



**Oceana County Council on Aging  
Board of Directors Virtual Meeting  
February 23, 2021**

**Present:** Ron Rash, Bob Blackmer, Selden Novotny, Paul Inglis, Mary Lulich, Judie McGovern, Emma Kirwin, Sally DeFreitas, Denise Amidon

**Absent:** Brad Youngstrom, Doug Bacon

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

The Board of Directors virtual meeting was called to order at 1:36 p.m. by Mr. Rash.

**1. Public Comment**

None

**2. Board meeting minutes January 26, 2021**

- Mr. Inglis moved and Mr. Blackmer seconded, to approve the January 26, 2021 Oceana County Council on Aging Board meeting minutes. Voice vote, motion carried.

**3. Financial Report**

Ms. Butcher presented the January 31, 2021 financial reports. Page 1, on the Statement of Financial Position, the total asset and liability balance was reported at \$1,132,944. Net income for the month of January 2021 was \$43,052. There was a question regarding the \$6,905 difference in total assets from January 31, 2020 to January 31, 2021. This will be investigated. Page 2, the Financial Report for January 31, 2021 was reviewed noting that the ending cash balance was \$436,340. On page 3, cash flow projection for February 2021, it was noted that the estimated cash receipts include a \$453,000 millage payment. Payments are normal however utilities were reported higher and the total projected payments were \$93,686. The ending projected February 2021 cash projection was \$809,460. On page 4, the budget summary, the total expense to budget for January 2021 was 6%. The contingency fund line item amount will be taken off future reports. Page 4 Budget summary was reviewed and it was noted that General Administration and Programming donations were above expectations. On page 9 Programming, various expenses were reviewed. Page 13, Trip report was reviewed and it was noted that the ending balance was \$26,633. Ms. Butcher noted that the annual loan payment is due April 2, 2021 and requested the Finance Committee to review the principal payment amount. It was noted that Building fund donations are being applied to the loan principal balance.



- Ms. McGovern moved and seconded by Mr. Blackmer, to receive the January 31, 2021 financial report as presented. Voice vote, motion carried.

#### **4. Personnel Committee Report**

Ms. Amidon reported that she has reviewed the draft of the 2021 Employee Handbook and this review and approval process will continue.

#### **5. Programming Committee Report**

Ms. Premer reported that planning will commence for the Oceana County Council on Aging fiftieth anniversary and a committee will be formed and volunteers will be requested. This may also include an open house for both facilities.

#### **6. Directors Report**

Ms. Premer reported that \$925.00 in donations was received from calendar solicitation envelopes. Other donation opportunities were discussed. A draft of the Oceana County Council on Aging Annual Report will be distributed next week. The Oceana County Council on Aging is not eligible for the Small Business Association grant previously discussed. All other reporting items are in the Executive Director's report. Ms. Battice reported that the scheduling software acquisition has been approved by the Michigan Department of Transportation project manager. The Michigan Department of Transportation 2022 funding request is being prepared and includes two buses, office and specialized equipment, and is estimated at \$208,000. Bus 15 is to be sold. There was a discussion regarding bus driver CDL requirements and policies. Ms. Wroble indicated that this week there will be training on the new Our Friends House bath for adult care and home care staff. Ms. Smith reported that two of the Our Friends House clients passed away recently and there are now three clients. There are roof and door issues at the facility that will be addressed. Referrals are being sought and possible sources of placing info for new clients were discussed. There was a discussion of county resident use of Our Friends House facilities. The Adult Day Care handbook update will be sent to the Personnel committee for approval. Ms. Moore reported that some limited programming opening is being done and meals will remain take out for the time being. Calendars have been distributed and handwritten notes to seniors will also be sent out. Ms. Premer advised that the general and liability insurance review will be next week. Mr. Inglis suggested that the Finance committee meet after the review. Mr. Rash asked if the bus rates are different for the outlying areas of the county. Ms. Battice noted that there are four transportation zones and reported on the rate structure. There was a discussion of rates and zones and it was noted that the rate structure is included in the calendar. It was also noted that no one is denied transport based on ability to pay and there is a plan to work on discounted vouchers.



**7. Old Business**

None

**8. New Business**

Our recent German staff member Ricky sent a box of goodies to Our Friends House where she was assigned during her stay here.

**9. Correspondence**

None

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

Respectfully Submitted,  
Ken Pranger