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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 12, 2020 University Center, Room U-105

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Attending Voting Members: M. Sanders, R. Edel, B. Bowen, C. Messina,
R. Smith

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Excused Voting Members: J. Duff

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Absent Voting Members: G. Mertz, J. Camiller, J. Mathis

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

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

Call to Order

- The president, Mary Sanders, called the meeting to order at 9:07 a.m. and welcomed those in attendance. A quorum was present.

Consent Agenda

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

A motion was made by R. Edel and seconded by B. Bowen to approve the Consent Agenda. Motion carried.

Open Forum

- Nothing was reported.

Executive Board Reports to the Board

President's Report

The president, Mary Sanders, briefly presented the following:

- The Annual Meeting
 - M. Sanders noted that board members received the 2020 Otsego County Commission on Aging Slate of Directors, Slate of Officers, and board member contact information in their board packets.
 - Slate of Directors and Slate of Officers – M. Sanders called for a motion to approve the 2020 Otsego County Commission on Aging Slate of Directors and Slate of Officers.

A motion was made by C. Messina and seconded by R. Edel to approve the 2020 Otsego County Commission on Aging Slate of Directors and Slate of Officers. Motion carried.

- M. Sanders noted that there is an opportunity for additional space for the agency. She called for the establishment of a Building and Space Committee to explore it in depth. Discussion followed.

A motion was made by R. Smith and seconded by R. Edel to approve the establishment of a Building and Space committee consisting of M. Sanders, G. Mertz, R. Edel, B. Bowen, and J. Duff. Motion carried.

- The committee will meet Friday, February 14, 2020 at 1 p.m.

Vice President's Report

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

Treasurer's Report

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

- M. Sanders observed that units of service for the Congregate Meal Program decreased in December 2019, compared to December 2018, which seems to be in keeping with the nationwide trend. D. Wishart confirmed this and noted that it reflects a generational difference. Younger older adults are not as inclined to go to “senior centers” for meals but would rather eat out. In response, the agency launched the Dining Out Program several years ago. Dining Out was available in Gaylord at BJ’s until they closed the restaurant portion of their business. Dining out is still available in Vanderbilt at Mill Street Diner on Tuesdays, Wednesdays, and Thursdays. It was just launched in Johannesburg at The Old

1 Depot on Wednesdays. The agency will continue to monitor the downward trend
2 in congregate meals and adjust the budget, as necessary. Discussion followed.
3

4 **Secretary’s Report**

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

- 6 • Handwritten notes that were received from four clients expressing gratitude and
7 appreciation for the staff’s kindness and excellent service. Discussion followed.
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9 **AASA Network Reports to the Board**

- 10 • News from the Aging & Adult Services Agency (AASA)
 - 11 ○ M. Sanders congratulated D. Wishart for her appointment as the chair for the
 - 12 Michigan Commission on Services to the Aging. She noted it “is very well
 - 13 deserved.” D. Wishart expressed her appreciation for the board’s support for
 - 14 her to serve on this committee.
 - 15 ○ The AASA just released its annual report. It is available at Michigan.gov.
 - 16 ○ D. Wishart noted that work on the triennial strategic state plan is ongoing.
 - 17 Community conversations are scheduled at 16 locations across the state to
 - 18 help guide this plan. She plans to attend several meetings scheduled in
 - 19 Northern Michigan. Board members were invited to attend upcoming
 - 20 community conversations in Kalkaska and Alpena.
 - 21 ○ There has been significant change at the state level. There is a new director at
 - 22 the Department of Health and Human Services, a new senior director at
 - 23 Aging and Adult Services, and five new commissioners.
- 24 • Region 9 Area Agency on Aging Region Council – D. Wishart briefly shared the
25 following:
 - 26 ○ J. Mathis continues to serve on the council.
 - 27 ○ A second position for Otsego County representation is open on the council.
 - 28 C. Messina has voiced an interest in it. D. Wishart will arrange with J. Mathis
 - 29 for C. Messina to be invited to an upcoming meeting as a guest to assist with
 - 30 her continued consideration in the position.
31

32 **OCCOA Executive Director Report**

- 33 • **Building and Space** – D. Wishart noted that she will provide the committee
34 with information packets for its meeting scheduled for February 14, 2020.
- 35 • **Agency Updates**
 - 36 ○ Funding/Grants/Donations
 - 37 ▪ Federal and State Grants – Updates – The agency just received a
 - 38 statement of a grant award from the Area Agency on Aging (AAA). Due
 - 39 to federal government delays, funding is coming in slowly, a month at a
 - 40 time.

- 1 ▪ Michigan Health Endowment Fund – A second grant from the Michigan
2 Health Endowment Fund (HF) has been awarded. Thanks to CommunO₂,
3 work will also continue in Gaylord, Flint, and Traverse City. The final
4 report on the first grant has been submitted, received, and accepted. The
5 second grant is a replication grant which will allow expansion of the
6 CommunO₂ partnership program in St. Claire, Washtenaw, and Cass
7 counties, as well as a yet-to-be-determined community in the Upper
8 Peninsula. D. Wishart will be assisting with this expansion.
- 9 ▪ Otsego Community Foundation (OCF)
 - 10 • Final Report – The final report was submitted to the OCF for 65
11 Candles and Gray Matters. Those programs were very well received.
12 E. Godek is producing reports on 65 Candles and Gray Matters.
 - 13 • Application – The OCCOA has submitted another grant application to
14 the OCF for funding for a functional fitness partnership program with
15 Big North Barbell Strength and Conditioning. It is an evidence-based
16 program as the agency collects outcomes on health measures.
 - 17 • The agency continues to actively seek other grant opportunities to
18 expand programs, stretch dollars, and retain financial strength.
- 19 ▪ DTE Holiday Grant – This grant supported the agency’s holiday luncheon
20 and was a great success. DTE and RSVP volunteers assisted with the
21 luncheon. This grant has been received for multiple years and is expected
22 to continue.

23 ○ Staff

- 24 ▪ Executive Leadership Team
 - 25 • The agency’s organizational structure regarding leadership positions
26 has changed. D. Wishart has formed an Executive Leadership Team:
27 Annie Mayer; Eileen Godek; Pamela Carlson, RN; and Sarah
28 Skowronski, LLMSW. The staff have strong financial, research,
29 medical, and social work backgrounds. Discussion followed.
 - 30 • M. Sanders noted that the Executive Leadership Team is a testament as
31 to the way this agency has progressed. She commended D. Wishart for
32 forming it.
- 33 ▪ Advocacy Department
 - 34 • Coordinator Retirement – John Panci has announced his retirement.
35 His last day will be May 1, 2020. He has been a long-time employee
36 doing excellent work. The agency is planning a retirement party for
37 him on April 29, 2020.
 - 38 • Many applications have been received for the open Advocacy
39 Department coordinator position. Interviews are scheduled for March 6
40 and 13. The timing of a hiring decision is expected to allow the new
41 coordinator to receive training before J. Panci retires.

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- Other
 - The In-Home Service Department recently hired a new service provider. Employment opportunities and positions remain open for additional direct care workers.
- Programs
 - Traditional Core Services
 - Meal Program
 - TV 7 & 4 recently ran a small spot on the agency’s Congregate and Home-Delivered Meal programs.
 - D. Wishart will be meeting with BJ’s regarding the agency’s contract for Sunday meals. Discussion followed.
 - D. Wishart will be meeting with Alpine Taxi, today, regarding the Home-Delivered Meal contract and their program responsibilities.
 - In-Home Service – There is much work being done at the state level regarding waiting lists for in-home services by the Advocacy Committee of the Michigan Commission on Services to the Aging. Needs are increasing and funding is stagnant across the state. There is a significant shift in the state demographics relative to the older adult population. Monitoring for the best way to portray the increasing need for services and increased funding will continue. Currently, in Otsego County there is rarely a waiting list for services because local funding is available to support needed services.
 - Adult Day Services – “Up & Go” has been re-instated at Otsego Haus, following D. Wishart’s conversation with the agency’s insurance company contact regarding the transportation of clients. “Up & Go,” is expected to help family members, as well the agency’s client census at the Otsego Haus.
 - Volunteer Services – E. Godek provided a brief update on the Tax Assistance Program. Seven volunteer preparers are assisting this year, including two new ones. Clinics started last week and are scheduled through the end of March with some openings in April. Office space is tight with appointments scheduled in the computer room at the Gaylord Meal Site and an adjoining space in the dining room. The volunteers feel good about helping clients get refunds. Additional tax assistance is available at the library on Mondays through an AARP-funded program. Having two free tax assistance programs in Otsego County is a “win-win” for low-income taxpayers.
 - Enhanced “Healthy Aging” Activities
 - Caregiver Support Group – This group has transitioned its meetings to the third Tuesday afternoon of the month.

- 1 • Parkinson Support Group – This group is ongoing on the fourth
- 2 Thursday of the month. J. Panci is the facilitator and will continue in
- 3 this role through September 2020 and perhaps beyond.
- 4 • Grandparents Raising Grandchildren – The agency recently
- 5 transitioned this program to a “Lunch and Learn” format in the hopes
- 6 of easing the way for grandparents who still remain in the workforce to
- 7 attend, thereby, increasing the number of participants. S. Skowronski
- 8 will facilitate this program.
- 9 • Life is a Balancing Act – This program continues to do well under the
- 10 direction of coach Vicki Ramsey, a member of the agency’s staff.
- 11 • Walk Michigan and Boomers Bootcamp – Participants are having fun
- 12 and doing well under the leadership of Healthy Aging Program
- 13 Coordinator Amanda Dobrzelewski, CTRS.
- 14 • Gray Matters and 65 Candles – The agency will be replicating both
- 15 programs in 2020.
- 16 ○ Other – On February 24, 2020, D. Wishart will be celebrating 26 years with
- 17 the Otsego County Commission on Aging. She was applauded for her years
- 18 with the agency. Discussion followed. D. Wishart thanked the board for the
- 19 opportunity and the trust in her leadership.
- 20 • Announcements and Q & A
- 21 ○ M. Sanders noted that board members, in their board packets, received a
- 22 copy of a quarterly statement from the Otsego Community Foundation on the
- 23 agency’s Schneider fund. The fund was worth \$40,000 when established
- 24 many years ago. It is currently worth \$61,174. The agency may draw out up
- 25 to \$5,613 for educational purposes.
- 26

27 **Adjournment**

28 The February 12, 2020 Otsego County Commission on Aging Board of Directors
29 meeting was adjourned at 9:56 a.m. by M. Sanders. The next meeting is scheduled at
30 the University Center on Wednesday, April 8, 2020, at 9 a.m.

31
32 *Eileen K. Godek*

33
34 Eileen K. Godek
35 Recorder