



Board Meeting Minutes
February 21, 2018

Members Present: Pat Rondeau, Ann Lange, Mary Jo Oke, Wendy Servia, Tim Moran, Gerald Broad, Bill Forbush

Excused: Josh Viegelahn, Lorri Rondeau

Staff Present: BJ Sander, Mike Stauffer, Cindy Josey, Elizabeth Cavanaugh, Catherine Glomski, Joette Putkamer, Brian Wozniak

Guests: Penny Anderson, Kelly Robinette

The meeting was called to order at 8:30am by Bill Forbush

Acceptance of December Minutes: Motion by Tim Moran second by Mary Jo Oke.

Public Comment: None

Director NPP Report:

- Euchre Tournament Feb 3rd 72 people, great turnout
- Denim and Diamonds Event was successful about \$3000.00 profit. Already making plans for next year event, hall is reserved.
- Valentines meals were 2/13/2018 related to Ash Wednesday we had 72 people for lunch and around 67 for dinner. Cards and placemats made by Students from Posen Schools.
- Upcoming fundraisers are Ken's March Against Hunger Fundraiser will be kicking off Friday Feb 16 at 7.00am and we will be collecting funds until April 26 and on that day will be hosting the Luxury Event from 4-7pm at the HOM office to say thanks to all the people who helped raise the funds. The goal this year is \$30,000.00
- Corn Hole Event is March 3 from 1-7pm. We have 28 teams signed up so far.
- We will be hosting the Good Morning Alpena Breakfast March 09, 2018 at the center.
- United Way turned in for MOW's on 2/7/18 for \$5,000 MAX
- Pie & G Grant turned in 2/1/18 for 5,000 Boost
- Still looking for options for future Grants
- Update on the Volunteer Job Description, BJ reviewed and updated, new one will be used moving forward.
- Review of Medical Emergency Policy, a few minor changes will be made.
- Update of the Grievance policy to say Complaint Policy instead.

- Their will be upcoming Trainings for staff.
- Person Center Training for all staff being completed by NEMCSA 2/3/18
- Kitchen Training with GFS March 15 for cross training.
- CPR Training for all staff in March and April by Alpena City EMS Doug and Tyler.
- Excel Training for Joette BJ and Annie for \$55.00 each in March.
- My Senior Training Completed Monday 2/12 with Cindy, Joette, BJ, and Annie to start invoicing from my Senior for HIS. We will be doing another training for the MOW's portion in March with Mike included.
- Discussed potential Training on First Aide, Blood Bourne Pathogens and Customer Service for the future.
- For staff and Board meeting in May, to be scheduled yet, topic to be Customer Service. Bill Forbush will the the presenter.
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Financial Report:

- All programs are on target.
- Alpena County started its Fiscal Year. Total grants this year equal \$455,814.00 compared to \$453,784.00 in 2017.
- Meal counts were down this month due to 4 snow days with the Center Closed and No meals on wheels delivered. Expect everything to go back to normal barring more snow days.
- Meals on Wheels 3873 with the average donation of .67. Congregate 1052 with the average donation of \$3.25.
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- No major discrepancies
- Need to create a checks and balances system

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Old Business: None.

New Business:

Wendy is working with Kathy Garant on the Milage. Meeting is in April.

Public Comment:

- Brian thanked the Board for the 3% raise that all staff received..

Tim Moran made motion to adjourn Bill Forbush second.

Submitted by Joette Putkamer

Approved as submitted: _____ Date: _____

Signature: _____