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OTSEGO COUNTY COMMISSION ON AGING

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

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Attending Voting Members: J. Thompson, M. Sanders, J. Camiller, B. Bowen,
P. Carroll, J. Duff

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Excused Voting Members: R. Edel, J. Mathis, G. Mertz

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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 & Finance Coordinator

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Call to Order

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President Thompson called the meeting to order at 10:02 a.m. The board paused for a moment of silence. Recently approved OCCOA Board Member, Brett Bowen, was welcomed and provided a brief self-introduction.

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Agenda

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

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A motion was made by J. Camiller and seconded by P. Carroll to approve the Consent Agenda. Motion passed.

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Open Forum

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- Nothing was reported.

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President's Report

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

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- D. Wishart has been appointed by Governor Rick Snyder to chair the Michigan Commission on Services to the Aging. After being congratulated for her appointment, she provided a brief update regarding her orientation and first meeting.
 - He will be retiring at the end of the year.

Action: A meeting of the executive committee will be scheduled to put together a recommendation for the next slate of executive officers for the OCCOA Board.

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:

- Actual year-to-date revenues, as of July 31, 2015, are under budget, but are expected to be close to budget by the end of the fiscal year.
- As mentioned at the June board meeting, raw foods expenses are much higher than budgeted. With two months left in the year, overall, the agency is under budget on total expenses, which will allow it to be close to total budget at year-end.
- Actual year-to-date revenues as of July 31, 2015 were higher, compared to this same time period last year.
- Actual year-to-date expenses as of July 31, 2015 were also higher, compared to the previous year, resulting in lower cash over expenses this year.
- He congratulated the management team for achieving actual numbers so close to budget.

Secretary's Report

The secretary, R. Edel, did not present a report and no correspondence was received.

OCCOA Board Committees

- Executive Committee – No report was presented.
- Building and Space Committee – D. Wishart noted that there continues to be ongoing conflicts between the Alpine Alten Zimmer residents and the public who attend the agency's programs at the Meal Site. Efforts to resolve these conflicts continue.

NEMCSA Reports

- NEMCSA Board Information – No report was available.
- AAA Region 9 –Regional Council Member – No report was available, though D. Wishart noted that J. Mathis continues to represent the agency well and that council feedback is very positive for his representation of Otsego County. There is still an opportunity for someone to participate “at large” on the council in one additional opening.

- AAA Staff Report – No report was available, but D. Wishart noted that the Region 9 AAA Implementation Plan, which affects the agency, will be addressed at the September 18, 2015 Michigan Commission on Services to the Aging meeting. Once the plan is approved, the AAA will be able to roll out their programs, services, and support for the new fiscal year.

Management Team Updates

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

- Client Updates - Unit Reports were included in the board packets. Otsego County continues to be a good place to age in place, a good place to call home, and a retirement destination. Given age demographics, the agency expects to serve more people over time.
- Staff Updates
 - Advocacy Department
 - John Panci and Sarah Skowronski both received state awards at a recent training.
 - Appointments for open enrollment are filled, in large measure, but the agency is taking on a student intern during this time, which will allow for additional appointments.
 - Department Head Meeting – The agency’s leadership team received some very good fraud training from Otsego County Finance Director Rachel Frisch, CPA. This resulted in a very good discussion and heightened awareness of fraud risks. Department heads were encouraged to keep their eyes open for potential risks and to lead by example.
- Program Updates
 - Home-Delivered Meal Survey Report – E. Godek briefly reported the results of the survey, which was conducted in June 2015. Highlights included the following:
 - Average age of clients continues to decline, probably due to the influx of baby boomers in our county.
 - The heart of the survey is its satisfaction ratings, which continue to run high, compared to previous years – between 4.1 and 4.9, utilizing a five-point scale where 1 = Poor and 5 = Excellent. The high ratings reflect the good partnerships the agency shares with Gaylord Community Schools, which prepares the meals, and the Otsego County Bus System, whose drivers deliver the meals.
 - Only 32% of the respondents reported access to a computer, which is in keeping with trends noted in the agency’s 2013 Community Needs Survey. The potential to address unmet needs through technology may be possible through the partnership the agency shares with BeBloomin.
 - Senior Project FRESH Update – The agency has the opportunity to help 300 people and has distributed 272 coupon books so far. The purpose of the program is twofold – to encourage the increase of fresh fruits and vegetables in people’s diets and to support local farmers. This program also has a

1 positive impact on the Farmers' Market activity and, thereby, supports DDA
2 efforts.

- 3 ○ Tiger Trips Update – Two trips have taken place this year and a third trip is
4 scheduled for September 23, 2015. There were only a few tickets left as of
5 last week.
- 6 ○ BeBloomin Update
 - 7 ■ One goal in the pilot project was to engage 300 users in our community.
8 After four months there were over 600 users. There are currently over 700
9 users, represented in 186 zip codes around the world, who have signed up
10 through the agency's pilot project.
 - 11 ■ The community partners have begun their work. There is a lot of work to
12 do with them, yet. In particular, the Diocese of Gaylord has a very
13 aggressive schedule over the next couple of weeks to sign up users and to
14 provide some live events.
 - 15 ■ Some of the work of BeBloomin was to bring to its users the excitement
16 of travel, especially for those who cannot travel or were never able to get
17 to some destinations that they always wanted to travel to. Bebloomin
18 offered six live walking tours in London with an Oxford professor. These
19 were recently followed by four live walking tours in Gaylord, including
20 the Claude Shannon Park with Keith Moore; the Gaylord Car, located at
21 the Gaylord Chamber and Tourism Bureau, with Phil Alexander, which
22 also included information about Gaylord's alpine motif; the Gaylord Elk
23 Park with Ed Tholl; and the Conservation Gardens with Patricia Osburn.
24 D. Wishart showed some snippets of these tours and noted that the agency
25 is looking for suggestions for additional tours. Eventually, a donation
26 button will be added so that donations may be funneled to those
27 sponsoring live events.
 - 28 ■ Over time, BeBloomin offers the potential to become a revenue source to
29 the agency, as well as a source of jobs should another video call center be
30 added in the community.
- 31 ● Agency Updates
 - 32 ○ OCCOA 2015-2016 FY Budget
 - 33 ■ Board members received budget information in their board packets prior
34 to this meeting. Additional information was distributed at the meeting,
35 including a slightly updated 2015-2016 OCCOA Budget, a Fund Equity
36 Balances and Yearly Profit/Loss Report for 2011- 2015, and a Budget
37 Comparisons Report for 2011-2015.
 - 38 ■ D. Wishart requested a motion to approve the FY 2015-2016 budget with
39 the understanding and agreement that an executive board meeting will be
40 held within the next thirty days which will include a call for action for
41 fund raising opportunities. She noted that she was not satisfied with this
42 budget. Discussion followed. (An email sent to D. Wishart from G. Mertz,
43 who could not be present at the meeting and who wished to share his
44 input, was also included in this discussion.)

1 *A motion was made by P. Carroll and seconded by B. Bowen to approve the Otsego*
2 *County Commission on Aging FY 2015-2016 budget, as presented by D. Wishart,*
3 *with the understanding and agreement that an executive board meeting will be held*
4 *within the next thirty days which will include a call for action for fund raising*
5 *opportunities. Motion carried.*
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Action: A meeting of the executive committee will be scheduled within the next thirty days (by October 9, 2015).

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- 8 ○ Community Foundation – the agency was approached for participation in the
9 Extreevaganza. The agency has participated periodically in this event, but
10 will not do so this year.
 - 11 ○ Region 9 Area Agency on Aging RFPs – The agency received notification of
12 its grant awards from NEMCSA in August. The agency received \$28,456 for
13 the Otsego Haus Program, \$7,612 for evidence-based prevention programs
14 (this includes A Matter of Balance, Healthy Moves, and Personal Action
15 Toward Health), \$2,250 for the Creating Confident Caregivers Program,
16 \$2,000 for the Health Resource Center that houses the agency’s computer
17 lab, \$5,700 for the Caregiver and Parkinson Support Groups, \$5,500
18 additional funds for respite care under In-Home Services and others, and
19 \$2,400 to help support grandparents raising grandchildren.
 - 20 ○ Board meetings – D. Wishart proposed that the FY2015-2016 Board of
21 Directors meeting schedule flex slightly from those of previous years due to
22 the continued conflict with the Chamber’s annual golf outing in August.
23 Instead of holding meetings on the second Wednesdays of October,
24 December, February, April, June, and August, she proposed that they be held
25 on the second Wednesdays of November, February, April, June, and
26 September. She distributed the revised schedule and called for a motion to
27 approve it. Discussion followed.
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29 *A motion to approve the FY 2015-2016 OCCOA Board of Directors meeting*
30 *schedule, as presented by D. Wishart, was made by P. Carroll and seconded by*
31 *J. Camiller. Motion passed.*
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- 33 ● Community Announcements
 - 34 ○ J. Thompson reported that the University Center partnered with National
35 Geographic to bring The Great Nature Project to Otsego County. Attendees
36 at the event worked with scientists to collect and upload plant and animal
37 information to a database of records aimed at helping scientists and decision
38 makers around the world. He noted that it was a great event for promoting
39 science.
 - 40 ○ D. Wishart noted that one of the agency’s direct service providers secured a
41 \$1,000 donation for the agency from Community Financial. The agency is

1 very grateful for this corporate donation and to the direct service worker for
2 securing it.

3 **Other Discussion**

- 4 • There was no other discussion.

6 **Adjournment**

7 The September 9, 2015 Otsego County Commission on Aging Board of Directors
8 meeting was adjourned at 11:05 a.m. by J. Thompson. The next meeting is scheduled
9 at the University Center on Wednesday, November 11, 2015 at 10 a.m.

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11 *Eileen K. Godek*

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13 Eileen K. Godek
14 Recorder