

Benzie Senior Resources  
**Board of Directors Meeting**  
February 16<sup>th</sup>, 2022 Meeting Minutes  
**The Gathering Place Senior Center and Conference Call-in**

**Call to Order:** Nancy Mullen Call called the meeting to order at 4:35 p.m.

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

**Roll Call:**

In Person: Nancy Mullen Call; Victor Dinsmoore; Leo Hughes; Linda Ringleka; Deb Rogers; Rosemary Russell; and Ingrid Turner

Via Conference Call: Pam Howe-Perry and Paul Turner

**Also, In-Person:** Dawn Bousamra; Sabra Boyle, Doug Durand, and Benzie County Commissioner - Tim Markey

**Approval of the February 16, 2022 Agenda** – Motion by Rosemary Russell to accept the Agenda and seconded by Deb Rogers. All in-person board members said Aye. Motion approved.

**Approval of the January 19, 2022 Meeting Minutes** – Motion by Ingrid Turner to accept the minutes as presented. Seconded by Linda Ringleka. All in-person board members said Aye. Motion approved.

**Public Input:** No public at the meeting.

**Information Items**

- A. **Executive Committee Report** – Nancy Mullen Call summarized the content of the Executive (Leadership) Committee meeting as a review of the draft committee charters; draft skills assessment of current board members; draft letter to volunteers to assess their skill set and interest in assisting the board with strategic plan implementation. She also advised that Doug Durand gave an update on the Annual appeal, staffing and Covid 19 protocols and noted that the Finance committee would be reviewing the audit results at their next meeting. Finally the Committee drafted the agenda for today's board meeting.
- B. **Fund Development Report** – Nancy Mullen Call advised that Ingrid Turner agreed to be the chair of the Fund Development Committee at the last meeting. Ingrid Turner then summarized the content of the last meeting highlighting that Linda Ringleka had contacted area nonprofits to determine what fundraising software they use and that she provided Doug Durand with a summary of her findings. Ingrid Turner also advised that the Committee plans to have Donor Perfect present at the next meeting so we can fully understand its capabilities. She further advised that the committee had a discussion on the desire to develop a brief quarterly newsletter for our donors and that the committee members would be reviewing all content on the BSR website to insure it was current and consistent with our desired message.
- C. **Directors Report – January 2022/February 2022** – Doug Durand advised that they have distributed 180 information packets for tax prep to clients and that another volunteer (Pat) has offered to help this year. Doug has developed a checklist for all dept heads in preparation for the upcoming Program Monitoring Visit being conducted by Area Agency on Aging of Northwest Michigan. He further advised that the My Senior Center software that was purchased last year with funds from the CARES Act will be implemented shortly which gathers key information on who is visiting The Gathering Place and which programs they are utilizing. Doug also advised that the Benzie County Community Chest awarded BSR a grant to support the Senior Essential Needs Fund and the Grand Traverse Area Community Foundation through the NorthShore Tools Fund for Benzie County has provided BSR a \$10,000 grant to be utilized to address senior food insecurity, medical needs, and enrichment for underserved people in Benzie County. Doug Durand gave a quick staffing update advising they are still recruiting for 1-2 Home Healthcare Aides, a part time RN/LPN, 2-3 Homemaker Contractors, and a Kitchen Assistant position. He also mentioned that Covid infection rates continue to decline, and more employees and volunteers

are coming back to work/volunteer. Doug also mentioned that there is still no approved Federal budget so we are operating under the Continuing Resolution at prior year levels. However, he mentioned that Feeding America has helped BSR save an estimated \$22,000 in food costs by obtaining products from them.

- D. **Program/Services Report – January 2022** - Doug Durand reviewed his report noting that we have 274 seniors in the Fresh Produce Bag Program; that Home Delivered Meal volume has been steady with a small increase in February over January; All other programs are going well. He reminded us that The Gathering Place was closed for 1 week at the beginning of the month for a deep clean and then reopened. He further advised that he plans to reopen TGP to large group activities on March 22<sup>nd</sup>. Victor Dinsmore asked Doug Durand about Guardian Medical Monitoring and the Feeding America programs. Doug explained the Guardian program and that it serves 40 clients and summarized how we work with Feeding America.
- E. **Board of Commissioners Update** - Tim Markey, County Commissioner, advised that the Board of Commissioners are working on goals for the administration on ARPA fund utilization; that the consulting firm for the Broadband survey advised that the response rate in Benzie County is the highest they have seen; that workforce housing and workforce development is another focus for the County. He also said daycare availability and employee retention are other areas they are focusing on. The Commissioners continue to discuss the impact of the Headlee amendment and whether there is opportunity for a potential reset in 2023. The County is currently upgrading their IT systems, phone systems and jail generator. Tim Markey advised that he is working with the CEO of Central Wellness to determine how the County can better address mental health issues. The Homestead Fire Department had ice/water rescue training last week with the US Coast Guard, DNR, all local fire and police departments. He also advised that the Homestead Township Fire Department took delivery of a new off-road fire truck to handle remote fires and for ice/water rescue. Tim concluded his update with a good general discussion amongst board members on improving internet access in the county.

### Action Items

1. **Finance Committee Report on the January 2022 Financials and Approval of the January 2022 Financials.** Deb Rogers advised that the Finance Committee had reviewed the financials before the Board meeting and are recommending board approval. Rosemary Russell made a motion to approve the financial report which was seconded by Ingrid Turner.  
Roll Call: Nancy Mullen Call-Yes; Victor Dinsmoore-Yes; Leo Hughes-Yes; Linda Ringleka-Yes; Deb Rogers-Yes; Rosemary Russell-Yes; and Ingrid Turner-Yes. Motion approved.

### New Business

1. **Hand out the Draft of FY'2021 Financial Audit for a 30-day review**  
Doug Durand advised that the audit went well and that there are no new comments. The report was provided to all Board members, so they have 30 days to review before the March 16<sup>th</sup> BOD meeting.
2. **Board Review of the second draft of Committee Charters**  
Nancy Mullen Call summarized the effort to update the various committee charters and explained the new structure (Governance Committee and Nominating Committee are now combined into one and the Building Committee will now be an "as needed" committee/task force). Good general discussion on expanding committee participation with non-board members. There was additional general discussion regarding some potential open meetings act flexibility regarding participation in-person versus via zoom.
3. **Review Results Summary of HDM Client Survey from 2021**
  - a. New HDM Client Survey after 2 weeks in the program
  - b. HDM Discharge Client SurveyDoug reviewed the survey responses and how this helps drive how we do things for our clients. Responses were extremely positive.

**Old Business – None**

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

**Adjournment:** There being no further business to discuss, a motion to adjourn was made by Nancy Mullen Call and all agreed to adjourn. Meeting adjourned at 5:58p.m.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: Wednesday, March 16<sup>th</sup>, 2022 at 4:30 p.m.

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

DRAFT