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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, October 12, 2016, 9:00 a.m.
University Center, Room U-111

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

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Absent Voting Members: J. Duff, 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

Call to Order

The president, M. Sanders, called the meeting to order at 9:03 a.m. The board paused for a moment of silence. A quorum was present.

Agenda

M. Sanders made a request for a motion to approve the Consent Agenda.

A motion was made by R. Edel and seconded by B. Bowen to approve the Consent Agenda. Motion carried.

Open Forum

- Nothing was reported.

President's Report

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

- M. Sanders and G. Mertz met with D. Wishart to review the revised Otsego County Bus System (OCBS) bus contract for the delivery of the agency's home-delivered meals for the 2016-2017 fiscal year. The contract was finalized and actual costs will be closely monitored throughout the year. The agency is open to explore other future delivery options that may become available.

Vice President's Report

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

- Legal Assistance Program
 - He provided a brief history of the program, noting that it has provided free legal advice to seniors several times a month for around twenty years. RSVP had operated the program in partnership with the OCCOA and approached the agency earlier in the year with a request to revamp it.
 - D. Wishart arranged for him to meet with her and other OCCOA staff to discuss this request. It was decided that the program is a necessary service and that the agency would like to revamp it and track the services provided.
 - He later attempted to contact the three attorneys, who have volunteered their time to provide free legal advice to seniors several times a month, to learn how the program has been going. Most questions they receive are in regards to real estate and end-of-life issues.
 - He plans to contact the rest of the bar to see if additional attorneys are willing to volunteer their time. He will also develop a set of procedures to outline the scope of the program.
 - Not many people are aware of the current service. Publicity will be needed to help get the word out about the revamped program. To help with this, D. Wishart is working with staff to develop a brochure to advertise the program and will finalize the brochure once the procedures have been developed.
 - Discussion followed.

Treasurer's Report

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

- Financial Reports
 - The agency's Year-to-Date Revenues vs. Budget, as of August 31, 2016, were running under budget.
 - The agency's Year-to-Date Expenses vs. Budget, as of August 31, 2016, were running under budget.

Secretary's Report

The secretary, R. Edel, had no correspondence to share.

AASA Network Reports to the Board

- News from AASA (Aging and Adult Day Services Association) - D. Wishart noted that the commission that she chairs will meet in Petoskey on October 21, 2016, at 9 a.m. at the Friendship Center in Emmet County. The Region 10 Area Agency on Aging's advertising campaign regarding direct care workers will be highlighted. A public hearing will be held, afterward, at 1p.m.
- NEMCSA Board Information – No report was given.

- 1 • Region 9 Area Agency on Aging Information – Their Multi-Year Plan, which
2 impacts the OCCOA’s operating standards and grant funding, was approved by
3 the State Commission. Their annual plan was also approved.
- 4 • Region 9 Area Agency on Aging Regional Council Report by Otsego County
5 Council Representative Jim Mathis – No report was given.
- 6 • Region 9 Area Agency on Aging Staff Report – No report was given.

8 **OCCOA Management Team Reports**

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

- 10 • Agency Updates
 - 11 ○ Year-End Budget 2015-2016 – A. Mayer provided an end-of-year dashboard
12 report on the Budget vs. Year-to-Date Totals. Discussion followed.
- 13 • Fund Equity Balances
 - 14 ○ Every year, the agency has always targeted to retain 35% of its fund equity
15 against its operating budget. In the worst-case scenario where services or
16 staff hours would need to be reduced, this protects both clients and staff by
17 allowing them a two-to-three month window for making other arrangements.
18 This also protects clients from sudden reductions in services.
 - 19 ○ One thing to keep in mind regarding fund equity is that the decision was
20 made to move the Schneider Fund to the Otsego County Community
21 Foundation this past year. In the way this will need to be reported, in
22 accordance with the agency’s auditor’s suggestions, this will make the fund
23 equity number look different than in past years, but the value is still present.
 - 24 ○ The Board Minutes, and the paperwork regarding the transference of the
25 fund, has been shared with the County, as was requested by its auditor.
26 Discussion followed.
- 27 • Contract with Otsego County Bus System (OCBS) – In past years, the agency
28 has achieved cost efficiencies and provided a quality Home-Delivered Meal
29 Program for clients by contracting with the Otsego County Bus System to
30 deliver them and with the Gaylord Community Schools to prepare them. Given
31 the added expenses by the Bus System this year, the agency will be closely
32 monitoring the program and considering other options should they become
33 necessary. Discussion followed.
- 34 • OCCOA Board Meeting Schedules – Paper copies were received at today’s
35 meeting and also sent electronically.
- 36 • Board Development - The management team has been working on board
37 development and seeking to include people with diverse areas of expertise. The
38 agency is currently light on representation from the social work and healthcare
39 fields. Someone with expertise in marketing would be helpful, also. D. Wishart
40 provided an update on the status of two current and two anticipated applications.
41 Discussion followed.
- 42 • OCCOA Holiday and Meeting Schedule – Paper copies were shared with the
43 board.

- 1 • BeBloomin BeLive in London
 - 2 ○ A flyer advertising two upcoming London walking tours was shared with
 - 3 board members.
 - 4 ○ There are now over 1,168 registered users represented in 280 zip codes
 - 5 around the world that have signed up for BeBloomin through the OCCOA.
 - 6 The original goal was 300 users.
- 7 • Programs for 2016-2017
 - 8 ○ Computer Club – Flyers for the upcoming fiscal year meetings were shared.
 - 9 ○ Caregiver Support Group – Flyers for the upcoming fiscal year meetings
 - 10 were shared. Nancy Ragan from Otsego Memorial Hospital does an excellent
 - 11 job of facilitating the meetings.
 - 12 ○ Parkinson Support Group – Flyers for the upcoming fiscal year meetings
 - 13 were shared. The group’s membership includes care partners.
 - 14 ○ Grandparents Raising Grandchildren Group – Flyers for the upcoming fiscal
 - 15 year meetings were shared. Many older adults are now raising their
 - 16 grandchildren. Some kinship care funds are available to help with such
 - 17 expenses as food, clothing, camps, etc.
 - 18 ○ A Matter of Balance – Flyers for the upcoming fiscal year meetings were
 - 19 shared. This is an evidence-based program intended to help older adults
 - 20 prevent falls.
 - 21 ○ Board members were invited to share the flyers with their contacts to help
 - 22 advertise these programs.
 - 23 ○ D. Gehman shared an update on the Congregate Meal Program, which
 - 24 includes the Dining Out Program.
 - 25 ▪ The agency expected the Congregate Meal Program to taper off as it has
 - 26 around the country. The OCCOA’s decline has been slower, as there is
 - 27 still good participation. Numbers for the BJ’s Dining Out Program, which
 - 28 is offered three days a week, are trending up. D. Wishart added that
 - 29 throughout the Aging Network Dining Out programs are trending upward.
 - 30 The OCCOA’s program has had good success.
 - 31 ▪ D. Gehman noted that the agency is close to being able to track the meals
 - 32 via the scan tags, similar to debit cards, instead of using paper meal
 - 33 tickets. The OCCOA utilizes MySeniorCenter (MSC) for its online
 - 34 database. The OCCOA is MSC’s test site for this feature. Discussion
 - 35 followed.
 - 36 • Other – D. Wishart highlighted the September Prime Times article that
 - 37 Eileen Godek wrote to highlight the agency’s Advocacy Department. She
 - 38 wrote another article for the November Prime Times that features the
 - 39 Medical Resources and In-Home Service Departments.
 - 40

41 Other Discussion

- 42 • M. Sanders reopened the discussion regarding potential new OCCOA board
- 43 members. Discussion followed.
- 44

1 **Adjournment**

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3 The October 12, 2016 Otsego County Commission on Aging Board of Directors'
4 meeting was adjourned at 9:52 a.m. by M. Sanders. The next meeting is scheduled at
5 the University Center on Wednesday, December 14, 2016, at 9 a.m.

6
7 *Eileen K. Godek*

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9 Eileen K. Godek
10 Recorder