

BOARD MEETING MINUTES FY2023

Serving the Seniors of Missaukee County





Missaukee County Commission on Aging

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

MCCOA Board of Directors Meeting
October 18, 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, Treasurer Marcia Zimmerman, & Director Bryant. Excused: Secretary Helen “Taddy” Keeler

General Meeting

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

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

Staff: Heather, Director

Pledge and invocation by Smith

No public comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda with correction of the starting time to 930a by Zimmerman, 2nd Spurgeon.

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

Staff Representation: Lisa Dykgraaf, In-Home Care Provider

Reporting

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

New Business

1. FY23 Revised Budget — Director reports after review of budget approved at the September meeting there was a duplication of expected income under Program Income. Adjustments made and revised budget presented for review. Motion made by Stahl & 2nd Spurgeon to approve revised budget. Roll Call Vote: Zimmerman Y, Smith Y, Spurgeon Y, & Stahl Y.
2. Open Board Position — Jane Bigham will join November meeting. Heather will update board & term information to plan for upcoming openings at the end of December to define open positions and their terms.
3. LPI Newsletter — Agreement set to end in February 2024, discussed not renewing and bringing the advertising portion back in house so that we can keep our advertiser’s dollars more local and hopefully create additional revenue for the organization.

Old Business

1. Strategic Planning Committee — Smith, Stahl, Director Bryant. Discussed available days to meet. Will extend invitation to Board Member Geiger as she has expressed interest in being part of this committee.

Community Outreach

Board and Office Staff will be attending Annual Chamber of Commerce Banquet on October 26th at Four Seasons Event Barn

SNAG — Senior Networking Advisory Group

HSLC — Human Services League Council

VAN — Vulnerable Adults Network

Missaukee County Board of Commissioners — Next Meeting November 8th

Next MCCOA Meeting November 15th, 2022

Heather — Michigan Director’s of Services to the Aging Conference Oct 19-21

Adjournment: 11:46a motion by Spurgeon, 2nd Stahl



Missaukee County Commission on Aging

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MCCOA Board of Directors Meeting
November 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 Smith, Vice Chair Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler, & Director Bryant.

General Meeting

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

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

Staff: Heather, Director

Pledge and invocation by Smith

Public: Jean Swaffer & Jane Bigham

Consent of Agenda

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

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

Staff Representation: In-Home Care Provider Jeanne Magee

Reporting

October 2022 Income & Expenses reported & reviewed. Next meeting to discuss investing money in bonds or CDs. Heather to research possibilities and requirements.

New Business

1. Employee Appreciation — Holiday Celebration to be held December 22nd, approved. Employee Year End Appreciation dollar amounts based on employee longevity approved, change wording from Bonus. Will be added to with employee payroll and taxed.
2. MCCOA Policies
 - a. Promotion Policy — Tabled for strategic planning committee to review.
 - b. Categories of Employment - Tabled for strategic planning.
3. Aging In Place, Aging in Community 2022 Report; info packet helpful.

Old Business

1. MCCOA Goals — Update presented from Director Harris-Bryant.
2. Strategic Planning Committee — Plans to meeting in early 2023.
3. Open Board Position — Jane Bigham attended meeting and has expressed interest.

Community Outreach

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Next MCCOA Meeting December 20th

HSLC — Human Services League Council

Missaukee County Board of Commissioners — Next Meeting December 13th

Employee Appreciation Celebration — December 22nd

Public Comment: Jean S suggests advisory board go to Lansing and meet with new representative with information on COA needs and services rendered.

Adjournment: 11:46a motion by Spurgeon, 2nd Mosher



Missaukee County Commission on Aging

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MCCOA Board of Directors Meeting

January 17th, 2023

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, Treasurer Marcia Zimmerman, Secretary Helen "Taddy" Keeler, & Director Bryant.

General Meeting

Meeting held in person & called to order at 10:02

Roll Call: Present: Chair Patrick Smith, Vice-Chair Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Taddy Keeler, & member Gail Stahl.

Staff: Heather, Director

Absent: Geiger

Pledge and invocation by Smith

MCCOA Staff: Shannon Scarbrough

Shannon reported on some of the ways she is able to serve the senior of the County including, but, not limited to, scheduling rides to and from doctor appointments, helping seniors to apply to DHS, apply for Bridge Cards, heating and electric assistance, information on food pantries, Medicare information and enrollment. 277 Seniors served during Open Enrollment saving over \$200,000, which on average is about \$700 per person.

No Public Comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve Agenda with the addition of New Business item Officer Election and Old Business Item Promotion Policy requested by Zimmerman, 2nd Stahl.

Motion by Zimmerman to approve the November 2022 minutes, 2nd by Stahl. No meeting held in December.

Reporting

October thru December 2022 Income & Expenses reported & reviewed.

New Business

1. Missaukee Area Chamber of Commerce Website Advertising — Discussed & reviewed advertising opportunity on the Chamber's website. Short-term ads are available and may look into that in the future, but for now, we will hold.
2. MCCOA Newsletter — Heather reports that we were able to end our contract with LPI allowing us to sell our own ads and keep the dollars local. Will propose to current advertisers first. Advertising structure for the MCCOA Newsletter issued quarterly to be created by Heather for review.
3. New Volunteer Driver Tom Huxtable — Heather shared we have a new volunteer driver for our MDOT program. Tom is a local resident with a vast history of serving our community and will make a great addition to our team.
4. Election of Officers — Not held at Annual Meeting in October. Heather will set reminder for October 2023. Motion by Stahl made that current officers remain until next annual meeting. Chair-Patrick Smith, Vice Chair-Bill Spurgeon, Treasurer-Marcia Zimmerman, & Secretary Helen "Taddy" Keeler.

Old Business

1. MCCOA Goals — Update presented from Director Harris-Bryant.
2. Strategic Planning Committee — Committee met January 12th consisting of Smith, Stahl, & Director Bryant. Group reports they believe Marketing and awareness will play a vital role in the future of the COA. Heather is researching if we can invest any of our money per our agreement with the County. Reviewed information provided from Neal Soenksen with Edward Jones and Chad Denike with Sprague Agency as far as secure short-term investments.
3. Open Board Position — Jane Biggam attended meeting and has expressed interest. She was unable to attend today due to an out of state

family issue. We will look for her to join us in February.

4. Promotion Policy — Policy change proposed at the November meeting and then tabled. Change in question was hire date with the COA. History: MCCOA became their own non-profit entity and was incorporated in 2015 removing themselves from under the County, some existing employees were given a new hire date based on the transition. The current sitting board was not affiliated with MCCOA at the time, there is no real history to review. Motion presented by Zimmerman and 2nd by Stahl to make no changes to the policy at this time with the feeling that the employees that acknowledged policies at the time of transfer and signed were then agreeing to said terms. Roll Call Vote: Smith Yes, Zimmerman Yes, Stahl Yes, Spurgeon abstained from voting.

Community Outreach

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Employee All Staff Meeting — January 18th

Next MCCOA Meeting February 21st

HSLC — Human Services League Council

Chamber of Commerce WinterFest BA5 February 3rd

Board of Commissioners — Next Meeting February 14th

Public Comment: No Public Comment

Adjournment: 12:27p 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

February 21, 2023

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, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler, & Director Bryant.

General Meeting

Meeting held in person & called to order at 10:06

Roll Call: Present: Chair Patrick Smith, Vice-Chair Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Taddy Keeler, & Geiger.

Staff: Heather, Director

Guest: Jane Reynolds-Bigham

Absent: Stahl

Pledge and invocation by Smith

MCCOA Staff: Haley Troon

Haley gave an update on Grants. We recently purchased GrantStation through TechSoup at a discounted rate of \$99. Will be submitting application to Community Foundation for an office AED.

No Public Comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve agenda with 1 change. Move Item #3 from Old Business (Open Board Position) to #1 for New Business Zimmerman, 2nd Spurgeon.

Motion by Zimmerman to approve the January 17th Board Meeting minutes, 2nd by Spurgeon.

Reporting

January 2023 Income & Expenses reported & reviewed.

New Business

1. Open Board Position — Jane Reynolds-Bigham. Motion by Geiger to appoint Bigham to the open seat, 2nd by Spurgeon. Roll Call: Smith-Y, Zimmerman-Y, Spurgeon-Y, Keeler-Y, Geiger-Y. No opposed. Bigham appointed. Heather will send her board contact information & issue a name badge.
2. MCCOA Newsletter — Now that we're out of our contract with LPI, we will be doing our own newsletter. This will give local businesses the opportunity to customize their ads and will be offering current advertisers a discounted price. Ad structure, agreement, & sample letter presented from Heather for review.
3. FY2022 Audit — Auditors were on site last week for 2 days, will be sending full report. Verbal report is good with no issues noted at that time.

Old Business

1. MCCOA Goals — Update presented from Director Harris-Bryant.
2. Strategic Planning Committee — Will get meeting scheduled, Heather will send out meeting date options. Need to finish draft of Investment Policy.

Community Outreach

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Board of Commissioners — Next Meeting February 14th

HSLC — Human Services League Council

Employee All Staff Meeting — March 15th

Next MCCOA Meeting March 21st

Public Comment: No Public Comment

Adjournment: 11:22a motion by Keeler, 2nd Zimmerman



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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MCCOA Board of Directors Meeting
March 21st, 2023

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: Vice Chair Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler, & Director Bryant. Excused: Chair Smith.

General Meeting

Meeting held in person & called to order at 10:02

Present: Vice-Chair Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Taddy Keeler, & Member Jane Reynolds-Bigham.

Staff: Heather, Director

Excused: Chair Patrick Smith, Stahl

Unexcused: Member Geiger

Pledge and invocation by Spurgeon

No Public Comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve agenda with no changes by Keeler, 2nd Spurgeon.

Motion by Zimmerman to approve the February Board Meeting minutes as presented, 2nd by Keeler.

Reporting

February 2023 Income & Expenses reported & reviewed. Services for the month of February reviewed. Snow removal went well with an increase in clients. An LPN moving to the area inquired about part-time work and was advised to submit a resume.

New Business

1. Investment Policy- Draft of new policy reviewed. First step and is necessary going forward as we look towards investing in short term secure bonds. Heather will ask Neal with Edward Jones to come and speak with the Board at the April or May meeting. Motion to implement policy as presented by Zimmerman, 2nd by Bigham. Roll Call Vote: 4 YES/0 NO.
2. Petty Cash/Cash in Hand Policy- Office is having issues making change for clients coming into pay their bill in cash. Policy presented to have petty cash on hand to make change for payments and also for local purchases under \$25. Policy & Procedure for record keeping presented. Motion to approve policy as presented by Keeler, 2nd Spurgeon. Roll Call Vote: 4 YES/0 NO.
3. Open House — tentative date presented of June 1st from 3-6p. Heather will double check with Pat & Gail to make sure the date works for them and then start promoting.

Old Business

1. MCCOA Goals — Update presented from Director Harris-Bryant. Revised employee handbook in progress.
2. Strategic Planning Committee —Heather will send out meeting date options.

Community Outreach

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Board of Commissioners — Next Meeting April 11th

HSLC — Human Services League Council

Employee All Staff Meeting — May 17th

Next MCCOA Meeting April 18th

Public Comment: No Public Comment

Adjournment: 11:43a motion by Zimmerman, 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 18th, 2023

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, Treasurer Marcia Zimmerman, Secretary Helen "Taddy" Keeler, & Director Bryant.

General Meeting

Meeting held in person & called to order at 10:12

Present: Chair Patrick Smith, Vice-Chair Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Taddy Keeler, & Members Gail Stahl, Jane Reynolds-Bigham.

Staff: Director Harris-Bryant

Excused: Member Geiger

Pledge and invocation by Smith

No Public Comment

Consent of Agenda

Additions/Deletions/Approval — Motion to approve agenda with no changes by Spurgeon, 2nd Zimmerman.

Motion by Zimmerman to approve the March Board Meeting minutes as presented, 2nd by Spurgeon.

Reporting

March 2023 Income & Expenses reported & reviewed.

New Business

1. Categories of Employment Policy — Policy reviewed to clarify that full-time employees are required to work 40 hours per week to be eligible for fringe benefits. Jane will work with Heather to finalize the language. Heather will present to staff at the May Staff meeting. The board will consider comments or feedback from staff and plan for an effective date of 07/01/23.
2. Open House — Scheduled for June 1st from 3-6p. Committee forming to plan & coordinate with Heather. Will use Marketing budget dollars and not exceed \$1500.
3. Lawn Mowing Quotes Summer 2023 — Reviewed 2 quotes, our current provider increased cost almost 50%. Motion to accept bid from John Lutke at \$65 per mow to include weed trimming. Motion by Spurgeon, 2nd Smith. Roll Call Vote: Smith=Y, Spurgeon=Y, Zimmerman=Y, Stahl=Y, Bigham=Y, Keeler=Y. Motion passed.
4. Edward Jones Investment Options — Meeting 04/25 @ 2p in the COA conference room.

Old Business

1. Strategic Planning Committee — Identifying the needs of clients and all seniors of the county beyond that of just health & maintenance, to be able to customize personal inclusive care.
2. Newsletter — 6 Advertisers and the first issue has been distributed.

Community Outreach

SNAG — Senior Networking Advisory Group

VAN — Vulnerable Adults Network

Board of Commissioners — Next Meeting May 9th

Zimmerman will be out of town for the May Board meeting

HSLC — Human Services League Council

Employee All Staff Meeting May 24th @ Noon

Next MCCOA Meeting May 16th

Public Comment: No Public Comment

Adjournment: 12p motion by Zimmerman, 2nd Stahl



Missaukee County Commission on Aging

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MCCOA Board of Directors Meeting
May 16th, 2023

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 Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler, & Director Bryant.

General Meeting

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

Present: Chair Smith, Vice-Chair Spurgeon, Treasurer Zimmerman, Secretary Keeler, & Members Gail Stahl, Jane Reynolds-Bigham.

Staff: Director Harris-Bryant

Excused: Member Geiger

Pledge and invocation by Smith

Public Comment: Jean Swaffer

Guest: Liz Vogel, Missaukee County Administrator

Consent of Agenda

Additions/Deletions/Approval — Motion to approve agenda with no changes by Spurgeon, 2nd by Zimmerman.

Motion by Zimmerman to approve the April Board Meeting minutes as presented, 2nd by Spurgeon.

Reporting

April 2023 Income & Expenses reported & reviewed. Director Bryant reports MDOT grant funds for volunteer transportation will run out of funds most likely by July. Heather will meet with Marcia and discuss necessities to keep funding the program through the COA.

New Business

1. Lakeside Landscaping Quote — Approved Phase 1 (front of building) to be completed this weekend. Will await Phase 2 (around the sign) until we decide if we are going to move the sign or not.
2. Senior Center & Millage — Taddy to inform Rob Hall that she will work with the COA and County on funding for the Center if and when the Center has the appropriate recording and reporting in place to receive funds. COA will also inform Rob that we are working together.
3. GFWC Womens Club GALLA Golf Outing — COA to support outing by sponsoring a tee for \$100. Vote taken and all in favor. Passed.
4. Missaukee Area Chamber Golf Outing — No action
5. AAA Bingocize Grant — AAA is offering training for 2 instructors to educate seniors on exercise, nutrition, and games to improve health and well-being. Heather will gather more information.

Old Business

1. Strategic Planning Committee — Motion made by Spurgeon and 2nd by Bigham to open a \$250,000 6-month secure CD at Edward Jones. Vote: Smith=Y, Spurgeon=Y, Zimmerman=Y, Keeler=Y, Bigham=Y, & Stahl=Y. Motion Passed. Motion by Spurgeon, 2nd by Bigham to open a new account at Forest Area Credit Union for \$250,000. Vote: Smith=Y, Spurgeon=Y, Zimmerman=Y, Keeler=Y, Bigham=Y, & Stahl=Y. Motion Passed.
2. Newsletter — going well, able to save money in part by printing only what is needed.
3. Open House — Gail will be in charge of refreshments and table wear. Tables & chairs will be donated for use by The Grove Church. 400+ invitations were sent out to area businesses, clients, local organizations, contractors who help with the building, etc. Board will arrive 1 hour before.

Community Outreach & FYI

Shannon & Haley attended an Elder Law Boot Camp

COA will host a Livestream of Older Michiganians Day on May 17th from 11a-1230p.

Heather attending Meals on Wheels Ride Along May 18th

Employee All Staff Meeting May 24th @ Noon

Chamber BA5 May 23rd at the Taphouse, RSVP to get member entry fee.

Club Cadillac Open House May 25th 5-7p 2106 6th Avenue, in Cadillac.

Office floors being cleaned May 25th.

Missaukee County SPARKS Grant Public Meeting June 1st 6-8p in the Pavilion at the County Park

Senior Networking Advisory Group (SNAG) Human Services League Council (HSLC)

Missaukee County Board of Commissioners – Next Meeting June 13th @ 4p

Next MCCOA Meeting June 20th, 2023

Vulnerable Adults Network (VAN)

Public Comment: Jean S. will be absent until July

Adjournment: 1145a motion by Zimmerman, 2nd Spurgeon.



**Missaukee County
Commission on Aging**
2170 S. Morey Road • Lake City, MI • 49651
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**MCCOA Board of Directors Meeting
June 20th, 2023**

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 Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler, & Director Bryant.

General Meeting

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

Present: Chair Smith, Vice-Chair Spurgeon, Treasurer Zimmerman, Secretary Keeler, & Members Gail Stahl, Jane Bigham.

Staff: Director Harris-Bryant

Excused: Member Geiger

Pledge and invocation by Smith

Public Comment: None

Consent of Agenda

Additions/Deletions/Approval — Motion to approve agenda with no changes by Spurgeon, 2nd by Zimmerman.

Motion by Spurgeon to approve the May Board Meeting minutes as presented, 2nd by Zimmerman.

Reporting:

May 2023 Income & Expenses reported & reviewed. Director Bryant reports MDOT grant funds are low and may run out by July. Discussion on ways to fund and keep the program active.

New Business

1. Financial Audit Results — record keeping excellent, cost \$9,350.
2. Wexford COA Senior Expo Vendor/Sponsor Opportunity-vote to pay \$500 for the Jet sponsorship, all votes yes, passed.
3. MDSA Dues Renewal-Discussion on value to COA for the membership dues, need more information regarding if they are lobbying at the state level for seniors. Revisit in July if we pay dues for the year.
4. RN Coordinator RE: from part-time to full-time. Current RN could be on medical for approximately 3 months. There was an expressed need for a full time RN supervisor by July of next year. Discussion will continue.
5. Open House Recap- was a success and approximately 300 came people cam through, everything went very well.

Old Business

1. AAANM Provider Audit-Good, gold stars.
2. Strategic Planning Committee — need to plan a meeting.

Community Outreach & FYI

Heather Vacation 06/30-07/09

Golden Agers Pig Roast 06/29

July 3rd & 5th — limited office staff due to holiday

Senior Networking Advisory Group (SNAG)

Human Services League Council (HSLC)

Vulnerable Adults Network (VAN)

Missaukee County Board of Commissioners — Next Meeting July 11th @ 4p

Next MCCOA Meeting July 18th, 2023

Adjournment: 1155a motion by Spurgeon, 2nd by Zimmerman.



Missaukee County Commission on Aging

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MCCOA Board of Directors Meeting

July 18th, 2023

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 Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler, & Director Bryant. Discussed moving forward in securing a full-time RN. Budget supports the financial aspect.

General Meeting

Meeting held in person & called to order at 9:54

Roll Call: Chair Smith, Vice-Chair Spurgeon, Treasurer Zimmerman, Secretary Keeler, & Members Gail Stahl, Jane Bigham.

Staff: Director Harris-Bryant

Absent: Member Geiger

Pledge and invocation by Smith

Public Comment: None

Consent of Agenda

Additions/Deletions/Approval — Motion by Smith to move current New Business item MCCOA Signage to Old Business at #2. Move #2 to #3 and #3 to #4. 2nd by Stahl.

Motion by Spurgeon to approve the June Board Meeting minutes as presented by Keeler, 2nd by Zimmerman.

Reporting

June 2023 Reports Reviewed

New Business - No New Business

Old Business

1. RN Supervisor Full-Time Position - Motion to start the process to hire a full-time RN and accept presented wage and benefits proposal with the understanding it could be subject to change depending on the candidate and the final offer presented to said candidate. The current RN is out on medical leave and has expressed a desire to retire. Roll Call: Stahl Y, Spurgeon Y, Zimmerman Y, Smith Y, Keeler Y, Bigham Y, passed.
2. MCCOA Signage Moving — Current sign is not visible from the road and needs to be moved to the south of our driveway. Digital sign suggested, may involve removal of up to 2 trees. Heather to research and report back.
3. MDSA Dues — Renewed for another year. Group is currently lobbying for the DCW wage increase and support of MI Choice Waiver programs.
4. Strategic Planning Committee — Meeting planned for 07/27 at 1130, agenda game plan: discuss investments, budgets, moving funds, and RN position. The group will report back at August meeting.

Community Outreach & FYI

Employee Summer Cookout Luncheon — August 15th starting at 11a, group encouraged to stay after Board meeting.

Senior Networking Advisory Group (SNAG)

Human Services League Council (HSLC) Vulnerable Adults Network (VAN)

Missaukee County Board of Commissioners — Next Meeting August 8th @ 4p

Next MCCOA Board Meeting August 15th at 10a, Executive team meets 30 minutes prior.



Missaukee County Commission on Aging

2170 S. Morey Road • Lake City, MI • 49651
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August 15th, 2023

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 Bill Spurgeon, Treasurer Marcia Zimmerman, & Director Bryant. Absent Secretary Helen “Taddy” Keeler.

General Meeting

Meeting held in person & called to order at 9:54

Roll Call: Chair Smith, Vice-Chair Spurgeon, Treasurer Zimmerman, & Members Gail Stahl, Jane Bigham.

Staff: Director Harris-Bryant

Absent: Secretary Keeler, Member Geiger

Guest Jean Swaffer

Pledge and invocation by Smith

Public Comment: None

Consent of Agenda

Additions/Deletions/Approval — Motion by Zimmerman to approve the agenda as presented, 2nd by Stahl.

Motion by Stahl to approve the July 2023 Board Meeting minutes as presented, 2nd by Spurgeon.

Reporting

July 2023 Reports Reviewed

New Business

1. 2024 Budget — Proposed budget included for review, will finalize at September meeting.
2. Festival of the Pines Sponsorship — \$100 Ax Sponsorship Suggested — Roll Call: Stahl Y, Spurgeon Y, Zimmerman Y, Smith Y, Bigham Y

Old Business

1. RN Supervisor Full-Time Position — Board discussion regarding 2 candidates. Heather will be making the decision and proceed with the offer.
2. Strategic Planning Committee — Did not have meeting on July 27th.

Community Outreach & FYI

Kalkaska County Senior Appreciation Day — Attending on Friday. The office will be closed.

General Agency Golf Outing August 25th — Office closing at 1p

Senior Networking Advisory Group (SNAG)

Human Services League Council (HSLC) Vulnerable Adults Network (VAN)

Missaukee County Board of Commissioners — Next Meeting September 12th @ 4p

Next MCCOA Board Meeting September 19th at 10a, Executive team meets 30 minutes prior.

Meeting Reflections

Chairman Smith will talk to Michelle about her absences from the board meetings and her intentions going forward.

Adjournment: 1040a motion by Zimmerman, 2nd Bigham.

Meeting Reflections

Bi-Laws were reviewed for attendance of Board meetings. Chairman Smith will talk to Michelle about her absences from the board meetings and her intentions going forward. Stahl brought up Board Development opportunities. Heather will contact AAANM as they have conducted a training in the past.

Adjournment: 1140a motion by Zimmerman, 2nd Bigham.



Missaukee County Commission on Aging

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September 19th, 2023

Missaukee County Commission on Aging Conference Room

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Executive Meeting

Meeting held in person; meeting began at 9:30

Present: Chair Patrick Smith, Vice Chair Bill Spurgeon, Treasurer Marcia Zimmerman, Secretary Helen “Taddy” Keeler & Director Bryant.

General Meeting

Meeting held in person & called to order at 10:11

Roll Call: Chair Smith, Vice-Chair Spurgeon, Treasurer Zimmerman,, Secretary Keeler, & Member Michelle Geiger.

Staff: Director Harris-Bryant,

Absent: Members Gail Stahl & Jane Bigham

Guests: Jean Swaffer, Chad Denike with Sprague Agency

Pledge and invocation by Chairman Smith

Public Comment: Jean Swaffer talked about her roles with the State Senior Advisory Quality Collaborative and Area Agency on Aging.

Introduction of new RN Supervisor Jennifer Glasgow for Board Members who have not met her yet.

Consent of Agenda

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

Motion by Zimmerman to approve the August 2023 Board Meeting minutes as presented, 2nd by Spurgeon.

Reporting

August 2023 Financial & Service Summary Reports Reviewed

New Business

1. Sprague Agency 401K Carrier Change Proposal — Chad Denike with the Sprague Agency presented a proposal stating that the current plan administrator Principal has increased our annual fees by \$2300. Recommending moving the plan to John Hancock as plan can be “mirrored” and will save on fees. Motion made to make the carrier change by Zimmerman, 2nd by Keeler. Roll Call: Smith Y, Spurgeon Y, Zimmerman Y, Keeler Y, & Geiger Y. Motion Passed. Heather will work with Chad for set up.
2. Furnace Replacement — Down 1 furnace due to cracked heat exchanger. Heather is working to obtain 3 quotes for replacement to include moving furnaces and water heater from the crawl space to inside of the building. Will send all 3 bids to the Board for review and will approve the service provider by email vote noting time is of the essence due to winter coming soon and time out to secure a contractor.
3. Forest Area Credit Union Bank Account Set Up — Motion by Zimmerman, 2nd by Keeler to open a bank account at the credit union with \$50,000. Director Bryant & Treasurer Zimmerman will set up the bank account and authorized signors on the account will be: Executive Director Heather Harris-Bryant, Board Chairman Patrick Smith, Board Vice Chairman William Spurgeon, and Treasurer Marcia Zimmerman. Roll Call: Smith Y, Spurgeon Y, Zimmerman Y, Keeler Y, Geiger Y. Motion passed.
4. FY2024 Budget — 2024 Budget proposed by Harris-Bryant. Motion by Spurgeon to accept the 2024 MCCOA Budget as presented, 2nd Zimmerman. Roll Call: Smith Y, Spurgeon Y, Zimmerman Y, Keeler Y, Geiger Y. Motion passed.
5. MCCOA Business Sign Proposal from Crazy Kat — Reviewed. Heather to obtain 2 more bids to present and more information on exact placement.

Old Business

None

Community Outreach & FYI

SNAG Radio Senior Ad Sponsor Partnership — 107.1 The Drive — will be sponsoring segments related to Seniors

Employee All Staff Meeting — Tomorrow at Noon. Will be recognizing Shelly Lewis, Kelly Randall, & Joyce Schepers for their 10 years with MCCOA.

Senior Expo at The Wex — September 28th MCCOA Booth will be representing New Orleans.

Senior Networking Advisory Group (SNAG)

Human Services League Council (HSLC)

Vulnerable Adults Network (VAN)

Hosting Fraud Talk on October 4th at Noon with Wexford Credit Union

Missaukee County Board of Commissioners — Next Meeting October 10th @ 4p

Next MCCOA Board Meeting October 17th at 10a, Executive team meets 30 minutes prior.

Adjournment 1130a motion by Zimmerman, 2nd Geiger.