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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS' MEETING MINUTES Wednesday, June 8, 2016, 9:00 a.m. University Center, Room U-105

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

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Excused Voting Members: G. Mertz

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Absent Voting Members: P. Carrol, J. Mathis

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Absent Non-Voting Members: D. Johnson, Otsego County Board of
Commissioners Liaison

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

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

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Call to Order

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The president, M. Sanders, called the meeting to order at 9:10 a.m. A quorum was not present at this time.

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Meeting Minutes

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- There being no changes or additions, M. Sanders made a request for acceptance [rather than a motion, as quorum was not achieved at this point in the meeting] of the April 13, 2106 Board of Directors' Meeting Minutes.

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The April 13, 2016 Board of Directors' Meeting Minutes were accepted by the three board members present at this time: M. Sanders, J. Camiller and R. Edel.

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Open Forum

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- Nothing was reported.

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President's Report

1 The president, M. Sanders, briefly reported the following:

- 2 • September 14, 2016 Board of Directors Meeting
 - 3 ○ The next board meeting is scheduled for September 14, 2016. Approval of
 - 4 the agency's budget will be needed at this meeting, as the next fiscal year
 - 5 begins October 1, 2016.
- 6 • Community Foundation Account
 - 7 ○ The motion to move the Schneider Trust to the Otsego County Community
 - 8 Foundation was finalized at the last board meeting. She, B. Bowen, and
 - 9 J. Camiller recently met with Otsego County Community Foundation
 - 10 Executive Director Dana Bensinger to finalize the transfer of the trust to the
 - 11 foundation. M. Sanders noted that she has provided the foundation with a
 - 12 brief, written history of the Schneider Trust that outlines the intentions for
 - 13 the use of the funds by the agency for its educational programs. Each year,
 - 14 the foundation will provide a report of the funds that will be available for the
 - 15 agency's use.
 - 16 ○ D. Wishart noted that she had been invited to the Otsego County Community
 - 17 Foundation board meeting tomorrow, June 9, 2016, to do a brief presentation
 - 18 about the history of the agency, the history of the Schneider Fund, and the
 - 19 intentions for the use of this money.
- 20 • Other – Retired OCCOA Advocacy Coordinator Loretta Miller's recent
- 21 retirement party was very well done. The love and respect shown to her through
- 22 the presentations made to her by her coworkers, and the agency's partnering
- 23 businesses and organizations was a great testament from the agency for
- 24 Loretta's work over the years.

26 Vice President's Report

27 The vice president, G. Mertz, was not able to be present to provide a report.

- 28 • D. Wishart noted that he is in the process of contacting other attorneys in the
- 29 community to bolster the agency's resources for its Free Legal Assistance
- 30 Program. OCCOA staff members Eileen Godek and Sarah Skowronski are
- 31 working on an updated description and a brochure to enhance the program. The
- 32 agency appreciates G. Mertz's assistance with this program.

34 Treasurer's Report

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

- 36 • The agency's Balance Sheet as of April 30, 2016, with highlights on its cash
- 37 balance with the county.
- 38 • The agency's Budget vs. Year-to-Date Totals and Year-to-Date Totals
- 39 Compared to Prior Year-to-Date Totals reports as of April 30, 2016. Overall,
- 40 revenues and expenses are running at expected levels.
- 41 • D. Wishart thanked J. Camiller for his clear, succinct reports.

Secretary's Report

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

- A thank you letter to the OCCOA Board of Directors from Loretta Miller.

AASA Network Reports to the Board

- NEMCSA Board Information – No information was available to be shared.
- Region 9 Area Agency on Aging Regional Council Report – D. noted that Jim Mathis attended the recent meeting and is expected to share information the next time he is present.
- Region 9 Area Agency on Aging (AAA) Staff Report - K. LaMarre shared the following information:
 - The AAA annual plan has been approved by the NEMCSA board and will be filed with the State Commission on Aging later this summer.
 - Several individuals were recently trained to be coaches for A Matter of Balance workshops.
 - The AAA is getting more involved with healthcare systems by assisting with accreditation for some of the healthcare systems' health education programs.
 - She received a letter from a caregiver regarding the OCCOA's recent Diabetes PATH workshop. The caregiver and her husband, who was recently diagnosed with diabetes, recently attended this workshop. Not only has his AC1 numbers improved, but her health has improved, as well. They have both lost weight, and are both eating better thanks to this program.
- Other
 - D. Wishart noted that the agency received a letter from a participant in the most recent Creating Confident Caregivers (CCC) class complimenting Robin Petruska on her leadership and for the clarity and value of the information in the modules.
 - D. Wishart shared that the State Commission on Services to the Aging, which she chairs, will be holding their June and July meetings in Northern Michigan. This month's meeting will be held in Traverse City on June 18th at 9 a.m. at the Hotel Indigo and will be followed by a public hearing. The July meeting will be held in St. Ignace and will also be followed by a public hearing.
 - D. Wishart highlighted the research work completed this past year by the State Advisory Council (SAC), the working arm of the State Commission, regarding direct service worker wages, employee issues, transportation, and training. This report is being processed this week and will be distributed to the governor, all of the state's representatives, the Area Agencies on Aging, the Councils and Commissions on Aging, and to the media. Her challenge to everyone is to ask, "What's next?" and to raise awareness. On a local level, our agency can be proud of its direct service workers. They are well paid, staff retention is good, and transportation issues have been addressed.

OCCOA Management Team Reports

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

- Client Updates
 - Blue Cross Blue Shield Legacy Plans – The Advocacy Department has been holding meetings about the expected changes to the Blue Cross Blue Shield Legacy plans and the risks posed to current plan holder from these changes. To date, at least 180 clients and/or their caregivers and friends have attended.
- Staff Updates
 - Retirement Celebration – L. Miller’s retirement celebration was highlighted earlier in M. Sander’s board report.
 - Medical Leave – Special Events Coordinator Michelle Dunkelberg will be out a bit longer on medical leave. She did a lot of good prep work on activities prior to her leave, and she continues to provide guidance on activities.
 - Training
 - CCC Master Trainer R. Petruska will be attending the upcoming Michigan Dementia Education Network training at Treetops in Gaylord. One of the agency’s partners, Chris Curtin, RN, who has specialization in gerontology, will be one of the trainers.
 - The Advocacy Team continues to attend trainings. There will soon be required training for staff and volunteers who plan to assist with the MMAP program.
- Other – J. Panci will soon be promoted to the Advocacy Coordinator position with support from co-worker Sarah Skowronski. The Advocacy Department is in good hands. L. Miller developed a good team, supported with a lot of training. Danielle Kleinhuizen, the agency’s recently-hired, part-time social worker, will soon see an increase in her hours to further support the Advocacy Department.
- Program Updates
 - Free Legal Advice – The update on this program was provided earlier in the meeting.
 - Senior Project FRESH (SPF) – This program will be launched on June 16th. The agency has the potential to help 280 older adults this year with \$20 in vouchers, per person, that can be submitted to participating farmers at all farmers markets throughout Michigan. Last year, the agency received a \$1,000 donation from a local company that is unlikely to be able to assist this year. Therefore, additional donors will be needed to maintain the same level of support to the program. SPF not only supports older adults, but local farmers, and the Downtown Development Authority.
 - Walk with Ease – The OCCOA recently formed a new partnership with the local parks and recs program, which received a grant to create a Walk with Ease Program. This program, which will be managed by S. Skowronski through the Advocacy Department, will start on June 20th and run throughout the summer. The grant will help fund staff hours devoted to the program.
 - BeBloomin Update

- 1 ▪ Practical applications have begun. This past Saturday, as a test, a choir
- 2 concert was live-streamed for the first time from Trinity Lutheran Church.
- 3 A zoom camera was recently installed there and is being tested.
- 4 ▪ Nelson’s Funeral Home and Cremation Service, the Diocese, and the First
- 5 United Methodist Church have made it possible for family members to
- 6 virtually be present at funeral services for loved ones.
- 7 ▪ A wedding at Trinity Lutheran Church was live-streamed to allow
- 8 grandparents to virtually attend.
- 9 ▪ The United Way and RSVP are launching e-volunteering opportunities.
- 10 ▪ Efforts are being made to take the next steps that need to be made to live-
- 11 stream from the Elk Park in Gaylord. The Elk’s Club has agreed to fund
- 12 the necessary electricity and wi-fi service.
- 13 ▪ Opportunities are being created to allow viewers to donate. For example,
- 14 viewers would given the opportunity to donate to help feed the elk, with
- 15 the funds flowing to the City of Gaylord.
- 16 ▪ A testimonial video clip from First United Methodist Church members
- 17 was shared.
- 18 ▪ The city’s five live-walking tours are archived on BeBloomin for
- 19 members’ viewing.
- 20 ▪ Revenue opportunities for the agency are anticipated through BeBloomin,
- 21 dependent on their business success, as it expands across the nation.
- 22 ○ Yoga Pilot – The agency will be launching a short pilot project for twelve
- 23 clients in September with Yoga 45 and Gary Koch with Main Street Market
- 24 in downtown Gaylord.
- 25 ○ Patient Advocates – There is a great need for patient advocates. There are
- 26 many older adults who are truly alone and who could benefit from having the
- 27 assistance of healthcare advocates. The agency is exploring the possibility of
- 28 adding this type of program to its Advocacy Department.
- 29 ● Agency Updates
- 30 ○ KMG Grant – A meeting was recently held with KMG regarding the grant
- 31 the agency receives from KMG to partially fund a staff position. The grant
- 32 will continue.
- 33 ○ Donations
- 34 ▪ Board members received a copy of a Donation 6-Year Comparison Report
- 35 [for Older American Act services] that the agency offers its clients. The
- 36 report was generated by A. Mayer and is maintained by the Accounting
- 37 Department. Over the past six years, the agency has stepped up its efforts
- 38 to increase donations to help fund the services partially funded by Older
- 39 American Act grant dollars. These services include: Homemaking,
- 40 Personal Care, Respite, Congregate Meals, and Home-Delivered Meals.
- 41 Although the Older American Act funding does not fully cover the costs
- 42 of the services, its grant operating standards (requirements) restrict the
- 43 agency from charging clients for them. The agency can only make
- 44 suggestions for donations.

- 1 ▪ Board members received a copy of a letter from D. Wishart that is sent to
- 2 clients receiving agency services funded by Older American Act dollars.
- 3 The purpose of the letter is to help educate them about importance of their
- 4 donations in that they help cover costs not funded by Older American Act
- 5 dollars. As a gentle reminder that opportunities are available for clients to
- 6 donate for the services they received, the agency sends them monthly
- 7 service summaries that detail the value of the services.
- 8 ▪ Overall, donations for the agency’s Older American Act services have
- 9 remained at similar levels over the past six years, but at least without a
- 10 significant downtrend. Donations are a key part of the agency’s revenue.
- 11 ○ Older American Act Funding – It has been re-authorized.
- 12 ○ Grants
- 13 ▪ RFP’s (Requests for Proposals) for the agency’s core services were sent to
- 14 the AAA (Area Agency on Aging). Part of this process involves including
- 15 a letter of support from the Otsego County Commissioners for the
- 16 agency’s submission for funds. This was obtained from Ken Borton, who
- 17 is the chair for the Otsego County Commissioners.
- 18 ▪ D. Wishart outlined the grant amounts that were requested for congregate
- 19 and home-delivered meals, in-home services, evidence-base programs,
- 20 family caregiver support, and for adult day services. The awards for this
- 21 funding will be announced in August.
- 22 ○ Otsego County Budget
- 23 ▪ Budget Meeting – D. Wishart attended the Otsego County Management
- 24 meeting this past week. B. Kerr, Otsego County’s equalization director
- 25 noted that there may be a little more millage funding available in 2017,
- 26 given the recent growth in business in the county. Discussion followed.
- 27 ▪ Other – D. Wishart noted that the agency would be working hard on
- 28 formulating the upcoming fiscal year budget for the September meeting.
- 29 She encouraged board members’ attendance at that meeting and asked
- 30 those present to reach out to members who were unable to attend today’s
- 31 meeting. Discussion followed.
- 32

33 **Other Discussion**

- 34 • D. Wishart noted that the agency’s by-laws call for nine board members. An
- 35 invitation was extended several months ago to someone who is still considering
- 36 whether or not to serve on the board. Discussion followed.
- 37 • With quorum now present with the arrivals of B. Bowen and J. Duff shortly after
- 38 the meeting began, and with there being no changes or edits, M. Sanders
- 39 requested a motion to approve the April 13, 2016 Board of Directors’ Meeting
- 40 Minutes.
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42 ***A motion was made by R. Edel and seconded by J. Camiller to approve the April 13,***

43 ***2016 Otsego County Commission on Aging Board of Directors’ Meeting Minutes.***

44 ***Motion carried.***

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- M. Sanders shared concern that quorum was not present at the April 13, 2016 meeting for a motion to be made to accept the Consent Agenda, which included the February 10, 2016 Board of Directors’ Meeting Minutes. D. Wishart noted that the April minutes reflected that a motion had been made and accepted, but with G. Mertz noting that questions could be asked and a revote could be made, if necessary, at the June 8, 2016 board meeting. Since no request for a revote was made, the Consent Agenda and attached April 13, 2016 Board of Directors’ Meeting Minutes may be considered accepted.
 - D. Wishart shared a quote from a national article that supported that the network of services is at a crossroads. “More than ever before, there is recognition that social services play a key role in the overall health and wellness of our citizens.” She shared that another article pointed out the importance of the integration of medical care and home and community-based services. Agency staff will be working to address these concerns.
 - K. LaMarre wanted board members to know that the AAA has learned that a lot of older adults living on low incomes do their shopping at dollar stores.
 - J. Duff noted that a new discount grocery store is coming to Shoppes on Main Street. He also noted that there are two more low-income housing complexes under construction.
 - D. Wishart recognized the headway being made in developing assets in our community under J. Duff’s leadership and that these efforts support the Community for a Lifetime Project’s efforts. She thanked him for all his contributions. Discussion followed.

Adjournment

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28 The June 8, 2016 Otsego County Commission on Aging Board of Directors’ meeting

29 was adjourned at 10:13 a.m. by M. Sanders. The next meeting is scheduled at the

30 University Center on Wednesday, September 14, 2016, at 9 a.m.

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32 *Eileen K. Godek*

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34 Eileen K. Godek

35 Recorder

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