

Allegan County Commission On Aging



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<http://www.allegancountycoa.org>

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING -Agenda

July 19, 2011 – 1:30 pm
Sawmill Estates in Wayland

COMMISSIONERS

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

Terry Burns
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tburns@allegancounty.org
(Saugatuck)

SENIOR MEMBERS

Toni Carroll
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(South Haven)

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
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(Allegan)

Patricia Pera
269-543-3791
(Fennville)

Paul Visscher
269-857-4522
(Saugatuck)

CALL TO ORDER:

CONFIRMATION OF QUORUM:

APPROVE MEETING MINUTES from June 21, 2011 (*Attachment A*)

INTRODUCTIONS:

PUBLIC COMMENT:

COA MEMBER TIME:

BOARD EDUCATION: Use of “Commercial Exercise Time”

ACTION:

1. Rescind request for approval of fan project
2. Rescind request for approval of feasibility study funds
3. Change or cancel September COA meeting due to schedule conflict for Don/Terry

DISCUSSION:

1. Mini grant project
2. Upcoming move
3. Use of Discretionary Fund to purchase fans as needed

DIRECTOR’S REPORT: Sherry Torres (*Attachment B*)

REPORTS/MISC:

1. Outreach & Assessment Report: Rebekah Dietsche (*Attachment C*)
2. I & R Log (*Attachment D*)
3. COA Action Items Log (*Attachment E*)
4. Financials (*not available at time of mailing*)
5. Quality Survey Results (*Attachment F*)
6. Acronyms (*Attachment G*)

STORY:

ROUND TABLE

ADJOURNMENT:

NEXT MEETING:

August 16, 2011 – 1:30 pm Location: SPARTAN ROOM

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”

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COMMISSION ON AGING Meeting Minutes – June 21, 2011

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VACANT SEAT

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

CONFIRMATION OF QUORUM

MOTION TO APPROVE MEETING MINUTES OF MAY 17, 2011: Eleanor Nielsen moved and Paul Visscher seconded. **All voted yes – motion carried.**

INTRODUCTIONS:

- Welcome new members Toni Carroll and Stuart Peet
- Members present: Don Black, Sally Brooks, Terry Burns, Toni Carroll, Sara Miller, Eleanor Nielsen, Stuart Peet, Patricia Pera, Paul Visscher and George Waden
- Guests present: Bill Hekker

ACTION:

1. Allegan County Medical Care Community as home delivered meals caterer:

Date:	6/21/11									
Motion:	Recommend the Board of Commissioners engage a culinary engineer (identified by the Commission on Aging and Allegan County Medical Care Community) to conduct a feasibility study - not to exceed \$10,000, to determine the Allegan County Medical Care Community's capability for home delivered meal preparation. Motion carried.									
Moved:	Sally Brooks									
Second:	Sara Miller									
	Don Black	Sally Brooks	Terry Burns	Toni Carroll	Sara Miller	Eleanor Nielsen	Stuart Peet	Patricia Pera	Paul Visscher	George Waden
	Y	Y	Y	Abstain	Y	Y	Y	Y	Y	Y

2. Motion made to accept Nancy Schmitt's resignation from the Commission on Aging. Moved by **Eleanor Nielsen** and seconded by **Patricia Pera**. **All voted yes – motion carried.**

Mission Statement

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3. Recommend increase to volunteer driver reimbursements to .505 per mile:

Date:	6/21/11										
Motion:	Approve the increase for volunteer driver reimbursement to .505 per mile for ACRDC, Casco and ACDSS volunteer drivers, retroactive to June 1, 2011. Motion carried.										
Moved:	Toni Carroll										
Second:	George Waden										
Don Black	Sally Brooks	Terry Burns	Toni Carroll	Sara Miller	Eleanor Nielsen	Stuart Peet	Patricia Pera	Paul Visscher	George Waden		
Y	Y	Y	Y	Y	Abstain	Y	Y	Y	Y		

4. Use of fund balance to implement a fan distribution project:

Date:	6/21/11										
Motion:	Recommend the Board of Commissioners authorize \$500 from fund balance to purchase fans. Motion carried.										
Moved:	Eleanor Nielsen										
Second:	Paul Visscher										
Don Black	Sally Brooks	Terry Burns	Toni Carroll	Sara Miller	Eleanor Nielsen	Stuart Peet	Patricia Pera	Paul Visscher	George Waden		
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		

DISCUSSION:

1. Bill Hekker from the Allegan County Medical Care Community discussed using their facility for home delivered meals
2. Vacant Board Member Seat –
 - Thank you letter for Nancy Schmitt signed by Commission on Aging members
 - Candidate for vacant seat should be someone who has a heart for seniors and is comfortable with being in touch with their community
 - Candidate should realize that the Commission on Aging are the decision makers and not the “hands on” with the seniors
 - Looking for someone in the Wayland, Hopkins or Otsego area
3. Use of fund balance to implement a fan distribution project:
 - Sherry Torres spoke with the manager of Pamida in regards to setting up an account for the purchase of fans and also learned of the Pamida Foundation which may provide a grant to purchase fans
4. Speak up Speak Out overview

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

REPORTS INCLUDED IN 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 Terry Burns and seconded by George Waden. **All voted yes – motion carried.** Meeting adjourned by Chairperson, **Don Black** at 4:00 p.m.

NEXT MEETING: July 19, 2011 – 1:30 p.m. at Sawmill Estates, 1185 Eagle Drive, Wayland

Minutes respectfully submitted by Tammy Chapin.

Director's Report

Greetings Friends!

I hope you are all out enjoying the beautiful weather!

This has been an exciting and busy month! Our team is working harder than ever to support our seniors, while making plans to relocate upstairs. This will be a fast move (we start the week of July 25th), but we are excited to be upstairs with easier access to our seniors.

We began our assessments this month, with Casco Senior Care program. All went fairly well, and it was nice to visit that facility and see their plans for future expansion at the Township building.

We also sent out our first RFPs this month; In-Home Supports Services and Caregiver Education. I'd like to thank Paul Visscher once again for agreeing to assist us through this process. Paul will be reading all the grants, and participating in the selection process, supported by our staff when his schedule doesn't allow him to be with us.

Adult Day Care and Personal Emergency Response Systems will be the next two bids, followed by Home Delivered Meals and Volunteer Transportation. I don't have exact dates as of yet, but now that we have all the standard verbiage done, the remainder of the RFPs should be a breeze.

I presented to the lovely ladies of the Saugatuck Women's Club this past month, and they were gracious enough to send us a \$100 donation! That was a lovely facility filled with many wonderful ladies. I hope they invite us to come back and see them again next year.

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

June 2011

Prepared by Rebekah Dietsche

Once I sat down to prepare this report, I realized that we had a quiet month of June for a reason. For the first time in awhile, I felt like I was keeping up with everything, and then July 1 came along. I will eventually learn to watch for those signs and prepare for what might come next ☺

I had the opportunity to have a very late lunch with the social workers at Holland Hospital Home Health. It was very informative for not only myself, but for them also. As a result of our meeting, we recruited a couple of more members for our Elder Abuse Prevention Coalition.

Late last month, the Department of Senior Services was awarded the opportunity to partner with Area Agency on Aging of Western Michigan to assist Allegan County's Medicare beneficiaries. What this means is, I will be doing outreach with the physician's offices and Medicare beneficiaries throughout Allegan County to discuss the Affordable Care Act that is being offered to those who have both Medicare A and B coverage. As part of this agreement, I will be required to complete seven visits with Physician's office and/or Medicare beneficiaries. Since the implementation of the ACA (Affordable Care Act), there has been an increase in coding errors and many beneficiaries unaware of the new services available to them which may have cost him/her an arm and a leg in prior years. Since I'm already out in the community, it makes sense to add this to my outreach duties.

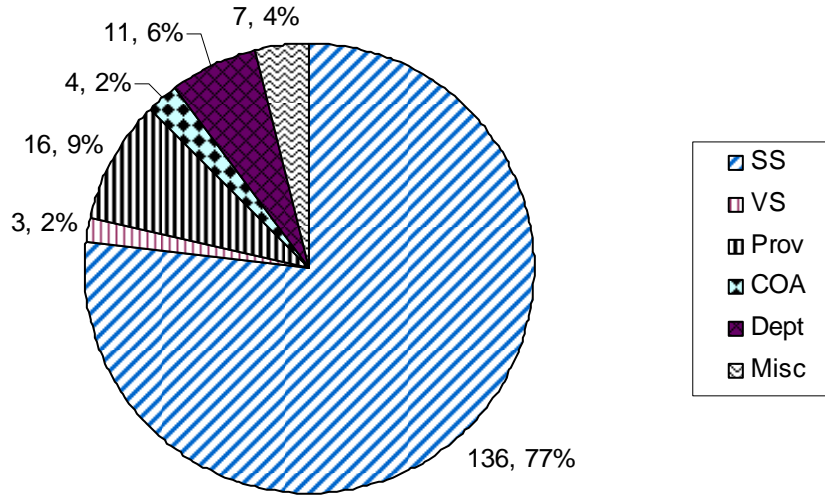
Our Building Ties group lost the United Way as our Fiscal Agent. In order to ensure that we (Building Ties) had the ability to deposit and distribute funds as requested, I accepted the nomination to become Treasurer at our meeting on June 30th, 2011. There was also a passing of the torch for our chairman.

Throughout the month, please keep in mind this number reflects unduplicated contacts and most contacts were more than two hours each, I assisted 11 individuals with MMAP issues. My most recent SOAR application was also approved at the state level, so this senior now has a little bit of income coming in to prevent him from becoming homeless. He now also has healthcare coverage to assist with his disability.

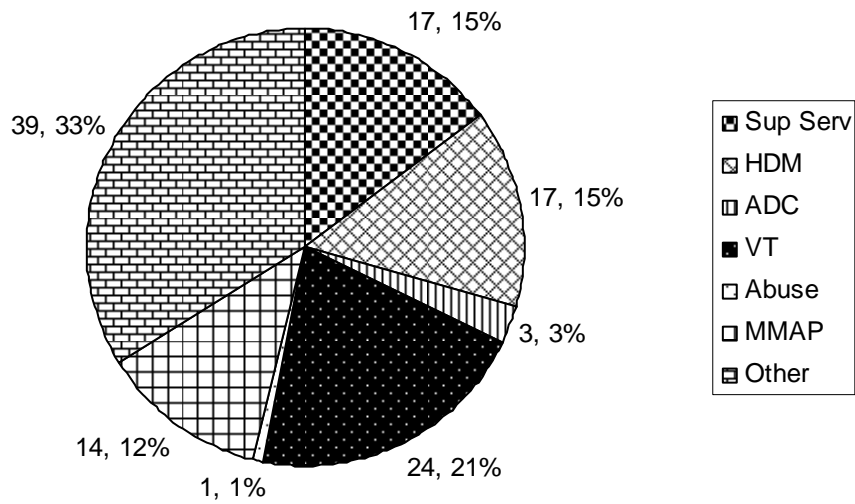
At the time that this report was written the millage had 41 on the wait list for in home supports, 13 for Generations, and was wait list free for volunteer transportation and home delivered meals.

I & R Log
June 2011

June by class



June 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
Allegan County Medical Care Community as home delivered meals caterer - feasibility study	6/21/2011	Pass	6/24/2011			Motion needs to be re-visited by COA on 7/19/11
Accept Nancy Schmitt's resignation from the COA	6/21/2011	Pass	n/a	n/a	n/a	Complete
Approve increase for volunteer drivers to .505 per mile for ACRDC, Casco & ACDSS volunteer drivers	6/21/2011	Pass	n/a	n/a	n/a	To Executive Team on 7/6/11
Use of fund balance to implement a fan distribution project	6/21/2011	Pass				Motion needs to be re-visited by COA on 7/19/11
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	4/28/2011	Pass	Contract amendments signed & mailed to service providers week of 7/4/11. Pending signatures of service providers and return of signed copies.

COMMISSION ON AGING
ACTION ITEMS LOG
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	
Recommend to the BOC that the fund balance be used to increase services by 10% as presented by Sherry Torres and supported by David Vanderovaart.	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	Complete
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	Complete

COMMISSION ON AGING
ACTION ITEMS LOG
2011

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	Complete
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
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

Quality Survey Results July 2011 In-Home Support Services

1. When you need to call the office staff, are they courteous and helpful?
 - 5 out of 6 responded yes
 - 1 has not called the office
2. Does your worker arrive on time and stay with you for the entire time scheduled?
 - 5 out of 6 responded yes
 - 1 said that her worker has been late due to the M-89 construction, but added she is great!
3. Does your worker perform the services according to your preferences?
 - 6 out of 6 responded yes
4. Do you feel comfortable with your worker in your home?
 - 6 out of 6 responded yes
5. Does your worker obtain your signature each time?
 - 6 out of 6 responded yes
6. Would you recommend the In-home Supports Services to a friend?
 - 6 out of 6 responded yes and 2 people have made recommendations to friends
7. Are you aware of the other programs offered through the Senior Millage?
 - 3 out of 6 responded yes
 - 3 out of 6 responded no and an explanation of other services was provided resulting in 3 people interested in volunteer transportation
8. Do you have any additional comments?
 - Judy is super great!
 - I am very happy and it's been a blessing.
 - I would recommend Rose.
 - You are a Godsend!

Alliance Home Health Care Services and Evergreen Commons are the service providers for in home support services.

Acronym	Name
AAA	Area Agency on Aging
AAAWM	Area Agency on Aging of Western Michigan
ACDSS	Allegan County Department of Senior Services
ACRDC	Allegan County Resource Development Committee, Inc
ACT	Allegan County Transportation
ADC	Adult Day Care
APS	Adult Protective Services
ASL	Assisted Living
BOC	Board of Commissioners
CMH	Community Mental Health
COA	Commission on Aging
DHS	Department of Human Services
DSS	Department of Senior Services
EGC	Evergreen Commons
FA	Food Assistance
HDM	Home Delivered Meals
HMKG	Homemaking
I & R Log	Information & Referral Log
IHR	In Home Respite
IHS	In Home Support
LTC	Long Term Care
MACC	Michigan Association of County Commissioners
MACC	Multi Agency Collaborating Council
MMAAP	Medicare/Medicaid Assistance Program
MW	Medicare Waiver
O&A Report	Outreach & Assessment Report
PC	Personal Care
RFA	Request for Approval
RFP	Request for Proposal
SWOT	Strengths, Weaknesses, Opportunities and Threats
VPA	Visiting Physicians
VS	Veterans Services
VT	Volunteer Transportation