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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES

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August 13, 2014

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University Center, Room U-107

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Attending Voting Members: J. Thompson, M. Sanders, P. Slominski,
J. Camiller, J. Mathis

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Attending Non-Voting Members: L. Olsen, Otsego County Board of
Commissioners Liaison

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Excused Voting Members: P. Carroll, J. Duff, R. Edel

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

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Guest: Kara LaMarre, Developmental Projects
Coordinator, Area Agency on Aging, Region 9

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Call to Order

President Thompson called the meeting to order at 10:03 a.m. The guest, K. LaMarre, was welcomed. The board paused for a moment of silence. A quorum was present.

Agenda

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

A motion was made by M. Sanders and seconded by P. Slominski to approve the Consent Agenda. Motion carried.

Open Forum

- M. Sanders noted her approval that all of the August 5th millages (OCCOA, library, and recycling) passed by high margins.

President's Report

The president, J. Thompson, did not present a report.

Vice President's Report

The vice president, M. Sanders, did not present a report.

Treasurer's Report

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

- Budget vs. Year-to-Date Totals – As of June 30, 2014, the agency was 75% of the way through its fiscal year, with 25% remaining. Grant revenues were running a little below expected levels (at 30%) but tax receipts were running as expected. Salary and fringe expenses were down a little (at 31% and 35%, respectively), but this was driven by the number of pay periods in the last nine months. All-in-all, revenues and expenses were running at the expected budgeted levels.
- Year-to-Date Totals Compared to Prior Year-to-Date Totals - This year, the agency's revenues are 3% higher than the prior year and expenses are 4% - very much in line with the prior year.

A motion was made by M. Sanders and seconded by P. Slominski to approve the Treasurer's Report. Motion carried.

Secretary's Report

The secretary, P. Slominski, shared the following correspondence:

- Thank you note and donation from a client for services they received.
- Thank you note from one of the agency's grandparents for Kinship Care funds they received that allowed their grandchildren to attend band and basketball camps.
- Thank you letter from the Alpenfest Board of Directors for the agency's recent Alpenfest sponsorship support.
- Thank you letter from the Economic Alliance Board of Directors and the Gaylord Downtown Renaissance Streetscape Committee for the OCCOA's recent donation.

NEMCSA Reports

- NEMCSA Board Information – D. Wishart noted that she had an opportunity to attend this year's Community Action Annual Conference and do some networking with NEMCSA Chief Executive Officer John Swise and others. Dan Doezema gave a presentation on the Communities for a Lifetime Project, for which D. Wishart provided some assistance.
- AAA Region 9 – The regional council member, J. Mathis, did not present a report.
- AAA Staff Report – K. LaMarre noted that she recently held a Best Practices Seminar in Cheboygan for the Region 9 adult day centers. There, she

1 highlighted each center and their strengths. This allowed attendees to learn
2 about beneficial practices that other adult day centers are following. (D. Wishart
3 noted that the three O. Haus staff attended and found it to be helpful.)

- 4 • Kara provided an update on the grants for the Personal Action toward Health
5 (PATH) and Creating Confidant Caregivers (CCC) workshops and her efforts to
6 promote both workshops in Otsego County. (D. Wishart highlighted the great
7 job that CCC Master Trainer Robin Petruska has been doing within and outside
8 Otsego County.)

10 **Management Team Updates**

11 The management team, D. Wishart and D. Gehman, briefly presented the following:

- 12 • Clients – Elder Abuse Investigation Update – An update on a recent circuit
13 court pre-trial hearing for a former employee was shared. This employee will be
14 making restitution to two clients. The agency will continue its efforts in elder
15 abuse training
- 16 • Staff/Department News
 - 17 ○ Advocacy
 - 18 ■ MMAP Training – OCCOA/KMG Service Coordinator/Advocay-MMAP
19 Counselor Sarah Skowronski and Volunteer Sandy Allison received
20 honors at a recent state training and awards meeting. Discussion
21 followed.
 - 22 ■ Partner Training – The agency’s Advocacy Department did a partner
23 training with the Health Department of Northwest Michigan last week.
 - 24 ■ KMG Grant – This grant, which ends in February 2015, funds
25 S. Skowronski’s position and is expected to be renewed.
 - 26 ○ Accounting – Budget Preparation – A. Mayer and the Accounting
27 Department were praised for their work on budget preparation, analysis, and
28 decision-making tools.
 - 29 ○ Customer Service – An update was shared on Customer Service Coordinator
30 Tracy Burley’s recent surgery and the backup team that she developed to fill
31 in during her absence.
 - 32 ○ In-Home Services
 - 33 ■ Growth of Fee-for-Services – An update was provided on the growth of
34 these services since their establishment in FY 2010/2011. They are
35 growing nicely.
 - 36 ■ New Law – Paid Time – A new state law will take effect in January 2015
37 that will require the agency to pay its IHS staff at least at a minimum
38 wage rate for their time when driving between clients. The staff will
39 continue to be paid for their mileage between clients. The staff has been
40 advised of the change and a plan has been made to accommodate this
41 additional expense in the agency’s budget. Discussion followed.

- 1 ○ Meal Program
- 2 ▪ “Dining Out” Voucher Program – Update – Statistics for this new meal
- 3 program were shared and some comparisons made to the traditional
- 4 Congregate Meal Program. So far, the “Dining Out” Program is going
- 5 well. Discussion followed.
- 6 ○ Medical Resources
- 7 ▪ Medical Resources Coordinator Pamela Carlson is responsible for staff
- 8 training and certification verifications.
- 9 ○ Special Events
- 10 ▪ Tiger Outings/Tickets – Tomorrow’s trip was highlighted; tickets are still
- 11 available.
- 12 ○ Research & Volunteer Program
- 13 ▪ Research - An update was provided on the Congregate Meal Program
- 14 Survey that E. Godek is currently conducting. This will be processed
- 15 over the next few months.
- 16 ▪ Volunteer - Friendly Visitor Program – Work continues on the pilot
- 17 program by E. Godek and RSVP Director Keith Moore.
- 18 ○ Other – A student intern, Ashley Gapinski-Borowiak, recently concluded
- 19 and internship with the agency with an exit interview with D. Wishart.
- 20 Gapinski-Borowiak noted that she felt that she had the best internship
- 21 experience compared to the rest of her cohort.
- 22 ● Agency
- 23 ○ Building and Space Concerns – Board Committee – There are continuing
- 24 concerns about the agency’s building and space. J. Thompson was requested
- 25 to appoint a small committee to address these concerns. J. Mathis and
- 26 M. Sanders offered their assistance. L. Olsen also offered his help.
- 27 ○ Campaign 2014 Results – D. Wishart thanked the board for taking on the
- 28 “Challenge of 12.” The ballot passed. Staff and some OCCOA partners also
- 29 took on this challenge. The agency received majority approval in every
- 30 precinct. Discussion followed.
- 31 ○ Budget 2014 – 2015
- 32 ▪ A review of the agency’s current financial situation was shared, and an
- 33 outline of the staff’s cost-saving efforts was provided. In total, cost
- 34 savings amounted to \$77,000. Also provided was a report by A. Mayer
- 35 outlining where the agency stands with the FY 2013/2014 budget.
- 36 ▪ The agency is required by the county to submit a zero-based budget.
- 37 Plans for transferring a portion of the agency’s fund equity to achieve this
- 38 budget were outlined.
- 39 ▪ A budget comparison of the current year to previous years was distributed
- 40 to board members. The management team continues to look for
- 41 additional revenue sources.
- 42 ▪ A request was made for the approval for the proposed FY2014/2015
- 43 budget.
- 44

1 *A motion was made by M. Sanders and seconded by J. Camiller to approve the*
2 *Otsego County Commission on Aging FY 2014/2015 zero budget (with revenues and*
3 *expenses to each be \$1,811,151.00, and transferring \$94,037 from fund equity,*
4 *while retaining 36%), as presented by D. Wishart. Motion carried.*

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6 ○ Other – The agency will be hosting the Commissioners of Services to the
7 Aging (COSA) meeting and public hearing, which are scheduled at the
8 University Center on October 17, 2014. Board members are invited to attend
9 both.
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11 **Other Discussion**

- 12 ● L. Olsen noted a concern about personal property tax replacement funding.
13 ● D. Wishart noted that there is a new Health Endowment Fund which may
14 provide a new source of grant funding.
15 ● OCCOA Board member A. Couture has moved to Traverse City and his
16 resignation from the OCCOA Board of Directors has been received. There is
17 interest in keeping legal representation on the board, and a member of the
18 community has been approached for consideration for his vacant position.
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20 **Adjournment**

21 The August 13, 2014 Otsego County Commission on Aging Board of Directors
22 meeting was adjourned at 11:05 a.m. by J. Thompson. The next meeting is scheduled
23 on October 8, 2014, at the University Center at 10 a.m.
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25 *Eileen K. Godek*

26
27 Eileen K. Godek
28 Recorder