



Oceana County Council on Aging

Board of Directors Meeting

January 28, 2025

Present: Ron Rash, Doug Bacon, Jon Bowen, Frank Doll, Lori Suttner, Sally DeFreitas, Paula Vanderputte, Janet Schultz, Michelle Martin

Absent: Emma Kirwin

Staff: Stephanie Moore, Kay Butcher, Lisa Nagel, Jaccie Smith, Bradley Youngstrom, San Juanita Jaramillo

Attendees: None

The Board of Directors meeting was called to order at 1:30 pm. by Mr. Rash followed by the Pledge of Allegiance.

1. Public Comment-

- None

2. Board of Directors meeting minutes- December 10, 2024

- Mr. Bacon moved, seconded by Ms. Martin, to approve the Oceana County Council on Aging December 10, 2024, Board of Directors meeting minutes. Voice vote, motion carried.

3. Financial Report- Oceana County Council on aging, December 31, 2024, Financials.

Ms. Butcher went over the Financial Report, she also mentioned that the Audit will be conducted on Monday and Tuesday of next week. MI CLASS looks good, there are grants, donations, memorials. The smile account will be removed from the Financial Report form. Money was saved for the making of the calendars, Bradley created the calendar and only had to pay for printing.

- Ms. DeFreitas moved, seconded by Ms. Suttner, to receive the Oceana County Council on Aging December 31, 2024, financial statements as presented. Voice vote, motion carried.

4. Personnel Committee-

- Ms. Suttner Suggested to plan a volunteer dinner in April. Ms. Suttner would like to plan a Board Member greet meeting; this will allow each Board Member to talk about what each role in the Board of Directors is responsible for.

5. Program Committee Report-

- Nothing new to report.

6. Director's Report-

- Ms. Moore reported that due to the inclement weather days, some events were canceled and those are being rescheduled. In February there will be a Bake Bingo Fundraising event. In February there will be some plumbing work happening, there have been some plumbing issues at Our Friends House. We have grants covering expenses that are needed for repairs. There is a new kitchen stove installed, it took a team to install it, and we are thankful that we received the help needed to accomplish this task. The cracks on the floor have been sealed. There is now one key for all the building locks, codes have been assigned for each person using the lock. We are in contact with World Horizons and are already planning for a volunteer hoping for the middle of August or September. Charlotte, our previous volunteer, will have the World Horizons conference in March or April and will volunteer for pancake breakfast day. The payroll department is looking for a different program that can provide what is needed for our agency.

7. Old Business-

- a. Approval is needed to change IT companies, looking at a better IT company that offers better services and is affordable for the budget. Motion needed to change the IT services from Catchmark to Mullen IT Services.

Ms. Martin moved, seconded by Ms. DeFreitas, to sign the contract with Mullen IT Services, voice vote, motion carried.

- b. Ms. Suttner informed the Board of Directors the news of a potential new Board Member, her name is Pamela Czurak. She is planning to be present at the Board of Directors meeting in February.

8. New Business-

- A new policy will be needed for sick time hours, this policy will be for employees who are considered Part Time B. The policy will be stating they will accrue 1 hour of sick time for every 30 working hours. Motion needed to implement front load hours for the sick time policy.

Mr. Doll moved, seconded by Ms. Suttner, to approve the front load of sick time hours for the sick time policy, voice vote, motion carried.

- MIOSHA has a policy for Hepatitis B, the policy will be provided to employees who have direct contact with clients and a Hepatitis B waiver will also be provided.

9. Correspondence-

- None

10. Adjourn-

- Ms. Martin moved, seconded by Ms. DeFreitas, to adjourn the Oceana County Council on Aging meeting at 2:43 pm. Voice vote, motion carried.

Respectfully submitted,

San Juanita Jaramillo