

OLDER PERSONS' COMMISSION MAY 7, 2015

**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 7, 2015, Governing Board meeting was called to order by Chairman Bikson at 5:04 p.m.

**ROLL CALL**

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

Absent: 2) Kevin Brown, Micheline Sommers

**QUORUM PRESENT**

**Others Present:** Renee Cortright, Older Persons' Commission Executive Director  
Tim Soave, Older Persons' Commission Finance Director  
Joseph Heffernan, Plante & Moran, PLLC  
Lisa Manetta, Plante & Moran, PLLC

**ADDITIONS/CHANGES TO THE AGENDA** - none

**PUBLIC COMMENT** - none

**APPROVAL OF THE APRIL 2, 2015, MINUTES**

**MOTION** by Dalton, supported by Gonser, **Resolved**, to approve the Minutes of April 2, 2015, as presented.

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

Nay: 0)

Absent: 2) Brown, Sommers

**MOTION CARRIED**

**NEW BUSINESS**

**2014 Audit Review – Plante Moran**

Joseph Heffernan and Lisa Manetta from Plante & Moran, PLLC, presented the 2014 Audit Review. Mr. Heffernan explained that the audit concentrates in two areas: internal controls which had no significant deficiencies noted, and test samples. Based on the two areas, they gave an opinion that the financial statements are fairly stated and reliable.

Ms. Manetta gave highlights of the Financial Report, stating that new this year, a Letter of Transmittal, providing background and analysis, was written by Financial Director Tim Soave. She reviewed the revenue, expenditures, and the fund balance which was significantly decreased due to the planned parking lot construction. In a separate letter from Plante Moran, she noted that the audit went smoothly, and they did not detect any misstatements as a result of audit procedures. The Federal Awards Audit showed no findings.

**MOTION** by Jandeska, supported by Strand, **Resolved**, to receive the 2014 Audit Report as presented.

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

Nay: 0)  
Absent: 2) Brown, Sommers

**MOTION CARRIED**

**Annual Exemption of Publicly Funded Health Insurance Contribution Act**

Carla Graham, Recording Secretary, stated that in May of each year, the Board renews OPC's exemption to the Publicly Funded Health Insurance Contribution Act 152. She 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, 2015. Discussion.

**MOTION** by Gonser, supported by Tisdell, **Resolved**, to exempt OPC from the Publicly Funded Health Insurance Contribution Act 152, for plan coverage year beginning June 1, 2015.

Aye: 6) Bikson, Dalton, Gonser, Jandeska, Strand, Tisdell  
Nay: 0)  
Absent: 2) Brown, Sommers

**MOTION CARRIED**

**DIRECTOR'S REPORT**

Ms. Cortright reported the following:

- A letter was received from an OPC volunteer regarding the invitation to the Volunteer Recognition Breakfast on April 15, 2015, thanking for the thoughtfulness and kindness in recognizing the volunteers.
- John Staran, Attorney for the City of Rochester Hills, recommended updating the Transportation Millage renewal language to include the word, "Fiscal Year of 2016," and revising the estimated revenue to \$318,215. The Rochester Hills City Council will approve the revisions at a future meeting.
- On April 13<sup>th</sup>, the Transportation Millage presentation was presented to the Rochester City Council. Discussion revolved around the Inter-local Agreement, with Mayor Cuthbertson recommending that the OPC Governing Board discuss revising the Inter-Local Agreement, with a 90 day follow-up to the Rochester City Council.

Discussion ensued regarding the revisions to the Inter-Local Agreement that were proposed in 2012. Chairman Bikson asked the Board, and Executive Director, to look at the revised document, and come up with some positive changes to be discussed at a future meeting.

- Diana Kerns from NEW (Non-profit Enterprise at Work), would like to reschedule the Board webinar, scheduled for June 4<sup>th</sup>, to another day in June or July.
- The MI Green Team decided not to use the OPC parking lot for their Earth Day event in April.

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- As of April 30<sup>th</sup>, OPC is no longer providing shuttle service for the City of Rochester and the DDA.
- Thank you to the 650 Players and Shahin Mesbah, Performing Arts Department, for another successful production, the "Adventures of the 650 Express," with eight out of the ten shows sold out. Other departments who contributed to the success of the show are the Nutrition, Financial, Clerical and Maintenance Departments.
- All is in place for a successful May 8<sup>th</sup> Signature Event.
- 5K Walk/Run for Meals is scheduled for Saturday, June 6<sup>th</sup>.
- Ruth Hartter, Department Head of Nutrition, will be retiring on May 29<sup>th</sup>. A reception is planned on May 27<sup>th</sup> in the dining room from 1-3 p.m.
- Upcoming OPC Events include:
  - Brain Neurobics, Thursday May 28<sup>th</sup>, presented by the Institute of Gerontology
  - Late Bloomers Gardening Group facilitated by Nancy Szerlag, Master Gardener and writer for the Detroit News, is working on ways to beautify the gardens by the stone house.
  - Women's Luncheon on May 14<sup>th</sup>, with retired Secret Service Agent, Rad Jones.

### **COMMITTEE REPORTS**

#### **Finance Committee –**

- **Treasurers Report** – Treasurer Dalton reported that on May 18, 2015, the Finance Committee will meet to review the Budget. The 2016 Budget will be presented at the June meeting, for approval at the July meeting.
- **Review of the Bills for the month of March, 2015, in the amount of \$203,228.37**  
**MOTION** by Gonser, supported by Tisdell, **Resolved**, to accept the March, 2015, bills, in the amount of \$203,228.37, as presented.  
Aye: 6) Bikson, Dalton, Gonser, Jandeska, Strand, Tisdell  
Nay:  
Absent: 2) Brown, Sommers

**MOTION CARRIED**

#### **Facility Committee –**

Vice-Chairman Gonser reported that ASI was contacted regarding the asphalt cracks, and areas in the parking lot where the asphalt heaved above the concrete curb berms. He said that Ms. Cortright will look into extending the warranty from a one-time repair to a full year. They will make the repairs on a future weekend with good weather.

### **COMMISSIONERS' COMMENTS**

- Commissioner Jandeska asked a question regarding the ventilation system in the woodshop.

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- Secretary Strand complemented Mr. Soave, saying she liked the colorful financial pie charts that are clear and concise.
- Vice-Chairman Gonser thanked Mr. Soave and Ms. Cortright for all the work that made the audit smooth and clean.
- Chairman Bikson thanked Mr. Soave and Ms. Cortright for a great audit report. He asked for a strategic plan for donations, sometime in the future, as to where they are coming from and the goals. Ms. Cortright responded that a new software program will be used to track donations.
- Treasurer Dalton thanked Mr. Soave and Ms. Cortright for a great job on the Budget, and the rest of the staff, who care enough to stay for meetings.
- Commissioner Tisdell stated that it appears the general fund would be at 17% if the reductions in revenue, due to the parking lot construction, were put back in. He also advised that DTE will do a free energy conservation assessment, and point businesses toward available grants.

### **ADJOURNMENT**

Chairman Bikson adjourned the meeting at 6:15 p.m.

### **NEXT REGULAR MEETING – THURSDAY, JUNE 4, 2015, AT 5:00 P.M.**

Signed & Approved 06/04/15

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LUCY STRAND, SECRETARY  
OPC GOVERNING BOARD

#### **Distribution:**

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