

Benzie Senior Resources  
**Board of Directors Meeting**  
June 16, 2021 Meeting Minutes  
**Zoom Virtual Meeting**

**Call to Order:** Chair Nancy Mullen Call called the meeting to order at 4:34 p.m.

**Prayer of Invocation:** None

**Pledge of Allegiance:** Said by all while on mute.

**Roll Call:**

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

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

**Approval of the 6/16/2021 Agenda:** Doug Durand requested the addition of one action item to the agenda regarding a bad debt write off. Motion by Ingrid Turner to accept the Agenda as modified and presented. Seconded by Paul Turner.

Roll Call – Mullen Call-Yes; Howe-Perry-Yes; Hughes Yes; Ringleka-Yes; Rogers-Yes; Russell-Yes; I. Turner-Yes; P. Turner-Yes. Motion approved.

**Approval of the 5/19/2021 Meeting Minutes** – Motion by Deb Rogers to accept the minutes as presented. Seconded by Linda Ringleka.

Roll Call – Mullen Call-Yes; Howe-Perry-Yes; Hughes Yes; Ringleka-Yes; Rogers-Yes; Russell-Yes; I. Turner-Yes; P. Turner-Yes. Motion approved.

**Public Input:** None

**Information Items**

A. Executive Committee Report

Nancy Mullen-Call summarized the items discussed during the June 9<sup>th</sup> Executive Committee Meeting. Doug Durand will cover some of the items during his Directors Report. BSR continues to experience hiring issues, reopening TGP and Administrative office on July 6<sup>th</sup>, 2021, Foot Care clinic will be conducted by Comfort Keepers beginning June 23. All items for the Walk-a-thon have been sent to the printer. First half of CARES Act monies have been received. Briefly mentioned discussion regarding Crystal Lake Elementary School as a potential future site for BSR. Brief discussion on the upcoming BSR Board meeting agenda items.

B. Fund Development Report

June meeting was cancelled. However, Doug Durand/Dawn Bousamra provided the following update: Walk-a-thon materials for printing are at Bayside Printing, we are waiting for the walker cards and but are otherwise on track. Dawn Bousamra stated that WAT signs will be available for distribution after July 4<sup>th</sup>. She also is looking for volunteers for the 3 WAT milestone stations, WAT being held on Aug 7<sup>th</sup>, 2021. Nancy Mullen Call suggested Dawn Bousamra put out a note to the board members looking for

volunteers. Paul asked about WAT sign location distribution and Dawn advised that if you do not see one in a prominent area, get permission from the property owner and put one up.

C. Program & Personnel Report

Paul Turner advised the meeting was cancelled for June

D. Directors Report – May 2021/June 2021

Doug Durand reported that fresh produce bags have been utilized for the last two weeks and the supply chain has had minor hiccups with shortage of some items. Doug continues to substitute with available produce. Senior Project Fresh had a misunderstanding on the need for booklets 150, looking to get another 100 booklets. There has been a small increase in dining voucher requests as folks get more comfortable dining out and more restaurants open. The new furnace (with A/C) has been installed and is fully operational. The Foot Care clinic starts next week. The first four Wednesdays are already booked. Comfort Keepers will be handling the first two weeks. Staffing continues to be a challenge. Doug is utilizing Indeed.com and has received numerous applications. Those applicants have been requested to download a BSR application and submit it as soon as possible. Ads continue running in the Record Patriot with little response. Several Senior Centers in the surrounding counties are closing due to lack of staffing.

E. Program/Services Report – May 2021

Doug Durand advised that BSR Staff is busy keeping up offerings. Lawn care program has record interest. Home cleaning and health care have up to 20 clients on the wait lists. Nancy Mullen Call asked what their reaction is when they are put on a wait list. Doug advised that they are not mad, just frustrated as they understand staffing shortages. Doug has been able to rebalance some services to help with coverage to assist as many clients as possible. Doug advised the State is increasing the background check process, but BSR already had a more robust process. President Biden released his budget that includes some increases for the aging population, but it would still need to be passed by the legislature. Ads for volunteers have generated interest for at least 3 additional individuals. Nancy asked that with congregate meals restarting will it change the demand for Home Delivered Meals? Doug advised that he is waiting for State guidance before taking specific actions since for example 35-40 HDM clients would not qualify under the old (pre COVID) rules. Doug reminded Board Members that there are many options available for non-qualified clients to get meals by means other than Home Delivered Meals.

F. Board of Commissioners Update

Tim Markey provided that following update: Last Friday they interviewed 4 people for the county administrator position opening and narrowed the candidates to 2 (Joel Johnson and Katelyn Zeits). They both come back on June 25<sup>th</sup> for further interviews, though the county is still accepting applications. Identifying a replacement county administrator has been a primary focus in an effort to have the new administrator in place prior to the current administrator leaving. The county has been working on and completed their strategic plan that will now need to go to the full board of commissioners for approval.

**Action Items**

1. Finance Committee Report on the May 2021 Financials and Approval of the May 2021 Financials  
Deb Rogers stated Finance Committee met and went through the financials for May 2021 with Doug. Deb advised that while both revenue and expenses are down through the first two thirds of the year (primarily COVID related) there are no real concerns at this time.  
Motion to approve financials as presented made by Paul Turner and supported by Rosemary Russell.  
Roll Call – Mullen Call-Yes; Howe-Perry-Yes; Hughes Yes; Ringleka-Yes; Rogers-Yes; Russell-Yes; I. Turner-Yes; P. Turner-Yes. Motion approved.
2. Request approval of bad debt write-off of \$118.50. Doug Durand briefly explained that a new client was brought on in November of 2020 based on their financial qualifications. \$118.50 was billed prior to her

official approval for the waiver program and the family has not been responsive to pay the bill after several requests. Motion to approve this \$118.50 bad debt write-off was made by Deb Rogers and supported by Linda Ringleka.

Roll Call – Mullen Call-Yes; Howe-Perry-Yes; Hughes Yes; Ringleka-Yes; Rogers-Yes; Russell-Yes; I. Turner-Yes; P. Turner-Yes. Motion approved.

### **New Business**

1. Re-opening plans for The Gathering Place Senior Center and Administrative Office – July 6<sup>th</sup>  
The reopening has been announced on Facebook and it will be announced in the Record Patriot as well. There will be one morning activity, lunch, and then one afternoon activity with time allowed for proper disinfecting between each activity.
2. Returning to In-Person Meetings  
July 21<sup>st</sup> is the next BOD meeting and Doug suggested we all consider meeting in person. All were supportive of the idea and anyone unable to participate in person will be able to participate via Zoom. Committee meetings can continue as Zoom meetings at this time and Doug will leave it up to each of the committees to decide how they want to meet.
3. Additional CARES Act Nutritional Funds \$90,406  
BSR was awarded \$90,406 and received the first half in June. The balance will come in July and will have to be used by Sept 30<sup>th</sup> of this year. The plan is to use the money for many of the upgrades required to support the new dining set up as well as some needed kitchen equipment.
4. Introducing Senior Space-A Member & Center Management Solution  
This software solution allows extremely efficient tracking of substitution meals management, meals management overall, and activity tracking utilizing a key fob type system to scan each activity. The system will be managed by the senior center staff and this new tool qualifies for CARES Act funding.

**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 Ingrid Turner, supported by Deb Rogers.

Roll Call – Mullen Call-Yes; Howe-Perry-Yes; Hughes Yes; Ringleka-Yes; Rogers-Yes; Russell-Yes; I. Turner-Yes; P. Turner-Yes. Motion carried and meeting adjourned at 5:41 p.m.

Respectfully submitted:

Leo Hughes,  
Secretary, Benzie Senior Resources Board.

**NEXT MEETING: July 21, 2021 at 4:30 p.m. at The Gathering Place and by Zoom Virtual Meeting as necessary**