



**Oceana County Council on Aging
Board of Directors Meeting
June 22, 2021**

Present: Ron Rash, Doug Bacon, Denise Amidon, Brad Youngstrom

Absent: Paul Inglis, Bob Blackmer, Emma Kirwin, Selden Novotny, Judie McGovern, Sally DeFreitas, Mary Lulich

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

Attendees: Sally Malburg, Liz Hammerle

The Board of Directors meeting was called to order at 1:40 p.m. by Mr. Rash. It was noted after taking attendance that there would not be a quorum for this meeting.

1. Public Comment

There were a number of positive comments from the staff retreat that was held June 18, 2021 at Grace Adventures camp.

2. Board meeting minutes May 25, 2021

Consideration of the May minutes will be held over until the July Board meeting.

3. Financial Report

Ms. Butcher presented the Finance report. The principle balance of the Shelby State Bank loan was \$512,800. On page 1, Statement of Financial Position, it was noted that the Asset and Liabilities and Equity balances were \$2,878,287. The auditor from Lake Michigan CPA services needs to address the balance presentation on the Statement of Financial Position. Page 2, the Financial Report, was reviewed and it was noted that there were no millage receipts in May 2021. The projected cash flow for June was reviewed and total cash receipts were projected at \$6,170 and total payments at \$98,600 with the ending May 2021 projected cash balance of \$785,007. On Page 4, Budget, it was noted that the year to date budget percentage of total budget was 42% and comparatively total actual expense was 37% of budget. The trip account balance at May 31, 2021 was \$25,809.42. The Niagara Falls trip has been rescheduled for 2022 and there are no other trips planned.



Consideration of the May financial statements will be held over until the July Board meeting.

4. Personnel Committee Report

Ms. Amidon noted that the administrative staff and Personnel Committee have reviewed the proposed draft of the updated Oceana County Council on Aging Personnel Handbook and recommended the update to the Board of Directors. A marked up copy of the draft was emailed to Board of Directors members on June 17, 2021. Consideration of the draft Personnel Handbook review by the Board of Directors will be taken up at the July 2021 Board of Directors meeting.

5. Programming Committee Report

Mr. Youngstrom presented the draft Our Friends House Admission Policy recommendation. Mr. Pranger will send this draft to all Board of Directors members and consideration will be held over until the July 2021 Board meeting.

6. Directors Report

Ms. Premer reported that Ms. Wroble will be out of the office for a while and Ms. Platt will cover all aspects of the position in her absence. The staff retreat June 18 went well and was well received. In the discussions the need for middle income housing was mentioned frequently. Communication within the Council on Aging was discussed and various issues were reviewed. A World Horizon candidate is being considered for this fall depending on the visa situation. Ms. Moore reported that the center is now open for lunch, day trips will be starting, and there is a need for volunteers. On July 7, 2021 there will be a Covid 19 pop up vaccination clinic at the Tyler Rd facility. The kayak group is growing. Ms. Battice reported that a new bus driver was hired, Matthew Carrier. The scheduling software should be operating by mid July. Ms. Smith reported that Our Friends House has three clients and the capacity was being set at 6 for right now. Donations for the mechanical pets is going well. Mr. Rash indicated that he attended some of the staff retreat sessions and it was well received and a worthwhile event. The Oceana Herald Journal article on the Oceana County Council on Aging was discussed.

7. Old Business

None

8. New Business

Ms. Premer was asked by a potential rental customer about non profit rental rates for the Tyler Rd facility. This topic was discussed and there will be additional information provided and discussed further at the July 2021 Board meeting. Rental damage and damage deposits were discussed. This area will be reviewed at year end and possible recommendations will follow.



Ms. Moore reported that the Oceana County Council on Aging kayak program has no access to a trailer for hauling kayaks and suggested that the Council on Aging purchase an aluminum one that would be no more than \$2,000. This amount is under the minimum for Board of Directors approval and the funds can be taken from the trip account balance. It was noted that recently a federal holiday , Juneteenth, was enacted and this will be considered by the Personnel Committee and presented at the July 2021 Oceana County Council on Aging Board meeting for possible inclusion in the Council on Aging holiday schedule.

9. Correspondence

A \$500.00 donation was received from a previous donor in Minnesota. Mr. Bacon indicated that the entrance work was being delayed and that arrangement was made for fixing the Tyler Rd. floor cracks on a weekend.

10. Public Comment

None

ADJOURN

Meeting was adjourned at 2:28 pm.

Respectfully Submitted,
Ken Pranger



Oceana County Council On Aging