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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, September 12, 2018 University Center, Room U-105

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Attending Voting Members:

M. Sanders, G. Mertz, J. Camiller, R. Edel,
B. Bowen, J. Duff, J. Mathis, C. Messina,
R. Smith

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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 and Volunteer Coordinator
A. Mayer, Accountant and Finance Coordinator

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Guests:

Brooke Mainville, Special Projects Coordinator
Region 9 Area Agency on Aging
Maureen Borowiak, OCCOA Volunteer Program
Assistant
OCCOA Tax Assistance Program Volunteers:
Frederick Abeel, Margaret Black, Lawrence
Davignon, Jessica Geiger, Maria Tomaszewski,
Kathryn Williams

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Call to Order

- The president, M. Sanders, called the meeting to order at 9:00 a.m. A quorum was present. She welcomed the OCCOA's Free Tax Assistance Program volunteers to the meeting and noted that they were present so that the board could appreciate them for all that they do. 9/11 week was remembered. The board paused for a silent moment of reflection.

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

Open Forum

- Nothing was reported.

President's Report

The president, M. Sanders, briefly reported the following:

- Special Presentation – OCCOA Tax Assistance Program Volunteers
 - M. Sanders noted that the volunteers present today have been helping with the agency's Free Tax Assistance Program. Maria Tomaszewski has done taxes for the program for 22 years. M. Sanders thanked the volunteers for all that they do, noting that many residents are better off, thanks to their help.
 - Tax Program Volunteer Margaret Black noted the tremendous amount of work that E. Godek and M. Borowiak do to make the program happen.
 - G. Mertz presented each of the volunteers with a certificate of appreciation as E. Godek formally introduced them. She highlighted M. Tomaszewski and M. Black's leadership and mentoring to the other volunteers and the entire group's dedication to working as a team. She also noted her appreciation for M. Tomaszewski's longstanding commitment to the program and her outstanding example of kindness and patience in working with the clients.
 - E. Godek highlighted OCCOA Volunteer Program Assistant Maureen Borowiak's administrative support to the program. M. Borowiak was responsible for scheduling 327 appointments at 32 tax clinics this year, as well as for the data entry work that supports the program reports.
 - E. Godek noted that thanks to the tax team's efforts, the program's clients received a total of \$202,145 in federal and state refunds this past year.
 - D. Wishart thanked the volunteers for their time and tax expertise, noting that theirs is a "gift of the heart." She also thanked E. Godek and M. Borowiak for their efforts, noting the excellence of programming and the detail that is involved in the training and scheduling efforts, as well as the care and support that E. Godek provides to all the agency's volunteers.

Vice President's Report

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

Treasurer's Report

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

- He noted that board members received financial reports for May through July. He highlighted the following from the July reports, which represent 83% completion of the agency's fiscal year:
 - The agency's cash with the county.
 - Actual revenues and expenses (including the Health Fund), as of July 31, 2018, compared to budget. Revenues were higher than budgeted and expenses were lower.

- Actual revenues and expenses, as of July 31, 2018, compared to the prior year's actual revenues and expenses. Revenues were up, mainly due to increases in tax revenues. Expenses were up, primarily due to increases in the wage, fringe/employee benefit, and raw foods expenses. However, revenues over expenses are up over last year; a good trend to be on.
- M. Sanders complimented the staff's hard work in sticking to the budget, as well as the effort that goes into the reports presented to the board.

Secretary's Report

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

- A thank you card from the family of a client who recently passed for the intense help by the agency's staff during her last months.
- A note from a new employee complimenting the agency on how professional the interviewing process is.

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

- News from the Aging and Adult Services Agency – AASA – D. Wishart briefly reported the following:
 - The state funding formula has been approved by the State Commission. This means that federal and state funding for core services will be released per the formula. This will move the statement of grant awards for core services forward to the Area Agencies on Aging (AAA). Meanwhile, history of prior grant awards will allow A. Mayer to project those that will be awarded by the AAA Region 9 for this year.
 - The agency has received its statement of grant awards for smaller programs from the AAA Region 9.
 - Next Friday, the AAA Region 9, under the leadership of Director Laurie Sauer, will be presenting their plan for the area to the State Commission.
 - A state employee, Eric Berke, with 44 years of experience, will be retiring. D. Wishart looks forward to speaking at his retirement celebration and honoring him this Friday afternoon.
 - The State Commission's Advocacy Committee will be presenting at the Area Agency on Aging Association of Michigan Annual Conference in October. This will involve four of D. Wishart's commissioners and one AASA staff member. They will be presenting about the challenges of transportation and about the waiting list for services. Governor Rick Snyder has noted the importance of making Michigan a "No Wait State" for older adult services so this will be addressed. Conference attendees will also be receiving information from these commissioners on elder abuse and the direct care workforce issues. Sometimes there are not enough direct care workers, and/or they are not well trained. They are often underpaid, undervalued, and do not have benefits, yet they are doing such important work. D. Wishart will send a

1 link on a two-segment PBS documentary on Direct Care Workforce issues to
2 board members.

- 3 ○ OCCOA and its technology partner, CommunO₂ founder Joel Ackerman,
4 will also be presenting at that conference about the Michigan Health
5 Endowment Fund project for Otsego County, Traverse City, and Flint.
- 6 ● AAA (Area Agency on Aging) Region 9 - The regional council member, J.
7 Mathis, briefly reported the following:
 - 8 ○ He has been regularly attending meetings and there is nothing of concern to
9 bring to the board's attention.
 - 10 ○ D. Wishart thanked him for his attendance and representation at the
11 meetings.
- 12 ● AAA (Area Agency on Aging) Staff Report – B. Mainville briefly reported the
13 following:
 - 14 ○ The OCCOA has used their kinship funds. The AAA has remaining funds
15 that can be spent through September 30, 2018. Applications for these funds
16 can still be sent.
 - 17 ○ She is trained in Powerful Tools for Caregivers and Creating Confident
18 Caregivers workshops. She will be doing a Powerful Tools for Caregivers
19 workshop in Otsego County this coming fiscal year. She noted that Powerful
20 Tools for Caregivers is open to any caregiver and suggested that the agency
21 consider offering these classes.
- 22 ● Other – J. Camiller asked D. Wishart if there are any concerns at the state level
23 about the impact by the upcoming election on services for the aging. Discussion
24 followed.

26 Management Team Updates

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

- 28 ● Budget
 - 29 ○ 2017-2018 Budget Cost Savings – D. Wishart noted that she included this
30 document regarding this year's cost savings. OCCOA's staff is very careful
31 with the agency's money.
 - 32 ○ 2018-2019 Budget – D. Wishart noted that it is now time to put the agency's
33 budget in place for FY 2018-2019. The draft budget was sent to the county
34 per their deadline and they are aware that the board is meeting today to act on
35 the budget.
 - 36 ○ D. Wishart pointed out the following:
 - 37 ■ The agency uses historical trending as a guide in setting its budget.
38 However, older adult demographics are shifting, and many have
39 increasing challenges with chronic conditions and healthcare needs. The
40 older adult population is growing, and the management team needs to
41 keep this in mind for the budget. The team is proposing a budget that
42 allows for this growth.

- 1 ▪ The agency is supporting 35 meaningful employment opportunities. Its
2 work is critical to people serving people. The board can be proud of the
3 agency's staff and proud of its support to them.
- 4 ▪ The agency offers over 40 programs and services. This includes such core
5 services as congregate meals, home-delivered meals, in-home services,
6 the Otsego Haus program and a myriad of smaller programs to support
7 caregivers.
- 8 ▪ Maintaining financial strength is important. As in previous years, the
9 agency will retain 32-35% of fund equity against its operating budget.
- 10 ▪ The budget includes a cost-of-living increase for its employees.
- 11 ▪ The agency is leading the way on wages for direct care workers. It is not
12 enough, but it is leading the way. Discussion followed.
- 13 ▪ Discussion followed regarding funding provided to RSVP.

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15 **ACTION:** D. Wishart will invite Otsego County United Way Executive Director
16 Keith Moore to an upcoming meeting to provide programmatic and
17 fiscal reports.
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20 *A motion was made by B. Bowen and seconded by C. Messina to approve the FY*
21 *2018-2019 Otsego County Commission on Aging Budget. Motion carried.*
22 *Discussion followed.*
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24 **ACTION:** The Management Team will provide a report on the agency's fund
25 equity at the next board meeting
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- 28 ● Programs
- 29 ○ Senior Project FRESH – This program is wrapping up. The agency has
30 distributed 252 coupon books with one remaining. All data has been
31 collected for submission to the state.
- 32 ○ Creating Confident Caregivers – These classes are for caregivers who are
33 taking care of a family member or loved one with memory loss in their home
34 or in a home setting. These classes are at capacity. This is due, in large
35 measure, to the excellence of the program, and to Robin Petruska's
36 excellence as a master trainer.
- 37 ○ Matter of Balance (MOB) – The recommended MOB class size is eight to
38 twelve. For the next class, 24 signed up, so an additional class was added to
39 maintain the smaller class size. The agency is also contracting this program
40 out to the Montmorency County Commission on Aging because of the
41 excellence of our trainer Vicki Ramsey.
- 42 ○ Tiger Baseball – A bus left this morning with about 48 participants and two
43 stellar volunteers to attend a Tigers game at Comerica Park.
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1 ○ Other

- 2 ■ Congregate Meal Charts – D. Gehman produced charts on congregare
3 meal trending at the Gaylord and Johannesburg meal sites. These were
4 included in the board packets and will be used to guide decisions.
5 ■ Congregate Meal Survey – The agency is periodically required to do a
6 survey on the Congregate Meal Program per operating standards.
7 E. Godek created the survey, with her research background, and a copy of
8 it was included in the board packets. The survey is currently in the field.
9 The data will be collected and analyzed and will support any needed
10 changes.
11 ■ D. Gehman presented a draft video that was created for the Otsego Haus.
12 Some edits are needed, including changing the colors to those of the
13 agency and adjusting the background music volume. It will be used at
14 speaking engagements and may be linked to the website, D. Wishart
15 noted. The Otsego Haus uses a social/medical model and is currently
16 participating in a national long-term care survey about adult day services.
17 Discussion followed.

18 ● Staff

- 19 ○ Hiring – The agency has hired another counselor, Karli Pratt, in the
20 Advocacy Department, as needs are up for Medicare, Medicaid, housing, and
21 elder abuse, and Sarah Skowronski’s position will be evolving to address
22 some difficult situations. K. Pratt begins next week with some training and
23 will then head to MMAP training.
24 ○ Position Evolution Planned MSW – S. Skowronski, who recently earned her
25 Master’s in Social Work, will be working with D. Wishart over the next
26 quarter to adjust her position. S. Skowronski’s position is expected to be
27 integrated more closely with the Otsego Haus and the In-Home Service
28 department, as well as with OCCOA Medical Resources Coordinator Pamela
29 Carlson, RN, to handle the more difficult behaviors that are being
30 experienced in today’s world.
31 ○ Training- D. Wishart noted her appreciation of board support for staff
32 training.
33 ■ Suzanne Bannister and Wanda Cherwinski recently attended the Nutrition
34 Summit
35 ■ Michelle Miller recently attended the KMG Service Coordinator
36 Conference. She is not only an agency employee but also working for the
37 Alpine Alten Zimmer as a service coordinator, which is funded by a KMG
38 grant.
39 ■ Theresa Ross, who also works in the Advocacy Department, will be
40 heading to MMAP training with K. Pratt this month.
41 ■ Amanda Dobrzelewski, who is a certified therapeutic recreation specialist,
42 will be attending a conference that will allow her to maintain her
43 certification.
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- 1 • Clients
- 2 ○ Alten Zimmer Dining Room Issues – Some of the people at the Alpine Alten
- 3 Zimmer are having challenges getting along with each other and the public,
- 4 and the agency is caught in the middle. The agency is also cramped for
- 5 space.

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7 **ACTION:** D. Wishart will ask the agency’s Meeting and Space Committee to

8 evaluate other facility options.

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11 **Other Items of Business**

- 12 • Recap – Boomers and Seniors Expo – Attendance was down a bit, but there was
 - 13 still good attendance and valuable connections being made.
- 14

15 **Adjournment**

16 The September 12, 2018 Otsego County Commission on Aging Board of Directors

17 meeting was adjourned at 9:54 a.m. by M. Sanders. The next meeting is scheduled at

18 the University Center on Wednesday, October 10, 2018, at 9 a.m. [Note: The October

19 10th meeting was later cancelled.]

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21 *Eileen K. Godek*

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23 Eileen K. Godek

24 Recorder