

OLDER PERSONS' COMMISSION FEBRUARY 4, 2016

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 4, 2016, Governing Board meeting was called to order by Chairman Bikson at 5:00 p.m.

ROLL CALL

Present: 6) Stuart Bikson, John (Jack) Dalton, Terry Gonser, William Jandeska, Micheline Sommers, Lucy Strand

Absent: 2) Dale Hetrick, Stephanie Morita

QUORUM PRESENT

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

ADDITIONS/CHANGES TO THE AGENDA

MOTION by Gonser, supported by Strand, **Resolved**, to accept the Agenda as presented.

Aye: 6) Bikson, Dalton, Gonser, Jandeska, Sommers, Strand

Nay: 0)

Absent: 2) Hetrick, Morita

MOTION CARRIED

PUBLIC COMMENT –

- Uta Garn, an Oakland Township resident, stated that the new egress system is not user friendly, creating difficulty coming into the building for woodshop participants. She suggested expanding the system with card readers.

Entered Commissioner Morita at 5:05 p.m.

- Frank Fleming, a Rochester Hills resident, stated that he is a woodshop participant, and it is cumbersome to unload materials with the new system. He requested to look into something to make it easier.

APPROVAL OF THE JANUARY 7, 2016, MINUTES

MOTION by Dalton, supported by Gonser, **Resolved**, to approve the Minutes of January 7, 2016, as presented.

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

Nay: 0)

Absent: 1) Hetrick

MOTION CARRIED

UNFINISHED BUSINESS

Fundraising Proposal

Chairman Bikson asked for questions on the proposal from Richner & Richner. He stated that due to the shortened meeting, an in-depth discussion will be at the next meeting.

Entered Commissioner Hetrick at 5:15 p.m.

Membership Policy

E.D. Cortright stated that she took the recommendations from the last meeting and incorporated them into the policy to clarify membership eligibility. After review by the Commissioners, Commissioner Morita suggested removing the words, "for appeal," from the last sentence.

MOTION by Dalton, supported by Morita, **Resolved**, to approve the Membership Policy as revised.

Aye: 8) Bikson, Dalton, Gonser, Hetrick, Jandeska, Morita, Sommers, Strand
Nay: 0)
Absent: 0)

MOTION CARRIED

NEW BUSINESS

Committee Appointments

Chairman Bikson made appointments to the Committees as follows:

- Facility – Commissioners Gonser, Hetrick, Sommers
- Finance – Commissioners Dalton, Morita, Jandeska

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

Aye: 8) Bikson, Dalton, Gonser, Hetrick, Jandeska, Morita, Sommers, Strand
Nay: 0)
Absent: 0)

MOTION CARRIED

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

Investment Policy

Tim Soave, Finance Director, stated that in the past, OPC's investments were handled by Rochester Hills, but as of January 1, 2016, all finances, including investments, were brought in-house. After a review of the current CD investments, he requested approval of an OPC Investment Policy, modeled after a standard guideline policy, allowing OPC to invest with security, liquidity, and with a return on investment.

MOTION by Morita, supported by Hetrick, **Resolved**, to approve the Older Persons' Commission Investment Policy as presented.

Aye: 8) Bikson, Dalton, Gonser, Hetrick, Jandeska, Morita, Sommers, Strand
Nay: 0)
Absent: 0)

MOTION CARRIED

DIRECTOR'S REPORT

E.D. Cortright reported the following:

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- Update on the Rochester Police Department investigation of the breaking and entering at OPC.
- Mark Hickson, Oakland County Sheriff Department Deputy, was at OPC on February 3, 2016, taking a photo audit of the building. He will report his finds, along with recommendations, at the March meeting. He was complimentary with the steps taken to limit entry. Victor Dorer, Maintenance Department Head, is obtaining quotes from several security companies.
- OPC staff members attended the Active Shooter presentation at the Royal Park Hotel. An emergency plan will be put together with the Department Heads, with input from the Police Department.
- New communication tools and systems include: e-newsletter, website, social media, payroll and accounts payable/financial.
- Terry Hamilton, Crittenton President, will be the Honorary Chair for the “Gatsby Gala,” on April 29, 2016. Sponsors for the Gala include: Presenting Sponsor – Sanctuary at Bellbrook, Dessert Sponsor – Pixley Funeral Home, Pre-Glow Reception – Controller Technologies. Other sponsors: Comfort Keepers, Sakmar Century 21, Rochester Hills Chrysler Jeep, American House, Heartland Healthcare, Modetz Funeral Homes, Presbyterian Village, Wellbridge, Regency of Shelby Township, Oakland University and Crittenton Hospital.
- Upcoming OPC Events include:
 - “Terrific Tuesday” on February 9, 2016. Theme: “Climb Every Mountain”
 - “Club 650 – Legendary Singers” on February 18, 2016
 - Oakland University presentation the “2016 Presidential Primaries,” February 24, 2016, from 3:00 – 4:30 p.m.

COMMITTEE REPORTS

Finance Committee –

- **Treasurer’s Report** – Treasurer Dalton advised, the Committee met and reviewed the financial reports. The auditors will begin their audit soon.

- **Review of the Bills for the month of December, 2015, in the amount of \$128,034.53**

MOTION by Morita, supported by Jandeska, **Resolved**, to accept the December, 2015, Bills, in the amount of \$128,034.53, as presented.

Aye: 8) Bikson, Dalton, Gonser, Hetrick, Jandeska, Morita, Sommers, Strand

Nay: 0)

Absent: 0)

MOTION CARRIED

- **Facility Committee –**

Vice-Chairman Gonser advised that E.D. Cortright, Victor Dorer, Department Head of Maintenance, and Tim Soave, will meet with Ryan Lightner, from EDSS, to review the summary from the Investigation Phase and discuss the Scope of Work Documents. E. D. Cortright stated, so far, the reports show that OPC is already energy efficient.

COMMISSIONERS' COMMENTS

- Commissioner Hetrick informed that he is looking forward to the Annual Review.
- Commissioner Jandeska stated, Mr. Soave did a great job on the Finance Committee Reports and the new Investment Policy.
- Secretary Strand complimented Mr. Soave, and also, for the plans being made for the Gatsby Gala. She welcomed those present for the Annual Review meeting, and remarked on the OPC break-in, stating she hopes the person(s) are apprehended.
- Vice-Chairman Gonser complimented Mr. Soave, and reported that the Federal Lawsuit regarding a Senior Housing complex, in the Charter Township of Oakland, has been resolved. A health and wellness center will also be built in the Township.
- Chairman Bikson thanked E.D. Cortright and staff for getting the building back in order after the break-in.
- Treasurer Dalton echoed Chairman Bikson's comments on the break-in, and thanked Mr. Soave for the financial reports.
- Commissioner Morita commended E.D. Cortright for the timely communications after the break-in. She reported that nominations are being accepted for outstanding children from the Avondale School District, and to contact her for more information, or to make a nomination.
- Commissioner Sommers commended Mr. Soave for what he does and Mr. Dorer for making the building energy efficient. She thanked E.D. Cortright for minimizing the disruption after the break-in.
- E.D. Cortright reported that a mural was painted in the Adult Day Service Room, which will help create conversation with the clients. She invited the Commissioners, and anyone present, to view the mural with her after the end of the meeting.

ADJOURNMENT

Chairman Bikson adjourned the meeting at 5:54 p.m. The 1st Annual Review Meeting will begin at 6:00 p.m.

NEXT REGULAR MEETING – THURSDAY, MARCH 3, 2016, AT 5:00 P.M.

Signed & Approved 03/03/16

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

OPC Governing Board (8)
Renee Cortright
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Rochester Hills Mayor & Council

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