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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, December 12, 2018 University Center, Room U-105

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

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Absent Voting Members: G. Mertz, R. Edel, B. Bowen

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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
E. Godek, Research and Volunteer Coordinator
A. Mayer, Accountant and Finance Coordinator

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Guests: Brooke Mainville, Special Projects Coordinator
Region 9 Area Agency on Aging
Dan Smith, CPA, Dan Smith & Company, P.C.

Call to Order

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- The president, M. Sanders, called the meeting to order at 9:07 a.m. A quorum was not present. The board paused for a silent moment of reflection. Quorum was achieved shortly afterward when two additional board members joined the meeting.

Consent Agenda

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

A motion was made by R. Smith and seconded by C. Messina to approve the Consent Agenda. Motion carried.

Open Forum

- Nothing was reported.

President's Report

- Independent Audit Report - The president, M. Sanders, invited Dan Smith, CPA, of Dan Smith & Company, P.C., to present his report on the Otsego County

1 Commission on Aging Audited Financial Statements for the Year Ended
2 September 30, 2018. He thanked the board for the opportunity to be there and
3 briefly reported on the following:

- 4 ○ Independent Audit Report – It outlines what was done (an audit of the
5 financial statements, as well as the agency’s and auditor’s responsibilities). In
6 his opinion, the agency’s financial statements are fairly stated.
- 7 ○ Statement of Financial Position, September 30, 2018 – Total assets, total
8 liabilities, and total net revenues were reviewed. The agency has a healthy
9 cash balance and a relatively strong balance sheet.
- 10 ○ Statement of Activities for the Two Years Ended September 30, 2018 –
 - 11 ■ The most significant change from the previous year ended was the
12 addition of the Michigan Health Endowment Fund grant. He highlighted
13 that the largest expenditure from the grant was for consulting that was
14 paid to CommuO₂.
 - 15 ■ Total revenues, total expenditures, the increase in net assets, and the end-
16 of-year net assets were reviewed. It was a pretty strong year for the
17 agency.
- 18 ○ He briefly discussed results from the five-year review he does on the
19 agency’s Statement of Activities.
- 20 ○ In conclusion, he noted that the most important suggestion he could make is
21 to review the internal control procedures that are in place. These should be
22 reviewed from time to time. The agency’s control procedures have not been
23 reviewed in four to five years. This review should include him, D. Wishart,
24 some of the staff, and maybe a board member. He has spoken to D. Wishart
25 and J. Camiller, who are both in support of such a review. He noted that
26 healthy changes usually come out of such reviews and will help keep good
27 controls in place.
- 28 ○ D. Wishart noted that M. Sanders, in the meantime, has been reviewing
29 postings over the past few weeks, as an additional “set of eyes.”
- 30 ○ D. Smith noted that he is very happy with the agency. A. Mayer, N. Hunt,
31 under D. Wishart’s tutelage, work together and do a super job.
- 32 ○ D. Wishart noted her appreciation for D. Smith’s professionalism and the
33 added value of his doing independent audits for other Commissions on
34 Aging.

35
36 **Action:** D. Wishart will schedule a meeting for February 2019 with D. Smith,
37 J. Camiller, and some agency staff members to review the agency’s current
38 internal controls.
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41 *A motion was made by J. Mathis and seconded by C. Messina to accept the Otsego*
42 *County Commission on Aging Audited Financial Statements for the Year Ended*
43 *September 30, 2018. Motion carried.*
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1 • Information

- 2 ○ M. Sanders noted that since the last board meeting [September 12, 2018],
3 OCCOA Director D. Gehman has resigned. In a recent conversation with
4 D. Wishart, she was informed that this has necessitated some reorganization
5 of duties and responsibilities. Several staff members have willingly stepped
6 up to take on responsibilities to keep things running smoothly. There are no
7 current concerns and everything is running very nicely.
- 8 ○ M. Sanders noted that rather than for the agency to rush in to fill the vacant
9 position, now is the time to step back and analyze where everything is going,
10 review the accomplishments that have been made over the last five years, and
11 determine a transition plan for the agency for the next three to five years.
- 12 ○ M. Sanders noted she will continue to review financial information each
13 week.
- 14 ○ She also noted her support for the earlier request by D. Smith to schedule a
15 meeting in February to step back and analyze how everything is going. She
16 requested that special attention first be given to primary controls.
- 17 ○ She voiced the need to also review some of the board's committees. There is
18 a Building and Grounds Committee that will be called to meet. The agency
19 has needed additional space for the past ten years.
- 20 ○ A Personnel Committee may also be formed if there is found to be a need for
21 one. She noted her pride in D. Wishart and the OCCOA staff.
- 22

23 **Vice President's Report**

- 24 • The vice president, G. Mertz, did not present a report.
- 25

26 **Treasurer's Report**

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

- 28 • He noted that the board members received financial reports for the last two
29 months of the past fiscal year, as well as for October. He reviewed the following
30 financial reports for October, which is the first month in the agency's new fiscal
31 year:
- 32 ○ The actual revenues and expenses, as of October 31, 2018, compared to the
33 budget. He had no concerns with revenues and the agency is on budget for
34 expenses.
- 35 ○ The agency's cash with the county as of October 31, 2018. Nothing is
36 trending negatively.
- 37 ○ M. Sanders noted that signature cards with Chemical Bank will need to be
38 updated. M. Sanders volunteered, for the time being, to become one of the
39 signers. She requested a motion to remove Dale Gehman from the agency's
40 various accounts at Chemical Bank and the agency's signature cards and to
41 add her.
- 42 ○ D. Wishart mentioned that J. Camiller is also a signer, which provides good
43 backup when board members are busy.

1 *A motion was made by C. Messina and seconded by R. Smith to approve the removal*
2 *of Dale Gehman from the various agency accounts at Chemical Bank and the*
3 *agency's signature cards and to add Mary Sanders. Motion carried.*
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5 **Secretary's Report**

- 6 • D. Wishart shared on behalf of R. Edelman the following correspondence:
 - 7 ○ A thank-you note from a client for the special services the agency provides
8 ○ A thank-you note from a client for help received from the agency when it
9 ○ A thank-you note from a client for help received from the agency when it10 ○ A thank-you note from a client for help received from the agency when it11 ○ A thank-you note from a client for help received from the agency when it12 ○ A thank-you note from a client for help received from the agency when it13 ○ A thank-you note from a client for help received from the agency when it14 ○ A thank-you note from a client for help received from the agency when it15 ○ A thank-you note from a client for help received from the agency when it16 ○ A thank-you note from a client for help received from the agency when it17 ○ A thank-you note from a client for help received from the agency when it

18 **Aging and Adult Services (AASA) – Network** 19 **Reports to the Board**

- 20 • News from the Aging and Adult Services Agency – AASA – D. Wishart briefly
21 reported the following:
 - 22 ○ D. Wishart is currently working as a public servant under the appointment of
23 ○ Governor Rick Snyder for the Michigan Aging and Adult Services Agency.
24 ○ She recently had the privilege of working with the transition team in the25 ○ governor's office. This has allowed her to voice her concerns on behalf of the26 ○ State Commission and to bring some insight from a local standpoint.27 ○ Four important legislative priorities that are being supported by the State28 ○ Commission on Aging and its Advocacy Committee have been pointed out to29 ○ the transition team, in particular, to the governor elect. These include30 ○ transportation concerns for older adults, continued concerns for elder abuse31 ○ issues, the waiting lists for in-home services and meal programs, and32 ○ concerns for the direct care workforce.
- 33 • AAA (Area Agency on Aging) Region 9 - The regional council member,
34 J. Mathis, briefly presented the following:
 - 35 ○ He serves on the Legal Services Committee for this council. There are
36 ○ concerns over investment groups coming in from the Chicago area who are
- 37 ○ buying up a lot of property along the Lake Michigan shoreline. They are38 ○ buying senior retirement communities and then raising the rents. Afterward,39 ○ when no one can afford to live there, these groups are turning the property40 ○ into resorts. This is illegal. D. Wishart noted that she will bring this issue to41 ○ the attention of the Michigan State Commission on Aging.

- 1 • AAA (Area Agency on Aging) Staff Report – B. Mainville noted that she
2 recently attended the Area Agency on Aging Region 9 and Regional Area
3 Council meetings. She briefly reported the following:
 - 4 ○ NEMCSA’s stance on the new marijuana law follows the federal guidelines.
5 The agency will retain its zero-tolerance policy.
 - 6 ○ Free opioid crisis training programs are available for in-home service
7 workers and COA (Commission on Aging) staff. Training will outline
8 overdose symptoms to watch for. Attendees will have the opportunity to
9 leave the meeting with free Narcan kits to take with them for their work. She
10 noted that older adults can overdose when they forget that they took their
11 medicine and then take it again.
 - 12 ○ All kinship funds have been used for the first quarter. The AAA is awaiting
13 funds for the second quarter. There are currently six families on the waiting
14 list, so the second quarter funds will soon be gone. She encouraged the
15 agency to continue to apply for these funds. D. Wishart noted that the agency
16 receives contracted funds and has received its first-quarter funds. It has used
17 purchase-of-service funds in previous years. The agency has a great number
18 of grandparents raising grandchildren with many having critical needs.
19 Applications are waiting for second-quarter funds to be received.
20 B. Mainville noted that the agency can always upfront the funds to
21 grandparents, if it wishes, as the AAA can be relied on for the funds.
 - 22 ○ The AAA is in its third year of the Developing Dementia Dexterity grant.
23 One service it funds is the Dementia Consultation Program, which allows her
24 to go into the home three times over a two-month period to provide the
25 caregiver and the person with dementia with individualized resources.
26 Referrals to her are welcome.
 - 27 ○ B. Mainville noted that she will be presenting to the OCCOA staff in
28 February on the Dementia Consultation Program. She will also do a
29 presentation on brain health. D. Wishart noted that OCCOA Healthy Aging
30 Activities Coordinator Amanda Dobrzelewski, CTRS, is working on the
31 agency’s Reminiscence Program and will be incorporating more brain health
32 components. B. Mainville’s presentation is expected to be quite helpful.
 - 33 ○ B. Mainville will be doing the Powerful Tools for Caregivers Program at the
34 Otsego County Library with MSU Extension. This will not conflict with
35 Creating Confident Caregivers, as it is targeted at all caregivers with a focus
36 on selfcare. Discussion followed.

38 Management Team Updates

39 D. Wishart briefly reported the following:

- 40 • Budget
 - 41 ○ A copy of the 2018/2019 FY Budget was included in the board packets. Both
42 the budget and programs are in place and proceeding as planned.
 - 43 ○ Donations – Memorial donations are an important part of the agency’s
44 revenue source that staff are working on frequently. A four-year comparison

1 on memorial donations was included in board packets. Wonderful
2 acknowledgements and support are received from both local funeral homes in
3 encouraging families to consider the agency for memorial donations.

4 • Grants

5 ○ Michigan Health Endowment Fund –

- 6 ■ The agency is entering year two for this grant and recently submitted its
7 annual report. It was very well received and funds for the second year
8 were recently received and deposited. This will allow the extension of
9 contract payments and continuing work on the project, which is being
10 staged in Otsego County, Traverse City and, soon, Flint. Many
11 organizations are already signed on in Otsego County, including the
12 University Center at Gaylord, the Otsego County Library, the Historical
13 Society, two churches, two funeral homes, the OCCOA, Yoga 45, the
14 Gaylord Area Council for the Arts, and an elder law attorney, Todd
15 Balkema. The next step will be to add additional professional services, as
16 well as retail and healthcare establishments.
- 17 ■ In Otsego County, 211 of Northeast Michigan, which is an information-
18 based service, will be the first 211 service in the state to be adding video
19 call capability. Keith Moore and his staff will be equipped and trained to
20 begin video calls for 211 through CommunO₂.
- 21 ■ Additional grant opportunities will be available through the Michigan
22 Health Endowment Fund for different programs.

23 ○ Administration on Community Living - D. Wishart noted that this grant was
24 submitted by the agency, but not awarded. However, there was wonderful
25 feedback and acknowledgement. There is a potential for future opportunities.

26 ○ DTE –

- 27 ■ The OCCOA received \$1,500 for holiday meals from DTE. They will also
28 be sending gifts to the agency for distribution to clients next Tuesday. The
29 money that they sent to the agency was well spent and helped fund the
30 agency's Christmas Luncheon that was held yesterday. The dining room
31 was at capacity and included music by The Reflections and the Harmony
32 Meisters, assistance by a wonderful team of volunteers, prize raffles, and
33 lots of fun. It was a beautiful day. D. Wishart voiced her appreciation for
34 the financial assistance from DTE.
- 35 ■ DTE is part of the Gatekeep Program in Michigan. In April, the State
36 Commission on Aging will be honoring DTE and Consumers Energy for
37 the work they do in the field. When their staff are working in
38 neighborhoods and notice that an elder is struggling in some way, such as
39 with elder abuse, including self-abuse, they take action.

40 • Staff

- 41 ○ Resignations - In addition to D. Gehman's resignation, there was a
42 resignation by an Advocacy Department counselor. Fortunately, another
43 Advocacy counselor had been recently hired, so the department was able to
44 serve all its appointments during Open Enrollment. The agency will look at

1 the KMG grant, which partially funded the vacant position, and will continue
2 to work on this.

- 3 ○ Retirement – Meal Program Coordinator Suzanne Bannister will be retiring
4 next week after 19 years of service. Wanda Cherwinski will step into that
5 coordinator role. An additional staff member was hired to support her. Board
6 members are invited to attend S. Bannister’s retirement celebration next
7 Thursday, December 20, at the Gaylord Meal Site at 10:30 a.m. The function
8 will include a presentation of a certificate to S. Bannister.

- 9 ● Programs

- 10 ○ Walk Michigan - This program continues three days a week, and is proving
11 to have beneficial, healthy outcomes. Older adults are getting outside and
12 walking in the county parks and at the Sportsplex. They recently had fun
13 playing line tag at the Community Center.
- 14 ○ Chair Yoga – This yoga program for older adults continues in a partnership
15 with Yoga 45. It will eventually be live-streamed through CommunO₂.
- 16 ○ Matter of Balance – Classes are at capacity. Normally there are twelve
17 people in one class. This last quarter, however, 24 people signed up so two
18 classes of 12 were provided.
- 19 ○ Creating Confident Caregivers – Classes are at capacity.
- 20 ○ History Matters – The agency continues to support the efforts of this project
21 offered by the Historical Society. This is a wonderful chance for reminiscing
22 and honoring the history of the community.
- 23 ○ Cancer & Friends Support Group – The agency is collaborating with this
24 group. Meetings are held at the Trinity Lutheran Church and open to
25 everyone. This group has patterned itself after the agency’s support groups
26 by including education, information, different topics, as well as great
27 camaraderie and peer support.
- 28 ○ The OCCOA currently provides 40 programs and services. The wide variety
29 allows the agency to provide person-centered care for people with different
30 needs and interests.

- 31 ● Clients

- 32 ○ The OCCOA is running into more longevity which comes with more
33 opportunity to help the older generations. The agency is also seeing more
34 chronic conditions in younger older adults, such as COPD and diabetes.
35 Their conditions have caused them to need services sooner than anticipated
36 and has meant that the agency has had to diversify its programs and services
37 to meet their needs.

39 Other Items of Business

- 40 ● D. Wishart noted that the Otsego County Commission on Aging is an agency to
41 be proud of. Staff are doing stellar work.
- 42 ● D. Wishart mentioned that the agency will be looking for the election of officers
43 at the annual meeting in February 2019. There will also be reports by Otsego

1 County United Way Executive Director Keith Moore and Otsego County
2 Community Foundation Executive Director Dana Bensinger.

- 3 • M. Sanders thanked board members for attending the meeting and taking time to
4 serve on the board.

6 **Adjournment**

7 The December 12, 2018 Otsego County Commission on Aging Board of Directors
8 meeting was adjourned at 9:55 a.m. by M. Sanders. The next meeting is scheduled at
9 the University Center on Wednesday, February 13, 2019, at 9 a.m.

10
11 *Eileen K. Godek*

12
13 Eileen K. Godek
14 Recorder