



Commission on Aging

Mary T. Fry, Executive Director
1015 Short Dr Suite A, Prudenville, MI 48651
989.366.0205 Fax: 989.366.0136
www.rccoa.net

**Roscommon County Commission on Aging
Board of Directors Meeting
November 16, 2022**

Call Meeting to Order: Tracy Ellerbrock-Constance - Chair at 1-00pm

Pledge of Allegiance: All attending

Roll Call: Tracy Ellerbrock-Constance – Chair, Madeline Hiller – Secretary, Al Schultz - Treasurer, Roberta Kary – Vice Chair, Chuck Corwin, Kim Warner, Patty Bone and Peggy Poynter

Mary Fry, Executive Director

Excused: Marc Milburn

Unexcused absence: Patty Bone

Intro of Guest: Dan Smith, Dan Smith & Co. Certified Public Accountant
Jim Deamud by Zoom

Reading of Mission Statement: Mary Fry

Approval of Agenda:

Motion was made by Kim Warner and supported by Peggy Poynter. Motion carried.

Public Comment:

Jim Deamud stated that HIPAA needs to be corrected on previous minutes and documents. Phyllis asked if the annex has already been rented out by MI Works. No update as of this meeting, regarding Michigan Works expanding into Annex.

Patti Ososki, from HR handed out a survey from employees about Director Mary Fry for all Board members to review. This action was requested by the RCCOA employees to support Mary's evaluation.

Approval of Consent Agenda:

- Minutes from October 19, 2022, Board Meeting
- Minutes from October 26, 2022, Special Board Meeting
- Minutes from November 4, 2022, Special Board Meeting
- Minutes from October 26, 2022, Financial Committee
- Minutes from November 4, 2022, Personnel Committee Meeting/Executive Director's Annual Evaluation Meeting (Not Available at time of Board Distribution)
- Day Lodge Report
- In Home Service Report
- Financial Report

- Director's Report (Not Available at time of Board Distribution)

Roberta Kary made a motion to approve the Consent Agenda, with correction of HIPAA spelling in the October 19, 2022, Board Meeting Minutes. Peggy Poynter supported. Motion carried.

Intro of Guest: Dan Smith, Dan Smith & Co. Certified Public Accountant.

Dan presented Financial Report, Audited Financial Statement.

Discussion encouraging Mary Fry and Tracy Baker to review the current policies/procedures and establish updated internal controls.

Presented budget versus Actual Statement through Quick Books program.

Check on payroll system to see how to implement program at less expense to agency.

Dan will put his recommendations in writing and return to Board.

Directors Report:

Mary reviewed and answered questions regarding the Director's Team Report.

Amy and Mary are working on an "Appreciation Celebration", acknowledging the many contributions of Al Schultz (27 years), Deb Looney (8 years), Maddie Hiller (3 years) and Tracy Ellerbrock-Constance (2 years), on December 9th, 12:45 pm at the Houghton Lake Center.

Board Members Whose Terms are Ending 12/31/22:

Chair: Tracy Constance 12/31/22

Treasurer: Al Schultz 12/31/22 (Resigning)

Secretary: Madeline Hiller 12/31/22

County Commissioners Appointment:

Marc Milburn 12/31/22

Report from Nominating Committee:

"At Large" position on Board advertised in Houghton Lake Resorter for this week and next week.

Chuck Corwin stated that they need to change the By-Laws since 4 members will be off the Board and new representatives will be needed for the Board to continue. Three Executive Board positions and one Commissioner Representative will be hard to replace and train.

Houghton Lake submitted nominees: Sue Weir and Dave Moran as their appointments to the Board.

Senior Center Report:

Houghton Lake:

Maddie Hiller reported:

Acknowledgement of Veteran's programs at all three Centers. Appreciated by all in attendance.

12/15/22 - Going by bus to see the Christmas lights in Houghton Lake. \$5.00 charge per person for gas.

Please sign up with Amy at Houghton Lake Center. All three Centers have been invited to participate. If there is more interested than seats on the bus, they will offer a second opportunity so all can enjoy this adventure.

Soup fundraiser and kitten adoptions at the Silver Bell's Christmas Bazaar, HL Center on Saturday, November 26th.

12/19 - Cookie exchange and decorating. Limited to 10 seniors. Sign up with Amy at the HL Center.

12/21 - HL Center Christmas party. \$5.00 exchange gift – must mark man/woman on gift.

Roscommon Center:

Peggy Poynter announced:

12/15 is their Xmas party with \$5.00 gift exchange.

St. Helen Center:

Roberta Kary announced:

Soup fundraiser on Saturday from 1 to 4 pm.

County Commissioners Report: Marc Milburn. Absent

Region 9 Advisory Committee Report:

Chuck Corwin was unable to attend the Region 9 Advisory Committee Meeting.

Old Business:

Executive Director response to Board Evaluation to be presented at the January meeting since she did not receive the information from the evaluation that was presented to the full Board.

Financial reports will be presented by Tracy at the January Board meeting, since she was in the hospital and unable to present at today's meeting.

New Business: None**Public Comment:**

Robin Williams, Secretary of the Houghton Lake Center's Advisory Board, reiterated that all Centers could sign up for touring the Christmas lights. Contact Amy to sign up. Cost \$5.00 - toward gas for bus. This activity will be posted on web site.

Deb Looney reported that Veterans Day Program went well at the Houghton Lake Center. They had 92 for lunch that day, with veterans receiving their lunch for free at all three Centers. Veterans received pins, certificate and had their picture taken.

Last trip: Branson on 11/27 coming back 12/3.

12/9 Appreciation Celebration, for Deb, Al, Maddie, and Tracy, please join us in wishing her well.

Board Member Comment:

Al Schultz, who has been a member of the Board for 27 years and said he is retiring.

He enjoyed his years of service to the RCCOA and wishes the Board well.

Tracy Constance thanked the Board for their support in her year as Chair.

Madeline Hiller thanked the Board and Mary for their support in being Secretary.

Roberta Kary wished everyone a Merry Christmas and happy New Year.

Adjournment

Motion to adjourn meeting at 1:47PM made by Roberta Kary and supported by Al Schultz. Motion carried.

Respectfully submitted,
Madeline (Maddie) Hiller