



**Oceana County Council on Aging
Board of Directors Meeting
September 28, 2021**

Present: Doug Bacon, Selden Novotny, Sally DeFreitas, Mary Lulich, Paul Inglis

Absent: Brad Youngstrom, Judie McGovern, Bob Blackmer, Emma Kirwin, Denise Amidon, Ron Rash

Staff: Tami Smith, Ken Pranger, Dorothy Kamhout, Kay Butcher, Abby Wroble, Kathleen Premer

Attendees: Sally Malburg, Joanne Vanderweele, Sarah Kanitz, Vicki Platt

The Board of Directors meeting was called to order at 1:35 p.m. by Mr. Inglis. It was noted that there is not a quorum for this meeting.

1. Public Comment

Ms. Vicki Platt was given the floor to express unhappiness about an email that she indicated was sent to the Oceana County Council on Aging Board of Directors related to her recent resignation. She indicated that the email contained a reference to the resignation process that she views as disrespectful. Ms. Platt asserted that there should be additional actions taken by the Board of Directors in this matter. Mr. Inglis responded that this matter should be taken up with the Board of Directors' Personnel committee.

Ms. Vanderweele asked about the process for hiring an Executive Director. Ms. Lulich indicated that the Board of Directors hires the Executive Director. Mr. Novotny asked about the Personnel committee chairperson position in the absence of Ms. Amidon. Mr. Inglis reviewed the Executive Director hiring process. Ms. Lulich asked about the Oceana County Council on Aging bylaws in this hiring regard. There was a general discussion regarding this hiring process and various concerns were expressed.

2. Presentation of Oceana County Council on Aging 2020 financial audit report and federal 990 filing

Ms. Kanitz from Lake Michigan CPA Services was given the floor to present the Oceana County Council on Aging 2020 financial audit report and non profit tax return filing. Mr. Inglis indicated that the Finance committee had reviewed the audit report. Ms. Kanitz reviewed the audit report and noted that the organization's management is responsible for the financial reports. The 2020 audit was given an unqualified clean opinion. There were a few minor adjustments made and the year to year changes in the Statement of Financial Position were due to Covid related grants and purchased vehicles. The Oceana County Community Foundation fund has been closed and the bank loan for the building is lower than prior year. Service program fees were down due to the shutdown in 2020. The federal 990 information return was reviewed and call Ms. Kanitz with any questions on that return.



Mr. Inglis indicated that the Oceana County Council on Aging is supported by the public and anyone can review the completed form.

- Ms. DeFreitas moved, and seconded by Mr. Bacon, to accept the Oceana County Council on Aging 2020 audit report as a committee of the whole. Roll call vote.

Sally DeFreitas	Yes
Doug Bacon	Yes
Selden Novotny	Yes
Mary Lulich	Yes
Paul Inglis	Yes
Emma Kirwin	Absent
Bob Blackmer	Absent
Ron Rash	Absent
Brad Youngstrom	Absent
Judie McGovern	Absent
Denise Amidon	Absent

The 2021, 2022, 2023 audit services proposal from Lake Michigan CPA Services will be tabled until the October Board of Directors meeting.

3. Minutes August 24, 2021 meeting

- Mr. Bacon moved, and seconded by Ms. Lulich, to recommend accepting the August 24, 2021 Oceana County Council on Aging Board meeting minutes and table for ratification by a quorum at the October Board meeting. Voice vote, motion carried.

4. Financial Report

Ms. Butcher presented the August 2021 financial report. On page 1, Statement of Financial Position, it was noted that the total assets and liabilities and equity balance was \$2,921,811.72. The Shelby State Bank building loan balance was \$512,120.00. On page 2, the financial report, the ending cash balance at August 31, 2021 was \$732,163.85 which was \$84,972.00 lower than the ending July 31, 2021 balance. On page 3, September 2021 cash projection, the equipment line item includes a \$19,000 payment to PC Trans for the transportation scheduling software. There is a projected Workers Compensation refund included in the insurance line item. The projected ending balance for September 2021 was \$618,846. On page 4, the budget summary, it was noted that the August 2021 year to date budget percentage to the total 2021 budget was 67%. On page 13, trip account, the August 31, 2021 balance was reported at \$28,992.74. The recording of the ADS bath program receipts was discussed.

- Mr. Novotny moved, and seconded by Mr. Bacon, to recommend accepting the August 31, 2021 Oceana County Council on Aging financial report and table for ratification by a quorum at the October Board meeting. Voice vote, motion carried.



The financial report from the September 2021 Board of Directors meeting included agenda items 4. a.b.c.d related to employee benefits and reimbursements. Mr. Inglis requested that the information related to these items be included in the October Board meeting packet for consideration at the October Board meeting.

5. Personnel Committee Report

There was a question regarding the status of the Registered Nurse (RN) position hiring. Mr. Pranger reported that there were three interviews scheduled, two for this Thursday, September 30, and one for Monday October 4. There was a discussion about the RN hiring process. It was noted during the discussion that perhaps the Personnel committee should make recommendations for hiring. There was a discussion regarding the duties and responsibilities of the RN position and it was directed that the RN candidate search will move forward.

6. Programming Committee Report

No report

7. Directors Report

Ms. Moore met with United Way and they are looking for more volunteers. The Council on Aging walking and kayak program are progressing. The 2022 calendar design is in progress. Ms. Wroble updated the Area Agency Senior Resource funding situation and noted that ADC has been awarded funding. The contract registered nurse arrangement has been going well and provides a good resource for the staff.

8. Old Business

None

9. New Business

None

10. Correspondence

Thanks to Mr. Bacon for the landscaping project at Our Friends House and the conference room table.

ADJOURN

• Mr. Bacon moved, and seconded by Mr. Novotny, to adjourn the Oceana County Council on Aging September 2021 Board meeting. Voice vote, motion carried.

Meeting was adjourned at 2:50 pm.

Respectfully Submitted, Ken Pranger



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