



**Oceana County Council on Aging
Board of Directors Meeting
August 25, 2020**

Present: Ron Rash, Denise Amidon, Emma Kirwin, Selden Novotny, Brad Youngstrom, Paul Inglis, Bob Blackmer, Judie McGovern

Absent: Doug Bacon, Sally DeFreitas, Mary Lulich

Staff: Kathleen Premer, Roma Battice, Kay Butcher, Ken Pranger, Stephanie Moore, Vicki Platt, Abby Wroble

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

There were no public comments.

1. Minutes July 28, 2020 board meeting

- Mr. Inglis moved and seconded by Ms. Amidon, to approve the July 28, 2020 Oceana County Council on Aging Board meeting minutes as submitted. Voice vote, motion carried.

2. Financial Report

Ms. Butcher presented the July 2020 financial reports. Page 1, Statement of Financial Position and Budget Summary reconciliation was reviewed noting that the total asset and liability balance was \$1,582,875.82 and the reconciling item consisted of donations. Page 2, the Financial Report for July 31, 2020 was reviewed noting that the ending cash balance at July 31, 2020 was \$706,316.03 compared to prior year balance of \$671,291.92, an increase of \$35,024.11. It was indicated by several meeting participants that given the recent circumstances this was viewed favorably. On page 3, cash flow projection for August 2020, it was noted that 'donations and fundraising' line item included the Community Foundation Building Fund balance closed out and used for 621 E Main St. renovation. There were some facility rental cancellations and deposit returns. The repair and maintenance payment category includes completion payment for the main driveway and parking lot repairs at 621 E Main St. Ms. Butcher advised that the audit company has been contacted regarding the annual audit for 2019. Mr. Inglis asked about the progress on the CARES Act loan forgiveness application and Ms. Butcher advised that this will be completed and submitted this week. Page 13, trip report was reviewed and it was noted that the ending balance was \$28,179.07.

- Ms. McGovern moved and seconded by Mr. Blackmer, to receive the August 2020 financial report. Voice vote, motion carried.



3. Personnel Report

Ms. Amidon reported that the personnel committee reviewed the job description for a proposed general maintenance position titled General Maintenance/Daily Facility Infrastructure Caretaker. There was a discussion regarding the title and duties for this proposed position.

- Ms. Amidon motioned and seconded by Mr. Inglis, to accept the General Maintenance / Daily Facility Infrastructure Caretaker as submitted.

Ms. Butcher indicated that a letter of notification went to laid off full time staff advising them of the employee health insurance premium contribution. Ms. Amidon requested a copy of the letters.

4. Programming

There were no meetings and no report for this month.

5. Renovation report

Ms. Premer reported that the renovations are nearly complete with minor interior items to be finished. The facility has been opened with 2 clients on Tuesday, Wednesday, and Thursday. Mondays and Fridays are available for visitors with appropriate precautions and call ahead for a scheduled time.

6. Executive Director's report

Ms. Premer asked if there were any questions on the Executive Director's report and there were none. Ms. Moore reported that meals provided are at prior year or higher levels. There are limited outdoor activities on the facility porch. Ms. Wroble reported that Ms. Kamhout has returned to Senior Care administration on a limited basis. Preparation is continuing for what is for now a part time Adult Day Services assistant job description. Ms. Battice asked if there were any questions on the transportation section of the Executive Director's report and there were none. Ms. Battice reported that a new bus will be delivered in September and that bus 15 will be sold. The Covid 19 grant from the Michigan Department of Transportation has been very helpful and responding to inquiries, these funds were over and above budgeted amounts. The funds provided for operations were \$109,808 and for miscellaneous equipment the amount was \$5,590. There are nine volunteer drivers however only three are willing to drive at the current time and the needs cannot be met. Ms. Battice will attend a meeting with Newaygo County transportation to possibly work something out to provide additional transports. Please refer anyone interested in providing rides to contact Ms. Battice. Bus ridership is consistent with prior months. Ms. Premer advised that the Oceana County Circuit Court will be using the Oceana County Council on Aging's Tyler Rd facility at times for the next several months. There will be a staff planning meeting on September 9.



7. Old Business

Ms. Premer requested a review of and comments on the continuity plan that was previously distributed. This is needed to be in place for the insurance company.

8. New Business

Ms. Premer reported receiving an \$800.00 rebate from Energy Smart Industrial group. An application for a county rebate will be investigated. The 2021 budget will be worked on in the next four to six weeks. There was a discussion regarding the Oceana County Housing Authority and new housing. Applications for housing can be obtained by calling 873-2227. The administrator for the housing authority is Katie Tynstra.

Ms. Amidon moved and seconded by Ms. McGovern, to adjourn the meeting at 2:17 pm. Voice vote, motion carried.

Respectfully Submitted,
Ken Pranger