

OLDER PERSONS' COMMISSION JUNE 4, 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, June 4, 2015, Governing Board meeting was called to order by Chairman Bikson at 5:00 p.m.

ROLL CALL

Present: 8) Stuart Bikson, Kevin Brown, John (Jack) Dalton, Terry Gonser, William Jandeska, Micheline Sommers, Lucy Strand, Mark Tisdel

Absent: 0)

QUORUM PRESENT

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

ADDITIONS/CHANGES TO THE AGENDA - none

PUBLIC COMMENT - none

APPROVAL OF THE MAY 7, 2015, MINUTES

MOTION by Dalton, supported by Gonser, **Resolved**, to approve the Minutes of May 7, 2015, as presented.

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

Nay: 0)

Abstain: 2) Brown, Sommers

MOTION CARRIED

NEW BUSINESS

2016 Budget Review

Tim Soave presented a 2016-2018 Proposed Budget Package. He explained that the proposed budgets are balanced and gave an overview including a summary explanation of changes. Mr. Soave pointed out, the organizational changes and a comparison of the FY 2015 Budget to FY 2016. The proposed 2016 Budget is \$4,222,959.00. The vote for the proposed 2016 Budget will be at the July 16, 2015 meeting. An approved Budget must be forwarded to the three communities by August 1, 2015. Treasurer Dalton requested, the Governing Board members contact Mr. Soave with any questions.

Overview and Approval of the Database Software

Ms. Cortright stated that several different software programs were vetted with the key areas of NAPIS reporting and tracking of receivables. The only program meeting the requirements was My Senior Center. The current database, which was added onto over the years, cannot archive records, and although a good system, it is starting to have problems. The My Senior Center will include NAPIS reporting, document class registration, perform robo calls to anyone in the system, logging of volunteers' hours, online registration and document people coming into the building. Discussion.

Treasurer Dalton suggested purchasing additional card readers for each entrance.

MOTION by Dalton, supported by Gonser, **Resolved**, to give authority to purchase the My Senior Center software in the amount of \$13,565.00, with the understanding there may be some additions to the purchase.

Aye: 8) Bikson, Brown, Dalton, Gonser, Jandeska, Sommers, Strand, Tisdell

Nay: 0)

MOTION CARRIED

DIRECTOR'S REPORT

Ms. Cortright reported the following:

- Ms. Cortright and Laure Unkart are establishing a Transportation Campaign Committee. They met with Tina Barton, Rochester Hills City Clerk, to get a list of eligible voters for distribution of educational materials. On May 18th, the Rochester Hills Council approved the updated proposal language.
- OPC will receive a record net asset distribution this year from MMRMA, (Michigan Municipal Risk Management Authority), for \$100,183.00, with an additional distribution check in the amount of \$35,591.00, from the State Pool Loss Fund. The factors that contributed to this record net asset were responsiveness to risk control recommendations, OPC staff practices which resulted in few losses and longevity with MMRMA since 1986.
- Update on the Meals on Wheels nutrition sites in Oxford and Addison.
- Thank you to the Governing Board members who attended the 13th Annual Signature Event on May 8th. The sponsors were pleased with the evening along with the rest of the attendees. There were over six tables of OPC staff with spouses and friends, showing a true commitment to the OPC mission. Thank you to the staff and volunteers involved in the success of the "Sound of Motown" Signature Event.
- 5K Walk/Run for Meals is scheduled for Saturday, June 6, 2016. Special thanks to sponsors, Sanctuary at Bellbrook, Par Sterile Products and Dana Wilson. This year online registration was added.
- An Open House on May 27, 2015, celebrated Ruth Harter's 25 years of service to seniors. Several Governing Board members were in attendance along with the many seniors that Ruth touched with her kindness and delicious nutritional meals over the years.
- The job description for the Nutrition Program Director position is updated and will be sent out to the Community Lifestyles Newspaper and several senior center email lists.
- Nancy Szerlag, Master Gardener and writer for the Detroit News and Free Press, mentioned the OPC Gardening Group in her most recent column.
- Upcoming OPC Events include:

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- Women's Luncheon with Julie Dawson, June 11, 2015
- Crittenton Blood Drive, June 11, 2015, in the Ruth Cattell Auditorium
- Be Seated & Garden Art Exhibit and Sale, June 17, 2015
- Henry Ford Big Band, June 25, 2015, in the Ruth Cattell Auditorium
- Men's Softball League is in full "swing" with games at Borden Park

COMMITTEE REPORTS

Finance Committee –

- **Treasurers Report** – Treasurer Dalton advised that the Board has received the revenue and expenses for April. The LED lighting was installed in the gym area.
- **Review of the Bills for the month of April, 2015, in the amount of \$160,340.32**
MOTION by Sommers, supported by Brown, **Resolved**, to accept the April, 2015, Bills, in the amount of \$160,340.32, as presented.
Aye: 8) Bikson, Brown, Dalton, Gonser, Jandeska, Sommers, Strand, Tisdel
Nay: 0)

MOTION CARRIED

Facility Committee –

Vice-Chairman Gonser reported that Commissioner Tisdel has passed along information regarding DTE Energy's free energy evaluation program. He gave the application to Ms. Cortright for review to determine if OPC qualifies.

Mr. Soave asked for consideration of another item, advising that he must inform the City of Rochester Hills, since they are in their own budget process for next year, that OPC will take all financial responsibilities in-house, no later than the start of 2016. Keith Sawdon, Director of Finance for the City of Rochester Hills, is in agreement.

- MOTION** by Dalton, supported by Tisdel, **Resolved**, to inform the City of Rochester Hills that OPC anticipates taking its finance function in-house beginning January 1, 2016.
Aye: 8) Bikson, Brown, Dalton, Gonser, Jandeska, Sommers, Strand, Tisdel
Nay: 0)

MOTION CARRIED

COMMISSIONERS' COMMENTS

- Commissioner Brown is glad to be back in town and apologizes for his absences over the last few weeks.
- Commissioner Jandeska thanked Ms. Cortright for the beautiful calligraphy note from the Motown event and Mr. Soave and staff for the very professional Budget process.
- Secretary Strand asked everyone to join with her in song to wish Chairman Bikson, a very Happy Birthday. She commented on the marvelous job on the Budget.
- Vice-Chairman Gonser thanked Mr. Soave, Renee and staff on the Budget. He attended a seminar on Senior Consumer Protection, presented by the Attorney General's Office, on various scams where seniors are especially susceptible. He

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commented on the LED lighting pricing for standard florescent fixture conversion. The DVD's of the Board meeting are not used in Oakland Township and recommends not producing them.

- Chairman Bikson commented that the Signature Event was nice and he is glad everyone, and the Board, attended. Rochester City Manager, Jaymes Vettraino, resigned unexpectedly, and the City is in the search process to fill the position.
- Treasurer Dalton commented that the Signature Event was a great event. The Budget presentation was easy to understand and gives the staff credit.
- Ms. Cortright informed that she will send out to the Board an Executive Director assessment, through Survey Monkey, for everyone to complete.

ADJOURMENT

Chairman Bikson adjourned the meeting at 6:35 p.m.

NEXT REGULAR MEETING – THURSDAY, JULY 16, 2015, AT 5:00 P.M.

Signed & Approved 07/16/15

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

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