

# Allegan County Commission On Aging



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**Chairperson: Theresa Lynn**  
**Vice Chairperson: Judy Graff**

## Commission on Aging Meeting Minutes January 15, 2008

Nederveld Room at the County Services Building

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Meeting was called to order by acting chairperson Don Black in the absence of Board of Commissioners Chairman Steve McNeal at 1:30 pm. There was confirmation of a quorum with all 11 members and the Department Director present.

Communications received after packets were sent:

**1.** Evergreen Commons requesting a waiver for a woman in Dorr Township who will not be 60 years old until March 9<sup>th</sup>, but needs In-Home Respite now. Moved by Burns, second by Lynn to move to Action portion of agenda, motion carried. **2.** Evergreen Commons Letter of Request for additional millage funding for Homemaking/In-Home Respite and Personal Care contracts. Moved by Whetzel, second by Pera to move to Action, motion carried. **3.** Allegan County Resource Development Committee, Inc. (ACRDC) Letter of Request for additional millage funding for the Hot Home Delivered Meals contract. Moved by Rininger, second by Whetzel to move to Action, motion carried.

Moved by Whetzel, second by Lynn to approve the minutes with revisions on page 3, bottom of 1<sup>st</sup> paragraph to include Director French's recommendations, motion carried.

No public participation.

Moved by Graff, second by Lynn to add Area Agency on Aging of Western Michigan as a standing agenda item each month, motion carried.

Motion by Rininger, second by Whetzel to approve agenda as revised, motion carried.

### **ELECTIONS:**

#### **Election for chairperson**

Graff nominated Theresa Lynn for chairperson, no other nominations, moved by Rininger, second by Graff to cast unanimous ballot for Theresa Lynn, motion carried.

#### **Election for vice-chairperson**

Pera nominated George Smeenge and Whetzel nominated Graff for vice-chairperson, moved by Hawkey, second by Whetzel for nominations to be closed. Graff elected vice-chairperson by a show of hands.

Discussion followed regarding someone to take minutes for the meeting. Only need motions, brief description/rationale, and final decisions. All commission members felt they would be unable to participate fully in meeting discussions if they committed to taking minutes. Lynn and French will discuss suggestions made by the COA to handle this position. Lynn and French will collaborate on January's minutes.

### **ACTION:**

Director French gave synopsis of Evergreen Commons' waiver request for the woman from Dorr Township. Commission members expressed concern about setting a precedent for waivers. French reported this was only the second time a waiver request has been made and it concerned a different issue. Commission members would like all future waiver requests brought before the group unless there is an emergency situation, in which case it is understood that the Director would decide on waiver. Moved by Graff, second by Burns to approve waiver, motion carried.

### **Mission Statement**

"To serve seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

Director French gave synopsis of Evergreen Commons' Letter of Request for additional millage funding for Homemaking/ In-Home Respite and Personal Care contracts. Additional funds would allow for increase of 569 units of Homemaking/In-Home Respite and 1,037 units of Personal Care at a cost of \$28,000. Moved by Rininger, second by Graff, to **recommend to the Board of Commissioners to** approve an increase not to exceed \$28,000 to increase these units of service for remainder of their contract year through April 30, 2008, motion carried.

Director French gave synopsis of ACRDC Letter of Request for additional millage funding for Hot Home Delivered Meals contract. ACRDC is currently serving **about 100** meals per day **with a budget for 68**. With the demand for meals increasing, the agency will need to establish a waiting list unless additional funds are forthcoming. Additional funds would allow for increase of 4,500 hot home delivered meals (to a total of 100 meals served per day) at a cost of \$37,000 and there would be no need for a waiting list. Moved by Burns, second by Whetzel, to **recommend to the Board of Commissioners to** approve \$37,000 to increase hot home delivered meals for the remainder of their contract year through May 31, 2008. **Motion carried.**

#### **DISCUSSION:**

##### **Letter to the Editor**

Letter to the Editor developed by Lynn has not yet been sent out for publication. She will work with Brooks and French to make sure numbers are correct and will include a reminder that the public is invited to COA meetings. The letter will be sent to area newspapers including the South Haven Tribune and the Herald Palladium. Moved by Graff, second by Hawkey to approve letter with revisions, motion carried.

##### **Open Meetings Act**

Graff reviewed pertinent portions of the Open Meetings Act and how it relates to the COA.

##### **Board Retreat**

Moved by Whetzel, second by Graff that the COA retreat be scheduled for February 26, 8:30 am to 4:00 pm, place to be announced; motion carried. French presented information on cost of facilitators. Ann Newienhuis has successfully facilitated county retreats in the past; her quote was \$500. Larry Grinwis, with whom another COA member has experience, quoted \$1800. Moved by Whetzel, second by Graff to ask Ann Newienhuis to facilitate the retreat for a cost of \$500, motion carried. Items added to the agenda include: Goals & success measurements – long & short term; board and committee structure; review of Mission Statement; and community marketing plan. Lynn also indicated facilitator's need to help group keep track of issues, ideas, concerns, etc. as they arise during the planning process so nothing will be lost.

##### **Prioritization of services & allocation of funding as determined by prior COA Board**

Director French referred to the packet copy of the original budget of the COA after the millage was passed in 2006 showing the percentage of millage to be allocated to the priority services. It was requested that the millage ballot wording be made available for discussion at the retreat. The question asked by Graff as to why the transportation services could only be used for volunteer driver transportation was explained that the prior COA wanted a personal escort type service (door to door) where the driver could stay with the senior if necessary. The already established County Transportation Authority does not provide this type of transportation.

##### **Director's Program Assessment Tool**

French presented tool. It will be used for the first time at the end of the first contract year.

##### **ROUND TABLE**

Black stated there was no report from the Area Agency on Aging (AAA) this month, but handed out copies of the Aging Alert newsletter. He will try to get all of our names on the mailing list. Smeenge made suggestions for ways to continually improve the efforts of the COA.

##### **ADJOURNMENT**

Chairperson Lynn adjourned the meeting at 4:05 pm.

##### **NEXT METING**

Tuesday, February 19, 2008 @ 1:30 PM, CSB in the Nederveld Room

Respectfully submitted Theresa Lynn, Chairperson; Paula French, Director

**Approved changes are in red and were made at the 2-19-08 board meeting. (Tammy J. Grigg)**