

Benzie Senior Resources
Board of Directors Meeting
December 15th, 2021 Meeting Minutes
In-Person and Conference Call Meeting

Call to Order: Nancy Mullen Call called the meeting to order at 4:38 p.m.

Welcome new board member: Nancy Mullen Call introduced Victor Dinsmoore to the Board of Directors. All welcomed Victor and thanked him for his interest in becoming a board member.

Prayer of Invocation: No volunteers to provide invocation

Pledge of Allegiance: Said by all present

Roll Call:

Present: Nancy Mullen Call; Victor Dinsmoore ; Pam Howe-Perry; Leo Hughes; Linda Ringleka; Rosemary Russell; Ingrid Turner and Paul Turner

Excused: Deb Rogers

Via Conference Call: None

Also Present: Dawn Bousamra; Sabra Boyle, Strategic Planning Consultant - Elaine Wood and Benzie County Commissioner - Tim Markey

Approval of the 12/15/2021 Agenda – Motion by Rosemary Russell to accept the Agenda as amended. Seconded by Paul Turner. All board members present said Aye. Motion approved.

Approval of the 11/17/2021 Meeting Minutes – Motion by Ingrid Turner to accept the minutes as presented and corrected (spelling only). Seconded by Rosemary Russell. All board members present said Aye. Motion approved.

Public Input: No public at the meeting. However, it was noted that the suggestions box had to meal suggestions/comments (1. Request for spanish rice with ground turkey; 2. Brussels sprouts may need to be par boiled before frying so they are not as firm). Suggestions will be provided to kitchen staff.

Information Items

A. Review/Discussion on the Draft of the 2022-2026 Strategic Plan

Elaine Wood, Strategic Planning Consultant with Woodside Strategies reviewed indicators of a good strategic plan and how our draft plan was well developed. She further highlighted that both Board and staff share the plan and accountability for implementation. Elaine then discussed how to ensure accountability and gave some recommendations. She also recommended (at a minimum) there be an annual review of progress and any need for changes. The workplan status should be updated and communicated on a regular basis and potentially include updates in the BOD agenda every other month. Nancy Mullen Call asked how we should move from the Strategic Plan to the workplan. Elaine suggested the Executive Committee review and identify where the various actions fit within existing committee(s) or if additional committees are needed. Good general discussion amongst the group. Nancy Mullen Call wrapped up the discussion on next steps and suggested the Executive Committee meet to break the action steps down to the committee level. Linda Ringleka mentioned the need to ensure all elements of the Strategic Plan need to be supported with annual tactical plans.

Information Items (continued)

B. Executive Committee Report

Nancy Mullen Call briefly reviewed items discussed at the last Executive Committee Meeting including 1) Consideration of a potential modification of the vehicle mileage reimbursement policy based on a staff request, 2) Doug Durand's planned presentation to Board of Commissioners on 12/14/21, and 3) a summary of a discussion Nancy Mullen Call, Michael Call (her husband) and Leo Hughes had with Jason Allen (past Michigan Director of USDA Rural Development) regarding Rural Development Funding Programs that might help support any future facility actions. Doug Durand provided a staffing update to be discussed with the entire board later in the agenda

C. Fund Development Report

Dawn Bousamra briefly summarized that holiday cards would be going out to all donors, the annual appeal receipts to date are \$20,500+. Paul Turner inquired if there is any availability for matching funds in the future and Doug mentioned that is a potential source of additional funds and should be investigated. Dawn Bousamra explained that one of four thank you letters were sent out to volunteers based on their support. Doug Durand then added that Jamie Gray, Coldwell Banker Schmidt Realtor, contacted him wanting to revisit the potential for her to sponsor and run a golf outing next summer to help raise funds for Benzie Senior Resources. Doug advised Jamie that we would appreciate her holding the golf outing and offered Ingrid Turner's name as the BSR single point of contact for Jamie as outing plans move forward. Nancy Mullen Call mentioned that at the next Fund Development Meeting "Network for Good", a fundraising management system company, will present via Zoom what they can offer BSR. Currently BSR uses "Donor Perfect". BSR Staff Members (Sabra and Marti) will be included in the invite since they are the individuals managing the "Donor Perfect" program today and would be able to provide the best insight.

D. Directors Report – November 2021/December 2021

Doug Durand reviewed his report and mentioned that he has a candidate interview tomorrow 12/16 for a Senior Center Assistant

E. Program/Services Report – November 2021

Doug Durand reviewed his report. He also mentioned that a broadband internet meeting will be held at TGP with local business leaders. There was also a brief discussion on the newly established Senior's Advisory Council. Doug Durand advised he would like to have the Advisory Council Chair present to the Board of Directors once a quarter.

F. Board of Commissioners Update

Tim Markey, County Commissioner advised that the current Benzie County broadband survey is being completed by Merit. Paul Turner asked what the goal of the survey was and Tim Markey advised that they are trying to prove/disprove the FCC data on broadband availability in Benzie County. He also advised that they hired an HR manager, Christine Bosley; that the County has agreed to accept the recent settlement of the national opioid lawsuit; and that the county is reviewing plans by a developer for a potential \$500m development in Elberta. Tim Markey finished with a public service announcement mentioning the current high wind conditions can cause treacherous conditions and for all to drive safely.

Action Items

1. Finance Committee Report on the November 2021 Financials and Approval of the November 2021 Financials. Nancy Mullen Call referenced the financials included in the board materials and that the Finance Committee is recommending approval. A motion to approve the financial report was made by Paul Turner and seconded by Rosemary Russell. All board members present said Aye. Motion approved.
2. Board Resolution to apply to the Benzie County Community Chest Grant to fund the Senior Essential Needs Fund. Doug reviewed the plan to apply for grant for \$10k and requested board approval. Motion to approve the request to apply for the grant was made by Leo Hughes and seconded by Linda Ringleka. All board members present said Aye. Motion approved.
3. Approval on the update to the Home Healthcare Mileage Reimbursement. Doug Durand reviewed the request and rationale for a Home Healthcare mileage reimbursement increase. Doug then proposed the mileage reimbursement rate be increased to \$0.57 for all staff eligible for mileage reimbursement in response to their concerns. A motion to approve the proposed increase was made by Paul Turner and seconded by Pam Howe-Perry
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Abstain; Pam Howe-Perry-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes; Ingrid Turner-Yes and Paul Turner-Yes. Motion approved.
4. Walk-in cooler has an issue with the floor coming up potentially causing a safety concern (trip hazard). The current contractor, Grand Traverse Refrigeration, gave an estimate of \$8,200 to repair/replace the floor. Bud's Refrigeration was contacted to get a second estimate and they have not responded after 5 attempts. Doug Durand requested a resolution from the board to approve up to \$8200 to repair/replace the floor. A motion to approve up to \$8,200 to repair/replace the walk-in cooler floor was made by Paul Turner and seconded by Linda Ringleka.
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Yes; Pam Howe-Perry-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Rosemary Russell-Yes; Ingrid Turner-Yes and Paul Turner-Yes. Motion approved.

New Business

1. Review/Discussion on the Draft of the 2022-2026 Strategic Plan – Covered earlier in the meeting
2. Fiscal Year 2021 Annual Report – Briefly discussed and there were no recommended edits

Old Business - None

Board Round Table Discussion/Evaluation of Meeting – None

Adjournment: There being no further business to discuss, all agreed to adjourn. Meeting adjourned at 6:27p.m.

A delicious Christmas Potluck Meal followed

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: January 19th, 2022 at 4:30 p.m.

Location: The Gathering Place Senior Center, 10579 Main Street, Honor, MI 49640