

OLDER PERSONS' COMMISSION MARCH 7, 2019

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, March 7, 2019, Governing Board meeting was called to order by Chairman Bikson at 5:00 p.m.

ROLL CALL

Present: 5) Stuart Bikson, John (Jack) Dalton, Jim Kubicina, Micheline Sommers,
Lucy Strand

Absent: 3) Mike Bailey, William Jandeska, 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
Andrew Leong, Plante & Moran, PLLC

ADDITIONS/CHANGES TO THE AGENDA

MOTION by Dalton, supported by Strand, **Resolved**, to approve the Agenda of the March 7, 2019, meeting as presented.

Aye: 5) Bikson, Dalton, Kubicina, Sommers, Strand

Nay: 0)

Absent: 3) Bailey, Jandeska, Morita

MOTION CARRIED

PUBLIC COMMENT - none

MISSION MOMENT

Dianne Bubnar, Enrichment Manager, highlighted programs from her department. She stated that Mission Moments happen at OPC every day.

APPROVAL OF THE FEBRUARY 7, 2019, MINUTES

MOTION by Sommers, supported by Kubicina, **Resolved**, to approve the Minutes of the February 7, 2019, meeting as presented.

Aye: 5) Bikson, Dalton, Kubicina, Sommers, Strand

Nay: 0)

Absent: 3) Bailey, Jandeska, Morita

MOTION CARRIED

NEW BUSINESS

FY 2018 Audit Review – Plante Moran

Lisa Manetta, Plante & Moran, PLLC, presented the Fiscal Year 2018 Audit Review, year ending September 30, 2018. She stated, the review shows the reporting to be fairly stated, with an unmodified opinion, and a solid financial position. Andrew Leong, Plante & Moran, PLLC, gave highlights of the Revenue and Expenditures, Net Position, and the budgetary comparison schedule report.

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MOTION by Dalton, supported by Strand, **Resolved**, to accept the FY 2018 Audit Report from Plante & Moran, PLLC.

Aye: 5) Bikson, Dalton, Kubicina, Sommers, Strand

Nay: 0)

Absent: 3) Bailey, Jandeska, Morita

MOTION CARRIED

Approval of a Special License Application for 2019 Events

E.D. Cortright requested approval of a Special License for two additional events, which were not included in the Special License Application, approved in January, 2019.

MOTION by Kubicina, supported by Strand, **Resolved**, to approve the Special License application, as presented.

Aye: 5) Bikson, Dalton, Kubicina, Sommers, Strand

Nay: 0)

Absent: 3) Bailey, Jandeska, Morita

MOTION CARRIED

DIRECTOR'S REPORT

E.D. Cortright reported the following:

- The annual Staff Development Day was March 1, which included training on emergency procedures, customer service, dealing with stress and department specific meetings. Kathy Housey gave a presentation on stress relief, followed by Frank Rewold, whose presentation focused on being an ambassador, customer service and commitment to the organization's mission.
- One of the ideas shared at the Staff Development Day was offering a visitor pass, so people could check out the facility for one day only, to see if it will fit their fitness and enrichment needs. There will be more information at the next meeting.
- During the Staff Development Day, the building experienced a deep cleaning, with floors buffed upstairs and down, carpets cleaned, and the pool tiles, locker rooms, and handicapped rooms, thoroughly cleaned.
- March 11 – 16, is "Spring into Action" for OPC. The Special Edition Newsletter was sent out in the February 21 issue of the Rochester Post. Highlights of the week include meeting Tom Daldin from the PBS Show, "Under the Radar." Complimentary classes are offered throughout the week.
- The annual Nutrition Assessment, with AAA1-B, is next week. This is an opportunity for their team to review OPC's policies and procedures.
- Today, 20 members from the Rochester Leadership Group had a presentation and tour of OPC.

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- Nationally renowned expert, Teepa Snow, will give a presentation at OPC on April 18, on the struggles and challenges Alzheimer's and dementia create, for all parties involved. There are three sessions starting at 8:00 a.m., 2:30 p.m., and 6:00 p.m.
- E.D. Cortright gave an overview of OPC's fundraising activities, and highlighted the Summer Solstice Soiree, an Evening Garden Affair, to celebrate summer's arrival on June 21, at 7 p.m. Sponsorships have already been solidified. Tickets will be \$100 per person and limited to 140 attendees. Proceeds will benefit Meals on Wheels.
- The capital expenditures report, from Frank Rewold & Sons, is still two to three weeks out from completion. The Facilities Committee will review the report, upon completion, and a report will be presented at the next Board meeting.
- Upcoming events at OPC:
 - Magician Anthony Grupido, March 8
 - Meet Tom Daldin, star of "Under the Radar," March 11
 - Rewired not Retired presentation on "Traveling Light," March 20
 - Terrific Tuesday, "Culture & Capitalism," March 11

COMMITTEE REPORTS

Finance Committee

- **Treasurer's Report** – no report

MOTION by Strand, supported by Kubicina, **Resolved**, to accept the Financial Statements, as presented, for January, 2019.

Aye: 5) Bikson, Dalton, Kubicina, Sommers, Strand

Nay: 0)

Absent: 3) Bailey, Jandeska, Morita

MOTION CARRIED

Facility Committee – none

COMMISSIONERS' COMMENTS

- Secretary Strand stated, much appreciation to E.D. Cortright, Tim Soave, Director of Finance, and Laura Roch-Schoeffer, Finance Coordinator, for the comprehensive audit reports, and supplemental information.
- Commissioner Kubicina stated that people have spoken to him regarding the Gala for this year. He is encouraged by the Soiree fundraiser.
- Chairman Bikson stated that the Soiree will be a good change of pace from the Gala. It is important to get the information out about the event, as people have been asking.
- Vice-Chairman Sommers addressed E.D. Cortright with a concern from some out of the area members she met at a recent OPC event. They are concerned there may be no room for nonresidents with the growing senior communities in the area.

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- Commissioner Dalton noted that a lot of money was spent on the parking lot just a few years ago, and it is crumbling.

ADJOURNMENT

Chairman Bikson adjourned the meeting at 5:50 p.m.

NEXT REGULAR MEETING – THURSDAY, APRIL 4, AT 5:00 P.M.

Signed & Approved 04/04/19

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

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