ACCOA Board Meeting Minutes January 26, 2021

Call to order at 10:02am by Mike

Pledge of allegiance

Roll Call: Delores Schlicker, Mike Maturen, Pamela Ashford, Rolland Lynch, Kathleen Vichunas, Stan Wojnar, Stephanie Walker and Dan O'Conner

Persons Wishing to Address the Board: Larry Molnar-feasibility study. Larry spoke to board about funding sponsors and what steps would need to be done to and what sponsors are looking for in order to get funding. They would gather data from surveys and interview protocols. Then put the results of the studies into graphs and tables as transparent as possible, for funding sources. A feasibility study is a requirement to receive any federal funds.

Motion made to accept proposal from Larry Molnar for feasibility study, by Delores, seconded by Rolland. *break down of the approval is $25.000 total $ 5000 to begin/$10,000/ then $10,000 upon completion of the study* Roll call vote: Delores-Yes, Mike-Yes, Pam-Yes, Kathleen-Yes, Rolland-Yes, Stan-Yes. Motion Passes.

Delores makes motion to approve agenda as amended. Rolland seconded. All in favor, motion carried.

Corrections and additions to October or November meeting minutes. Delores makes a motion to approve October meeting minutes as amended and also November meeting minutes as they are. Rolland seconded. All in favor, motion carried.

Financial report: Toni-There are 2 months, November and December 2020 included in this month's board book for review. There was a little bit of a dip in donations. Expenses are a little up, donations were down. It is common during the holiday season and when we are closed for the holidays.

Delores had a question about the pull tab machine. She asked if it was more than $1000 to ship it. Toni clarified that the postage was around $200. She also stated the gentleman that purchased the machine also paid for the postage. It went to Wisconsin.

Lenny spoke about Edward Jones. Since May we have grossed in income and assets well over $95,000 in returns on our investments. There have been a couple of dips here and there due to stock market fluctuations.

American Express Card-Did switch away from what was provided by Huron Community Bank to American express. This card has the ability to set limits, notifications and such.

Commissioners report: Bill Thompson. Not a lot to report. Brought committee sheets, who is assigned to the different committees throughout the year. Meeting are now at 1:30pm on the first and third Wednesday of the month. Change was to accommodate different schedules. Adam Brege is the chairman and Dan Gauthier is the vice chair. Bill stated that he would not be able to make it to next month's meeting. Not a lot being reported at this point. Just getting started with the first of the year.

NEMCSA Report: Yvette Smilgelski. They have an award through January 31 of this year. Will be hoping before the end of January to receive the next funding. She states that she can foresee it will be a short term extension.

They are also working with the health dept. to get seniors signed up for the vaccine. They are online only now. Seniors can call NEMSCA and they will go online for them and help sign them up.

They also received K95 masks and distributed them out to frontline workers, so they can stay safe.

In Home Services Report: Slight declines for November and December. It happens this time of year, due to snow birds and holidays.

Food Services-Julie: Slight dip in November and December, due to snow birds and holidays. Julie has been able to get more stuff from the food bank and has figured out how to get free food from the food bank. Most fruits and veggies are free.

Started congregate drive thru January 27th.

Transportation-Shawna: Lenny states he just met with someone about driving vets to Saginaw. Logisticare and Mclaren are not opening up any new contracts right now.

Executive Director's Report-Lenny: Lenny spoke about new building project. By the Alcona Health center and the school. Could possible hold community partners as well as ACCOA. Looking at private and corporate funders. Writing grants and asking the feds. Estimated cost is 20 million dollars. Siddock Group is working for us at lower fees.

New social media and ethical communication policy, went out to all employees. It also included the use of electronic device uses, with guidelines.

Small Business Administration loan. Loan was given to us June 30,2020 as part of the operational funding that we receive toward our general funds. Lenny received a letter back from Christine Lord, the loan originator. She needed us to send her minutes to include who is authorized to accept the loan and the specified amount. A statement designating an individual by name and title to sign the SBA loan closing documents. The resolution should be signed and dated by the board members. The signature should also include the date and each board members title. Kathleen explains that meeting minutes from 6/30/2020 cannot be amended because they have already been accepted and approved. It should say, it was noticed that the minutes from 6/30/2020 did not contain all the information needed for the SBA loan. We would like to correct it at this meeting. It has come to our attention the SBA loan requires the details that were inadvertently omitted at the 6/30/2020 meeting, Delores makes a motion to include the following information in the meeting minutes: **ACCOA has been pre-approved to receive a $150,000 loan, from the Small Business Administration (SBA), at 2.75% interest for 30 years. Dan O'Conner made a motion to accept the SBA loan, designating Lenny Avery to sign the closing documents. Roger Schulte seconded the motion.**

Roll call vote taken:

- **Stan Wojnar – yes**
- **Roger Schulte – yes**
- **Delores Schlicker – yes**
- **Rolland Lynch – yes**
- **Pame Ashford – yes**
- **Dan O'Connor – yes**
- **Mike Maturen – yes**

Motion passes

Seconded by Rolland. No discussion. Motion carries.

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SBA PPP Loan. Payroll protection loan. We are now in the final processes of waiting for SBA, we've gotten our HCB submission for repayment of loan forgiveness for our ppp loan of $69,000. We have submitted that to SBA and are waiting for SBA to greenlight loan forgiveness. Once greenlighted for loan forgiveness we are off the hook for that.

Covid 19-We were approved for our CLIA waiver. That's the Clinical Laboratory applications waiver. That allows us to use and test for Covid 19 and report to the health dept. We have received rapid testing cards. We are in the process of making a team to test employees.

We are looking at adding new client services. These are not ASA services. These are services that are being asked by the community. Looking at the low income home energy program. As a third party to help assist with heating. It will not come out of our budget. We are waiting for contracts to come, to work with them.

We are also working on a senior fresh program. Video and sound cut out at this point.

Boards: Lenny goes over what the responsibilities are and what they are not. Lenny encourages everyone to use their email. No questions for Lenny.

Does anyone want electronic copies of the board book? Kathleen suggested doing both a hard copy and electronic copy. Stephanie stated she would like to try an electronic copy. These will be going to Board emails.

Stephenson here was for audit last week. Last we scored a 6, this year we scored a 2. Audit went well. They will probably be here when they finish the numbers and then will present the report.

after accepting the nomination for ACCOA board, Mary Kidd sold her home and is moving downstate. Will need to fill her seat. Lenny has put the position on job boards. The board could appoint someone. It is in article of 3 of the by-laws. Mike interjects and would like to advertise the opening, to get interest from the community.

Committees: No committee reports

Old Business: No old business

New Business: Lenny asks the board to be thinking about goals for ACCOA in the future.

Delores asks that being the bars and restaurants opening up are we going to open for congregate. Lenny states that we will be doing drive thru only until ASA says its ok.

Need to elect executive board. Current secretary is Pam. Mike asked Pam if she would like to continue being the secretary. There was discussion, by laws state secretary/treasurer. Lenny states changes to by-laws must be decided on by the board. Discussion on by-laws, combined position of secretary/treasurer. Executive board must be voted on today.

Pam has said that she would accept the secretary position again if nominated and elected. Kathleen nominates Pam Ashford for the position of secretary. Rolland seconds. Voice vote. Motion carries.

Treasure is Rolland Lynch. He is willing to continue in that if so nominated and elected. Pam nominated Rolland to be treasure. Seconded by Delores. Voice vote done. Motion carries.

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Current Vice President is Delores Schlicker, she is willing to accept position if nominated and elected. Kathleen nominated seconded by Rolland. Voice vote done. Motion carries.

Current President is Mike. He is willing to accept positon again if nominated and elected. Motion made by Delores, seconded by Rolland. Voice vote: Motion carries.

Delores asks for a committee to be appointed to look at the *policy and procedures or*by-laws. Mike states it needs 3 people, including Mike as a non-voting member. Mike asked Kathleen if she would like to be on this committee. She accepted. Stan and Pam to the *ad hoc committee to revise policy and procedures paperwork*.

Motion to go into closed session to discuss a legal matter that is affecting ACCOA by Rolland. Seconded by Pamela. Motion carries. Closed session at 12:43.

Kathleen makes motion to go back to open session. Seconded by Rolland. Motion passes.

Returned at 1:04pm

Rolland makes motion to adjourn meeting. Seconded by Stan. Motion carries. Meeting adjourned at 1:05pm.

Revisiions denoted by ** prior anf after requested revisions

Pamela Ashford

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