

OLDER PERSONS' COMMISSION SEPTEMBER 1, 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 Tuesday, September 1, 2015, Governing Board meeting was called to order by Chairman Bikson at 5:05 p.m.

ROLL CALL

Present: 6) Stuart Bikson, John (Jack) Dalton, Terry Gonser
William Jandeska, Micheline Sommers, Lucy Strand
Absent: 2) Kevin Brown, Mark Tisdell

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 JULY 16, 2015, MINUTES

MOTION by Jandeska, supported by Dalton, **Resolved**, to approve the Minutes of July 16, 2015, as presented.

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

MOTION CARRIED

UNFINISHED BUSINESS

Millage Update

E.D. Cortright presented the flyer, direct mailer and postcards to be mailed and distributed as part of the educational materials for the millage, approved at the previous meeting. The materials were vetted by John Sternan and an election consultant. She informed of the time line for the mailings.

NEW BUSINESS

2016 Building Closures

E.D. Cortright presented the 2016 Closures and Special Events, including the Snow Day Policy, for approval. The Snow Day Policy has changed for 2016. The decision to close for icy or snowy conditions will be made by the Executive Director, and not rely on the school system, as done in the past.

MOTION by Dalton, supported by Sommers, **Resolved**, to approve the 2016 Closures and Special Events, as presented.

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

MOTION CARRIED

Purchasing Policy

Mr. Soave stated that the proposed policy follows an amendment by the Federal Government which consolidates the rules for grants. OPC's grants fall under these guidelines. OPC is bound to conduct purchases in conformance with Federal and State Grant regulations, local laws and the Interlocal Agreement. The policy includes definitions and general guidelines for purchases and bids. After discussion, Vice-Chairman Gonser recommended revision of page 1, under Informal Bid, second sentence, "which REQUIRES no written request," to be revised to read "which MAY INCLUDE no written request."

MOTION by Gonser, supported by Strand, **Resolved**, to approve the OPC Purchasing Policy with revisions.

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

MOTION CARRIED

Approval of Financial System Contract

Mr. Soave stated, as part of the approval of the payroll system, approval of the financial system will be the final step for the accounting function to be independent of the City of Rochester Hills. In reviewing systems available that cater to the organizations needs, four vendors were contacted, and then narrowed down to two Blackbaud systems: AccuFund and Financial Edge. Mr. Soave recommends the cloud based solution of Financial Edge, by Blackbaud, which is less expensive over five years, and fits with other software being used. He requested to pursue a contract with Financial Edge for implementation by January 1, 2016.

MOTION by Dalton, supported by Jandeska, **Resolved**, to approve the Financial Edge contract.

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

MOTION CARRIED

DIRECTOR'S REPORT

E.D. Cortright reported the following:

- A request for transportation services was received from Amy McDonald, on behalf of her disabled son Jake, who is under 60 years old and unable to drive, to and from Oakland Community College, Auburn Hills Campus.

Another request for transportation services was received from Megan Aldorfer, to Oakland Community College, Auburn Hills Campus, for classes.

MOTION by Dalton, supported by Sommers, **Resolved**, to approve transportation services for Jake McDonald and Megan Aldorfer to Oakland Community College, Auburn Hills Campus.

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

MOTION CARRIED

- My Senior Center will go live with the Meals on Wheels Program on October 1, 2015. A conference call today included discussion on the membership registration key tags.
- In the process of evaluating the best way to go forward with the IT position vacancy.

Entered Commissioner Brown at 5:35 p.m.

- The Department Head of Nutrition position will not be filled. The duties have been reallocated within the department. The Meals on Wheels clerks were moved to the nutrition area for better communication within the program, which made more room for staff in the Senior Resource Office.
- The OPC Newsletter will be printed in color starting with the January Newsletter, under a new agreement with Liturgical Publishing. The Newsletter will remain a monthly publication and will include three pages of advertisements.
- A new Oakland County flag was presented to OPC by George Miller and Phil Bertolini, for the entrance island.
- The initial meeting of the 2016 Signature Event was held. The theme is, "The Great Gatsby," and the Henry Ford Big Band is secured for entertainment.
- OPC has two ads in the Chamber's Lifestyle Magazine front inside cover and another page within the magazine.
- OPC's Personal Training was featured on the front page of the Senior Living News. Alysa Hunton, Special Events, is in the process of securing an article in "Senior Prime."
- The bottom half of the gym was painted OPC purple to provide contrast for pickleball and other sports in the gym.
- Beatles, Brats, Burgers and Beer, with the Toppermost Beatles Tribute Band, will be held Friday, October 23, 2015, a 5:00 p.m., and concert at 7:00 p.m. The event is coming together with sponsors for the band, dinner and drinks.
- OPC will be back in the park selling pies to celebrate the 50th Anniversary of the Art & Apples Festival, on September 12th. Crittenton is sponsoring the pie boxes. Ads are running in the Community Lifestyles Newspaper and the Rochester Post.

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- OPC Senior Day at Bloomer Park is September 16, 2015, from 8:30 a.m. to 2:00 p.m., with a picnic lunch and day long entertainment. The event is free, and a great opportunity for the Board to meet the many members of OPC.
- Yoga Day is October 17, 2015, from 9:00 a.m. – 1:00 p.m. There will be several vendors selling yoga related items, plus a raffle.
- Upcoming OPC Events include:
 - Terrific Tuesday – “Everybody Loves a Parade” on September 22, 2015
 - Used Jewelry Sale on September 24 and 25, 2015
 - New Class – Beginning Low Impact Ballet from September 10 – October 15, 2015
 - Evening and weekend classes include: ICloud and Digital Photography.

COMMITTEE REPORTS

Finance Committee –

- **Treasurer’s Report** – Treasurer Dalton reported the Committee met on August 31, 2015, and reviewed the financial reports presented.
- **Review of the Bills for the month of July, 2015, in the amount of \$256,614.42**
MOTION by Dalton, supported by Strand, **Resolved**, to accept the July 2015, Bills, in the amount of \$256,614.42, as presented.
Aye: 7) Bikson, Brown, Dalton, Gonser, Jandeska, Sommers, Strand
Nay: 0)
Absent: 1) Tisdell

MOTION CARRIED

Facility Committee –

- Commissioner Brown deferred to E.D. Cortright for an update on the parking lot repairs. E.D. Cortright advised the asphalt company has not returned since their initial repairs, but will return to make a couple of repairs, using the heat method, for areas of concern.

COMMISSIONERS’ COMMENTS

- Commissioner Brown suggested Carson’s coupon books for a fundraiser. He reported the Budget presentation at Rochester Hills went well, and the official vote will be at a public hearing on September 14, 2015.
- Commissioner Jandeska stated that the facility looked clean.

Exited Commissioner Jandeska at 5:55 p.m.

- Secretary Strand inquired if we have a problem with who comes into the building being qualified, and if we are going to do anything to police that sort of thing coming up. Could some entrances be exits only?
- Vice-Chairman Gonser said, the OPC Budget was presented, and well received, in the Charter Township of Oakland.

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- Chairman Bikson reported the same for the Budget in the City of Rochester. He suggested projections of how the future growth of seniors over the next five years will affect OPC.
- Treasurer Dalton questioned whether the drafty windows could be fixed, and inquired about the final tally from the Signature Event.
- Commissioner Sommers stated, she was sorry to hear of Rhonda Nelson's retirement, but glad for her.

ADJOURNMENT

Chairman Bikson adjourned the meeting at 6:05 p.m.

NEXT REGULAR MEETING – THURSDAY, OCTOBER 1, 2015, AT 5:00 P.M.

Signed & Approved 10/01/15

LUCY STRAND, SECRETARY
OPC GOVERNING BOARD

Distribution:

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