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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 11, 2015 University Center, Room U-107

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

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

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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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**Guests:** Kara LaMarre, Developmental Projects  
Coordinator, Area Agency on Aging, Region 9  
Trish Jachym, public observer

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### Call to Order

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President Thompson called the meeting to order at 10:06 a.m. The board paused for a moment of silence. The guests were welcomed. A quorum was present.

### 2015 Annual Meeting

The 2015 Annual Board of Directors Meeting was conducted. The regular bi-monthly meeting resumed immediately following.

### Agenda

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

*A motion was made by G. Mertz, and seconded by P. Carroll, to approve the Consent Agenda. Motion carried.*

### Open Forum

The following comments were briefly reported:

- Guest T. Jachym noted that she was present to learn more about the community.

# 1 **President's Report**

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

- 3 • Information on board development – The reappointments of J. Duff and J.  
4 Mathis for board memberships with the Otsego County Commission on Aging  
5 Board of Directors were recently approved by the Otsego County Board of  
6 Commissioners.

# 8 **Vice President's Report**

9 The vice president, M. Sanders, did not present a report.  
10

# 11 **Treasurer's Report**

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

- 13 • The balance of the agency's bank account with the county
- 14 • A review of the Revenue and Expense Year-to-Date Totals Compared to Prior  
15 Year-to-Date Totals statement for the first quarter of the fiscal year:
  - 16 ○ Revenues are 36% higher compared to a year ago, and expenses are 11%  
17 higher.
  - 18 ○ Revenues over expenses are 1% higher.
- 19 • A review of the Budget vs. Year-to-Date Totals statement:
  - 20 ○ The agency is under budget on salaries and fringes, due to loss of staff that  
21 have not yet been replaced. Discussion followed.
  - 22 ○ Raw food expenses are up as the attendance at the congregate meals is up.  
23 Discussion followed.

24  
25 *A motion was made by P. Carroll and seconded by G. Mertz to accept the*  
26 *Treasurer's Report. Motion carried.*  
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# 28 **Secretary's Report**

29 D. Wishart briefly shared the following correspondence:

- 30 • A letter of appreciation from a client regarding her service provider's help. The  
31 client noted, "Gaylord is very fortunate to have an organization, such as the  
32 OCCOA. Keep up the good work!"  
33

# 34 **Committee Reports**

- 35 • Nominating Committee – D. Wishart and D. Gehman briefly reported the  
36 following:
  - 37 ○ A board member with the area of expertise of financial planning is desired.  
38 P. Carroll and G. Mertz were asked to meet briefly with them about this need  
39 after board meeting.

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3 • Building and Space Committee – J. Thompson briefly reported the following:  
4 ○ This committee has had one round-table meeting. Since that time, there has  
5 been a fire and flood at the Alpine Alten Zimmer. Another meeting will be  
6 arranged with committee members (J. Thompson, M. Sanders, L. Olsen, J.  
7 Mathis, D. Wishart, and D. Gehman) to address subsequent concerns.  
8

## 9 **NEMCSA Reports**

- 10 • NEMCSA Board Information – D. Wishart briefly reported the following:  
11 ○ Within the year, NEMCSA CEO John Swise will be retiring.  
12 • AAA Region 9 –Regional Council Member J. Mathis briefly reported the  
13 following:  
14 ○ Local chapters have been asked to present activity reports at the meetings.  
15 ○ There will be extra money in the state budget for elder justice issues and  
16 falls prevention.  
17 ○ He mentioned the importance of a larger attendance at Older Michigianians  
18 day, scheduled for June 2, 2015.  
19 ○ Nationally, more support is needed to support the Older American’s Act.  
20 ○ Older adults who are covered by Aetna Insurance for their prescription drugs  
21 need to be aware that the company has made some errors on their statement  
22 of covered prescriptions. The company is working to correct the errors.  
23 Policyholders need to contact Aetna for further information and guidance.  
24 ○ Anyone who is contacted by phone regarding their prescription drug  
25 coverage needs to be aware that the person calling them may not always be  
26 employed by the company they say they represent. Instead they may be  
27 involved in a scam targeted at gaining personal information from older  
28 adults. Discussion followed.  
29 • AAA Staff Report – K. LaMarre briefly reported the following:  
30 ○ A new grant fund is available for PATH–Diabetes and A Matter of Balance.  
31 ○ The AAA is working on becoming a Medicare billable agent for the PATH  
32 Diabetes program and will be hiring a part-time person to do this work. A  
33 nurse practitioner is facilitating the class in their region. Steps are being  
34 taken to encourage attendance and they are starting to notice some positive  
35 results.  
36 ○ The OCCOA does well on getting the word out to grandparents on the  
37 availability of Kinship Care funds. D. Wishart provided an update on guest  
38 presenters scheduled to speak at future meetings for the agency’s  
39 Grandparents Raising Grandchildren Group. The group is doing well.  
40 Discussion followed.  
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# Management Team Updates

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

- Clients/Program
  - Collette Trip Partnership – The agency has entered into a test partnership with Collette Travel, a nationwide travel company, to provide travel opportunities outside of Otsego County for our community. Twelve open slots are available on a Trains, Wineries & Treasures of Northern California trip scheduled for November 1 – 9, 2015.
  - Successful Aging Series (SAS)/Educational Breakfast Series (EBS) – SAS meetings are conducted every other month on the months that EBS is not offered. SAS is facilitated by OCCOA/KMG Service Coordinator Sarah Skowronski. SAS members were transported to their first EBS meeting on February 5<sup>th</sup>, to enjoy the wonderful presentation on bird watching that Forester Phil Huber provided.
  - Respite Needs/Funding – Needs continue to grow. To date, 68% of the agency’s available 743 units have already been provided in the first quarter of the year. The state and AAA have issued another RFP for additional funds.  
D. Gehman and A. Mayer collaborated to submit a request for an additional \$4000.
- Staff
  - Wage Increase – As was budgeted, all agency employees will be receiving a cost-of-living wage increase to help keep some pace with inflation. There has not been a wage increase in over four years. Staff retention is very important in our industry and we have quality staff that we don’t want to lose.
  - New Hire at Otsego Haus – Diana Fix, LPN is a new hire who will be helping to provide nursing care
  - Student Intern from Spring Arbor - Angela Culp has been very active in attending various agency programs and sharing her viewpoint with D. Wishart. She also has been reporting back to her class on her experiences.
  - Health Coverage Benefits & Retirement Plan/Benefits – D. Gehman noted that our staff has healthcare options and a 457 plan for investments. A. Mayer recently suggested and made benefits processing improvements. The agency is also investigating other benefit options that will encourage staff retention.
- Agency
  - Facility – Fire/Flood at Alten Zimmer – D. Gehman reported on the recent fire and the flood (two separate incidents) that occurred in the agency’s kitchen at the Alpine Alten Zimmer. The agency’s meal program had to be cancelled for three days, as a result. Cleanup and repairs have since been made. The OCCOA submitted approximately \$4,000 in bills to KMG for

1 items destroyed, lost revenue, and lost wages for staff due to program  
2 shutdowns. KMG has reduced the agency's rent. Recently, a fluorescent  
3 light fixture fell from the ceiling close to the main office window.

4 Discussion followed.

5 ○ Technology

- 6 ■ Give Camp – Give Camp is a Grand Rapids-based group of technology  
7 experts who, once a year, provide 16 organizations with a free technology  
8 project during a one-day work camp. The OCCOA was selected for one  
9 of the free projects. The project D. Gehman requested was an Internet-  
10 based schedule to help In-Home Service staff automatically calculate  
11 service providers' mileage reimbursements. He attended the camp and  
12 was able to observe the nine-person team who worked on the agency's  
13 project. It could not be completed in one day, but the group will finish the  
14 project and give it to us for free.
- 15 ■ BeBloomin – D. Wishart provided an update on the agency's partnership  
16 with BeBloomin, which the board approved at the December 10, 2014  
17 board meeting.
- 18 ● Board members were thanked for their very effective help in inviting  
19 and encouraging our community to attend the information sessions. In  
20 total, 155 people were in attendance at five information sessions,  
21 representing a good cross section of community's businesses and  
22 organizations.
  - 23 ● Those sessions were followed by two BeBloomin user training  
24 sessions. Additional information and training sessions are scheduled at  
25 the University Center on the fourth Tuesday of each month, February  
26 through June 2015.
  - 27 ● D. Wishart shared, at length, the pilot program's larger goals and  
28 plans, as well as feedback she has received from individuals who have  
29 attended the user training sessions. If the service takes off, here and  
30 across Michigan, it could potentially generate a revenue source for the  
31 OCCOA and create jobs in Otsego County.
  - 32 ● It is important for all to remember that this is an "early release" pilot  
33 project. BeBloomin welcomes suggestions for improvements and  
34 additional content.
  - 35 ● D. Wishart included plans that BeBloomin is exploring for virtual  
36 travel and attendance at live theater performances. The Gaylord City  
37 Council has been approached for permission to create a plan and  
38 secure funding to set up live video streaming at the Elk Park.
  - 39 ● The next step for the BeBloomin Pilot Program is to secure nine  
40 community partners. A selection committee is being formed, with  
41 plans to include at least one OCCOA board member.
  - 42 ● As of February 5, 105 individuals have established user accounts. 300  
43 users are expected by June 2015. Discussion followed.
- 44

- 1           ○ Advocacy
- 2           ▪ Older Michigianians Day – D. Wishart is serving on the Planning
- 3           Committee. Monthly meetings are in process. Board Members received a
- 4           flyer on the upcoming June 2<sup>nd</sup> meeting.
- 5           ▪ Other – S. Skowronski has been accepted in the combined MSW program
- 6           at MSU, which accepts the top 25 best candidates in the state.
- 7           Skowronski will be working for her degree in social work. She is
- 8           currently participating in Leadership Otsego County. The grant that
- 9           funds her position has also recently been extended.
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## 11   **Other Discussion**

- 12       • J. Thompson and J. Duff provided an update on the Streetscape Project. There
- 13       will be a meeting on Feb. 16, 2015 at 7 p.m. to approve a bond sale that is
- 14       intended to raise \$750,000, or more, to help fund the project. J. Thompson
- 15       noted that without the targeted revenue from the bond sale, the Streetscape
- 16       Project cannot move forward. He encouraged everyone to come and support it,
- 17       if possible.
- 18       • D. Wishart noted the outcome would affect our community’s older adults. The
- 19       Streetscape Project is intended to make our downtown walkable and safe.
- 20       Discussion followed.
- 21

## 22   **Adjournment**

23   The February 11, 2015 Otsego County Commission on Aging Board of Directors  
24   meeting was adjourned at 11:20 a.m. by J. Thompson. The next meeting is scheduled  
25   on April 8, 2015, at the University Center at 10 a.m.

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27   *Eileen K. Godek*

28

29   Eileen K. Godek  
30   Recorder