

Allegan County Commission On Aging



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

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING

Revised Agenda

Spartan Room – Human Services Building
June 21, 2011

COMMISSIONERS

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

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

SENIOR MEMBERS

Toni Carroll
269-637-0410
toni@tonicarrolldesign.com
(Casco Township)

Sara Miller
269-672-7778
(Martin)

Eleanor Nielsen
269-673-2728
(Allegan)

Stuart Peet
269-672-9520
(Shelbyville)

George Waden
269-857-3472
(Douglas)

MEMBERS AT LARGE

Sally Brooks
269-683-0260
sbrooks@allegancounty.org
(Allegan)

Patricia Pera
269-543-3791
(Fennville)

Paul Visscher
269-857-4522
(Saugatuck)

VACANT SEAT

CALL TO ORDER:

CONFIRMATION OF QUORUM:

APPROVE MEETING MINUTES from May 2011 (*Attachment A*)

INTRODUCTIONS: Welcome to Toni Carroll and Stuart Peet

PUBLIC COMMENT:

COA MEMBER TIME:

BOARD EDUCATION:

ACTION:

1. Recommend increase to volunteer driver reimbursement to .50.5 per mile for ACRDC, Casco, and ACDSS volunteer Drivers retroactive to June 1st.
2. Sign thank you letter for Nancy Schmidt

DISCUSSION:

1. Vacant Board Seat (***Attachment B***)
2. Use of fund balance to implement a fan distribution project
3. Speak Up! Speak Out! Overview
4. Allegan County Medical Care Community as HDM Caterer

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***)
5. Quality Survey Results (***Attachment H***)

STORY:

ROUND TABLE

ADJOURNMENT:

NEXT MEETING: July 19, 2011- Sawmill Estates, 1185 Eagle Drive, Wayland

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

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING Meeting Minutes – May 17, 2011

COMMISSIONERS

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

Terry Burns
616-355-2525
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
(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&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.

Nancy Schmitt
1683 Oak St
Otsego, MI 49078
269-694-9305

Sherry Torres
Commission on Aging
3255 122nd Ave Suite 103
Allegan, MI 49010
June 1, 2011

Dear Sherry,

It is with regret that I have decided not stay with the COA. I realized at the last meeting that I don't have the time at present that you need for me to be an effective member. Plus I really want to be more than a voting member on another board at this point in my life. I'd like to take my skills and be working directly with the people.

You should know that you are probably the best director of meetings I've ever had the privilege of working with. Wow, how much we were able to accomplish in such a short time. Unbelievable!

You will have great success with the COA and the Commission Against Elder Abuse. Thank you for the opportunity to be a brief part of it all.

Sincerely,



Nancy Schmitt

Director's Report

Greetings Friends!

I hope you are all out enjoying the beautiful weather!

Speak Up! Speak Out! 2011 is now a memory. I can't honestly say it went smoothly, but it was an exercise in thinking on your feet for sure! We had one presenter cancel due to a family emergency, and two that got lost (one never did find her way). Fortunately, one of our vendors was an elder law attorney, and was gracious enough to assist us with an alternative workshop on wills and trusts.

Since we last saw each other, our team has become a little more educated; Tammy Chapin went to Indianapolis to the Mobility Management Conference, and Rebekah and I went to Lansing to the Annual AAA Conference. We all learned a lot and made lots of good contacts.

Our RFP process starts mid June and will take us through the end of the year before we have signed contracts with the providers. My thanks to Paul Visscher for his kind offer to work with us on this project. It is a very labor intensive process and I appreciate his dedication.

We will begin the assessment process in July for our current providers. Once these are complete, the providers will begin their presentations to you with the August meeting.

We finished our accounting for the Elder Abuse grant, and we spent the entire \$10,000; in fact we were \$4.88 over! We were able to purchase enough marketing materials and presentation materials to last us quite awhile, so we will have the ability to sustain ourselves for some time. Brainstorming is already underway on fundraising ideas for next year's event.

Our two newest board members (Toni Carroll and Stuart Peet) met with me for board orientation and I am confident they will be a wonderful addition to our group. They will be joining us for this meeting, so please join me in welcoming them to the COA.

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

May 2011

Prepared by Rebekah Dietsche

Did anyone notice the new last name? I'll give you a high five if you can pronounce it correctly ☺

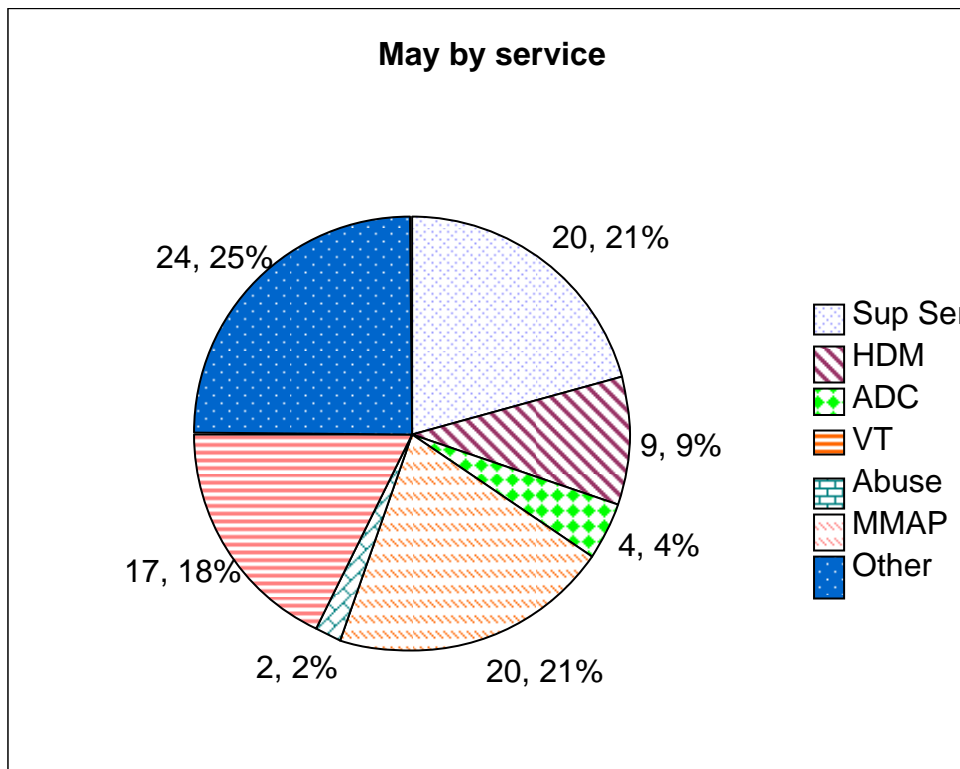
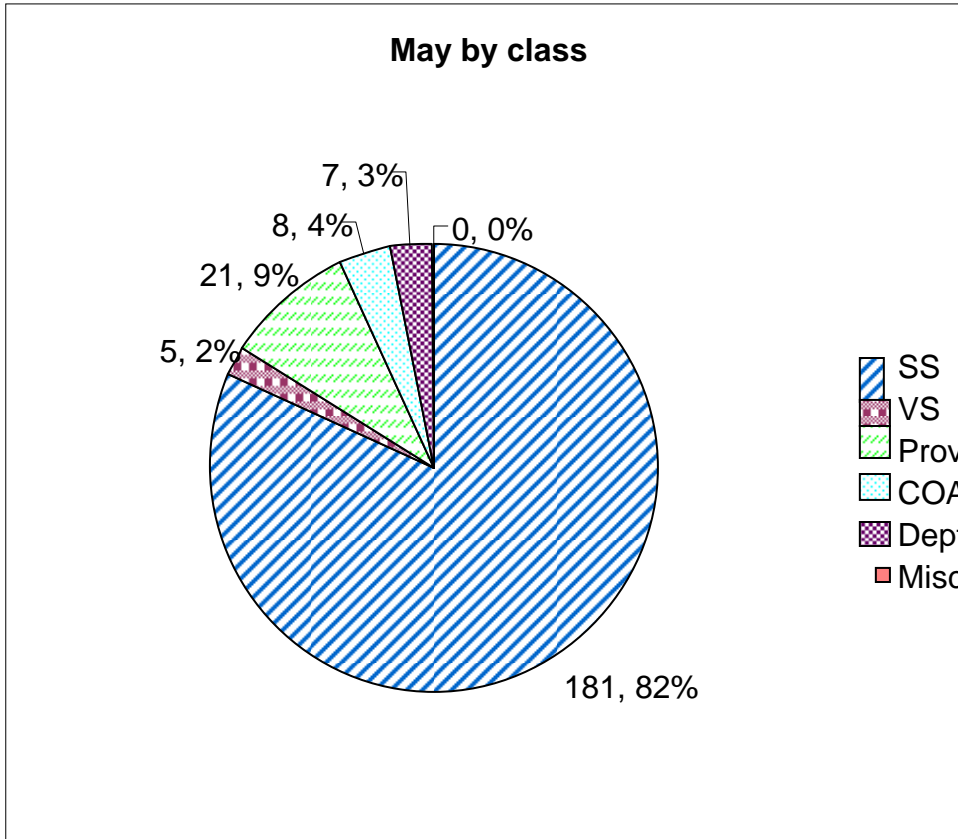
May was definitely conference and special event month. I'm sure you have probably heard, but the Senior Fest went well despite a few glitches. This was my third year of attendance, and I am beginning to see a pattern of attendees who look forward to this annual event. I also had an opportunity to attend a free conference put on by the Kent County Council on Aging (comparable to our Building Ties). The topic of the day was the "Forecasting the Senior Tsunami". Beginning January 1, 2011, the Baby Boomers "started", which was spoken about at great detail. It was interesting to learn why the year 1964 was chosen as the cut off for Baby Boomers? Anyone know why? If not, ask me and I'll tell you.

Sherry and I also got to attend the Area Agency on Aging Michigan conference toward the end of the month. I always look forward to the networking portion of it. I attended one of two days and sat in on a good class regarding those having PERS (Personal Emergency Response Systems) while on wait lists. Three companies worked together to conduct an 18 month study. At the end of the 18 month study, they found that those who were supplied with a PERS while on the wait list had far less falls/hospitalizations than those that chose not to take a PERS in the study. I keep thinking about what we will be able to do for our seniors once our program is up and running.

As of today's date, 6/6/11, we have 14 on the wait list for in home supports requesting Evergreen Commons and 11 on the wait list for Generations Adult Day. With the current release of funds, I will not know how those two will be affected until the May invoices come in, which will be later on this week for one and later in the month for the other.

My case coordination cases continue to keep me busy aside from the other day to day stuff. I'm working with APS (Adult Protective Services) on three cases. Some we just don't know where it will take us. We are very fortunate to have a good relationship with them. Some times their "clout" comes in very handy for difficult situations. All in all, it was a very busy and satisfying month.

I & R Log
 May 2011



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
Paul Visscher appointed to RFP sub-committee	5/17/2011	Pass	n/a	n/a	n/a	Complete
Approval of Policies & Procedures Manual	5/17/2011	Pass	n/a	n/a	n/a	Complete
Approval of Donations Policy	5/17/2011	Pass	n/a	n/a	n/a	Complete
Distribution of 10% increase to services providers	5/17/2011	Pass	5/24/2011	6/23/2011		
Recommend the BOC declare June 2011 Elder Abuse Awareness month in the County of Allegan	5/17/2011	Pass	5/24/2011	6/9/2011	Pass	Complete
Recommend to the BOC that \$20,000 be granted to ACRDC from Fund Balance to remove wait list for transportation	4/19/2011	Pass	4/26/2011	5/12/2011	Pass	Pending provider's signature
Rescind Motion made of March 15, 2011 for Project Fresh	4/19/2011	Pass	n/a	n/a	n/a	Complete
Recommend BOC fund 500 coupon books at a cost of \$6,240 for Project Fresh	4/19/2011	Pass	4/20/2011	4/28/2011	Pass	Complete
Recommend the BOC declare May as Older American's month in the County of Allegan	4/19/2011	Pass	4/29/2011	5/12/2011	Pass	Complete
Two Cost Sharing Models on the agenda for the May Meeting	4/19/2011	Pass	n/a	n/a	n/a	
RFP Bus-Committee to be appointed in May 2011	4/19/2011	Pass	n/a	n/a	n/a	

COMMISSION ON AGING
ACTION ITEMS LOG
2011

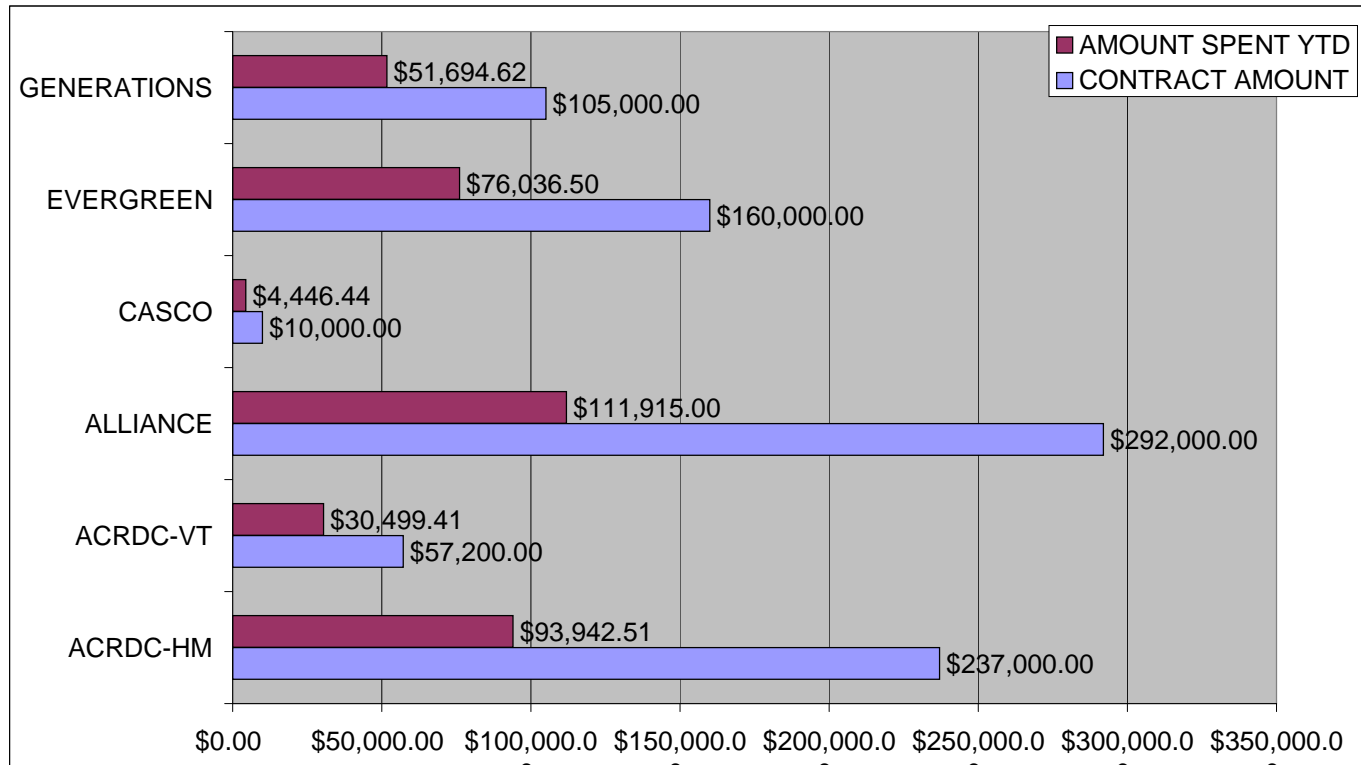
Recommend to the BOC that the fund balance be used to increase services by 10% as presented by Sherry Torres and supported by David Vanderroovaart.	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	
Recommend to the BOC that the fund balance in the amount of \$5,000 per year be used to contract for Personal Emergency Response Systems (PERS) for the remainder of 2011, 2012, 2013 and 2014	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	
Recommend to the BOC that the fund balance in the amount of \$5,000 per year be used to contract Caregiver Education and Support for the remainder of 2011, 2012, 2013 and 2014	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	
Recommend to the BOC that the fund balance in the amount of \$500 be used to fund "Project Fresh" for 2011 with the possibility of renewal	3/15/2011	Pass	n/a	n/a	n/a	Re-visited by COA on 4/19/11, motion of 3/15/11 rescinded & new motion made, see above.
Recommend BOC grant \$25,000 to supplement Specialized Services grant to ACT to provide transportation to senior	2/15/2011	Pass	2/18/2011	3/24/2011	Pass	Complete

COMMISSION ON AGING
ACTION ITEMS LOG
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	3/24/2011	Pass	Complete
Formally remove Naomi Whetzel from COA board	2/15/2011	Pass	2/18/2011	3/10/2011		Complete
Accept Doris Hawkey's resignation from COA board	2/15/2011	Pass	2/18/2011	3/10/2011		Complete
Recommend BOC elect 2 new members to COA board	2/15/2011	Pass	2/18/2011	3/10/2011		Pending

Allegan County Commission on Aging
 Monthly Financial Report
 Through May 31, 2011

SERVICE PROVIDER	Number Served		Number of Units		Cost	
	Current	YTD	Current	YTD	Current	YTD
ACRDC-HDM	216	326	4,038	18,751	\$20,230.38	\$93,942.51
ACRDC-VT	46	174	9094	34,269	\$8,093.66	\$30,499.41
CASCO-VT	9	16	900	4996	\$801.00	\$4,446.44
ALLIANCE HHS	144	159	1,474	6,218	\$26,532.00	\$111,915.00
EVERGREEN COMMONS	106	121	830	4224.25	\$14,931.00	\$76,036.50
GENERATIONS ADC	20	27	1,101	5,810.00	\$8,788.82	\$51,694.62



Quality Survey Results for
Adult Day Care

June 2011	Comments	Action
When asked if their family member enjoys the activities provided and if there is enough variety		
100% responded yes		
When asked if their family member enjoys the meals provided		
100% responded yes		
When asked if they would recommend the Adult Day Program to others		
100% responded yes		
When asked if they are aware of the other programs offered through the Senior Millage:		
100% responded yes		
Additional Comments:		
1. This is an excellent program!		
2. Seems like a good program.		