

1  
2  
3  
4  
5  
6  
7

# OTSEGO COUNTY COMMISSION ON AGING

8  
9  
10  
11  
12

## BOARD OF DIRECTORS MEETING MINUTES Wednesday, April 8, 2015 University Center, Room U-105

13  
14  
15

**Attending Voting Members:** J. Thompson, M. Sanders, R. Edel, J. Duff,  
G. Mertz

16  
17  
18

**Excused Voting Members:** J. Camiller, P. Carroll, J. Mathis

19  
20  
21  
22

**Non-Voting Member:** L. Olsen, Otsego County Board of  
Commissioners

23  
24  
25  
26  
27

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

28  
29  
30  
31  
32  
33

**Guests:** Kara LaMarre, Developmental Projects  
Coordinator, Area Agency on Aging, Region 9

### Call to Order

34  
35  
36  
37  
38  
39

President Thompson called the meeting to order at 10:07 a.m. The board paused for a moment of silence. The guest, K. LaMarre was welcomed. The meeting achieved quorum at 10:10 a.m.

### Agenda

A request for a motion to approve the Consent Agenda was made by J. Thompson.

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

### Open Forum

Nothing was reported.

### President's Report

The president, J. Thompson, did not present a report.

# **Vice President's Report**

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

# **Treasurer's Report**

The treasurer, J. Camiller, did not present a report. D. Wishart noted that J. Camiller continues to be very helpful with his review of financial statements and help with preparations for meetings.

# **Secretary's Report**

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

- A letter from a medical transport client noting her appreciation for the good service she received from her volunteer driver.
- A letter from a homemaking client noting her appreciation for the good service she received from her OCCOA service provider.
- A thank you letter from Otsego Memorial Hospital for a donation they received from the OCCOA.
- A thank you letter from the Otsego County Community Foundation for the OCCOA's investment with the foundation.

# **NEMCSA Reports**

- NEMCSA Board Information – No report was presented.
- AAA Region 9 – The Regional Council Member, J. Mathis, did not present a report
- AAA Staff Report – K. LaMarre briefly reported the following:
  - Their March meeting was canceled. They are waiting for information on budgets and the area plan for the grants application process. Once this is received, turnaround time will be tight – two weeks.

# **Management Team Updates**

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

- Client Updates
  - Donations – In looking at the actual vs. budgeted donations line item, the agency is doing quite well. This is in response to the agency's efforts to talk with clients about suggested donations, which is allowable under the operating standards.
- Staff Updates
  - Leadership Otsego County/MSW – Sarah Skowronski will graduate from Leadership Otsego County in June. Her participation in this program has benefited the agency as she has made a lot of meaningful connections with other colleagues in the community. This spring, Skowronski will also be

1 entering MSU's MSW Combined program, which was developed by Dr. Paul  
2 Freddolino.

3 • Program Updates

4 ○ Volunteer Tax Assistance Program

- 5 ■ The agency's VITA program had an IRS site review – an audit of sorts,  
6 while E. Godek, the VITA site coordinator, was at the National Aging  
7 Conference. The really good news is that she had everything prepared,  
8 organized and available ahead of time. The review went perfectly and the  
9 IRS was very impressed with everything that Godek had put together, as  
10 well as the thorough job the volunteers are doing.  
11 ■ E. Godek noted that there are three remaining clinics scheduled between  
12 tomorrow and next Tuesday. The agency has received well over 250 calls  
13 and has scheduled over 200 appointments.

14 ○ Tiger Outings – Three Tiger trips are scheduled this summer, including the  
15 last home game. These are opportunities for social engagement and very  
16 popular. The price is a great deal at \$85 per trip and includes transportation,  
17 the game ticket, a Comerica Park food voucher, as well as a box lunch and  
18 snacks.

19 ○ Senior Project FRESH (SPF)

- 20 ■ D. Wishart recently met with the Downtown Development Authority  
21 (DDA) and Jamie Newhouse Korona, the market manager for the Gaylord  
22 Farmers Market, to provide some information about SPF. D. Wishart  
23 proposed that the agency collaborate with them with help from the  
24 OCCOA Accounting Department. This will help the program to go  
25 forward. Jamie will still manage the market, interact with farmers, collect  
26 the coupons, and keep track of what is owed to the farmers.  
27 ■ SPF has grown over the past ten years. In 2005, 35 booklets were  
28 distributed to older adult residents. In 2014, 304 booklets were  
29 distributed.  
30 ■ The OCCOA is working closely with the state of Michigan to secure  
31 funding for this program. Last year, the state funded a third of the cost of  
32 SPF. The remainder was funded through local donations. One of the  
33 program's corporate funders will not be in a position to help fund SPF this  
34 year, so replacing their financial assistance will be critical. The agency  
35 will continue to accept donations from local businesses and individuals.

36 ○ Elder Abuse Series

- 37 ■ This five-week program is funded in part by a AAA grant. The meetings  
38 are scheduled from 9 a.m. to 11 a.m. at the University Center at Gaylord  
39 and will run every Wednesday, from May 6 through June 3, 2015. The  
40 series is targeted towards the agency's professional colleagues, as well as  
41 the general public, and leads up to National Elder Abuse Day, scheduled  
42 on June 15<sup>th</sup>.  
43 ■ Judy Doan, representing Community Mediation, will provide a five-  
44 minute information session before each meeting about the resources that  
45 they offer in our community. Discussion followed.

- 1           ○ Resource Directory – D. Gehman highlighted the agency’s new Community  
2 Resource Directory, which contains a listing and contact information for  
3 resources that are of interest to older adults and their caregivers. The  
4 directory can be found on the agency’s website on the Community Resource  
5 Directory page and is periodically updated. The agency does not endorse any  
6 particular resource listed, and a disclaimer to this effect is included on every  
7 page of the directory. Discussion followed.
- 8           ○ BeBloomin
  - 9           ▪ Users – D. Wishart noted that the program is “going viral” across the  
10 nation and that users are having fun and learning to use BeBloomin. User  
11 and volunteer training sessions have been full and are going well. Two  
12 BeBloomin training sessions will be held twice month for the next two  
13 months – one on the first Tuesday for the agency’s Computer Club  
14 members and one on the fourth Tuesday for all other BeBloomin users.
  - 15           ▪ Face-to-Face function – The agency will be helping BeBloomin test a new  
16 face-to-face website video chat button. Once this is added to our website,  
17 anyone, not just BeBloomin users, will be able to contact us and receive  
18 face-to-face customer service from our staff.
- 19           ○ Potential Call Center – In the long term, BeBloomin may need another video  
20 call center. We are still in line to be considered for one of these centers and  
21 will keep this opportunity alive through the work we do.
- 22           ○ Community Partners - Meanwhile, the 14 community partners have been  
23 installing their video cameras for live video streaming. Most have completed  
24 the initial setup and are now working on the administration functions that  
25 will allow them to live stream from their facilities.
- 26       ● Agency Updates
  - 27           ○ Budget Adjustment
    - 28           ▪ The agency’s actual raw foods line item is currently running much higher  
29 than budgeted and is anticipated to remain much higher than budgeted at  
30 the close of the fiscal year.
    - 31           ▪ D. Gehman ran through a graph that showed the meal counts for the  
32 agency’s two congregate meal sites and the two dining out sites. Meals  
33 have been holding steady at the Johannesburg Meal Site and the Mill  
34 Street Diner dining out program. Dining out meals at BJ’s increased  
35 dramatically when the program started last year and then leveled off.
    - 36           ▪ After dropping off the past two years, as was expected, in correlation with  
37 nationwide trends, the Gaylord Meal Site’s congregate meals meals are  
38 now trending upward for some unanticipated, unknown reason(s). The  
39 meal program coordinator has made various adjustments to hold costs in  
40 line, but raw food costs continue to rise and more people are attending the  
41 meals.
    - 42           ▪ Luckily, the overage may be offset, partially or fully, by other line items,  
43 which are running under budget. An update will be provided at the June  
44 10, 2015 board meeting with any necessary budget adjustment  
45 recommendations at that time. Discussion followed.

- 1 ○ Board Membership – D. Wishart continues to work with the Nominating  
2 Committee to recruit a person with financial planning expertise to serve on  
3 the OCCOA Board of Directors.
- 4 ○ Community Foundation – D. Wishart met with Dave Hallenberg from  
5 TreeTops regarding the work that the resort does with the Otsego County  
6 Community Foundation and the possibility of earmarking some foundation  
7 funds for elder services.
- 8 ○ Public Policy – D. Wishart highlighted her April 7<sup>th</sup> Prime Times column,  
9 which provides information on the Older Americans Act, Older Americans  
10 Month, and Older Michigianians Day. In addition, the AAA puts out some  
11 public policy reports from their point of view. These are available through  
12 her for those who wish to do some public policy advocacy work, by  
13 contacting government leaders on behalf of supporting Older Americans Act  
14 funding or other state funding.
- 15 ○ “Best Practices” Conference – The agency will present on the  
16 OCCOA/BeBloomin pilot program at the May 7<sup>th</sup> conference, which has a bit  
17 of a focus on technology.
- 18 ○ Other – Patricia Osburn, the district manager, soil erosion officer, and native  
19 plant nursery manager, from the Otsego Conservation District requested a  
20 letter of support from the OCCOA for a grant that she is writing to the  
21 Michigan Department of Natural Resources Trust Fund. The grant will  
22 support the construction of a 40’ x 60’ building that will include a 20’ x 30’  
23 nature center, an ADA bathroom, and storage for the equipment that is used  
24 to maintain the Otsego County Demonstration Garden. D. Wishart wrote a  
25 letter of support highlighting the benefit to our clients and how this is one  
26 more facility and opportunity for programming that will make our  
27 community elder friendly. Discussion followed.

28  
29 *A motion was made by M. Sanders and seconded by R. Edel, to approve*  
30 *D. Wishart’s letter of support for the grant that Otsego Conservation District*  
31 *Manager Patricia Osburn is writing to the Michigan Department of Natural*  
32 *Resources Trust Fund, which is intended to support the construction of a 40’ x 60’*  
33 *building that will include a 20’ x 30’ nature center, an ADA bathroom, and storage*  
34 *for the equipment that is used to maintain the Otsego County Demonstration*  
35 *Garden. Motion carried.*  
36

## 37 Other Discussion

- 38 ● J. Duff provided an update on the establishment of a required city ballot for the  
39 approval of the Streetscape Project. Discussion followed.
- 40 ● J. Duff provided an update on the city’s spring cleanup dates. It will take place  
41 on Saturday, May 9, 2015 (Mother’s Day weekend). There will be no electronics  
42 recycling this year, though residents may set their electronics out with their  
43 spring cleanup items.

- 1       • L. Olsen provided an informal update on the County’s recycling program.  
2       Because of its success, a request for a tax increase is likely.
- 3       • G. Mertz provided an update on his efforts and progress to make good on his  
4       campaign promise to revamp the court’s jury selection and notification process  
5       so that it is more efficient. He is currently considering a web-based platform that  
6       several other communities are successfully using. The randomized jury selection  
7       process is also expected to be improved with this platform. Discussion followed.  
8

## 9       **Adjournment**

10  
11       The April 8, 2015 Otsego County Commission on Aging Board of Directors meeting  
12       was adjourned at 11:03 a.m. by J. Thompson. The next meeting is scheduled on June  
13       10, 2015, at the University Center at 10 a.m.

14  
15       *Eileen K. Godek*

16  
17       Eileen K. Godek  
18       Recorder