



**Oceana County Council on Aging  
Board of Directors Meeting  
September 22, 2020**

**Present:** Ron Rash, Denise Amidon, Emma Kirwin, Bob Blackmer, Judie McGovern, Mary Lulich, Doug Bacon, Sally DeFreitas

**Absent:** Selden Novotny, Brad Youngstrom, Paul Inglis

**Staff:** Kathleen Premer, Roma Battice, Kay Butcher, Ken Pranger, Stephanie Moore, Vicki Platt, Tami Smith

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

There were no public comments.

**1. Minutes August 25, 2020 board meeting**

- Mr. Blackmer moved and seconded by Ms. McGovern, to approve the August 25, 2020 Oceana County Council on Aging Board meeting minutes as submitted. Voice vote, motion carried, Ms. DeFreitas abstained from vote, was not present at the August meeting.

**2. Financial Report**

Ms. Butcher presented the August 2020 financial reports. Page 1, on the Statement of Financial Position the total asset and liability balance was reported at \$1,568,400. Going forward, the Oceana County Community Foundation donations will be reported with the Capital Outlay budget department and not a reconciling item on Page 1. Page 2, the Financial Report for August 31, 2020 was reviewed noting that the ending cash balance at August 31, 2020 was \$688,041.20 which was \$18,274.83 lower than the July 31, 2020 ending balance. It was noted that the transportation grant in the amount of \$115,398 has not been received and is not included in the month end August balance. On page 3, cash flow projection for September 2020, it was noted that the estimated cash receipts were \$17,145, estimated payments were \$93,931 and projected September ending balance was \$695,426. Projected payments were normal. Ms. Butcher advised that the audit company has the 2019 information and the audit is ongoing. On page 4, Budget Summary, it was reported that the Capital Outlay line item includes the donated renovation funds from the Oceana County Community Foundation. The Capital Outlay expense includes the 621 East Main St. renovations including the rebuild of damaged walls. Page 13, trip report was reviewed and it was noted that the ending balance was \$26,000.07 and reflected refunds for cancelled trip. Funds will be transferred to programming in 2020. The Finance Committee met last Thursday regarding proposed 2021 employee benefits and Ms. Butcher reported on the meeting discussions. A detailed report was included in the Board of Directors meeting package that was reviewed by Ms. Butcher. Among the details reported



were a proposed 2 – 3% increase in wages, retaining current Priority Health medical medical coverage with a 2.5% premium increase, vision insurance offered by Mutual of Omaha, and Oceana County Council on Aging paid disability premiums. This proposal now goes back to the Finance Committee and to be considered later by the Oceana County Council on Aging Board of Directors. It was reported that Senior Resources referrals are slowly coming back.

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

### **3. Personnel Report**

Ms. Amidon reported that the personnel committee received a job description for the Adult Day Service Assistant and Bath Coordinator position with the understanding that this open position will take the place of the previous full time CNA position. Interviews are being scheduled. One resume has been received for the open General Maintenance position.

### **4. Programming**

Ms. Premer reported that finalized 2021 goals and objectives are in the process of being sent to Mr. Youngstrom. Ms. Moore reported that reopening plans have been prepared and a copy of the Reopening Indoor Programming Guidelines was included in the Board Meeting package. Also, the guidelines are flexible and have been and will continue to be reviewed in corroboration with other senior care agencies and the County Health Department for example. The opening will be done slowly and the needs and protection of the participants need to be considered. A legal review of the guidelines was discussed although it was determined that most provisions are consistent with current practices and safeguards. Participants will be asked to acknowledge understanding and compliance with the guidelines.

### **5. Renovation report**

Mr. Bacon reported that plans are being made for the exterior renovation of 621 East Main St. and include removing overgrown plantings and changing the grade away from the building on the south side of the property. Also, Ken Adams indicated that this work will be done at no charge. The work and property lines were discussed with Cherry Blossom Manor management. A proposal to synchronize the 4250 Tyler Rd. great room monitors was introduced by Ms. Premer and Ms. Moore. A low bid of \$3,500 was submitted by CatchMark Technologies of Grand Rapids and Whitehall. The monitors are used for announcements, bus scheduling, and by hall renters.

- Ms. Amidon moved and seconded by Ms. McGovern, to approve the proposed purchase of monitor synchronizing service by CatchMark Technologies for \$3,500. Voice vote, motion unanimously carried.



**6. Executive Director's report**

Ms. Battice reported that the licensing and registration of the new bus will take 6 – 8 weeks. Ms. Premer reported that the use of the Tyler Rd facility by the Oceana County Court will continue. Bookings for wedding rentals for 2021 are picking up.

**7. Old Business**

None.

**8. New Business**

Barn demolishing was discussed and it was determined that this would be addressed.

Ms. Lulich moved and seconded by Ms. McGovern, to adjourn the meeting at 2:32 pm. Voice vote, motion carried.

Respectfully Submitted,  
Ken Pranger