Senior Resources Board