



Oceana County Council on Aging

Board of Directors Meeting Minutes

December 9, 2025

Present: Doug Bacon, Lori Suttner, Janet Schultz, Emma Kirwin, Frank Doll, Pamela Czurak, Jon Bowen, Ron Rash, Sally DeFreitas, Paula Vanderputte.

Staff: Stephanie Moore, Kay Butcher, Jaccie Smith, Bradley Youngstrom, San Juanita Jaramillo, Mary Fuce, Maria Aguayo-Castelo.

Attendees: Janet Christiansen, Mary Sloan, Susan Stace, Mary Ann Bush, Teresa Ruth, Mary Lulash, Sally Veurink.

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

- 1. Public Comment-** Mr. Bacon initiated the public comment by reading the Policy on Public Comment and emphasized the importance on respect and analyzing every comment that is made. He went over what is a proper response under the public comment and what must not be considered a public comment. Any employee subjects will not be discussed during the Public Comment.
 - Public Comment was continued by attendees.
- 2. Board of Directors meeting minutes- October 28, 2025.**
 - Mr. Rash moved, seconded by Ms. Vanderputte, to approve the Oceana County Council on Aging October 28, 2025, Board of Directors meeting minutes. Voice, vote, motion carried.
- 3. Financial report-** Oceana County Council on Aging, October 31, 2025 & November 30, 2025, financials and 2026 Budget.
 - Mr. Rash moved, seconded by Ms. Suttner, to receive the Oceana County Council on Aging October 31, 2025, and November 30, 2025, financial statements as presented. Voice, vote, motion carried.

- Ms. Butcher presented the 2026 Budget for approval.

Vote approval for the 2026 Budget, Ms. Suttner moved, seconded by Mr. Doll. Roll call vote.

Doug Bacon	Yes
Lori Suttner	Yes
Jon Bowen	Yes
Pamela Czurak	Yes
Janet Schultz	Yes
Emma Kirwin	No
Paula Vanderputte	Yes
Frank Doll	Yes
Ron Rash	Yes
Sally DeFreitas	Yes

4. Personnel Committee-

- Ms. Suttner communicated that they are working on necessary changes on several policies.

5. Program Committee report- Nothing new to report.

6. Director’s report-

- Ms. Moore reported that the number of rides that have been provided from the Transportation Department.
- Joanie Beyer has been doing a fantastic job; she had the loss of a few of her clients and she continues to provide care services.
- Ann Moss (RN) has also been doing an amazing job.
- An application was submitted for another grant, and it has been accepted, this will help to support our “Sharing Shelf”
- Received a donation of Holiday bags that can be given away.
- Our staff delivered Thanksgiving bags; they were delivered door to door.
- Senior Resources will be awarding a one-time bonus to OCCOA, we value their partnership.
- We have two former staff members coming back- Gwen Adams & Robert Hernandez.

7. Old Business- No old business to report.

8. New Business-

- MDOT Project Manager Alex Simonetti- Lisa applied for a grant that includes over a million dollars for a construction of a new bus garage and OCCOA has received this grant.

- Mitch Foster from WSCC gave an update for the WSCC building that will be what used to be the Gales IGA building. Renovations are being done and there will be a parking lot with enough parking spaces for this building once it is operating.

9. Correspondence-

- Letter from the Family of Phyllis Arnold to give thanks to the OCCOA team and they expressed how happy this place was for Phyllis.
- Letter from Clara (World Horizon Volunteer)
- Email from CEO at Senior Resources.
- Email was sent to Ms. Suttner- Appreciation and impact of Stephanie Moore for the support she offers to other Senior Centers throughout the State.

- 10.** Mr. Rash moved, seconded by Ms. Suttner to adjourn the Oceana County Council on Aging meeting at 2:30 p.m. Voice vote, motion carried.

Respectfully submitted,

San Juanita Jaramillo

DECEMBER 2025

BUDGET SUMMARY

	ACTUAL 2024 FINAL	ORIGINAL 2025	AMENDED 2025	YTD 11/30/2025	DECEMBER ACTIVITY	YTD 12/31/2025	% of BUDGET
INCOME							
ADS	\$ 90,487	\$ 86,200.00	\$ 79,700.00	\$ 81,358.35	\$ 6,303.49	\$ 87,661.84	110%
CAP OUTLAY	\$ 8,479	\$ 10,000.00	\$ 12,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	17%
FACILITY	\$ 12,450	\$ 11,000.00	\$ 5,000.00	\$ 4,612.50	\$ (750.00)	\$ 3,862.50	77%
GEN. ADMN.	\$ 77,069	\$ 47,500.00	\$ 56,800.00	\$ 79,152.45	\$ 4,316.07	\$ 83,468.52	147%
PROG.	\$ 108,035	\$ 104,200.00	\$ 101,700.00	\$ 83,052.57	\$ 7,428.35	\$ 90,480.92	89%
SCS	\$ 141,939	\$ 136,000.00	\$ 131,950.00	\$ 129,118.08	\$ 11,885.42	\$ 141,003.50	107%
TRANS.	\$ 518,416	\$ 223,943.00	\$ 220,671.00	\$ 391,903.29	\$ 24,053.37	\$ 415,956.66	188%
MILLAGE	\$ 1,213,535	\$ 1,598,439.00	\$ 1,598,439.00	\$ 1,030,252.01	\$ 131,919.18	\$ 1,162,171.19	73%
TOTAL INCOME	\$ 2,170,410	\$ 2,217,282.00	\$ 2,206,260.00	\$ 1,801,449.25	\$ 185,155.98	\$ 1,986,605.13	90%
EXPENSE							
ADS	\$ 158,094	\$ 178,600.00	\$ 166,745.00	\$ 142,142.45	\$ 12,645.22	\$ 154,787.67	93%
CAP OUTLAY	\$ 46,039	\$ 5,000.00	\$ 35,400.00	\$ 45,055.90	\$ 4,191.29	\$ 49,247.19	139%
FACILITY	\$ 113,975	\$ 111,800.00	\$ 98,800.00	\$ 78,198.53	\$ 7,366.50	\$ 85,565.03	87%
GEN. ADMN.	\$ 351,248	\$ 406,475.00	\$ 399,975.00	\$ 357,813.21	\$ 28,683.49	\$ 386,496.70	97%
PROG.	\$ 429,359	\$ 457,760.00	\$ 363,200.00	\$ 365,646.44	\$ 25,567.62	\$ 391,214.06	108%
SCS	\$ 289,525	\$ 322,950.00	\$ 313,100.00	\$ 274,092.03	\$ 22,236.78	\$ 296,328.81	95%
TRANS.	\$ 744,294	\$ 545,235.00	\$ 498,800.00	\$ 583,305.87	\$ 36,565.66	\$ 619,871.53	124%
TOTAL EXPENSE	\$ 2,132,535	\$ 2,027,820.00	\$ 1,876,020.00	\$ 1,846,254.43	\$ 137,256.56	\$ 1,983,510.99	106%
CONTINGENCY FUND	\$ 37,875	\$ 189,462.00	\$ 330,240.00			\$ 3,094.14	
TOTAL EXPENSE + CF	\$ 2,170,410	\$ 2,217,282.00	\$ 2,206,260.00	\$ 1,846,254.43	\$ 140,350.70	\$ 1,986,605.13	90%

ADS - Adult Day Services

* Our Friends House

CAP. OUTLAY - Capital Outlay

* Building Equipment

* Office Equipment

* Parking Lot

CC&S - Case Coordination Services

* Case Coordination/Homemaking

* Certified Nurse Assistant

* Medicare/Medicaid Assistant Program (MMAP)

* Personal Action Towards Health (PATH)

FACILITY

* Rental

* Maintenance

GEN. ADMINISTRATION

* Facility Operations: Insurance, Audit, Bank Fees, Employee Benefits, Advertising, Office Supply, Postage, Tax/Licenses

PROGRAMMING

* Program Activities

* Meal Program

* Volunteer Services

TRANSPORTATION

* Bus Services

* Volunteer Driving

* MI Dept. of Transportation-MDOT