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OTSEGO COUNTY COMMISSION ON AGING

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

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

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Excused Voting Members: Judge G. Mertz, L. Platte

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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
A. Mayer, Accountant & Finance Coordinator

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Guests: Dan Smith, CPA

Call to Order

- The president, Mary Sanders, called the meeting to order at 9 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 N. Ragan to approve the Consent Agenda. Motion carried.

Open Forum

- A member of the public inquired on revenues allocated to salaries and fringe benefits and whether this is standard procedure in other counties.
- A member of the public inquired on the agency's new building lease compared to the two current ones, as well as the legality of the length of the new lease.
- A member of the public inquired about the agency's planned lease changes and whether they would result in higher property taxes.

Executive Board Reports to the Board

President's Report

The president, Mary Sanders, briefly presented the following:

- Dan Smith, CPA, was present to report on his independent audit of the agency. He briefly reviewed the Otsego County Commission on Aging Audited Financial Statements for the Year Ended September 30, 2021, noting the following:
 - The Independent Auditor's Report (pages 1-2) – On page 1, he states that he audited the agency's financial statements. He noted that he also included management's responsibilities and the auditor's responsibilities. His opinion can be found on page 2. He noted that he issued a clean opinion, which is that the OCCOA's financial statements can be relied upon and are fairly stated. They can be relied upon by the agency for historical record keeping and management's decision-making process.
 - Statement of Financial Position (page 3) – He reviewed the current assets and noncurrent assets. He also noted the current and long-term liabilities, as well as total Net Assets and Liabilities.
 - Statement of Activities (page 4) – It illustrates what unfolded in the past year. He reviewed the revenues and expenditures and Income from Operations. He outlined Other Income, which included two PPP (Payroll Protection Program) loans that were forgiven, as well as the Net Assets as of September 30, 2021.
 - Statement of Functional Expenses (page 5) – This statement allocates between programmatic services, management, and fundraising efforts and is an important part of what the OCCOA does. The lion's share of the agency's funding is dedicated to the agency's programmatic services.
 - Statement of Cash Flows (page 6) – he explained the statement which illustrates how cash flows from operating activities.
 - Footnotes (pages 7-13) - These provide additional verbiage and help explain the makeup of the financial statements.
 - He asked for any questions. There were none.
 - He concluded by noting that it is always a pleasure to work with Dona, Annie, and Lori.
 - B. Bowen thanked D. Smith for his work.
 - There being no questions, M. Sanders called for a motion to approve the Otsego County Commission on Aging Audited Financial Statements for the Year Ended September 30, 2021, as presented by Dan Smith, CPA.

1 ***A motion was made by B. Bowen and seconded by C. Messina to approve the Otsego***
2 ***County Commission on Aging Audited Financial Statements for the Year Ended***
3 ***September 30, 2021, as presented by Dan Smith, CPA. Motion carried.***
4

- 5 • Appointment of the OCCOA Interim Treasurer -
 - 6 ○ M. Sanders noted that Brett Bowen has accepted being the OCCOA board's
 - 7 interim treasurer and called for a motion for his appointment.

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9 ***A motion was made by R. Smith and seconded by R. Edel to approve Brett Bowen as***
10 ***the Otsego County Commission on Aging Board of Directors' interim treasurer.***
11 ***Motion carried.***
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- 13 ○ B. Bowen noted his reasons for agreeing to commit to the interim treasurer
- 14 position, which include the need to have a point person on the board in this
- 15 role.
- 16 • Reappointments to the OCCOA Board of Directors
 - 17 ○ M. Sanders noted that her and G. Mertz's terms are up.
 - 18 ○ She called for a motion for approval of her and G. Mertz's reappointments.

19
20 ***A motion was made by N. Ragan and seconded by C. Messina to approve the***
21 ***reappointments of M. Sanders and G. Mertz to the Otsego County Commission on***
22 ***Aging Board of Directors. Motion carried.***
23

- 24 • Committee Updates
 - 25 ○ Building and Space Committee – R. Edel provided the following updates:
 - 26 ■ After a County Board of Commissioners meeting, it was determined that
 - 27 the agency can only enter into a 20-year lease. The attorneys have worked
 - 28 this out so that there will only be a 20-year lease.
 - 29 ■ The minor renovations needed on the upper floor are nearly complete.
 - 30 ■ He noted that considering that the agency has multiple leased spaces in
 - 31 the county, that there is leased office space that is currently not useable,
 - 32 that there are employees stuck working in the dining room on confidential
 - 33 files in an nonconfidential arena, that some staff don't have an office and
 - 34 are working from home, that some of the current leased office space is
 - 35 unsafe, that the agency is going to have a new landlord, and the fact that
 - 36 50 percent of the space is ready, the committee recommends to this board
 - 37 that OCCOA Executive Director Dona Wishart be authorized to contact
 - 38 the new landlord to learn if early occupancy is possible.
 - 39 ■ In exchange for earlier occupancy, the committee suggests that the agency
 - 40 be responsible for 50% of the utilities in that building. If the board
 - 41 approves, Executive Director D. Wishart would be responsible for
 - 42 working out an early move-in date with the landlord that would include

1 working out the timing of moving equipment, computer networks, phone
2 systems, etc.

- 3 ■ M. Sanders noted that the agency has a lease with the health department
4 that has expired. There is a subcommittee that is charged with working on
5 a plan for negotiating the Alten Zimmer lease.
- 6 ■ She also noted that the agency is being frugal in its planning for FFE
7 (Furniture, Fixtures, and Equipment) and will include the use of furniture
8 and equipment that it owns. A lot of items are in storage due to the
9 flooding of the front offices in the Alten Zimmer. Discussion followed.
- 10 ■ M. Sanders called for a motion to recommend that Executive Director
11 D. Wishart be approved to seek early occupancy of the new building from
12 the landlord for the reasons stated earlier in R. Edel's report.

13
14 *A motion was made by B. Bowen and seconded by R. Smith that Executive Director*
15 *D. Wishart be approved to seek early occupancy of the new building from the*
16 *landlord for the reasons stated earlier in these minutes by R. Edel. Motion carried.*
17

- 18 • Discussion followed.
 - 19 ○ Nominating Committee
 - 20 ■ R. Edel noted that he and R. Smith will schedule a meeting with
21 D. Wishart.
 - 22 ■ B. Bowen suggested that the committee seek a person with an accounting
23 and finance background to serve as treasurer, given that his newly
24 appointed position is an interim one. Discussion followed.

25 26 **Vice President's Report**

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

29 **Interim Treasurer's Report**

30 B. Bowen, briefly shared the following:

- 31 • Financial Reports – B. Bowen briefly reported the following:
 - 32 ○ Board members received financial statements ending September 30, 2021,
33 and October 31, 2021, in their board packets.
 - 34 ○ The statements pretty much follow what D. Smith reported in his audit
35 report. One thing that will be added will be the present value of the lease and
36 its impact.
 - 37 ○ Numbers are right in line with what D. Smith reported and are well done.
38 They include the PPP loans that have been forgiven, according to plan.
 - 39 ○ Wages are under budget.
 - 40 ○ Food expenses are always increasing, but outlays are less, given current
41 COVID impacts on nutrition services.

- 1 ○ Revenue is fantastic and ahead of projections as is revenue over expenses.
2 ○ M. Sanders called for a motion to accept the financial reports ending
3 September 30, 2021, and October 31, 2021.
4

5 *A motion was made by C. Messina and seconded by R. Edel to accept the Otsego*
6 *County Commission on Aging financial reports ending September 30, 2021, and*
7 *October 31, 2021. Motion carried.*
8

- 9 • Other – D. Wishart noted that there were recent bank buyouts and consolidations
10 in our community that have impacted the OCCOA. The agency has followed
11 Otsego County and moved some accounts to Horizon Bank. In doing so, new
12 signature cards are needed. Typically, these are issued to the board president and
13 treasurer and two staff members. D. Wishart requested that a motion be made to
14 approve signature cards for M. Sanders, B. Bowen, D. Wishart, and E. Godek
15 for the agency’s Horizon accounts. Discussion followed.
16

17 *A motion was made by R. Smith and seconded by C. Messina to approve signature*
18 *cards for M. Sanders, B. Bowen, D. Wishart, and E. Godek for the Otsego County*
19 *Commission on Aging’s accounts with Horizon Bank. Motion carried.*
20

21 **Secretary’s Report**

22 The secretary, R. Edel, shared the following correspondence:

- 23 • A client’s note of appreciation for help received.
24 • Two additional client/family caregiver notes, which included donations, in
25 appreciation for help received.
26 • One letter from Otsego County United Way and another from the Gaylord Area
27 Chamber of Commerce expressing their continued appreciation for their
28 community partnerships with the OCCOA.
29 • A nice note written to D. Wishart from an employee who recently moved
30 downstate. Discussion followed.
31

32 **AASA Network Reports to the Board**

- 33 • News from the Aging & Adult Services Agency (AASA) – D. Wishart briefly
34 shared the following:
35 ○ Board members received a copy of the Aging and Adult Services Agency
36 (AASA) newsletter during the meeting. When she was recently chairing the
37 state commission, they were involved in the development of the state’s three-
38 year plan. The plan was approved and is available through the MDHHS
39 website listed in the newsletter. We do not stand alone. That plan will help
40 guide us. Funding, operating standards, and new programs are listed in the
41 plan.

- 1 ○ The AASA at the state level has recently been restructured and pulled into
2 MDHHS (Michigan Department of Health and Human Services). It was
3 subsequently renamed, “Bureau of Aging, Community Living, and Supports
4 – Health and Aging Administration.”
- 5 ● Region 9 Area Agency on Aging Region Council – C. Messina briefly shared
6 the following:
 - 7 ○ Region 9 AAA received \$59,000 for COVID to promote vaccine outreach,
8 including vaccinations and transportation to them. There was discussion of
9 how best to use this money to provide supports to people needing
10 vaccinations. Ideas are welcome.
- 11 ● Region 9 Area on Aging Information
 - 12 ○ Board members also received the most recent AAA (Area Agency on Aging)
13 Region 9 newsletter. It includes Michigan COVID updates, which are
14 changing daily, but something the OCCOA will need to pay attention to.
 - 15 ○ D. Wishart learned from Laurie Sauer, the director of the Area Agency
16 Region 9, that they have lost a lot of employees. One key member was
17 directly involved in finance processing and reporting. A. Mayer and L. Allen
18 will assist during this transition time. Discussion followed.

20 **OCCOA Executive Director Report**

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

- 22 ● Clients/Programs & Services – The agency has over forty programs and
23 services to address the needs in our community. Key among them are Older
24 American Act services, including the meal program and in-home services.
 - 25 ○ Meal Program and Nutrition Services – During COVID the agency did not
26 miss a beat with home-delivered meals. An average of 1,000 meals goes out
27 each week. The Congregate Meal and Dining Out Programs are up and
28 running. Senior Project FRESH helped over 160 older adults change their
29 eating habits. The agency’s special lunches and boxed lunches have been
30 helping people during this time of COVID.
 - 31 ○ In-Home Services – The agency’s fifteen direct care workers are out in the
32 field. Direct care workers are historically underpaid. Wage increases were
33 recently approved by the state for direct care workers. The agency will be
34 posting another position in mid-December. Clients’ needs are increasing.
 - 35 ○ Advocacy Services – The department has over 2,000 files. Open Enrollment
36 for Medicare Part D was concluded yesterday. Counselors are available to
37 help with a variety of issues, Medicare, Medicaid, long-term care, housing,
38 and elder abuse. Charlie May was recently hired and trained as a certified
39 MMAP (Medicare and Medicaid Assistance Program) counselor to assist in
40 this department.

- 1 ○ Medical Resources and Care Plan Services – Our registered nurse, Pamela
2 Carlson, continues to monitor COVID conditions to protect clients and staff.
- 3 ○ Healthy Aging Programs – The coordinator has moved. A new coordinator
4 will be starting December 27, 2021.
- 5 ○ Adult Day Services – The Otsego Haus is open for business with specialized
6 dementia care.
- 7 ○ Volunteer Services – The agency relies on over two hundred volunteers
8 assisting us each year with well over a value of \$100,000 in services coming
9 back to us. A Volunteer Program assistant has been hired and will start
10 tomorrow.
- 11 ○ Research Assessments and Evaluations – E. Godek continues her work with
12 assessments and evaluations with her research background. The board will
13 soon hear research-based reports on some of our programs which will assist
14 the board in making decisions for the future.
- 15 ○ Customer Service – The agency’s medical loan closet is open and is a critical
16 need every day. People need a variety of types of medical equipment and can
17 get it in a cost-efficient way, thanks to the donations of others to the agency’s
18 Loan Closet.
- 19 ○ Accounting – There is excellence in this department under direction of
20 A. Mayer. Work is underway for the annual board meeting in February.
21 Afterward, the department will begin working with D. Wishart and
22 department leaders on the new budget for the next fiscal year.
- 23 ○ Other – The agency is currently involved in three programs funded by the
24 Michigan Health Endowment Fund. One is a collaboration with the Michigan
25 State University School of Social Work. The project is called Virtual Table.
26 We are leading the way with the goal of the project being replicated across
27 the state. The project provides some Home-Delivered Meal clients with
28 tablets, internet service, and technology training with the goal of diminishing
29 their social isolation through call options. It is going well. There are currently
30 fifteen participants on board, with a targeted goal of twenty-five. We look
31 forward to reporting their stories at a future board meeting.
- 32 ○ The agency is applying for another Michigan Health Endowment Fund (HF)
33 planning grant. The HF staff have been very gracious in embracing
34 innovative and creative ideas to meet the needs of older adults and children.
- 35 ○ The agency has been doing a lot of hybrid programming during this time of
36 COVID. The HF’s support of the OCCOA’s CommunO₂ video call platform
37 through earlier grants has helped the agency tremendously. The agency was
38 positioned before COVID to have the technology tools it needed.

- 1 • Staff
- 2 ○ Staff Retention – All around there are challenges with the labor market. The
- 3 ○ OCCOA’s staff retention is over eight-plus years. The agency is having
- 4 ○ success with hiring through meaningful human-service work.
- 5 ○ Staff Training – Training is also important. D. Wishart thanked the board for
- 6 ○ its commitment to invest in training. Another direct care worker is in training
- 7 ○ and C. May just completed training. It is critical that everyone continue to
- 8 ○ improve skills and abilities. Volunteers are part of the agency’s team and
- 9 ○ there are some who are in training, under the direction of E. Godek and the
- 10 ○ IRS, to provide tax assistance to low-income older adults. This assistance
- 11 ○ will start in the new year.
- 12 • Agency
- 13 ○ Flooding of Offices/Insurance Claim – The recent flooding in the Alpine
- 14 ○ Alten Zimmer knocked out five of the agency’s business offices. There is an
- 15 ○ insurance agent coming today for a final inspection. The agency received
- 16 ○ early payment for initial damages to our equipment, furniture, files, and
- 17 ○ moving expenses. The agency hopes to wrap this up by December 27, 2021.
- 18 ○ Other – D. Wishart encouraged board members to review the monthly report
- 19 ○ on unduplicated counts for our clients and for our service numbers. She also
- 20 ○ invited them to feel free to call or stop in if they have questions. The
- 21 ○ agency’s Meal Program, In-Home Service Program, Adult Day Services, and
- 22 ○ Advocacy Program are leading the way. Additionally, caregiver support is
- 23 ○ very critical in the agency’s mission to support family caregivers. Discussion
- 24 ○ followed.
- 25

26 **Announcements**

- 27 • There were no announcements.
- 28

29 **Adjournment**

30 The December 8, 2021, Otsego County Commission on Aging Board of Directors
31 meeting was adjourned at 10:07 a.m. by M. Sanders. The next meeting is scheduled at
32 the University Center on Wednesday, February 9, 2022, at 9 a.m.

33

34 *Eileen K. Godek*

35

36 Eileen K. Godek
37 Recorder