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# OTSEGO COUNTY COMMISSION ON AGING

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## BOARD OF DIRECTORS MEETING MINUTES Wednesday, June 13, 2018 University Center, Room U-105

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**Attending Voting Members:** M. Sanders, G. Mertz, J. Camiller, R. Edel,  
J. Duff, C. Messina

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**Excused Voting Members:** R. Smith

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**Absent Voting Members:** B. Bowen, J. Mathis

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

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

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**Guest:** Joel Ackerman, Founder and CEO of CommunO<sub>2</sub>  
Brooke Mainville, Special Projects Coordinator,  
Region 9 Area Agency on Aging

## Call to Order

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- The president, M. Sanders, called the meeting to order at 9:09 a.m. A quorum was present. The board paused for a silent moment of reflection.

## 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 G. Mertz to approve the Consent Agenda. Motion carried.*

## Open Forum

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- Nothing was reported.

# 1 **President's Report**

2 The president, M. Sanders, did not present a report.

# 3 **Vice President's Report**

4 The vice president, G. Mertz, did not present a report.

# 5 **Treasurer's Report**

6 The treasurer, J. Camiller, briefly reported on the following:

- 7 • Actual revenues and expenses (without the Health Fund), as of April 30, 2018, compared to budget.
- 8 • Actual revenues and expenses, as of April 30, 2018, compared to the prior year's actual revenues and expenses.
- 9 • Balance Sheet as April 30, 2018.
- 10 • Overall, the agency is doing better compared to the prior year and running just a little bit under on revenues.
- 11 • M. Sanders remarked that the Units of Service & Unduplicated Clients reports as of March 31, 2018 and April 30, 2018 showed increased units across the majority of categories compared to the prior year.

# 12 **Secretary's Report**

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

- 14 • A thank you card from a tax client for the excellent service he received for help with his taxes.
- 15 • A thank you card from the Gaylord Area Chamber of Commerce for providing OCCOA Healthy Aging Activities Coordinator Amanda Dobrzelewski with the necessary release time to participate in Leadership Otsego County.

# 16 **Aging and Adult Services (AASA) – Network Reports to the Board**

- 17 • News from the Aging and Adult Services Agency – AASA – D. Wishart briefly reported the following:
  - 18 ○ The intrastate funding formula is reviewed every five years. This is important as it determines how much money the agency receives in federal and state funds. The review is underway at the state level. The funding formula is open for public comment through June 17, 2018. Five years, ago, there was a migration out of the Detroit area resulting in the loss of significant funding to that area due to the funding formula. This area will lose additional funds this year. There will be a two-year phase-in of the funding changes so that the agencies that are losing funds will have time to adjust. The funding that our agency receives is important to its budget. Discussion followed.

- 1 ○ NAPIS – The Fiscal Year 2017 Otsego County Client and Service Report  
2 issued by the Michigan Department of Health and Human Services Aging  
3 and Adult Services Agency (AASA) was included in board packets. It  
4 profiles the Otsego County NAPIS population, details units of services  
5 provided, reports on the 2017 Region 9 expenditures for these services, and  
6 outlines trends for such things as the In-Home Service Program and the  
7 Congregate Meal and Home-Delivered Meal Programs.
- 8 ○ D. Wishart attended Older Michigianians Day. It was well attended with  
9 people gathering from all over the state to talk with their legislators on  
10 advocacy platform issues.
- 11 ● AAA (Area Agency on Aging) Region 9
  - 12 ○ The regional council member, J. Mathis, did not present a report.
- 13 ● AAA (Area Agency on Aging) Staff Report – B. Mainville
  - 14 ○ D. Wishart introduced Brooke Mainville from the Area Agency on Aging.  
15 Mainville noted that her first experience with the OCCOA was through an  
16 Otsego Haus assessment. She looks forward to working with the agency in  
17 the future.
- 18 ● Discussion followed regarding state and local funding.

## 20 Management Team Updates

21 The management team, D. Wishart and D. Gehman, briefly reported the following:

- 22 ● Budget
  - 23 ○ 2017-2018 Statement of Grants Award – The federal government has not  
24 finalized funding awards. The state of Michigan has released early money, in  
25 anticipation that the federal funding will soon be awarded. The AAA has  
26 followed suit to get the money out to the local agencies. The Accounting  
27 Department does excellent work tracking the funds.
  - 28 ○ Otsego County Bus Contract – The agency recently changed meal delivery  
29 services from the Otsego County Bus System to Alpine Taxi, primarily for  
30 cost savings. Tim Handley, from the county, did a careful review of the  
31 agency’s contract with the Bus System and determined that slightly over  
32 \$14,000 will be returned to the OCCOA. There is very positive feedback  
33 from clients and agency staff that the taxi service is doing a very good job. A  
34 further report will be provided.
  - 35 ○ A. Mayer worked up a cost savings report. D. Wishart shared the  
36 approximate line item savings. The agency is doing what it can for cost  
37 containment and efforts are coming along nicely.
- 38 ● Donations
  - 39 ○ Memorial Donations are up by about \$1,000.00. The agency works with local  
40 funeral homes to remind family members that the agency accepts memorial  
41 donations.
- 42 ● Grants
  - 43 ○ Michigan Health Endowment Fund (HF) – D. Wishart thanked J. Ackerman  
44 for being present at today’s meeting. He is the founder and CEO of

1 CommunO<sub>2</sub> and is a key partner in the agency's Health Fund award. The  
2 Health Fund is providing the money, the OCCOA is providing the leadership,  
3 J. Ackerman and his company are providing the technology, and Michigan  
4 State University is providing research expertise. CommunO<sub>2</sub> Information  
5 Sessions were held yesterday. M. Sanders noted that she and R. Edel  
6 attended one of them and that it was well done.

- 7 ○ Administration on Community Living – The agency recently submitted a  
8 grant to this administration. It is a long shot, but if awarded will provide the  
9 agency with the opportunity to offer additional services to older adults and  
10 persons with disabilities and chronic conditions. It may also allow the agency  
11 to expand its facility options.

- 12 ● Programs

- 13 ○ Senior Project FRESH – This program is underway with a big kickoff  
14 meeting planned next week. Approximately 300 older adults will receive \$20  
15 in meal vouchers to be used at Farmers Markets. The goal of the program is  
16 to improve their eating habits. The program also benefits the Farmers  
17 Market, the DDA (Downtown Development Authority), and the community  
18 at large.
- 19 ○ Creating Confident Caregivers – This is a stellar program for families caring  
20 for loved ones with memory loss. Robin Petruska continues as our master  
21 trainer.
- 22 ○ Tiger Baseball- Two trips are scheduled: one on August 15 and the other on  
23 September 12. They are great trips. For \$85, participants receive  
24 transportation to and from the game, their game ticket, a meal in the park and  
25 one on the way home, plus snacks.
- 26 ○ Tax Program – E. Godek presented a recap on the 2018 Tax Assistance  
27 Program. She shared that six volunteers completed 327 appointments at 32  
28 tax clinics. Return preparation assistance and tax counseling was provided to  
29 310 households. Of the 288 returns filed, 251 were e-files. This has gone up  
30 from 160 e-files last year. In total, Tax Program clients received \$202,145 in  
31 federal and state refunds. E. Godek noted her pride in the refunds that clients  
32 obtained thanks to the efforts by the volunteers. She noted that the program  
33 primarily served low-income clients with an average adjusted gross income  
34 of \$21,000. She thanked the board, D. Wishart, and D. Gehman for their  
35 support for the program.

- 36 ● Staff

- 37 ○ MSW – On May 4<sup>th</sup>, D. Wishart attended S. Skowronski's Masters of Social  
38 Work graduation. The agency now has a social worker on staff, which has  
39 been a long-range goal.
- 40 ○ Professional Licensing - To have medical expertise in the agency's programs  
41 through Pamela Carlson, RN, Evie Riozzi, LPN, and Diana Fix, LPN is very  
42 critical to the agency's success and to be celebrated.
- 43 ○ Mental Health and Aging – The agency's Advocacy team, led by John Panci,  
44 recently attended the Mental Health and Aging Conference. They felt  
45 empowered by the additional training.

- 1 ○ Leadership Otsego County – Amanda Dobrzelewski, the agency’s healthy  
2 aging activities coordinator, recently graduated from Leadership Otsego  
3 County and was selected by her peers to present at their graduation  
4 ceremony. She did a great job. She is very enthusiastic and spirit filled,  
5 striving to make the agency stronger. She is a certified recreational therapist,  
6 which brings another level of expertise to the agency’s programs and  
7 services. Through her efforts, the agency has added the Walk Michigan and  
8 Healthy Habits programs.
- 9 ● Clients
- 10 ○ Other – The agency is seeing more chronic conditions in younger older adults  
11 and is also dealing more with obesity. This makes for difficult work for the  
12 direct care work staff and sometimes means that the agency does not have the  
13 capacity to serve a client.
- 14 ○ D. Wishart noted that CHAMPS is the system that the State uses to funnel  
15 money to the agency. She noted the need for some information from board  
16 members to complete the registration.
- 17

## 18 Other

- 19 ● D. Wishart noted that between now and the September meeting, the agency will  
20 be building its draft budget for the upcoming fiscal year. Attendance at the  
21 September meeting will be critical as the budget will be presented to board  
22 members for approval.
- 23 ● D. Wishart thanked board members for their attendance today. She noted that  
24 their leadership and connections in the community are important to the agency.
- 25 ● At M. Sander’s request, D. Wishart shared a recap on the three audits that the  
26 AAA conducted over the past three months. D. Wishart noted that the agency  
27 recently had its annual Financial Audit. It was crystal clear and clean. The  
28 annual Adult Day Services Program assessment was recently conducted. That  
29 assessment was also crystal clean and noted that a great quality program and  
30 services were offered through OCCOA/Otsego Haus. The agency recently had  
31 its Congregate and Home-Delivered Meal Assessment. Because of the strength  
32 of the staff’s work over time, the agency was allowed to do a self-assessment.  
33 There are some non-critical items that need work which staff are now working  
34 on. There was also a recent assessment for In-Home Services by the AAA staff.  
35 Concerns were found with only two files and are being corrected. The  
36 department coordinators are doing excellent work.
- 37 ● M. Sanders remarked that this good work is the reason for the agency’s  
38 increased number of clients receiving services. Word of mouth has gone out that  
39 good care is provided and that employees are well trained.
- 40 ● J. Ackerman thanked the board for its support in promoting healthy aging and  
41 caregiving. The agency is a fantastic organization to work with. He is excited  
42 about what it is doing to support and promote technology in Otsego County,  
43 Flint, and Traverse City with the help of the Health Fund.

- 1 • D. Wishart provided a recap of the partners in Otsego County who are on board  
2 with CommunO<sub>2</sub>.

## 3 4 **Adjournment**

5 The June 13, 2018 Otsego County Commission on Aging Board of Directors meeting  
6 was adjourned at 9:52 a.m. by M. Sanders. The next meeting is scheduled at the  
7 University Center on Wednesday, September 12, 2018, at 9 a.m.

8  
9 *Eileen K. Godek*

10  
11 Eileen K. Godek

12 Recorder