

# Allegan County Commission On Aging



3255 122<sup>nd</sup> Ave., Suite 103  
Allegan, MI 49010  
269-673-3333  
1-877-673-5333  
269-673-0569 Fax  
<http://www.allegancountycoa.org>

*Chairperson: George Smeenge  
Vice Chairperson: Don Black*

## COMMISSION ON AGING MEETING – AGENDA

Tuesday, December 15, 2009 – 1:30 p.m.  
Spartan Room – Human Services Building  
3255 122<sup>nd</sup> Ave, Allegan, MI 49010

### COMMISSIONERS

Don Black  
616-792-6446  
[dblack@allegancounty.org](mailto:dblack@allegancounty.org)

Terry Burns  
616-355-2525  
[tburns@allegancounty.org](mailto:tburns@allegancounty.org)

SENIOR  
MEMBERS  
Judith Graff  
269-637-2307  
[graффj@i2k.com](mailto:graффj@i2k.com)

Doris Hawkey  
269-672-5181

Eleanor Nielsen

George Smeenge  
616-335-2106  
[ghsmeenge@egl.net](mailto:ghsmeenge@egl.net)

Naomi Whetzel  
269-793-0132

MEMBER AT  
LARGE  
Sally Brooks  
269-683-0260  
[sbrooks@allegancounty.org](mailto:sbrooks@allegancounty.org)

Susan Gawaluch  
269-561-4663  
[sue@lifehouseproperties.com](mailto:sue@lifehouseproperties.com)

Theresa Lynn  
269-686-8659  
[tlynn@accn.org](mailto:tlynn@accn.org)

Patricia Pera  
269-543-3791

### CALL TO ORDER:

**PLANNING SESSION: 1:30-3:00 p.m.**

### CONFIRMATION OF QUORUM:

**APPROVAL OF MINUTES:** November 17, 2009

### PUBLIC PARTICIPATION:

### COMMUNICATIONS:

### APPROVAL OF AGENDA:

### INTRODUCTIONS:

**PRESENTATION:** Allison Hill, Guardian Medical Monitoring

**DIRECTOR'S REPORT:** Sherry Torres

### ACTION:

1. Vote on the idea of travelling meetings for 2010.
2. Select committees/focus areas for 2010 (Ballot)

### DISCUSSION:

1. Committee Reports
  - Quality of Service
  - Senior Wellness
  - Millage Renewal
2. Annual Meeting to be held in January

### REPORTS / MISC:

1. Outreach Report - November
2. I & R Log – November
3. Parking Lot
4. Financials
5. Story –

### ROUND TABLE:

### ADJOURNMENT:

**NEXT MEETING:** January 19, 2010, 1:30 p.m. **ANNUAL MEETING**  
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”

# Allegan County Commission On Aging



3255 122<sup>nd</sup> Ave., Suite 103  
Allegan, MI 49010  
269-673-3333  
1-877-673-5333  
269-673-0569 Fax  
<http://www.allegancountycoa.org>

*Chairperson: George Smeenge*  
*Vice Chairperson: Don Black*

---

## **Planning Session** **December 15, 2009**

### COMMISSIONERS

Don Black  
269-792-6446  
[dblack@allegancounty.org](mailto:dblack@allegancounty.org)

Terry Burns  
616-355-2525  
[tburns@allegancounty.org](mailto:tburns@allegancounty.org)

### SENIOR MEMBERS

Judith Graff  
269-637-2307  
[graфф@i2k.com](mailto:graфф@i2k.com)

Doris Hawkey  
269-672-5181

Eleanor Nielsen

George Smeenge  
616-335-2106  
[ghsmeenge@egl.net](mailto:ghsmeenge@egl.net)

Naomi Whetzel  
269-793-0132

### MEMBER AT LARGE

Sally Brooks  
269-683-0260  
[sbrooks@allegancounty.org](mailto:sbrooks@allegancounty.org)

Susan Gawaluch  
269-561-4663  
[sue@lifehouseproperties.com](mailto:sue@lifehouseproperties.com)

Theresa Lynn  
269-686-8659  
[tlynn@accn.org](mailto:tlynn@accn.org)

Patricia Pera  
269-543-3791

### 1. COA Member Time:

- Mission Moments: What's been happening in Member's individual communities. (Contacts, marketing, outreach, etc.)
- Millage Discussion

### 2. Ideas to Consider:

- Director's recommendations
  - Travel Meetings
  - 2010 Committees
- COA Member Ideas
- Alignment with goals

### 3. COA Education

- Plan Annual Meeting
  - Food \_\_\_\_\_
  - Invitations \_\_\_\_\_
  - Presentation (Sherry)
  - Election of officers \_\_\_\_\_
  - Goodbyes/Welcomes \_\_\_\_\_
  - Recognitions \_\_\_\_\_
- Ideas for Future COA Education
  - Elder Abuse
  - Alzheimer's
  - \_\_\_\_\_
  - \_\_\_\_\_

### 4. 2:45 to 3:00 – Break

DSS Business Meeting immediately following (See agenda)

#### 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"

# Allegan County Commission On Aging



3255 122<sup>nd</sup> Ave., Suite 103  
Allegan, MI 49010  
269-673-3333  
1-877-673-5333  
269-673-0569 Fax  
<http://www.allegancountycoa.org>

*Chairperson: George Smeenge*  
*Vice Chairperson: Don Black*

## COMMISSION ON AGING MEETING – MINUTES

Tuesday, November 17, 2009 – 1:30 p.m.  
Spartan Room – Human Services Building  
3255 122<sup>nd</sup> Ave, Allegan, MI 49010

### COMMISSIONERS

Don Black  
269-792-6446  
[dblack@allegancounty.org](mailto:dblack@allegancounty.org)

Terry Burns  
616-355-2525  
[tburns@allegancounty.org](mailto:tburns@allegancounty.org)

SENIOR  
MEMBERS  
Judith Graff  
269-637-2307  
[graffj@i2k.com](mailto:graffj@i2k.com)

Doris Hawkey  
269-672-5181

Eleanor Nielsen

George Smeenge  
616-335-2106  
[ghsmeenge@egl.net](mailto:ghsmeenge@egl.net)

Naomi Whetzel  
269-793-0132

MEMBER AT  
LARGE  
Sally Brooks  
269-683-0260  
[sbrooks@allegancounty.org](mailto:sbrooks@allegancounty.org)

Susan Gawaluch  
269-561-4663  
[sue@lifehouseproperties.com](mailto:sue@lifehouseproperties.com)

Theresa Lynn  
269-686-8659  
[tlynn@acn.org](mailto:tlynn@acn.org)

Patricia Pera  
269-543-3791

**CALL TO ORDER:** Meeting called to order by Chairperson George Smeenge at 1:30 p.m.

**PLANNING SESSION: 1:30-2:40 p.m.**

**CONFIRMATION OF QUORUM:** Members present; Don Black, Judy Graff, Eleanor Nielsen, George Smeenge, Sally Brooks, Susan Gawaluch, Patricia Pera. Absent; Terry Burns, Doris Hawkey, Naomi Whetzel, Theresa Lynn

**APPROVAL OF MINUTES:** October 20, 2009; Don Black moved and Eleanor Nielsen seconded to approve the minutes of the October 20, meeting as presented. All voted yes. Passed.

**PUBLIC PARTICIPATION:** None

**COMMUNICATIONS:** None

**APPROVAL OF AGENDA:** Don Black moved and Sally Brooks seconded to approve the agenda as presented. All voted yes. Passed.

**INTRODUCTIONS:** Sherry Torres, New Director of Senior Services

**CONFERENCE UPDATE:** Sherry Torres gave a recap of the MDSA conference that she attended.

**PRESENTATION:** Mr. Jim English, Wayland Union Schools; gave a short presentation about their new fitness center and the partnership opportunities that could be considered. Judy Graff cautioned the board against red tape / legalese involved in creating a partnership of any kind. Rob Sarro suggested that the next step could be a county-wide proposal.

**DIRECTOR'S REPORT:** Tammy Grigg made her last report to the board. Rob Sarro formally welcomed Sherry Torres and summarized the changes going on in the departments of Senior Services, Veteran Services, Parks and LIS.

### **ACTION:**

1. Generations' request for additional funding; Don Black moved and Pat Pera seconded to approve the request for additional funding for Generations. Eleanor Nielsen asked if we had the funds. Tammy Grigg and Sherry Torres confirmed that there are enough funds without going into the reserve. All voted yes. Passed.
2. Contract change recommendations; Sherry Torres presented the recommended modifications to the 2010 service provider contracts. These modifications will cover the first quarter of 2010. Susan Gawaluch moved and Judy Graff seconded to approve the contract modifications as presented. Judy Graff requested an update showing annual cost per item. Roll call vote:

### **Mission Statement**

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

Black: Yes	Brooks: Yes	Gawaluch: Yes	Smeenge: Yes	Pera: Yes
Graff: Abstain from Casco; Yes to all others		Nielsen: Abstain from ACRDC; Yes to all others		

**DISCUSSION:**

1. Goals-update from focus groups.

**REPORTS / MISC:**

1. Outreach Report – October, 2009
2. Report on November 5, 2009, forum on Gerontology – Rebekah Walton.
3. I & R Log – October; George Smeenge asked for the calls to be categorized by service request.
4. Parking Lot – it was decided that we would have a representative of Guardian Medical speak at the next meeting.
5. Story – Sherry Torres told a story of how Generations affected the life of a senior.

George Smeenge read an open letter to Tammy Grigg thanking her for her service to the COA and the Department of Senior Services.

**ROUND TABLE:**

**ADJOURNMENT:** Eleanor Nielsen moved and Don Black seconded to adjourn. Meeting adjourned at 4:17 p.m.

**NEXT MEETING:** December 15, 2009, 1:30 p.m.  
Spartan Room – Human Services Building.

Respectfully submitted: Sue Nelson, Senior Services Secretary

Allegan County Department of Senior Services  
Director's Report  
December 15, 2009

Well, it's hard to believe my first month here is already over! I've been extremely busy learning my way around, getting to know my staff and the leadership team, and making acquaintances in the Allegan County aging network. Here is a recap of what we've been up to:

**Action:**

Especially with the millage renewal coming up this year, I think it would be beneficial if we as a group "travelled" to the outlying areas for our meetings at least a few times throughout this year. With all 12 open meetings occurring in one location, seniors in the outer areas of the county who are not able to travel to Allegan are not afforded the opportunity to attend a meeting and have their thoughts be heard. I recommend this be added as a committee or focus group. I will be happy to assist with the planning, but I feel that you are better able to decide the appropriate places to meet, as well as how best to advertise so that we have a good turn out. If meal sites are utilized, we may want to look at meeting times so they coincide with meals. We may also want to abridge those meetings slightly so they don't run too long. I spoke with Rob, and he is on board with the idea so long as it doesn't affect the budget, so for those with per diems that would increase dramatically, we could car pool from here.

**Discussion:**

I have ordered some marketing supplies that should be here in January. We will prepare "marketing kits", for each of you, complete with brochures and informational reference materials. As you are able to attend a meal site, or visit a senior group in a church, etc. throughout the month, you will have materials to hand out. This would be a vital part of our mission, because it gives each of you the opportunity to speak with your friends and neighbors about what they want and need.

**What's happening in Senior Services?**

1. I met with Dan Wedge to continue to discuss possibilities for transportation for 2010. We are continuing to look at how we can combine ACT buses, volunteer transportation and specialized services to provide transportation services more efficiently.
2. I attended the Building Ties meeting and had the pleasure of meeting the other agency directors providing senior services throughout the county. This

Allegan County Department of Senior Services  
Director's Report  
December 15, 2009

group is preparing to launch a senior information website with our site (and many others) as a link.

3. I met with Kriss Kraker regarding the Request for Proposals for both the new software and the three new services. The software RFP is done, and will be released this week. The three services were given back to me for review. I have completed my part of the information and they are now back in Kris's hands. I have asked that they be released as soon as conveniently possible.
4. I am currently working on our part of the County's "Continuity of Operations Plan", in the event of a disaster or emergency.
5. I have had the opportunity to meet with staff one on one, and as a group. We are working at building an efficient team. I have requested that the secretarial position remain part time; however, it will be 4 hours per day, 5 days per week. Unfortunately, this does not fit with Sue Nelson's employment goals. On a happy note, however, Sue has accepted a position with H&R Block beginning in January. Please join me in wishing her every success. We will begin interviewing for the secretarial position as soon as possible.
6. We have begun to track the calls coming in by specific request instead of department. This information will be included in the January reporting.
7. Since the last meeting, I was contacted by Kim Donlin of Generations Adult Day Care with regards to the additional funds that were approved last month. Generations has received a grant from a private foundation for operating expenses. Therefore, they will only require **\$5,000 of the \$15,000** funding request previously granted.
8. I have already begun working on the January meeting. Since we will be saying goodbye to some current members, welcoming new members, and electing officers, I thought it would be nice to invite the providers, key county personnel, and make it more of an "annual meeting". If anyone has pictures of activities from the last year, I would appreciate it if you'd let me "borrow" them to scan into our files.

Respectfully submitted,

Sherry Torres  
Director

Outreach and Assessment Coordinator Report for month of November 2009  
Prepared by Rebekah Walton

Has anyone else asked where November went? I have not ever had a month fly by as fast as last month. I hope everyone enjoyed the information I compiled in regards to building a “Community of a Lifetime”. Attending the forum kick off started my month, and was attended by over 100 other professionals, all who have the same goal...assisting seniors.

With the many changes to Medicare 2010, I had the pleasure of informing 33 seniors of changes they can expect to see in 2010 at a Lifelong Learners Group. The two weeks that followed the presentation, I met with nine attendees. As word spread, I assisted an additional six seniors who had spoken to one of those nine. I also conducted Medicare Enrollment Workshops throughout the County at the Community Church of Douglas (I have a second trip scheduled for the second week of December), Love INC. in Pullman, and Project Hope in Dorr. Additionally, I conducted a one day workshop held at the beginning of December at Casco United Methodist Church. All in all, I have assisted 46 Medicare beneficiaries in one month. This number does not include the number of telephone calls requesting general “how to” information.

Looking back on the workshops implemented this year, next year I will focus on other churches located throughout the County. Community Church of Douglas and Casco United Methodist Church ensured back to back appointments. Additionally, I had the opportunity to talk about other services available to Allegan County seniors.

Putting the Medicare information aside, the Department of Senior Services worked toward getting to know one another and indentifying our strengths and weaknesses. New ideas were introduced, developed and implemented, and we are looking forward to what 2010 has to offer.

At this time, all wait lists have been eliminated with the exception of Generations Adult Day Care. We currently have seven seniors on that wait list. It did not feel as if we received as many new referrals compared to previous months. We received 15 new referrals for Personal Care, nine requesting In Home Respite, five referrals for Homemaking, and four new referrals for Volunteer Transportation. All mentioned referrals were immediately forwarded to the proper service provider. We had 18 new Home Delivered Meal referrals; however waitlists did not begin dwindling until after the middle of the month when new funds were released. Valerie with ACRDC has been staying busy by trying to meet all the new requests.

Last but not least, I began working on achieving a “Certificate in Aging” through Grand Rapids Community College. I will have this certification completed on May 22, 2010. It has been a lot of fun coming together with other professionals in the Senior Services field. The classes concentrate on Issues Vital to Aging, Caregiving for Real Life, Healthy Aging and Chronic Disease Management, and Death/Dying and Bereavement. You can expect to hear more about this over the next six months.

Happy Holidays and I look forward to talking to everyone next year ☺





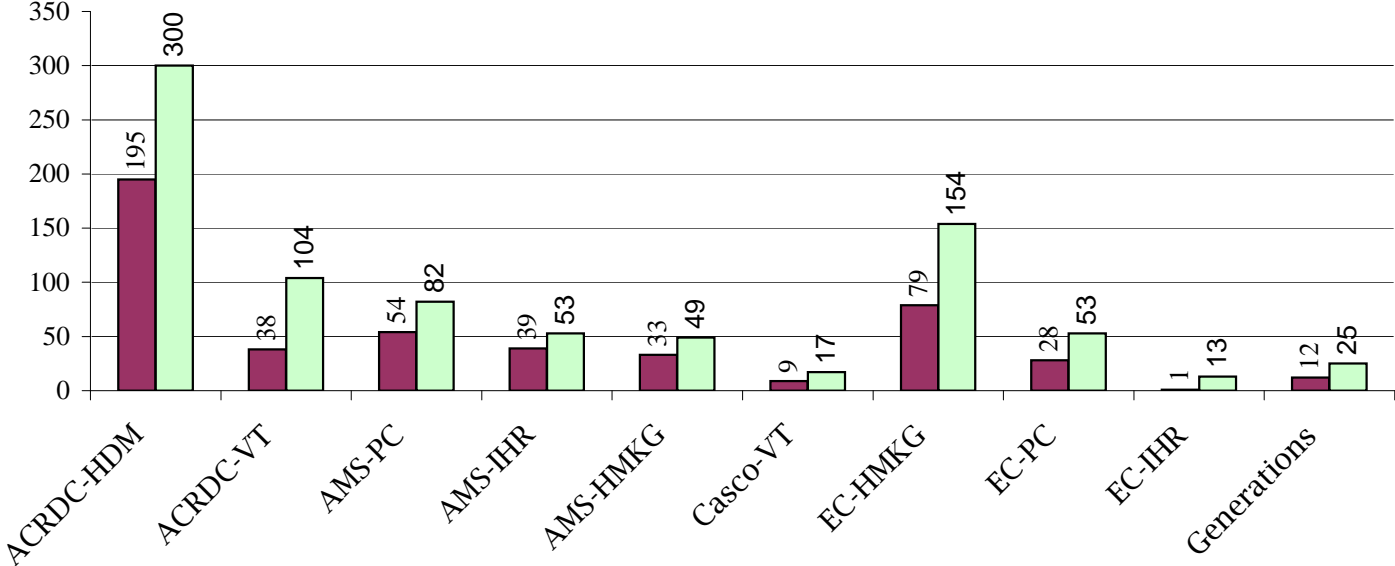
**Allegan County Department of Senior Services  
October 2009 Monthly Report**

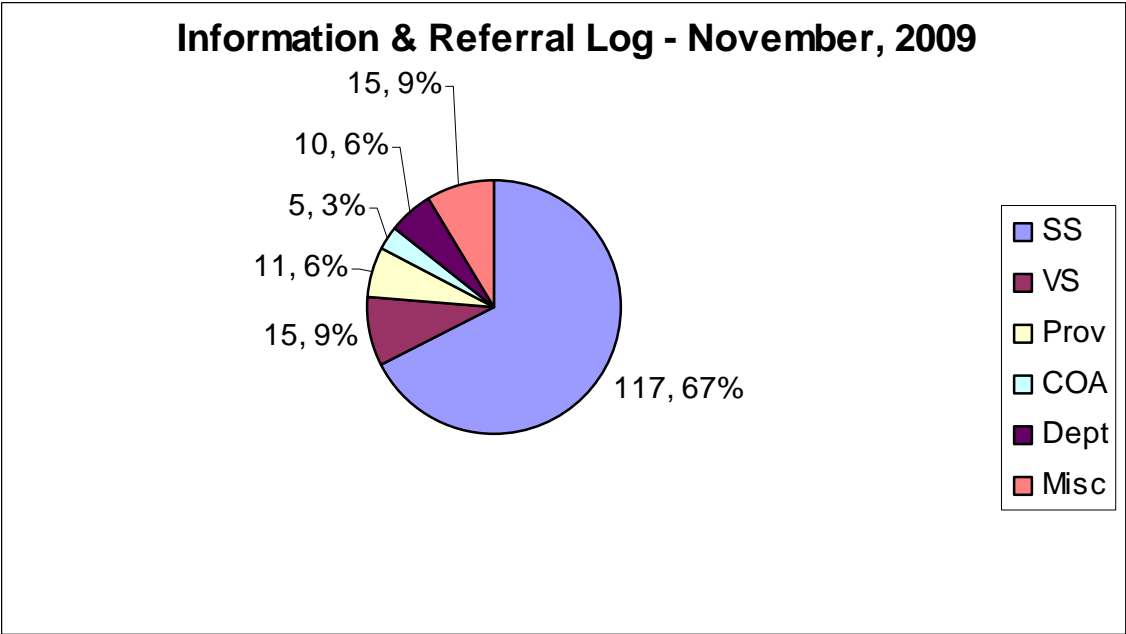
	Number Served		Number of Units		Cost	
	Current	YTD	Current	YTD	Current	YTD
<b>ACRDC-HDM</b>	195	300	3,564.00	32,501.00	\$17,784.36	\$162,179.99
<b>ACRDC-VT</b>	38	104	241.00	2,889.00	\$5,646.15	\$62,325.52
<b>AMS-PC</b>	54	82	722.25	6,142.00	\$12,855.50	\$110,556.00
<b>AMS-IHR</b>	39	53	398.25	2,247.00	\$6,479.38	\$38,606.25
<b>AMS-HMKG</b>	33	49	125.75	800.00	\$2,355.00	\$13,277.00
<b>Casco-VT</b>	9	17	39.00	581.00	\$632.60	\$9,571.28
<b>EC-HMKG</b>	79	154	308.75	3,376.25	\$6,146.50	\$67,496.50
<b>EC-PC</b>	28	53	359.25	4,114.75	\$6,466.50	\$74,065.50
<b>EC-IHR</b>	1	13	6.00	1,243.50	\$105.00	\$21,761.25
<b>Generations</b>	12	25	1,136.50	11,842.75	\$8,316.57	\$91,510.32

Allegan County Department of Senior Services  
October 2009 Monthly Report

Number Served by Contract - October 2009

Current  
YTD





**PARKING LOT**

7/17/09

Kevin Berry - Sawmill - pilot program

David D. Barber - Bankers Life and Casualty Co - 269-343-8541

Beth Nelson, Gilda's Club Grand Rapids - 800-326-1419 - [www.gildasclubgr.org](http://www.gildasclubgr.org)

Second Harvest Gleaners

Disability Networks

9/21/09

Margaret Bakker - Elder Abuse