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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, June 9, 2021 University Center, Room U-105

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**Attending Voting Members:** M. Sanders, R. Edel, B. Bowen, C. Messina,  
L. Platte, N. Ragan, R. Smith

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**Absent Voting Members:** Judge G. Mertz

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**Excused 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:** Ryan Sullivan, Director, Signet Capital, LLC, and  
Team  
Brooke Mainville, Special Projects Coordinator,  
Region 9 Area Agency on Aging (via call in)

### Call to Order

- The president, Mary Sanders, called the meeting to order at 9:04 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 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:

- Appointment to Board of Directors – M. Sanders called for a motion to approve the appointment of Nancy Ragan to the Otsego County Board of Directors.

*A motion was made by R. Edel and seconded by B. Bowen to approve the appointment of Nancy Ragan to the Otsego County Commission on Aging Board of Directors. Motion carried.*

- Building and Space Committee Report – The committee has had a couple of meetings since the last board meeting. R. Sullivan, the director of Signet Capital, LLC, and his team are scheduled to provide an update later in this meeting.
- Bylaws Committee Report – As reported at the last board meeting, the bylaws have been reviewed by Judge G. Mertz and C. Messina. No changes are needed.
- Nominating Committee – She thanked R. Edel and R. Smith for their recent board member recruiting efforts. The committee was tasked to secure one more board member.

## Vice President's Report

The vice president, Judge George Mertz, did not present a report:

- Information – D. Wishart noted that Judge G. Mertz, who is a member of the Building and Space Committee, is reviewing the agency's lease contracts with the Health Department and the Alpine Alten Zimmer.

## Treasurer's Report

Mary Sanders, briefly shared the following:

- A treasurer is yet to be determined.
- Financial Reports – Board members received copies of the most recent financial reports. No questions or concerns were raised.
- B. Bowen asked if the agency's second PPP loan had been submitted for forgiveness. D. Wishart affirmed that it was. Discussion followed.

## Secretary's Report

The secretary, R. Edel, had no correspondence to share.

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

- 2 • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly  
3 shared the following:
  - 4 ○ The governor issued a proclamation that June would be Alzheimer’s and  
5 Brain Awareness Month.
  - 6 ○ The senior deputy director at the state office has moved to a public health  
7 position, so leadership in the state office is in transition.
  - 8 ○ The Michigan Commission on Services to the Aging will be meeting  
9 virtually in June and July. After the June meeting there will be a public  
10 hearing.
  - 11 ○ In July, there will be a transitioning between some outgoing and incoming  
12 state commissioners.
  - 13 ○ The annual State Advisory Council report on social isolation was submitted  
14 to the Michigan Department of Health and Human Services and has been  
15 approved. The Otsego County Commission on Aging, its Health Fund grants,  
16 and CommuO<sub>2</sub> SuperApp platform received mentions in the report.
- 17 • Region 9 Area Agency on Aging Region Council – C. Messina briefly shared  
18 the following:
  - 19 ○ There is a lot of change, recently, with the transitioning of new and old  
20 members onto and off of the council. There is an hour-long online orientation  
21 for new council members which she plans to view. It explains what the  
22 council does for the aging population in Region 9. Discussion followed.
  - 23 ○ Some of the congregate meal programs have been closed and then re-opened  
24 again.
  - 25 ○ D. Wishart noted that Otsego County has an opportunity for one more  
26 representative on the regional council. She thanked C. Messina for  
27 representing Otsego County on the council.
- 28 • Region 9 Area on Aging Information
  - 29 ○ D. Wishart noted that the agency is in its annual assessment period for  
30 federal and state-funded programs. The OCCOA’s adult day services  
31 program received an assessment, the In-Home Services program will receive  
32 an assessment, and the agency’s general assessment is scheduled for June 10,  
33 2021. D. Wishart briefly described the assessment process. The board will  
34 receive copies of the assessment reports.
  - 35 ○ B. Mainville noted that she recently met with Otsego Haus Coordinator Evie  
36 Riozzi, LPN, to conduct the adult day services assessment. She noted that  
37 everything looked great, and that Evie does great work in keeping the  
38 paperwork in order. She recently sent a letter and the report to M. Sanders  
39 and D. Wishart. She congratulated the agency for a good assessment.
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# OCCOA Executive Director Report

- **Updates** – D. Wishart briefly shared the following:
  - Clients – Yesterday, she presented the agency’s component unit report to the Otsego County Board of Commissioners. She briefly shared the report, “The Year of the Mask, Resiliency, and Relevancy,” which highlighted the agency’s learnings and support from its clients during the pandemic. She concluded to the commissioners that “the wisdom of our elders is to be celebrated and honored.”
  - Staff
    - D. Wishart noted that the agency has been working on annual staff reviews, which is an operating standard and requirement. This year, the agency used the “STAY Review” process, which came to her through the Otsego County management team. The review consists of five questions, and is designed to be only 20 minutes long, comfortable, and informal. The reviews went quite well. E. Godek and A. Mayer briefly shared their experiences with their STAY reviews. Board members received a copy of the STAY Review. Discussion followed.
    - As part of the review process, D. Wishart also picked up a Harvard business article that highlighted ten assets that are critical to hiring and staff retention and asked staff to do a self-assessment on those asset areas. In part, they included loyalty, integrity, kindness, persistence, flexibility, adaptability. This led to interesting self-reflection on the staff’s part, and acknowledgement or validation on D. Wishart’s part. This was followed by conversation about the assets that could be strengthened where needed.
    - The agency’s staff retention remains very strong at eight-plus years.
  - Volunteers – D. Wishart stressed that the OCCOA’s volunteers continue to be important. Its IRS Tax Assistance Program volunteers are excellent, and its medical transportation volunteers continue to get clients to medical appointments. She noted that the OCCOA could not be prouder of them. The agency could not do everything that it does without them.
  - Agency
    - D. Wishart highlighted some pages from her “The Year of the Mask, Resiliency, and Relevancy” report to the county commissioners, mentioned earlier, which featured pictures of staff at work during the pandemic. In her report to the commissioners, she pointed out that although congregate meals have been closed, the OCCOA has been able to continue with home-delivered meals, curbside holiday meals, Friday boxed lunches, and Senior Project FRESH. The overriding message was that the agency continues to be relevant. D. Wishart will provide members with a copy of her report to the county commissioners. Discussion followed.

- 1           ▪ Board members were encouraged to attend the county commissioners’  
2           meeting on Tuesday, June 22, 2021, in support of the agency’s building  
3           plans. She will send board members a reminder.
- 4           ▪ Board members received a copy of the guide that was printed for the 2020  
5           Senior Expo. Although the expo was cancelled last year, due to the  
6           pandemic, it is back on for Wednesday, September 8, 2021, from 1 to 4  
7           p.m., at The Ellison Center. The Porches will be a lead sponsor for the  
8           expo. D. Wishart recently had a preliminary meeting with Jim Driver, one  
9           of the leads, along with Bill Michaels. Their goal is to have 90 exhibitors  
10          with two speaker bureaus during the event. The OCCOA will have two  
11          exhibit booths to bring information to the community about agency  
12          programs and services.
- 13          ▪ Work continues with the Health Fund grants. The replication grant was  
14          slowed by the pandemic, but the Health Fund has been accommodating  
15          and flexible. Replication of the original Health Fund grant is continuing in  
16          Washtenaw, St. Claire, Chippewa, and Luce counties.
- 17          ▪ The OCCOA is continuing its partnership with the MSU School of Social  
18          Work for the Virtual Table research project, which is funded by another  
19          Health Fund grant. The project is headed by MSU Professor Paul  
20          Freddolino, Ph.D., with support from a team from MSU and the OCCOA.  
21          The OCCOA team will include some of the agency’s advocacy staff,  
22          some RSVP volunteers, and some of the agency’s peer tutors. She briefly  
23          described the project’s goals, which is to provide an interested and select  
24          group of the agency’s home-delivered meal clients with a tablet, free  
25          internet service during the pilot, and technology training that will help  
26          them to connect to family and friends over meals, hence the name,  
27          “Virtual Table.” E. Godek is serving on the planning committee, which  
28          includes D. Wishart, Professor Freddolino, and a diverse group of  
29          professors and grad students from around the world. An area Eagle Scout  
30          is also assisting with the project, along with a team he put together,  
31          driving around the county to test the strength of internet signal speed in  
32          various locations. D. Wishart briefly outlined the various phases of the  
33          project and will send a copy of the project concept paper to board  
34          members. Discussion followed.

## 36       **Building and Space Committee**

- 37           • Ryan Sullivan and his Signet Capitol, LLC team briefly shared updates on the  
38           building project. Discussion followed.

## 1 **Q & A and Discussion**

- 2 • M. Sanders thanked R. Sullivan and his team for the update and for being so  
3 accommodating. She also acknowledged assistance on the project from two area  
4 business leaders, Keith Gornick and Skip Uber. Discussion followed.
- 5 • R. Sullivan highlighted two key dates. Signet Capital will plan to make a  
6 presentation to the Otsego County Board of Commissioners' finance committee  
7 on June 16, 2021, and another to the full board of commissioners on June 22,  
8 2021.
- 9 • An update on the status of the financing of the project and the arrangement of  
10 agency's leaseback were discussed, as well as several action items that need  
11 follow-up before the two county commissioners' meetings. Discussion followed.
- 12 • M. Sanders thanked everyone for their time and attendance at this meeting.

## 13 **Announcements**

- 14 • There were no announcements.

## 15 **Adjournment**

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17 The June 9, 2021, Otsego County Commission on Aging Board of Directors meeting  
18 was adjourned at 10:27 a.m. by M. Sanders. The next meeting is scheduled at  
19 the University Center on Wednesday, September 8, 2021, at 9 a.m.

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22 *Eileen K. Godek*

23  
24 Eileen K. Godek  
25 Recorder