

OLDER PERSONS' COMMISSION APRIL 4, 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, April 4, 2019, Governing Board meeting was called to order by Chairman Bikson at 5:00 p.m.

ROLL CALL

Present: 7) Stuart Bikson, John (Jack) Dalton, William Jandeska, Jim Kubicina, Stephanie Morita, Micheline Sommers, Lucy Strand

Absent: 1) Mike Bailey

QUORUM PRESENT

Others Present: Renee Cortright, Older Persons' Commission Executive Director
Tim Soave, Older Persons' Commission Director of Finance

ADDITIONS/CHANGES TO THE AGENDA

E.D. Cortright requested the addition of Item 6c. Medical Leave for Part-Time Employees.

MOTION by Morita, supported by Dalton, **Resolved**, to approve the Agenda of the April 4, 2019, meeting as amended.

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

Nay: 0)

Absent: 1) Bailey

MOTION CARRIED

PUBLIC COMMENT - none

MISSION MOMENT

E.D. Cortright reviewed the March, 2019, events, which included "Spring into Action," with 56 activities offered during the week, bringing in 350 new members. March for Meals on Wheels, raised \$2,012, and several guest volunteers from the community, delivered meals during the month of March.

APPROVAL OF THE MARCH 7, 2019, MINUTES

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

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

Nay: 0)

Abstain: 1) Jandeska

Absent: 1) Bailey

MOTION CARRIED

NEW BUSINESS

Approval of Audit Proposal

Tim Soave informed that four bids were received from an RFP issued for independent auditing services for fiscal years ending 2019, 2020 and 2021, with an option for fiscal years ending 2022 and 2023. The Review Committee reviewed the bids, and

OLDER PERSONS' COMMISSION APRIL 4, 2019

unanimously recommended Plante & Moran, LLP. Mr. Soave recommended a three-year agreement with the option to renew for an additional two years.

MOTION by Morita, supported by Sommers, **Resolved**, to approve Plante & Moran, LLP, for independent auditing services for fiscal years ending 2019, 2020, and 2021, with an option to renew for fiscal years ending 2022 and 2023.

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

MOTION CARRIED

Revision to the Resident NonResident Policy

E.D. Cortright requested approval of a policy update to include a One-Day Experience Pass, which was a result of feedback from Staff Development Day, and a local realtor.

MOTION by Morita, supported by Strand, **Resolved**, to approve the policy update of a One-Day Experience Pass, as presented.

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

MOTION CARRIED

Medical Leave for Part Time Employees

E.D. Cortright asked for approval of a Medical Leave Policy, as an addition to the OPC Employee Manual, to meet regulations as required by the State of Michigan Paid Medical Leave Act. 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, for part-time non-exempt employees. After review, the Commissioners asked to strike the second word "sibling," under paragraph Medical Leave numbers 2 and 3.

MOTION by Morita, supported by Jandeska, **Resolved**, to approve the Medical Leave Policy with the understanding that it will go back to the Attorney for additional direction on what other policies are needed to ensure the system is not abused, and with the amendment of striking the second word "sibling," under paragraph Medical Leave numbers 2 and 3.

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

MOTION CARRIED

DIRECTOR'S REPORT

E.D. Cortright reported the following:

- OPC Administration has retained McGrath Human Resources Group for the Compensation Study per the approved 2019 Budget. The process has begun with an onsite visit for interviews, and staff is in the process of completing position questionnaires for key positions. McGrath will return in May to meet with the Executive Board and staff members.

OLDER PERSONS' COMMISSION APRIL 4, 2019

- Congratulations to our Nutrition Team on a successful Nutrition Assessment with AAA1-B. The RFP was received for nutrition grant years 2020 – 2022.
- The Volunteer Appreciation Reception is April 11, honoring 250+ volunteers who dedicated 30+ hours in 2018. The Board is invited to attend to thank the volunteers for their commitment to OPC programs and services.
- The Summer Solstice Soiree invitations are being finalized, along with the raffles, program booklet, and event signage. Sponsors to date are: Rutkowski Law Firm, American House, Ascension Providence Rochester, Controller Technologies, Modetz, Pixley Funeral Homes, Stonecrest, Barry Hawthorne, Oakland University, Par Pharmaceutical, Spaulding DeDecker and Century 21 Sakmar & Associates.
- The Dinosaur Hill Daffodil Fundraiser resulted in over 350 bunches of daffodils donated to Meals on Wheels clients, brightening their day.
- The Kiwanis Soup Supper is April 5, from 5:00 – 7:00 pm. OPC is one of the beneficiaries of this annual fundraiser.
- Dianne Bubnar, Enrichment Manager, gave an update on the 650 Players, and the “Magic of the Movies” musical.
- Upcoming events at OPC:
 - Magic of the Movies, April 30 – May 4
 - 5K Walk/Run for Meals, June 1

COMMITTEE REPORTS

Finance Committee

- **Treasurer's Report** – Treasurer Jandeska reviewed and requested acceptance of the Financial Reports for February, 2019.

MOTION by Dalton, supported by Morita, **Resolved**, to accept the Financial Statements, as presented, for February, 2019.

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

Nay: 0)

Absent: 1) Bailey

MOTION CARRIED

Facility Committee – none

COMMISSIONERS' COMMENTS

- Commissioner Kubicina stated that someone inquired about evening Enrichment Programs.
- Commissioner Dalton stated that the parking lot is filled with cars every day.
- Chairman Bikson said, he was happy the 650 Players are back.

OLDER PERSONS' COMMISSION APRIL 4, 2019

- Vice-Chairman Sommers stated, a gentleman came in before the meeting and said that he could not be a member because his Driver's License address is out of the area, but he still lives in the area.
- Treasurer Jandeska thanked Mr. Soave for his work on the audit, and the rest of the group for all the activities.

ADJOURNMENT

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

NEXT REGULAR MEETING – THURSDAY, MAY 2, AT 5:00 P.M.

Signed & Approved 05/02/2019

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

OPC Governing Board (8)
Renee Cortright
Rochester City Offices
Rochester Hills City Offices
Charter Township of Oakland Offices
OPC Website
Original to File

cg: opcfile