

October 2020 Board Meeting Minutes

10/27/2020

Corrected and Amended 11/24/2020

Meeting called to order by President Mike Maturen

Pledge of Allegiance is recited.

Roll Call: Dan O'Conner, Delores Schlicker, Mike Maturen, Roger Schulte, Rolland Lynch, Stan Wojnar, Stephanie Walker and Pam Ashford.

Persons wishing to address the board w/prior approval: Sheila Malewska from Edward Jones. Shelia and Lenny met to go over retirement plans. Simple IRA was recommended by Sheila. There is no cost to the agency unless they decide to match the employee up to 3%. Employee will need to be employed by agency for 2 years, before they are eligible to sign up for the retirement plan. Shelia also stated she would meet with every employee that signs up, to assist with the plan.

Pam Ashford makes a motion to consider the simple IRA from Edward Jones. Seconded by Roger.

Roll call vote: Stan- Yes, Delores-Yes, Roger-Yes, Rolland-Yes, Stephanie-Yes, Dan-Yes

Motion carried.

Pam made motion to add to the agenda staff bonuses and holiday party and closed session on the end. Delores seconded. All in favor-7 all opposed-0.

Mike asked if there were any additions or corrections for September meeting minutes. Delores asked about adding Kathleen to the board. Mike explained per board rules and regulations, they will need to go through a nomination process, and allow for candidates to apply. He explained according to Roberts Rules of order, there is nominations at the first meeting and then another meeting with a second nomination. Then nominations are closed and it goes to a vote. There is a second person that is interested in open board position.

Mike states we cannot move forward until September 2020 minutes are approved. Delores states the in the September meeting minutes it says, "Delores made a motion for Kathleen to be on the board pending a background check." Would like to change "Approved for nomination, pending the nomination process." Mike asked if there were any other changes. Mike then approved changes as amended.

Mary Kidd addressed board as potential board candidate. Mike stated that the next meeting they would discuss/debate and then vote. Discussion on nominations and whether or not to close nominations.

Delores made motion to close nominations today. Seconded by Pam Ashford

Stan-No, Pam-Yes, Rolland-No, Roger-Yes, Delores-Yes, Dan-Yes, Stephanie-Yes

Motion carried. Mike says voting will be at next meeting.

**Financial Report:** Toni states she is working on getting things categorized correctly. Making sure everything goes in the right spot.

Lenny goes over the Cost Allocation Plan. Pam makes a motion to adopt the plan, seconded by Roger. Mike asks if there are any questions or discussion. None. All in favor: 8 opposed:0 Motion carries.

**Commissioners report:** Commissioners had asked if we would contract a worker to take temps at the courthouse, but then decided it wasn't needed.

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**Nemcsa Report:** End of fiscal year closeout. There have been a number of new policies released by the aging adult services agency at the state level. Had first virtual town hall with Representative Sue Allor and Senator Wayne Schmidt. A good number of Alcona county residents participated. Discussion on bed bug situation at Lincoln manor. Will have next regional advisory council on Nov 16.

Nemcsa completed their audit. It went well. Laurie clarifies the financial review is not an audit, just monitoring visit that everything is going as agreed upon.

Lenny let everyone know that their board email addresses and passwords were in the front of the board book they received prior to the meeting. They just needed to login and change their passwords.

**In home services report:** Leann came in and went over the in home services report. Total home delivered meals: 2501. Total congregate meals served: 114

Total Homemaking: 213.2

Total Respite: 103.9

Total Personal Care: 30.5

**Food Services Report:** Julie went over the food services report.

**Food Bank of Lincoln:** Gordon Foods did not win bid and we are not able to provide food like were before.

**Transportation Report:** Did purchase a handicap accessible van for \$27,535. \$5500 comes off of that because of the grants received from the Community Foundation for Northeast Michigan.

Shauna reports after expenses, \$160.37 was made in transportation for September.

Lenny reports Logisticare has frozen their contracts until February.

**Directors Report:** Lenny Reports that he consulted with different companies for decals for our transportation vehicles.

Omega quote \$2860

Allegan was over \$12,000

Motion made to allow Lenny to spend up to \$3000 for agency vehicle decals and a banner for the Food Bank, made by Roger, seconded by Rolland. No further discussion. Roll call vote: Stan-yes, Rolland-no, Delores-yes, Stephanie-yes, Dan yes, Roger-yes. Motion passed.

Lenny spoke about bed bugs at Lincoln Manor. Letter to the editor from Prime Management says it is now all clear. We will resume services as long as there are no bedbugs. 2 residents obtained council. They both received eviction letters.

Alcona Health Center has agreed to sell us their property. Right next AHC and kitty corner to the school. They agreed to sell us 5.5 acres @ \$30,000. Lenny reached out to Brad Butcher, after a favorable outcome on 3 surveys, a topographic survey, environmental and geological surveys, then there would be

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a commitment to purchase. We would give 10% down. Lenny is seeking approval to spend \$13,000 on surveys and \$3500 as a deposit, reach out to Dave cook to draft a letter for intent to purchase. Motion made to approve Lenny's proposal by Rolland, seconded by Roger. No further discussion. Stan-Yes, Delores-Yes, Dan-Yes, Mike-Yes, Roger-Yes, Pam-yes, Stephanie-Yes, Rolland-Yes. Motion passes unanimously.

Lenny asked for agency logo on uniforms. Delores made motion to allow Lenny to negotiate price for logo on uniform with Leann. Stan seconded. All in favor: 8 all opposed:0 Motion carries.

Stout Lawn services and Home Maintenance is requesting to be our plow services again this winter. They are charging \$65 a plow. Delores states we a had a lot of complaints with them last year. Mike thinks we need to get some bids.

Trick or Trunk is happening Friday 10/30/2020. There are about 30 cars participating. Spread out over 6 city blocks. Expecting 300-500 trick or treaters. Lenny states, we planned it out with the health department and they gave us the green light.

Roger Schulte resigned his position of the Northeast Regional Council on Aging Advisory Council delegate. Mike Maturen was nominated to replace Mr. Schulte effective immediately.

Discussion of opening up to public. Can open 1 of 2 ways. The first way would be to keep the doors closed but allow clubs to come in. The second would be to open completely. Either way everyone would still have to do the health questionnaire and wear a mask.

Motion made by Rolland to allow Lenny to formulate a plan to open up. 2nded by Delores. Motion carries.

Discussion of staff holiday party, Board holiday party and staff bonuses. Motion made by Rolland and 2nded by Delores to have the staff and board holiday party together. Motion carries.

See correction

Discussion of bonuses for staff. Delores suggests \$50 bonuses for staff. Lenny suggests \$100. Motion made by Rolland for staff bonuses to be \$100 "if it doesn't break the bank" 2nded by Roger. Stan-Y, Delores-Yes, Stephanie-Yes, Rolland-Yes, Dan-Yes, Mike-Yes, Roger-Yes, Pam-Yes. Motion carries.

Motion made by Pam, to go to closed session to complete meeting. 2 matters that need to be discussed. 2nded by Stan. Motion carries. Closed session is started.

Correction:  
Delores states that in the past, the board has given employees a \$50 bonus.