

BOARD MEETING MINUTES FY2022

Serving the Seniors of Missaukee County



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Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
231-839-7839

MCCOA Board of Directors Meeting

October 17th, 2021

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Pat Smith, Vice Chair Virginia Keelan, Treasurer Marcia Zimmerman, Secretary Helen Keeler

General Meeting

Meeting held in person & called to order at 10:08

Roll Call: Zimmerman, Keelan, Keeler, Smith, Spurgeon, excused absent Bill Mosher.

Public: Jean Swaffer and Gail Stahl

Pledge and invocation by Pat Smith

Gail introduced herself and her interest in becoming a possible board member.

Jean introduced the possibility of home delivery of food provided by Rogers and volunteer drivers. Heather to follow up on specifics of providing that service.

Consent of Agenda

Additions/Deletions/Approval Spurgeon 2nd Keelan

Approval of September 2021 Minutes Keelan 2nd Zimmerman

Reporting

Financial and Services Reports. Opening an account at Forest Ares CU either checking or savings. Heather to check with auditor to see which will work better for the COA

New Business

MDOT master agreement FY 22-25 Signature Resolution approval and signed for upcoming fiscal year.

Virginia is resigning as of December to focus on family matters, she will consider still being a part of the COA in a volunteer position. COA will be closed November 25 & 26, 2021 & December 24, 27, & 31, 2021. Isaiah Vogler current care giver is finishing LPN program and considering ongoing employment at COA. Heather to analyze wage.

Old Business

Strategic Planning Committee to look at a 3-year plan to tie into millage Bill S, Pat S and Heather.

Jean has volunteered to help write millage proposal.

Building Project Update

Cement pad poured, electrical, automatic door, just odds and ends need to be finished.

Public comment

Gail to look over packet and decide on joining.

Meeting adjourned 11:19a. Motion by Keelean, 2nd Smith



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

November 16th, 2021

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Pat Smith, Vice Chair Virginia Keelan, Treasurer Marcia Zimmerman

Absent: Secretary Helen Keeler

General Meeting

Meeting held in person & called to order at 10:05

Roll Call: Zimmerman, Keelan, Smith, Spurgeon, Mosher, excused absent Keeler

Staff: Heather & Holly

Public: Jean Swaffer and Gail Stahl

Pledge and invocation by Pat Smith

#3 Gail Stahl Board Appointment – Zimmerman/2nd Keelean. 0 Opposed.

Consent of Agenda

Additions/Deletions/Approval – RE: New Business: Add Items #3 Gail Stahl-Board Appointment, #4 Board Term Update, #5 Garage Comments.

Approval of October 2021 Minutes as Presented: Spurgeon/ 2nd Zimmerman

Reporting

Financial and Services Reports Presented

New Business

MCCOA Bi-Monthly All Staff Meeting will be held tomorrow at noon. Next meeting January 19, 2022.

FY21 Audit – Auditors will be coming in mid-December to start

Gail Stahl – New Board Member appointment

Board Terms Update – Reviewed and adjusted to reflect correct terms & under special circumstances, Bill Mosher will continue for one more year due to the pandemic. Heather will present updated list at next meeting. Zimmerman/2nd Spurgeon.

Garage Comments – would like to look at insulating the interior & shelving, Heather will look into quotes.

Old Business

Board Terms reviewed & revised.

Community Outreach

Sue with the Alzheimers Association met with Lew Beaver at the Senior center and had a good turn out. They will be meeting at the center the 1st Friday of each month at 1p.

Chair Smith expressed his thanks and understanding of the board members for allowing him to continue, it has marked one year since his battle with COVID.

Meeting adjourned 11:50a. Motion by Keelean, 2nd Smith



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

December 21st, 2021

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting not held due to no quorum.

General Meeting

Meeting held in person & called to order at 10:00

Roll Call: Zimmerman, Keelan, Spurgeon, Mosher, & Stahl. Excused absent Keeler, Smith

Staff: Heather

Pledge and invocation by Virginia Keelean/Gail Stahl

No public comment

Consent of Agenda

Additions/Deletions/Approval – Approved with no changes. Motion by Bill S/2nd Gail

Approval of November 2021 Minutes as Presented: Spurgeon/ 2nd Zimmerman

Reporting

Financial and Services Reports Presented

New Business

1. Administrative Assistant Position – Discussed the need to increase office staff due to rise in clients. Director requests the approval to hire an administrative assistant for 32 hours per week and to be paid \$14.50 per hour. Board requests advertising for the position be ran in the local papers and social media account and a job posting to current staff for the opportunity. Motion to support by Mosher, 2nd by Stahl. Vote: 5 yes, 0 no.
2. Isaiah Vogler – LPN Boards. Current In-Home provider attending nursing school and has just completed his LPN and on his way to RN. Isaiah has expressed an interest in continuing as a nurse at the COA. Information presented to the board and will revisit in January.
3. Employee Uniform – Heather asking Board's opinion regarding COA branded items for staff to wear in the field. She will survey staff to see if they prefer scrubs, T-shirts, pullovers, etc. and report back. Have pricing information from B&D.

Old Business

1. Open Board Position- will continue to advertise for opening.
2. Strategic Planning Committee – No updates, meeting will be held soon per committee
3. Garage Insulation/Building Update – Heather checked into insulation options for the new garage, it is too late in the season to have this done and contractors recommend circling back in the spring.

Community Outreach

Office staff continues collaboration with area networks.

Meeting adjourned 11:45a. Motion by Zimmerman, 2nd Mosher



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651

231.830.7820

MCCOA Board of Directors Meeting

January 18th, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Patrick Smith, Treasurer Marcia Zimmerman, Secretary Helen Keeler

General Meeting

Meeting held in person & called to order at 10:05

Roll Call: Smith, Zimmerman, Keeler, Spurgeon, Mosher, & Stahl.

Staff: Heather

Pledge and invocation by Smith/Stahl

No public comment

Consent of Agenda

Additions/Deletions/Approval – Agenda approved with no changes.

Motion by Zimmerman to update December 2021 Minutes to reflect Executive Meeting was not held due to no quorum. 2nd Spurgeon. All in favor, no opposed.

Reporting

Financial and Services Reports Presented. Office received an approximate \$40,000 check for millage from the county to be deposited. Billing issues discovered from computer system not syncing to reflect services, this has been corrected and back bills have been sent out to clients. Discussed marketing for services and ways to increase AAA referrals. Would like a breakdown of the process per our nurse and discussed how many clients we have referred vs. how many end up actually receiving services through waiver program. Will include marketing as part of the strategic planning process.

New Business

1. Nomination for Vice Chair to replace Virginia Keelean. Nomination made by Zimmerman for Bill Spurgeon to become new Vice, 2nd by Stahl. All vote in favor, no opposed. Motion carried.
2. The administrative assistant position was marketed through social media and the newspaper, receiving a handful of candidates, including existing staff of COA. The position has been accepted by Haley Troon and her first official day in the office will be January 24th.
3. Consumers Energy Analysis reviewed and discussed noting the need for new lighting, water heater and a furnace evaluation as the current 2 furnaces are old and will be hard to obtain parts for going forward. Heather will check into MDOT annual grant to see if such items could qualify to be covered with those dollars.
4. FY21 Financial Audit – Is in the final stages and should have results and recommendations soon.
5. Office Computers/Phones/Office Copier – Heather states she is having difficulty obtaining service for our current analog phone system as is a dying technology. Quote received from Avanon in Traverse City to replace the phone system with a digital one. They will be providing a further analysis of cost, Heather may ask them to come to a meeting to present in person.

6. Millage – August 2022 – Discussion about the upcoming millage and should there be a subcommittee formed to handle the marketing and processes involved.

Old Business

1. Open Board Position- will continue to advertise for opening.
2. Strategic Planning Committee – No updates, meeting will be held soon per committee

Community Outreach

Office staff continues collaboration with area networks.

Meeting adjourned 12p. Motion by Stahl, 2nd Smith



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

February 15th, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Patrick Smith, Vice Chair Spurgeon, Secretary Helen Keeler.

Excused Treasurer Marcia Zimmerman.

General Meeting

Meeting held in person & called to order at 10:05

Roll Call: Smith, Keeler, Spurgeon, Mosher, & Stahl.

Staff: Heather

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval – Motion to approve Agenda as presented by Spurgeon, 2nd by Stahl.

Motion by Spurgeon to approve the January minutes, 2nd by Stahl

Reporting

Financial and Services Reports Presented.

New Business

1. Millage Renewal Committee – Gail has agreed to “co-chair”, will be checking with Jean Swaffer to ask her to also co-chair or at least consult.
2. E-Cycle Program – collaboration with the County, grant dollars until August 2023 and they have purchased a truck. Starting April 1st they will provide pick up services for the Seniors of the county at no charge to them.
3. Office Phones – 2 quotes presented. NetOneExpress and Anavon. Anavon has a current relationship with our computer provider/servicer and the quote was more detailed and explanatory. Motion pending to approve on a positive recommendation of Anavon giving Heather permission to purchase new phone system per the presented quote. Per message from Zimmerman prior to meeting, she is in favor of Anavon. Roll Call Vote=5YES/0NO
4. Computer Upgrades- current computers can no longer be updated or upgraded due to age, 8-10 years old. Quote presented from AllPro Technology to upgrade computers for Director, Support Services Manager, & Office Manager. 1 Additional new computer for new Admin Assistant along with 3 monitors. Roll Call=5YES/0NO
5. Revised Volunteer Driver Transportation Policy - Changing language regarding school closures and transport. Revising policy to state that in some instances even when school is closed, drivers will still take clients as long as the driver and the client are comfortable with the driving conditions. Also, that it is up to the driver discretion to allow smoking in their personal vehicle by clients.

Old Business

1. Open Board Position- will continue to advertise for opening.
2. Strategic Planning Committee – No updates, meeting will be held soon per committee

Community Outreach

Office staff continues collaboration with area networks.

Meeting adjourned 12p. Motion by Smith, 2nd Spurgeon



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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**MCCOA Board of Directors Meeting
March 15th, 2022**

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Patrick Smith, Vice Chair Spurgeon, Secretary Helen Keeler., Treasurer Marcia Zimmerman

General Meeting

Meeting held in person & called to order at 10:08

Roll Call: Smith, Zimmerman, Keeler, Spurgeon, Mosher, & Stahl.

Staff: Heather

Pledge and invocation by Spurgeon

No public comment

Consent of Agenda

Additions/Deletions/Approval – Motion to approve Agenda as presented by Zimmerman, 2nd Keeler

Motion by Zimmerman to approve the February minutes, 2nd by Keeler

Reporting

Financial and Services Reports Presented.

New Business

1. Millage Renewal Committee – Gail has declined the “co-chair” position but will be involved in the committee, Jean Swaffer has agreed to consult with the committee. After much discussion, on how to proceed with the millage proposal of a list of possible people was made and each of the board members will call to invite them to consult with the renewal of the millage. The Board will get back to Heather with persons interested by March 22nd.
2. William Spurgeon Adding As Signor to Huntington Account. Motion to remove Virginia Keelean and add William “Bill” Spurgeon as an authorized signor to the COA checking and payroll account by Zimmerman, 2nd by Mosher. Roll Call Vote=6 YES/0 NO. Motion Approved.
3. Mileage Reimbursement – Currently reimbursing \$0.50 per mile to volunteer transportation drivers and COA staff. Due to the rise in fuel costs, it was proposed to increase the reimbursement to fall in line with the IRS rate. Motion by Spurgeon to increase from \$0.50 to \$0.58 per mile temporarily for a 6-month period, 2nd by Stahl. 6 months will be close to the end of the fiscal year and will reevaluate at that time to decide whether to continue onto fiscal 2023.
4. Open Board Position – Application received from Michelle Geiger; Heather will invite her to our next meeting.

Old Business

1. Strategic Planning Committee – No reporting currently. Heather will send a copy of the Needs & Wishes for the building.

Discussed quote for remaining building upgrades from Hilltop for \$11,300. Motion to approve spending the money for the upgrades by Spurgeon, 2nd Keeler. Suggestion made to check with Lake Township for some

possible financial support or ARPA funds through the county.

Community Outreach

Office staff continues collaboration with area networks. Senior Appreciation is set for July 28th.

SNAG groups will be hosting a summer series called Snacks & Facts, Heather & Shannon are part of that committee

Meeting adjourned 11:58. Motion by Smith, 2nd Spurgeon



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

April 19, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:35

Present: Vice Chair Spurgeon, Secretary Helen Keeler., Treasurer Marcia Zimmerman,

Excused: Chair Patrick Smith

General Meeting

Meeting held in person & called to order at 10:00

Roll Call: Zimmerman, Keeler, Spurgeon, Mosher, & Stahl.

Excused: Smith

Guest Michelle Geiger

Staff: Heather

Pledge and invocation by Spurgeon

No public comment

Consent of Agenda

Additions/Deletions/Approval – Motion to approve Agenda as presented by Mosher, 2nd Keeler

Motion by Zimmerman to approve the March minutes, 2nd by Stahl

Reporting

Financial and Services Reports Presented. Heather received back the analysis yesterday for lighting from Commercial Refrigeration through Consumers Energy. Heather will follow up to ask to confirm quote details and inquire about replacing lights vs. bulbs.

New Business

1. Michelle Geiger – Board Member Position: Nomination for Michelle Geiger to fill the vacant seat with term ending 12/31/22 on the COA Board by Zimmerman, 2nd by Mosher. 5=YES 0=NO.
2. Chamber of Commerce Annual Membership Dues: Received information that dues were raised from \$80 to \$185. Marcia believes that this may be incorrect and that there are lower dues for non-profits. Taddy will touch base with them and report back to the board.

Old Business

1. Strategic Planning Committee – No reporting currently.

Community Outreach

Office staff continues collaboration with area networks. Senior Appreciation is set for July 28th.

SNAG groups will be hosting a summer series called Snacks & Facts, Heather & Shannon are part of that committee

Meeting adjourned 11:58. Motion by Zimmerman, 2nd Stahl



Missaukee County Commission on Aging

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MCCOA Board of Directors Meeting
May 17th, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:35

Present: Chair Smith, Vice-Chair Spurgeon, Secretary Helen Keeler, Treasurer Marcia Zimmerman, Michelle Geiger, Director Bryant

General Meeting

Meeting held in person & called to order at 10:01

Roll Call: Smith, Zimmerman, Keeler, Spurgeon, Mosher, Geiger, & Stahl.

Staff: Heather

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda as presented by Spurgeon, 2nd Zimmerman

Motion by Zimmerman to approve the May minutes, 2nd by Spurgeon

Reporting

Financial and Services Reports Presented. Haley has taken over billing and client bills are scheduled to go out by the 10th of the month. Writing financial policies and procedures for recognizing and tracking delinquent bills. Looking to develop policy for those unable or not paying. AAANM has received \$20,000 allotted to Missaukee County to purchase assisted mobility devices for seniors.

New Business

1. No New Business currently

Old Business

1. Millage Renewal Committee — Millage is on the August ballot. Still need specific dates and funds. Michelle to print flyers, need to decide on size of banners, fund-raising pasties are started. Discussed for next renewal to change ballot language so it's not so wordy.
2. Neighbor has COA sign blocked with his boats, possibly will need to move the sign out further so it can be seen from the road.

Community Outreach

Office staff continues collaboration with area networks. Senior Appreciation is set for July 28th.

SNAG groups will be hosting a summer series called Snacks & Facts this summer. Bill S. for a flowchart of staff duties. Strategic planning and budgeting discussed with plans and policies, team building and wage structure.

Meeting adjourned 11:35 Motion by Smith, 2nd Geiger



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

June 21st, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:35

Present: Chair Smith, Secretary Helen Keeler, Treasurer Marcia Zimmerman, Director Bryant. Excused: Vice Chair Spurgeon

General Meeting

Meeting held in person & called to order at 10:00

Roll Call: Smith, Zimmerman, Keeler, Geiger, & Stahl. Excused: Spurgeon & Mosher

Staff: Heather

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda as presented by Zimmerman, 2nd Geiger

Motion by Keeler to approve the June 2022 minutes, 2nd by Geiger

Reporting

Heather will continue to give monthly summary of income/expenses for Board review at meeting but will only present in-depth detailed reporting every 6 months. Monthly reports will continue to be generated and ready for review at any time. But simplified version will be presented. AAA \$20,000 Assisted Devices Grant is going well, many seniors have benefited from this grant so far for medical equipment and devices to make their lives easier.

New Business

1. Office Staff & Role Changes: Based on Job Duties. Haley has assumed the role of all client financial matters.
Haley Troon — Administrative Assistant to Client Financial Coordinator
Holly Davis — Office Manager to Client Services Coordinator
Shannon Scarbrough — Support Services Manager to Support Services Coordinator
2. Isaiah Vogler — Current In Home CNA that just passed his LPN boards. Would like to offer him a part-time position to assist in footcare and nursing duties. He will continue to care for his client at 4 hours per week and perform up to 16 hours of nursing per week at \$18 per hours for nursing and current CNA wage for In-Home. Roll Call Vote: Smith=Y, Zimmerman=Y, Keeler=Y, Geiger=Y, Stahl=Y, O=N.
3. IRS Mileage Temporary Increase to \$0.625 — Has increased until 12/31/22. Discussed the need to increase to offset the cost of fuel for employees, effective July 1st, 2022 the Commission on Aging will follow the IRS rate for mileage reimbursement and adjust accordingly to any increase or possible decrease that arises.
4. Lighting Quotes — Between 2 competing bids, Consumers Energy Commercial Refrigeration LLC chosen to do the lighting upgrades to not exceed \$5,000. Roll Call Vote: Smith=Y, Zimmerman=Y, Keeler=Y, Geiger=Y, Stahl=Y, O=N.

Old Business

1. Millage Renewal Committee — Millage is on the August ballot. Decided signs are too expensive. Will promote through free methods such as Facebook and placing flyers, group is also riding in the parade to promote.

Community Outreach

Office staff continues collaboration with area networks. Senior Appreciation is set for July 28th.

SNAG groups will be hosting a summer series called Snacks & Facts this summer. MCCOA All Staff July 20th @ Noon

Adjournment: 11:30 motion by Zimmerman, 2nd Stahl



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting
July 19th, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:35

Present: Chair Smith, Vice Chair Spurgeon, Secretary Helen Keeler, Treasurer Marcia Zimmerman, Director Bryant.

General Meeting

Meeting held in person & called to order at 10:00

Roll Call: Smith, Spurgeon, Zimmerman, Keeler, Geiger, Mosher & Stahl.

Staff: Heather

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda as presented by Zimmerman, 2nd Geiger

Motion by Zimmerman to approve the June 2022 minutes, 2nd by Geiger

Reporting

June 2022 Income & Expenses summarized. New column showing starting & ending balance. Complete financials will be presented quarterly going forward with the understanding of report access being available for review at any time.

Isaiah has been shadowing nurses to learn footcare & medication management while still performing CNA duties. He has been accepted to a nursing school in California and will be taking a leave of absence until potentially next summer.

New Business

1. FY23 Budget — Subcommittee formed consisting of Smith, Stahl, & Harris-Bryant. First meeting will take place 07/21 at 1230p. Budget to include expenses, wages, improvements, activities, COA goals, and miscellaneous expenses. Budget needs to be finalized before October and submitted to the County for their information per our agreement.
2. Kalkaska Senior Appreciation Day August 26th — Heather and staff plan to have an informational/interactive booth set up and is seeking permission to close the office that day to attend. All agree is great opportunity for outreach and show support.

Old Business

Community Outreach

Office staff continues collaboration with area networks. Senior Appreciation is set for July 28th.

SNAG groups will be hosting a summer series called Snacks & Facts this summer.

Next Meeting August 16th, 2022

Adjournment: 10:45a motion by Geiger, 2nd Taddy



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

August 16th, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Smith, Vice Chair Spurgeon, Secretary Helen Keeler, Treasurer Marcia Zimmerman, Director Bryant.

General Meeting

Meeting held in person & called to order at 10:00

Roll Call: Smith, Spurgeon, Zimmerman, Keeler, Geiger, Mosher & Stahl.

Staff: Heather & Brenda Strickland, Clinical Supervisor

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda after adding item#7 Pest Policy by Zimmerman, 2nd Spurgeon

Motion by Zimmerman to approve the July 2022 minutes, 2nd by Spurgeon

Staff Representation: Brenda Strickland, COA Clinical Supervisor. Brenda has been working on reviewing policies, streamlining paperwork, job descriptions, vacation policies, new programming, and needful help.

Reporting

July 2022 Income & Expenses reported & reviewed.

New Business

1. FY23 Budget — Subcommittee formed consisting of Smith, Stahl, & Harris-Bryant. Update given.
2. BCBS Renewal — 12% increase for renewal. Requests quote for HSA option, Heather will ask agent for updated analysis.
3. Audit Results — Reviewed. Positive with no findings.
4. Tax Returns — Presented and reviewed.
5. Huntington Bank Maturing Credit Line — COA has an existing open line of credit with Huntington for up to \$80,000. Account was opened years ago and never used. Option to keep open or close. Motion made by Mosher to close the account, 2nd Spurgeon.
6. Senior Safety Campaign Proposal — Received from Z93, \$595 per week to run ads, declining at this time. Heather will notify.
7. Pest Policy — New policy regarding bed bugs, lice, and other pests in client's home. Reviewed, correction suggested by Geiger to change the wording to say we may require proof of extermination to we will require it.

Old Business

1. Millage Renewal Committee — Thanks to all who worked to help our millage pass.

Closed Session — Discussion on Director evaluation & guidelines. Due on yearly hire date.

Community Outreach

Heather Out of the Office September 7th — September 12th

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Next MCCOA Meeting September 20th, 2022

HSLC — Human Services League Council

Missaukee County Board of Commissioners — Next Meeting September 13th

Adjournment: 11:30a motion by Spurgeon, 2nd Stahl



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting

September 23rd, 2022

Missaukee County Commission on Aging Conference Room

It is the mission of the Missaukee County Commission on Aging to keep seniors of the county safe, engaged, and independent through education, advocacy, and services.

Executive Meeting

Meeting held in person; meeting began at 9:00

Present: Chair Smith, Vice Chair Spurgeon, Secretary Helen Keeler, Treasurer Marcia Zimmerman, Michelle Geiger, Director Bryant.

General Meeting

Meeting held in person & called to order at 9:15

Roll Call: Smith, Spurgeon, Zimmerman, Keeler, Geiger, & Mosher.

Absent: Stahl

Staff: Heather & Holly

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda by Spurgeon, 2nd Zimmerman

Motion by Zimmerman to approve the August 2022 minutes, 2nd by Spurgeon

Staff Representation: Holly Davis, Client Coordinator.

Reporting

August 2022 Income & Expenses reported & reviewed. Fiscal Year 2023 Budget presented by Director Bryant

New Business

1. FY23 Budget-Main Points of Discussion
 - a. Haley Troon — Requests transition from part-time to full-time. Will work as Billing Coordinator 4 days a week and then a dedicated day for Grant Research & Opportunities. Roll Call: Zimmerman Y, Geiger Y, Smith Y, Spurgeon Y, Mosher Y, Keeler Y. Approved.
 - b. Marcia Hoekwater — Move from part-time to full-time In-Home Provider. Roll Call: Zimmerman Y, Geiger Y, Smith Y, Spurgeon Y, Mosher Y, Keeler Y. Approved.
 - c. Proposed Pay Increase for all Employees at 4-5%. Increase BCBS Employee Cost Share from 8% to 10% for Spouse/Dependent Coverage. Roll Call: Zimmerman Y, Geiger Y, Smith Y, Spurgeon Y, Mosher Y, Keeler Y. Approved.
 - d. Wagner, Scarbrough, J. Davis, Stickels proposed pay increase. Roll Call: Zimmerman Y, Geiger Y, Smith Y, Spurgeon Y, Mosher Y, Keeler Y. Approved.
2. Request Office Closures for 2023, following recognized holidays. Office will be Closed July 3rd & December 26th
3. Board Position Interest — Jane Bigham. Will ask her to join us at the October meeting. Open position by Mosher available January 1st, 2023.

Old Business

1. Strategic Planning Committee — Nothing new to report.

Community Outreach

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Next MCCOA Meeting October 18th, 2022

HSLC — Human Services League Council

Missaukee County Board of Commissioners — Next Meeting October 11th

Adjournment: 11:30a motion by Spurgeon, 2nd Mosher