



Commission on Aging

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***DRAFT MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
February 19th, at 1:00pm***

Call Meeting to Order: Roberta Kary – Chairperson @ 1:00 pm

Pledge of Allegiance

Roll Call: **ALL IN ATTENDANCE**

- Roberta Kary – Chair
- Kimberly Daniels – Vice Chair
- Phyllis Piotrowski - Treasurer
- Kim Warner (left early at 3:00 pm)
- Kathy Jernigan
- Janette Butler

Intro of Guests: Erica Gingrich, EBS, Joel Denver, COA Maintenance

Excused Absence: Chuck Corwin-Secretary, Marc Milburn, Peggy Poynter

Reading of Mission Statement:

The purpose of the Roscommon County Commission on Aging is to promote the welfare, independence, safety, and health of our senior citizens through various programs

**Approval of Agenda:**

**ADD BANK SIGNATURE CARDS TO OLD BUSINESS**

**ADD SWEARING IN OF JANETTE BUTLER AFTER THE MEETING ENDS**

Motion by: **Kimberly Daniels**

Second by: **Janette Butler**

Approval: **ALL IN FAVOR**

**Approval of Consent Agenda:**

- Minutes-Board Meeting, January 15, 2025
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kim Warner**

Second by: **Kathy Jernigan**

Approval: **ALL IN FAVOR**

**Public Comment:** *(please limit your comments to not more than 3 minutes)*

**Emil Bellenbaum** – comment regarding Carry Out Meal Standards and interest in reviewing the standard to determine if the agency can participate.

**Rhonda Cross, Roscommon Transit** – comment regarding non-emergency transportation options, accepting insurance, availability for occasional & volunteer drivers. Contract the transit authority or visit [roscota.net](http://roscota.net) for more information.

**Director's Report:** Debra Looney

- **Welcome new board member, Janette Butler.**
- **Update on new head cook in Roscommon Center – well liked and a huge hit with the seniors. Seniors are enjoying the delicious meals.**
- **Have a Heart campaign is going well. Household cleaning items for home-bound seniors will continue to be accepted at all 3 centers.**
- **All Staff Meeting report – All employees participated in the CPR course and are CPR Certified, attended the Healthy Boundaries presentation, and attended the Blood Born Pathogens education and test. A wonderful lunch was provided by Becky Sue, Houghton Lake Head Cook.**
- **Meals on Wheels participants have received multiple Emergency Meals, meals in advance of scheduled closure(s), and (2) Shelf Stable Meals. The kitchens have done an amazing job of making sure the home-bound meals participants continue to have a meal available when the agency experiences a closure.**

**Controller Report:** Tracy Baker

- **Reviewed Income and Expenses for January 2025 and Year to Date**
- **Reviewed meal numbers, in-home service units, and Serenity Day Lodge units**
- **Cash Flow Projection is stable**
- **The Agency is successfully operating within the budget parameters**

**Report on In-Homes Services:** Tina Fransee gave a thorough explanation of the current waitlist, process for scheduling participants, and forecast.

**Report on Maintenance:** Joel Denver spoke about the OSHA visit and findings, repair on the Houghton Lake center's generator and roof drains, Emergency Exit signs are all in working condition, a maintenance schedule has been developed, and all equipment is up to date with maintenance.

**Old Business:**

**Bank Signature Cards**

**MOTION TO REMOVE PEGGY POYNTER AS A SIGNATORY FROM ALL ACCOUNTS HELD AT MERCANTILE BANK AND ADD KIMBERLY DANIELS AS A SIGNATORY TO ALL ACCOUNTS HELD AT MERCANTILE BANK. ALL OTHER SIGNATORIES WILL REMAIN THE SAME.**

**First:** Kimberly Daniels

**Second:** Kathy Jernigan

**Roll Call:** Kim Warner – YES  
Phyllis Piotrowski – YES  
Kimberly Daniels – YES  
Kathy Jernigan – YES  
Janette Butler – YES

**MOTION TO REMOVE PEGGY POYNTER AS A SIGNATORY FROM ALL ACCOUNTS HELD AT HUNTINGTON BANK AND ADD KIMBERLY DANIELS AS A SIGNATORY TO ALL ACCOUNTS HELD AT HUNTINGTON BANK. ALL OTHER SIGNATORIES WILL REMAIN THE SAME.**

**First:** Kimberly Daniels

**Second:** Janette Butler

**Roll Call:** Kim Warner – YES  
Phyllis Piotrowski – YES  
Kimberly Daniels – YES  
Kathy Jernigan – YES  
Janette Butler – YES

**New Business:**

- Erica Gingrich- **Health Insurance Presentation of options available to the employees.**  
**Roberta Kary – A Special Meeting will be held to discuss Employee Benefits Package.**
- Board Meeting Centers & Dates

**MOTION THAT THE BOARD MEETING IN APRIL 2025 WILL BE IN ROSCOMMON, MAY OF 2025 WILL BE IN HOUGHTON LAKE, AND JUNE WILL BE IN ST. HELEN. THEY WILL OCCUR AT 1:00 PM ON THE 3<sup>RD</sup> WEDNESDAY.**

**First:** Janette Butler

**Second:** Kim Warner

Approval: **ALL IN FAVOR**

- Handbook Revisions

**MOTION TO ACCEPT THE CHANGES TO THE EMPLOYEE HANDBOOK.**

**First:** Kathy Jernigan

**Second:** Kimberly Daniels

**Roll Call:** Phyllis Piotrowski – ABSTAIN  
Kimberly Daniels – YES  
Kathy Jernigan – YES  
Janette Butler – YES  
Roberta Kary – YES

**County Commissioner’s Report:** Marc Milburn **N/A**

**Region 9 Advisory Committee Report:** Chuck Corwin **N/A**

**Senior Center Reports:**

Houghton Lake: (Phyllis Piotrowski & Kimberly Daniels)

- **Advisory Board is discussing having a Hippie Day in march and a Mardi Gras Day on March 4<sup>th</sup>**

Roscommon: (Peggy Poynter & Kim Warner) **N/A**

St. Helen: (Roberta Kary & Kathy Jernigan)

- **Preparations for Mardi Gras Day & St. Patrick’s Day**
- **White Elephant Sale has been postponed to the end of April 2025**
- **OSHA came out and inspected the center**
- **Building is in good condition although it is more than 50 years old**
- **People continue to stay for socializing and cards**
- **Staff is really good at helping the seniors with their needs**
- **The specialty dishes have been used and work very well**

**Public Comment:** *(please limit your comments to not more than 3 minutes)*

**Emil Bellenbaum – Will schedule a visit with Debra and Tracy to discuss questions regarding the Serenity Day Lodge budget and the overall profit and loss of the agency.**

**Board/Director Comments:**

**Phyllis Piotrowski – would like to see Board Member Orientation and Training.**

**Debra Looney – with grant money received from the grants submitted by the Serenity Day Lodge, there will be a Caregiver Conference tomorrow at the Houghton Lake Center and there are currently 57 attendees.**

**Adjournment: @ 3:15 pm**

**Motion by: Kimberly Daniels**

**Second by: Janette Butler**

**Approval: ALL IN FAVOR**