



**Oceana County Council on Aging
Board of Directors' Meeting**

July 17, 2018

Present: Judie McGovern, Selden Novotny, Betty Root, Sally DeFreitas, Richard Walsworth, Dave Lewis, Ron Rash

Absent: Paul Inglis, Robert Blackmer, Sister Guadalupe Moreno, Mary Lulich

Staff: Kathleen Premer, Ken Pranger, Stephanie Moore, Kay Butcher, Tami Smith, Vicki Platt, Abby Wroble, Dorothy Kamhout

Guests: Robin Rash, Rose Risch, Sally Malburg, Faye Mobley, Carol Vorace, Sue Lewis, Leta Prim

The Board of Directors' Meeting was called to order at 1:30 p.m. by President Walsworth.

1. Public Comment

Mr. Walsworth welcomed the attendees and opened the floor to public comment. There was no public comment.

2. Minutes – June 19, 2018 board meeting

The 'old business' minutes that incorrectly noted Mr. Lewis' participation in a discussion regarding the parking lot repair will be corrected by Mr. Pranger.

- Ms. Root moved and Ms. McGovern seconded, to approve the June 19, 2018 board meeting minutes as corrected. Voice vote, motion carried.

3. Finance Committee Report

Ms. Butcher presented the Statement of Financial Position page 1, and noted the reconciliation explanation with the budget report net income on the same page. The financial report page 2 was presented, and the June 2018 ending balance was \$577,897.37 compared to the June 2017 balance of \$561,327.02. It was noted that some of this favorable comparison was due to millage receipts. On page 3, cash flow projection, the ending projected July cash balance was corrected to \$526,252. Nothing other than ordinary operations were reflected in the report, and next month the year end cash projection will be included. On the budget summary page 4, for comparison purposes, the percentage of annual budget is at 50% for year to date June 2018. It was noted that \$90,857.06 was received from millage in June, and that the percent of budget year to date in this category is 102%. Mr. Walsworth inquired regarding future millage receipts and the response was that there will be relatively minor future receipts due to delinquent tax payments. Overall expenses are at 47% of annual budget. The resolution to amend the Oceana County Council on Aging 2018 budget was



presented. The resolution amends the original 2018 budget revenues and expenditures from \$1,356,546 to \$1,360,239. Various budget items were discussed including a provision for insurance related driving records and a workmens compensation adjustment. Mr. Walsworth noted the increased millage budget and expense changes and the net overall difference. Mr. Walsworth also noted that the finance committee met previously to review and recommend the amended budget.

- Ms. Root moved and Mr. Rash seconded, to accept the resolution to amend the Oceana County Council on Aging budget revenue and expenditures from \$1,356,546 to \$1,360,239.
Roll call vote:

Ms. Root	Yes
Mr. Rash	Yes
Mr. Blackmer	Absent
Sister Moreno Guadalupe	Absent
Mr. Inglis	Absent
Mr. Lewis	Yes
Ms. DeFreitas	Yes
Mr. Novotny	Yes
Ms. Lulich	Absent
Mr. Walsworth	Yes
Ms. McGovern	Yes

It was noted that the expansion report, page 12, does not reflect the June 2018 Community Foundation report information. This will appear in subsequent report.

Mr. Walsworth asked for any further questions on the financial report, with no further considerations of the financial report,

- Mr. Rash moved and Mr. Lewis seconded, to receive the June 2018 Financial Report. Voice vote, motion carried.

4. Personnel Committee Report

Mr. Rash advised the board of directors that a letter of resignation has been received from Sister Guadalupe Moreno. Mr. Walsworth requested that a letter of thanks for her service be sent to her and that she has served on the board since 2001.



- Mr. Rash moved and seconded by Ms. DeFreitas to accept the letter of resignation. Voice vote, motion carried.

Mr. Rash noted that the board of directors' and Ms. Premer's self evaluations will be addressed next month. Mr. Rash requested that all board members please read the Oceana County Council on Aging bylaws to refresh familiarity with them.

6. Program Committee Report

Ms. Root reported that the 2018 transportation goals were reviewed. Among other items discussed it was reported that bus fares for non senior and disabled riders increased \$1.00. The total fare depends on the distance travelled. The MDOT training program ROADEO will be attended by Mr. Merle Marsman and Ms. Elaine Busch. Complete bus inspections will now be conducted twice a year and additionally Ms. Battice and Ms. Busch will inspect buses periodically for cleanliness. Driver physicals will be required and the examining facility will be selected by Oceana County Council on Aging. Ms. Root also reported a meeting with Senior Care Services and offered a summary of the revised goals for board member review. Ms. Moore noted that the programming goals are being met. There was a discussion of various events. Ms. Root indicated that the calendars are sent to all households with occupants over 55 years of age. Ms. Root congratulated Ms. Moore and Ms. Lulich on the 2018 calendar production. The administration and adult day care meetings are later today. Ms. Premer noted that the goals and objectives were prepared prior to 2018 and these meetings are a review to assess and adjust the budget.

7. Expansion Committee Report

Mr. Bacon gave the report this month. He noted that much is being done for the site preparation. A site plan was tentatively approved by the Hart Township planning commission but more detail and information is required. A local contractor is being used for the site preparation, Adams and Hallack Contracting have been selected to bid, however they need more information to quote. Oceana County will not accept the site plan without a formal certification. Norlund and Associates will provide the certification for \$2,000 which is lower than the usual charge. Mr. Bacon and Mr. Mike Blackmer may have to facilitate the effort toward that certification. At that point accurate earth moving estimates can be provided. Further discussion with DTE will take place trying to recover some or all of the utility pole move. The driveway placement was discussed including water retention provision to prevent runoff onto Tyler Rd. The current estimate is that the driveway will go in early to mid August. Ms. Premer indicated that the date for the groundbreaking is August 16, 2018. Mr. Bacon was thanked for the report.



8. Director's Report

Ms. Premer requested an update from Ms. Moore who provided an update on two programs related to grants from the District 10 health department. \$2,500 was received from the health department for supplies and equipment for a breakfast program. Initially this is being provided on Thursday mornings and twenty people were served last week. A second grant was to put on a workplace health program for six weeks. Ms. Butcher, Ms. Moore, and Ms. Bacon worked on this program to provide healthy cooking and exercise alternatives. The health department is happy with the programs. The walking group in Hart and surrounding area was discussed. Approximately \$10,000 in grants have been received from the District 10 health department recently. Mr. Walsworth asked who completes the grant applications. Ms. Premer responded that it depends on the grant. Mr. Walsworth asked Ms. Moore for copies of materials from the Community Foundation training related to board of director functions. Ms. Platt discussed the personal care assistant program. This is a federal grant designated for six states. Ms. Platt and Ms. Johnson are developing the program which is designed to increase care assistance and program trainers. The program will run from September 11 to November 29 and will include twenty two modules. It will be necessary to attend all modules in order to obtain the certificate. This is the only such training program in west Michigan. Ms. Smith reported on adult day care. Various craft ideas were reviewed. Currently there are eight part time clients and the capacity is six full time. There were no further questions on the director's report.

9. Old Business

Mr. Lewis reported that there is no update on the driveway and parking lot repairs although patching in the driveway and curbing on Main St. has been done. Mr. Walsworth indicated that the second loan proposal has been received and the finance committee will meet in early August to select a bank. The September board meeting will be held in Newfield Township and a location is being discussed with a local contact there.

10. New Business

Mr. Walsworth indicated that Mr. Rash and Ms. Root are up for board member renewal this month and requested a disposition on this matter.

- Mr. Lewis moved and seconded by Mr. Novotny to reappoint Mr. Rash and Ms. Root to a three board member term effective this month. Voice vote, motion carried.

11. Correspondence

None



Mr. Walsworth opened the floor for any other comments or questions. Ms. Rash noted that the local radio station 100.5 is announcing the millage election. Ms. Butcher announced a special board meeting on August 8 at 1:30 pm to consider the loan proposal recommendation.

Adjourn

- Ms. DeFreitas moved and Ms. McGovern seconded, to adjourn the Board of Directors' meeting at 2:30 p.m, voice vote; motion carried.

Respectfully Submitted,
Ken Pranger

