



**Oceana County Council on Aging
Board of Directors Meeting
January 28, 2020**

Present: Ron Rash, Denise Amidon, Selden Novotny, Sally DeFreitas, Paul Inglis, Bradley Youngstrom, Judie McGovern, Robert Blackmer, Emma Kirwin

Absent: Mary Lulich

Staff: Kathleen Premer, Roma Battice, Kay Butcher, Tami Smith,
Ken Pranger, Stephanie Moore, Dorothy Kamhout, Timo Zedlitz,

Attendees: Robin Rash, Kathryn Novotny, Betty Root, Mary Lewallen, Sally Malburg, Jim Symko

The Board of Directors meeting was called to order at 1:30 p.m. by Mr. Rash

1. Public Comment

Mr. Rash welcomed attendees and asked for any public comment. None were noted.

2. Special Elections

Mr. Rash announced a Board election to fill the vacant President's position. Mr. Rash called for a moment of silence to honor the passing of Richard Walsworth in December. Mr. Rash then opened the floor for nominations.

- Mr. Inglis moved and seconded by Ms. Amidon, to nominate Mr. Rash to the position of President of the Oceana County Board of Directors.

There being no further nominations,

- Mr. Blackmer moved and seconded by Ms. Kirwin, to close the nomination process. Voice vote, motion carried.

Mr. Rash called for a vote on the motion nominating Mr. Rash to the position of President of the Oceana County Board of Directors. Voice vote, motion carried.

Mr. Rash opened the floor for nominations to the position of Vice President of the Oceana County Council on Aging.

- Ms. DeFreitas moved and seconded by Mr. Blackmer, to nominate Ms. Amidon to the position of Vice President of the Oceana County Board of Directors.

There being no further nominations,



- Ms. DeFreitas moved and seconded by Mr. Inglis, to close the nomination process. Voice vote, motion carried.

Mr. Rash called for a vote on the motion nominating Ms. Amidon to the position of Vice President of the Oceana County Board of Directors. Voice vote, motion carried.

3. Minutes November 26, 2019 and December 17, 2019 board meeting

- Ms. DeFreitas moved and seconded by Mr. Rash, to approve the November 26, 2019 Board meeting minutes. Voice vote, motion carried.
- Mr. Novotny moved and seconded by Mr. Blackmer, to approve the December 17, 2019 Board meeting minutes. Voice vote, motion carried.

4. Financial Report

Mr. Blackmer reported that the \$1,025,000 construction loan has been transferred to a building mortgage loan, interest is paid monthly and principal is repaid with five annual payments ending in 2024. Ms. Butcher presented the December 2019 financial reports. Page 1, Statement of Financial Position and Budget Summary reconciliation was reviewed and reconciling items noted. Page 2, the Financial Report for November 2019 was reviewed noting that the ending cash balance at November 30, 2019 was \$283,400 which was \$35,816 higher than November 30, 2018. The December 31, 2019 Financial Report indicated an ending cash balance of \$211,400 which was \$56,093 higher than the corresponding 2018 balance. Mr. Inglis inquired if the financial report presentations will be easier in 2020 without the building expenses and Ms. Butcher affirmed that. On Page 3, cash flow projection for January 2020, it was noted that \$122,500 in millage funds were reflected in the projection and a total of \$144,300 of income was projected for January 2020. Various building improvement and other expenses were reviewed in the projected payments section. The projected year end January 31 cash balance was \$219,141. Page 4, the budget summary was reviewed and it was noted that the senior care services does not include the December billing. Total 2019 income was at 99% of income budget and total expense was at 97% of expense budget. Mr Inglis asked for Lake Michigan CPA Services, Inc. to review the presentation of the contingency fund line item in the December 2019 budget summary report noting that the amount was not actually spent as compared to the actual expenditures in the expense section. It was noted that actual expenditures were \$1,318,695 compared to \$1,365,249 on the report that included the \$46,554 contingency fund amount. Page 5, ADS was reviewed and it was noted that donations and conference expenses were above budget. Page 6, Capital Outlay includes \$29,000 returned by Blackmer Electric, Inc. and this will be put towards the renovation at 621 E Main St. Page 7, Facility, was reviewed and hall rentals are doing well. There was a general discussion regarding adding plates and other items to increase capacity. Page 8, General Administration, was reviewed and other revenue includes clothing sales. Page 9, Programming reflects various training in staff conferences. On page 10, Senior Care Services, revenue will be higher when the December services billing is complete. Page 11, transportation, was reviewed, it was noted that garage door repair expense was included. Page 12, building fund report, was reviewed. Total 2019 income was \$387,622. Total cumulative campaign funds expense is higher than income by \$27,252. Total bank



borrowings at December 31, 2019 were reported at \$1,025,000 and total 2019 building millage funds was \$299,943. Total paid to Blackmer Electric , Inc. was \$1,478,000. It was noted that an authorization has been given to move \$10,000 in trip account funds to the programming department.

- Mr. Blackmer moved and seconded by Ms. Amidon, to receive the December 2019 financial report. Voice vote, motion carried.

5. Personnel Report

Mr. Rash indicated there was no report. Also, he is searching for a chairperson for the Personnel committee.

6. Programming Committee

Mr. Novotny reported that the committee has not met. He has checked in with staff and has no issues to report.

7. Expansion / Renovation Report

Mr. Blackmer reported that there were no expansion meetings to report on but there may be a need for a committee for the renovation at 621 E Main St. There is a problem with the wall structure in parts of the building. Ms. Premer indicated that the insurance agent will inspect to determine if any coverage is available. Mr. Inglis gave some background on the building construction and related that this issue was raised with the original contractor. At this point, most renovation activity has been delayed.

8. Directors report

Ms. Premer reported that the weekly reports to the Board of Directors will be resumed. There are nine confirmed hall rentals and two in progress. The Community Foundation dinner and a Pentwater group have events coming up. The use of the building for these events is beneficial for the county. It appears that the rental activity in the new building will exceed that of the 621 E Main St. and resources are being gathered to accommodate 200 capacity. Ms. Premer listed the events held in January and planned in February. Ms. Moore and Mr. Zedlitz provided information on this year's polar plunge to fund renovation activities which is scheduled for February 15. The lunch count is up and current lunch capacity is 93. Ms. Smith reported on the ADS counts. Ms. Smith, Jodi Aho, and Phyllis Shance attended a Senior Resource dementia day seminar and brought back good information. Ms. Battice informed that the Michigan Department of Transportation application deadline for funding is due February 15, 2020. Rebates for prior expenditures will be received by Oceana County Council on Aging. Ms. Kamhout discussed the current client breakdown of funding source for senior services and property tax credit service is ongoing.

9. Old Business

Mr. Rash informed that a thank you letter from Ms. Premer to Senior Resources was noted at the Senior Resources Board of Directors meeting he recently attended. This was related to the Senior Resource donation for the parking lot installation.



10. New Business

Mr. Rash reported on the Senior Resources Board of Directors meeting.

11. Correspondence

Mr. Rash informed that he received a card from Michelle Johnson, senior care staff, thanking the Board of Directors for their support of the activities of the Oceana County Council on Aging. Mary Lewallen commented on the bus schedule and various other areas of the new building. Mr. Novotny requested that any bus schedule issues be presented in writing to the transportation manager and Mr. Youngstrom requested that general issues be discussed directly with managers.

Mr. Rash requested that Oceana County Council on Aging Board of Directors attend the donor event on February 7, 2020 with name badges.

- Ms. DeFreitas moved and Mr. Inglis seconded, to adjourn the Board of Directors meeting at 2:28 pm. Voice vote, motion carried.

Respectfully Submitted,
Ken Pranger



Oceana County Council On Aging