

REGION VII AREA AGENCY ON AGING
1615 S. EUCLID AVENUE
BAY CITY, MI 48706

BOARD OF DIRECTOR'S MEETING MINUTES

Following are the minutes of the Region VII Area Agency on Aging Board of Director's meeting held on **February 1, 2018**, Conference Room 3, 1615 S. Euclid Avenue, Bay City, MI 48706.

I. CALL TO ORDER:

The meeting was called to order at 10:05 a.m. by Chair Corbat, followed by the Pledge of Allegiance led by Pat Beson.

II. ROLL CALL:

PRESENT: Beson, Birgel, Boensch, Corbat, Hunt, Moffit, Sanders, Timmons, Tobin, Walters, Weitenberner

EXCUSED: Ballosh

STAFF: Bob Brown, Sue Gittins, Lisa Pijaszek, Kristina Rubis, Annette Jeske, Sherry Rusho, Amanda Ryczek, Stacey Dudewicz, Barb Hair, Mike Partlow

AASA: Sherri King, Field Representative

GUESTS: J. Birgel, Dave Birgel, Gladwin; Mackenzie Kerr, St. Mary's Guardian Angels; Larry & Michelle Campau, Smith St. Assisted Living; Devica Thompson, Heaven Leigh Helping Hands; M. Elizabeth Carlson, Stuart T. Wilson CPA; Samantha Wilson, Stuart T. Wilson, CPA; Vera Haller, Saginaw COA; Desiree Govitz, Clare Co. Senior Services; Annette Mead, Clare Co. Senior Services; Ed & Jerry, CCHHS; Cindy Martin, Margaret's Meadows; Kory Feetham, Serenity Springs

III. APPROVAL OF AGENDA:

MOTION *Weitenberner* moved to **approve the agenda as presented.** *Supported by Moffit, the MOTION carried.*
#6762

IV. APPROVAL OF MEETING MINUTES:

MOTION *Hunt* moved to **approve the Board of Directors Meeting Minutes of January 4, 2018, as presented.** *Supported by Sanders, the MOTION carried.*
#6763

MOTION *Walters* moved to **receive and file the Advisory Council Meeting Minutes of October 24, 2017, as presented.** *Supported by Timmons, the MOTION carried.*
#6764

V. PUBLIC COMMENTS – AGENDA ITEMS: None

VI. ANNOUNCEMENTS:

Cathy Timmons announced that February is Cancer Awareness Month and to wear your purple proud.

Stacey Dudewicz introduced her newly hired Supports Specialist, Barb Hair.

Chair Corbat wished a Happy Birthday to Director Brown and everyone with February birthdays.

VII. NEW BUSINESS:

MOTION *Walters* moved to approve the Clare Board of Commissioners decision to close the Lake Meal Site and send it to AASA. *Supported by Tobin, a roll call vote was taken as follows:*
#6765

<i>Ballosh</i>	-	<i>Exc.</i>	<i>Hunt</i>	-	<i>Yes</i>	<i>Tobin</i>	-	<i>Yes</i>
<i>Beson</i>	-	<i>Yes</i>	<i>Moffit</i>	-	<i>Yes</i>	<i>Walters</i>	-	<i>Yes</i>
<i>Birgel</i>	-	<i>Yes</i>	<i>Sanders</i>	-	<i>Yes</i>	<i>Weitenberner</i>	-	<i>Yes</i>
<i>Boensch</i>	-	<i>Yes</i>	<i>Timmons</i>	-	<i>Yes</i>	<i>Corbat</i>	-	<i>Yes</i>

the MOTION carried.

Board of Directors Meeting Minutes

February 1, 2018

Page two

VIII. **COMMITTEES:**
Personnel Committee:

MOTION #6766 *Moffit moved to approve the Revised Personnel Policy Section on Part Time PTO. Supported by Weitenberner, the MOTION carried.*

MOTION #6767 *Moffit moved to approve the request to add 5 Full Time Employee positions, bringing the number of Full Time positions to 67 and 4 Part Time positions for a total of 71 positions. Supported by Walters, the MOTION carried.*

MOTION #6768 *Moffit moved to receive and file the Personnel Committee Meeting Minutes of January 25, 2018. Supported by Walters, the MOTION carried.*

Finance/Audit Committee:

MOTION #6769 *Beson moved to approve the Revised Purchasing Policy, as presented. Supported by Moffit, the MOTION carried.*

MOTION #6770 *Beson moved to approve the Revised Credit Card Check – Out Procedure, as presented. Supported by Weitenberner, the MOTION carried.*

MOTION #6771 *Beson moved that funds are available to approve IT's recommendation of purchasing the GoldFax Digital Fax System as presented. Supported by Moffit, the MOTION carried.*

MOTION #6772 *Beson moved that funds are available to approve IT's recommendation of the Barracuda Back Up System as presented. Supported by Weitenberner, the MOTION carried.*

MOTION #6773 *Beson moved that funds are available for the request from the Executive Director of five additional Full Time Employee positions. Supported by Moffit, the MOTION carried.*

The Waiver Preliminary Financial Status Report was handed out to the Board members as information only.

MOTION #6774 *Beson moved to receive and file the Finance/Audit Committee Meeting Minutes of January 25, 2018. Supported by Moffit, the MOTION carried.*

Membership/Bylaws Committee:

A discussion of the Draft By-Laws continued.

Another Membership/Bylaws Committee Meeting is scheduled for February 15, 2018 at 10:00 a.m.

MOTION #6775 *Sanders moved to hold the Annual Meeting at the Polish American Club in Tuscola County on May 3, 2018. Supported by Hunt, the MOTION carried.*

MOTION #6776 *Sanders moved to receive and file the Membership/Bylaws Committee Meeting Minutes of January 25, 2018. Supported by Hunt, the MOTION carried.*

IX. **REPORTS:**

MOTION #6777 *Beson moved to receive and file the Administration/Program Development Cumulative YTD Financial Status Report, the Title V Employment Training Program Cumulative YTD Financial Status Report, the Monthly Unaudited Balance Sheets for December 31, 2017, the Waiver Program Status Report for 12-01-17 to 12-31-17 and FY 17 Quality Assurance Survey Statistics for Information & Assistance Calls. Supported by Walters, the MOTION carried.*

Board of Directors Meeting Minutes

February 1, 2018

Page three

X. **DIRECTOR'S REPORT:**

Director Brown gave his February 2018 report, which is in your packet and on the website at www.region7aaa.org.

XI. **OTHER:**

Sherri King, AASA Representative, reports: Close out for 2017 has slowed down – SIGMA – didn't build module for close out, carry over dollars won't be given out until close out is complete. Program audits are coming soon.

Bill Walters, MSAC Representative, reported: Met last week at the Binsfield Building at the State Senate Building, in process of reviewing their By-Laws, need to be reappointed every year. Auto reform is still on the table. Continuing resolutions – doesn't anticipate a long government shut down.

Public Comments: None

XII. **TREASURER'S REPORT:**

MOTION #6778 **Resolution #1033-12/FIN-17 for December 1-15, 2017.** *Beson* moved to adopt Resolution #1033-12/FIN-17; Accounts Payable for December 1-15, 2017 in the amount of \$439,714.26. *Supported by Moffit, the MOTION carried.*

MOTION #6779 **Resolution #1034-12/FIN-17 for December 16-31, 2017.** *Beson* moved to adopt Resolution #1034-12/FIN-17; Accounts Payable for December 16-31, 2017 in the amount of \$2,135,453.24. *Supported by Tobin, the MOTION carried.*

MOTION #6780 *Beson* moved to approve, receive, and file the **Credit Card Summary for December 2017 in the amount of \$2,450.69.** *Supported by Weitenberner, the MOTION carried.*

MOTION #6781 *Beson* moved to receive and file the Treasurer's Report. *Supported by Walters, the MOTION carried.*

XIII. **CLOSED SESSION:**

None requested.

XIV. **ADJOURNMENT:**

MOTION #6782 *Moffit* moved to adjourn. *With support by Weitenberner, the MOTION carried and the Board of Director's Meeting adjourned.*

Respectfully submitted,

Hank Weitenberner, Secretary
Region VII AAA Board of Directors

DATE PREPARED: February 1, 2018

DATE APPROVED: