

1
2
3
4
5
6
7

OTSEGO COUNTY COMMISSION ON AGING

8
9
10
11

BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 10, 2021 University Center – Room 105

12
13
14

Attending Voting Members: M. Sanders (via call in), G. Mertz, R. Edel (via call in), B. Bowen (via call in), C. Messina (via call in), L. Platte, R. Smith

15
16
17

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

18
19
20

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

21
22
23

Guests: Ryan Sullivan – Signet Capital, LLC (via call in)

24
25

Call to Order

- 26
27
28
- The president, Mary Sanders, called the meeting to order at 9:02 a.m. and welcomed those in attendance. A quorum was present.

29
30
31

Consent Agenda

- 32
33
34
- Before calling for a motion for approval of today's consent agenda, M. Sanders noted that it included both the October 14, 2020, and December 9, 2020, meeting minutes. She briefly highlighted key information from the Building & Space Committee reports from both meetings before calling for a motion to approve the Consent Agenda.

35
36
37

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

38
39

Open Forum

- Nothing was reported.

Executive Board Reports to the Board

1 **President's Report**

2 The president, M. Sanders, briefly presented the following:

- 3 • New Board Member Appointment – She presented board member Larry Platte
4 for approval by the board. He provided a brief self-introduction. She then called
5 for a motion to approve the addition of Larry Platte to the board.

6
7 ***A motion was made by C. Messina and seconded by B. Bowen to approve the***
8 ***addition of Larry Platte to the Otsego County Commission on Aging Board of***
9 ***Directors. Motion carried.***

- 10
11 • The agency has applied for a second Payroll Protection Program (PPP) loan.
12 She thanked B. Bowen for his help in moving the loan application forward.
- 13 • Annual Meeting Business
 - 14 ○ The 2020-2021 Meeting Schedule, 2020-2021 Slate of Directors, and 2020-
15 2021 Slate of Officers were included in the board meeting packets.
 - 16 ○ Annual Audit – Motion for Approval
 - 17 ▪ She briefly recapped some highlights from the agency's recent audit that
18 was presented by D. Smith, CPA, at the December 9, 2020, board meeting
19 before calling for a motion to approve the Otsego County Commission on
20 Aging Audited Financial Statements for the Year Ended September 30,
21 2020.

22
23 ***A motion was made by R. Smith and seconded by R. Edel to approve the Otsego***
24 ***County Commission on Aging Audited Financial Statements for the Year Ended,***
25 ***September 30, 2020. Motion carried.***

- 26
27 ○ The 2021 Organization Chart was included in the board packets.
- 28 ○ Committees 2021 Assignments
 - 29 ▪ Nominating Committee –R. Edel and R. Smith were appointed.
 - 30 ▪ By-Laws Committee –G. Mertz and C. Messina were appointed.
 - 31 ▪ Building & Space Committee –R. Edel, B. Bowen, G. Mertz, and L. Platte
32 were appointed. M Sanders will also serve.
 - 33 ▪ D. Wishart thanked all members for their service to the board, as well as
34 their assistance with committee work, which is important to maintain the
35 structure of the agency and its ongoing operations.
 - 36 ▪ D. Wishart noted her appreciation that L. Platte has joined the board but
37 reminded all that with the recent retirements of J. Mathis and J. Duff, and
38 J. Camiller's resignation, two additional members are still needed. She
39 will forward a list of potential board members to the nominating
40 committee for consideration.

1 **Vice President's Report**

2 The vice president, G. Mertz, did not present a report.

3 **Treasurer's Report**

4 The president, M. Sanders, briefly presented the following:

- 5 • November and December financial statements were included in the board
6 packets. Any questions should be directed to A. Mayer.

7 **Secretary's Report**

8 D. Wishart briefly shared the following on the secretary's (R. Edel's) behalf:

- 9 • A recap on a letter that was submitted by the agency with the PPP loan
10 application which authorized D. Wishart to sign and board member, R. Smith, to
11 co-sign on the loan (with board members' awareness). In the letter, it was noted
12 that board members were supportive of R. Smith co-signing on the loan.
13 D. Wishart thanked B. Bowen and his colleagues for their assistance with the
14 second PPP loan application.
- 15 • A thank-you note for the agency's services
- 16 • A letter from the Michigan Adult Day Services Program acknowledging the
17 agency's continued membership

18 **Committee Reports**

- 19 • Building & Space Committee
- 20 ○ M. Sanders noted that D. Wishart had forwarded a letter from Ryan Sullivan
21 of Signet Capital, LLC, who joined today's meeting, remotely.
- 22 ○ R. Sullivan presented a general overview on the building negotiations and the
23 terms of the purchase as outlined in the letter that was emailed to board
24 members on Tuesday, February 9, 2021. Signet Capital, LLC secured a very
25 good price for the building. The deal is fully negotiated and executed.
- 26 ○ B. Bowen thanked R. Sullivan for his good work. He shared that he recently
27 sent an email to the Building & Space Committee regarding the availability
28 of funds to cover the necessary building improvements and the affordability
29 of the lease. The lease falls within the affordability parameters that the
30 committee set. He outlined the agency cash deposits that would be needed to
31 secure the building and the benchmarks that would need to be met. He also
32 outlined costs that the agency would be responsible for should the deal not
33 move forward. He noted that this is a risk, but that it is unlikely. He reminded
34 board members that the purchase of the building is basically a capital lease
35 for the agency, at least initially. He stressed the importance of confirming the
36 county commissioners' support of the project and Signet Capital, LLC's
37 letter of intent (LOI).

- 1 ○ R. Sullivan noted that Signet Capital, LLC has a fully executed LOI that was
2 sent to D. Wishart late in the day, yesterday. Next steps are for Signet
3 Capital, LLC and the OCCOA to produce the purchase and sales agreement
4 by later in the week.
- 5 ○ D. Wishart reminded the board that she had approached the county, initially,
6 and had their support. She noted that she will follow B. Bowen’s suggestion
7 to present the LOI to the county commissioners’ budget and finance
8 committee for approval with the help of G. Mertz. Discussion followed.
- 9 ○ D. Wishart noted to R. Sullivan that the LOI would need her signature. She
10 requested a motion that would authorize her to sign Signet Capital, LLC’s
11 fully executed LOI to purchase the building to move the project forward.

12
13 ***A motion was made by R. Edel and seconded by C. Messina authorizing D. Wishart***
14 ***to sign Signet Capital, LLC’s fully executed letter of intent to purchase the building***
15 ***to move the project forward. Motion carried.***

- 16
17 ○ M. Sanders thanked B. Bowen, R. Edel, A. Mayer, and R. Sullivan for all their
18 work on the project.
- 19 ○ R. Sullivan noted that for next steps, Signet Capital, LLC would get a draft
20 Purchase and Sales agreement out to Maverick Resources Breitburn Operating,
21 LP for their and their counsel’s review. Since money will need to be spent on
22 services, now, Signet Capital, LLC will need to get the agency’s approval so that
23 these charges are not unknown. They will also need to engage with the architect
24 in respect to design and programming. Signet Capital, LLC will take care of this
25 process. D. Wishart agreed that R. Sullivan’s offer to send an email outlining all
26 of the details will need to be addressed over the next several weeks, as well as
27 their associated costs.
- 28 ○ D. Wishart will design a process to move quickly via some email approvals and
29 discussions. She also offered her thanks to R. Sullivan and his colleagues for all
30 their work. She looks forward to working with all that will be involved in the
31 building renovations. R. Sullivan noted his appreciation for the opportunity.
- 32 ○ M. Sanders also offered R. Sullivan her thanks for all his work on the project.

33 34 **AASA Network Reports to the Board**

- 35 • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly
36 shared the following:
 - 37 ○ Regarding COVID, there continues to be a lot of work being done, a lot of
38 barriers to services, and some barriers to allow services because of safety
39 concerns. Michiganders aged 60 and older represent 89% of the confirmed
40 COVID deaths in Michigan. Our action to protect our clients and their
41 caregivers is paramount and the agency continues these efforts.

- 1 ○ The federal and state governments have offered some flexibility on funding
2 sources for our programs and services during this time period.
- 3 ○ The state of Michigan under the auspices of the Aging and Adult Services to
4 the Aging and approved by Michigan Commission on Services to the Aging,
5 has a new policy on criminal background checks from the state and approved
6 by the committee. The OCCOA has completed all of its required criminal
7 background checks and other checks thanks to E. Godek. The intent of these
8 checks is to protect older adults from physical, financial, and other forms of
9 abuse.
- 10 ○ She recently met with the executive office of the governor to request an
11 increase in funding for \$7 million for home and community-based services. It
12 is not a lot of money because it is spread out over the state but, if approved,
13 would be a step in the right direction.
- 14 ○ Through advocacy efforts at the state office, across the network, and through
15 the Aging & Adult Services state office, the increase of \$2 per hour in hourly
16 wages for direct care workers has been extended.
- 17 ○ Older Michiganians Day has turned into Older Michiganians Week, this year,
18 and is scheduled May 9-14, 2021. There will be opportunities to meet
19 virtually with legislators and to join advocacy efforts. The committee that
20 D. Wishart serves on has developed a platform, which she will send to board
21 members.
- 22 ● Region 9 Area Agency on Aging Regional Council – C. Messina briefly shared
23 the following:
 - 24 ○ At the last meeting there were a lot of committee elections. There are many
25 open spots on the council across the region.
 - 26 ○ They had an excellent presentation on homelessness. There are currently 150
27 homeless older adults in our region. There is a shortage of affordable homes.
28 Discussion followed. D. Wishart noted that she has a copy of the PowerPoint
29 presentation that C. Messina viewed and will send it to board members.
 - 30 ○ D. Wishart noted that there is an open spot on the Regional Council for
31 Otsego County.

33 **OCCOA Executive Director Report**

- 34 ● D. Wishart briefly presented the following:
 - 35 ○ Accounting
 - 36 ■ As mentioned earlier, the second PPP loan application has been submitted
37 with great thanks to A. Mayer and her team.
 - 38 ■ Grants
 - 39 ● The agency is continuing to work on its Health Fund (HF) grants. All
40 is going quite well, despite the pandemic, in part because they are
41 technology based. The agency is partnering with Jewish Family
42 Services of Washtenaw County, to develop e-volunteering, which will

1 unite technology and volunteering to bring new opportunities to extend
2 volunteering to older adults and others in need of assistance.

- 3 • The agency is also under way with a fourth HF grant, partnering with
4 the Michigan State University School of Social Work on a project
5 called Virtual Table. It will bring technology training, equipment, and
6 support to a pilot group of the agency's HDM participants. Not only
7 will participants receive their home-delivered meals but will receive
8 training on technology and support for connecting with family, friends,
9 and/or volunteers during some of these meals. E. Godek is also on the
10 Virtual Table planning team. Project development will continue
11 through April, and the pilot is scheduled between April and June.
12 Ultimately, 35 of the agency's home-delivered meal clients, with their
13 consent, will be involved.

- 14 ○ Advocacy

- 15 ■ Open Enrollment has been completed. The Research Department is
16 processing an exit survey. This year, this work had to be done, by state
17 order, by phone or video calls. Some efficiencies of service were found,
18 but there was also some dismay by some of the agency's older clients who
19 really missed meeting, in person, with counselors.

- 20 ○ Customer Service

- 21 ■ Although there are barriers for providing services at the Alten Zimmer,
22 the agency is providing durable medical equipment on a daily basis
23 through the agency's loan closet, with safety protocols in place.

- 24 ○ In-Home Service

- 25 ■ Staff members are back in the field, with safety protocols in place,
26 providing essential services for the agency's home and community-based
27 clients.
- 28 ■ The agency will also be opening a hiring process for one additional direct
29 care provider. This position is in the budget and the need is critical.

- 30 ○ Healthy Aging Program

- 31 ■ Many adjustments have been made, due to the pandemic. This month, the
32 agency is slowly and carefully rolling out some Healthy Aging programs
33 with social distancing, masks, and limited numbers of participants.
- 34 ■ Senior Center Grant Award – The agency received another Senior Center
35 Grant from the state. This \$5,000 grant is specific to our Healthy Aging
36 programs.

- 37 ○ Meal Program

- 38 ■ Yesterday, the agency provided a curbside Valentine's Day-themed
39 luncheon. It included pork loin, mashed potatoes, carrots, red velvet cake
40 and a gift bag with hand soap. Another curbside meal is planned in March
41 around St. Patrick's Day.

- 1 ▪ The agency is still not allowed to have congregate meals. They may not
2 be possible until May and will likely need to have social distancing. The
3 agency would only be able to serve 30, compared to the 180 meals that
4 could be offered curbside. An important decision will need to be made, at
5 that point, as to how the agency will best approach congregate meals in
6 the near future.
- 7 ○ Medical Resources
- 8 ▪ Thanks go out to the agency’s nurse, Pamela Carlson, who continues to
9 keep agency clients, staff, and volunteers safe, working on policies,
10 protocols, and practices, and taking that all very seriously on behalf of all.
- 11 ○ Otsego Haus
- 12 ▪ The agency is providing adult day services at the Otsego Haus on a very
13 limited basis, with safety protocols in place. Although the client census is
14 limited, some very important work is being done by the coordinator, Evie
15 Riozzi, and her staff to support both clients and family caregivers.
- 16 ○ Research and Volunteer
- 17 ▪ The Tax Assistance Program is underway under the direction of
18 E. Godek. An advocacy counselor has been cross trained to help with
19 scheduling. This comes at a time when advocacy needs are lower.
- 20 ○ Other – This COVID time period has been exhausting and troubling for all,
21 but we have very strong retention and a strong team.

23 **Announcements and Q & A**

- 24 • M. Sanders noted that this is a very professional organization, led by great
25 leadership and staff members. She also thanked the board for their help. This has
26 been a busy year and a challenging one, due to COVID.
- 27 • D. Wishart welcomed Larry Platte, again. She noted that the board is looking
28 forward to learning more about him and his world of assisted living, and is
29 grateful for his commitment to the board.

31 **Adjournment**

32 The February 10, 2021 Otsego County Commission on Aging Board of Directors
33 meeting was adjourned at 9:50 a.m. by M. Sanders. The next meeting is scheduled for
34 April 14, 2021, at 9:00 a.m., with options to participate in person at the University
35 Center Gaylord with social distancing, or via the Communo₂ video call platform or
36 phone dial-in.

37
38 *Eileen K. Godek*

39
40 Eileen K. Godek
41 Recorder