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OTSEGO COUNTY COMMISSION ON AGING

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BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 14, 2018 University Center, Room U-107

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Attending Voting Members:

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

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Absent Voting Members:

G. Mertz, R. Edel

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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 & Finance Coordinator
Amanda Dobrzelewski, CTRS, Healthy Aging
Activities Coordinator

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Guests:

Laurie Andrews, RSVP Director
Liz Kowalski, Special Projects Coordinator, Area
Agency on Aging, Region 9

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Call to Order

- The president, M. Sanders, called the meeting to order at 9:08 a.m. A quorum was present. The board paused for a silent moment of reflection.

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Annual Meeting 2018

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

- Year End Audited Financial Statements by Dan Smith, CPA – D. Smith was present at the last meeting and reviewed the audit, including the financials for the year. She noted that J. Camiller keeps the board updated, meeting-by-meeting and thanked him for providing board oversight for agency finances.
- Year End Units of Service 2016-2017 were provided in the board packets.
- M. Sanders called for motions to be made for the items outlined in the February 14, 2018 Annual Meeting Agenda.

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A motion was made by J. Camiller and seconded by C. Messina to approve the 2018 Slate of Board of Directors. Motion carried.

1 *A motion was made by J. Mathis and seconded by R. Smith to approve the 2018 Slate*
2 *of Executive Officers. Motion carried.*

- 3
- 4 • OCCOA Board of Directors Contact Information was included in the board
- 5 packets.
- 6 • The Board Meeting Schedule/Agency Meeting Schedule 2017-2018 was
- 7 included in the board packets.
- 8

9 **Adjournment**

10 The Otsego County Commission on Aging Board of Directors February 14, 2018
11 Annual Meeting was adjourned at 9:11 a.m. by M. Sanders. The next meeting is
12 scheduled at the University Center on Wednesday, February 13, 2019, at 9 a.m.
13

14 **Consent Agenda**

- 15 • M. Sanders made a request for a motion to approve the Consent Agenda.
- 16

17 *A motion was made by R. Smith and seconded by J. Camiller to approve the Consent*
18 *Agenda. Motion carried.*
19

20 **Open Forum**

- 21 • Nothing was reported.
- 22

23 **President's Report**

24 The president, M. Sanders, briefly presented the following:

- 25 • Keith Moore, executive director of Otsego County United Way, was scheduled
26 to present a report today but had to be present for a television taping on United
27 Way's new T.A.C.K.L.E. Van. RSVP Director Laurie Andrews briefly
28 presented on the following in his place:
 - 29 ○ Medical Transportation Program
 - 30 ■ RSVP partners with the agency to provide this wonderful, program. The
 - 31 OCCOA provides the funding and client screening and requests, and
 - 32 RSVP provides the volunteers. The OCCOA's financial support provides
 - 33 mileage reimbursements to the drivers, thereby making the program
 - 34 possible.
 - 35 ■ The program provides volunteer transportation for homebound elderly and
 - 36 disabled residents to doctors' appointments throughout Michigan. It is a
 - 37 very successful program and valuable to the community. There are
 - 38 currently 53 volunteer drivers who assist with the program.
 - 39 ■ Clients contact the OCCOA on Tuesdays with ride requests and are
 - 40 screened by Medical Transport Scheduler Theresa Ross for eligibility. If
 - 41 eligible, she inputs their requests into the OCCOA's database, My Senior
 - 42 Center. RSVP then finds volunteer drivers and inputs their names in the

1 database and the clients are notified of the names of their drivers. The
2 program provides 200 hours of rides a month, on average.

3 ■ She noted that E. Godek has tracked all the statistics for the program for
4 the past 12 years. L. Andrews shared one of E. Godek's charts and tables,
5 noting that these numbers show how valuable the program is.

6 ■ She noted that T. Ross, who does all the client screening, is wonderful to
7 work with. L. Andrews also has a wonderful person on her staff who
8 assists her in finding and assigning the drivers. The RSVP's relationship
9 with the Commission on Aging is second to none and works so well
10 because the two agencies listen to each other to solve issues.

11 ■ D. Wishart thanked L. Andrews and her volunteers for their excellence,
12 and quality and quantity of service for the Medical Transportation
13 Program. Discussion followed.

14 ○ T.A.C.K.L.E. Van

15 ■ Today, the United Way's Road to Recovery Van Program will now be
16 known as the T.A.C.K.L.E. (Together, Against Cancer Kept Local
17 Everyday) Van Program.

18 ■ She distributed a flyer that advertised the van's debut, which is scheduled
19 at the Otsego Club's Special Events Center today at 11 a.m.

20 ■ This full-size 11-seat passenger van replaces a 5-seat minivan and will be
21 used to transport cancer patients to Petoskey for radiation treatments five
22 days a week. The van is also expected to transport Otsego County
23 residents to and from dialysis appointments. Discussion followed.

24 ○ United Way Fund Drive - The United Way Annual Fund Drive is going on.
25 Donations stay in the community. The United Way tries to address needs that
26 tend to fall through the cracks. Board members received United Way
27 donation forms. Discussion followed.

28 ○ Other – She thanked the board for the opportunity to present and invited
29 everyone to attend the T.A.C.K.L.E. Van Debut and to look for the Keith's
30 television clip on television in the evening. She also invited board members
31 to sign up for RSVP and to refer others.

33 Vice President's Report

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

36 Treasurer's Report

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

- 38 • Financial Reports – Board members will notice that there are now two reports
39 for the Budget vs. Year-to-Date Totals Report. The difference is that one report
40 now includes a Health Fund Revenue line and a Health Fund Expense line. By
41 keeping the original report, that does not include the Health Fund line items, the
42 agency will still be able to compare the current year to the budget.

43 ○ The actual revenues and expenses, as of December 31, 2017, compared to
44 budget, were reviewed.

- 1 ○ The actual revenues and expenses, as of December 31, 2017, compared to the
2 prior year’s actual revenues and expense, were reviewed.
3

4 **Secretary’s Report**

5 D. Wishart shared the following report on behalf of the secretary, R. Edel:

- 6 • A thank-you letter was received from the Economic Alliance for the agency’s
7 participation at the recent Economic Alliance Breakfast.
8 • A thank-you letter was received from the Kiwanis Club for a small donation the
9 agency made in the holiday season for the food basket program.
10 • A donation was received from the First Congregational Church, which was from
11 their Christmas Eve collection. They requested that the funds be put toward the
12 Home-Delivered Meal Program.
13

14 **Aging and Adult Services–Network Reports to 15 the Board**

- 16 • Aging and Adult Services Agency – AASA – D. Wishart briefly reported the
17 following:
18 ○ She recently e-mailed the AASA Annual Report to board members. Needs
19 are outpacing funding at the state level as they are for the agency.
20 ○ The State Commission will soon be discussing the funding formula, which
21 determines funding distributions across the state. This is reviewed every five
22 years.
23 • Area Agencies on Aging Association of MI – Network News – no network news
24 was available to report.
25 • AAA (Area Agency on Aging) Region 9 – Regional Council Member – D.
26 Wishart briefly shared the following on behalf of Jim Mathis:
27 ○ The last meeting was canceled. The annual meeting is scheduled for February
28 25, 2018.
29 ○ There is an open position on the council for Otsego County. Jim continues to
30 provide excellent representation.
31 • AAA (Area Agency on Aging) Staff Report – L. Kowalski briefly shared the
32 following on the upcoming Caregivers Conference:
33 ○ It is scheduled for April 24, 2018, at the Diocese of Gaylord, from 9 a.m. to 3
34 p.m. Registration is now open.
35 ○ The conference is targeted at unpaid and paid caregivers.
36 ○ Participation across the twelve counties that the AAA represents is expected.
37 ○ She highlighted the planned topics and guest speakers.
38 ○ Board members were invited to attend and to spread the word. All received
39 conference flyers for distribution.
40 ○ There is no charge to attend so the AAA is looking for vendors and sponsors
41 to help offset some costs.
42

Management Team Updates

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

- Agency Directors
 - Board of Directors – D. Wishart noted that the agency is thrilled to have all its directors serving on the board. Terms for M. Sanders, G. Mertz, and J. Camiller will end on December 31, 2018. The application for re-appointment is on the County’s website, and it is not too early to reapply. Anyone **not** planning on reapplying is encouraged to notify her as soon as possible. Discussion followed.
 - Staff Training and Support
 - Many of the agency’s staff will be taking CPR training. Medical Resources Coordinator Pamela Carlson, RN, is setting this up with Otsego County EMS.
 - Healthy Aging Activities Coordinator Amanda Dobrzelewski, CTRS, will soon be taking Wilderness Survival Training through Central Michigan University. This supports her work outdoors with some of the agency’s clients.
 - Sarah Skowronski will soon finish her master’s in social work.
- Programs
 - Tax Assistance Program – E. Godek briefly shared the following:
 - The agency partners with the IRS to provide a free Volunteer Income Tax Assistance (VITA) program to assist people with their taxes. It is targeted at those with household incomes under \$54,000 per year.
 - Five volunteers have been certified at the Advanced level to prepare tax returns. Four of the five are RSVP volunteers.
 - There are 31 clinics scheduled this year. 350 households are expected to receive service this year.
 - Volunteer Program Assistant Maureen Borowiak schedules the appointments for the program and is doing a wonderful job.
 - Should appointments be filled before tax season ends, residents can find many different tax service options on the agency’s website.
 - The agency has a wonderful group of volunteers and E. Godek appreciates the agency’s support for the program and M. Borowiak’s assistance.
 - Walk Michigan – A. Dobrzelewski briefly shared the following:
 - A brief history on her involvement with the Walk with Ease program, an adult walking program, sponsored by the Otsego County Parks and Recreation Department in partnership with the agency in 2016 when she was an employee for Parks and Rec.
 - A brief history on the Walk Michigan Program, a partner program between Parks and Rec and the agency. It is adult walking program made possible through various grants, including one from MP. It is like Walk with Ease, except that the program has expanded beyond the originally allotted 12-weeks and she has added a twist. The group still walks three

1 times a week, but on one of those days, it explores a new park or trail in
2 Otsego County.

- 3 ■ She shared a presentation that included pictures she took on the group's
4 outings.
- 5 ■ The Otsego County Bus System and Alpine Taxi have been providing
6 transportation for the group through the grant funding.
- 7 ■ She highlighted the positive personal effects that walking has had on the
8 participants, noting that they love the program and encourage each other
9 to keep walking.
- 10 ■ The group walks on Monday, Wednesday, and Friday for six weeks. They
11 then take one week off and do a fitness test.
- 12 ■ The group averages two miles a walk and has walked 700 miles.
- 13 ■ She distributed a program flyer to board members and encouraged them to
14 try it out. Discussion followed.
- 15 ○ Young at Heart – D. Wishart shared that this is an exercise program that has
16 been going on for many years under the leadership of Teresa Powers at the
17 PowerHouse Gym. Attendance ranges from 25-40 participants per class. For
18 added fun, A. Dobrzelewski recently provided them with weighted Hula
19 Hoops. There have been 894 participations for this fiscal year, and there were
20 2,223 last year.
- 21 ○ Health Fund – Community Partnership Program – D. Wishart briefly shared
22 the following:
 - 23 ■ The program is under way. The media releases have begun to flow with
24 three press releases and two radio interviews.
 - 25 ■ She and COMMUNO₂ CEO Joel Ackerman recently had a meeting with
26 the Public Sector Evaluation Team and this went very well.
 - 27 ■ The program is beginning to be introduced to the three communities
28 funded by this opportunity: Otsego County, Flint, and Traverse City.
29 D. Wishart and J. Ackerman recently met with leaders in Flint (the City of
30 Flint and the Flint Chamber of Commerce), Networks North, the Otsego
31 County Community Foundation, the Agency on Aging in Traverse City,
32 and the Otsego County Economic Alliance, as well as several other
33 community leaders.
 - 34 ■ They will continue to raise awareness and then will offer community
35 information sessions and user training sessions. Each community will
36 have an opportunity to bring on 25 diverse businesses and organizations.
37 They will be funded during a two-year period and receive additional
38 benefits afterwards.
 - 39 ■ Otsego County United Way, RSVP, the Historical Society, Gaylord
40 Community Funeral Home and Cremation Service, Trinity Lutheran
41 Church, the First United Methodist Church, and Nelson Funeral Home
42 and Cremation Service are already on board in Otsego County, as part of
43 the 25, as well as the Otsego County Commission on Aging.

- 1 ▪ On Mar. 14, there will be an information session in Lansing, hosted by the
- 2 Michigan Health Endowment Fund, that will pull together all the grant
- 3 awardees from last year and this year. They will be presenting there.
- 4 ▪ Meanwhile, the technology platform is under continuing development and
- 5 has promised to keep pace. They will be launching a mobile app because
- 6 that is what our community asked for following the BeBloomin pilot
- 7 program. Participants also asked for a different name. The new program
- 8 will be known as COMMUNO₂. Community Oxygen is the name of the
- 9 company and the platform that will be supporting the technology.
- 10 ▪ Michigan State Professors Dr. Paul Freddolino and Dr. Amanda
- 11 Woodward, who the agency has worked with before, will be conducting
- 12 the evaluation of the two-year program. This includes looking at healthy
- 13 aging, the diminishment of social isolation, and a few other measures.
- 14 • Clients
- 15 ○ Increasing Health Concerns – D. Wishart briefly shared that Medical
- 16 Resources Coordinator P. Carlson, RN, notes that the agency is continuing to
- 17 see increasing numbers of younger older adults with such chronic conditions,
- 18 as diabetes, COPD, and obesity. Obesity bears upon the agency’s direct care
- 19 team because it creates difficulties in the home with personal care. The staff
- 20 will continue to strive to make improvements around those issues and make
- 21 referrals to programs to help people suffering with chronic diseases.
- 22 ○ M. Sanders noted that an evaluation is conducted every three years at the
- 23 hospitals in Northern Michigan communities. Pre-diabetes and obesity
- 24 among residents are always the top two health concerns. Munson Hospital
- 25 will be featuring tips on preventing pre-diabetes and obesity on a show called
- 26 “The Four.” The show is scheduled every weekday at 4 p.m. on channel
- 27 9 & 10. Munson sponsors the Wednesday show and their segment is called,
- 28 “Choose to be Healthy.” The healthcare industry has been working very hard
- 29 to bring pre-diabetes and obesity to the forefront for prevention.
- 30 ○ Advocacy Department Concerns – D. Wishart briefly shared the following:
- 31 ▪ There are concerns with the Sheldon Place Apartment manager regarding
- 32 reports some of the residents have made to the agency’s Advocacy
- 33 Department regarding some long-term concerns they have had.
- 34 ▪ The OCCOA Advocacy Department has stood by the residents when they
- 35 have had difficulties with the management at this facility. The Advocacy
- 36 Department is currently problem solving with the Sheldon Place owners,
- 37 Rep. Tristan Cole, the OCCOA management team, MSHDA (Michigan
- 38 State Housing Development Authority), and the apartment manager to
- 39 address the residents’ concerns. All will be working to create a better
- 40 situation for the residents.
- 41 ○ Web Site Redesign & Development – D. Gehman briefly shared the
- 42 following:
- 43 ▪ The agency’s website appearance and structure are somewhat outdated
- 44 and running on an outdated platform. Additionally, it has security issues
- 45 and is not mobile friendly. It is time for a new website.

- 1 ▪ Courtland Consulting out of Lansing and been selected to design and host
2 the new website. D. Gehman manages the Michigan Directors of Services
3 to the Aging (MDSA) website, which is hosted by Courtland Consulting,
4 so he has experience working with them. They built the MDSA website
5 and did a very nice job. Their customer service is friendly, and their price
6 is competitive. He expects them to do a good job.
- 7 ▪ The agency expects to make the change to the new website in late April or
8 early May with the agency expecting to do a good deal of the setup.
9 E. Godek currently manages the website. He will work with her to make
10 the transition. It will be a lot of work, but the website will look
11 significantly more modern and will work on mobile devices.
- 12 ○ Home Delivered Meals – D. Wishart noted that the agency is reexamining
13 the food and delivery costs of the HDM Program. More information will be
14 provided later.

16 Other

- 17 • R. Smith noted that there was a lady who came to the funeral home to pre-plan
18 her funeral. She wanted her obituary to note that she had been a volunteer driver
19 for over twenty years for the Medical Transportation Program. She noted how
20 meaningful this volunteer work was for her. She felt that the clients whom she
21 drove gave her so much more back than she was able to provide to them.
22 Discussion followed.
- 23 • D. Wishart noted that there is a Cancer Support Group at Trinity Lutheran
24 Church.

26 Adjournment

27 The February 14, 2018 Otsego County Commission on Aging Board of Directors
28 meeting was adjourned at 10:17 a.m. by M. Sanders. The next meeting is scheduled at
29 the University Center on Wednesday, April 11, 2018, at 9 a.m.

31 *Eileen K. Godek*

32
33 Eileen K. Godek
34 Recorder