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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, September 11, 2019 University Center, Room U-105

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

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Excused Voting Members: 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 9:05 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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- No report was given

1 **Vice President’s Report**

2 The vice president, George Mertz, briefly presented the following:

- 3 • No report was given

5 **Treasurer’s Report**

6 The treasurer, James Camiller, briefly reported the following:

- 7 • Revenues and expenses for Budget Vs. Year-to-Date Totals as of July 31, 2019
- 8 • Revenues and expenses for Year-to-Date Totals Compared to Prior Year-to-Date
- 9 Totals as of July 31, 2019
- 10 • The agency is trending to come in under budget by year end. Discussion
- 11 followed.

13 **Secretary’s Report**

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

- 15 ○ A letter from Nancy Ragan that noted that she is resigning as the Caregiver
- 16 Support Group facilitator but will remain with the OCCOA to train as an
- 17 instructor for the Creating Confident Caregivers Program
- 18 ○ Thank you card from RSVP for the OCCOA’s support to their program
- 19 ○ A thank you card from the Walk Michigan group for the agency’s support of
- 20 the program
- 21 ○ A note from a client thanking the agency for services provided
- 22 ○ A note from a client thanking the agency for housekeeping services provided
- 23 ○ A thank-you note from a client which included a donation for services
- 24 provided
- 25 ○ A “congratulations” note from a resident for passage of the millage

27 **AASA Network Reports to the Board**

- 28 • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly
- 29 shared the following:
- 30 ○ Description of the Commission’s status and process of reviewing and
- 31 approving the AAA’s Multi-Year Plans (MYPs)
- 32 ○ An update on the hiring of a public policy person for the state office
- 33 ○ An update on the formulation of a letter of support for the reauthorization for
- 34 the Older American’s Act, which is still on the table
- 35 ○ An update on five bills that are being considered by the Michigan legislature
- 36 that include: 1. Freezing taxable values for primary residences of certain
- 37 senior citizens, 2. Assault crimes against elderly or vulnerable adults,
- 38 3. Criminal procedure sentencing guidelines for embezzlements from older
- 39 adults, 4. Crimes of embezzlement from vulnerable adults, and 5. Sentencing
- 40 guidelines for elder abuse

- 1 • Region 9 Area Agency on Aging Region Council – J. Mathis briefly shared the
2 following:
 - 3 ○ No report was given as the council does not meet during the summer.
- 4 • Region 9 Area on Aging Information – D. Wishart shared the following:
 - 5 ○ Region 9 AAA is our grantor that the OCCOA reports to. Over the year, the
6 agency has multiple assessments. Most recently, the General, Home-
7 Delivered Meal Program and Waiver assessments were completed. Typically,
8 the OCCOA does very well. Discussion followed.

10 **OCCOA Executive Director Report**

- 11 • **Budget 2019-2020** – D. Wishart noted that the OCCOA received 78.9%
12 approval on the millage. The agency relies on multiple sources of funding. The
13 federal/state grant awards have been received but came in a little short.
 - 14 ○ D. Wishart reviewed the updated OCCOA Organization Chart. She
15 highlighted A. Mayer, E. Godek, P. Carlson, and S. Skowronski as being
16 members of the Executive Leadership Team. She also noted that the agency
17 has leadership on a departmental basis. All have good business and
18 professional skills and are recognized with appropriate wages and benefits.
 - 19 ○ D. Wishart called for a motion to approve the FY 2019/2020 Budget.
20 M. Sanders asked if anyone had any questions. Discussion followed.

21
22 *A motion was made by R. Edel and seconded by R. Smith to approve the FY 2019-*
23 *2020 Otsego County Commission on Aging Budget of \$2,066,435.00. Motion*
24 *carried. Discussion followed.*

- 25
26 • **Agency Updates**
 - 27 ○ Millage Vote Passes - D. Wishart asked if anyone had any questions or
28 concerns. R. Edel noted that there were still some signs up, but he will
29 remove them.
 - 30 ○ Grants
 - 31 ■ Michigan Health Endowment Fund (HF) –
 - 32 • It is underway and ongoing. The quarterly report was recently
33 submitted and approved. Additional HF grants were applied for.
 - 34 ■ Otsego Community Foundation – 65 Candles
 - 35 • This program is underway with a full room of participants these past
36 three sessions and participant returns are close to 100%.
 - 37 • There are still opportunities for board members to catch one of these
38 meetings. Charlotte Lundy will speak at the September 17th session.
39 Todd Balkema will speak on September 24th at the final workshop in
40 the series.

- 1 • Participants are finding value in the sessions and the agency is very
2 appreciative of the Otsego Community Foundation’s grant to support
3 this program.
- 4 ▪ KMG Grant – The staff member who was partially funded by this position
5 is no longer with the agency, but KMG was understanding of the reasons.
6 Discussion followed.
- 7 ○ Volunteers
- 8 ▪ Collaboration with United Way/RSVP – Erin Mann has been hired as the
9 Executive Director of United Way. She will speak at the State of the
10 Community Breakfast. She recently approached D. Wishart about the
11 possibility of one of our staff serving on the United Way Board. She will
12 be coming over next week to see how the OCCOA operates. D. Wishart
13 noted that the Tuesday Tool Time and the Medical Transportation
14 Programs through RSVP are ongoing. Discussion followed.
- 15 ▪ Recent trainings and celebrations – The OCCOA’s volunteer department
16 does an excellent job with volunteers. A training and breakfast for
17 Congregate Meal Welcome Desk volunteers was held on Sept. 10, 2019.
18 The agency is dependent on its volunteers to extend services. D. Wishart
19 asked board members to alert their associates about volunteer
20 opportunities.
- 21 ○ Programs
- 22 ▪ Research Studies – D. Wishart noted research is E. Godek’s area of
23 expertise. In order to be better the agency needs to hear from its
24 participants and have some data to make sound decisions. D. Wishart
25 detailed eleven studies that are underway. The outcomes of some of these
26 studies will be presented to the board. This is important work and the
27 agency is very lucky to have this kind of approach for strategic planning
28 for services.
- 29 ▪ Healthy Aging Programs – Every year, D. Wishart requests the Healthy
30 Aging Program coordinator to review programs in order to refine
31 programs and services.
- 32 ▪ Traditional Core Services
- 33 • Meal Program - BJ’s decision not to remain a walk-in restaurant has
34 impacted the OCCOA’s Dining Out program and it will end
35 September 15th. Participants can still use vouchers for which they
36 donated at the Gaylord and Johannesburg Congregate Meal Sites or at
37 the Mill Street Diner in Vanderbilt, which will continue to participate
38 in Dining Out. The agency will use BJ’s closure as an opportunity for
39 evaluation of the Dining Out Program.
- 40 • In-Home Service – The lack of labor in the labor force is causing
41 challenges for the OCCOA and other home care agencies. The Health
42 Department gave up homecare after their evaluation. It’s critical and

1 being talked about across the state. There are a lot of older adults that
2 are going to need help and there will be limited service providers to
3 help. That is why the agency's hiring process is so important and why
4 staff development is so important. The agency's average staff
5 retention is 8 years.

- 6 • Advocacy – This department is getting ready for open enrollment.
7 October through December is critical for Medicare Part D
8 reenrollments. The agency serves multiple generations of older adults.
9 The department is short by one counselor position. To address this,
10 S. Skowronski will pause on going to her new department until after
11 open enrollment. The open position will be posted at the end of the
12 quarter and a hiring process will begin at the beginning of 2020.
13 Discussion followed.

- 14 ■ Enhanced “Healthy Aging” Activities

- 15 • Caregiver Support Services – The OCCOA is looking to refine the
16 Caregiver Support Group and build the caregiver support training
17 team. Nancy Ragan and Jody Douglas will be attending training for
18 Creating Confident Caregivers (CCC), as the current facilitator, Robin
19 Petruska is preparing to retire. R. Petruska will be training N. Ragan
20 and J. Douglas while carefully easing out of the program but
21 continuing to offer support. She has been a CCC facilitator for ten
22 years and is among the best in the state of Michigan.
- 23 • Matter of Balance (MOB)/Life is a Balancing Act – The agency is
24 struggling to find additional MOB trainers. This is an evidence-based
25 fall prevention program that requires training.

- 26 ■ New “Healthy Aging” Activities

- 27 • Functional Fitness – The agency is moving forward with a partnership
28 with Big North Barbell to provide the Boomers Boot Camp. The
29 program is targeted at improving functional fitness for participants.
30 The first pilot class is full and there is a waiting list for the next
31 session. Leadership from the agency is provided by Healthy Aging
32 Program Coordinator Amanda Dobrzelewski who is a certified
33 therapeutic recreational specialist (CTRS). She is creating new
34 programming opportunities including Gray Matters, Boomers Boot
35 Camp, and Healthy Habits Made Simple.
- 36 • Gray Matters – This is a cognitive exercise program. There is a waiting
37 list for the next workshop.

- 38 ○ Announcements and Q & A

- 39 ■ Board members received the 2019-2020 OCCOA Board Meetings
40 calendar. It will be posted, as is required, in the County building.
- 41 ■ There are some tickets available, yet, for tomorrow's Tiger Game.

- 1 ▪ D. Wishart noted her appreciation for board members’ meeting attendance
2 and commitment. All are welcome to contact her with questions or
3 concerns at any time.
4 ▪ M. Sanders noted that she sits on the EMS board. She shared that one of
5 EMS employees had a fire at their home and lost everything. Another
6 employee arranged a benefit dinner and was assisted by coworkers. It was
7 very rewarding to see the teamwork that went into helping the coworker
8 in need. This was all done on volunteer time.
9 ▪ R. Edel noted that the Walk Michigan group will be visiting the Pigeon
10 River Discovery Center and taking a hike on Sep. 23rd. A lunch will be
11 provided for them afterward and board members are welcome to join in.
12

13 **Adjournment**

14 The September 11, 2019 Otsego County Commission on Aging Board of Directors
15 meeting was adjourned at 9:55 a.m. by M. Sanders. The next meeting is scheduled at
16 the University Center on Wednesday, October 9, 2019, at 9 a.m.
17

18 *Eileen K. Godek*

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20 Eileen K. Godek
21 Recorder
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23 **Postscript: The October 9, 2019 Otsego County Commission on Aging Board of**
24 **Directors meeting was cancelled. The next meeting is scheduled at the University**
25 **Center on Wednesday, December 11, 2019, at 9 a.m.**
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