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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 10, 2016 University Center, Room U-105

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**Attending Voting Members:** M. Sanders, G. Mertz, J. Camiller, R. Edel,  
B. Bowen, J. Duff, J. Mathis

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**Absent Voting Members:** P. Carroll, J. Duff

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**Non-Voting Member:** 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 & Finance Coordinator

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**Guests:** Joel Ackerman, Founder, BeBloomin  
Dana Bensinger, Executive Director, Otsego  
County Community Foundation  
Kara LaMarre, Developmental Projects  
Coordinator, Area Agency on Aging, Region 9

### Call to Order

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The president, M. Sanders, called the meeting to order at 9:08 a.m. A quorum was present.

### Annual Meeting 2016

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M. Sanders requested motions for the items outlined on the Annual Meeting Agenda.

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*A motion was made by R. Edel and seconded by G. Mertz to approve the 2016 Annual Meeting Agenda and the February 11, 2015 Annual Meeting Minutes. Motion carried.*

*A motion was made by G. Mertz and seconded by R. Edel to approve the Year End Balance Sheet of September 30, 2015; the Year End Revenue Report of September 30, 2015; the Year End Audited Financial Statements by Dan Smith, CPA; and the Year End Units of Service 2014-2015. Motion carried.*

- 1       • Otsego County Commissioner Doug Johnson was introduced and welcomed. He  
2 replaces retired Otsego County Commissioner Lee Olsen as the Otsego County  
3 Board of Commissioners Liaison to the OCCOA Board of Directors.  
4

5 ***A motion was made by B. Bowen and seconded by J. Mathis to approve the Slate of***  
6 ***Board of Directors 2016 and the Slate of Executive Officers 2016. Motion carried.***  
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- 8       • A copy of the OCCOA Board of Directors Contact Information was passed  
9 around during the meeting for updating by board members. An updated copy  
10 will be emailed on a later date.
- 11       • The Board Meeting Schedule and Agency Meeting Schedules 2015-2016 were  
12 presented. D. Wishart noted that the board meeting normally scheduled in  
13 August was moved to September to allow board members the opportunity to  
14 participate in another community event on the former August meeting date.
- 15       • D. Wishart connected to BeBloomin Founder Joel Ackerman through a  
16 BeBloomin video call and welcomed him to the meeting. He presented the  
17 Program Summary for the BeBloomin OCCOA Community Partnership  
18 Agreement. Board members received a copy of his slide presentation in their  
19 board packets. He shared the following highlights:
- 20       ○ It has been an exciting past year working with the OCCOA and the residents  
21 and community partners in Gaylord and Otsego County. BeBloomin's goal is  
22 to create a great aging experience for people and to keep them connected,  
23 engaged, and supported with all the people, organizations, and services that  
24 are important to them and affect their wellbeing, happiness, and safety.
  - 25       ○ BeBloomin adheres to five important principals to ensure that its users will  
26 embrace its technology. The principals are that the technology must be: easy,  
27 affordable, supported, of benefit, and safe to use.
  - 28       ○ OCCOA has done the legwork and taken a lead in introducing BeBloomin to  
29 the community, with the support of BeBloomin technologies and support.
  - 30       ○ All the terms of the initial agreement of introducing the pilot program in  
31 Otsego County have been met, and it has been a great year.
  - 32       ○ The OCCOA staff and volunteers conducted three community information  
33 sessions to kick off the program, with BeBloomin presence at all of them.  
34 There were 155 persons from the community in attendance.
  - 35       ○ Fourteen organizations supporting older adults, representing a cross section  
36 of the community, were selected to be a part of the pilot. They were given  
37 equipment and implementation assistance. The peer tutors from the OCCOA  
38 Computer Club were fantastic in their assistance with implementation. The  
39 organizations are now in the system and expanding their usage.
  - 40       ○ The OCCOA staff was also fantastic and very supportive. The OCCOA  
41 continues to host monthly user training sessions, and D. Wishart continues to  
42 promote BeBloomin through live radio broadcasts.
  - 43       ○ He and D. Wishart have continued to offer various types of BeBloomin  
44 information-sharing sessions across the state, and this has brought very

1 positive attention to the OCCOA, Gaylord, Otsego County, the innovative  
2 work being done, and the successes achieved through BeBloomin.

- 3 ○ He and Wishart co-presented at the Connect Michigan Conference and have  
4 been working with aging and adult services organizations to promote  
5 BeBloomin. Presentations have also been made to various community  
6 organizations. Reception by attendees has been extremely supportive.
- 7 ○ Initially, a shared goal was set to sign up 300 users for the Otsego County  
8 BeBloomin Program. Today, over 1,101 users, located in 269 zip codes and  
9 several international locations, are registered with BeBloomin.
- 10 ○ Four groundbreaking, innovative walking tours were conducted in Otsego  
11 County and were streamed live over the web through BeBloomin.
- 12 ○ Work is currently being done with the United Way and RSVP to implement  
13 an e-volunteering program.
- 14 ○ Several faith community partners are planning to implement face-to-face  
15 pastoral care.
- 16 ○ The fourteen partner organizations have been given the opportunity to add an  
17 “instant video chat” button to their websites to connect with visitors. The  
18 OCCOA has added this feature to the home page of its website. This feature  
19 is available to any organization, anywhere.
- 20 ○ Plans are in place to expand the initial program in 2016 to add end-users,  
21 expand usage by current participating organizations, add other organizations,  
22 expand into senior housing locations, expand telemedicine services, and  
23 establish e-volunteering opportunities, among other things.
- 24 ○ BeBloomin has hardware that includes webcams that can be hooked to  
25 television sets, to allow access to BeBloomin. Hardware units and support  
26 assistance will be made available at no cost to twelve organizations that  
27 would like to try it out.
- 28 ○ BeBloomin is also working with two clinics in Minnesota to offer  
29 telemedicine services through the system to Minnesota patients in their own  
30 homes, where appropriate. BeBloomin is eager to work with health care  
31 providers in Otsego County to bring telemedicine services to their patients. It  
32 is expected that the state of Michigan will eventually pass legislation that will  
33 allow Michigan health care providers to be reimbursed for telehealth visits,  
34 not just through private insurance carriers, but through the Medicaid and  
35 Medicare programs.
- 36 ○ The feedback that BeBloomin has received from users in return for the free-  
37 for-life accounts has been fabulous and the suggestions offered will help to  
38 make the system even better and more exciting.
- 39 ○ As the program moves forward, opportunities for revenue sharing with the  
40 OCCOA will begin as additional organizations begin to use the system for a  
41 low cost. BeBloomin will also need over time a second video-based call  
42 center to serve customers, as well as a software development center. Gaylord  
43 is a candidate for such centers.
- 44 ○ BeBloomin will be presenting the program at the Aging in American  
45 Conference in Washington D.C. in March 2016 and highlighting the

1 partnership with the OCCOA, as well as promoting the benefits of  
2 BeBloomin.

- 3 ○ The partnership with the OCCOA is a shining example of what such a  
4 partnership should be. It's been a great year, and BeBloomin looks forward  
5 to continuing the partnership with the OCCOA.

- 6 • Discussion followed.

## 8 **Adjournment**

9 The Otsego County Commission on Aging Board of Directors February 10, 2016  
10 Annual Meeting was adjourned at 9:53 a.m. by M. Sanders. The next meeting is  
11 scheduled at the University Center on Wednesday, February 8, 2017, at 9 a.m.

## 13 **Consent Agenda**

14 M. Sanders made a request for a motion to approve the Consent Agenda and the  
15 Otsego County Commission on Aging December 9, 2015 Meeting Minutes.

16  
17 *A motion was made by R. Edel and seconded by B. Bowen to approve the Consent*  
18 *Agenda and the Otsego County Commission on Aging December 9, 2015 Meeting*  
19 *Meetings. Motion carried.*

## 21 **Open Forum**

- 22 • Nothing was reported.

## 24 **President's Report**

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

- 26 • Otsego County Community Foundation Presentation
  - 27 ○ The foundation has reviewed all of its policies and is implementing new ones  
28 to make them more up-to-date and feasible in maintaining the costs of all of  
29 the groups that have accounts with them.
  - 30 ○ J. Camiller, B. Bowen, and M. Sanders recently met with Executive Director  
31 Otsego County Community Foundation Executive Director Dana Bensinger  
32 in regards to the account that the OCCOA has with the foundation. They  
33 discussed the policy changes and how these would impact the agency's fund.
  - 34 ○ The agency currently holds \$10,160 in its account. To avoid paying higher  
35 fees [3% vs. 1.5%], the foundation's new policy requires account holders to  
36 maintain a minimum account holding of \$20,000. The OCCOA Board needs  
37 to consider the agency's membership and commitment with the Community  
38 Foundation, whether it's going to continue and, if so, at what level.
  - 39 ○ J. Camiller and B. Bowen raised the possibility of merging the agency's  
40 Schneider Trust Fund, which is currently being held in a certificate of deposit  
41 (CD), into its fund with the Community Foundation. In the long run, this  
42 would reduce fees, increase the agency's rate of return, and improve security

1 by creating a buffer between the board and the funds with the Community  
2 Foundation managing the funds. Those wishing to donate to the agency  
3 would have the additional opportunity to do so through the foundation.  
4 Discussion followed.

- 5 ○ D. Bensinger arrived at the meeting, at this point, and presented a report on  
6 the Otsego County Community Foundation.
  - 7 ■ She outlined its mission, structure, purpose, fees, and the application  
8 process for distributions. She also explained other services offered by the  
9 foundation, such as the Community Grant Program.
  - 10 ■ Bensinger verified that the value of the agency's fund, as of December 31,  
11 2015, was \$10,160 and that the agency can apply for a distribution of up  
12 to \$809. The agency has the ability to apply for a distribution from its  
13 fund's interest at any time and use it as it wishes.
  - 14 ■ The annual fee for maintaining the fund at \$20,000 is only 1.5 % vs. 3%  
15 at \$10,000. The fund can be viewed online at any time and contributions  
16 can be made at any time. She noted that if the Schneider Fund were to be  
17 transferred to the Community Foundation, the agency's wishes as to how  
18 the money could be spent would be captured in their database and  
19 honored. Discussion followed.

20  
21 ***A motion was made by R. Edel and seconded by B. Bowen to transfer the principal***  
22 ***balance from the Schneider Trust Fund CD to the OCCOA's fund in the Otsego***  
23 ***County Community Foundation, paying the penalty for early withdrawal, and with***  
24 ***the following stipulations:***

- 25 1. ***M. Sanders will retain operational authority over the principal,***
- 26 2. ***The Community Foundation will agree that the aforementioned stipulation***  
27 ***will be maintained,***
- 28 3. ***Any residuals remaining from the Schneider Trust Fund CD, after paying any***  
29 ***fees and penalties, will be deposited in the OCCOA's unrestricted funds and***  
30 ***designated for educational purposes. Motion carried.***

- 31
- 32 ● The county is requiring updated agreements with all of its component units, with  
33 the OCCOA being one of them. M. Sanders and D. Wishart recently updated the  
34 agency's agreement. Discussion followed.

35  
36 ***A motion was made by G. Mertz and seconded by J. Camiller to approve and sign the***  
37 ***OCCOA's amended agreement with the county. Motion carried.***  
38

## 39 **Vice President's Report**

40 The vice president, G. Mertz, did not present a report.  
41

## 42 **Treasurer's Report**

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

- 1 • He reported on the agency’s Balance Sheet as of December 31, 2015,  
2 highlighting its cash balance with the county.
- 3 • He reviewed the agency’s Year-to-Date Totals Compared to Prior Year-to-Date  
4 Totals through December 31, 2015 (which represents 25% of the agency’s fiscal  
5 year).
  - 6 ○ Total revenues were down slightly, by \$6,972.85. Donation revenues were up  
7 by \$10,665.43. Revenues were pretty much comparable to the prior year.
  - 8 ○ Total expenses were up by \$33,919.57, due to a slight increase in raw foods  
9 expenses and an extra payday in the first quarter. The agency pays its staff  
10 every two weeks, or twenty-six times a year, which results in two months of  
11 the year having three paydays.
- 12 • He reviewed the agency’s Budget vs. Year-to-Date Totals through December 31,  
13 2015. At three months into the year, he would expect to see 75% of its budget  
14 remaining. The agency is running right on budget.

## 16 **Secretary’s Report**

17 The secretary, R. Edel, received no correspondence to share.

## 19 **Aging and Adult Services–Network Reports to 20 the Board**

- 21
- 22 • M. Sanders noted that J. Mathis has been the agency’s representative on the  
23 Area Agency on Aging (AAA) Region 9 Council, and that it was time to make a  
24 reappointment. J. Mathis affirmed his willingness to continue to serve on the  
25 council. M. Sanders thanked him for his willingness to remain on the council  
26 and called for a motion to approve his reappointment for the next term of office.

27

28 *A motion was made by R. Edel and seconded by B. Bowen to approve J. Mathis’*  
29 *reappointment to the AAA Region 9 Council for the next term of office. Motion*  
30 *carried.*

- 31
- 32 • AAA Staff Report – K. LaMarre
  - 33 ○ She noted that Older Americans Day is to be held in Lansing on May 11,  
34 2016. She has been talking to other COAs about the possibly of getting a bus  
35 to transport those who wish to go.
  - 36 ○ Their evidence-based programs have really taken a jump, due to their  
37 medical outreach individual. They are also getting collaboration with the  
38 federally-qualified health centers.
  - 39 ○ She requested board outreach to persons with diabetes, pre-diabetes, and their  
40 caregivers to encourage registrations for the PATH Diabetes workshop that is  
41 scheduled to begin in April. The classes will help participants establish better  
42 habits to manage their diabetes and avoid negative outcomes that can happen,  
43 otherwise. The diabetes educators from the hospitals in Region 9 are invited

1 to attend the last class of the workshop so that attendees can have a chance to  
2 establish face-to-face contact with the them.

- 3 ○ The Foster Grandparent and Senior Companion Programs are being re-  
4 established. Additional funding has been secured to provide additional  
5 staffing.
- 6 ● Area Agencies on Aging Association of MI – Network News – D. Wishart  
7 shared the following:
  - 8 ○ The state awarded the AASA’s grants through March 31<sup>st</sup>.
  - 9 ○ The state office will soon be moving to another building.
  - 10 ○ A new deputy director will soon be hired at the state office.
  - 11 ○ The governor is expected to give his budget presentation this morning. The  
12 funds that the AASA requested to be added to it are expected to be stripped.
  - 13 ○ At the last state commission meeting, members received a full report on the  
14 situation in Flint, regarding the water. Because of the strength of the network  
15 of services to the aging, thousands of Flint older adults have been receiving  
16 information, bottled water, and filters. Older persons on the waiting lists also  
17 received those supports.
  - 18 ○ Board members received some good public policy information in their board  
19 packets from the Area Agencies on Aging Association of Michigan  
20 (AAAAM).

## 22 **Management Team**

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

- 24 ● Staff
  - 25 ○ Inactive – A staff member has been placed on inactive status and is not  
26 expected to return.
  - 27 ○ New Hires – They have hired a part-time advocacy counselor, who is a social  
28 worker. She will help fill the growing needs by clients for services from the  
29 Advocacy Department. Another person has been hired, part time, to do  
30 janitorial work. Dave Jenkinson, who did this work prior, recently passed  
31 away.
  - 32 ○ Training – They continue to be very diligent on staff training. Frontline staff  
33 and those in the field are well trained.
- 34 ● Programs
  - 35 ○ Medical Transportation – Needs have increased and action has been taken to  
36 simplify the program. Board members received two edited program  
37 brochures in their board packets. Two different staff will be handling calls  
38 for transportation assistance and have been trained. Theresa Ross will handle  
39 calls and scheduling for persons 60 and older. Annie Rivers will handle calls  
40 and scheduling for persons under 60 who live with disabilities.  
41 This is a volunteer program, in partnership with RSVP. E. Godek will  
42 continue to monitor and assist in all areas of the program.
  - 43 ○ Tax Assistance – The program is off and running, and over 250 calls have  
44 been received. Three and-a-half volunteers are assisting with federal and

1 state returns, as well as home heating and property tax credits. This is a  
2 volunteer program in partnership with RSVP. E. Godek oversees this  
3 program and is doing a great job.

- 4 ○ Computer Club – The club continues to meet regularly. BeBloomin efforts  
5 through those meetings will continue.
  - 6 ○ Advocacy – Open Enrollment Results/Blue Cross Legacy – Many of the  
7 agency’s clients are enrolled in Blue Cross Legacy plans. Potentially, there  
8 are changes coming. The Advocacy Department’s counselors plan  
9 information sessions for the community in the spring.
  - 10 ○ Evidence Based and Disease Prevention – Handouts were included in the  
11 board packets for posting to help promote these programs and save on  
12 advertising costs. K. LaMarre also encouraged board members to extend  
13 personal invitations to those they know who might benefit.
  - 14 ○ Irish Luncheon – A handout was included in the board packets. The facility  
15 will be filled to capacity for the luncheon.
  - 16 ○ Tiger Games – Special Events Outings – A handout was included in board  
17 packets. Three outings are planned for this year. Tickets go quickly.
  - 18 ● Agency
    - 19 ○ Budget and Cost Savings – The agency is doing well in maintaining  
20 parameters on its budget. Work on cost savings and strengthening policies is  
21 continuing.
    - 22 ○ Policies and Operating Standards – The agency has an employee handbook  
23 that is robust, clear, and concise.
- 24

## 25 Other Discussion

- 26 ● G. Mertz requested clarification on the date of the next board meeting. It is not  
27 April 8<sup>th</sup>, as noted on the Agenda, but April 13<sup>th</sup>, as noted on calendar.
  - 28 ● J. Mathis shared a positive aging story about his mother.
  - 29 ● M. Sanders noted that Household Hazardous Waste Day is planned for June 11,  
30 2016 for Otsego County. The Soil Conservation District will soon circulate  
31 brochures that outline the guidelines.
  - 32 ● EMS is taking donations of water and will facilitate its transport to Flint to the  
33 appropriate agencies.
- 34

## 35 Adjournment

36 The February 10, 2016 Otsego County Commission on Aging Board of Directors  
37 meeting was adjourned at 10:55 a.m. by M. Sanders. The next meeting is scheduled at  
38 the University Center on Wednesday, April 13, 2016, at 9 a.m.

39

40 *Eileen K. Godek*

41  
42 Eileen K. Godek  
43 Recorder