

Allegan County Commission On Aging



325 Water Street
Allegan, MI 49010
269-673-3333
1-877-673-5333
269-673-0569 Fax
<http://www.allegancountycoa.org>

Chairperson: Theresa Lynn
Vice Chairperson: Judith Graff

Commission on Aging Meeting Minutes February 19, 2008

Nederveld Room at the County Services Building

COMMISSIONERS

Don Black
269-792-6446
dblack@allegancounty.org

Terry Burns
269-635-2525
tburns@allegancounty.org

SENIOR
MEMBERS
Judith Graff
269-637-2307
graffj@i2k.com

Doris Hawkey
269-672-5181

Patricia Pera

George Smeenge
616-335-2106
ghsmeenge@egl.net

Naomi Whetzel
269-793-0132

MEMBER AT
LARGE
Theresa Lynn
269-686-8659
tlynn@accn.org

Becky Rininger
269-673-0440
brininger@allegancounty.org

Sally Brooks
269-683-0260
sbrooks@allegancounty.org

Susan Gawaluch
269-561-4663
sue@lifehouseproperties.com

CALL TO ORDER: Meeting was called to order by Chairperson Theresa Lynn.

CONFIRMATION OF QUORUM: There was confirmation of a quorum with 10 members and the Department Director, Paula French present. Roll call: Don Black, Terry Burns, Judith Graff, Doris Hawkey, Patricia Pera, George Smeenge, Naomi Whetzel, Theresa Lynn, Becky Rininger, and Susan Gawaluch. Sally Brooks was absent.

COMMUNICATIONS: None

APPROVAL OF MINUTES: Moved by Black, seconded by Graff to approve the minutes with corrections. The corrections were made under the action item part of the agenda, the insertion of "recommend to the Board of Commissioners to" with both motions that were approved. Also inserted was "about 100" meals per day "with a budget for 68" in regards to the letter requesting additional funding for the HHDM contract by ACRDC.

PUBLIC PARTICIPATION: Theresa Lynn introduced Chalice Schlinzklein working as an intern for Wings of Hope Hospice. Kim Donlin Program Director of Generations Adult Day Care will answer questions in regards to their request for addition funding.

APPROVAL OF AGENDA: Moved by Black, second by Hawkey to approve agenda.

ACTION:

1. Request for additional funding – Allegan County Medical Care Facility
French and Kim Donlin presented highlights and answered questions for ACMCF-GADC request for additional funds to include transportation for day care clients. The request for \$7,280 to provide five (5) hours of transportation Monday through Friday in cooperation with ACT until the end of their contract May 31, 2008. Moved by Smeenge, second by Rininger to recommend to the Board of Commissioners approval of ACMCF additional funding request. Unanimous approval.

Graff requested that the director provide an account standing of the **available** millage money along with the contractor's contract(s) balances every month.

2. Approve Brochure

French presented the final draft of the new COA brochure. Discussion followed. Moved by Whetzel, second by Hawkey to add phone numbers of COA members after seeking approval from each person. Unanimous approval.

Motion by Black, second by Burns to recommend approval of brochure with changes. Unanimous approval.

DISCUSSION:

1. Black gave out the latest copy of Aging Alert published by Area Agencies Association, and will try to get all members on the mailing list.

He also provided a copy of AAAMW 2007 Service Client & Unit Information report. There was information specific to Allegan County Resource Development Committee statistics.

2. French presented monthly report for her activities for the month of January. Graff requested that Director's Activity Report deal more with what has happened with contractors during the month ie: performance, good, bad etc.

Mission Statement

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

The new format for part of the monthly contract report was presented showing cumulative report of Service Provider, New/YTD, Units, Costs, and Monthly Average Unit Rate, along with Unduplicated YTD Seniors by City and Township. Unduplicated count will no longer be used in the original cumulative report but the term New Seniors in order to differentiate between reports and hopefully make it easier to understand.

3. Update on COA approved requests for additional funding

The board of commissioners approved the COA's recommendation for additional funding for Evergreen Commons at their February 8, 2008 meeting. French is working with the administrative team to complete necessary paper work.

A letter from ACRDC was in the packet to withdraw their request for additional funds for the Hot Home Delivered Meals contract was discussed. The Department of Senior Services is working with ACRDC to resolve issues in the Homemaking contract. Don Black will schedule a meeting with Ed Hillary, Executive Director of ACRDC to discuss his letter.

4. Roberts Rules of Order

Lynn reviewed Roberts Rules of Order as they apply to COA meetings.

5. Creating Agenda

Lynn requested that any members wishing to add items to the monthly agenda send them directly to her for consideration.

6. Senior Millage (actual ballot language)

The actual ballot language was provided for historical reference. Whetzel reported that there were 9,271 yes votes and 4,947 no votes, passed by 2 to 1 margin in August 2006.

7. Lynn reported on the COA Retreat scheduled for Tuesday, February 26 from 8:00 AM to 4:00 PM. Breakfast, lunch and breaks will be provided by the hospital. She reviewed the agenda for the day and handed out "homework" to bring back the day of the retreat. The location for the retreat is the Allegan County Medical Clinic's Education Room.

8. French reviewed the qualifications for receiving services provided by the senior millage. The qualifications are you must be 60 years of age or older and live in Allegan County for all services; with the exception of Congregate or Hot Home Delivered Meals Program, the spouse may be under 60 years of age and participate in the program.

Also provided were copies of 2007 RFP and Contract History, Client Assessment Form, In-Home Services Time Sheet, Transportation Time Sheet and Client Intake form, and the Agency Referral Form.

French gave COA members a copy of her resume' in an effort to allow members a better opportunity to get familiar with her background, strengths and weaknesses.

8. Annual Calendar

Paula French presented the annual calendar she developed for the COA.

ROUND TABLE

No one had any thing to contribute.

ADJOURNMENT

Chairperson Lynn adjourned the meeting at 3:55 pm.

NEXT METING

Tuesday, March 18, 2008 @ 1:30 PM, CSB in the Nederveld Room

Approved changes are in red and were made at the 3-18-08 board meeting. (Tammy J. Grigg)