

Benzie Senior Resources
Board of Directors Meeting
August 17th, 2022 Meeting Minutes
The Gathering Place Senior Center and Conference Call-in

Call to Order: Nancy Mullen Call called the meeting to order at 4:36pm

Pledge of Allegiance: Said by all present

Roll Call:

In Person: Nancy Mullen Call, Victor Dinsmoore, Doug Durand, Tim Markey, Pam Howe-Perry, Linda Ringleka, Deb Rogers, Ingrid Turner, and Paul Turner

Via Conference Call: Leo Hughes; Rosemary Russell

Also, In-Person: Dawn Bousamra and Sabra Boyle

Approval of the August 17, 2022 Agenda – A motion to approve the agenda as written was made by Ingrid Turner and seconded by Pam Howe-Perry. All in-person board members said Aye. Motion approved.

Approval of Minutes from the previous meeting – July 20, 2022 – Motion by Deb Rogers to accept the minutes as presented and motion was seconded by Linda Ringleka. All in-person board members said Aye. Motion approved.

Public Input: No public at the meeting.

Information Items

- A. **Leadership Committee Report** – Nancy Mullen Call summarized the content of the Leadership Committee meeting on August 10th, 2022 which included: Discussion on what the focus of the program and personnel committee should be and Doug Durand requested the initial focus be on updating the employee handbook; Paul Turner asked if the services listed on the BSR website could be updated to insure they reflect the current offerings; the committee discussed the need for the addition of a private portal on the website for Board members, employees, and volunteers. After Nancy's report out, Dawn Bousamra updated us on the portal development based on her discussion with our webpage administrator. She will send an email to all board members on how to set up their id and password to access the new site. Doug Durand asked Dawn Bousamra to ask if the site can automatically provide Board members with a notification of new items. Dawn to investigate and advise.
- B. **Fund Development Report** – Ingrid Turner advised the WAT has raised \$16,205 so far and Charlotte Putney has an additional \$2000 that is pending receipt. Doug Durand estimates that the final amount raised will be approximately \$20k vs a budget of \$25k, but that overall, it was a very good event. The Committee plans to focus on how to continue to improve the WAT to help us meet our fundraising goal. They also discussed the "Year End Appeal" letter and plan to highlight clients through the eyes of our volunteers. Dawn Bousamra also provided handout recapping all the recent BSR marketing activity/publicity.
- C. **Governance Committee Report** – Leo Hughes summarized the July 25th Governance Committee meeting that included discussion on new board member orientation, how we can enhance the orientation experience, and what additional training board members may want/need; an update on board member recruitment efforts and that Doug Durand will provide his requested prioritization of experience/skill gaps to focus on during recruitment; a discussion on the need to expand committee membership especially for the Fund Development Committee; and a brief discussion on establishing a Facility Needs Assessment Taskforce.
- D. **Program/Personnel Committee Report** – Paul Turner asked Doug Durand to highlight the plan to update the employee handbook. Doug Durand has provided a copy of the current Employee Handbook to the Program/Personnel committee members as well as some tentative dates/times and locations for an offsite meeting.

- E. **Directors Report – July 2022/August 2022** – Doug Durand highlighted the following: 175 fresh foods coupon books have been distributed which represents approximately \$4400 worth of fresh food; the Grand Traverse Band of Ottawa and Chippewa Indians awarded BSR \$5000 to help support the fresh produce bag program; TGP will be closed on Sept 15th to allow for work on insulating all the heating/ac duct work in the building; the number of fresh product bags and meals made/served by BSR has set a new record; more indication of thing getting back to normal with day and overnight trips restarting (Casino-Day trips have begun and an overnight trip to Pennsylvania is scheduled).
- F. **Program/Services Report – July 2022** – Doug Durand covered during his directors report (see above).
- G. **Board of Commissioners Update** – Tim Markey, County Commissioner advised that the County has an online survey regarding how they should spend the ARPA dollars to let the county residents vote. Current feedback suggests the Affordable Housing is the #1 request with childcare #2 and the expansion of broadband internet #3. The County is currently working on developing their annual budget. Tim noted the all millage proposals that were on the ballot passed in this last election. He reminded everyone that the Ironman 2022 will be held on September 11th and all emergency services are preparing to support the event as well as normal county needs. The Animal Control enforcement definitions/ordinance is being reviewed to ensure the county is prepared for emergency response requirements and that residents are as safe as possible. Tim Markey also advised that area EMS is working on EMT class to be offered this fall for free to all emergency responders and said this training normally cost approximately \$2000 per person. They are also planning an extrication training session in the future and currently evaluating/researching the potential for Electrical Vehicle Training for local firefighters. Tim then had a general discussion with the Board on ARPA funds use and Broadband expansion. He further advised that the EDC recommendation was to create a coop with Cherry Capital communications to expand (mentioning the RDOF reverse auction map look up is available online). EDC also recommended a Project manager be hired/contracted to coordinate.

Action Items

- 1. **Finance Committee Report on the July 2022 Financials with Board Approval of the July 2022 Financials** – Deb Rogers outlined the financial position as discussed during the Finance Committee meeting prior to the Board meeting and recommends the Board approve the financials. A motion was made by Ingrid Turner and seconded by Paul Turner. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.
- 2. **Approval of the Client Sliding Scale Cost Share Fee Schedule for Fiscal Year 2023** – Doug Durand outlined the programs impacted by the sliding scale highlighting that labor and fuel cost increases have had the most impact. Doug prepared and presented a draft proposal after researching what other COAs are doing and all are increasing their sliding scales. A motion was made by Victor Dinsmoore which was seconded by Deb Rogers. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Linda Ringleka – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.

New Business

- 1. **Draft of the Fiscal Year 2023 Budget for Review** – Doug Durand outlined the process for review of the 2023 proposed budget. The Finance Committee has reviewed the draft budget proposal and the only concern expressed was the need for additional grant funding. Doug provided a high-level summary of the various sources of funding that they are planning to pursue. Doug Durand also advised that the funding from Area Agency on Ageing will be increasing because of Federal Budget increases. Doug will provide a copy of the proposed budget to all board members to allow them to review it for 30 days prior to requesting approval at the September Board Meeting. Doug did ask Board Member to ask questions/provide any feedback prior to the September Board Meeting so that he can answer them in advance of the Board Meeting.

Old Business

- 1. None

Board Round Table Discussion/Evaluation of Meeting – None

Adjournment: There being no further business to discuss all agreed to adjourn. Meeting adjourned at 5:59 pm.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: Wednesday, September 21, 2022 at 4:30 p.m.

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

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