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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, December 9, 2015 University Center, Room U-105

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**Attending Voting Members:** J. Thompson, M. Sanders, J. Camiller, R. Edel,  
B. Bowen, J. Duff

**Absent Voting Members:** P. Carroll, J. Mathis, G. Mertz

**Non-Voting Member:** L. Olsen, Otsego County Board of  
Commissioners

**Attending Staff:** D. Wishart, Executive Director  
D. Gehman, Director  
E. Godek, Research & Volunteer Coordinator  
A. Mayer, Accountant & Finance Coordinator

**Guests:** Dan Smith, CPA, Dan Smith & Company, P.C.

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## Call to Order

President Thompson called the meeting to order at 10:10 a.m. The board paused for a moment of silence. The guest, Dan Smith, was welcomed. A quorum was present.

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## Agenda

J. Thompson made a request for a motion to approve the Consent Agenda.

*A motion was made by B. Bowen and seconded by R. Edel to approve the Consent Agenda. Motion carried.*

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## Open Forum

- Nothing was reported.

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## President's Report

The president, J. Thompson, briefly reported the following:

- Independent Audit Report – Dan Smith & Company, P.C. – D. Smith, CPA, provided a brief report on the Otsego County Commission on Aging Audited Financial Statements for Year Ended September 30, 2015.

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- 2 ○ He thanked J. Thompson and L. Olsen for their years of service to the board.
- 3 ○ He reviewed the Audit Communication and Report of Comments and
- 4 Recommendations, distinguishing the auditor's responsibilities from
- 5 management's and noting the following:
- 6     ▪ The agency's internal reporting is very solid.
- 7     ▪ Cash collections continue to be of concern. It is critically important that
- 8 procedures be followed by both staff and volunteers, and that the
- 9 management team reminds them of the importance of this on a regular
- 10 basis.
- 11 ○ He highlighted from the Independent Auditor's Report that, in his opinion,
- 12 the statements are fairly stated.
- 13 ○ He reviewed the Statement of Financial Position, noting that Unrestricted-
- 14 Board Designated Net Assets declined by \$7,066 in 2015 from 2014 to fund
- 15 the last millage campaign.
- 16 ○ He reviewed the Statement of Activities, noting:
- 17     ▪ There was a slight uptick in revenues, with increases in property tax,
- 18 grant, and program donation dollars. In-kind service dollars from
- 19 Consulting Income/BeBloomin revenues experienced a large increase, but
- 20 figuring in expenses put it at break-even levels.
- 21     ▪ He continues to be concerned with Food/Meal Production costs, and
- 22 cautioned the board to be mindful of this line item expense as it incurred a
- 23 significant jump from \$201,382 in 2014 to \$248,322 in 2015.
- 24     ▪ The agency's equity decreased \$32,813 in 2015, compared to a decrease
- 25 of \$7,350 in 2014. The management team continues to be mindful of the
- 26 need to increase revenues and manage expenses.
- 27     ▪ Both the management team and accounting department to do a very good
- 28 job.
- 29

30 ***A motion was made by M. Sanders and seconded by R. Edel to accept the Otsego***  
31 ***County Commission on Aging Audited Financial Statements for the Year Ended***  
32 ***September 30, 2015. Motion carried.***  
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- 34 ● Board membership updates
- 35 ○ The board will be making the transition for J. Thompson's position at the
- 36 annual meeting on February 10, 2016. Board members interested in the
- 37 president's position are encouraged to communicate this.
- 38 ○ D. Wishart added the following:
- 39     ▪ The county commissioners have issued the reappointments of J. Camiller
- 40 and M. Sanders. She called for a motion by the OCCOA board for their
- 41 reappointment, as is the tradition.
- 42

43 ***A motion was made by R. Edel and seconded by B. Bowen to approve the***  
44 ***reappointments of Mary Sanders and James Camiller for three years, each, to the***  
45 ***Otsego County Commission on Aging Board of Directors. Motion carried.***

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- 2           ▪ The reappointment for George of Mertz and the new appointment of Matt
- 3           Soderquist (from the Department of Health and Human Services) will be
- 4           presented at the next board meeting.
- 5       • NEMCSA Fiscal Report – J. Thompson reported that the report was received
- 6       and was well done. Discussion followed.
- 7

8 *A motion was made by M. Sanders and seconded by J. Camiller to acknowledge that*

9 *the Otsego County Commission on Aging Board of Directors has reviewed the Fiscal*

10 *Year 2014/2015 Northeast Michigan Community Service Agency (NEMCSA)*

11 *Financial Assessment, and has accepted it. Motion carried.*

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## 13 **Vice President’s Report**

14 The vice president, M. Sanders, briefly reported the following:

- 15       • Otsego County Community Foundation Executive Director Dana Bensinger has
- 16       been rescheduled to address the board at the next board meeting, due to a
- 17       schedule conflict.
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## 19 **Treasurer’s Report**

20 The treasurer, J. Camiller, briefly reported the following:

- 21       • The agency’s revenues and expenses for budget versus year-to-date totals and
- 22       year-to-date totals compared to prior year-to-date totals are where they should
- 23       be.
- 24       • Referring to D. Smith’s earlier audit report, he complimented the management
- 25       team for, once again, delivering results better than what was budgeted for 2015.
- 26       Discussion followed.
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## 28 **Secretary’s Report**

29 The secretary, R. Edel, briefly shared the following correspondence:

- 30       • From a caregiver complimenting one of the agency’s service providers for not
- 31       only providing outstanding her work in mother’s home, but for also establishing
- 32       a bond of trust with her mother. She also complimented OCCOA Medical
- 33       Resources Coordinator Pamela Carlson for the exceptional care she provided to
- 34       her mother.
- 35       • From a couple who were served by John Panci in the Advocacy Department. He
- 36       did excellent work for them and saved them money. A donation to the OCCOA
- 37       was included. Discussion followed.
- 38       • From an attendee at a recent conference regarding the beneficial information she
- 39       received from Advocacy Coordinator Loretta Miller.

## 40 **ASA Network Reports**

- 41       • NEMCSA Board Information – D. Wishart noted that K. Glasser continues to
- 42       serve on this board for Otsego County.

- 1 • Region 9 Area Agency on Aging Regional Council Member Report – D. Wishart noted that Jim Mathis would continue to serve on this council until Dec. 31, 2015. He has done a wonderful job, and she will ask him to serve an additional term.
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- 5 • Region 9 Area Agency on Aging (AAA) Staff Report
  - 6 ○ D. Wishart noted that the OCCOA continues its ongoing work with this agency. Grant funding comes through the AAA, which requires the OCCOA to adhere to many rules and to help with program assessments.
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  - 9 ○ The AAA issued a clean report for a recent assessment of the OCCOA’s Otsego Haus Program.
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  - 11 ○ The OCCOA Meal Program assessment was recently completed and some recommendations by the AAA are being addressed.
  - 12
  - 13 ○ Other – The agency is hosting a conference in Gaylord tomorrow, regarding the Medicare Improvements for Patients and Providers Act. Philip McCoy from the U.S. Department of Health and Human Services and Melissa Simpson from the National Council on Aging will be present, and D. Wishart will represent the Michigan Commission on Services to the Aging. The advocacy work in Northern Michigan will be celebrated at this conference. To date, Region 9 MMAP Counselors have saved people more than \$1.1 million through the selection of their Prescription Drug plans. The OCCOA staff is gratified to be able to help save people this kind of money. The OCCOA Advocacy department will be present at the conference and will be acknowledged and celebrated for their work.
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## 25 **OCCOA Management Team Reports**

26 The management team, D. Wishart and D. Gehman, briefly reported the following:

- 27 • Client Updates
  - 28 ○ Clients have been making donations for services, sometimes doing so when it was not so easy given the state of the economy.
  - 29
  - 30 ○ A. Mayer was complimented for mentoring her assistant, Natalie Chick, who came up with an inspirational quote to include on the donation envelopes to help encourage donations – even small ones.
  - 31
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- 33 • Staff Updates – An update on the health and position of one of the agency’s staff members was provided.
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- 35 • Program Updates
  - 36 ○ The agency sponsors the Caregivers Support Group, Parkinson Support Group, Grandparents Raising Grandchildren Group, and A Matter of Balance workshops. To help save on advertising expenses, board members were encouraged to post flyers for these programs to help promote them.
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  - 40 ○ Medical Transportation Program
    - 41 ■ Transportation to medical appointments is a critical need for older adults and the agency wants to ensure that the program continues. The needs are up and more drivers are needed.
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- 1           ▪ The agency will be working, internally, to simplify the transport request
- 2           intake process for staff, as it is time intensive and stressful.
- 3       ○ Senior Project FRESH (SPF) Update
- 4           ▪ The program helps older adults improve their nutritional intake and also
- 5           helps support local farmers at the farmers market.
- 6           ▪ This year, the agency helped 274 people through the SPF voucher
- 7           program. There were 47 new clients this year and the current voucher
- 8           redemption rate is 84%.
- 9           ▪ SPF Coordinator Wanda Cherwinski manages the program with a lot of
- 10          passion and is doing a really good job.
- 11       ○ BeBloomin Update
- 12          ▪ 1,093 users have signed up, representing 265 zip codes around the world.
- 13          ▪ Twenty-six states have passed legislation that will allow clinicians to be
- 14          reimbursed for tele-visits. Michigan is not one of those, but Minnesota is
- 15          [where BeBloomin is based]. D. Wishart has been working with the
- 16          Minnesota BeBloomin team to encourage some Minnesota-based clinics,
- 17          clinicians, a wound care agency, and Minnesota's largest home-care
- 18          agency to adopt BeBloomin.
- 19          ▪ In our community, the 13 BeBloomin community partners will now have
- 20          the opportunity to institute the live video chat feature on their websites. It
- 21          is a \$3,600 value for an average-sized organization. Training is planned
- 22          for January 2016.
- 23          ▪ BeBloomin is working on finding investors to ensure its viability. They
- 24          are very happy with the work we have done, and our community is an
- 25          example for other community projects.
- 26       ● Agency Updates
- 27          ○ The agency's annual Staff Christmas Luncheon is scheduled for December
- 28          16, 2015.
- 29          ○ The OCCOA Board's annual meeting will be included with the regular board
- 30          meeting that is scheduled on February 10, 2016.
- 31          ○ The healthcare costs to businesses and individuals are a challenge. This will
- 32          impact some of our staff and their schedules. Efforts are planned to help them
- 33          find and keep the most cost-effective coverage.
- 34          ○ My Senior Center (MSC)
- 35            ▪ D. Gehman has been working with MSC for the past 1½ years to add a
- 36            feature to the system that will allow clients' key cards to function like a
- 37            debit card to digitally track the meal vouchers used for the Dining Out
- 38            Program [they are currently being tracked manually]. The agency will
- 39            soon be issuing its 10,000<sup>th</sup> meal voucher.
- 40            ▪ The OCCOA is MSC's first client to request this feature and it has
- 41            required their programmers to rework their whole system to accommodate
- 42            our request.
- 43            ▪ The agency is leading the way with this feature request and other agencies
- 44            are also interested in utilizing it at their facilities.

- 1           ▪ The agency is scheduled to begin testing this new feature starting the  
2           second week of January. Incorporating this feature is expected to speed up  
3           and simplify our accounting process.
- 4       • Other
- 5           ○ D. Wishart recently met with the Otsego County Budget and Finance  
6           Committee. This went well.
- 7           ○ With regards to reducing budgeted expenses, the following opportunities  
8           have been uncovered that are expected to result in about \$13,000 in savings:
  - 9               ▪ The modifier for the agency’s workers’ comp insurance premium has  
10              been reduced, resulting in a \$6,000 advantage for the agency.
  - 11              ▪ Planned modifications to some staff hours will result in a savings of  
12              \$5,000 to \$7,000 this year.
  - 13              ▪ Several smaller costs saving efforts, amounting to a savings of around  
14              \$1,000, have been made, including: selling some miscellaneous items,  
15              adding a fee to the loaning of equipment from the agency’s Medical  
16              Equipment Loan Closet, and eliminating the rental of a storage unit.
  - 17              ▪ Trimming of advertising costs is also planned to add to the savings.
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## 19       **Other Discussion**

- 20       • D. Wishart thanked Jack Thompson for his leadership, mentoring, and working  
21       on behalf of the board over the years. The agency will continue to call on him as  
22       needed until his term expires on December 31, 2015.
- 23       • She also thanked Lee Olsen for being the agency’s champion and for all his  
24       support and service to the OCCOA board, as well as his support to the agency at  
25       County Commission meetings.
- 26       • J. Camiller has requested an earlier meeting time for the February 10, 2016  
27       board meeting. Board members are asked to contact D. Wishart should an earlier  
28       time present a hardship.
- 29       • L. Olsen expressed his joy in working for the OCCOA board as the County  
30       Board of Commissioner Liaison for the last 15 years. He gave an update on the  
31       application for his position. The decision will be made in January 2016. It’s  
32       been a pleasure working with everyone.
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## 34       **Adjournment**

35       The December 9, 2015 Otsego County Commission on Aging Board of Directors  
36       meeting was adjourned at 10:55 a.m. by J. Thompson. The next meeting is scheduled  
37       at the University Center on Wednesday, February 10, 2016, at 10 a.m.

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39       *Eileen K. Godek*

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41       Eileen K. Godek  
42       Recorder