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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 22, 2017 University Center, Room U-107

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

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Excused Voting Members: G. Mertz, J. Camiller, J. Mathis,

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Absent 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: Dan Smith, CPA, Dan Smith & Company, P.C.
Kara LaMarre, Developmental Projects
Coordinator, Area Agency on Aging, Region 9

Call to Order

- The president, M. Sanders, called the meeting to order at 9:09 a.m. A quorum was achieved at 9:15 a.m. New Otsego County Commission on Aging Board Member Rachel Smith was welcomed.

Annual Meeting 2017

M. Sanders called for motions to be made for the items outlined in the February 22, 2017 Annual Meeting Agenda.

A motion was made by R. Edel and seconded by B. Bowen to approve the 2017 Annual Meeting Agenda and the February 10, 2016 Annual Meeting Minutes. Motion carried.

A motion was made by R. Edel and seconded by B. Bowen to approve the Year End Balance Sheet of September 30, 2016 and the Year End Revenue Report of September 30, 2016. Motion carried.

- 1 • Independent Audit Report – Dan Smith & Company, P.C. – D. Smith, CPA,
2 provided a brief report on the Otsego County Commission on Aging Audited
3 Financial Statements for Year Ended September 30, 2016.
 - 4 ○ He provided a review of the audit, noting that internal controls are being met
5 and procedures are being followed. It is his opinion that the financial
6 statements are fairly stated.
 - 7 ○ He reviewed the Audit Communication and Report of Comments and
8 Recommendations, distinguishing the auditor’s responsibilities from
9 management’s.
 - 10 ○ He reviewed the Statement of Activities for the past four years (2013 –
11 2016), highlighting various changes in revenues and expenditures that have
12 affected Net Assets over this timeframe. He noted, that compared to other
13 agencies, the OCCOA’s donations are a little low. He added that [due to
14 operating standards] there is a fine line for the agency in the donation
15 amounts it can suggest for the various services it provides.
 - 16 ○ He expressed his appreciation to work with the OCCOA and commended
17 Accountant and Finance Coordinator Annie Mayer for the terrific job she
18 does. Discussion followed.
 - 19 ○ B. Bowen thanked the staff for their hard work and for the attention to detail
20 needed to run the agency.
 - 21 ○ D. Wishart noted that in regards to donations, a report, Donation 5 Year
22 Comparison 11-12 to 15-16 Breakdown by Month, was included in board
23 packets for review.

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25 ***A motion was made by B. Bowen and seconded by R. Edel to accept the Otsego***
26 ***County Commission on Aging Audited Financial Statements for the Year Ended***
27 ***September 30, 2016. Motion carried.***
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- 29 • The Year End Units of Service 2015-2016 were presented.
- 30 • M. Sanders called for motions to approve the Slate of Board of Directors 2017
31 and the Slate of Executive Officers 2017.

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33 ***A motion was made by R. Edel and seconded by J. Duff to approve the Slate of***
34 ***Board of Directors 2017 (with the correction for M. Sander’s end term from 2015 to***
35 ***2018) and the Slate of Executive Officers 2017. Motion carried.***
36

- 37 • D. Wishart provided an update on board development
 - 38 ○ The agency has made efforts to bring graduates of Leadership Otsego County
39 onto the OCCOA board. Rachel Smith was one of those graduates. Her
40 application to the OCCOA Board was recently processed and approved by
41 the County.
 - 42 ○ R. Edel’s re-appointment application is being processed by the County and
43 his term will be adjusted once approval is obtained.

- 1 ○ A board application has been received from Connie Messina, a nurse with 39
- 2 years of experience who is retiring and moving to the area. Her healthcare
- 3 expertise will further diversify the board.
- 4 • A copy of the OCCOA Board of Directors Contact Information was distributed.
- 5 • The Board Meeting Schedule and Agency Meeting Schedules 2016-2017 were
- 6 presented.

8 **Adjournment**

9 The Otsego County Commission on Aging Board of Directors February 22, 2017
10 Annual Meeting was adjourned at 9:35 a.m. by M. Sanders. The next meeting is
11 scheduled at the University Center on Wednesday, February 14, 2018, at 9 a.m.

13 **Consent Agenda**

- 14 • M. Sanders made a request for a motion to approve the Consent Agenda, which
- 15 included the February 22, 2017 Meeting Agenda and the Otsego County
- 16 Commission on Aging October 12, 2016 Meeting Minutes.

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18 *A motion was made by R. Edel and seconded by J. Duff to approve the Consent*
19 *Agenda. Motion carried.*

21 **Open Forum**

22 Nothing was reported.

24 **President's Report**

25 The president, M. Sanders, did not present a report.

27 **Vice President's Report**

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

30 **Treasurer's Report**

31 The treasurer, J. Camiller, did not present a report.

33 **Secretary's Report**

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

- 35 • The agency received letters from four families in the county, three praising the
- 36 In-Home Service Department and one praising the Advocacy Department.

Aging and Adult Services–Network Reports to the Board

- Aging and Adult Services Agency – AASA – D. Wishart briefly reported the following:
 - Board members received a copy of the Michigan Aging & Adult Services Agency Fiscal Year 2016 Annual Report. The OCCOA contributes to the units of service data in the report.
- Area Agencies on Aging Association of MI – Network News – D. Wishart shared the following:
 - Board members received a copy of the Area Agencies on Aging Network News newsletter for the Week of February 17, 2017. The initiatives outlined will be important to the OCCOA’s programs and services.
- AAA Region 9 – Regional Council Member – Jim Mathis did not present a report, but D. Wishart noted that Jim is doing a wonderful job of representing the agency.
- AAA Staff Report – K. LaMarre briefly shared the following:
 - Robin Petruska’s work as a master trainer for the CCC (Creating Confident Caregivers) Program was featured in an article that recently appeared in the *Journal of Applied Gerontology*.
 - There is the possibility of increased funding from the state’s MI-Choice Waiver Program for in-home services and nutrition services. Benefits and cost savings in these programs are being seen, statewide.
- Older Michigianians Day - D. Wishart noted that Older Michigianians Day is scheduled on May 17th. Board members were invited to attend.

Management Team

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

- Budget
 - Deficit and Projections - The management team continues to work on its promise to reduce the deficit budget and has secured about \$66,000 in cost savings, to date. Included in this savings are the following: the receipt of additional funds from the state; savings achieved as a result of the reduction in the federal mileage reimbursement rate; some restructuring of accounting department hours; not filling an open In-Home Service position but spreading the hours out among the remaining positions; increased revenues from the agency’s Loan Closet; reductions in some negotiable expenses; reductions in Computer Club expenses; and the cancelation of a rent donation to the Elkland Senior Center, due to the agency no longer using this facility at prior levels. The agency has also had two layoffs, both of which were in the Advocacy Department. These savings were achieved after some difficult work and decisions. Beyond that, there have been two terminations, which have resulted in some additional savings. These two positions are expected to

1 be redesigned and reinstated by April 30th. The management team continues
2 to be diligent about the agency's budget challenges.

- 3 ○ Donations – D. Wishart encouraged board members to review the Donation 5
4 Year Comparison 11-12 to 15-16 Breakdown by Month report that she
5 mentioned in the annual meeting and to bring any questions to the next board
6 meeting. Discussion followed.

- 7 ● Staffing

- 8 ○ Hiring, Reductions, Next Steps for Hiring – The agency is in the midst of a
9 hiring process for two part-time positions: a Healthy Aging Activities
10 Coordinator and a Customer Service position. Both are posted on the
11 agency's website and are being advertised in the Weekly Choice for 2 ½
12 weeks.

- 13 ● Programs

- 14 ○ The Tax Assistance Program is underway. E. Godek oversees this program
15 through the agency's Volunteer Department and has increased the volunteer
16 staff this year from three preparers to six, five of whom are certified at the
17 advanced level through the VITA program. The clinics are quickly filling up.
- 18 ○ Evidence-based Disease Prevention Programs – A Matter of Balance (MOB)
19 and Creating Confident Caregivers (CCC) sessions continue. Vicki Ramsey
20 is providing leadership for MOB. Robin Petruska continues to do an
21 excellent job as a master trainer for the CCC classes.
- 22 ○ Healthy Aging Programs – The agency will continue to review programs
23 that are most important to Healthy Aging. Including the aforementioned
24 evidence-based programs, the Congregate Meal Program, Home-Delivered
25 Meal Program, Senior Project FRESH, and the agency's ongoing assistance
26 to the Area Agency on Aging with the commodity food distributions, will
27 continue to be focal points for the agency.

- 28 ● Advertising

- 29 ○ The agency continues to advertise its programs and services in the monthly
30 Prime Times section in the Gaylord Herald Times. The agency is
31 collaborating with the paper to achieve costs savings through the sale of ads
32 that will fall at the bottom of the agency's page, allowing the agency to
33 reduce its expenses. The agency has a process in place to receipt donations
34 for businesses that would rather donate directly to the agency's advertising
35 fund. Advertising expenditures will continue to be an important use of
36 agency resources – What good are services if people don't know about
37 them? At the same time, the agency will work on cost containment.

- 38 ● Other –

- 39 ○ D. Gehman shared that the agency has outgrown its email and calendar
40 system provided by AlpineWEB and will be switching to Microsoft 365 in
41 the next few weeks.
- 42 ○ D. Gehman noted that the agency just recently paid a one-time fee for a new
43 feature through its MySeniorCenter client database. Staff will now be able to
44 utilize an automated out-calling feature to reach out to the approximately
45 8,000 clients entered in the system. The new feature allows staff to send out

1 recorded messages from the agency's general telephone number to any
2 number of clients in the system for such things as meeting reminders or
3 cancelations. This would save on such things as postage and labor.

4 Discussion followed.

- 5 ○ D. Wishart noted that she is often approached by various agencies and
6 organizations to write letters of support for community projects. Before
7 writing such letters, she asks herself if the request would be good for the
8 agency and its clients. She listed several examples of the types of requests
9 she often receives, and asked board members if they would like her to first
10 seek board approval before she would write such letters. Board members
11 unanimously agreed that this would not be needed, and that they would,
12 instead, leave it to her discretion.

14 **Other Discussion**

- 15 • There was no other discussion.

17 **Adjournment**

18 The February 22, 2017 Otsego County Commission on Aging Board of Directors
19 meeting was adjourned at 10:02 a.m. by M. Sanders. The next meeting is scheduled at
20 the University Center on Wednesday, April 12, 2017, at 9 a.m.

21
22 *Eileen K. Godek*

23
24 Eileen K. Godek
25 Recorder