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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, April 14, 2021 University Center – Room 105

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Attending Voting Members: M. Sanders (via call in), R. Edel (via call in),
C. Messina (via call in), N. Ragan

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Excused Absent Voting Members: G. Mertz, B. Bowen, L. Platte, R. Smith

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Attending 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

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Guests (via call in): Ryan Sullivan, Director, Signet Capital, LLC
David Fumi, Managing Director, Signet Capital,
LLC
Kevin Belt, Senior Vice President & Managing
Director, Signet Real Estate Group
Aaron Brooker, Director of Development, Signet
Real Estate Group
Todd Seidell, Seidell Architects
Brooke Mainville, Special Projects Coordinator,
Region 9 Area Agency on Agency

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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 not present.

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Consent Agenda

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- M. Sanders asked if there were any corrections to the minutes. There were no corrections. Since there was no quorum, the Consent Agenda (which includes

1 the agenda and the minutes) will be formally approved at the next board
2 meeting.

3 4 **Open Forum**

- 5 • Nothing was reported.

6 7 **Executive Board Reports to the Board**

8 9 **President's Report**

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

- 11 • New Board Member Appointment – Nancy Ragan, RN, a new board member,
12 was introduced, welcomed, and thanked. N. Ragan has been a long-time
13 supporter of the OCCOA. She has also been a facilitator through the years for
14 the agency's Caregiver Support Group, as well as a wonderful liaison between
15 our local hospital and the agency. Her appointment to the board will be
16 approved at the next meeting.
- 17 • Committee Reports
 - 18 ○ Building & Space Committee Report –This report will be presented later in
19 the meeting by Ryan Sullivan, representing Signet Capital, LLC.
 - 20 ○ Bylaws Committee Report – The Bylaws have been reviewed by committee
21 members Judge George Mertz and Connie Messina. Committee members
22 report that no changes are needed at this time.
 - 23 ○ Nominating Committee Report – D. Wishart thanked R. Edel and R. Smith
24 for the good, strategic work they have accomplished on obtaining new board
25 members. This includes Larry Platte and Nancy Ragan. The committee will
26 continue its efforts. From a prioritized list of candidates, we look forward to
27 adding one additional board member.

28 29 **Vice President's Report**

30 The vice president, G. Mertz, presented the Bylaws Committee Report through a phone
31 discussion with D. Wishart and as noted under Committee Reports in the minutes.

32 33 **Treasurer's Report**

34 M. Sanders noted the following:

- 35 • Financial Reports – Board members received financial reports in the board
36 packets. They provide an overview for the past two months. All are in good
37 order.

- 1 • D. Wishart noted that the agency has a stellar accounting department under the
2 leadership of A. Mayer. She added that despite the pandemic the agency has
3 retained its financial strength.
- 4 • D. Wishart shared that B. Bowen is considering the opportunity to serve as
5 treasurer for the agency. In the meantime, he is providing counsel as needed
6 when not in conflict with his employment responsibilities.
- 7 • D. Wishart shared that in addition to the financial reports, A. Mayer has
8 provided some information on the direct care worker premium pay. The \$2 per
9 hour for direct care workers was recently approved by the state and extended
10 through September 30, 2021. This will result in an additional \$12,000 of
11 revenue for the agency.
- 12 • She noted that, approximately, an additional \$1,400 per month will be received
13 by the agency between March and September of 2021 through the Waiver
14 Program.
- 15 • D. Wishart noted the continued millage support from our community. She
16 shared the tax receipts balance, to date, as well as the outstanding balance. The
17 agency is in good standing.
- 18 • D. Wishart noted that the agency had been providing contractual accounting
19 services with the Montmorency County Commission on Aging (MCCOA).
20 While these services have been discontinued, an employment opportunity with
21 MCCOA was developed for a former OCCOA employee.

22 23 **Secretary's Report**

24 The secretary did not have any correspondence to share.
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26 **AASA Network Reports to the Board**

- 27 • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly
28 shared the following:
 - 29 ○ The state unit on aging is known as the Aging & Adult Services Agency.
 - 30 ○ D. Wishart continues to chair the Michigan Commission on Services to the
31 Aging.
 - 32 ○ There is a working arm of the commission, consisting of 40 volunteers from
33 across the state, called the State Advisory Council. Each year it researches an
34 important topic for the commission. This year's topic is on social isolation.
35 The OCCOA Communo₂ project, which is funded by the Michigan Health
36 Endowment Fund, is noted in this report. Board members will receive a copy
37 of the report once it is approved by the Michigan Department of Health and
38 Human Services (MDHHS).

- 1 ○ Work is in progress on the Senior Volunteer of the Year recognition with an
2 open call for nominations. That person(s) will be honored during Older
3 Michiganians Week.
- 4 ○ Older Michiganians Week will run May 10-14, 2021. There will be many
5 virtual opportunities to meet with legislators and sign into learning sessions.
- 6 ○ The state offices continue to be shut down with staff working from home.
- 7 ● Region 9 Area Agency on Aging Regional Council – C. Messina briefly shared
8 the following:
- 9 ○ At the last meeting, there were problems with technology, so not a lot of
10 people attended.
- 11 ○ Some congregate meal sites in the region are opening up.
- 12 ○ She highlighted the GetSetUp program. She signed up for this. There are
13 many classes, and they are all free. These classes address social isolation in
14 the older adult population, but people would need computers to access them.
- 15 D. Wishart added that the GeSetUp program is highlighted in the Region 9
16 Area Agency on Aging (AAA) newsletter. It is currently funded by the
17 Michigan Health Endowment Fund. She thanked C. Messina for representing
18 Otsego County, especially, during these difficult times.
- 19 ● Region 9 Area Agency on Aging Information – D. Wishart welcomed
20 B. Mainville, who called into the meeting. D. Wishart noted that she had shared
21 the most recent Region 9 AAA newsletter with board members. She invited B.
22 Mainville to add anything she would like.
- 23 ○ B. Mainville affirmed that GeSetUp is wonderful and offers a wide variety of
24 offerings for older adults.
- 25 ○ She shared that the virtual adult day assessment is set up with E. Rizzo for
26 the Otsego Haus.
- 27 ○ Region 9 AAA is currently offering a virtual Caregiver Webinar series. The
28 first webinar was April 9, 2021, for kinship caregivers. The webinars will be
29 offered on the second Friday of each month. More information about them,
30 as well as information on local events and resources, is posted on Region 9
31 AAA’s website and Facebook page.
- 32 ○ She and colleague Kelly Robinette just conducted their first virtual Matter of
33 Balance (MOB) workshop.
- 34 ○ D. Wishart noted that an OCCOA staff member, Vicki Ramsey, is a long-
35 time employee and MOB trainer. She participated in the virtual MOB
36 training session. Vicki is highly regarded in our community and program
37 participants benefit from her leadership.
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OCCOA Executive Director Report

- D. Wishart briefly presented the following:
 - Overview and Thanks – She thanked everyone for all that they were doing in new and different ways during these difficult times of the pandemic, and for their ongoing commitment to their board work. These are challenging times for agencies, staff, volunteers, and clients. The agency has come through this time period with financial stability and great staff retention. The agency’s access to technology is a silver lining making it well-equipped to provide hybrid models of service provision. She suspects the OCCOA will emerge out of this pandemic even stronger through staff resiliency and productive work. A key word is “relevancy.” The OCCOA has proven that it is relevant and continues to be so despite the pandemic.
 - **Accounting**
 - PPP Round 2 – The Accounting Department is doing excellent work. Two PPP loan applications have been submitted. The first has been forgiven and the second is poised to be forgiven.
 - Grants – This work is coming along nicely.
 - Assessments – A number of assessments are coming up with the OCCOA’s state grant funding agency, the Region 9 AAA. Assessments are scheduled for adult day services, in-home services, and the general assessment. The staff is well prepared for them.
 - **Advocacy**
 - MMAP – Through state mandates, OCCOA counselors were not able to do face-to-face appointments during open enrollment, and this is still the case. Staff are doing some excellent training to fill some of their hours and doing good work via phone. One of the counselors, Kelsey Helton, is assisting E. Godek with the Tax Assistance Program, and that is working out very well.
 - **Customer Service**
 - Medical Loan Closet – The agency continues to offer curbside service for this program, which is busy each day. It is under the direction of Shannon Gapinski, who is an excellent customer service representative.
 - **In-Home Service**
 - Essential Services Update – The In-Home Service Department is providing essential services. There have been periodic times when staff have not been able to work in the field due to state mandates.
 - **Healthy Aging Services**
 - Program Adjustments for Pandemic – Healthy Aging Programs are ongoing in a hybrid fashion. Walk MI is doing very well, meeting

1 Monday, Wednesday, and Friday, measuring health outcomes, having
2 great fun, and walking in parks across the county. Functional Fitness is
3 ongoing with safety protocols in place, along and Young at Heart and Life
4 is a Balancing Act. Some caregiver support programs are being provided
5 in a hybrid fashion using CommunO₂ video call drop-in rooms.

6 ○ **Meal Program**

- 7 ■ Congregate Meals – The agency’s Congregate Meal Program is currently
8 closed, has been closed, and was mandated to be closed by the state.
9 There is an effort to afford some opportunities, but the criteria that the
10 OCCOA faces to offer congregate meals means that the agency could
11 only safely serve 30 persons per meal. With the agency’s hybrid model of
12 curbside service, 150 to 180 meals can be served!
- 13 ■ Curbside Holiday Meals – December/February/March/April – Drive-thru
14 special luncheons have been offered monthly and the current plan is to
15 continue serving them once a month.
- 16 ■ Friday Box Lunches – Curbside box lunches are being served on Fridays.
17 The agency currently plans to continue these meals.
- 18 ■ Senior Project FRESH (SPF) – The agency will offer this program, again,
19 this year. SPF supports clients’ needs to improve nutritional intake, and it
20 increases activity at the Farmers Market, helping farmers, and our
21 community.

22 ○ **Medical Resources**

- 23 ■ Safety, Social Distancing, and PPE – Thanks to Coordinator Pamela
24 Carlson, RN, this department has been instrumental in keeping everyone
25 safe, developing policies and protocols, best practices, and safety-check
26 forms.

27 ○ **Otsego Haus**

- 28 ■ Best Practices – This week, Otsego Haus is closed due to COVID. It has
29 been closed and open, periodically, with safety protocols in place.
- 30 ■ Pandemic Response – Staff are reaching out every day to clients with
31 friendly reassurance calls.

32 ○ **Research & Volunteer**

- 33 ■ Volunteer Week – The nation is heading into National Volunteer Week
34 this month and E. Godek is planning for the agency’s appreciation of its
35 volunteers through cards and surprises. Board members’ volunteer time is
36 important and will be appreciated during Volunteer Week.
- 37 ■ E. Godek briefly presented an update on the Tax Assistance Program. She
38 noted the following:
 - 39 ● The agency is, once again, offering free tax assistance through the
40 VITA (Volunteer Income Tax Assistance) Program. Due to COVID,

1 the IRS's hybrid drop-off model is being offered, as opposed to in-
2 person appointments.

- 3 • Five volunteers, who are IRS-certified at the advanced level are
4 assisting.
- 5 • An advocacy counselor, Kelsey Helton, is assisting with scheduling
6 taxpayer intake and virtual phone appointments, sending out taxpayer
7 prep packets, and intaking their documents. She is doing a super job.
- 8 • To date, volunteers have completed 21 full day clinics and two half-
9 day clinics. Six additional clinics were added with the extension of tax
10 season, thanks to the generosity of the tax volunteers. They have
11 completed 111 appointments for 143 taxpayers to date.
- 12 • The IRS conducted a virtual site review on March 10, and the agency's
13 VITA Program received top marks and high compliments.
- 14 • E. Godek thanked D. Wishart and board members for their support of
15 the tax program. There are a lot of taxpayers in our county who really
16 depend on it. Many have very low incomes, and they would have a
17 hard time justifying the expense of having their taxes and Michigan
18 credits done by a paid preparer. Discussion followed.

19 20 **Signet Capital, LLC Update**

- 21 • Ryan Sullivan and his Signet LLC team, D. Wishart, R. Edel, and Todd Seidell,
22 architect, briefly shared updates on the building project. Discussion followed.

23 24 **Announcements and Q & A**

- 25 • There were none.

26 27 **Adjournment**

28 The April 14, 2021, Otsego County Commission on Aging Board of Directors meeting
29 was adjourned at 10:02 a.m. by M. Sanders. The next meeting is scheduled for June 9,
30 2021, at 9:00 a.m., with options to participate in person at the University Center
31 Gaylord with social distancing, or via the CommuO₂ video call platform or phone
32 dial-in, to be decided at a later date.

33
34 *Eileen K. Godek*

35
36 Eileen K. Godek
37 Recorder