

# Antrim County Commission on Aging Board of Advisors

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## Minutes of July 15, 2019 Meeting

**Board Members Present:** Rick Teague, Chair; Bev McCamman, Sally Hannert; Jeanette Hayes, Brenda Ricksgers and Judy Parliament, COA Director.

**Others Present:** Amy Tate, COA Staff

Meeting called to order by the Chair at 1:00 pm in the Bellaire Senior Center Conference Room.

The **Agenda** was reviewed. Parliament asked to remove “Upcoming Contracts” from the printed Agenda for today’s meeting. Motion by Teague to approve the agenda, as amended; supported by McCamman. Approved.

The **Minutes** of the June 17, 2019 meeting were reviewed. Motion was made by Hayes to approve the minutes, as presented, supported by McCamman. Approved.

**June 2019 Financial Reports** were presented by Parliament. After some discussion regarding the truck fund and the Net Revenue & Expenditure Line on page 5 of the budget report, the motion was made by Teague to accept reports, supported by Hayes. Accepted. Parliament will invite Deb Haydell, Antrim County Finance Director, to our August meeting to offer and explanation of how to decipher the information on page 5 of our budget report.

**PROGRAMS:** COA Board Packet Reports on Programs were reviewed. Parliament noted that the quarterly financial report to AAANM was included this month and reviewed the outcomes. Additionally, she reported receipt of a \$1,000 donation toward our Medical Transportation program – which was directly related to the fact that Beth Lacy had taken the time to visit with the donors and discuss our programs, the previous day, when they stopped in for lunch. Teague inquired about the medical transportation report that had been included in some of our earlier packets, but was not included this month. Collectively, the decision was made to have Parliament provide a medical transportation report, on a quarterly basis, which will include: # of rides, # of unduplicated participants, project income and cost of the rides.

### **OLD BUSINESS**

**Open Positions:** A (very qualified) candidate has been selected for the full-time Cook position, results of pre-hire physical and drug screen are pending. We are continuing to accept applications for 2 CeNA and 1 Homemaker position.

### **NEW BUSINESS**

**2020 Budget:** Parliament is currently working on the budget. It is due to Deb Haydell by Aug. 2<sup>nd</sup>. COA Board Members will receive a copy by email, prior to our next meeting.

**FOIA Request:** Parliament shared that she had been served a Freedom of Information Request, which will be completed by herself w/assistance of COA staff, as needed. Jim Rossiter, Prosecuting Attorney, is the FOIA officer who will provide support throughout the process.

**Financial Audit by AAANM Complete:** Audit was performed last week with good (verbal) results. However, because of updated standards, we **(COA) will need to develop a Fund Balance Policy.** According to the County Finance Director, Antrim County does not currently have one so Parliament has requested a copy of the current Fund Balance policy of AAANM, to use as a guide, as she develops an appropriate policy for the COA – which will probably need to be approved by the COA BOA, County Administrator, Finance Director and BOC, prior to submission.

**Policy Review (ongoing):**

**Cost Allocation:** Last updated on 01/22/2019 – McCamman made a motion to approve the amendments (printed in red) to the Cost Allocation Plan #2014, which will correct the Capital Outlay department number and the paragraph containing procedures to allocate indirect costs, such as utilities and to update the Date Reviewed/Amended to 07/15/2019. Second came from Ricksgers. Motion was approved, unanimously.

**Fund Balance Policy:** Parliament held discussion with BOA to invite input prior to developing new, required (by AAANM) policy. Her personal goal is to maintain 6 months operating costs to help ensure continuance of vital services, in the case of decreased grant funds, millage or government shut-downs.

**Home Care Service Scheduling:** Last updated on 06/10/2009 – McCamman made a motion to approve the amendments, as presented (in red), to the Home Care Service Scheduling Policy #5011 and to update the Date Reviewed/Amended to 07/15/2019. Hayes supported. Motion passed unanimously.

**PUBLIC COMMENT:**

**Bev McCamman:**

- Confirmed the Annual Picnic is scheduled for August 15<sup>th</sup>. She plans to attend and volunteer.
- Change to format includes: No vendors, Bingo first - 10:30 thru 11:30 and followed by lunch.

Meeting adjourned at 2:05 pm by Call of the Chair.

Respectfully Submitted,

Sally Hannert,  
Recording Secretary

**Next Board Meeting is scheduled for Monday, August 19 at 1:00pm**