

Allegan County Commission On Aging



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Allegan, MI 49010
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1-877-673-5333
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<http://www.allegancountycoa.org>

*Chairperson: Theresa Lynn
Vice Chairperson: Judith Graff*

COMMISSION ON AGING MEETING – AGENDA

Tuesday, October 28, 2008 – 1:30 p.m.
Spartan Room – Human Services Building
3255 122nd Ave, Allegan, MI 49010

COMMISSIONERS

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

Terry Burns
616-355-2525
tburns@allegancounty.org

SENIOR
MEMBERS
Judith Graff
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graffj@i2k.com

Doris Hawkey
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Patricia Pera

George Smeenge
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Naomi Whetzel
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Sally Brooks
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Susan Gawaluch
269-561-4663
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1:30 p.m. **CALL TO ORDER:**
CONFIRMATION OF QUORUM:
COMMUNICATIONS:
APPROVAL OF MINUTES: 9/16/08, 9/23/08
PUBLIC PARTICIPATION:
APPROVAL OF AGENDA:
INTRODUCTIONS:
PRESENTATIONS: September Financial Summary Dave V.

ACTION ITEMS:

DISCUSSION:

1. RFP Process/Timeline
2. November Planning Session
3. Committee Meetings – Per Diem

REPORTS / MISC:

1. Personnel Update – Rob Sarro
2. Monthly Reports
3. Actions by Board of Commissioners-Theresa Lynn

ROUND TABLE:

ADJOURNMENT:

NEXT MEETING:

November 18, 2008 @ 1:30 PM
Spartan Room- Human 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”

RECEIVED
OCT 07 2008

BY: Tammy

If the Department of Senior Services can be of any assistance during this transition process, or if you have any questions, please contact Ms. Jeanne Silvers, Director of Allegan County Senior Services 269-673-6333.

Sincerely,



Steve McNeal, Chairman
Board of Commissioners



Theresa Lynn, Chairperson
Commission on Aging

2008 OCT -7 PM 1:01

RCV'D COUNTY OF ALLEGAN
ADMINISTRATIVE DEPARTMENT

Please be advised that the funding for the home delivered had nothing to do with my discontinuing the service. I discontinued the home delivered meals because the quality got to be so poor. Some times I would look at the food and say to myself, "I'm not going to eat this" I fed it to the racoons. I have a family of racoons living here.

I would rather buy frozen dinners in the store. I can get them at Save-a-Lot for as low as 99¢ a piece.

Otherwise I have no complaints. The housekeeping service is top of the line.

Please note my
mailing address - P.O. Box 152
I do not have a mail receptical at my residence. The neighborhoods destroyed it.

Sincerely,
Clifford M. Larson

C. Larson
P.O. Box 152
Allegan, mi
49010

KALAMAZOO MI 49003

05 OCT 2008 PM 1 L

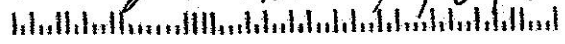


Allegan County Board of Commissioners
County Services Building

3283 - 112th Ave

Allegan, mi 49010

49010/9999



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Chairperson: Theresa Lynn
Vice Chairperson: Judith Graff

Commission on Aging meeting minutes
September 16, 2008
Board 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: Terry Burns, Judy Graff, Doris Hawkey, Pat Pera, Becky Rininger, George Smeenge, Naomi Whetzel, Susan Gawaluch, Sally Brooks and Theresa Lynn. Don Black was absent.

Communications: Letter from Theresa Lynn regarding conflict of interest regarding Wings of Hope Hospice submitting a proposal for the next contract year.

Approval of Minutes: Moved by Graff, seconded by Gawaluch to approve the minutes as presented. Motion carried.

Public Participation: None

Approval of Agenda: Addition under reports-Director's report move to reports after July. Addition #6. Judy Graff's potential conflict of interest. Pera moved, seconded by Graff to approve agenda with additions. Motion carried.

Introductions: none

Presentations:

1. Financial Summary – Jeanne Silvers presented the August financial summary on behalf of David Vanderoovaart. There were questions about additional revenue for July and August, Jeanne stated she believed it might be interest but that she'd speak to Dave Vanderoovaart. Becky Rininger would like more information regarding the budget and suggested the expense status report be printed off and distributed. Tammy Grigg printed off the report and distributed.

Action Items: none

Discussion:

1. List of RFP bidders and services – Jeanne went over the list that was provided, there were no questions.

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2. Budget Categories/Projected Amounts/Percentages- When discussing the percentages that were voted on previously, a determination was needed for funding levels of the friendly visitor program and the chore services program. Smeenge moved “To remove 6% from Events Coordinator and to allocate that funding into chore service and companion/friendly visitor programs.” Whetzel seconded the motion. Graff made a motion to amend Smeenge’s motion to leave \$10,000. in the Events Coordinator position and to allocate \$44,930. evenly between the chore service and friendly visitor programs. Hawkey seconded the amendment and the motion carried. Graff then made an amendment to the amended motion to leave \$10,000. for the Events Coordinator position and to allow flexibility for the RFP Committee to decide funding. Hawkey seconded the amendment to the amended motion. A roll call vote was taken with every member in favor of the motion. Motion carried.
3. 2008 Homemaker contract with ACRDC- A letter dated September 9, 2008 was received from Ed Hillary at ACRDC. They are in need of \$8,500. to finish up their contract which ends September 30, 2008. Jeanne stated Rob approved the \$5,000. and the COA needed to approve the remaining \$3,500. Burns moved to approve ACRDC’s request for \$3,500. to finish up their contract. Hawkey seconded the motion. A roll call vote was taken with all members voting yes, motion carried. Graff stated that any funding requests need to have the director’s recommendation in writing to the COA board. Discussion was made regarding the homemaking contract with ACRDC. Rininger moved, “That the COA offer the 3 month extension to ACRDC if they hold to their \$17.56 unit rate. If they can’t then to offer their homemaking extension to Evergreen Commons.” Smeenge seconded. A roll call vote was taken with Sue, Doris, Judy, Theresa, Becky, Sally and Pat voting yes. Naomi Whetzel abstained and Terry Burns voted no. Motion carried. A 5 minute break was taken as Sally Brooks and Becky Rininger had to leave.
4. Evergreen Commons’ letter for additional funding- Judy Graff moved, “That the COA not make a decision until they have an analysis and recommendation in writing from the director in regards to Evergreen Commons’ letter for additional funding.” Smeenge seconded the motion. Roll Call vote was taken with Doris, Naomi, Judy, Theresa, George, Pat and Sue voting yes. Terry Burns voted no. Motion carried.
5. Four COA board term expirations on October 25, 2008- There are four board terms that will be expiring next month, three senior citizens and one board of commission seat. Applications were mailed to the members whose terms were expiring. The application and notice were placed on the COA’s website. Allegan County’s website also had notice of the COA’s membership openings and the deadline for application submission is October 15, 2008. Judy Graff moved, “That the COA retain current membership until everything is decided by the Board of Commissioners.” Whetzel seconded the motion. Motion carried.

6. Judy Graff's potential conflict of interest- Judy Graff may have a conflict of interest in regards to any proposal that Casco Township has submitted for providing services funded by the senior millage. She will announce her conflict when the time comes to discuss the proposals and also to excuse herself from voting on any proposal category that Casco Township has submitted proposals for. She didn't write a letter like Theresa Lynn, so she wanted the minutes to reflect the potential conflict of interest.

Reports/Misc:

1. AAAWM update – none, Don Black was absent.
2. Actions by Board of Commissioners –The Board of Commissioners approved Tammy's request for full time status in the Dept. of Veteran Services beginning January 1, 2009. The Program Assistant position has been reclassified as a departmental secretary and will be 40 hours full time starting January 1, 2009. Jeanne Silvers' position also had a change in regards to her salary so that it was the same as other department heads.
3. Story- Judy Graff provided a story about a senior in Casco Twp. The story next time will be provided by Theresa Lynn.

Round Table:

Members shared comments on the meeting.

Adjournment:

Burns moved to adjourn. Whetzel seconded. Motion carried.

Minutes respectfully submitted by Tammy J. Grigg

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Chairperson: Theresa Lynn
Vice Chairperson: Judith Graff

Commission on Aging meeting minutes
September 23, 2008
Board Room at the County Services Building

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269-561-4663
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Call to Order: Meeting was called to order by Chairperson Theresa Lynn at 2:03 p.m.

Confirmation of Quorum: Quorum was confirmed with 10 members present. Roll call: Naomi Whetzel, Judy Graff, Becky Rininger, Doris Hawkey, Don Black, Pat Pera, Sue Gawaluch, George Smeenge, Terry Burns, and Theresa Lynn. Sally Brooks was absent. Staff present: Jeanne Silvers. Guests present: Rob Sarro, Dave VandeRoovaart, Lisa Wideman (Area Agency on Aging of West Michigan – AAAWM), Ed Hillary (ACRDC).

Communications: None

Approval of Minutes: Not available

Public Participation: None

Approval of Agenda: Black moved to approve the agenda as presented. Pera seconded. Motion carried unanimously.

Presentations: Silvers introduced the general topic of hot home delivered meals for the group's consideration as it relates to the possibility of combining AAA funding with COA funding for meals.

Lisa Wideman: Area Agency on Aging Nutrition Coordinator: There is an opportunity to make use of blended funding to save money on transportation costs. This involves combining the delivery of frozen and other meals with hot meals. NSIP funding is a type of incentive funding that millage-funded meals are eligible for at approximately 50-60 cents per meal. It is most efficient to apportion costs according to the number of meals paid for by each funding source. In addition, a more focused needs-based assessment would be put in place to better evaluate who needs what kind of meals delivered to their homes.

Ed Hillary: ACRDC Executive Director: There was a meeting several months ago of Hillary, his board member Eleanor Nielson, Rob Sarro and Theresa Lynn. One of the outcomes of that meeting was that there should not be a waiting list for meals. Hillary distributed a list that briefly described each current client of hot home delivered meals in terms of why they need the meals. The prioritization aspect of the needs assessment that will be used to determine who needs hot meals vs. other kinds of meals will be very important. Currently the decision about who gets hot meals are determined by an

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ACRDC staff with a Master of Social Work degree. The advantage of blended funding is decreased transportation costs.

Jeanne Silvers reviewed aspects of her handout that was provided with the agenda. The advantage of using a needs assessment with a prioritization aspect to it will be that the home delivered meals program will become more needs based.

Originally the hot home delivered meals program incorporated the aspect of socialization which warranted every day meal delivery. The COA has already decided to separate the need for food and the need for socialization into two programs and has put out RFPs (Requests for Proposals) accordingly. Making fewer meal deliveries and thereby cutting the unit cost is consistent with this decision. The question becomes do we blend the funding now or do we blend it in January? The AAA contract year begins 10/1/08 as would a contract extension for ACRDC should the COA decide to go that route. The COA contract year begins 1/1/09. Wideman was not certain AAA would be able to blend funding two months after the start of their contract with ACRDC. Sarro stated that if the decision is made to blend the funding beginning in October, the recommendation from County staff would be to sign a 14-month contract with ACRDC, taking us through the end of 2009. If the food provider were already chosen for 2009, this would negate the need for an RFP for home delivered meals. This RFP, however, has already been publicly posted.

Sarro helped to summarize the issue as follows: For the time period October 1, 2008 through December 31, 2008, Option 1 would be to continue the current contract with ACRDC. This would provide more time to plan. The cost would be \$18,000/month or \$54,000 total. For the same time period, Option 2 would be to blend the funding for a total cost of \$43,000.

For the time period January 1, 2009 through December 31, 2009, we will have received responses to our RFP; the other programs will already be in place; and we can implement the blended funding if AAA approves.

The concerns are the following: there are many unknowns; the more focused needs assessment with the prioritization aspect has not been developed yet; it is not clear who funds the transition plan; jeopardizing the integrity of the RFP process. The advantage to locking in a blended contract is to save money.

Black moved that the COA approve to extend the contract for hot home delivered meals for 10/1/08 through 12/31/08 with the current provider at the current specifications. Smeenge seconded. Roll call vote was taken. Motion carried unanimously.

Above portion of the minutes respectfully submitted by Theresa Lynn.

Agenda item: Evergreen Commons request for Personal Care for \$45,000 through 10-31-08:

Jeanne Silvers recommendation, which has not been discussed with Evergreen Commons, is to approve \$80,000 through 12-31-08 for these reasons:

1. To maintain the present service level as of the August report
2. To maintain the runrate of July/August reports
3. To stop adding new clients from now on and to send them to Home Helpers or put them on a waiting list.
4. For the specified 13 clients, EC needs to create a plan to provide different services or pursue other funding.

Motion to approve \$80,000 per Jeanne's request through 12-31-08 so that seniors will continue to be served made by Terry Burns, seconded by Don Black.

Rollcall Vote: YES: Becky, Doris, Don, Sue, Pat, Terry; NO: George, Judy.

Motion carried.

Agenda item: Evergreen Commons request for Home Making and Respite funding of \$40,000 through 10-31-08.

Jeanne and Tammy verbal recommendation, which has not been discussed with Evergreen Commons, to approve \$80,000 through 12-31-08 for these reasons:

1. To maintain the present service level as of the August report
2. To pay actual and incurred costs
3. No previous service ceiling level was given and no waiting list expected by COA
4. To stop adding new clients from now on

Motion to approve \$80,000 per Jeanne's request through 12-31-08 so that seniors will continue to be served made by Don Black, seconded by Pat Pera.

Roll Call Vote: YES: Becky, Doris, Don, Sue, Pat, Terry; NO: George, Judy.

Motion carried.

Agenda item: Miscommunication to seniors about no more funding:

Tammy received a flood of phone calls on Sept. 18 and 19 from seniors that when home meals were delivered, they were told that there will no longer be meals delivered not volunteer drivers nor homemaking services; all services provided by ACRDC. The calls were from seniors across the county. Additionally 3 forms were given to seniors: a service survey, a list of the County Commissioners names and phone numbers and a form each senior was told to sign but not allowed to keep. Rob Sarro sent a message to all the County Board of Commissioners about this. Rob also talked to ED H..... and Jeanne Silvers.

The COA concluded that fear was given to the seniors by the ACRDC staff.

A motion was made by Pat Pera and 2nd by Terry Burns to "Request that the Allegan Board of Commissioners take IMMEDIATE action to diffuse the false information given to clients receiving senior services last Friday, Sept. 19 and that the Board ensure that there is NO INTERRUPTION of services moving forward." Motion was unanimously approved.

The COA requested a response from the Board ASAP so that we know what is being done and when.

Motion to adjourn made by Doris, 2nd by George. Motion carried.
The meeting was adjourned at 5:15pm.

Submitted by Judy Graff.

Allegan County Commission on Aging
 2007-08 Monthly Report Form
 Senior Millage Funds
 August 2008

Service Provider Service	New seniors	YTD seniors	last month units	this month UNITS	YTD UNITS	last month costs	this month COSTS	YTD COSTS	last month unit rate	this month UNIT RATE	YTD UNIT RATE	CONTRACT UNIT RATE
ACMCF-Adult Day Care	1	33	1177.75	1170.75	8,803.50	8158.83	5657.03	77,389.51	\$6.93	\$4.83	\$8.79	\$12.34
ACRDC-O&A	18	300	275.00	252.00	3,295.50	4463.16	3978.49	64,752.97	\$16.23	\$15.79	\$19.65	\$21.95
ACRDC-Cong. Meals	7	225	948.00	925.00	13,266.00	2539.55	2329.81	36,587.64	\$2.68	\$2.52	\$2.76	\$2.88
ACRDC-H.H.D.M.	11	351	2877.00	2789.00	29,814.00	17870.19	17470.76	197,047.30	\$6.21	\$6.26	\$6.61	\$8.06
ACRDC-Homemaking	7	133	322.25	331.25	3,124.00	5787.97	5780.51	67,126.03	\$17.96	\$17.45	\$21.49	\$17.56
ACRDC-Vol. Trans.	4	119	343.00	372.00	3,860.00	5736.05	5995.09	71,148.92	\$16.72	\$16.12	\$18.43	\$25.95
Casco Twp-Vol. Trans.	1	22	88.00	98.00	933.00	1591.30	1477.10	14,008.19	\$18.08	\$15.07	\$15.01	\$16.98
EC-Hmkg/I-H Respite	18	137	1094.25	1271.00	6,867.50	21291.43	24882.34	132,033.82	\$19.46	\$19.58	\$19.23	\$19.00
EC-Personal Care	9	101	1178.75	1233.50	9,583.75	24526.66	25900.60	196,651.32	\$20.81	\$21.00	\$20.52	\$20.00
HH-Personal Care	4	73	644.00	693.25	5,521.25	9451.22	9575.42	86,721.08	\$14.68	\$13.81	\$15.71	\$16.83
Totals	*	*	8948.00	9135.75	85,068.50	\$101,416.36	\$103,047.15	\$943,466.78	\$139.76	\$132.43	\$148.20	161.55

* these columns are not totaled as it wouldn't be a true representation of how many seniors are being served some of these seniors are counted more than once because they receive more than one service

**The mapping project that Valdis from LIS is working on gives the true representation of how many seniors we're serving and where they live