

1
2
3
4
5
6
7
8

OTSEGO COUNTY COMMISSION ON AGING

9
10
11
12
13

BOARD OF DIRECTORS MEETING MINUTES Wednesday, September 8, 2021 University Center, Room U-105

14
15
16
17
18
19
20

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

21
22
23
24

Excused Voting Members: Judge G. Mertz, B. Bowen

25
26
27
28
29
30

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

31
32
33
34
35

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

Call to Order

- 36
37
- The president, Mary Sanders, called the meeting to order at 9:05 a.m. and welcomed those in attendance. A quorum was present.

Consent Agenda

- 38
39
40
41
- M. Sanders made a request for a motion to approve the Consent Agenda.

42
43
44

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

Open Forum

- 45
46
47
- Nothing was reported.

Executive Board Reports to the Board

President's Report

48
49

The president, Mary Sanders, briefly presented the following:

- 1 • Building and Space Committee Report – All prepared documents have been
2 signed for [procurement and leaseback] of the agency’s new space, and
3 remodeling continues.
- 4 ○ D. Wishart shared the following updates:
 - 5 ▪ The County Commissioners officially passed a resolution of support and
6 officially approved the budget and lease, as did the OCCOA board.
 - 7 ▪ M. Sanders, OCCOA board president, signed off on the lease on behalf of
8 the OCCOA.
 - 9 ▪ The remodeling work is moving along. The general contractor Bill
10 Raymond is using local businesses for the work. Todd Seidell is the local
11 architect and responsible for gathering all necessary permits from the
12 county. Discussion followed. Remodeling of the upper floor may be
13 completed in eight weeks, possibly allowing for a partial early occupancy.
 - 14 ▪ Five of agency’s offices in the Alpine Alten Zimmer were flooded two-
15 and-a-half weeks ago. Once the upper level at 1165 Elkview Drive is
16 completed, staff associated with flooded offices may be able to move into
17 upper level.
 - 18 ▪ Judge G. Mertz has reviewed the current Alpine Alten Zimmer lease.
19 Next steps are being planned.
 - 20 ▪ Most major renovation in the new space will be for the kitchen and the
21 Otsego Haus on the lower level.
- 22 • Nominating Committee
 - 23 ○ D. Wishart will work with the committee for one more nomination.
 - 24 ○ R. Smith provided a brief report of past contacts with potential members for
25 nomination.

27 Vice President’s Report

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

- 29 • Information – M. Sanders noted that he has been instrumental in reviewing the
30 Alpine Alten Zimmer and Health Department building leases.

32 Treasurer’s Report

33 Mary Sanders, briefly shared the following:

- 34 • A treasurer is yet to be determined.
 - 35 ○ D. Wishart noted that B. Bowen is considering position.
- 36 • Financial Reports –D. Wishart noted the following:
 - 37 ○ Board members received copies of the financial reports ending May 31,
38 2021, June 30, 2021, and July 31, 2021, in their board packets.
 - 39 ○ The agency is in good order, financially.
 - 40 ○ M. Sanders asked board members for questions or concerns regarding the
41 financial statements. After none were raised, she called for a motion of

1 approval of the Otsego County Commission on Aging financial reports
2 ending May 31, 2021, June 30, 2021, and July 31, 2021.

3
4 *A motion was made by C. Messina and seconded by R. Edel to approve the Otsego*
5 *County Commission on Aging financial reports ending May 31, 2021, June 30,*
6 *2021, and July 31, 2021. Motion passed.*
7

8 **Secretary's Report**

9 The secretary, R. Edel, did not share any correspondence. D. Wishart noted that she
10 would share several items of correspondence that are related to information sharing
11 later in the meeting.
12

13 **AASA Network Reports to the Board**

- 14 • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly
15 shared the following:
 - 16 ○ In July, the Michigan Commission on Services to the Aging meeting and
17 public hearing were held in the Gaylord City Hall. Chief Frank Clays, friend
18 and resident Phil Alexander, and Mayor Bill Wishart provided a medley of
19 welcomes. The commission consists of fifteen members appointed by the
20 governor from all over the state. During the public hearing, there were a
21 number of agency staff and members of the community who stepped forward
22 to speak on services. The agency's entire direct service team attended. Three
23 of them shared personal testimonies of the importance of services provided to
24 older adults, and the meaning they find in their jobs. The commission and
25 state affiliates have been working very hard these last three years to address
26 direct service worker wages, training, and retention issues. R. Edel also
27 testified on the importance of volunteerism and volunteer programs, which
28 were well received.
 - 29 ○ She noted that her term on the Michigan Commission on Services to the
30 Aging was completed at the end of July. She thanked the OCCOA board for
31 the opportunity to serve as a public agent on this commission under four
32 governors. D. Wishart was invited to Lansing in August, where she received
33 a very nice letter from the governor and another from the state staff. She also
34 received a plaque for exemplary service to the people of the state of
35 Michigan. Discussion followed.
- 36 • Region 9 Area Agency on Aging Region Council – C. Messina did not have a
37 report to share. D. Wishart thanked her for her assistance on sitting on this
38 regional council, whose responsibility is to assure that regional needs are being
39 met.
- 40
41 • Region 9 Area on Aging Information

- D. Wishart noted that the agency receives some training and funding from the state through the Region 9 Area on Aging, as well assessments on services provided.

OCCOA Executive Director Report

The OCCOA Executive Director, D. Wishart, briefly shared the following:

- 2020-21 Independent Audit – Historically, Dan Smith, CPA, has been the agency’s independent auditor. He has scheduled this year’s audit in late October. He also conducts audits for other councils and commissions on aging, so he brings added value and insight. He will present his independent audit report at the December board meeting.
- 2021-22 Budget – She presented the budget that was put together by the Accounting Department with help from department heads and guidance from her. A zero-based budget needs to be presented to the Otsego County commissioners for their approval. This budget is a bit higher than the previous fiscal year as the agency transitions and builds more programs and services. D. Wishart noted that a motion and approval of the proposed budget would be needed by the board in order to move it to the county for the commissioners’ approval. Discussion followed.
- D. Wishart added that B. Bowen noted his concern that the new building expenses be represented well in the budget. He noted to her that they are, and the board has his support for it.
- D. Wishart called for a motion to pass the FY 2021-2022 Otsego County Commission on Aging Budget of \$2,081,195.

A motion was made by R. Smith and seconded by R. Edel to approve the FY 2021-2022 Otsego County Commission on Aging Budget of \$2,081,195.00 that will be submitted to the Otsego County Board of Commissioners. Motion carried.

- Senior Expo – It is today, September 8, 2021, from 1:00 p.m. to 4:00 p.m. at the Ellison Place. L. Platte and his team at The Porches is one of the sponsors. The Gaylord Community Funeral Home will be present and has always been helpful to Senior Expo. The agency’s leadership team will also be present and available to answer questions and provide OCCOA handouts. D. Wishart invited board members to stop by.
- **Updates**
 - Clients/Programs/Services
 - Meal Program – The agency’s program is currently open three days a week after being shut down for quite a while due to COVID. Dining Out is open at Mill Street Diner in Vanderbilt and The Old Depot in Johannesburg and is going well. Special Drive-Thru Luncheons are

1 offered on the second Tuesday of the month and have been very popular
2 during COVID, serving 80 to 140 meals. The agency offers boxed lunches
3 every Friday. Not everyone is comfortable dining together, especially
4 vulnerable older adults. Giving them nutrition in new ways is important.
5 Senior Project FRESH (SPF) is under way. It is targeted at helping older
6 adults increase their intake of fresh fruits and vegetables. Almost all of the
7 SPF coupon books have been distributed. The program is a win-win-win
8 as it helps the agency's clients, local farmers, and farmers markets.

- 9 ■ In-Home Services – The agency has retained its staff during COVID,
10 thanks, in part, to our registered nurse, Pamela Carlson, who has guided
11 all the agency's efforts to keep everyone safe.
- 12 ■ Advocacy – Charlie May was recently hired as another counselor in the
13 Advocacy Department and will be undergoing training for Medicare Part
14 D Prescription Drug Plan open enrollment. Face-to-face meetings and
15 phone appointments are currently planned. This will be a very busy time
16 for the Advocacy Department.
- 17 ■ Medical Resources – P. Carlson continues to assist with COVID polices,
18 our initial assessments for home care and care plans and does so on a part-
19 time basis. She has also been very supportive to staff during COVID.
- 20 ■ Healthy Aging – This department is very busy and doing well. Several
21 programs continue outdoors, like the S'More Camp Stories that R. Edel
22 and C. Messina assist with, and Walk Michigan. Other very popular
23 programs continue and include Boomers Boot Camp for functional
24 fitness, A Matter of Balance, Creating Caregivers, and Life is a Balancing
25 Act.
- 26 ■ Adult Day Services – The census is lower than ideal but understandable
27 with COVID. Staff have been repositioned to make the program as cost
28 effective as possible during COVID.
- 29 ■ Volunteer and Research – The volunteer program is alive and well. A
30 number of agency volunteers are working on the Virtual Table project.
31 This project is taking home-delivered meals, a tablet, internet service, and
32 technology training to some of the agency's isolated home-delivered meal
33 clients. There is currently a pilot of five participants underway. Another
34 twenty will be added for a total of twenty-five participants. Additional
35 volunteers are needed who are computer savvy, enjoy working with older
36 adults, and have a couple of hours a week to give. The volunteer
37 department is prepping for the upcoming tax assistance program and an
38 upcoming meeting with RSVP on the Medical Transportation Program.
- 39 ■ Customer Service – Due to flooding of this office, our customer service
40 coordinator is doubled up in an Advocacy office space.
- 41 ■ Accounting – This department continues to do good work. The PPP
42 (Personal Paycheck Protection) loans are forgiven, the building and space

1 and annual budgets completed, and contracts are in place. They have also
2 worked on an insurance claim in response to the flooding situation.

3 ○ Agency

- 4 ■ Recent flooding of offices/Insurance Claim – D. Wishart contacted the
5 agency’s insurance agency to set up a claim. Servpro was contracted to
6 come in and box up office items. The agency will soon be submitting a
7 claim. The biggest issue is disruption. The staff is stuffed into corners,
8 and some are working parttime from home. Discussion followed.

9 ○ Staff

- 10 ■ Staff Retention – The agency has excellent staff retention at eight-plus
11 years.
- 12 ■ Staff Training – The agency also has ongoing training for staff. Advocacy
13 Coordinator Jake Rossow will be attending Leadership Otsego County.
14 The chamber will be offering the agency a \$250 scholarship. The agency
15 is being required by the state and the Region 9 Area Agency on Aging to
16 offer LGBTQ+ training for our staff. It is upcoming.
- 17 ■ Staff Hiring – The agency will be working on additional hiring for
18 continued excellence and growth, and which is included in the recently-
19 approved budget. E. Godek will be getting some help.
- 20 ■ Other – Some of the staff were exposed to COVID. Several were tested at
21 the walk-in clinic but came up negative. They will continue to monitor for
22 symptoms.

- 23 ○ Other – R. Edel shared that he recently escorted an elderly lady into the
24 Sportsplex from her car during a rainstorm. She said, “Do you know what the
25 problem with the Commission on Aging is? They have so many quality
26 programs that sometimes they conflict, not only between themselves, but
27 with my personal life, and then I have to stress where I’m going! Sometimes
28 they win, and sometimes my family wins!”

- 29 ○ D. Wishart noted that the city plans to put in a park just south of the new
30 building with restrooms, parking, tables, elk viewing and connecting to the
31 trails in Aspen Park

- 32 ○ D. Wishart recently sent a letter of intention and interest to the Elks Lodge
33 for their property on the north side of the building at 1165 Elkview Drive.
34 However, the Elks has sent a response that they have voted not to sell it at
35 this time.

- 36 ○ A citizen has stepped forward to ask a long series of questions about what the
37 OCCOA is doing with this lease. On September 14, D. Wishart will need to
38 answer his questions. M. Sanders will be calling into the Commissioners
39 meeting next Tuesday. Discussion followed.

1 **Announcements**

- 2 • There were no announcements.

3

4 **Adjournment**

5 The September 8, 2021, Otsego County Commission on Aging Board of Directors
6 meeting was adjourned at 10:01 a.m. by M. Sanders. The next meeting is scheduled at
7 the University Center on Wednesday, October 13, at 9 a.m.

8

9 *Eileen K. Godek*

10

11 Eileen K. Godek

12 Recorder