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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS' MEETING MINUTES Wednesday, September 14, 2016, 9:00 a.m. University Center, Room U-111

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

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**Excused Voting Members:** G. Mertz

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**Attending 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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## Call to Order

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The president, M. Sanders, called the meeting to order at 9:10 a.m. The board paused for a moment of silence. A quorum was present.

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## Agenda

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

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

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## Open Forum

- Nothing was reported.

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## President's Report

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

- OCCOA Budget 2016-17
  - The board has been asked to pass a balanced budget in today's meeting.
  - She highlighted two items:
    - The agency will pull \$161,941 from its fund equity to balance the budget. The entire amount is not expected to be needed, as total revenues and

1 expenses were budgeted so that the agency is likely to come in under  
2 budget at year-end.

- 3 ■ The agency contracts with the Otsego County Bus System (OCBS) to  
4 deliver home-delivered meals (HDMs). This year, the OCBS is operating  
5 under a new director. His budget showed a shortfall for this expense,  
6 necessitating a request for additional funding from the agency. The final  
7 agreement is expected to be completed next week. Discussion followed.

8 ○ D. Wishart added the following information:

- 9 ■ Wage expenses were significantly increased in the budget by \$44,000 to  
10 meet expected increases in needs for services.
- 11 ■ The overall cost of doing business has increased.
- 12 ■ The agency has always presented a conservative budget and has a history  
13 of coming in under budget.
- 14 ■ The agency will continue work on increasing revenues and cost savings.

15 ○ D. Gehman noted that congregate meal programs have been on the decline,  
16 nationally. The agency is bucking the trend. The program is holding steady  
17 and food is more expensive. The Congregate Meal Program is an important  
18 agency service. Discussion followed.

19 ○ M. Sanders asked for a motion to approve the budget.

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21 *A motion was made by R. Edel and seconded by J. Mathis to approve the Otsego*  
22 *County Commission on Aging FY 2016-2017 budget, as presented by M. Sanders.*  
23 *Motion carried.*  
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## 25 **Vice President's Report**

26 The vice president, G. Mertz, did not present a report.  
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## 28 **Treasurer's Report**

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

- 30 ● Financial Reports
  - 31 ○ The agency's Year-to-Date Revenues vs. Budget, as of July 31, 2016, were  
32 running under budget. Revenues are expected to be slightly under budget at  
33 year-end.
  - 34 ○ Year-to-date Expenses vs. Budget, as of July 31, 2016, were running under  
35 budget. Expenses should be close to budget at year-end. Discussion followed.
  - 36 ○ The agency's Balance Sheet as of July 31, 2016, with highlights on its cash  
37 on hand with the county.

## 39 **Secretary's Report**

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

- 41 ● A thank you letter from a client for HDMs she received.
- 42 ● A note from a client thanking the agency for the work it does.

- 1 • A thank you letter from a caregiver for HDMs delivered to her mom. She made  
2 a \$200 donation.
- 3 • A receipt from the Otsego County Community Foundation for the \$40,000  
4 Schneider Trust that was recently transferred to them.

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

- 7 • News from AASA - D. Wishart noted that the agency is part of the Network of  
8 Aging and Adult Services in the state of Michigan and receives some grant  
9 funding through it.
- 10 • NEMCSA funding – D. Wishart noted that this Friday, the Area Agency on  
11 Aging (AAA) Region 9 will be presenting its Multi-year Plan and its  
12 Implementation Plan to the State Commission. These plans will impact some  
13 grant funding that the OCCOA receives from the AAA, and will provide  
14 guidance for the agency’s programs and services in the coming year.
- 15 • NEMCSA Annual Financial Assessment –A clean report was issued by  
16 NEMCSA. The OCCOA staff was thanked for the good preparation made for it.
- 17 • Region 9 Area Agency on Aging Regional Council Report by Otsego County  
18 Council Representative Jim Mathis
  - 19 ○ The budget came through okay.
  - 20 ○ Each county representative now provides a 10-to-15 minute report on  
21 activities.
  - 22 ○ Area seniors are advised to be alert to a scam. Providers, falsely representing  
23 themselves as being with Blue Cross, have been contacting seniors,  
24 encouraging them to share private information and then trying to get them to  
25 switch plans.
- 26 • Region 9 Area Agency on Aging Staff Report – no report was presented.
- 27 • Other
  - 28 ○ D. Wishart noted that the State Advisory Council presented a report on  
29 workforce issues regarding direct care. Training, wages, and retention were  
30 addressed. The nation faces a crisis of not having enough trained workers.
  - 31 ○ The OCCOA has good retention and has been proactive in providing fair  
32 wages, and consistent, good training. The largest portion of the agency’s  
33 service providers has CNA certification and two more will be working on  
34 securing theirs this fall.
  - 35 ○ This Friday, Region 10 out of the Traverse City area, will officially launch an  
36 ad campaign in Northern Michigan to bring attention to the direct care  
37 service provider crisis.

## 40 **OCCOA Management Team Reports**

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

- 42 • Client Updates

- 1       ○ Medicare Part D – The Advocacy Department recently held four meetings
- 2       with citizens who have Blue Cross Legacy Plans to make them aware of
- 3       upcoming significant cost increases.
- 4       ○ There are three full-time counselors ready to help older adults with Medicare
- 5       Part D Prescription enrollments. The Advocacy Department has
- 6       approximately 2,000 client files. The counselors' time will be booked solid
- 7       between October and December.
- 8       ● Staff Updates
- 9       ○ Promotion - John Panci was promoted to the advocacy coordinator position
- 10      following Loretta Miller's retirement.
- 11      ○ Hiring:
- 12       ▪ In-Home Service Direct Service Providers – two new service providers
- 13       have been hired.
- 14       ▪ Volunteer Program Assistant – The agency is in the process of getting
- 15       some help for E. Godek for the Volunteer Program.
- 16      ● Program Updates
- 17      ○ Senior Project FRESH (SPF)
- 18       ▪ The program is wrapping up for the season. Coupon booklets were
- 19       distributed to 274 senior citizens.
- 20       ▪ The agency issues checks to the farmers who receive SPF coupons for
- 21       grant funds they are designated to receive from the state of Michigan for
- 22       the SPF program.
- 23      ○ Pilot Programs – D. Wishart noted that the agency recently launched three
- 24      pilot programs:
- 25       ▪ Walk with Ease – the agency recently collaborated with Otsego County's
- 26       Parks and Recreation Department and the Arthritis Foundation to present
- 27       this program. It was well received and follow-up survey work is planned.
- 28       ▪ Chair Yoga Pilot – a four-week pilot was recently launched in
- 29       collaboration with Yoga 45 and the Main Street Market.
- 30       ▪ Life is a Balancing Act – this new pilot program for Matter of Balance
- 31       (MOB) alumni will soon be launched to provide a weekly exercise
- 32       opportunity.
- 33      ○ Tiger Games – The agency's last trip is tomorrow. The two prior trips were
- 34      successful.
- 35      ○ Flu Shot Clinic – The agency will be hosting a Flu Shot Clinic on September
- 36      27, 2016, in collaboration with the Health Department.
- 37      ● Agency Updates
- 38      ○ Grants
- 39       ▪ KMG – Service Coordinator – KMG Prestige, the manager of the Alpine
- 40       Alten Zimmer, continues to fund part of the wages for one of the agency's
- 41       Advocacy counselor positions. This position includes advocacy services
- 42       and assistance to the Alten Zimmer residents. It will transition from
- 43       Sarah Skowronski, who has done wonderful job, to the agency's newest
- 44       counselor, Danielle Kleinhuizen. Training is underway.
- 45       ▪ Region 9 Area Agency on Aging

- 1           • The agency recently received grant awards from the AAA for the  
2 following programs: Adult Day Services, PATH, Healthy Moves,  
3 MOB, Health Resource Center (Computer Lab), Parkinson Support  
4 Group, Caregiver Support Group, Respite Care, Grandparents Raising  
5 Grandchildren, Kinship Care, and Creating Confident Caregivers.  
6 These programs are also dependent on millage funds. Although the  
7 grant funding helps, it isn't enough to fully support the program needs.
- 8           • The agency was also awarded three-year grants from the AAA for the  
9 following programs: Homemaker, Personal Care, Respite, Congregate  
10 Meals, and Home-Delivered Meals.
- 11           ▪ MHEF (Michigan Health Endowment Fund) – the agency has applied for  
12 two grants from the MHEF in the category of technology and aging and is  
13 waiting to hear about approval. One grant would allow the agency to  
14 expand its efforts in technology and aging to fourteen other organizations  
15 in our community. The second grant would allow the agency to influence  
16 three communities in the state of Michigan and 48 families of faith in the  
17 technology and aging arena.
- 18           ○ Funded Agency: The OCCOA is the primary funder of RSVP, which recently  
19 received the Governor's Award for Excellence in Service.

## 21 **Other Discussion**

- 22           • P. Carroll has resigned from the OCCOA Board of Directors to return to  
23 Cincinnati. Discussion followed.
- 24           • There is a call per D. Wishart to integrate social services with medical care. S.  
25 Skowronski has offered some very forward-thinking ideas to pursue these  
26 efforts.
- 27           • D. Wishart has asked M. Sanders and G. Mertz to meet next week to finalize the  
28 OCBS HDMs contract.

## 30 **Adjournment**

31  
32 The September 14, 2016 Otsego County Commission on Aging Board of Directors'  
33 meeting was adjourned at 10:05 a.m. by M. Sanders. The next meeting is scheduled at  
34 the University Center on Wednesday, October 12, 2016, at 9 a.m.

35  
36 *Eileen K. Godek*

37  
38 Eileen K. Godek  
39 Recorder