



Commission on Aging

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***DRAFT MEETING MINUTES
BOARD OF DIRECTORS MEETING
March 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
- Kathy Jernigan
- Janette Butler
- Peggy Poynter
- Chuck Corwin
- Marc Milburn – arrived at 1:03 pm

Intro of Guests: **N/A**

Excused Absence: **N/A**

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 EXECUTIVE DIRECTOR SALARY TO NEW BUSINESS

Motion by: **Chuck Corwin**

Second by: **Kim Warner**

Approval: **ALL IN FAVOR**

Approval of Consent Agenda:

- Minutes-Board Meeting, February 19, 2025
- Financial Reports
- Day Lodge Report
- In-Home Service Report
- Food Service/MOW's Report
- Director's Report

Motion by: **Kimberly Daniels**

Second by: **Kathy Jernigan**

Approval: **ALL IN FAVOR**

Public Comment: (please limit your comments to not more than 3 minutes) **NONE**

Director's Report: Debra Looney

- Thank you to **Compassus of West Branch** for hosting the **Dementia Training** for the **Agency**
- Thank you to the **Board** for handling the **healthcare benefits** for the **employees** of the **Agency**
- **Tom** who handles the **Chore Program**, has been busy with **grab bars**, **equipment pickups**, **shoveling**, and **delivering meals** on wheels
- Met with **Alexandria** from **MSU Extension** and **Becky** and **Amie** from the **Centers** to coordinate **\$1,500 grant** for **raised vegetable garden beds** for the **centers**. **Produce** can only be consumed at the center where the garden bed is placed.
- **Aged Driver Program** is in the **planning process** with **150 books** ordered
- **Consumers Energy** is planning a **Lunch & Learn Program** at the **centers** soon
- **Heath** from the **local VA** visited the **Roscommon Center** today for a **Listen & Learn** event. He will be at the **Houghton Lake Center** on **March 26, 2025**.

Controller Report: Tracy Baker

- **Reviewed Income and Expenses for February 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**
- **Introduced a new report "RCCOA Program Financial Status"**
Commissioner Milburn requested this report be supplied to the Board of Commissioners

Old Business: **NONE**

New Business:

Short Term Goals- Committee's Recommendations

1. **Increase our Social Media Footprint**
2. **Conduct a survey to collect information as to the social media platform used by participants**
3. **Computer at each center**
4. **Paying down/off the note on the Houghton Lake Center**
5. **Grant writing training for the director**

MOTION FOR THE DIRECTOR AND CONTROLLER TO DETERMINE THE AVAILABLE FUNDS TO PAY DOWN OR PAY OFF THE CHASE BANK NOTE WITH FUNDING BREAKDOWNS AND SUBMITTED IN ADVANCE TO THE BOARD BY APRIL 7, 2025.

First: Marc Milburn

Second: Kimberly Daniels

Roll Call: Kim Warner – YES
Phyllis Piotrowski – YES
Kimberly Daniels – YES
Kathy Jernigan – YES
Janette Butler – YES
Chuck Corwin – YES
Marc Milburn – YES
Peggy Poynter – YES

MOTION FOR THE DIRECTOR TO FIND GRANT WRITING TRAINING TO PRESENT TO THE BOARD AT THE APRIL MEETING.

First: Kim Warner

Second: Kathy Jernigan

Roll Call: Kim Warner – YES
Phyllis Piotrowski – YES
Kimberly Daniels – YES
Kathy Jernigan – YES
Janette Butler – YES
Chuck Corwin – YES
Marc Milburn – YES
Peggy Poynter – YES

Executive Director Salary

MOTION TO INCREASE THE EXECUTIVE DIRECTOR'S SALARY BY 3%.

First: Kimberly Daniels

Second: Janette Butler

Roll Call: Kim Warner – NO
Phyllis Piotrowski – YES
Kimberly Daniels – YES
Kathy Jernigan – YES
Janette Butler – YES
Chuck Corwin – YES
Marc Milburn – NO
Peggy Poynter – NO

MOTION FOR THE EXECUTIVE DIRECTOR'S SALARY INCREASE TO BE EFFECTIVE APRIL 1, 2025.

First: Kimberly Daniels

Second: Janette Butler

Roll Call: Kim Warner – NO
Phyllis Piotrowski – YES
Kimberly Daniels – YES
Kathy Jernigan – YES
Janette Butler – YES
Chuck Corwin – YES
Marc Milburn – YES
Peggy Poynter – NO

MOTION FOR THE DIRECTOR TO CREATE A SURVEY INQUIRING WHERE PARTICIPANTS OBTAIN THEIR INFORMATION, THE TYPE OF SOCIAL MEDIA PLATFORM THEY USE, AND WHETHER OR NOT THEY USE ELECTRONIC DONATIONS AND THE TYPE THEY USE.

First: Kimberly Daniels

Second: Kathy Jernigan

Approval: **ALL IN FAVOR**

County Commissioner's Report: Marc Milburn

- The tacos were awesome, and the center was packed today
- The VA is honoring area Veterans and Seniors at the Brook
- Marc and his wife will be attending Older Michiganians Day

Region 9 Advisory Committee Report: Chuck Corwin

- Regional Advisory Council Meeting January 27, 2025 the Continuing Resolution had not been finalized and people were extremely nervous about funding
- Agencies are experiencing increases in the cost of food by 67%, other costs by 71%, and volunteer shortages
- Counties are considering leaving NEMCSA due to required programs associated with receiving their funding

Senior Center Reports:

Houghton Lake: (**Phyllis Piotrowski & Kimberly Daniels**)

- The advisory board shared 60 paczkis at lunch and gave away masks for Mardis Gras/Fat Tuesday
- They had a full house with over 100 people signed up for St. Patricks Day lunch with live music hired by the Advisory Board
- The karaoke and ukulele groups have really taken off, including dancers at Karaoke
- 30 Roscommon County residents were helped through the center's Tax Prep Program

Roscommon: (**Peggy Poynter & Kim Warner**)

- **40 in attendance for St. Patrick's Day and Kim played the piano**

St. Helen: (Roberta Kary & Kathy Jernigan)

- **46 in attendance for St. Patrick's Day**
- **Mardi Gras Gumbo and cakes**
- **April 26 – Clean out your closets/garage with lunch donation benefiting MOW**
- **May 14 – Open House with Gordon Food Service**

Public Comment: *(please limit your comments to not more than 3 minutes)* **NONE**

Board/Director Comments:

Marc Milburn – He and his wife will be attending Older Michiganians day on May 7th

Peggy Poynter – Asked Marc if he invites other commissioners to attend the centers for lunch

Adjournment: @ 2:26 pm

Motion by: Marc Milburn

Second by: Peggy Poynter

Approval: ALL IN FAVOR