

Allegan County Commission On Aging



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Allegan, MI 49010
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<http://www.allegancountycoa.org>

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING -Agenda

March 15, 2011, 1:30 to 3:30 pm

Spartan Room – Human Services Building

COMMISSIONERS

Don Black
269-792-6446
dblack@allegancounty.org
(Shelbyville)

Terry Burns
616-355-2525
tburns@allegancounty.org
(Saugatuck)

SENIOR MEMBERS

Doris Hawkey
269-672-5181
(Martin)

Sara Miller
269-672-7778
(Martin)

Eleanor Nielsen
269-673-2728
(Allegan)

George Waden
269-857-3472
Douglas

Vacant

MEMBERS AT LARGE

Sally Brooks
269-683-0260
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(Allegan)

Patricia Pera
269-543-3791
(Fennville)

Nancy Schmitt
269-694-9305
(Otsego)

Paul Visscher
269-857-4522
(Saugatuck)

CALL TO ORDER:

CONFIRMATION OF QUORUM:

APPROVE MEETING MINUTES from February 15, 2011 (*Attachment A*)

INTRODUCTIONS:

PUBLIC COMMENT:

COA MEMBER TIME:

PRESENTOR: David VanDeRoovaart

DISCUSSION:

1. Wait List Update
2. Membership Update
3. COA Website – pictures/bios on webpage
4. Vendor Trends review (***Attachment B***)
5. Transportation Overview (***not available at time of mailing***)

ACTION:

1. Recommend to BOC that fund balance be used to increase services.
2. Recommend to BOC that fund balance in the amount of \$5,000 per year be used to contract Personal Emergency Response Systems for remainder of 2011, 2012, 2013, 2014
3. Recommend to BOC that fund balance in the amount of \$5,000 per year be used to contract Caregiver Education and Support for remainder of 2011, 2012, 2013, 2014
4. Recommend to BOC that fund balance in the amount of \$500 be used to fund “Project Fresh” for 2011 with the possibility of renewal

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”

Agenda, Page #2

DIRECTOR'S REPORT: Sherry Torres (*Attachment C*)

REPORTS/MISC:

1. Outreach & Assessment Report: Rebekah Walton (***Attachment D***)
2. I & R Log (***Attachment E***)
3. COA Action Items Log (***Attachment F***)
4. Financials (***Attachment G***)- *Not available at time of mailing*
5. Quality Survey Results (***Attachment H***)

ADDITIONAL ATTACHMENTS:

Attachment I: Memorandum to David Vanderovaart

Attachment J: Projected Time Line

STORY: Rebekah Walton

ROUND TABLE:

ADJOURNMENT:

NEXT MEETING: April 19, 2011 Location SPARTAN ROOM

Allegan County Commission On Aging



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COMMISSION ON AGING **MEETING MINUTES**

February 15, 2011

Spartan Room – Human Services Building
3255 122nd Avenue, Allegan, MI 49010

COMMISSIONERS

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(Martin)

Eleanor Nielsen
269-673-2728
(Allegan)

George Waden
269-857-3472
(Douglas)

2 Vacant Seats

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(Saugatuck)

CALL TO ORDER: Meeting called to order by Chairperson, **Don Black** at 1:30 p.m.

CONFIRMATION OF QUORUM AND INTRODUCTIONS

MOTION TO APPROVE MEETING MINUTES OF JANUARY 24, 2011:
Eleanor Nielsen moved and **George Waden** seconded. **All voted yes – motion carried.**

INTRODUCTIONS:

Members present: Don Black, Terry Burns, Sara Miller, Eleanor Nielsen, Pat Pera, Nancy Schmitt and George Waden

Members absent: Sally Brooks and Paul Visscher

Guests present: Candy Boylan, Valerie Holmes and Janet Van Dyk

DISCUSSION:

1. Janet Van Dyk, Allegan County Resource Development Committee, requested additional funding for the Home Delivered Meals program and Volunteer Transportation program.
2. The wait list for in home support services was at 59 last month and is now at 1.
3. There are 2 open COA board member seats.
4. Changes to the provider invoices for 2011, which was provided in the board packet. Currently donations are handled 3 different ways and Sherry Torres is working on a plan to handle all donations in the same manner.
5. Commission on Aging members signed the Letter of Support for Allegan County Transportation's 5 year plan.

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ACTION:

1. Recommend Board of Commissioners replenish Specialized Services grant to Allegan County Transportation:

Date:	February 15, 2011									
Subject:	Recommend Board of Commissioners grant \$25,000 from 2010 surplus to supplement Specialized Services grant to Allegan County Transportation to provide transportation to seniors.									
Moved:	Eleanor Nielsen									
Second:	Nancy Schmitt									
Motion:	Motion Carried.									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Absent	Y		Y	Y	Y	Y	Absent	Y	

2. Recommend Board of Commissioners allocate funds to clear Home Delivered Meals wait list:

Date:	February 15, 2011									
Subject:	Recommend Board of Commissioners grant \$33,000 from 2010 surplus to serve clients on the wait list for home delivered meals, through the remainder of 2011.									
Moved:	Terry Burns									
Second:	Patricia Pera									
Motion:	Motion Carried.									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Absent	Y		Y	Abstain	Y	Y	Absent	Y	

3. Motion to formally remove Naomi Whetzel from COA board:

Date:	February 15, 2011									
Subject:	Motion to formally remove Naomi Whetzel from Commission on Aging board.									
Moved:	George Waden									
Second:	Sara Miller									
Motion:	Motion carried.									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Absent	Y		Y	Y	Y	Y	Absent	Y	

4. Motion to accept Doris Hawkey's resignation from COA board:

Date:	February 15, 2011									
Subject:	Motion to accept Doris Hawkey's resignation from Commission on Aging board.									
Moved:	Eleanor Nielsen									
Second:	George Waden									
Motion:	Motion carried.									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	

Y	Absent	Y		Y	Y	Y	Y	Absent	Y	
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5. Motion to recommend Board of Commissioners elect two new members to COA board:
 Moved by **Pat Pera** and seconded by **Terry Burns**.
All voted yes – motion carried.

6. Motion to place Medicaid Waiver clients to the top of the wait list:
 Moved by **Eleanor Nielsen** and seconded by **Nancy Schmitt**.
All voted yes – motion carried.

7. Motion to support and sign the letter of intent for ACT 5 year plan:
 Moved by **George Waden** and seconded by **Eleanor Nielsen**.
All voted yes – motion carried.

DIRECTOR’S REPORT: **Sherry Torres** presented her director’s report which was included in the prepared packet. **Sherry Torres** also covered the SWOT analysis from the January 2011 strategic planning session, which was also included in the board packet.

REPORTS/MISC:

1. Outreach & Assessment Report presented by **Rebekah Walton**
2. I & R Log
3. COA Action Items Log
4. Financials 2010 final
5. Quality Survey Results
6. Website performance results
7. Complete SWOT analysis

ROUND TABLE

Agenda Items for future meetings:

- New plan for handling donations – May 2011 agenda
- Commission on Aging website, member information
- Fund balance recommendations, percentage/trend review – David Vanderovaart – March 2011 meeting

ADJOURNMENT:

Moved by **Terry Burns** and seconded by **Nancy Schmitt**.
All voted yes – motion passed. Meeting adjourned by Chairperson, **Don Black** at 3:50 p.m.

NEXT MEETING: March 15, 2011, 1:30 pm – Spartan Room

Minutes respectfully submitted by Tammy Chapin.

PROVIDER	2009 CONTRACTED	2009 EXPENDITURE	2010 CONTRACTED	2010 EXPENDITURE	2011 CONTRACTED	2011 PROJECTION	% OF TOTAL REVENUE
ACRDC (HDM)	\$215,000 (total)	\$196,601.00	\$212,449.00	\$212,449.00	\$204,000.00	\$237,000 (+\$33,000 request)	25%
ACRDC (VT)	\$79,995 (total)	\$75,393.93	\$35,000 (7 months)	\$35,000 (7 months)	\$57,200.00	\$87,200 (+\$30,000 request)	83% (of transp %)
ALLIANCE HHS	\$283,303 (collectively)	\$208,475 (collectively)	\$298,998.00	\$261,801 *	\$292,000.00		64.5% (of IHS %)
CASCO TOWNSHIP	\$14,400.00	\$9,810.75	\$11,040 (collectively)	\$10,201.00	\$10,000.00		17% (of transp %)
EVERGREEN COMMONS	\$205,279 (collectively)	\$193,325.00	\$164,000.00	\$161,041.00	\$160,000.00		35.5% (of IHS %)
GENERATIONS	\$96,521 (total)	\$91,510.34	\$110,000.00	\$81,285 *	\$110,000.00		13%

*Unforeseen issues resulted in a surplus of funds for 2010. New processes have been implement to prohibit this issue from reoccurring in the future.

PERCENTAGE OF REVENUE BY SERVICE:

		10% INCREASE
HOME DELIVERED MEALS	25%	\$17,254.00
IN HOME SUPPORTS	54%	\$35,994.00
ADULT DAY CARE	13%	\$8,972.00
VOLUNTEER TRANSP.	8%	\$5,521.00

Director's Report

Greetings Friends!

As of today (March 9, 2011) there are 11 days to spring!!!!

This meeting is going to be a very important one for us; we are making concrete steps in how we want to spend the fund balance and what projects we will be adopting going forward. David Vanderroovaart will be joining us to answer any questions you may have and provide his guidance on the fund balance spend down. I have attached my recommendations along with the overall plan you all decided upon at our Strategic Planning Session in January (**Attachment I**). If you have specific questions you would like to pose to David, it would be helpful if you could e-mail them to me or give me a call **ASAP**. The answers to questions can be immediate if he has ample time to ponder them and research the answers.

One of the things that came out in our discussions during the Strategic Planning Session was the need for provider data from the previous 2 years, along with percentages by service. I have created a spreadsheet for you with that information (**Attachment B**). This will be important in deciding how to allocate the additional dollars from the fund balance. Keep in mind that we have already recommended \$33,000 for Home Delivered meals to the BOC which needs to be factored into the overall equation.

We will also be discussing the transportation program. A tremendous amount of work has gone into working out the details of how we can provide transportation as cost effectively as possible. Vicki Loll has been wonderful to work with on this project and has provided some terrific input. Her dedication to this project is refreshing and she has been a catalyst in bringing this very long project to a close.

Over the last month we have interviewed five volunteer drivers, all of whom are beginning the process of becoming county volunteers. In addition to working with our program, some of them will also provide volunteer transportation through the Generations program which will enable Kim to lower her transportation costs significantly.

We have also begun to do some comparisons to determine if we can combine some of the rides and double up in the vehicles and buses, and we've been able to free up some funding as a result. The new reporting form that we are working on will allow us to see addresses of the clients for all the providers so this will be easier to analyze.

Our Elder Abuse Prevention Coalition is up and running. I will be adding the minutes of that meeting to your board packets each month so you can see the work that's being done there. I'll also be able to show you the Elder Abuse page on our website.

Senior Fest is also in the final planning stages. This year our department is in charge of the workshops and the vendor registrations. The theme is "It's a Small World". Please mark May 5th on your calendar and plan to join us for this very fun day!

That's all the news for now – as always, please remember, **you** are the bridge between the seniors in **your community** and the services we provide. You are **their voice** and **their advocate**. Please get out and talk to your friends and neighbors. Pass out brochures and marketing supplies and bring their ideas and concerns back to our meetings.

I look forward to seeing you soon!

Sherry

Outreach and Assessment Coordinator Report

February 2011

Prepared by Rebekah Walton

February came and went very quickly even though it was a short month. I began case managing some new individuals who are requiring a significant amount of assistance. I do not anticipate two of them to be “easy fixes”, but can say with certainty that great things are happening.

I completed another SOAR application at the end of the month. The individual did not believe he/she had enough work credits to obtain retirement benefits, however will if he/she is not approved for disability. By being approved for disability, the individual would be eligible to receive Medicaid benefits. To be eligible for Medicaid, when under the age of 65 (when one typically becomes eligible for Medicare), you would have to be deemed disabled.

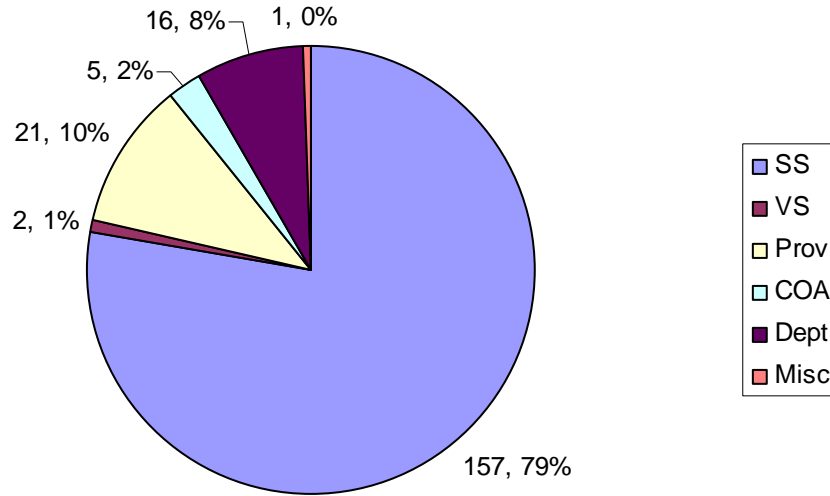
I had a very productive meeting with our service provider assessor's. We have decided that since many of the referrals come from local home health agencies that are looking to discharge, that I would schedule to meet with each agency one on one. It is important to understand what they can do for our senior as well as understanding what services the Allegan County Senior Millage can provide.

On February 11th, I attended Grand Valley State University's annual “Aging” conference. Although I was coming down with a mean “cold” at that time, it was a very good/educational day. It was worth all \$15.

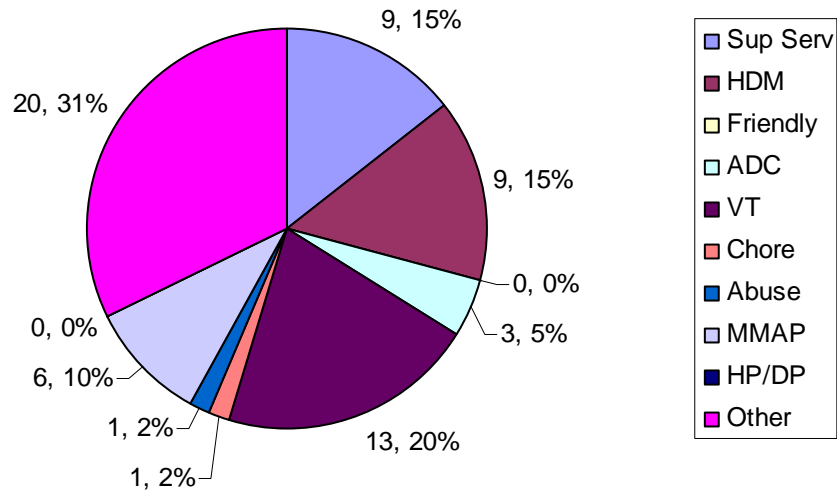
During the month of March, I do not have anything extravagant on the calendar, but hope that I can make a dent on my “to do” list. I am happy to announce that at the end of February, our in home support wait list was completely cleared. At the time I wrote this report, we have seven on our wait list for in home supports. Most of those on the wait list are currently receiving services from a provider, however are now requesting another service. The home delivered meal wait list has 11 individuals on it and Generations Adult Day has started a wait list for the first time in over a year.

I & R Log
February 2011

February by class



February by service



COMMISSION ON AGING
ACTION ITEMS LOG
2011

ACTION ITEM	DATE PRESENTED TO COA	PASS/FAIL	DATE OF RFA TO BOC	DATE PRESENTED TO BOC	PASS/FAIL	STATUS
Recommend By-Laws revision to BOC	9/21/2010	Pass	1/25/2011	2/10/2011	Pass	Complete
Recommend BOC grant \$25,000 to supplement Specialized Services grant to ACT to provide transportation to senior	2/15/2011	Pass	2/18/2011	3/10/2011		
Recommend BOC grant \$33,000 from 2010 surplus to serve clients on the wait list for home delivered meals through the remainder of 2011	2/15/2011	Pass	2/18/2011	3/10/2011		
Formally remove Naomi Whetzel from COA board	2/15/2011	Pass	2/18/2011	3/10/2011		
Accept Doris Hawkey's resignation from COA board	2/15/2011	Pass	2/18/2011	3/10/2011		
Recommend BOC elect 2 new members to COA board	2/15/2011	Pass	2/18/2011	3/10/2011		
Place Medicaid Waiver clients to the top of the wait list	2/15/2011	Pass	n/a			
Support & sign letter of intent for ACT 5 year plan	2/15/2011	Pass	n/a			

Quality Survey Results for
In Home Support Services

March 2011	Comments	Action
When asked if the office staff are courteous and helpful:		
100% responded yes	I don't always get an answer when I call, but when they do answer, they are always nice.	
When asked if their worker arrives on time:		
100% responded yes	1. She stays the entire time and she is fantastic! 2. Sometimes she is a little late, but when she is, she stays a little longer too.	
When asked if the services are performed according to their preferences:		
100% responded yes	1. She's pretty good! 2. My floors sparkle!	
When asked if they feel comfortable with their worker in their home:		
100% responded yes	1. Jane is wonderful!	
When asked if their worker obtained a signature each time:		
100% responded yes		
When asked if they would recommend our services to a friend:		
100% responded yes		
When asked if they are aware of the other programs offered through the Senior Millage:		
75% responded yes & 25% responded no		Explanation given to clients who were not aware of the other Senior Millage programs.
Additional Comments:		
1. I wish there were a million of Jane and I could have her help every day.		
2. Very nice girls, I would recommend.		

Allegan County Department of Senior Services



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Sherry Torres, Director

February 18, 2011

Memorandum to: David Vanderovaart

FROM: Sherry Torres

RE: Senior Services Fund Balance

In an effort to reduce the fund balance for Senior Services, which is currently approximately \$600,000, the following options are offered for consideration:

1. Increase the current levels of service by 5%, 10%, or 15% per year over the next 4 years (remainder of 2011, and all of 2012, 2013, 2014). Included in this recommendation is also the proposed percentage of the mil that should be requested in 2014 to continue services at the higher percentages. The amounts are as follows:

Current 2011 Service Total:	\$828,200
Current mil	.24

5% Increase to services

(Retroactive to 3/1/11 through 12/31/11)	\$34,508 increase
(2012, 2013, 2014)	\$124,230 (\$41,410 annually)

Total fund balance spent: \$158,738

Approximate increase required to next millage approved to continue at higher service levels: .252

10% Increase to services

(Retroactive to 3/1/11 through 12/31/11)	\$69,017 increase
(2012, 2013, 2014)	\$248,460 (\$82,820 annually)

Total fund balance spent: \$317,477

Approximate increase required to next millage approved to continue at higher service levels: .264

15% Increase to services

(Retroactive to 3/1/11 through 12/31/11)	\$103,525 increase
(2012, 2013, 2014)	\$372,690 (\$124,230 annually)

Total fund balance spent: \$476,215

Approximate increase required to next millage approved to continue at higher service levels: .276

2. Develop an RFP for Personal Emergency Response systems (PERS) for 2012 through 2014. The cost to provide 20 seniors with a PERS for one year is

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approximately \$5,000 annually. This is one of the highest requests we receive on a regular basis. The total amount of this expense would be \$15,000*.

3. Develop an RFP for Caregiver Education and Support for 2012 through 2014. The recommended amount is \$5,000 annually. The total amount of this expense would be \$15,000*.
4. Grant \$500 to ACRDC & MSU Extension for use in their Project Fresh Program. This program provides a senior with a coupon booklet for fresh produce to be purchased at Farmers Markets across the state. This program was funded the first two years through ARRA funding, which is now depleted. This funding is recommended for 2011 at this time with possible renewal for 2012-2014*.

* Millage increase projections do not reflect this amount.

Current Fund Balance:	Approximately \$600,000
Proposed PERS contract:	\$ 15,000
Proposed Caregiver Education contract:	\$ 15,000
Proposed Project Fresh Grant:	<u>\$ 500</u>
	\$569,500
Minus 5% increase to services	\$410,762
Minus 10% increase to services	\$252,023
Minus 15% increase to services	\$ 93,285

5. Based on the figures above, it would be my recommendation to increase services by 10%, along with the two proposed new services. This would allow some funds to remain for future projects. Additionally, I would recommend the increase to the overall millage amounts to include not only the increase for service percentages, but the new services as well.
6. The Commission on Aging ***cordially invites*** you to join us for our March 15, 2011 meeting to discuss this topic and provide your feedback and recommendation. The presentation portion of the meeting takes place at approximately 2:15pm. If you would like, I would be happy to send out a request for questions in advance to determine some of the areas of interest. Please let me know if you are unable to attend.

2011 PROJECTED TIMELINE

MONTH	PROJECTS	COMMITTEE	PRESENTATIONS	ACTIONS
JANUARY	STRATEGIC PLANNING SESSION			
FEBRUARY	REVIEW, RECOMMEND AND SET UP TIME LINE			
MARCH	FUND BALANCE	N/A	DAVID V.	PERS/CAREGIVER/PROJECT FRESH/
APRIL	COST SHARE/ PROVIDER FEEDBACK	N/A	KENT COUNTY	MOVE TO HAVE COST SHARE IN NEW RFP
MAY	TRAVEL MEETING ENDOWMENT FUND BEGIN RFP PLANNING	RFP COMMITTEE ESTABLISHED	THERESA BRAY COMMUNITY FOUNDATION	MOVE TO USE PERCENTAGE OF DONATIONS FOR ENDOWMENT FUND
JUNE	SPEAK UP SPEAK OUT & OLDER MICHIGANIAN'S	N/A	TOUR OTHER COA's	MINI GRANTS
JULY	TRAVEL MEETING RFP FINAL & CANDIDATE INTERVIEWS	RFP COMMITTEE	TOUR OTHER COA's	
AUGUST	PROVIDER ASSESSMENTS	N/A	ALZHEIMER'S PRESENTATION	
SEPTEMBER	TRAVEL MEETING SENIOR DIRECTORY & BOARD MEMBERSHIP	N/A	SENIOR DIRECTORY PRESENTATION	
OCTOBER	CAREGIVER RETREAT & FINAL RFP RECOMMENDATIONS	RFP COMMITTEE	FINAL RFP RECOMMENDATIONS	RECOMMEND BOC ACCEPT PROVIDERS RECOMMENDED AND INITIATE CONTRACTS
NOVEMBER	CONTRACTS SIGNED AND PROVIDER PRESENTATIONS	RENEWAL COMMITTEE	ACRDC (HDM/VT) & GENERATIONS	
DECEMBER	YEAR END STRATEGIC PLAN REVIEW/FUNDRAISER & PROVIDER PRESENTATION	RENEWAL COMMITTEE	ALLIANCE, CASCO & EVERGREEN COMMONS	