



Agenda

Royal Oak Older Adults Advisory Board Meeting

Thursday, April 18, 2024, 6:30 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

	Pages
1. Call to Order	
2. Approval of Agenda	
3. Approval of Minutes	2
4. Public Comment	
5. Business	
a. Members getting to know each other	
b. Overview of budget process and related budget requests	4
c. Bylaws	6
d. Older Adults month updates	
e. Adoption of annual meeting schedule	11
6. Adjournment	



Minutes

Royal Oak Older Adults Advisory Board Meeting

March 7, 2024, 6:30 p.m.

M/M Senior Center

3500 Marais Avenue, Royal Oak, MI 48073

Present: Rebecca Cheezum
Marie Donigan
Bill Paskoules
Anne Hoyt
Susan Giasson Gilbert
Laura Mabee

Absent: Michael Lawrence

1. Call to Order

This meeting was called to order at 6:30 p.m.

2. Approval of Agenda

Moved by: Marie Donigan

Seconded by: Bill Paskoules

Motion to approve the agenda.

Motion Adopted

3. Public Comment

Margaret came and spoke about previous efforts from gathering information from seniors and spoke about progress and how it relates to our current plans and this committee.

Janice came and spoke about the Senior budget and how the committee would address the budget.

4. Business

4.a New Member Introductions

Members took the opportunity to introduce themselves to the group.

4.b New Member Orientation for Boards and Commissions

Staff provided a brief orientation to the members on open meetings act and other orientation materials were provided in the packet.

4.c Discussion of Regular Meeting Schedule

The group discussed setting a regular meeting schedule and decided that the second Thursday of the month. Due to members conflict the April meeting will be scheduled on April 18, 2024. Staff will follow up with a proposed schedule of meetings based on the second Thursday of the month.

4.d Aging in Place Plan

Staff provided an overview of the plan, it's history and it's progress.

4.e Next Steps

The group discussed next meeting topics be an update of the bylaws and an overview of the budget and continued opportunities to get to know each other.

5. Adjournment

The meeting was adjourned at 7:59 PM.

Moved by: Rebecca Cheezum

Seconded by: Marie Donigan

There was a motion to adjourn.

Motion Adopted

Older Adults Advisory Board

AGENDA ITEM

Title	2024-2025 Budget Information and Update
SUBMITTING DEPARTMENT	City Manager's Office
PRESENTER	Susan Barkman
MEETING DATE	April 18, 2024

EXECUTIVE SUMMARY

As the Older Adults Advisory Board gets underway staff wanted to share some information on our current budget, budgeting process and allocations for the upcoming year.

Each year the city is required to produce a budget for our fiscal year which starts on July 1st. Staff typically begin preparing for the budget process in November or December of each year, with the goal of the final budget getting adopted in May. This means for the development of 2024 – 2025 we are in the later stages of the budget's development. Staff anticipates that the group will have a budget discussion in October/November to review budget priorities and capital improvement submissions.

Anyone who is interested can find the full budget document, and Budget in Brief documents [online](#). The [Capital Improvements Plan](#) is a related document that helps the city plan for larger more expensive purchases. Materials for the 2024 – 2025 budget are not available yet, but the finance team is working on them.

Specifically, the M/M Senior Center and Aging in Place initiatives are planned for both the current year and the next year. While the senior center has its own budget category, Aging in Place does not. This is because many elements of the plan are completed by specific departments, and the work being done may have complete other goals of the cities' strategic plan or Sustainability and Climate Action Plan.

Additionally, there are some aspects of the Aging in Place Plan that are about connecting people to existing resources and enhancing communications. This work is often very low cost.

Some upcoming budget expenditures that you might want to know about include a mailer to Royal Oak homes highlighting senior services available. This is anticipated to go out in late May after the primary election.

The proposed plan for the Leo Mahany/Harold Meininger Senior Community Center addresses facility and service improvements. The plan is outlined below:

1. Furniture upgrades include two convertible sectional sofas for the lounge and 300 chairs and card tables to replace aged and broken furniture throughout the senior center. Project estimate is \$55,793.74.
2. The Fitness Center will be in room 6 of the senior center and includes the padded fitness flooring, mirrored wall, and fitness equipment (cardio equipment, weight pulley station, exercise balls, exercise bands, dumbbells with stand). Project estimate is \$100,000.
3. Upgraded reception/front desk and installation that will have an exit on both sides for safety in an emergency and an updated aesthetic appearance. Project estimate is \$10,300.
4. Updating the Senior Centers lighting to LEDs will improve the appearance and provide some annual savings. Project estimate is 10,000.
5. Senior Center luncheon entertainment 8 to 10 dates of live entertainment with a dine in lunch. Project estimate is \$3500.

Total Estimated Cost for all projects is \$179,593.74.

Additional projects for the future include updating the restrooms updates to other amenities and the flooring inside of the building.

CITY OF ROYAL OAK

Older Adults Advisory Board

Approved **Date Approved by City Commission**

I. NAME

The name of this board/Commission is the Older Adults Advisory Board.

II. PURPOSE

As established by Chapter 113 of City of Royal Oak Code of Ordinances, the purpose of the Older Adults Advisory Board shall be to The purpose of the Older Adults Advisory Board shall be to advise and make recommendations to the City Commission and the City Manager on accomplishing and maintaining the goals of the Aging in Place Plan and to provide feedback related to services for older adults at the Leo Mahany/Harold Meininger Senior Community Center and to the City in general.

III. MEMBERSHIP AND VACANCIES

The Older Adults Advisory Board shall be made up of seven total members, appointed by the City Commission, and one nonvoting staff ex officio member. One of the seven voting members shall be a member of the City Commission. The staff ex officio member shall be appointed by the City Manager or his/her designee and shall be responsible for working with the Board and the chair in organizing their agendas, minutes, and other documents and maintaining records and handling administrative elements of the Board. Voting members shall be residents of the City of Royal Oak.

- b. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
 - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
 - ii. The Older Adults Advisory Board members shall keep the City Clerk's office informed of changes in their names, addresses, phone number, email address or other basic contact information or anything that might change their status as a commission member.

- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

IV. OFFICERS

The Older Adults Advisory Board shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.
- d. Officer at large: The officer at large shall perform the duties of chair in the absence of the chair and vice chair.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

Term Limit: **Include any term limit language from the ordinance/resolution.**

Qualifications to be an officer:

- a. **Insert any officer qualifications from the ordinance/resolution.**

The Older Adults Advisory Board has the authority to remove a member from being an officer of the Older Adults Advisory Board but does not have the authority to remove them from the board. The board may remove a member from being an officer, by motion, second, and the concurring affirmative vote of **Number (#)** members of the Older Adults Advisory Board.

V. NOMINATIONS AND ELECTIONS OF OFFICERS

The Older Adults Advisory Board shall hold the election of officers annually in January , nominations for which shall be accepted at the January meeting. Any member of the Older Adults Advisory Board may be nominated if they meet the requirements determined in Section IV, qualifications of officers.

Members may nominate themselves or any other appointed member of the board.

The affirmative vote of the majority of members present for the election shall be required to be elected as an officer.

VI. CODE OF CONDUCT

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of the Older Adults Advisory Board with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Older Adults Advisory Board by the City Commission.

VII. MEETINGS

a. Meeting Schedule

Regular Meetings. The Older Adults Advisory Board shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the Older Adults Advisory Board may be called by the chair or by two members of the board in accordance with the Michigan Open Meetings Act. The Older Adults Advisory Board shall coordinate with the staff liaison for all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the **Board Name** shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

b. Order of Business. All meetings shall be conducted to conform to the following order:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Minutes
6. Business Items
7. Adjournment

- c. Quorum. A minimum of the majority of members four (4) of the Older Adults Advisory Board shall constitute a quorum.
- d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Older Adults Advisory Board.
- e. Action. All action by the Older Adults Advisory Board shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.
- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the Older Adults Advisory Board is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

IX. ADOPTION OR AMENDMENT OF BYLAWS

- a. The Older Adults Advisory Board makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the board.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Older Adults Advisory Board shall review these bylaws annually in February. If there is no proposed amendments then no action is needed.

X. GENERAL PROVISIONS

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The Older Adults Advisory Board shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the board in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The Older Adults Advisory Board shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

XIII. ACCESSIBILITY

Anyone planning to attend a public meeting of the Older Adults Advisory Board who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.

Older Adults Advisory Board

AGENDA ITEM

Title	2024 Meeting Schedule
SUBMITTING DEPARTMENT	City Manager's Office
PRESENTER	Susan Barkman
MEETING DATE	April 18, 2024

EXECUTIVE SUMMARY

The Older Adult Services Board needs to select meeting dates and times for the remainder of the year. The board is able to select meetings based on the availability of members and staff.

The group was able to schedule the first meeting on the second Thursday of the month, and if this schedule generally works for people then staff would propose the following meeting dates: May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12.

Staff is working to finalize a city commission meeting that would likely conflict with the May 9 date. Staff might need to change this meeting, hopefully we will know more by the meeting on Thursday.

Please have your availability so that we can make any adjustments as needed during the meeting.