

Allegan County Commission On Aging



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Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING -Agenda

August 16, 2011 – 1:30 pm

Spartan Room – Human Services Building

COMMISSIONERS

Don Black
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(Shelbyville)

Terry Burns
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(Saugatuck)

SENIOR MEMBERS

Toni Carroll
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(Casco Twp)

Sara Miller
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(Martin)

Eleanor Nielsen
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Stuart Peet
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George Waden
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(Douglas)

MEMBERS AT LARGE

Sally Brooks
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(Allegan)

Patricia Pera
269-543-3791
(Fennville)

Paul Visscher
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(Saugatuck)

CALL TO ORDER:

CONFIRMATION OF QUORUM:

APPROVE MEETING MINUTES from July 19, 2011 (*Attachment A*)

INTRODUCTIONS:

PUBLIC COMMENT:

COA MEMBER TIME:

BOARD EDUCATION: Theresa Bray, AC Community Foundation

ACTION:

1. Rescind request for approval of fan project
2. Rescind request for approval of feasibility study funds

DISCUSSION:

1. Mini Grant proposal
2. Senior Day at the Fair

Presentation: Endowment Funds

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

REPORTS/MISC:

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

STORY:

ROUND TABLE

ADJOURNMENT:

NEXT MEETING: September 27, 2011 – 10:00 am – 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 – July 19, 2011

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VACANT SEAT

CALL TO ORDER: Meeting called to order by Chairperson, **Don Black** at 1:45 p.m.

INTRODUCTIONS:

- Members present: Don Black, Terry Burns, Toni Carroll, Eleanor Nielsen, Stuart Peet, Paul Visscher and George Waden
- Members absent: Sally Brooks, Sara Miller and Patricia Pera
- Guests present: 10 guests present
- Sherry Torres explained to the meeting guests the services that are available through Allegan County Department of Senior Services

BOARD EDUCATION:

- Don Black demonstrated 3 exercises that can be done, while seated, during television commercial time

CONFIRMATION OF QUORUM

MOTION TO APPROVE MEETING MINUTES OF JUNE 21, 2011: Eleanor Nielsen moved and Paul Visscher seconded. **All voted yes – motion carried.**

ACTION:

1. Don Black stated there are two action items on the agenda to rescind two previous motions, which the COA is not able to take action on because it requires two-thirds vote of the body and two-thirds vote not present. Sherry Torres explained why the two motions needed to be rescinded.
2. Motion made to change the September COA meeting date to September 27, 2011 at 10 a.m. **Terry Burns** moved and **George Waden** seconded. **All voted yes – motion carried.**

PUBLIC COMMENT:

- Guest introductions made

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”

- Would like to see more activities for Senior Citizens in the Wayland area, such as bingo

DISCUSSION:

- Sherry Torres would like to work together with COA members on mini grants which would be used as start up money to create mini COA groups throughout the county
- Thoughts on mini grants include:
 1. Use Casco Township program as a model
 2. Church in Pullman possible option
 3. Train the trainers programs available
 4. Prospect – find out where people want to get together and what they want to do when they get together
 5. Looking at St. Therese in Wayland
 6. Sustainability through donations
 7. We need a group of people who want to make a difference
 8. Sign up sheet sent around for people who are interested in helping
- The Allegan County Department of Senior Services will be moving to the first floor and share space with the Health Department

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 presented by Rebekah Dietsche
2. I & R Log
3. COA Action Items Log
4. Financials
5. Quality Survey Results – In Home Support Services
6. Acronyms

ROUND TABLE

ADJOURNMENT:

Moved by **Terry Burns** and seconded by **Stuart Peet**. **All voted yes – motion passed.** Meeting adjourned by Chairperson, **Don Black** at 3:00 p.m.

NEXT MEETING:

August 16, 2011 – 1:30 p.m.

Location to be announced

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! We are settled into our new offices and with a few minor changes still in the works, its business as usual!

We have completed assessments for ACRDC, Generations, and both Alliance locations. The only remaining assessment is for Evergreen Commons. With the exception of a very few minor "human errors" the programs are all operating flawlessly! I am very proud of our providers as I'm sure you will be when they begin their presentations next month.

We also are in the middle of our RFP process for In-Home Supports (in our spare time). My heartfelt thanks go to Paul Visscher for the work he has done with this project. There was a very short turn around time for this first set (with 5 proposals to read) and he pitched right in without complaint! You are awesome Paul!

Rebekah and I attended a 1 day training on Person Centered Planning that was held by OSA, and we both found it very interesting and are excited about the possibility of bringing this training to our providers for in-services, and will also adapt it for use in caregiver trainings and as a break out for our upcoming Caregiver Retreat.

Lastly, I also had the honor and privilege this month to be part of the planning for the Senior Day at the Fair. As most of you know, Eleanor's late sister Carolyn has planned this event for 20+ years, and she was missed greatly around that table! The committee has also asked that the Commission on Aging spearhead this event going forward after this year. I think this is a wonderful opportunity for us to continue the great work that has been done over the years, and I'm grateful for their request.

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 Assistance Coordinator Report

July 2011

Prepared by Rebekah Dietsche

July whizzed right by. Come August 1, I think we were all asking each other where July went. I had 13 MMAP contacts throughout the month. It seems that the contacts I had with MMAP were not short and sweet like they sometimes can be. I've learned over the past few months that more and more individuals are losing their credible health coverage through their former employer. It's causing a lot of undue stress to many beneficiaries. It's times like these that I'm proud to be a counselor. I don't know how some folks weigh through it all without someone to assist them.

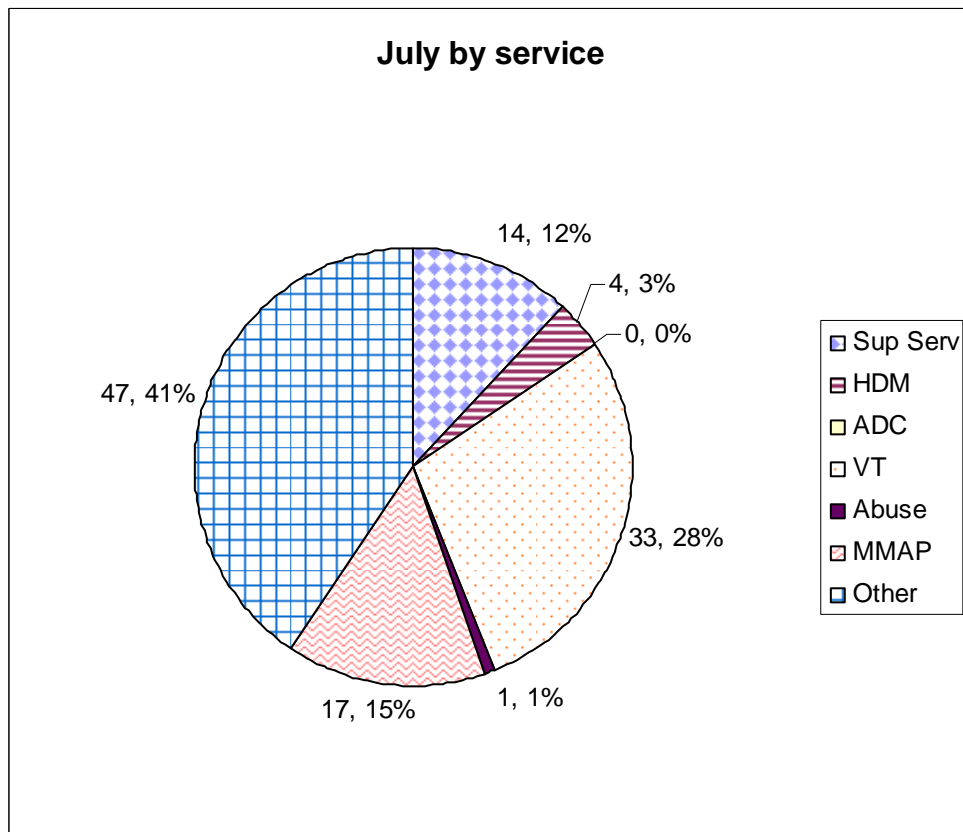
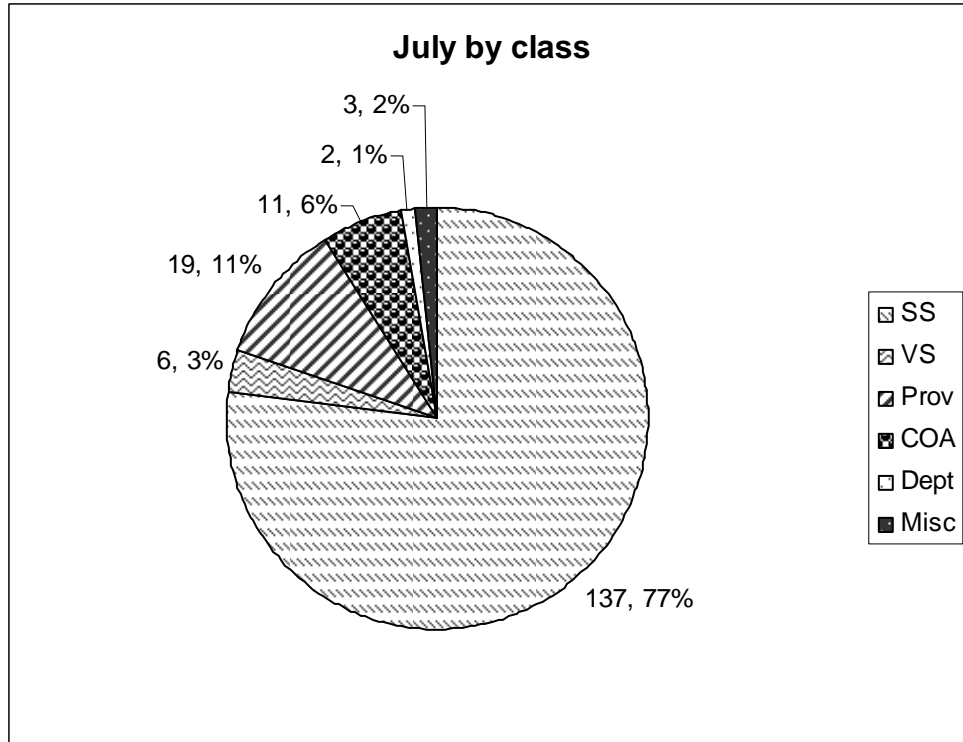
I had three home visits during the month, one that kept one of our seniors from being evicted. Believe it or not, some folks are taking what they are learning from our Elder Abuse Prevention Coalition very seriously. So seriously that it almost caused an eviction after residing in the same apartment complex for 23 years. We did however, smooth out the ruffles and this senior now has some nice updates to her apartment.

I was out of the office six days throughout the month attending trainings. Five were for MMAP. With the Affordable Care Act and Medicare Fraud on the rise, there were a lot of things to get up to date on. One of the trainings also consisted of MMAP Recognition. I received an award for being "A Perfect Fit" for MMAP. They got my new last name spelled correctly on the certificate, but by golly my first name was spelled incorrectly. Another training that I attended revolved around Person Centered Planning. Looking back to when I first started with Senior Services, we have come a long way, but we still have a lot of road ahead of us.

Our wait lists have continued to grow. As of 8/5/11, we had 60 on the wait list for in home supports and 14 for Generations. Home Delivered Meals has been considering starting a wait list; however we have not yet been informed. Tammy can fill you in on how volunteer transportation has been going.

Unless I forgot something, which is possible, that is about all for the month of July.

I & R Log
July 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
Change September COA meeting date to September 27, 2011 at 10 am	7/19/2011	Pass	n/a	n/a	n/a	Complete
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 8/16/11
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 8/16/11
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

COMMISSION ON AGING
ACTION ITEMS LOG
2011

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.
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 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
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

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

Quality Survey Results August 2011 Volunteer Transportation

1. When you call to arrange a ride, is the scheduler courteous and helpful?
 - 4 out of 4 responded yes
2. Does your driver arrive when expected?
 - 4 out of 4 responded yes
3. Does the driver stay with you or just drop you off? If dropped off, are you picked up as arranged?
 - 4 out of 4 responded yes
4. Does the driver assist you with getting to and from the car and help you with any packages?
 - 3 out of 4 responded yes
 - 1 person said they have all helped with packages except for 1 driver
5. Would you recommend volunteer transportation to a friend?
 - 4 out of 4 responded yes
6. Does your driver obtain your signature each time?
 - 4 out of 4 responded yes
7. Are you aware of the other programs offered through the Senior Millage?
 - 4 out of 4 responded yes
8. Do you have any additional comments?
 - I am very satisfied and I don't know what I would do without your help!
 - I enjoy the company
 - I have no complaints
 - I think they are wonderful!
 - This is a wonderful service and the gal that comes here is super wonderful!
 - I am glad this service is available

Allegan County Resource Development Committee, Inc (ACRDC) and Casco Township Senior Care Program are the service providers for volunteer transportation.