

# Allegan County Commission On Aging



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**Chairperson: Don Black**  
**Vice Chairperson: Terry Burns**

## COMMISSION ON AGING Meeting Minutes – May 17, 2011

### COMMISSIONERS

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

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

### SENIOR MEMBERS

**Sara Miller**  
269-672-7778  
(Martin)

**Eleanor Nielsen**  
269-673-2728  
(Allegan)

**George Waden**  
269-857-3472  
(Douglas)

**2 Vacant Seats**

### MEMBERS AT LARGE

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

**Patricia Pera**  
269-543-3791  
(Fennville)

**Nancy Schmitt**  
269-694-9305  
(Otsego)

**Paul Visscher**  
269-857-4522  
(Saugatuck)

**CALL TO ORDER:** Meeting called to order by Chairperson, **Don Black** at 1:35 p.m.

### CONFIRMATION OF QUORUM AND INTRODUCTIONS

**MOTION TO APPROVE MEETING MINUTES OF APRIL 19, 2011:**  
**Eleanor Nielsen** moved and **Nancy Schmitt** seconded. **All voted yes – motion carried.**

### PUBLIC COMMENT

### INTRODUCTIONS

Members present: Don Black, Sally Brooks, Terry Burns, Sara Miller, Eleanor Nielsen, Patricia Pera, Paul Visscher and George Waden  
Guests present: 3 guests present

### COA MEMBER TIME

#### ACTION:

- Don Black** appointed **Paul Visscher** to the RFP Sub-Committee to carry out the timeline for the RFP process. **George Waden** confirmed and **Eleanor Nielsen** seconded. **All voted yes- motion carried.**
- Approval of Policy and Procedure Manual with revisions:

Date:	5/17/11										
Subject:	Approval of Policy & Procedure Manual with revisions										
Moved:	Eleanor Nielsen										
Second:	Patricia Pera										
Motion:	Approval of Policy & Procedure Manual with revisions. Motion Carried.										
	Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Patricia Pera	Nancy Schmitt	Paul Visscher	George Waden	
	Y	Y	Y		Y	Y	Y	Y	Y	Y	

#### 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”

### 3. Approval of Donations Policy:

Date:	5/17/11									
Subject:	Approval of Option 2 in the Donations Policy Options									
Moved:	Eleanor Nielsen									
Second:	Patricia Pera									
Motion:	<p>Approval of Option 2 in the Donations Policy Options as stated below:            Option #2 allows the provider to subtract their donations from their cost of service each month, and the provider bills ACDSS for the remainder of the cost of service. This option most closely mirrors the intent of the P&amp;P manual regarding Program Income; however it is a challenge with regards to consistent spend out of the contract. However, the unspent dollars are returned to the Fund Balance for future use.            Motion Carried.</p>									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Patricia Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Y	Y		Y	Y	Y	Y	Y	Y	

### 4. Distribution of 10% increase to providers:

Date:	5/17/11									
Subject:	Distribution of 10% increase to service providers.									
Moved:	Terry Burns									
Second:	Paul Visscher									
Motion:	<p>Distribution of 10% increase to service providers. To be used whenever possible for services only, with no administrative costs. The distribution is as follows:            \$10,000 to ACRDC's Home Delivered Meals Volunteer Drivers            \$5,000 to ACRDC's Volunteer Transportation            \$26,000 for In Home Supports as follows:                • \$15,000 Evergreen Commons                • \$11,000 to Alliance HHS            \$1,000 to Casco Township            Remainder to Generations Adult Day Care minus \$5,000 for miscellaneous transportation.            Motion Carried.</p>									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Patricia Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Y	Y		Y	Abstain	Y	Y	Y	Y	

5. Recommend a resolution to the Board of Commissioners to declare June 2011 Elder Abuse Awareness Month:  
**Eleanor Nielsen** moved and **Nancy Schmitt** seconded. **All voted yes – motion carried.**

#### DISCUSSION:

- Cost Sharing – reviewed the 2 Cost Sharing Models which were included in the board packet.
  - The Grand Traverse Sliding Fee Scale model will be used to determine how many clients in ACDSS database would be charged a fee, based on household income, if a cost share

2. Review of RFP Timeline
3. Technical Assistance with HDM for upcoming RFP
  - Work needs to be done on the kitchen at ACMCC in order to bring it up to standards that are necessary to prepare home delivered meals.
  - **Sherry Torres** proposed that she work with Vicki Loll and Bill Hekker to obtain a dollar amount needed to bring the ACMCC kitchen up to standards and bring that amount to the next COA meeting.

**DIRECTOR'S REPORT:** **Sherry Torres** presented her director's report which was included in the prepared packet.

**Miscellaneous reports included in the board packet:**

1. Outreach & Assessment Report
2. I & R Log
3. COA Action Items Log
4. Financials
5. Quality Survey Results

**ROUND TABLE**

**ADJOURNMENT:**

Moved by **Patricia Pera** and seconded by **George Waden**. **All voted yes – motion carried.** Meeting adjourned by Chairperson, **Don Black** at 5:05 p.m.

**NEXT MEETING: June 21, 2011 – 1:30 pm in the Spartan Room**

Minutes respectfully submitted by Tammy Chapin.