

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 – AGENDA

Tuesday, June 17, 2008 – 1:30 p.m.

Board Conference Room* – County Services Building
3283 122nd Ave, Allegan, MI 49010

***THIS WILL BE OUR REGULAR MEETING ROOM.**

COMMISSIONERS

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

Terry Burns
616-355-2525
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

1:30 p.m. **CALL TO ORDER:**
CONFIRMATION OF QUORUM:
COMMUNICATIONS:
APPROVAL OF MINUTES: May 20, 2008
PUBLIC PARTICIPATION:
APPROVAL OF AGENDA:
INTRODUCTIONS:
PRESENTATIONS:

DISCUSSION:

1. Timeline – Theresa Lynn
2. Contract Analyses – Tammy Grigg
3. Needs Assessment – Judy Graff
4. Update on transportation planning – Naomi Whetzel

ACTION ITEMS:

1. Establish funding philosophy
2. Establish funding priorities

REPORTS / MISC:

1. AAAWM update-Don Black
2. Actions by Board of Commissioners-Theresa Lynn
3. April Monthly Report and Financial Summary
4. Summer vacation schedules – Theresa Lynn

ROUND TABLE:

ADJOURNMENT:

NEXT TWO MEETINGS:

July 15, 2008 and August 19, 2008 @ 1:30 PM
Board Conference Room- County Services Building

Mission Statement

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

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Commission on Aging meeting minutes May 20, 2008

Board Conference Room at the County Services Building

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Call to Order: Meeting was called to order by Chairperson Theresa Lynn at 1:30 p.m.

Confirmation of Quorum: Quorum was confirmed with 10 members present. Roll call: Don Black, Terry Burns, Judy Graff, Doris Hawkey, Pat Pera, George Smeenge, Naomi Whetzel, Susan Gawaluch, Sally Brooks and Theresa Lynn. Becky Rininger was absent.

Communications: None

Approval of Minutes: Moved by Black, seconded by Whetzel to approve the minutes as presented. Approval of minutes was unanimous.

Public Participation: None.

Approval of Agenda: Moved by Pera and seconded by Hawkey to approve agenda as presented. Approval of agenda was unanimous.

Introductions: David Vanderoovaart, Rob Sarro, and COA members introduced themselves.

Presentations:

1. Budget/Funding – David Vanderoovaart, Finance Director: The tax was first levied in December of 2006. It was accounted for in the revenue for 2007. The senior millage money is a dedicated fund, i.e. no one else is getting this money. Vanderoovaart reviewed the Expenditure Status Report. The salary is for 1.5 FTEs. He is developing the 2009 budget now. Graff wanted to see the big picture of COA funds including the total revenue, total expense and the fund balance. It is recommended that not less than 10% of the fund balance is maintained. A large enough fund balance would help us acquire an additional service year. The funds would then be spread out over 5 years instead of 4 years. The COA can request changes in line items but not the total. Taxpayers have January and February to pay the tax levied in December. Brooks explained that settlements occur by April or May, then all the senior millage money is in. The COA can be spending it right away. The senior millage is only collected in winter taxes. The fund balance carryover from

Mission Statement

"Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

2007 is \$536,000. It is available now to allocate. Total available to allocate includes the fund balance and approximately \$1 million in 2007 taxes. This is the total budget which includes wages. The projected actual net increase in extending the contracts 6 months is \$347,604. May and June were the contract expiration dates. The contracts were extended 6 months and will go until October and November. Unallocated in the first year was \$150,000. A good buffer amount is the range of \$150,000 to \$300,000. We need to move forward with caution and watch patterns so we always have a buffer. We need to establish a fund balance philosophy. The money should either be made available for services or it should be kept as a reserve. Both Vanderoovaart and Sarro recommended reserving it. If taxes are adjusted, the senior millage has to pay our share. The fund balance could become capital money.

2. Staffing Update – Rob Sarro: There were salary issues with what the hiring committee determined to be the best candidate from the first round of interviews. A total of 3 candidates had taken personality assessments and computer skills tests. The goal is to have one candidate for the COA to meet. The county is checking to be sure the position is within the market range for salary.

Reports/Misc:

4. Contract Extension Spreadsheet: (This item was moved up on the agenda so Sarro could present.) Graff requested the COA receive information about the total funding each provider received with the 6-month contract extension.

Action Items:

1. By-laws change: The Board of Commissioners approved the last special per diem request. Article IV, Meetings, C – added “when deemed necessary”. Also added “a minimum of 24 hours advance notice”. Reimbursement would then be available for regular and special meetings. Whetzel moved to approve. Smeenge seconded. Approval was unanimous. This will go before the Board of Commissioners on June 12th.

Discussion:

1. Contract Analyses:

Commissioner Thiele helped collect data for the analyses Tammy Grigg did. The County is contractually obligated to review the contracts annually. Sarro recommended COA members pay attention to the recommendations as it may affect our decisions about future funding. All COA members should read this document and give Lynn all their questions by Monday, 6/2. COA members wished to express appreciation to Commissioner Thiele for his work and asked Lynn to send him a thank you card.

Sarro also distributed and reviewed the letter he and Lynn put together after meeting with ACRDC Executive Director Ed Hillary and board member Eleanor Nielson. ACRDC's situation is unique and required some information unique to the other providers. Blended funding is likely the most efficient way to make use of the senior millage dollars, but it wouldn't then be possible to distinguish how many seniors were being helped directly by millage funds. Right now, the priority is to be able to report exactly what the Allegan senior millage is buying. Brooks noted that, because of the cost of gas, perhaps blended funding is best due to economy of scale. Pera stated that if a provider wants to blend monies from different funding sources, it must be in the contract.

The unit cost for hot home delivered meals is increased but is more focused on the goal of getting increased human interaction. These are hot meals with a social component. ACRDC has changed the way they report on the hot home delivered meals so the funding is not blended. The other services ACRDC is providing have blended funding.

2. Annual Report Content: Members would like the following included in the ACCOA annual report: language from the ballot, mission statement, history of the ACCOA, Vanderovaart's spreadsheet from today, members of COA and Senior Services staff, successes of programs, pie charts, graphs, pictures, location of office, providers with whom we contract and the big picture of services. Lynn will pass this information along to Sarro and Grigg.
3. 2005 County Survey of Senior Needs: Will discuss this at the June meeting.

Reports/Misc:

1. AAAWM update: Black reported AAAWM will pay for him to attend the conference. Black, Whetzel and Smeenge all attended the annual meeting. Black also distributed information he collected when he visited the Barry County COA.
2. Actions by Board of Commissioners: Lynn reported there were none.
3. March Monthly report, YTD budget reports: COA members reviewed. There were no questions.
4. Contract extension spreadsheet (see above).
5. Story: Hawkey shared a story about a couple she takes care of. Burns agreed to present a story at the June meeting.

Round Table:

Smeenge stated we need to get a handle on the big picture, develop a list of criteria of what we're about and individuals then pick what interests them. Our job is not administrative detail but philosophy related to funding.

Pera reminded members that where we have opportunities, we need to present information on the COA.

Hawkey is excited to see what Barry County COA is doing, to see what our potential could be.

Burns distributed new brochures.

Black stated he believes we're becoming established, gaining an identity as a broker of information.

Graff stated we are really hurting because we don't have a director.

Whetzel stated we need someone who can speak about the COA every day, everywhere they go. The Chairperson cannot be the director.

Gawaluch agreed we need a director.

Lynn asked members if they'd be interested in moving the monthly meetings to the board conference room. All agreed. Lynn will follow up with a request.

All agreed on 3 cheers for Tammy Grigg for all her effort.

Adjournment:

Burns moved that the meeting adjourn. Hawkey seconded. The vote to adjourn was unanimous. Lynn adjourned the meeting at 4:05 p.m.

Next meeting: July 15, 2008 at 1:30 p.m. in the Board Conference Room at the County Services Building.

Recorded by Theresa Lynn

NOTES ON AGENDA ITEMS

Theresa Lynn, Chair
6/17/08

DISCUSSION: (Discussion items 1-4 below will help us with Action items 1 and 2 below)

1. **Timeline:** The first contract extension expires in October. We must take the steps listed in the timeline or we may risk a stoppage of services to seniors.
2. **Contract Analysis:** We received this document at the May COA meeting. Tammy Grigg prepared it and makes recommendations related to future funding based on the data.
3. **Needs Assessment:** Our resources for this discussion are as follows:
 - a. 'What Do Seniors Need: Goals for 2009' (see May board packet)
 - b. 'Executive Summary' of research done by the Frost Center for ACRDC (23-page document was distributed at the May meeting)
 - c. Contract Analysis (above)
4. **Update on transportation planning:** COA representatives who attended Allegan County Transportation's strategic planning will update us on what was accomplished.

ACTION:

1. **Establish funding philosophy:** A 10% fund balance (reserve) is recommended. Once we set this aside, do we want to fund projects that use up the millage money collected for that year? Or do we want to set aside an additional 25% each year for four years so that we in effect 'buy' ourselves a fifth year. The reason for doing this is so that we would be planning a millage campaign a year later than we would otherwise.
2. **Establish funding priorities:** What are the needs of seniors and what types of programs or services should we fund? Same as last year? Any additional categories of services?

REPORTS/MISC:

1. **AAAWM:** Standing item about the activities of this agency.
2. **Actions by BOC:** Standing item to keep COA updated on requests we send to the BOC.
3. **Monthly Report & Financial Summary:** Standing item on activities and spending of service providers.
4. **Summer vacation schedules:** This will be a short discussion to be sure we will have a quorum at our July and August meetings.
5. **Story:** Standing item. It's Terry Burns' turn to tell us a story about a senior that reminds us of what's at the heart of our efforts on the COA.

COA 2008 TIMELINE

Line	Jan 09	Feb 09	Mar 08	Apr 08	May 08	June 08
1 – ACCOA Structure & Funding Philosophy				Begin discussion of future structure.	Begin discussion of funding philosophy.	Establish philosophy of funding.
2 - Staffing			Participate in hiring process for new director.	Continue participation in hiring process for new director.	Begin to prepare orientation for new director.	New director starts.
3 – Funding Process	Receive funding through millage.			Begin needs assessment.	Continue needs assessment. Begin discussion of funding priorities.	Complete needs assessment. Establish funding priorities. Revise RFP & Policies according to funding priorities. Hear service provider presentations.
4 - Contracts	Semi annual audits	Semi annual audits	Semi annual audits	Prepare some contracts for 6-month extension.	Prepare remaining contracts for 6-month extension.	Semi annual audits
5 – Community Outreach						Publish and distribute annual report. Begin community presentations.
6 – Other						

COA 2008 TIMELINE

Line	Jul 08	Aug 08	Sep 08	Oct 08	Nov 08	Dec 08
1 – ACCOA Structure & Funding Philosophy					Decide on formal structure and future direction.	
2 - Staffing	Director orients.					
3 – Funding Process	Announce RFPs. Hear service provider presentations. Develop annual budget.	Proposals due. Review proposals and determine funding levels. Approve annual budget.				Senior millage is levied.
4 - Contracts	Semi annual audits	Semi annual audits	Award and sign contracts. Semi annual audits	First 6-month contract extension ends. All new contracts start. Semi annual audits	Second 6-month extension ends. Semi annual audits	Semi annual audits
5 – Community Outreach	Continue community presentations.	Continue community presentations.	Continue community presentations.	Continue community presentations.	Continue community presentations.	Continue community presentations.
6 - Other						

