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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, June 14, 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, C. Messina,

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Excused Voting Member: R. Smith

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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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Guest: Liz Kowalski, Special Projects
Coordinator, Region 9 Area Agency on Aging

Call to Order

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- The president, M. Sanders, called the meeting to order at 9:07 a.m. A quorum was present.
 - D. Wishart introduced Special Projects Coordinator Liz Kowalski, from the Region 9 Area Agency on Aging. Kowalski replaces K. LaMarre, who recently retired. She provided a brief bio. Her background is in case management and emergency management. Afterwards, all in attendance introduced themselves.

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 by R. Edel and seconded by G. Mertz to approve the Consent Agenda. Motion carried.

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:

- Announcement of County Administrator Change – Otsego County Administrator John Burt has resigned to take a new position in Groton, Connecticut. Rachel Frisch has been appointed as the new county administrator. Board members were invited to attend a farewell gathering for Burt that is scheduled at the Hayes Township Hall on Monday, June 19, at 5:30 p.m.

Vice President's Report

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

- Legal Assistance Program
 - Attorneys Ron Kirkpatrick and Kevin Hesselink volunteered for the OCCOA's former Legal Assistance Program and have agreed to continue in the new program. They will commit two hours per month, each. Feedback is pending from two others he invited to consider the program.
 - He has been working on establishing the parameters for the program. This has included researching legal assistance provided by other similar agencies. By and large, the OCCOA's past program of allowing older adults to connect with an attorney for free legal assistance is pretty unique. This will allow the agency to design the new program as desired.
 - D. Wishart added that the draft brochures would be updated once the parameters are finalized. Participating attorneys would have the opportunity to have their names listed.

Treasurer's Report

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

- The cash balance, as of April 30, 2017
- Actual revenues and expenses, as of April 30, 2017, compared to the budget
- Actual revenues and expenses, as of April 30, 2017, compared to the prior year's actual revenues and expenses
- Expectations – the agency is where it should be for seven months into its fiscal year.

Secretary's Report

The secretary, R. Edel, briefly reported the following:

- Although he had no correspondence to share in the meeting, he called to mind that which had been included in the board packets.
- M. Sanders detailed that a client had sent a very nice letter of appreciation for help he and his sister had received from John Panci and Sarah Skowronski in the

1 Advocacy Department on behalf of their father. M. Sanders also praised the
2 professional letter in response that D. Wishart sent to the client. Both letters
3 were forwarded to the Otsego County administrative office to highlight the
4 importance of the agency’s work.
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6 **Aging and Adult Services—Network Reports to** 7 **the Board**

- 8 • News from AASA (Aging and Adult Services on Aging) – D. Wishart
 - 9 ○ Richard Kline is the new senior deputy director, Scott Wamsley is the new
10 deputy director, and Phil Lewis is the public affairs specialist.
 - 11 ○ The federal government has released funding through September 30, 2017.
 - 12 ○ AASA and the state commission are strengthening their efforts regarding
13 advocacy.
 - 14 ○ Older Michiganians Day went very well. She was able to visit with several
15 representatives.
 - 16 ○ The State Advisory Council, a group of 40 volunteers from across the state,
17 will be meeting tomorrow. They will present ideas for additional advocacy
18 efforts.
 - 19 ○ The Michigan Commission on Services to the Aging has scheduled public
20 hearings on June 16th in Flint, on July 21st in Iron Mountain, and in Alpena
21 on October 20th.
- 22 • Region 9 Area Agency on Aging (AAA) Information – L. Kowalski
 - 23 ○ The federal funds mentioned earlier by D. Wishart are expected to be
24 released through the Area Agency on Aging Region 9 next week.
 - 25 ○ The Region 9 AAA has received the requests for proposals and will be
26 starting the review process on June 16th.
 - 27 ○ D. Wishart noted that in the past the Region 9 AAA has sometimes had
28 unused Title III-D Evidence-Based Disease Prevention funds available for
29 distribution at the end of a program year. In anticipation, the OCCOA has
30 sent a letter to the Region 9 AAA requesting consideration for some of any
31 remaining funds to be used for the agency’s Healthy Moves Program. This
32 program provides 15 minutes of guided exercise to the agency’s most-frail
33 clients by the agency’s service providers when they are in the clients’ homes
34 to provide other services.
- 35 • Region 9 Area Agency on Aging Regional Council – J. Mathis
 - 36 ○ Legal Services are meeting on June 17th in Cheboygan.
 - 37 ○ Personal commitments have prevented him from attending recent meetings
38 and may necessitate changes in his involvement on this council.
 - 39 ○ D. Wishart and M. Sanders thanked J. Mathis for serving on the council.
 - 40 ○ D. Wishart noted that the agency is allowed two representatives to serve on
41 the council. J. Mathis noted that having another representative with which to
42 take turns in attending meetings would be very helpful and ensure agency
43 representation.

OCCOA Management Team Reports to the Board

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

- Agency Updates
 - General
 - General and In-Home Service Grantor Assessment and Feedback – D. Wishart noted that board members had received a copy in their board packets.
 - Community-Based Waiver Monitoring Visit – D. Wishart shared that this report and her response letter had also been included in the board packets. She added that although the agency doesn't have many waiver clients, these clients, waiver service, and funding are important to the agency.
 - Fiscal and Programmatic Assessment – D. Wishart noted that this came through with no findings. A copy was included in the board packets.
 - D. Wishart shared that assessments are standard operating procedure and that they happen every year. The Region 9 AAA is required to do them to ensure operating standards are met and that quality programs and services are being provided.
 - Grants:
 - Merit – Title III E, and Evidence-Based Disease Prevention – D. Wishart noted that the agency's grants have been submitted to the Region 9 AAA. These grants will help cover adult day services, family caregiving efforts, and evidence-based programs.
 - The awards for these grants are expected in August. The agency is currently working on its upcoming fiscal year budget and will need to predict what it may receive. Minor adjustments to the final budget may be needed.
 - D. Wishart thanked D. Gehman and A. Mayer for their work on the grants.
 - Budget
 - Current Budget – Deficit and Cost Savings – The agency is working very hard on cost containment and savings on the current budget.
 - New Budget Preparation – As previously mentioned, work on the 2017/2018 FY draft of the budget has begun. It is due to the county by Sep. 1, 2017.

D. Wishart has alerted R. Frisch that the county will be looking at it before the OCCOA board has had the opportunity to approve it. Frisch is fine that it will be sent to her as a draft. The county requires that the agency present a balanced budget.
 - D. Wishart reflected that the OCCOA is a human services agency. The management team is very proud of the 35-member staff and the 35 meaningful employment opportunities they represent.

- 1 ▪ Personnel Policy Handbook – D. Gehman shared recent changes:
 - 2 • A new section was added on personal cell phone use at work.
 - 3 • Another section was added regarding safety and domestic situations
 - 4 and bringing them to work.
 - 5 • Some minor language changes were made, including on the whistle-
 - 6 blower policy.
 - 7 • D. Wishart noted that next steps would be notifying the staff about the
 - 8 changes and obtaining their sign-off that they have received this
 - 9 information.

10 ○ Staff

- 11 ▪ Staff Spotlight! OCCOA Organization Chart – D. Wishart noted that it
- 12 has been updated to include volunteers. She stressed the value and
- 13 importance of the agency’s volunteers. They are a part of our team,
- 14 currently helping in almost every department and bringing over \$100,000
- 15 of value to our agency. We want to honor them in every way we can,
- 16 hence the addition to the organization chart.
- 17 ▪ New Hire – Amanda Dobrzelewski has been hired as the agency’s healthy
- 18 aging activities coordinator. This is a new title with new focus because the
- 19 federal and state governments have a focus on healthy aging, as does the
- 20 Michigan Health Endowment Fund, which is a grant opportunity for the
- 21 agency. Dobrzelewski comes to the agency as a certified therapeutic
- 22 recreation specialist.
- 23 ▪ New Hire – Marlyn Sweeney has been hired as the advocacy department
- 24 office manager and will begin next week. Sarah Skowronski will conduct
- 25 her training and has an intensive plan in place for this.
- 26 ▪ Search – Direct care workers needed – The agency is actively looking for
- 27 direct care workers. A potential candidate is expected to soon be hired.

28 ○ Program Spotlight!

- 29 ▪ Dining Out Voucher Program Update
 - 30 • D. Wishart noted that this is a model program that the agency landed
 - 31 upon years ago at a National Aging Conference. Dining Out Programs
 - 32 are trending across the nation and the agency has followed suite.
 - 33 • D. Gehman noted that the agency is still using two restaurants for the
 - 34 program: Mill Street Diner in Vanderbilt and BJ’s Restaurant in
 - 35 Gaylord. It is going very well and there has been an uptick in
 - 36 participation this spring, as there has been in the last two springs. The
 - 37 agency continues to hear from clients about how much they like this
 - 38 program.
 - 39 • D. Wishart shared that even though it’s “dining out,” it is a congregate
 - 40 meal program and must follow operating standards regarding menu
 - 41 cycles and nutrition. The funding for the Dining Out Program is
 - 42 similar to that for the congregate meals provided at the meal sites. The
 - 43 agency utilizes federal grant dollars, suggested donations from clients,
 - 44 and millage dollars to fund both programs. The Dining Out Program
 - 45 meets a generational need and provides another option for those who

1 are used to going out to eat and would like to continue to do so. It is a
2 great social opportunity.

3 • D. Wishart observed that sometimes clients first learn of the agency
4 and its other services through the Dining Out Program. Discussion
5 followed.

6 ■ Senior Project FRESH – This program is off and running. It is good for
7 older adults, local farmers, and local farmers markets. The agency has
8 distributed 156 coupon books to older adults to provide incentive for them
9 to improve their eating habits with more fruits and vegetables for healthy
10 aging. Next week, there will be a meeting at which an additional 50-60
11 older adults will be receiving coupon books and education on healthy
12 eating.

13 ■ Exploring the World of Technology! – D. Wishart shared that the most
14 recent meeting focused on cars and technology. It went very well with
15 Wagar Motors providing a lead trainer from General Motors for the
16 meeting. She encouraged board members to thank Tom Wagar and his
17 staff for this educational opportunity. It was well received by attendees.

18 ■ Focus – Healthy Aging! – D. Wishart noted that as the agency makes
19 plans for next year’s programming with A. Dobrzelewski new on board,
20 there will now be an added emphasis on providing programs that promote
21 healthy aging and asking the question, “What is good for our bodies,
22 minds, and spirituality?”, and trying to find the right balance in agency
23 programs. To be out in the community remains a goal.

24 ■ Social and Community Connections – Tiger Outings! – D. Wishart
25 shared that promoting “quality-of-life” programs continue to be
26 important. One way the agency addresses this need is through its Tiger
27 Ballgame outings to Comerica Park. Two are planned for this summer and
28 openings are still available. Board members were encouraged to help
29 promote trips.

30 ○ Clients

31 ■ Demographics/Multiple Generations/Diverse Needs – D. Wishart stressed
32 that needs are up and the agency is serving multiple generations with
33 differing needs. Programs and services need to stretch across these
34 generational needs and achieve a balance in the community.

35 ○ Other

36 ■ Website Spotlight - E. Godek presented a spotlight on the agency’s
37 website Board of Directors page. She invited members to contact her with
38 any edits to bios that are needed. Photos will also be updated as requested.
39 Godek also highlighted the links to board meeting agendas and meeting
40 minutes.

1 **Adjournment**

2 The June 14, 2017 Otsego County Commission on Aging Board of Directors meeting
3 was adjourned at 9:49 a.m. by M. Sanders. Board members posed for a new group
4 photo afterwards. The next meeting is scheduled at the University Center on
5 Wednesday, September 13, 2017, at 9:00 a.m.

6
7 *Eileen K. Godek*

8
9 Eileen K. Godek

10 Recorder