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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, December 13, 2017 University Center, Room U-107

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

**Absent Voting Member:** G. Mertz

**Non-Voting Member:** D. Johnson, Otsego County Board of  
Commissioners Liaison

**Attending Staff:** D. Wishart, Executive Director  
D. Gehman, Director  
E. Godek, Research & Volunteer Coordinator  
A. Mayer, Accountant & Finance Coordinator

**Guests:** Joel Ackerman, CommunO<sub>2</sub> Founder  
Liz Kowalski, Special Projects Coordinator,  
Region 9 Area Agency on Aging  
Dan Smith, CPA, Dan Smith & Company, P.C.

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## Call to Order

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- The president, M. Sanders, called the meeting to order at 9:06 a.m. The board paused for a moment of silence. A quorum was present. The guests, J. Ackerman, L. Kowalski, and D. Smith, were welcomed.

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## Consent 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 B. Bowen by and seconded by R. Smith to approve the Consent Agenda. Motion carried.*

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## Open Forum

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- Nothing was reported.

# Executive Board Reports to the Board

## President's Report

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

- Board Appointments/Reappointments – M. Sanders noted that Brett Bowen, Joe Duff, and Jim Mathis have been reappointed to the OCCOA Board of Directors, with terms lasting through December 31, 2020. She thanked them for their continued service to the board.
- 2016-2017 Independent Audit Report – Dan Smith & Company, PC – D. Smith, CPA, provided a brief review of the Otsego County Commission on Aging Audited Financial Statements for the Year Ended September 30, 2017, including the following:
  - Independent Auditor's report – He reviewed the OCCOA's and the auditors' responsibilities. Internal controls are very sound.
  - Statement of Financial Position – The agency has a good, healthy balance sheet.
  - Statement of Activities – He shared a graph that illustrated the agency's history. Revenues were up slightly this past year, due to the increase in the agency's tax base. Discussion followed.
  - Statement of Functional Expenses – He noted that 89.7% of expenditures were allocated to program services, as would be expected.
  - Statement of Cash Flows – There was a net increase in cash from operating activities to add to the agency's strong cash position.
  - He commended A. Mayer and her accounting assistant, N. Hunt. He also voiced his appreciation of J. Camiller's review of the Financial Statements. This is highly valuable to the audit review. It is D. Smith's opinion that all is well. Discussion followed.

*A motion was made by R. Edel and seconded by C. Messina to accept the Otsego County Commission on Aging Audited Financial Statements for the Year Ended September 30, 2017. Motion carried.*

## Vice President's Report

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

## Treasurer's Report

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

- Financial Reports – Looking at the year-end, the numbers are fantastic, and much better than originally forecasted. He thanked the management team for their efforts in reducing expenses and maximizing revenues. He was happy to see that tax revenues are also up. He reported on the following:
  - The cash balance, as of October 31, 2017.



# OCCOA Management Team Reports

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

- Agency Updates
  - Budget and Cost Savings – D. Wishart thanked the agency leadership team for all its hard work on cost containment and savings. She noted her appreciation for the increase in property tax funding and thanked J. Duff for his work in promoting Otsego County to new businesses.
  - Donations – The Accounting Department continues to track donations. The agency recently received some nice memorial contributions on behalf of three recently deceased clients. There have also been a few more donations for Advocacy Department work. In particular, one family donated \$500, as they have done for the past several years, to be set aside for special, unusual needs that cannot be funded through other sources.
  - Grant Awards
    - DTE – The agency is glad to report that, once again, it has received a grant from DTE. D. Gehman noted that the DTE Foundation partners with various agencies and organizations around the state to provide meals at the holidays. The OCCOA received \$1,500. Some funds will pay for the upcoming Christmas Luncheon and the rest will go toward home-delivered meals. DTE will also send four volunteers to help serve meals during the Christmas Luncheon. D. Wishart noted that the holiday luncheon is filled to capacity at 140 guests. The Alpenfest queen and her court are expected to be present at the holiday luncheon to interact with the older adults.
    - Michigan Health Endowment Fund (Health Fund) – D. Wishart
      - The OCCOA recently received a grant from the Michigan Health Endowment Fund, which is related to the agency’s technology and aging efforts that the OCCOA engaged in with Joel Ackerman and his company, BeBloomin, for a pilot test back in 2015. The agency’s job was to give BeBloomin feedback for the purpose of guiding improvements and additions to the system. These have since been completed.
      - This particular grant is about expanding innovation for technology and aging and will fund a two-year project where Gaylord will, again, be the showcase community for this work. This model will be replicated in Flint and Traverse City. The funding will allow 75 various organizations (25 in each community) to be involved – from non-profits to for-profit businesses. This will add efficiencies and effectiveness to business operations and provide a broad range of services to be available to residents, through technology.
      - By year six, 28,000 people are projected to be touched by the technology and aging opportunities through this grant-funded project.
      - D. Wishart re-introduced J. Ackerman, noting that BeBloomin has been renamed and rebranded.

- 1 • J. Ackerman thanked the board and the community for working with  
2 him on the previous project.
  - 3 ○ He noted that they carefully listened to all of the comments offered  
4 by this community and several others, about what would make the  
5 technology better and more productive. Namely, it was determined  
6 that the technology needed to be mobile. They then did a complete  
7 redesign for mobile.
  - 8 ○ The new system is called CommunO<sub>2</sub> (Community Oxygen), and it  
9 is designed to be mobile, first, and web-based, second. It is not just  
10 designed to connect residents with social services and activities, but  
11 will also connect them to retail organizations, community  
12 businesses, and municipal organizations.
  - 13 ○ J. Ackerman thanked the board for their time and noted that he is  
14 very excited to be working with the OCCOA in this next stage to  
15 expand the capabilities of the program in our community and in the  
16 other two communities.
- 17 • D. Wishart noted that the grant award was announced in early  
18 November and following that, the officers from the Health Fund made  
19 a visit to Gaylord. At that time, M. Sanders was able to meet with  
20 them, along with Jack Udebrock, the agency's lead peer tutor from the  
21 pilot project; Dana Bensinger, the executive director for the  
22 Community Foundation; and Janice Lampert, one of our community  
23 champions. The agency is looking at supplemental grant opportunities  
24 that will allow the project to do more in some categories, such as  
25 provide hardware for low-income residents, that weren't funded by the  
26 Health Fund.
- 27 • With the two-year project, the agency has until February 1, 2018, to  
28 complete some very detailed planning with CommunO<sub>2</sub> and the Health  
29 Fund. There has been an initial press release and two radio interviews  
30 with Mike Reling at Eagle 101.5 fm. Efforts will continue to help  
31 people learn more about CommuO<sub>2</sub>.
- 32 • Yesterday, D. Wishart and J. Ackerman met with Ed Tholl regarding  
33 the Elk Park and camera. The park was recently renamed and will be  
34 known as the Pat Mankowski Elk Viewing Park. The world will soon  
35 be able to view Gaylord's elk park through CommunO<sub>2</sub> and have the  
36 opportunity to donate to its upkeep through the app.
- 37 • Regarding the model program, there will be information sessions for  
38 community leaders, followed by information sessions for residents,  
39 who are interested in downloading the CommunO<sub>2</sub> app. Discussion  
40 followed.
- 41 ■ Health Department of NW Michigan – Dona – The OCCOA is working  
42 on another grant through the Health Department of Northwest Michigan.  
43 The focus is on healthy food and service guidelines. It is expected to bring  
44 in \$2,500 for several possible uses related to the agency's food service  
45 programs.

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- 2 ○ Staff
- 3     ▪ Accounting Department’s Consulting Success – Natalie Hunt, the
- 4     accounting assistant in the OCCOA Accounting Department, has been
- 5     providing consulting services to the Montmorency County Commission
- 6     on Aging (MCCOA), which has resulted in \$25,943 in revenues for the
- 7     OCCOA this past year. This is commendable. This works helps the
- 8     agency have more revenues and N. Hunt to have more work hours. A rate
- 9     increase was recently renegotiated. N. Hunt is doing extremely well and
- 10    providing good backup to A. Mayer in the OCCOA Accounting
- 11    Department.
- 12    ▪ Advocacy Department Growth and Changes – Through KMG, which is
- 13    the management company for the Alten Zimmer and Alpine Haus, the
- 14    agency will receive over \$33,000 in revenue. This helps fund Danielle
- 15    Kleinhuizen’s service coordinator position, which will soon be taken over
- 16    by Michelle Miller. As the service coordinator, Miller will have special
- 17    assignments from KMG for the care of the Alten Zimmer and Alpine
- 18    Haus residents. She will also be able to do Advocacy Department work.
- 19    The funding is a “win-win,” as it expands the agency’s Advocacy team.
- 20 ○ Program Spotlight – D. Wishart reviewed the following handouts that were
- 21 included in the board packets:
- 22     ▪ Walk Michigan – This is a partnership program with Otsego County Parks
- 23     and Recreation and has been very well received. It is a healthy aging
- 24     program offered through the agency’s Healthy Aging Department.
- 25     Through it, folks are out walking the trails in parks all over the county.
- 26     ▪ Healthy Habits Made Simple– This is a new program that was recently
- 27     launched by OCCOA Healthy Aging Activities Coordinator Amanda
- 28     Dobrzelewski, CTRS, who is fairly new to the agency and doing an
- 29     amazing job. The program consisted of six weekly sessions with a focus
- 30     on establishing healthy habits. It was very well received and the
- 31     participants have asked that the program continue.
- 32     ▪ Yoga 45 – The agency has a partnership with Yoga 45 to help introduce
- 33     older adults to chair yoga. It has been embraced nicely, and Yoga 45 is
- 34     pleased to continue to work with the agency.
- 35     ▪ Exploring the World of Technology – A brief history of the agency’s
- 36     Technology and Aging Program was provided. The Exploring the World
- 37     of Technology Program recently grew out of the agency’s Computer
- 38     Program, which focused on helping older adults learn basic computer
- 39     skills. They now want to learn about various kinds of technology. This
- 40     program features monthly meetings with a different topic at each meeting.
- 41     Topics from past meetings were highlighted. The program continues to
- 42     bring new information to our community about the importance of
- 43     technology in many different arenas. Discussion followed.
- 44     ▪ Christmas Luncheon – The agency’s annual Christmas Luncheon is
- 45     scheduled for December 19<sup>th</sup>.

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- 2 ○ Clients
- 3     ▪ Person-Centered Care – D. Wishart noted that the agency continues to
- 4     follow the nation-wide trend of providing person-centered care. Thanks to
- 5     past board approval, the agency’s mission also includes and supports
- 6     family caregivers. She shared her recent experience in participating in a
- 7     geriatrics symposium on family caregiving at the University of South
- 8     Dakota, where she spoke about her past experience as a family caregiver.
- 9     She noted that she has come to know, through her own experiences and in
- 10    talking to other caregivers, that caregiving is a burden and a blessing. It is
- 11    survivable if these two things can be kept in balance. The agency will
- 12    continue to focus on caregiving.
- 13 ● Other
- 14 ○ Faith-Based Communities – D. Wishart reported that she recently made a
- 15    presentation on elder care at the First Congregational Church. The agency is
- 16    available to speak to other groups of people to help them learn about aging
- 17    issues and the agency’s programs and services. M. Sanders noted that D.
- 18    Wishart did a wonderful job in her presentation at the church.
- 19 ○ D. Wishart extended her thanks to J. Ackerman and his team for their help.
- 20    She also thanked L. Kowalksi for her dedication to be at the board meetings.
- 21 ○ J. Camiller noted a possible negative impact on agency donations, due to the
- 22    recent changes being proposed to the tax law. Both House and Senate bills
- 23    propose doubling the current standard deduction. This would cause fewer
- 24    people to take the itemized deduction and might, subsequently, result in
- 25    lower donations to nonprofits. Discussion followed.
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## 27 **Adjournment**

28 The December 13, 2017 Otsego County Commission on Aging Board of Directors  
29 meeting was adjourned at 10:07 a.m. by M. Sanders. The next meeting is scheduled at  
30 the University Center on Wednesday, February 14, 2018, at 9:00 a.m.

31  
32 *Eileen K. Godek*

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34 Eileen K. Godek  
35 Recorder