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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, April 13, 2016, 9:00 a.m. University Center, Room U-105

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**Attending Voting Members:** G. Mertz, R. Edel, P. Carroll, J. Mathis

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**Excused Voting Members:** J. Duff, M. Sanders

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**Absent Voting Members:** B. Bowen, J. Camiller

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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

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

**Visitors:** A local resident

## Call to Order

The vice president, G. Mertz, called the meeting to order at 9:10 a.m. Although several voting members and the Otsego County liaison were in attendance, a quorum was not achieved. He suggested moving forward with the meeting, tentatively approving items on the agenda that would normally be approved, and subjecting them to any questions and a revote, if necessary, at the June 8, 2016 board meeting. A local resident was welcomed.

## Consent Agenda

- G. Mertz made a request for a motion to approve the Consent Agenda.

*A motion was made by R. Edel and seconded by P. Carroll to approve the Consent Agenda. Motion carried.*

## Open Forum

- Nothing was reported.

# President's Report

The president, M. Sanders, was not available to present a report, but asked G. Mertz to share the following information:

- Schneider Trust – Follow-up/New information
  - After the Otsego County Commission on Aging February 10, 2016 board meeting, during which the motion was made to move the entire principal of the Schneider Trust Fund CD into the agency's Otsego County Community Foundation fund, M. Sanders learned that the costs of moving the entire principal, as opposed to a quarter of it, would be somewhat higher than what was originally known. The costs did not increase to the point where they would outweigh the benefits of moving the money. Discussion followed.
  - G. Mertz requested a motion to confirm the approved February motion with the understanding from the new information that the costs to transfer the funds will be slightly higher.
  - D. Wishart read the motion that was approved at the February meeting:

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

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

- G. Mertz requested, a second time, a motion to confirm this aforementioned motion, with the understanding from the new information that the costs to transfer the funds will be slightly higher.

*A motion was made by R. Edel and seconded P. Carroll to confirm the original motion made at the February 10, 2016 OCCOA board meeting to transfer the principal balance from the Schneider Trust Fund CD to the OCCOA's fund in the Otsego County Community Foundation, with the understanding from the new information that the costs to do so will be slightly higher. Motion carried.*

# Vice President's Report

The vice president, G. Mertz, briefly reported the following:

- Free Legal Assistance – Meeting – He will be meeting with D. Wishart and several OCCOA staff members to revisit the agency's Free Legal Assistance Program. Discussion followed.

# 1 **Treasurer’s Report**

2 The treasurer, J. Camiller, was not available to present a report.

- 3 • D. Wishart invited questions regarding the financial statements [dated January  
4 31, 2016 and February 29, 2016] that were included in the board packets. There  
5 were none. G. Mertz requested a motion to accept them.

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7 *A motion was made by R. Edel and seconded by P. Carroll to accept the financial*  
8 *statements [dated January 31, 2016 and February 29, 2016] included in the board*  
9 *packets. Motion carried.*

# 11 **Secretary’s Report**

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

- 13 • A note from a client complimenting an OCCOA service provider for the help  
14 she gives him.

# 16 **AASA Network Reports to the Board**

- 17 • NEMCSA Board Information – D. Wishart noted that Ken Glasser is one of the  
18 representatives on this board, a community partner, a county commissioner, and  
19 accessible to board members should there be questions.
- 20 • Region 9 Area Agency on Aging Regional Council Report – D. Wishart  
21 complimented J. Mathis for his recent reappointment to the council. He shared  
22 the following information from the past couple of meetings he has attended:
  - 23 ○ The federal government passed a slight increase in funds for Michigan.
  - 24 ○ The government is requiring more documentation on the distribution of  
25 liquid meals, such as Ensure, that are distributed to those in need.
  - 26 ○ He has recently been appointed to the Legal Services Committee.
  - 27 ○ More instructors are needed to teach PATH workshop facilitators.
  - 28 ○ He was asked to check that all of our workers and volunteers undergo drug  
29 testing and background checks. D. Wishart noted that the agency does  
30 background checks for both employees and volunteers. D. Gehman shared  
31 that service workers also undergo a pre-employment drug test and physical.
  - 32 ○ The council recently learned that the AAA’s funding would stay the same.
  - 33 ○ Older Michigianians Day is coming up. He stressed the importance of having  
34 large numbers of people in attendance for a greater impact on legislators and  
35 recommended that encouraging people to go should be a priority.
  - 36 ○ He distributed two flyers: TEFAP (The Emergency Food Assistance  
37 Program) and “Before you Give up the Keys – Create a Roadmap for  
38 Transportation Independence.”
  - 39 ○ There is a new long-term care ombudsman, Sarah Socia, for our area.
- 40 • Area Agencies on Aging Association of MI – Network News - D. Wishart  
41 shared the following information:
  - 42 ○ The house and senate appropriations subcommittees for the Department of  
43 Health and Human Services will be releasing budget recommendations today

1 in response to the executive recommendation released earlier this year. The  
2 house subcommittee is proposing a 5% increase in funds to support  
3 community services, totaling over \$836,000. The senate subcommittee is also  
4 proposing a \$5 million increase for senior nutrition services.

5 ○ The executive director for the Aging and Adult Services Agency (AASA) has  
6 resigned and has been hired by the Michigan Health Endowment Fund.  
7 Richard Klein has been hired as the acting executive director.

8 ○ This Friday, the state commission and state advisory council will be  
9 presenting reports on direct service worker issues, such as wages and  
10 training. Plans are being made to circulate these reports throughout the aging  
11 network and to the state representatives. The OCCOA has led the way on  
12 behalf of direct service workers, both in regards to their wages and training.  
13 This has helped to establish quality benchmarks in our county.

14 ● Older Michiganians Day - D. Wishart shared the following information:

15 ○ The platform for Older Michiganians Day was included in the board packets.  
16 She re-emphasized J. Mathis's mention about the importance of needing  
17 large numbers of people to attend.

18 ● Region 9 Area Agency on Aging Staff Report - K. LaMarre shared the following  
19 information:

20 ○ They have leader training for both Personal Action Towards Health (PATH)  
21 Diabetes workshops and Matter of Balance (MOB) programs. She is working  
22 with OCCOA MOB trainer Tracy Burly to co-lead a MOB program for the  
23 region so that Tracy can meet her requirements as a master trainer.

24 ○ A PATH workshop is being offered in another county. She highlighted the  
25 many challenges that participants face in getting to the workshops and the  
26 efforts that are being made to encourage attendance. Participants are starting  
27 to see positive results in their food choices and blood sugar levels.

28 ○ D. Wishart added an update on a current OCCOA PATH workshop. Otsego  
29 County Habitat for Humanity Executive Director Trish Jankowski and  
30 OCCOA Service Provider Vicki Ramsey are the trainers. It is off to a good  
31 start.  
32

## 33 **Management Team**

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

35 ● Staff Updates

36 ○ OCCOA Advocacy Coordinator Loretta Miller is retiring after 26 years of  
37 service. The agency plans to celebrate her accomplishments and create some  
38 fun. There is an open house tomorrow afternoon to give clients an  
39 opportunity to wish her well.

40 ○ Work continues on staff development. Through the recent survey work that  
41 E. Godek did in our community, we know that advocacy services were  
42 indicated as a very important need. John Panci and Sarah Skowronski will  
43 continue as full-time counselors and Danielle Kleinhuizen has been brought  
44 in as an additional part-time counselor.

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- Program Updates
  - Tomorrow’s Free Legal Advice meeting will include a discussion on guardianships in our community. Needs are up for more guardians. There are limited numbers of them with not a lot of training provided. The agency would like to perhaps create a partnership with the judicial system to increase training in our county.
  - Board members received a handout on the upcoming BeBloomin Update for Community and Business Leaders meeting, scheduled for Thursday, April 21, 2016, from 9:30 to 11 a.m. at the University Center. BeBloomin will also be live streaming the Claude Shannon birthday party planned for April 30<sup>th</sup> at the Historical Museum and Claude Shannon Park.
  - The Medical Transportation Program is being strengthened by cross training additional staff. This will protect work time, create more even workloads, and, mostly, provide excellent care for those needing medical transports.
  - This month’s Computer Club meeting featured an excellent presentation from AT & T on cell phones. Next month, on the first Tuesday, Tom Stephenson from Connect Michigan will be present to talk about broadband in Michigan.
  - D. Wishart and M. Dunkelberg have been meeting with yoga instructors from the new downtown facility to explore program opportunities that would allow the agency to bring a new exercise option that is quite popular to our older adult population. It would also give the agency a presence downtown.
  - This board expanded the agency’s mission a number of years ago to include support for family caregivers:
    - The Caregiver Support Group continues to be strong. This Saturday there will be a special presentation on pain and dementia that will be presented by Char Lundy, who is registered nurse and educator.
    - The Parkinson Support Group will meet next on the fourth Thursday this month. The topic will be on family relations. Chris Curtin, a registered nurse, educator, and gerontology expert, will be the guest speaker.
    - The Grandparents Raising Grandchildren Group will meet on the fourth Monday of the month. Kristy Torske will address generational concerns.
  - The agency’s evidence-based disease prevention programs continue to be important. Our Creating Confident Caregivers class is amazing with regard to helping families understand dementia care. Robin Petruska is doing a very wonderful job as a master trainer. Matter or Balance classes continue to be filled.
  - E. Godek provided an update on the tax assistance program. There are four tax clinics remaining this month. One Michigan home heating credit clinic is planned for May, and one is planned in June. Residents have until September 30, 2016 to apply for these credits. An additional five clinics were added this year, with many people coming to appointments from Crawford County. It’s been busy.

- 1           ○ D. Wishart noted that she will attend a Bay Area Senior Association Expo.  
2           The agency will participate in the Health Fair Expo at the Sportsplex on  
3           April 19<sup>th</sup>.
- 4           ○ Since the last meeting, D. Wishart presented an annual report to the Otsego  
5           County Commissioners, as is required, being that the agency is a component  
6           unit of the county. She shared a brochure that was presented at that meeting  
7           to support her report.
- 8           ● Agency Updates
- 9           ○ The board had requested that the agency reduce its advertising expenses.  
10           In an effort to lower costs, D. Wishart has been working with Gaylord Herald  
11           Times sales reps to find agency sponsors to fund its advertising in that paper.
- 12           ○ D. Gehman has written copy for some new 30-second radio ads. He asked for  
13           board members' assistance in recording them. Discussion followed.
- 14

## 15   **Other Discussion**

- 16           ● P. Carroll inquired if the agency was involved in the reporting of an elder abuse  
17           case in Emmet County. D. Wishart noted that the OCCOA was not involved in  
18           this case but that agency staff will stay tuned to learn anything from it that they  
19           can.
- 20           ● Referring to J. Mathis' earlier TFAP handout, R. Edel noted that Otsego County  
21           currently offers this program. D. Wishart noted that there is also a monthly  
22           Commodities Program for the elderly. She added that the Food Pantry might  
23           also have the capacity to offer supplemental food to the county's low-income  
24           elderly. She will be exploring this additional opportunity to get food out in our  
25           community with the help of RSVP and Food Pantry volunteers.
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## 27   **Adjournment**

- 28           ● G. Mertz called for a motion to adjourn.
- 29

30   ***J. Mathis made a motion to adjourn the April 13, 2016 board meeting, which was***  
31   ***seconded by R. Edel. Motion carried.***

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33   The April 13, 2016 Otsego County Commission on Aging Board of Directors meeting  
34   was adjourned at 9:52 a.m. by G. Mertz. The next meeting is scheduled at the  
35   University Center on Wednesday, June 8, 2016, at 9 a.m.

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37   *Eileen K. Godek*

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39   Eileen K. Godek  
40   Recorder