

OLDER PERSONS' COMMISSION MARCH 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, March 2, 2017, Governing Board meeting was called to order by Chairman Bikson at 5:05 p.m.

ROLL CALL

Present: 6) Mike Bailey, Stuart Bikson, John (Jack) Dalton, Stephanie Morita, Micheline Sommers, Lucy Strand

Absent: 2) William Jandeska, Jim Kubicina

QUORUM PRESENT

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

ADDITIONS/CHANGES TO THE AGENDA - none

PUBLIC COMMENT – none

APPROVAL OF THE FEBRUARY 2, 2017, MINUTES

MOTION by Dalton, supported by Bailey, **Resolved**, to approve the Minutes of February 2, 2017, as presented.

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

Nay: 0)

Absent: 2) Jandeska, Kubicina

MOTION CARRIED

NEW BUSINESS

Employee Manual Review

E.D. Cortright stated that the current OPC Employee Manual, approved in 2006, required revisions to include updates made over the years. She reviewed the revisions and additions, made under the advisement of Attorney Thomas Boyer, and requested approval.

MOTION by Dalton, supported by Strand, **Resolved**, to approve the updated OPC Employee Manual.

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

Nay: 0)

Absent: 2) Jandeska, Kubicina

MOTION CARRIED

SMART Drug and Alcohol Policy Revision

E.D. Cortright informed that in order to stay in compliance with SMART policies, she has updated OPC's Drug and Alcohol Policy, originally adopted in 2011. A SMART Compliance Officer reviewed the updated policy stating that it follows required regulations.

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MOTION by Morita, supported by Bailey, **Resolved**, to approve the updated OPC Drug Policy.

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

Nay: 0)

Absent: 2) Jandeska, Kubicina

MOTION CARRIED

Bylaw Amendment for Paying Bills

In response to Commissioner Morita's request from the last meeting, Mr. Soave drafted a proposed change to the Bylaws, making it only necessary to come to the Board for changes in line items within the approved Budget. During discussion, Commissioner Morita questioned that large purchases should go before the Board, even if they are included in the approved Budget. Mr. Soave stated that the Purchasing Policy covers large purchases. He will review and report back to the Board.

DIRECTOR'S REPORT

E.D. Cortright reported the following:

- Vigilante Security installed the motion sensors and cameras.
- The annual Nutrition Assessment with AAA1-B was this week and we passed with flying colors.
- The planning for the April 28th Charity Gala, "A Night in Monte Carlo," is going well. The evening will include Frank Sinatra style entertainment, 23 gaming tables, a jewelry silent auction, raffle items and 50/50. Sponsors to date are: Sanctuary at Bellbrook, Pixley, Mocerri Blossom Collection, Controller Technology, Modetz, American House, Rochester Hills Chrysler Jeep, Great Oaks Country Club, Crittenton, Boulevard, Heartland, Oakland University, Shelton Buick GMC, Sakmar Century 21, and Presbyterian Villages. Also, Aurum Jewelers and Parr Sterile Products for the silent auction and raffle donations.
- A Staff In-Service is scheduled for March 3rd from 12:00 – 4:00 p.m. The Center will close at 11:30 a.m. for the rest of the day. The In-Service will include: an overview of last year and 2017 goals, a presentation by Chuck Gaidica on customer service and caring for the caregiver, department meetings and training for the Transportation Department, to fulfill a SMART requirement.
- Spring into Action, featuring complimentary classes, is the week of March 13th – 18th.
- The Annual Review is scheduled for April 6th, from 6 – 7:00 p.m., after the Governing Board Meeting.
- The 5K Walk/Run for Meals is Saturday, June 3, 2017. The main sponsor for the 5K will be Par Sterile Products and supporting sponsor Dana Wilson, Attorney. Register at www.eastsideracingcompany.com. The Piston's "Hooper" will be the special guest mascot.

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- Today, members from the Rochester Leadership group had a presentation and tour of OPC.
- Upcoming Events at OPC:
 - Motor City Irish Dancers, March 2, 2017
 - Comedian Billy Ray Bauer, March 10, 2017
 - Rewired not Retired "Finding your Passion," March 15, 2017
 - Travel Show featuring the 2018 Hawaii Trip, March 14, 2017
 - 650 Club "Rolling Out the Oldies," April 20, 2017

COMMITTEE REPORTS

Finance Committee –

- **Treasurer's Report** – no report

- **Review of the Bills for the month of January, 2017, in the amount of \$143,424.42.**
MOTION by Morita, supported by Sommers, **Resolved**, to accept the January, 2017, Bills, in the amount of \$143,424.42, as presented.

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

Nay: 0)

Absent: 2) Jandeska, Kubicina

MOTION CARRIED

- **Facility Committee** – E.D. Cortright met with Commissioners Bailey and Kubicina, giving them a tour, and bringing them up to date on the building, parking lot and land.

COMMISSIONERS' COMMENTS –

Secretary Strand complimented E.D. Cortright on all the work involved for the charity event, and wish her much success.

ADJOURNMENT

Chairman Bikson adjourned the meeting at 6:09 p.m.

NEXT REGULAR MEETING – THURSDAY, APRIL 8, 2017, AT 5:00 P.M. THE ANNUAL REVIEW WILL FOLLOW FROM 6:00 – 7:00 P.M.

Signed & Approved 04/06/17

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

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