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OTSEGO COUNTY COMMISSION ON AGING

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

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

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Absent Voting Member: C. Messina

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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
A. Mayer, Accountant & Finance Coordinator

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Guests: Liz Kowalski, Special Projects
Coordinator, Region 9 Area Agency on Aging
OCCOA Department Leaders: Suzanne Bannister;
Pamela Carlson, RN; Amanda Dobrzelewski;
Shannon Gapinski; Dale Gehman; Eileen
Godek; Marcie May; Annie Mayer; Evie Riozzi,
LPN; and Sarah Skowronski.

Call to Order

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- The president, M. Sanders, called the meeting to order at 9:02 a.m. She welcomed the guests and thanked the agency department leaders for all they do on behalf of the agency, especially for its clients. She noted that they really are appreciated.
 - The board paused for a moment of silent reflection. A quorum was present.

Consent Agenda

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

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

1 **Open Forum**

- 2 • Nothing was reported.

3 **Executive Board Reports to the Board**

4 **President's Report**

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

- 6 • Information – Introductions of OCCOA Department Leaders by D. Wishart
 - 7 ○ D. Wishart introduced the agency's department coordinators who were
 - 8 present and provided brief summaries of their responsibilities and
 - 9 contributions. She noted that she was proud of them and thankful for all they
 - 10 that they do and that they make the agency strong and are a part of its
 - 11 success.
 - 12 ○ D. Wishart also recognized her management partner, Director D. Gehman.
 - 13 She not only appreciates the phone system and technology expertise that he
 - 14 brings to the agency, but also that he is always reviewing boilerplate
 - 15 information that the agency must look at for policies, procedures, and
 - 16 documents for the agency.
 - 17 ○ George Mertz presented the department coordinators and D. Gehman, each,
 - 18 with a certificate of appreciation. Discussion followed.
 - 19 ○ George Mertz observed that the department leaders are motivated by D.
 - 20 Wishart's leadership example and have stayed with the agency so long, in
 - 21 part, because of this and because they feel appreciated. He thanked her for
 - 22 her efforts to foster good relationships with her staff, and for today's
 - 23 appreciation event. Discussion followed.
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27 **Vice President's Report**

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

- 29 ○ No information was presented.

30 **Treasurer's Report**

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

- 32 • Financial Reports
 - 33 ○ The cash balance, as of July 31, 2017
 - 34 ○ The actual revenues and expenses, as of July 31, 2017, compared to the
 - 35 budget.
 - 36 ○ The actual revenues and expenses, as of July 31, 2017, compared to the prior
 - 37 year's actual revenues and expenses.
 - 38 ○ M. Sanders noted that everyone has done a good job of being aware of the
 - 39 challenges presented by the budget that was passed last year and being more
 - 40 cost effective.
 - 41

Secretary's Report

The secretary, R. Edel, did not present a report and no correspondence was received.

AASA Network Reports to the Board

- News from AASA (Aging and Adult Services on Aging) – D. Wishart
 - This week the Michigan AASA Commission, which D. Wishart chairs, will be presented with the Region 9 Area Agency on Aging Area Implementation Plan. This impacts the OCCOA. What Region 9 receives in grant money is distributed to Commissions on Aging in the counties they serve, and the OCCOA is one of them.
 - Region 9 Area Agency on Aging will be hosting the State Commission meeting on Friday, October 20, 2017, in Alpena at the Great Lakes Maritime Heritage Center. The meeting will start at 9 a.m. and the public hearing will start at 1 p.m. Board members are invited to attend.
 - The State Commission Advisory Council, consisting of 40 members from across the state, will soon begin their next research project. The focus will be on volunteerism.
- Region 9 Area Agency on Aging (AAA) Information – L. Kowalski
 - Region 9 AAA is discussing the idea of hosting a Caregivers Conference, possibly in mid-April. A committee will be formed to determine the topics to be presented. They are seeking input on meeting topics, from the COAs in the region, that would benefit informal caregivers, as well as professional ones. Discussion followed.
 - The MMAP Program will soon be busy with the Medicare Part D Prescription Drug Plan Open Enrollment from Oct. 15 through Dec. 7, 2017. This is the time period when beneficiaries have the opportunity to change their Medicare Prescription Drug Coverage Part D plans or their Medicare Advantage Part C plans for coverage beginning January 18, 2018.
 - Michigan will be one of 24 state SHIPs (State Health Insurance Assistance Programs) participating in a savings poll project developed by the Administration for Community Living. It will measure how much beneficiaries will be able to save by enrolling in the appropriate Part D plan. It will track what Medicare will save as well.
- Region 9 Area Agency on Aging Regional Council – J. Mathis
 - The meeting format has changed from members presenting reports to groups presenting on a topic. There are also guest speakers. This has enhanced the meetings for him and added a learning experience. Board members are welcome to attend meetings with him.

OCCOA Management Team Reports

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

- OCCOA Budget 2017-2018

- 1 ○ D. Wishart noted that the OCCOA’s draft budget was presented to the
2 County by the deadline of September 1, 2017. She will review the budget
3 with the County Finance Division on September 20, 2017 and on September
4 28, 2017, the County commissioners will be asked to accept the OCCOA’s
5 budget.
- 6 ○ D. Wishart asked for board members’ thoughts on the budget, to be followed
7 by a motion for approval. Discussion followed.
- 8 ○ D. Wishart noted that the OCCOA’s budget supports its mission of
9 supporting the independence and well-being of 5,000-plus older adults and
10 supporting their associated family caregivers. The agency employs 35 staff
11 members and provides a diverse range of programs that support a diverse
12 range of needs.
- 13 ○ M. Sanders called for a motion to approve the FY 2017-2018 Otsego County
14 Commission on Aging Budget that will be presented to the Otsego County
15 Commissioners on September 28, 2017.

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17 ***A motion was made by B. Bowen and seconded by R. Smith to approve the FY 2017-***
18 ***2018 Otsego County Commission on Aging Budget. Motion carried.***
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- 20 ● Agency Updates
- 21 ○ General
- 22 ■ Budget Updates 2016-2017
- 23 ● Revenues 2016-2017 – The agency is positively outpacing its budget.
24 This is due, in part, to additional tax revenues, Congregate Meal
25 donations, Home-Delivered Meal donations, and grant funding
26 received.
- 27 ● Cost Savings 2016-2017 – The staff continually works on cost savings.
28 This past year, there was a reduction in wages due to staffing changes.
29 There was also a reduction in staff travel.
- 30 ● A. Mayer noted that she does projections every quarter to keep Dona
31 and Dale apprised as to what is going on.
- 32 ● D. Wishart noted that there is a possibility that the agency will come
33 close to achieving a \$0 budget at the end of the fiscal year, versus the
34 deficit budget that was originally forecasted. Discussion followed.
- 35 ■ Donations 2016-2017 –D. Wishart highlighted the Accounting
36 Department’s report on donations, which was included in the board
37 packets. Board members were asked to encourage donations in the
38 community whenever possible.
- 39 ■ Region 9 Assessments and Feedback – The agency is required by the
40 Region 9 AAA to follow operating standards for its grant-funded
41 programs. Each year these programs are assessed. The agency was tagged
42 on a few things this year, which have been corrected. The Region 9 AAA
43 has been notified, and all is well.
- 44 ● Grant Awards – These have come forward, as well the additional
45 funding that was previously mentioned.

- 1 ○ Staff
- 2 ▪ Direct Care Workers Hired – Three new direct care workers have been
- 3 hired. The need for direct care workers is growing.
- 4 ▪ Direct Care Work Force Ongoing Challenge – The agency expects direct
- 5 care workforce issues to continue. It is working diligently to make sure
- 6 that this is a great place to work – regarding training, wage, benefits, etc.
- 7 ○ Program Spotlight!
- 8 ▪ Boomers and Seniors Expo
- 9 • D. Wishart noted that the agency had the opportunity to add some
- 10 enhancements at the Boomers and Seniors Expo that was held at the
- 11 Sportsplex last week. The agency added a speakers’ bureau, which
- 12 went very well. Also new was a series of activities sessions where
- 13 participants could either observe or participate in spin biking, yoga, the
- 14 agency’s Life is a Balancing Act program, cardio drumming, pickle
- 15 ball, tai chi, Aquafit, and the agency’s Young at Heart program. They
- 16 were very well received.
- 17 • The work that D. Gehman does on the agency’s Community Resource
- 18 Directory was incorporated this year in a Resource Guide that was
- 19 distributed at the expo.
- 20 • J. Mathis asked if the agency received any feedback regarding the
- 21 Expo. D. Wishart shared that there was an expo survey that she would
- 22 try to obtain.
- 23 • J. Mathis also asked if the agency received feedback from people
- 24 attending the expo, but who were not being reached with our services.
- 25 D. Wishart noted that this type of feedback might best be addressed
- 26 through a community needs assessment. She outlined the research
- 27 studies that E. Godek, the agency’s researcher, is currently working on
- 28 and noted that the agency’s grant-funded programs require periodic
- 29 surveys. The agency last conducted a community needs assessment
- 30 about four years ago. They are very expensive to do them properly, but
- 31 one could be done, again, if the board wishes.
- 32 • D. Gehman noted that there is much data available in MySeniorCenter,
- 33 the agency’s database, that could help determine what portion of the
- 34 population the agency is serving. Discussion followed.
- 35 ▪ Senior Project FRESH – This year, the agency had capacity to serve 280
- 36 clients and served 263. Forty-three of those were new to the program. Full
- 37 reporting back from the state is soon expected regarding coupon
- 38 redemptions. This incentive program helps people to eat healthier, and it
- 39 helps the local farmers and the farmers markets. It is a popular program.
- 40 ▪ 2017-2018 Focus – Healthy Aging!
- 41 ○ Clients
- 42 ▪ Demographics/Multiple Generations/Diverse Needs – D. Wishart
- 43 proposed that after the Home-Delivered Meal Program survey was
- 44 finished, the agency review board member’s recently-raised questions that

1 might best be addressed through a community needs assessment. She will
2 make a proposal for one to the board. Discussion followed.

- 3 ■ Transitional Care . . . a continuing challenge – D. Wishart encouraged
4 board members to think about the challenges of transitional care. There is
5 a call at the national level to integrate health care and social services. In
6 the last few years, there has been a lot of work done on addressing the
7 need for transitional care for persons being discharged from the hospital.
8 The question is “How do they transition, utilizing community services, to
9 do this effectively?” D. Wishart has asked S. Skowronski to write two
10 case studies for the board. One is a case where transitional care worked
11 beautifully. The other is a case where there was a terrible situation with a
12 dire outcome. Discussion followed.

14 **Adjournment**

15 The September 13, 2017 Otsego County Commission on Aging Board of Directors
16 meeting was adjourned at 10:08 a.m. by M. Sanders. The next meeting is scheduled at
17 the University Center on Wednesday, October 12, 2017, at 9:00 a.m.

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19 *Eileen K. Godek*

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21 Eileen K. Godek
22 Recorder