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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, June 12, 2019 University Center, Room U-105

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

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**Excused Voting Members:** J. Camiller, R. Smith

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**Absent Voting Members:** G. Mertz, B. Bowen

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

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

### Call to Order

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- The president, Mary Sanders, called the meeting to order at 9:12 a.m. and welcomed those in attendance. A quorum was present.

### 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 C. Messina 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

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The president, Mary Sanders, briefly presented the following:

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- The agency is doing well and gearing up for the millage vote on August 6, 2019.

## **Vice President's Report**

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

## **Treasurer's Report**

The treasurer, James Camiller, did not present a report.

- M. Sanders noted that financial reports were included in the board packets and that any questions could be fielded by A. Mayer. None were voiced.
- D. Wishart shared that the agency is developing its budget for FY 2019/2020. By the time the September board meeting rolls around, outcomes of both the millage and grant awards will be known. Board attendance at the September 11, 2019 meeting will be critical in moving the budget forward.

## **Secretary's Report**

The secretary, R. Edel, noted that D. Wishart would share correspondence later in the meeting.

## **AASA Network Reports to the Board**

- News from the Aging & Adult Services Agency (AASA) – Dona Wishart
  - There is a lot of transition at the state level. There is a new governor and a new director at the Department of Health and Human Services. There is also a new senior deputy director at the Aging & Adult Services Agency. It will take a little time before everyone settles into their new positions.
  - The Area Agencies on Aging (AAAs), including Region 9 AAA, are actively putting their multi-year plans (MYPs) together. These will be presented to the Michigan Commission on Services to the Aging in August and September. The OCCOA has submitted its grant applications to the Region 9 AAA in response to their MYP service goals.
  - D. Wishart shared her experiences at Older Michigianians Day. She presented the Senior Volunteer of the Year award. The platform work at this event addressed transportation, the direct care workforce, elder abuse, and access to services, along with a dementia care plan for the state of Michigan.
- Region 9 Area Agency on Aging Region Council – Jim Mathis noted that he attended a recent meeting. There was nothing of note to report. D. Wishart thanked him for continuing to serve on the council. She noted that there is a second position open on the council.
- Region 9 Area on Aging Information – No report was presented.
  - D. Wishart shared that the OCCOA is in the midst of its annual assessments by the Region 9 AAA for programs and services. They include those for in-home services, home-delivered meals, and congregate meals. The general assessment is coming up.

- 1           ○ D. Wishart noted that it has been a longstanding tradition for the OCCOA to
- 2           host the Region 9 AAA Gordon Food Service Show. It is schedule for June
- 3           25, 2019. Discussion followed.
- 4           ● Other – Senior Project FRESH (SPF) is underway. The state was able to supply
- 5           the OCCOA with additional vouchers. SPF is a program that is good for people,
- 6           local farmers, local farmers markets, and the community. SPF is a voucher
- 7           program that provides \$20 in two-dollar vouchers to each participant. The intent
- 8           is to change eating habits to encourage nutritional intake for healthy aging. The
- 9           agency expects to serve 280 participants. Discussion followed.

## 11           **OCCOA Executive Director Report**

- 13           ● **Agency Updates**

- 14           ○ Otsego County Component Unit Report – D. Wishart recently presented this
- 15           required annual report to the Otsego County Board of Commissioners. She
- 16           presented thumbnail sketches of the OCCOA’s programs and services.
- 17           ○ Millage proposal – Vote Date: August 6<sup>th</sup> - D. Wishart reminded board
- 18           members that they received the ballot language in their board packets. She
- 19           needs their help by reaching out to their networks to remind people to vote.
- 20           Yard signs, pins, and poll cards will soon be available to help spread the
- 21           reminder to vote. She reminded board members that they cannot tell people
- 22           how to vote, but they can remind them to vote. D. Wishart will be speaking at
- 23           the Township Association Meeting in July, as one of the OCCOA’s public
- 24           information sessions. The agency’s staff will also help spread the word about
- 25           the millage. There are four proposals on the ballot: Gaylord Community
- 26           Schools, the Otsego County Sportsplex, the Otsego County Bus System, and
- 27           the Otsego County Commission on Aging. Discussion followed.
- 28           ○ Grants
- 29           ▪ Michigan Health Endowment Fund
- 30           ● Quarterly Report – The Michigan Health Endowment Fund (HF)
- 31           ○ This grant is coming along nicely. CommunO<sub>2</sub> was recently
- 32           highlighted in a statewide report on technology. The article from
- 33           the report was included in the board packets. There is still a lot of
- 34           work to do, but it is coming along nicely.
- 35           ○ In July, our partners at MSU will begin their evaluation of the
- 36           CommunO<sub>2</sub> platform and the HF program. We look forward to
- 37           working with our MSU research partners.
- 38           ○ Board members were encouraged to download the CommunO<sub>2</sub> app
- 39           from the Android and Apple Stores on their tablets and/or phones
- 40           and to participate in the MSU evaluation process. The platform will
- 41           be ever evolving. It is up and running in a production version.

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- Concept Papers – New Submissions – D. Wishart noted that the HF grant is our first through the foundation. The Michigan Health Endowment Fund is a strong agency across Michigan and encourages partnerships among grantees. The agency will be involved in some partnerships next year that may include: 1.) A replication of the current CommunO<sub>2</sub> program, 2.) A one-year planning grant, 3.) A collaboration with United Way’s 211 service, 4.) A collaboration with RSVP to develop a new volunteer program through technology for caregivers.
  - Otsego Community Foundation Grant Awards
    - 65 Candles – D. Wishart presented an overview and updates on this new five-week educational series and the grant that was received through the Otsego Community Foundation to fund it. D. Wishart requested that board members attend at least one of the five meetings that are planned for the new 65 Candles series. The series begins on Tuesday evenings, August 27, from 6 p.m. to 7:30 p.m., at the University Center and runs through September 24, 2019.
    - Community Celebration Event – The foundation did a wonderful job with the grant process. They also recently hosted an event at the Otsego County Library for the funders and those that were funded.
  - KMG Grant – The agency has received funding through this HUD-funded grant for part of one of the agency’s Advocacy counselors’ positions for many years. This year’s grant has been submitted and is expected to be approved.
  - Federal/State Grants – The agency’s federal and state grants have been submitted and are under review. She expects to hear back from the Region 9 AAA on these as soon as August 12, 2019.
  - Staff
    - The agency has a powerful team. The work isn’t easy. Any comments or notes of appreciation from board members to the staff are always appreciated.
    - Office Space – The OCCOA is working with limited office space and this continues to be a challenge.
    - Employment Postings – The agency is looking for two more direct care service workers. The agency will also be looking for a part-time accounting position in preparation for A. Mayer’s someday retirement.
  - Volunteers
    - Update – Volunteerism is very important. The OCCOA continues to support RSVP through United Way. Erin Mann has been hired as the new United Way director. D. Wishart will meet with her next week and has offered help and assistance.

- 1           ▪ Ambassadors for Services – The agency will be asking volunteers to be  
2           ambassadors for the upcoming millage.
- 3       ○ Programs
- 4           ▪ Traditional; Enhanced; New Programs
- 5           • D. Wishart has tasked the OCCOA’s certified therapeutic recreational  
6           specialist, Amanda Dobrzelewski, with the task of evaluating all  
7           programs representing these categories.
- 8           • Gray Matters – C. Messina provided a brief report on her experience in  
9           attending this pilot workshop. This program takes an evidence-based  
10          approach where outcomes in cognitive brain functions are measured.
- 11       ○ Announcements and Q & A
- 12           ▪ Other – The OCCOA has a deferred compensation plan for its employees.  
13           Nationwide recently made some changes and is asking participating  
14           organizations to choose between two options. D. Wishart sent information  
15           on the options to M. Sanders, B. Bowen, and J. Camiller, as well as to the  
16           County. The County and the agency’s board members suggested that  
17           Option 1 be selected.
- 18           ▪ D. Wishart visited with the Administration for Community Living in  
19           Washington D.C. They are working on “five pillars” for their strategic  
20           alignment of programs and services. She will keep an eye on this, as  
21           programs and funding flow from the federal government according to  
22           some of their strategic plans.
- 23           ▪ She met with Generations United and their efforts to expand in Michigan.  
24           She is working to position our small, local agency to be in alignment with  
25           federal and state opportunities.
- 26           ▪ Discussion followed.
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## 28   **Adjournment**

29   The June 12, 2019 Otsego County Commission on Aging Board of Directors meeting  
30   was adjourned at a.m. 10:07 a.m. by M. Sanders. The next meeting is scheduled at the  
31   University Center on Wednesday, September 11, 2019.

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33   *Eileen K. Godek*

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35   Eileen K. Godek  
36   Recorder