

OLDER PERSONS' COMMISSION FEBRUARY 2, 2017

**MEETING** of the **OLDER PERSONS' COMMISSION** held at the Older Persons' Activity Center, 650 Letica Drive, Rochester, Oakland County, Michigan, 48307.

**CALL TO ORDER**

The Thursday, February 2, 2017, Governing Board meeting was called to order by Chairman Bikson at 5:00 p.m.

**ROLL CALL**

Present: 6) Mike Bailey, Stuart Bikson, William Jandeska, Jim Kubicina, Micheline Sommers, Lucy Strand

Absent: 2) John (Jack) Dalton, Stephanie Morita

**QUORUM PRESENT**

**Others Present:** Renee Cortright, Older Persons' Commission Executive Director  
Tim Soave, Older Persons' Commission Director of Finance  
Lisa Manetta, Plante & Moran, PLLC

**ADDITIONS/CHANGES TO THE AGENDA** - none

**PUBLIC COMMENT** –

- Terry Hetrick, a Rochester Hills resident, voiced her concerns on the air quality over the water in the pool, for those with breathing problems. E.D. Cortright informed her that a UV system is being considered as part of the 2017 Capital Budget.

**Entered Commissioner Morita at 5:05 p.m.**

**APPROVAL OF THE JANUARY 5, 2017, MINUTES**

**MOTION** by Sommers, supported by Morita, **Resolved**, to approve the Minutes of January 5, 2017, as presented.

Aye: 6) Bikson, Kubicina, Jandeska, Morita, Sommers, Strand

Nay: 0)

Absent: 1) Dalton

Abstain: 1) Bailey

**MOTION CARRIED**

**NEW BUSINESS**

**2016 Audit Review**

Lisa Manetta from Plante & Moran, PLLC, presented the Fiscal Year 2016 Audit Review, and reported that it was a smooth audit process and a solid financial year. She gave highlights of the Independent Auditor's Report, the Financial Statement, reviewed the revenue and expenditures, and stated that the financial statements present fairly the OPC's financial condition. Ms. Manetta noted that in 2016, there were new systems to document, and a change in the fiscal year, which had some revenue collections for the entire year, represented for nine months. She stated, the Letter of Transmittal, which provides background and analysis of the year, was written by Financial Director Tim Soave.

**MOTION** by Secretary Strand, supported by Jandeska, **Resolved**, to accept the 2016 Audit Report, as presented.

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Aye: 7) Bailey, Bikson, Jandeska, Kubicina, Morita, Sommers, Strand  
Nay: 0)  
Absent: 1) Dalton

**MOTION CARRIED**

**Committee Appointments**

Chairman Bikson made appointments to the Committees as follows:

- Facility – Commissioners Bailey, Kubicina, Sommers
- Finance – Commissioners Dalton, Morita, Jandeska

All other Committee Appointments will remain the same.

**MOTION** by Strand, supported by Morita, **Resolved**, to approve the Committee appointments, as presented.

Aye: 7) Bailey, Bikson, Jandeska, Kubicina, Morita, Sommers, Strand  
Nay: 0)  
Absent: 1) Dalton

**MOTION CARRIED**

The Governance Committee is comprised of the four elected officers. Chairman Bikson is ex officio of all committees.

**Investment Resolutions**

Mr. Soave gave an overview of the current investments and advised that OPC is limited to where it can invest, due to Public Act 20. He stated, with a need to expand yield and reduce concentration risk, placing OPC funds in investment pools gives a better rate of return, with funds available at any time. After much due diligence, Mr. Soave recommended adopting a resolution to invest in the Michigan Class Investment Pool and the Local Government Investment Pool, with the Oakland County Treasurer.

RESOLUTION OF THE OLDER PERSON'S COMMISSION TO ENTER INTO THE MICHIGAN CLASS INVESTMENT POOL

WHEREAS the Rochester Hills – Oakland – Rochester Older Person's Commission's (OPC Board's) Executive Director is authorized by this resolution to enter into a contract with the Michigan Cooperative Liquid Assets Security System (Michigan CLASS) for deposit of money in the investment portfolio; and

WHEREAS the terms and conditions regarding the deposit of money in the investment portfolio are stated in the uniform participant agreement; and

WHEREAS the OPC Board, by authorizing the Executive Director to enter into this agreement with Michigan CLASS, it is also amending their Investment Policy to include the Michigan CLASS investment pools as an authorized investment instrument.

NOW THEREFORE BE IT RESOLVED that the Rochester Hills – Oakland – Rochester Older Person's Commission authorizes the Executive Director to enter into the Michigan CLASS investment.

AND

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RESOLUTION OF THE OLDER PERSON'S COMMISSION TO ENTER INTO THE LOCAL GOVERNMENT INVESTMENT POOL WITH THE OAKLAND COUNTY TREASURER

WHEREAS the Oakland County Treasurer is authorized by County Board Resolution to establish a local government investment pool; and

WHEREAS the Rochester Hills – Oakland – Rochester Older Person's Commission's (OPC Board's) Executive Director is authorized by this resolution to enter into a contract with the County Treasurer for deposit of money in the investment portfolio; and

WHEREAS the terms and conditions regarding the deposit of money in the investment portfolio are stated in the uniform contract which has been approved by the Michigan Department of Treasury; and

WHEREAS the OPC Board, by authorizing the Executive Director to enter into this agreement with the Oakland County Treasurer, it is also amending their Investment Policy to include local government investment pools as an authorized investment instrument.

NOW THEREFORE BE IT RESOLVED that the Rochester Hills – Oakland – Rochester Older Person's Commission authorizes the Executive Director to enter into the local investment pool and to sign the Investment Portfolio Agreement, as attached in this resolution as Exhibit A.

**MOTION** by Kubicina, supported by Morita, **Resolved**, to adopt a Resolution to enter into the Michigan Class Investment Pool, to adopt a Resolution to enter into the Local Government Investment Pool with the Oakland County Treasurer, and enter into an Agreement with The County of Oakland.

Aye: 7) Bailey, Bikson, Jandeska, Kubicina, Morita, Sommers, Strand  
Nay: 0)  
Absent: 1) Dalton

**MOTION CARRIED**

**SCAMP Discussion**

E.D. Cortright gave an overview of RARA's Summer SCAMP Program, and OPC's yearly involvement with providing door to door transportation for the campers, whose ages range from 5 – 26. After observing the program over the last two summers, she wanted to inform the Board of her concerns with going forward this year. After much consideration, OPC will no longer provide transportation for ages 5 – 17. She is meeting with RARA and Rochester Schools for an alternative and will keep the Board apprised of her decision going forward.

**Code of Conduct Policy Revision**

E.D. Cortright proposed a revision to the Code of Conduct Policy, to add the word "contractor" to the first paragraph, third line, and an addition of number 14, which addresses authorization for outside vendors. Commissioner Morita suggested, the addition of "contractor" to read "vendors or contractors," to number 14.

**MOTION** by Sommers, supported by Jandeska, **Resolved**, to approve the revisions to the Code of Conduct Policy with the suggested addition by Commissioner Morita.

Aye: 7) Bailey, Bikson, Jandeska, Kubicina, Morita, Sommers, Strand  
Nay: 0)  
Absent: 1) Dalton

**MOTION CARRIED**

**UNFINISHED BUSINESS**

**Discussion of Meeting Day Change**

As a continuation of discussion tabled at the January 2017 meeting, E. D. Cortright suggested moving the Governing Board Meetings to the third Thursday of the month, to make it easier to have the financials ready. She asked the Commissioners for their availability. Due to conflicts with the Commissioners schedules, Chairman Bikson advised keeping the date the same.

**DIRECTOR'S REPORT**

E.D. Cortright reported the following:

- E.D. Cortright distributed an updated Strategic Plan and SWOT Diagram, thanking everyone for their participation. Many committees have met and there will be some reports presented in the next couple of meetings.
- Vigilante will begin installing the security system next week.
- OPC will be highlighted in the April – May issue of the HPS Bottom-line Newsletter for our recent renovation.
- Rochester Rotary Charities donated \$2,000 to the Act of Kindness Program which is designed to assist low income seniors with minor home repairs.
- E.D. Cortright stated, last year a \$3.00 round trip required fee was approved for transportation, as opposed to a suggested donation. OPC continues to have low donations. She requested to pass a motion to increase the fee to a required \$4.00 round trip or \$2.00 per ride, keeping in line with other local communities, such as Auburn Hills and Bloomfield Township. The \$2.00 per ride fee will, also, make accounting easier on the buses and help OPC meet the Budget. Riders can purchase Punch Cards or pay \$2.00 each time they get on the bus. Seniors who cannot afford the fee can low income qualify to receive free Punch Cards. E.D. Cortright would like the required fee to begin May 1<sup>st</sup>, and asked the Board to inform their constituents so they are aware.

After discussion, Commissioner Morita suggested that E.D. Cortright send a letter to the individual Councils and Township Boards, for a consistent message.

**MOTION** by Strand, supported by Jandeska, **Resolved**, to charge \$2.00 per trip, with a letter going to each Council explaining the change.

Chairman Bikson requested a roll call vote.

Aye: 5) Bailey, Jandeska, Kubicina, Morita, Strand

Nay: 2) Bikson, Sommers

Absent: 1) Dalton

**MOTION CARRIED**

- The majority of the Department Head evaluations took place in January.

## OLDER PERSONS' COMMISSION FEBRUARY 2, 2017

- On March 2<sup>nd</sup>, there is a scheduling conflict in the evening with the Annual Review with members. After discussion, the Annual Review will be rescheduled to April 6<sup>th</sup>, immediately after the Governing Board Meeting.
- Items to be reviewed at the next Board meeting:
  - Employee Manual
  - Amended and Restated Interlocal Agreement - John Staran, Rochester Hills legal counsel, incorporated and consolidated the 1983 Amended and Restated Agreement and its subsequent amendments.
- Working on the Annual Report
- March 3<sup>rd</sup> is a Staff Development Day. OPC closes at noon for the rest of the day for staff required training.
- "Spring into Action Week" is March 13<sup>th</sup> – 18<sup>th</sup>. The March newsletter will be sent to everyone 50+ in the three communities.
- Upcoming Events at OPC:
  - Valentine's Dinner Dance, February 10, 2017, with strolling dinner, dessert, champagne reception and drinks
  - Club 650 "Spectacular Winter Variety," February 16, 2017
  - Terrific Tuesday, "All you Need is Love," February 14, 2017
  - Caregiver's 411, "Understanding Hoarding Behavior," February 28, 2017,
  - Movie: "The Pickle Recipe," February 24, 2017
  - Motor City Irish Dancers, March 2, 2017

### **COMMITTEE REPORTS**

#### **Finance Committee –**

- **Treasurer's Report** – Commissioner Morita stated that the bills are paid before they come to the Board for review. She asked Mr. Soave to come up with a way under the ILA and Bylaws to put together a procedure when the Budget is approved, staff are expected to pay bills to comply with the Budget and it is only necessary to come to the Board for changes in line items within the Budget. This change will streamline the process for staff, and the Board will still receive monthly income and expense reports.

- **Review of the Bills for the month of December, 2016, in the amount of \$97,668.49.**

**MOTION** by Morita, supported by Sommers, **Resolved**, to accept the December, 2016, Bills, in the amount of \$97,668.49, and the Treasurer's Report, as presented.

Aye: 7) Bailey, Bikson, Jandeska, Kubicina, Morita, Sommers, Strand

Nay: 0)

Absent: 1) Dalton

### **MOTION CARRIED**

- **Facility Committee** – no report

**COMMISSIONERS' COMMENTS –**

- Secretary Strand stated that when the Slate was approved at the last meeting, there was discussion on addressing the Chairperson. She pointed out that “Chairman” is not a feminine or masculine word, and only refers to the Chair. The proper way to address the Chair is “Mr. Chairman” or “Madam Chairman.”
- Commissioner Kubicina stated that he has a lot to learn and looks forward to being on the Board and participating in the events.
- Chairman Bikson stated, he appreciates everyone participating in the Strategic Plan. He asked that everyone do their best to get the Committee meetings in so they can report quarterly.
- Vice-Chairman Sommers informed that the Communications Committee of the Strategic Plan met. She thanked Carla Graham and Laure Unkart, as they were the ones that put the work into the document, with Secretary Strand and herself offering a couple of suggestions.
- Commissioner Morita stated, she appreciates the willingness of the staff to look outside the box and explore new avenues, and the acceptance of the Board to look at new ways of handling things. After a year on the Board, she looks forward to the next year.
- Commissioner Jandeska congratulated the staff, as we seem to have more and more progress as we move forward.
- Commissioner Bailey stated, he only attended one meeting and is still learning.

**ADJOURNMENT**

Chairman Bikson adjourned the meeting at 6:48 p.m.

**NEXT REGULAR MEETING – THURSDAY, MARCH 2, 2017, AT 5:00 P.M.**

Signed & Approved 03/02/17

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LUCY STRAND, SECRETARY  
OPC GOVERNING BOARD

**Distribution:**

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