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# OTSEGO COUNTY COMMISSION ON AGING

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

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

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**Absent Voting Members:** G. Mertz

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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

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**Guests:** Kathy Hines, CPA, Partner, Dan Smith &  
Company, PC  
Robin Petruska, Creating Confident Caregivers  
(CCC) Master Trainer  
Julie Powers, Grandparents Raising  
Grandchildren (GRG) Facilitator

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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 present.

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### 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 R. Smith 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:

- Special Presentations
  - Appreciation – Master Trainer CCC (Creating Confident Caregivers), Robin Petruska – M. Sanders noted that R. Petruska has been a master trainer for CCC for ten years and will be retiring. She presented Robin with a certificate of appreciation for her years of service. D. Wishart presented R. Petruska with a small gift of appreciation. R. Petruska thanked the board for having the opportunity to facilitate the program. Discussion followed. D. Wishart noted that R. Petruska is currently training Nancy Ragan and Jodi Douglas to take over the program when she retires.
  - Appreciation – Facilitator CSG (Caregiver Support Group), Nancy Ragan, RN – M. Sanders noted that N. Ragan is unable to be here today. Nancy is retiring as the CSG facilitator but will remain with the agency as previously noted. D. Wishart shared that the CSG meetings have moved to the third Tuesday afternoon of each month under the direction of Otsego Haus Coordinator E. Riozzi, LPN.
  - Appreciation – Facilitator GRG (Grandparents Raising Grandchildren), Julie Powers – M. Sanders noted that J. Powers has been the GRG facilitator for 12 years and is retiring. She presented J. Powers with a certificate of appreciation for her years of service. J. Powers noted how important this group has been for its members. D. Wishart presented J. Powers with a small gift of appreciation for her years of service. D. Wishart shared that S. Skowronski will be the new facilitator and that the group will continue to meet on the fourth Monday of the month but will gather during the lunch hour, effective in January.
- Independent Audit Report, Dan Smith & Company, PC – K. Hines, CPA briefly reviewed the audit, noting the following:
  - Dan Smith & Company, PC reviewed the OCCOA's financial statements as outlined on pages 1 and 2 in the Independent Auditor's Report. She summarized management's responsibility for the financial statements, as well as the auditor's responsibility. It is their opinion that the financial statements are stated fairly and can be relied upon for historical record keeping and for management decision-making processes. A clean opinion has been given.
  - Statement of Financial Position (page 3) – This statement provides a snapshot of OCCOA's financial position at the end of its fiscal year. She highlighted total assets, total liabilities, and total net assets and liabilities.
  - Statement of Activities for the Two Years Ended September 30, 2019 (Page 14) – Revenues were up, as were expenditures. The largest expenditure

- 1 increase was in salaries and fringe benefits, which reflected normal wage  
2 increases plus the expansion of various programs. The net assets represent  
3 30% of the agency's operating budget, which is at the level set by the board.
- 4 ○ She thanked the board for allowing Dan Smith & Company, PC to continue  
5 doing the audit. She and Dan enjoy their relationship with the agency.
  - 6 ○ D. Wishart requested a motion to accept the Otsego County Commission on  
7 Aging Audited Financial Statements for the Year Ended September 30, 2019.

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9 *A motion was made by J. Camiller and seconded by B. Bowen to accept the Otsego*  
10 *County Commission on Aging Audited Financial Statements for the Year Ended*  
11 *September 30, 2019. Motion carried.*

## 12 13 **Vice President's Report**

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

## 15 16 **Treasurer's Report**

17 The treasurer, James Camiller, CPA, briefly reported the following:

- 18 ● Revenues and expenses for Year-to-Date Totals Compared to Prior Year-to-Date  
19 Totals as of September 30, 2019 observations. He confirmed K. Hines's  
20 observation that salaries and fringes expenditures increased from the prior year.  
21 This had been planned. Although the salaries and fringes were up, the OCCOA  
22 was able to cut enough expenses to allow it to exceed its budgeted expectations.  
23 The agency traditionally budgets conservatively and exceeds expectations,  
24 which allows it to perform better than budgeted.
- 25 ● Revenues and expenses for Budget Vs. Year-to-Date Totals as of October 30,  
26 2019 observations. The agency is only one month into the fiscal year so there is  
27 not much to note. Salaries and fringes look off as there were three pay periods  
28 this October, compared to two in the prior year. This will balance out by the end  
29 of the year.
- 30 ● D. Wishart noted that needs will continue to increase, due to the increase in the  
31 aging population. Some of the increased wages were for the direct care workers.  
32 More direct care workforce will be needed.

## 33 34 **Secretary's Report**

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

- 36 ● A letter of appreciation from a client who used the OCCOA's services. She  
37 noted, "Everyone is so kind!"
- 38 ● A letter of appreciation from a client who used the OCCOA's services. She  
39 noted, "You are all just A-plus!"

- 1       • An acknowledgement letter from the Chamber of Commerce for the agency’s  
2 membership renewal.
- 3       • An acknowledgement letter from the Otsego County Community Foundation for  
4 funds donated back. D. Wishart explained that the foundation funded the 65  
5 Candles Educational Series and one of the guest speakers received an  
6 honorarium, which he donated back to the foundation.
- 7

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

- 9       • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly  
10 shared the following:
- 11       ○ The AASA continues to be in a time of transition.
- 12       ○ The State Advisory Council on Aging 2019 Report, on direct care workforce,  
13 elder abuse prevention, and transportation was recently issued. It is available  
14 on the state website.
- 15       ○ Some significant advocacy work for SNAP (Supplemental Nutrition  
16 Assistance Program) was recently completed by the AASA.
- 17       ○ The AASA continues to do a lot of advocacy work around direct care  
18 workforce issues. Work will soon begin on its state plan for the new year.
- 19       • Region 9 Area Agency on Aging Region Council – J. Mathis did not present a  
20 report. D. Wishart noted that the county still has an additional open position on  
21 this council.
- 22       • Region 9 Area on Aging Information - No report was presented.
- 23

## 24 **OCCOA Executive Director Report**

- 25       • **General Liability Insurance** – D. Wishart briefly shared the following:
- 26       ○ A report on the agency’s general liability coverage. It has been in place over  
27 time. She recently met with our agent to review the current policy.
- 28       D. Wishart noted that the agency has an “Up and Go” Program where staff  
29 might be transporting clients from client homes to the adult day services  
30 program. There is some concern by the agency’s direct care workforce that  
31 the agency has adequate insurance coverage to back up their own personal  
32 insurance policies. The agent noted that the current coverage is adequate, but  
33 also provided a quote for double the coverage. The policy will be renewed in  
34 October 2020 but can be increased at any time.
- 35       ○ D. Wishart requested board feedback regarding doubling the coverage.  
36 Discussion followed. It was the opinion of board members that the agency  
37 should defer to the insurance agent’s opinion and keep it at the current  
38 coverage.
- 39       ○ D. Wishart requested a motion that the agency continue its general liability  
40 insurance policy at the current \$1,000,000 coverage.
- 41

1 *A motion was made by C. Messina and seconded by B. Bowen to continue the Otsego*  
2 *County Commission on Aging's general liability insurance policy at the current*  
3 *\$1,000,000 coverage. Motion carried.*

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- 5 • **Banking and Signatures for Accounts** – D. Wishart briefly shared that,  
6 historically, the agency has had two staff members signing checks for accounts  
7 payable. Currently, M. Sanders, J. Camiller, and D. Wishart are signatories on  
8 the agency's bank accounts. She requested that Sarah Skowronski, LLMSW, be  
9 added to the agency's bank signatories so that dual signatories will be available  
10 in house to sign checks, and to also avoid having board members being called in  
11 too often to sign checks. Discussion followed.
- 12 • D. Wishart requested a motion to approve the request that Sarah Skowronski,  
13 LLMSW, be added as a signatory to the agency's bank accounts.

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15 *A motion was made by C. Messina and seconded by R. Smith to approve the request*  
16 *that Sarah Skowronski, LLMSW, be added as a signatory to the agency's bank*  
17 *accounts. Motion carried.*

- 18
- 19 • **Agency Updates**
  - 20 ○ Grants – Federal and State Grants – The grants are trickling in.
  - 21 ○ Michigan Health Endowment Fund – The current grant is final on December  
22 15, 2019, and the final report is due December 17, 2019. The agency has  
23 received a replication grant to continue to fund the current technology and  
24 aging work. This will allow us to continue our work in Otsego County, Flint,  
25 and Traverse City but also expand to St. Clare, Washtenaw County, Cass  
26 County, and the Upper Peninsula. The funding will allow the hiring of part-  
27 time help in those communities.
  - 28 ○ KMG – HUD Grant – The agency has moved away from this. KMG has  
29 directly hired a service coordinator to service the Alpine Alten Zimmer  
30 residents. This person will report directly to KMG, rather than to the  
31 OCCOA.
  - 32 ○ Otsego County Community Foundation – D. Wishart had an opportunity to  
33 speak about the 65 Candles Educational Series at the recent Extreevaganza.  
34 The series, funded by the Otsego Community Foundation, was very  
35 successful. The agency will be replicating this program and will seek  
36 additional grant funding for other programs.
  - 37 ○ DTE Holiday Grant – The DTE grant will fund home-delivered meals and  
38 the OCCOA's Holiday Christmas Luncheon. They will also provide gifts and  
39 volunteers for the luncheon.
- 40 • **Staff**
  - 41 ○ Executive Leadership/Department Leadership – The agency's organizational  
42 structure has changed with the development of the Executive Leadership

1 Team. D. Wishart meets with A. Mayer, S. Skowronski, P. Carlson, and  
2 E. Godek on a monthly basis to do strategic work for the agency.

- 3 ○ New Hires and Hiring Process Updates – Lori Allen has been hired, part-  
4 time, in the Accounting Department. She is training to provide backup as  
5 A. Mayer moves closer to retirement. Interviews are being conducted today  
6 for three more part-time direct care service workers.

- 7 ● Volunteers

- 8 ○ E-volunteering in Collaboration with United Way/RSVP – The agency is  
9 collaborating with United Way and RSVP through the CommunO<sub>2</sub>  
10 technology project. Along with our agency, RSVP is poised to do live video  
11 calls, along with Balkema Elder Law. Video calling will provide  
12 volunteering opportunities in a new way through RSVP, such as for Friendly  
13 Visiting with the homebound, mentoring professionals, and tutoring students.

- 14 ○ Recent trainings and/or celebrations

- 15 ■ E. Godek presented a brief update on the recent Congregate Meal  
16 Program volunteer training. Volunteers in this program are required to  
17 receive two trainings a year, one in a meeting setting. The training  
18 included breakfast and prize giveaways.
- 19 ■ E. Godek recently met with her volunteer tax team to schedule the tax  
20 clinics. Two new volunteers will be joining the team if they obtain their  
21 IRS Advanced certification. This would bring the team up to seven.  
22 Volunteers have received their training materials and are working on their  
23 certifications.
- 24 ■ D. Wishart added that the agency could not do what it does without our  
25 volunteers and our stellar leadership to volunteers at the agency.  
26 Volunteers stretch dollars, add expertise, and enhance programs.

- 27 ● Programs

- 28 ○ Traditional Core Services

- 29 ■ Meal Program – Dining Out – The agency has launched Dining Out at  
30 The Old Depot, as a trial. The regular congregate meal will continue  
31 Mondays at the Johannesburg Meal Site. The Old Depot Dining Out  
32 opportunity is on Wednesday, followed by socialization at the meal site.  
33 Dining Out continues to be offered at the Mill Street Diner in Vanderbilt.  
34 The agency may look, at a later date, at adding an additional Dining Out  
35 location in Gaylord. Discussion followed.
- 36 ■ Advocacy – Recent Flooding/Relocation – D. Wishart briefly presented a  
37 report on the recent flooding in the building during the installation of a  
38 new roof. The flooding primarily affected the Advocacy Department,  
39 which was amid a packed schedule of appointments for open enrollment  
40 for Medicare Part D clients. The University Center was able to house the  
41 entire Advocacy Department for a very nominal cost during the cleanup.  
42 Insurance will help with this expense. The agency staff was concerned

1 that the working environment at the Alten Zimmer was unsafe, post-flood.  
2 An air quality test was conducted. The air is safe to breath and the  
3 Advocacy Department staff are safe to return. A special vacuum has been  
4 purchased to capture mold spores in the carpeting. D. Wishart noted that  
5 staff are packed in the current space and something will need to change in  
6 the future. Discussion followed.

- 7 ○ Enhanced “Healthy Aging” Activities – The agency continues to offer A  
8 Matter of Balance, for which there are waiting lists, Life is a Balancing Act,  
9 and the Walk Michigan Program. The agency also offers a functional fitness  
10 program at Big North Barbell. Attendees’ health outcomes are being  
11 measured and are showing improvement in a very short time. Gray Matters is  
12 a dementia-specific learning and cognitive exercise program that will be  
13 returning. 65 Candles will also be returning.

- 14 ○ Clients

- 15 ■ Ambassadors for Services! – D. Wishart is very proud of the staff, as is  
16 evidenced by the notes of appreciation that the agency receives from its  
17 clients. Clients are our ambassadors.

- 18 ● Board members received a small personal gift of appreciation from D. Wishart  
19 for the holiday season.

- 20 ● Questions and Answers

- 21 ○ J. Camiller noted his concern that the Net Asset line item, “Without Donor  
22 Restrictions – Board Designated,” found in the OCCOA’s Statement of  
23 Financial Position from page 3 of the audit report is mislabeled. He  
24 suggested following up with Dan Smith and possibly relabeling this line item  
25 for the next audit. B. Bowen suggested providing clarification, in the  
26 meantime, in upcoming minutes.

## 28 **Adjournment**

29 The December 11, 2019 Otsego County Commission on Aging Board of Directors  
30 meeting was adjourned at 10:04 a.m. by M. Sanders. The next meeting is scheduled at  
31 the University Center on Wednesday, February 12, 2020, at 9 a.m.

32  
33 *Eileen K. Godek*

34  
35 Eileen K. Godek

36 Recorder

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