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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES October 8, 2014 University Center, Room U-111

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**Attending Voting Members:** J. Thompson, M. Sanders, J. Camiller,  
P. Slominski, P. Carroll, J. Duff, G. Mertz

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

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**Excused Voting Members:** R. Edel

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**Absent Voting Members:** J. Mathis

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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

## Call to Order

President Thompson called the meeting to order at 10:09 a.m. The board paused for a moment of silence. The guest, Kara LaMarre, and OCCOA Board of Directors nominee Judge George Mertz were welcomed. 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 P. Slominski and seconded by M. Sanders to approve the Consent Agenda. Motion carried.*

## Open Forum

- Nothing was reported.

# 1 **President's Report**

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

- 3 • The need for a motion to appoint Judge George Mertz to the Otsego County
- 4 Commission on Aging Board of Directors.
- 5 • D. Wishart described the application process. As required for OCCOA board
- 6 appointments, action has been taken by the Otsego County Board of
- 7 Commissioners and he has received appointment from them.

8  
9 *A motion was made by M. Sanders and seconded by J. Camiller to approve the*  
10 *appointment of Judge George Mertz for a term running from October 8, 2014*  
11 *through December 31, 2015, to the Otsego County Commission on Aging Board of*  
12 *Directors. Motion carried.*

# 13 **Vice President's Report**

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

# 15 **Treasurer's Report**

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

- 17 • Budget vs. Year-to-Date Totals – As of August 31, 2014, the agency was 92%
- 18 of the way through its fiscal year. Actual year-to-date revenues are running
- 19 slightly under budget, as are year-to-date expenses.
- 20 • Year-to-Date Totals Compared to Prior Year-to-Date Totals – As of August 31,
- 21 2014, compared to last year on August 31, 2013, the agency's revenues are four
- 22 percent higher. Expenses are also higher by five percent. Discussion followed.
- 23
- 24
- 25

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

# 28 **Secretary's Report**

29 The secretary, P. Slominski, briefly reported that there was no correspondence to  
30 share.  
31

# 32 **NEMCSA Reports**

- 33 • NEMCSA Board Information – The agency did not have any new information
- 34 from this board to report.
- 35 • AAA Region 9 – This board recently met. Jim Mathis continues to be the
- 36 agency's representative on the Regional Advisory Council.
- 37 • AAA Staff Report – K. LaMarre briefly reported the following:
- 38 ○ They are waiting for funding to be finalized.
- 39

# Management Team Updates

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

- Clients and Units of Service – These reports were included with the board packets for review.
- Staff/Department News
  - Annual performance celebrations and reviews have been completed for all staff.
  - Advocacy
    - Advocacy was highly mentioned as an important need in the agency’s 2013 Community Needs Assessment. In September 2014, the Advocacy Department received 717 phone calls. Also, 498 appointments are already scheduled for the annual Medicare Part D open enrollment. These appointments are very important as plans change from year to year and the changes are not always very transparent to clients. There is some very good work being done by the department. Last year, agency counselors cumulatively saved clients over \$200,000 by helping them choose the right plans.
    - A public forum is scheduled by the department on Monday, October 13, 2014, at the Alpine Alten Zimmer, from 6 to 8 p.m., to provide people with information on Medicare Part D.
  - Accounting |
    - Year End - The department is wrapping up year-end reports. Final year-end figures will be available at or before the December 10, 2014 board meeting.
    - Budget 2014-2015 - The budget is already in place and the agency has been working off of that as of October 1, 2014.
  - Volunteer – The agency continues to expand its reliance on volunteer assistance. This allows departments to stretch resources while adding meaning and value to the lives of volunteers. E. Godek, the agency’s volunteer coordinator, assists with these efforts.
  - In-Home Services
    - Growth of Fee-for-Services – Last year, the total client fee-for-service unit count was 1,587 (\$29,368 in revenues). This year, the total client unit count was 1,911 (20 % higher, not including September counts). This year, revenues were \$38,942 (up 32% from last year). These services are good for clients, staff, and the agency and are growing.
  - Meal Program
    - “Dining Out” Voucher Program – Update - The program client counts for last year and this year were compared. The client numbers for Gaylord Congregate meals has remained about the same (about 440 participants), compared to the previous year. Looking at the “Dining Out” Program at BJ’s, 369 people have eaten there since the program started (three days a week) in May 2014. The growth in Vanderbilt clients has increased

1 dramatically from about 40 to 102 since the “Dining Out” Program  
2 started at the Mill Street Diner in July 2013. Many of the clients  
3 purchasing vouchers are first-time clients. The program is attracting all  
4 senior generations. The agency sponsors the “Dining Out” program to  
5 provide nutrition and socialization. Discussion followed.

6 ○ Medical Resources

- 7 ■ Nurse training, certification verifications – There are three nurses on staff  
8 who work in the agency’s In-Home Service and Otsego Haus Programs.  
9 Pamela Carlson is a registered nurse. Evie Riozzi and Janelle Shannon  
10 are LPNs.

11 ○ Otsego Haus

- 12 ■ There has been some attrition with some clients being placed, but there  
13 are also some new clients. This is typical for this type of program.  
14 ■ K. LaMarre is responsible for assessing the program. She noted that the  
15 staff continues to do a marvelous job and that the new coordinator, Evie  
16 Riozzi, has stepped in with some good ideas that have added excitement  
17 to the program.  
18 ■ Harvest Dinner – The former coordinator, Chris Holewinski, and her  
19 husband recently prepared a delicious family-style Harvest Dinner for the  
20 clients and staff.  
21 ■ Assessment – With the completion of K. LaMarre’s recent assessment, a  
22 motion was requested to accept it.

23  
24 ***A motion was made by M. Sanders and seconded by P. Carroll to acknowledge that***  
25 ***the Otsego County Commission on Aging Board of Directors has reviewed the***  
26 ***Fiscal Year 2013/2014 Northeast Michigan Community Service Agency (NEMCSA)***  
27 ***Otsego Haus Assessment and has accepted it. Motion carried.***

- 28  
29 ○ Special Events – The programs for 2014-2015 have been reviewed and plans  
30 are in place for this year.

31 ○ Research & Volunteer Program

- 32 ■ Research – Meal Program Survey Data & Analysis - E. Godek is working  
33 on this survey, which is a requirement for operating standards. She will  
34 provide an analysis in the near future.  
35 ■ Volunteer - Friendly Visitor Program – E. Godek continues to work with  
36 K. Moore from RSVP on the new Friendly Visitor Program.  
37 ■ Volunteer Training  
38 ◆ E. Godek recently conducted a Congregate Meal training for the  
39 volunteers who support this program. It was very well done.  
40 ◆ Congregate Meal Program Coordinator - There is a new site  
41 coordinator volunteer in Johannesburg. Orientation and training have  
42 been provided by the Volunteer Department.

- 1 • Agency
- 2 ○ MCFL (Michigan Community for a Lifetime) Program – Board members
- 3 received some information on this.
- 4 ○ COSA (Commission on Services to the Aging) Meeting and Public Hearing
- 5 in Gaylord – Board members received information about the various
- 6 opportunities to participate in activities and meetings planned for/by the
- 7 group, including attending the 10 a.m. meeting and/or the 1 p.m. public
- 8 hearing at the University Center on Friday, October 17, 2014.
- 9 ○ NEMCSA Financial Assessment – This was recently completed and was
- 10 included in the board packets. A motion was requested to accept it.
- 11

12 ***A motion was made by M. Sanders and seconded by P. Slominski to acknowledge***  
13 ***that the Otsego County Commission on Aging Board of Directors has reviewed the***  
14 ***Fiscal Year 2013/2014 Northeast Michigan Community Service Agency (NEMCSA)***  
15 ***Financial Assessment, and has accepted it. Motion carried.***

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- 17 ○ Building and Space Concerns – Board Committee
- 18     ▪ Current Leases and Concerns at the Alpine Alten Zimmer – The
- 19 management team has requested a meeting with the recently-formed
- 20 space committee (L. Olsen, J. Mathis, M. Sanders, and J. Thompson) to
- 21 address the following concerns with the agency’s Alpine Alten Zimmer
- 22 location: 1. The stained lobby and foyer carpeting, 2. Inability for KMG
- 23 to pay its bills and the resulting effect it could have on the agency’s
- 24 operations, services, and safety, 3. Unventilated, run-down, and neglected
- 25 restrooms, 4. Broken front door lock and inattention to an agency-
- 26 requested installation of a security system in common areas, and 5. Worn
- 27 and outdated kitchen floors, counter tops, and cabinets.
- 28 ○ Elder Abuse Case – Update – A former OCCOA employee is in jail and will
- 29 be required to make restitution to two clients.
- 30 ○ MCCOA (Montmorency Lawsuit) – The agency is doing contractual work
- 31 with other county agencies, including Montmorency County. This agency
- 32 has been dealing with a “wrongful discharge” suit by a former director. The
- 33 suit has been dismissed.
- 34

## 35 **Other Discussion**

- 36 • P. Slominski plans to retire from the OCCOA Board of Directors at the end of
- 37 her term. Her last meeting will be on December 10, 2014. She shared that she
- 38 has enjoyed being on the board and that she thought the agency is doing a good
- 39 job. J. Thompson has approached three board members about serving on the
- 40 nominating committee to recommend a replacement. This committee will
- 41 consist of P. Carroll, G. Mertz, and J. Camiller, as well as D. Wishart, and
- 42 D. Gehman.
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2 **Adjournment**

3 The October 8, 2014 Otsego County Commission on Aging Board of Directors  
4 meeting was adjourned at 10:42 a.m. by J. Thompson. The next meeting is scheduled  
5 on December 10, 2014, at the University Center at 10 a.m.

6

7 *Eileen K. Godek*

8

9 Eileen K. Godek

10 Recorder