

OLDER PERSONS' COMMISSION MAY 5, 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, May 5, 2016, Governing Board meeting was called to order by Vice-Chairman Gonser at 5:00 p.m.

ROLL CALL

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

Absent: 2) Stuart Bikson, Dale Hetrick

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 Jandeska, supported by Morita, **Resolved**, to approve the Agenda as presented.

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

Nay: 0)

Absent: 2) Bikson, Hetrick

MOTION CARRIED

PUBLIC COMMENT – none

APPROVAL OF THE APRIL 6, 2016, MINUTES

MOTION by Dalton, supported by Sommers, **Resolved**, to approve the Minutes of April 6, 2016, as presented.

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

Nay: 0)

Absent: 2) Bikson, Hetrick

MOTION CARRIED

APPROVAL OF THE APRIL 6, 2016, CLOSED SESSION MINUTES

MOTION by Jandeska, supported by Dalton, **Resolved**, to approve the Closed Session Minutes of April 6, 2016, as presented.

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

Nay: 0)

Absent: 2) Bikson, Hetrick

MOTION CARRIED

APPROVAL OF THE APRIL 15, 2016, SPECIAL MEETING MINUTES

MOTION by Sommers, supported by Dalton, **Resolved**, to approve the Special Meeting Minutes of April 15, 2016, as presented.

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

Nay: 0)

OLDER PERSONS' COMMISSION MAY 5, 2016

Absent: 2) Bikson, Hetrick

MOTION CARRIED

APPROVAL OF THE APRIL 15, 2016, CLOSED SESSION MINUTES

MOTION by Jandeska, supported by Sommers, **Resolved**, to approve the Closed Session Minutes of April 15, 2016, as presented.

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

Nay: 0)

Absent: 2) Bikson, Hetrick

MOTION CARRIED

Secretary Strand collected the copies of the Closed Session minutes from April 6, 2016, and April 15, 2016, initialed by each Commissioner, placed them in an envelope, sealed it, and gave it to the Recording Secretary for archive.

UNFINISHED BUSINESS – none

NEW BUSINESS

2015 Audit Review – Plante Moran

Lisa Manetta from Plante & Moran, PLLC, presented the 2015 Audit Review. Ms. Manetta reported that it was a smooth audit process and a solid financial year. She gave highlights of the Financial Report reviewing revenue, expenditures, and the increase for the fund balance. Ms. Manetta stated that a Letter of Transmittal, providing background and analysis was written by Financial Director Tim Soave. In a separate letter from Plante Moran, she noted that the audit was clean and gave an unqualified opinion.

MOTION by Dalton, supported by Sommers, **Resolved**, to accept the 2015 Audit Report, as presented.

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

Nay: 0)

Absent: 2) Bikson, Hetrick

MOTION CARRIED

Annual Exemption of Publicly Funded Health Insurance Contribution Act

Tim Soave stated that in May of each year, the Board renews OPC's exemption to the Publicly Funded Health Insurance Contribution Act 152. He asked to renew the adoption of the resolution, drafted by Thomas Boyer, Attorney, in December of 2011, to exempt OPC from the Act for plan coverage year beginning June 1, 2016. Discussion.

MOTION by Morita, supported by Dalton, **Resolved**, to exempt OPC from the Publicly Funded Health Insurance Contribution Act 152, for plan coverage year beginning June 1, 2016.

Vice Chairman Gonser requested a roll call vote.

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

Nay: 0)

Absent: 2) Bikson, Hetrick

MOTION CARRIED

Establish Fiscal Year

Tim Soave reported that the Rochester, Rochester Hills, and Charter Township of Oakland Councils and Trustees agreed to amend the OPC Interlocal Agreement, to change the fiscal year to October 1 through September 30, beginning October 1, 2016.

MOTION by Dalton, supported by Morita, **Resolved**, to establish the Older Persons' Commission's fiscal year as October 1 through September 30, beginning October 1, 2016.

Aye: 6) Dalton, Gonser, Jandeska, Morita, Sommers, Strand
Nay: 0)
Absent: 2) Bikson, Hetrick

MOTION CARRIED

Gift Acceptance Policy

E.D. Cortright stated that Richner & Richner brought to her attention that a policy for gift acceptance should be in practice. The proposed policy was personalized for OPC's needs. The RFP for the Nutrition Grant asks for a Gift Acceptance Policy. She advised that she has reviewed the proposed policy and recommends the document which includes what type of gifts can be accepted and the terms of acceptance.

MOTION by Jandeska, supported by Sommers, **Resolved**, to accept, establish and start using the Gift Acceptance Policy, dated April 25, 2016.

Aye: 6) Dalton, Gonser, Jandeska, Morita, Sommers, Strand
Nay: 0)
Absent: 2) Bikson, Hetrick

MOTION CARRIED

Background Check Policy

E.D. Cortright asked for approval of a Volunteer Background Policy, required in the RFP for the Nutrition Grant for 2016-2019, which was drafted from an existing outdated policy. Commissioner Morita requested greater definition of disqualifying offenses, and offered to assist with the wording. Approval of the policy is tabled until the next meeting.

DIRECTOR'S REPORT

E.D. Cortright reported the following:

- The "Gatsby Gala" Charity Event at the Royal Park on Friday, April 29th, was a success. Thank you to the Board, staff and the community members for supporting the Meals on Wheels Program.
- The Transportation Millage Language Proposal was approved by the Charter Township of Oakland Trustees, and will be on the August 2, 2016, primary ballot.
- The focus groups, interviews and data collection for Richner & Richner went very well for the fundraising program assessment. They will give a report at the June meeting.
- Older Michiganian's Day is Wednesday, May 11, on the east lawn of the State Capitol. This day is an opportunity for interested individuals to show their support for policies supporting older adults, and speak with a unified voice to their legislative representatives. E.D. Cortright and Tim Soave will attend.

OLDER PERSONS' COMMISSION MAY 5, 2016

- On April 29, 2016, President Obama signed into law The Older Americans Act (OAA). The Act funds critical services which keep older adults healthy and independent. Over four years after it expired, legislation to reauthorize the Act was passed by Congress with unanimous, bipartisan support.
- Upcoming OPC Events include:
 - 650 Players present, "Spring Fling," – May 11-20, 2016
 - New Day Trips and Travel Show – June 7, 2016, to showcase Cuba, Mackinac Island and Italy
 - Mind, Body & Spirit, 4 sessions of Yoga, - May 21, 2016
 - Fall & Fire Prevention with the Rochester Hills Fire Department – May 26, 2016
 - 5K Walk/Run for Meals – June 4, 2016, with Presenting Sponsor: Par Sterile Products, Supporting Sponsors: Dana Wilson and Village Green Apartments
 - Riverstrings Dulcimer Concert, benefitting Meals on Wheels, June 7, 2016
 - Outdoor Art Sale – June 9-10, 2016

COMMITTEE REPORTS

Finance Committee –

- **Treasurer's Report** – no report
- **Review of the Bills for the month of March, 2016, in the amount of \$93,082.87**
MOTION by Morita, supported by Jandeska, **Resolved**, to accept the March, 2016, Bills, in the amount of \$93,082.87, as presented.
Aye: 6) Dalton, Gonser, Jandeska, Morita, Sommers, Strand
Nay: 0)
Absent: 2) Bikson, Hetrick

MOTION CARRIED

Facility Committee

Vice-Chairman Gonser reported that the Phase 1 Environmental Analysis was clean on the PAR land. The land transfer is moving toward closing.

COMMISSIONERS' COMMENTS –

- Commissioners Jandeska, Strand, Dalton and Morita commented that the Gatsby Gala was a great event. Commissioner Morita suggested adding a "raise the paddle" event to raise more money from those who were not able to buy an item.

Exited Commissioner Jandeska at 6:02 p.m.

- Commissioner Sommers congratulated staff on a successful audit.

ADJOURNMENT

Vice-Chairman Gonser adjourned the meeting at 6:04 p.m.

NEXT REGULAR MEETING – THURSDAY, JUNE 2, 2016, AT 5:00 P.M.

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

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

cg: opcfile