

Senior Services of Van Buren County  
Board of Director's Meeting, October 18, 2023  
South Haven Senior Center

**1. Call to Order & Introductions:** Chair Olney called the meeting to order at 4:02 pm.  
Members present: Olney, Abshagen, Paul, Hoover, Muenzer, Bitely, Curtis, Brown, Rendell, and Kiry  
Members Absent: Tibbs (excused)  
Also Present: Director Diane Rigozzi, Care Coordinator Pearlie Jackson, and daughter Sincerity

**2. Public Comments-Public Comment**

a. Introduction of Staff of the Month-Pearlie Jackson  
Pearlie Jackson was introduced to the board. She is employed as a Care Coordinator. She expressed her love of the job and the sense of purpose it provides. She has helped distribute the commodities, and when the Covert center is finished, she and a second person will work with the seniors there. Her daughter, Sincerity, accompanied her and enjoyed the pumpkin pie immensely.

**3. Approval of Agenda/Additions/Deletions:** Bitely moved that the agenda be approved as presented, and Muenzer supported the motion. All were in unanimous agreement that the agenda be approved.

**4. Monthly Reports**

a. **Acceptance of Finance Report from September 2023:** Abshagen led the review of the finance report. Paul made a motion to accept the report. Bitely provided the second. All voted in the affirmative.

b. **Acceptance of Minutes:** Bitely moved that the minutes from the September meeting be approved as presented. Kiry supported. There was unanimous approval. August minutes will be complete and presented at the November meeting.

**5. Old Business**

- a. **Building Report:** The roof should be finished within the next two weeks. Parking lot planter islands are finished. Back storage room have been cleaned and cleared out.
- b. **Property Update:** The purchase of the property located by South Haven center has been finalized. It needs to be cleaned up and the building on it removed. It will be put on the market in the spring for development. Market Van Buren reached out to the director and an activity center in the village of Decatur was discussed. A Zoom meeting between the Decatur village president and a Market Van Buren representative will be scheduled.

**6. New Business**

- a. **2024 Budget Proposal:** The proposed 2024 Budget was provided to all and reviewed. The board members will have until next month to study it further and then be ready to vote on it at the November meeting.

**7. Committee Reports**

- a. **Director's Report:** The Volunteer luncheon turned out very well with 120 present. Two awards were presented to board members who weren't able to attend. Rigozzi presented Exceptional Board Member to Hoover and Site Award to Bitely. Upcoming fundraisers were discussed and ideas for 2024 fundraisers. Our Town Players and the Readers Theater will be performing prior to the end of the year. There will be a dance in December. Also, a holiday dinner sponsored by the local Moose lodge

will be in December. Trips are doing well. There will be some closures for the holidays. Three new hires have been made. A dishwasher, an additional Covert staff person for when the center is completed and a remote activity person. Does any board member have suggestions for a commercial snowplowing? Only one bid has been received and it is rather high.

**b. Executive Committee and Chair Comments:** Nothing further regarding the executive committee. Chair Olney asked for details about the annual holiday party for the board members. Restaurant possibilities and times were discussed. December 20 would be the date. Big T's would be a good option with 5:30 pm-6:00 pm being a good arrival time. Director Rigozzi will check to see if a room for the group will be available. Olney also wondered if we could get a monthly status report on the grant writer's progress. Rigozzi explained that the grant writer is busy compiling information that is commonly required when applying for grants to streamline the procedure. Once that is accomplished, updates can be given.

**c. Finance Committee:** Budget discussion earlier in the meeting; nothing additional.

**d. Fundraising Committee:** No report.

**e. Personnel Committee:** No report.

**f. Program/Services Committee:** Need to meet. Olney will reach out to members to set up.

**g. Nominating Committee:** Potential representatives should be directed to Rigozzi who can give application packets to them. When those are completed and returned, they will be forwarded to the Nominating Committee, who will set up the interview. Several board members have prospects and will approach them to see if they are interested.

**h. Building and Transportation Committee:** Rigozzi asked Curtis if public transit is planning on purchasing any large buses in the future. She would like to utilize them for trips. Curtis stated this has been discussed at their meetings and that the buses are very expensive. Writing a grant has also been talked about. Five new regular-size transit buses are on order. These should be smoother riding.

**9. Township Reports:** At the last **Columbia Township** gathering, 17 attended, and the group painted pumpkins. **Decatur Township** had between 20-30. Those numbers remain steady. Bingo numbers are up. **Geneva Township** wants a report with the number of residents attending the various offerings. Rigozzi will be compiling a report at the end of the year. The **Covert Township** center is still undergoing renovations and is coming along slower than expected but still progressing nicely. Rigozzi asked if the sign could say Senior Services of Van Buren County. It's believed that this is acceptable. **Porter Township** averages 10-15 attendees, although last time 40 were there. Tai Chi classes are coming soon. **Bangor City** accommodated around 17. This is two more than usual. Some were first-timers. Still passing the word about the South Haven center. **Bangor Township** treasurer is given a copy of the financial report every month to share with the rest of the board. It's been explained that any questions can be asked if there are any concerns. An offer to forward any names of residents who aren't receiving the newsletter was given. No complaints to date.

**10. Adjournment:** With no further business to discuss, Chair Olney adjourned the meeting at 5:34 pm.

Respectfully Submitted,

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Regina Hoover, Secretary

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Clare Olney, Chair