



Oceana County Council on Aging
Board of Directors Meeting Minutes
September 23, 2025

Present: Ron Rash, Doug Bacon, Jon Bowen, Sally DeFietas, Emma Kirwin, Janet Schultz, Pamela Czurak.

Absent: Frank Doll, Lori Suttner, Paula Vanderputte.

Staff: Stephanie Moore, Kay Butcher, Lisa Nagel, Jaccie Smith, Bradley Youngstrom.

Attendees: None

The Board of Directors meeting was called to order at 1:30 pm. by Mr. Rash followed by the Pledge of Allegiance.

1. Correspondence-

- Pam Curtis from Senior Resources provided information regarding the possible Government shut down, areas that might be affected were mentioned but none of this will affect OCCOA.

2. Board of Directors meeting minutes- August 26, 2025.

- Mr. Bacon moved, seconded by Ms. Schultz, to approve the Oceana County Council on Aging August 26, 2025, Board of Directors meeting minutes. Voice vote, motion carried.

3. Financial Report- Oceana County Council on Aging, August 26, 2025, financials.

- **Sarah Kanitz (Public Accountant)- 2024 Audit Findings**

Ms. Kanitz completed the annual audit to follow requirements from the State of Michigan. She reviewed the Financial Statements to see if they are presented fairly, she also looks at the budgets, payroll taxes, statement of financial position. She reviewed all the financial documentation in the financial books/ binders for the audit.

- Ms. Butcher explained about the cash flow and the purchase of 5 laptops. Ms. DeFietas asked a question about the percentage coverage for programming, Ms. Butcher answered her question by providing information about the programming expenses on the fitness program and food.
- Ms. Kirwin moved, seconded by Ms. Czurak, to receive the Oceana Couty Council on Aging August 31, 2025, financial statements. Voice vote, motion carried.

4. Personnel Committee-

- Nothing to Report.

5. Program Committee Report-

- Nothing to Report.

6. Director's Report-

- Robby is under a contract with Oceana County Council on Aging he has been doing landscaping, power washing and cleaning the gutters at Our Friends House.
- Open House for OCCOA on October 19th.
- A new Adult Day Services Coordinator has been hired, her name is Kimberly Brant.

7. Old Business- Nothing to Report.

8. New Business-

- a. Resignation letter from Board member Michelle Martin was presented by Mr. Rash. Motion to accept the resignation was made by Ms. DeFietas with support by Ms. Czurak. Voice vote, motion carried.
- b. Policy Update- Policy on Public Comment at Board Meetings.
Mr. Bowen moved, seconded by Ms. Kirwin, to approve the update on Policy on Public Comment at Board meetings. Voice vote, motion carried.
- c. Bradley Youngstrom (Programming Director) Presented the garden Project Video that a videographer from MSU recorded at Oceana County Council on Aging.

9. Public Comment- None

10. Adjourn-

- MS. Czurak moved, seconded by Mr. Bowen, to adjourn the Oceana County Council on Aging on September 23, 2025, Board of Directors meeting at 2:08 pm. Voice vote, motion carried.

Respectfully submitted,

San Juanita Jaramillo