

Benzie Senior Resources  
**Board of Directors Meeting**  
January 15<sup>th</sup>, 2025 Meeting Minutes

**Call to Order:** Victor Dinsmoore called the meeting to order at 4:31pm

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

**Roll Call:**

In Person:, Victor Dinsmoore, Dinah Haag, and Leo Hughes

Via Conference Call: Nancy Mullen Call, Rob Manilla

Also, In-Person: Eric Cobb, and Kelly Ottinger, Julie Love,

Excused: Tim Markey, Rosemary Russell, Ingrid Turner, Paul Turner and Hugh Walton

**Approval of the January 15, 2025 Agenda** – A motion to approve the agenda with correction of next meeting date was made by Victor Dinsmoore and seconded by Leo Hughes. All board members said Aye. Motion approved.

**Approval of Minutes from the December 18, 2024 Board Meeting** – A motion to accept the minutes with correction of the next meeting date was made by Nancy Mullen Call and seconded by Victor Dinsmoore. All board members said Aye. Motion approved.

**Public Input:** None

**Information Items:**

- A. Quarterly Committee Reports** – All Committee chairs were asked to forward their quarterly updates to Nancy Mullen Call and Kelly Ottinger.
- B. Leadership Committee Report** – Nancy Mullen Call advised the primary focus and discussion was on the transition of the Executive Director.
- C. Governance Committee Report** – No meeting
- D. Personnel and Program Committee Report** – No meeting
- E. Executive Director/Fund Development/Marketing Director Report** – Kelly Ottinger advised that with the closure days due to snow and fewer business days in December various programs volumes are down. Due to the complexity of the regional COA grant for MMAP funding the Area Agency on Aging has declined to submit an application. Area Directors plan to form a consortium to present their concerns to the legislature on the disadvantage rural areas have versus urban areas on grant funding. Congregate meals were down due to the number of days TGP was closed for snow. A new homemaker was added last month. Benzie bus ridership is up over November. Several clients have passed, and employees are feeling the loss. We briefly discussed the potential need for employee support for the grieving process.
- F. Program/Services Report – December 2024** – See above
- G. Board of Commissioners Update** – Commissioner Chairman, Art Jeanotte, advised Kelly Ottinger that Tim Markey would no longer be attending the BSR Board Meetings. Kelly Ottinger to attend next Commissioners meeting.

**Action Item(s):**

- 1. Finance Committee Report on the December 2024 Financials with Board of Director's Approval** – Victor Dinsmoore summarized the December 2024 financials. Good general discussion on late government payments (Federal, State, and County). Rob Manilla encouraged Eric Cobb to continue getting comfortable with the use of QuickBooks. A motion to approve the December 2024 Financials was made by Dinah Haag and seconded by Leo Hughes. Roll Call: Victor Dinsmoore – Yes; Dinah Haag – Yes; Leo Hughes – Yes; Rob Manilla – Yes; and Nancy Mullen Call – Yes. Motion approved.

### **New Business:**

1. **NAPIS Reporting Update** – Michelle Northrup was in working with Julie Love to clean up the database for migration into Salesforce. Julie Love and Angela Hasse have been doing great job working on this effort on top of their regular job responsibilities. Kelly Ottinger is meeting with Seabury Foundation representation and discussing the progress to date.
2. **MAP Funding Report** – Regional grant update covered above.
3. **Worker's Comp Audit January 16** – Eric Cobb is meeting with them tomorrow. Kelly Ottinger also advised that the Area Agency on Agency will be conducting an audit soon on overall operations.
4. **Snow Voucher Program** – Victor Dinsmoore began the general discussion on this program. Rob Manilla summarized what the potential incremental cost would be if we expanded the number of vouchers. Victor Dinsmoore to get with Angela Hasse to get the specific usage.
5. **Today there was a fall in the parking lot** – Kelly Ottinger has contacted our insurance carrier.
6. **Label maker for Kitchen** – Kelly Ottinger to ask David Main to provide more detail.

### **Old Business:**

1. **Doug Durand/Brigit Hassig Overlap** – Kelly Ottinger has spoken with Brigit Hassig, the new Executive Director and Brigit Hassig advised that she can work with whatever needs to happen to insure and easy transition.
2. **Tying up loose ends of Doug Durand's Departure** – Kelly Ottinger has been in contact with Doug Durand.

### **Other Business:**

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

**Adjournment:** There being no further business to discuss a motion to adjourn at 5:44pm was made. All Board members said Aye. Motion approved.

Respectfully submitted:

Leo Hughes, Secretary, Benzie Senior Resources Board

**NEXT MEETING:** Wednesday, February 19, 2025 at 4:30 p.m.

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