

Allegan County Commission On Aging



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

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING -Agenda

Tuesday, September 27, 2011, 10:00 am
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

Toni Carroll
269-637-0410
(Casco Twp)

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)

1 vacant seat

CALL TO ORDER:

CONFIRMATION OF QUORUM:

APPROVE MEETING MINUTES from August 2011 and Special COA Meeting on September 1, 2011 (*Attachment A*)

INTRODUCTIONS:

PUBLIC COMMENT:

COA MEMBER TIME:

BOARD EDUCATION: Susan Katt, Casco Senior Care Program (program overview)

ACTION:

1. October Meeting (*Attachment B*)

DISCUSSION:

1. Cost share overview (*Attachment C*).
2. Senior Directory (*handouts will be available at the meeting*).

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

REPORTS/MISC:

1. Outreach & Assessment Report: Rebekah Dietsche (*Attachment E*)
2. I & R Log (*Attachment f*)
3. COA Action Items Log (*Attachment G*)
4. Financials (*Attachment H*)
5. Quality Survey Results (*Attachment I*)

STORY:

ROUND TABLE

ADJOURNMENT:

NEXT MEETING: TBA at the end of this meeting!

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

August 16, 2011 – 1:30 pm

Spartan Room – Human Services Building

COMMISSIONERS

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

Terry Burns
616-355-2525
tburns@allegancounty.org
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CALL TO ORDER: Meeting called to order by Chairperson, **Don Black** at 1:30 pm

CONFIRMATION OF QUORUM AND INTRODUCTIONS:

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

Members absent: Toni Carroll

Guests present: Theresa Bray, Allegan County Community Foundation

MOTION TO APPROVE MEETING MINUTES OF JULY 19, 2011:

Eleanor Nielsen moved and **George Waden** seconded. **All voted yes – motion carried.**

- Request made to have the location of the meeting added to the meeting minutes
- Request made to add date to the Director's report

ACTION:

1. Rescind 6/21/2011 motion for approval of fan project.
 - Sherry Torres explained that there is no storage area for the fans in the new office area.

Date:	August 16, 2011									
Motion:	Rescind 6/21/11 motion for approval of fan project. Motion carried.									
Moved:	Patricia Pera									
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	Absent	Y	Y	Y	Y	Y	Y

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2. Rescind 6/21/2011 motion for approval of feasibility study.
 - Sherry Torres explained that according to our Policies and Procedures manual, the feasibility study would have to be paid for by ACRDC.

Date:	8/16/11									
Motion:	Rescind 6/21/11 motion for the approval of the feasibility study. Motion carried.									
Moved:	Eleanor Nielsen									
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	Absent	Y	Y	Y	Y	Y	Y	

BOARD EDUCATION:

Theresa Bray from the Allegan County Community Foundation did a presentation on Endowment Funds

DISCUSSION:

1. Mini Grant process
 - Sherry Torres would like to present future discussion and/or action items to the Executive Team first to make sure the scope of the proposed project is capable of being done before presenting to the COA
 - Eleanor Nielsen would like the COA to know what they are aiming at
 - George Waden would like the initial concepts for the mini grants to be developed by the COA
 - Paul Visscher would like things to be ran by the COA first for their input and give them the opportunity to come up with solutions to any issues that may come up
2. Senior Day at the Fair – September 12, 2011
 - The Commission on Aging will have a booth at the fair from 8:00 am – 10:00 am for the pancake breakfast
 - Senior Day at the Fair will become a COA effort after this year
3. Cost Sharing
 - The September meeting will include information on the number of clients that would qualify for a Cost Share program and the number that would get the services for free
 - Sherry Torres will discuss the Cost Share program with David Vanderroovaart and have information in the next Director's Report
4. Volunteer Driver Appreciation Day will be on August 29, 2011 from 9:30 am to 12:30 pm

5. The Caregiver Retreat will be on September 23, 2011 at Camp Beechpoint
6. The COA needs another member – looking for someone in the Hopkins or Wayland area

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 – Rebekah Dietsche
2. I & R Log
3. COA Action Items Log
4. Financials
5. Quality Survey Results – Volunteer Transportation

ROUND TABLE

ADJOURNMENT:

Moved by **Stuart Peet** and seconded by **Terry Burns**. **All voted yes – motion passed.** Meeting adjourned by Chairperson, **Don Black** at 3:50 pm

NEXT MEETING: September 27, 2011 – 10:00 am – Spartan Room

Minutes respectfully submitted by Tammy Chapin.

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Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING – SPECIAL MEETING

Meeting Minutes

September 1, 2011 – 2:00 p.m.

Spartan Room – Human Services Building

COMMISSIONERS

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

Terry Burns
616-355-2525
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Patricia Pera
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Paul Visscher
269-857-4522
(Saugatuck)

CALL TO ORDER: Meeting called to order by Chairperson, **Don Black** at 2:05 p.m.

CONFIRMATION OF QUORUM AND INTRODUCTIONS:

Members present: Don Black, Terry Burns, Toni Carroll, Sara Miller, Eleanor Nielsen, Stuart Peet, Patricia Pera, Paul Visscher and George Waden

Members absent: Sally Brooks

DISCUSSION:

- Sherry Torres discussed the RFP process for In Home Support Services
- There were a total of 5 RFP's for In Home Support Services and interviews were held with Alliance, Evergreen Commons and Arcadia, with the 2 strongest competitors being our current providers
- The pros and cons of using only 1 service provider were discussed

ACTION:

1. Recommend the BOC approve the selected provider(s) for In Home Supports:

Date:	September 1, 2011									
Motion:	Recommend the Board of Commissioners award 2 providers, Alliance and Evergreen Commons, to continue providing the services at the same rate. Motion carried.									
Moved:	Paul Visscher									
Second:	Stuart Peet									
	Don Black	Sally Brooks	Terry Burns	Toni Carroll	Sara Miller	Eleanor Nielsen	Stuart Peet	Patricia Pera	Paul Visscher	George Waden
	Y	Absent	Y	Y	Y	Y	Y	Y	Y	Y

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2. Recommend the BOC approve Evergreen Commons for Caregiver Education and Support Contract:

Date:	September 1, 2011									
Motion:	Recommend to the Board of Commissioners approval of Evergreen Commons for Caregiver Education and Support Contract.									
	Motion Carried.									
Moved:	Eleanor Nielsen									
Second:	Toni Carroll									
Don Black	Sally Brooks	Terry Burns	Toni Carroll	Sara Miller	Eleanor Nielsen	Stuart Peet	Patricia Pera	Paul Visscher	George Waden	
Y	Absent	Y	Y	Y	Y	Y	Y	Y	Y	Y

ADJOURNMENT:

Moved by **George Waden** and seconded by **Sara Miller**. **All voted yes – motion passed.** Meeting adjourned by Chairperson, **Don Black** at 2:50 p.m.

NEXT MEETING: September 27, 2011 – 10:00 a.m. in the Spartan Room

Minutes respectfully submitted by Tammy Chapin.

RFP 10098 - Home Delivered Meals

Proposed Timeline

- | | | |
|-----|--------------------------------|-------------------------------|
| 1. | Release date | Wed. 9/14/11 |
| 2. | Pre-Bid meeting | Wed. 9/28/11 @ 9:00am |
| 3. | Questions submitted to Finance | Fri. 9/29/11 by 3:00pm |
| 4. | Answers posted | Mon. 10/3/11 by 4:00pm |
| 5. | Bids due | Fri. 10/7/11 by 3:00pm |
| 6. | Bid opening | Fri. 10/7/11 @ 4:00pm |
| 7. | Evaluation | Fri. 10/11/11 – Fri. 10/14/11 |
| 8. | Evaluation meeting | Fri. 10/14/11 @ 10:00am |
| 9. | Schedule interviews | Mon. 10/17/11 |
| 10. | Presentations | Wed. 10/19/11 (in the AM) |
| 11. | Decision | Fri. 10/21/11 |
| 12. | RFA to Board | Thur. 10/28/11 |

COST SHARE EVALUATION

We currently have 511 active senior millage clients.

390 would have a 0% cost share.

26 would have a 5% cost share.

23 would have a 10% cost share.

24 would have a 20% cost share.

3 would have a 40% cost share.

3 would have a 60% cost share.

2 would have a 80% cost share.

9 would have a 100% cost share.

9 could not be determined as there were 5+ in the home and we were unsure of whose income was being considered and whether those numbers consisted of all adults or a combination of adults and children. Some also did not have an income listed at all, as they are using our VT.

We have 22 couples who are both receiving services. Since their household income is combined, I used just one of the couples for this exercise

Rebekah Dietsche and Tammy Chapin

Director's Report
September 2011

Greetings Friends!

I hope you are all enjoying the beautiful fall weather!

This has been an exciting and busy month! We are working hard on our Caregiver Retreat scheduled for September 23rd. Let's hope the weather cooperates this year! We were also at the Senior Day at the Fair representing both the Department of Senior Services and the Allegan County Elder Abuse Coalition. My thanks to Toni Carroll for assisting us with the booths.

We have completed all the provider assessments and Susan Katt will begin our presentations this month with an overview of the services provided at Casco Senior Care Program.

For those of you that attended the special meeting on Thursday, September 1st, please know how much I appreciate the extra effort. You all came prepared, and made short work of making your recommendations to the BOC. The RFPs for Adult Day Care, Home Delivered Meals and Volunteer Transportation are all out. Due to the timelines, we will need to decide at this month's meeting if we would like to reschedule October's meeting to the week of October 24th (prior to the 28th) or have another special meeting. I apologize for the timing, but both Kristin and I are new to the County RFP process, and between that and our recent move (and Kristin's), we've somehow ended up behind the power curve to get these done before the end of the year. Again, Paul Visscher has been wonderful through this entire process. Thanks so much Paul!!

Rebekah and I are scheduled to attend a training session with the Alzheimer's Association. We will be certified presenters and will be able to offer this presentation to groups throughout the County.

Earlier this year, we revised our by-laws. One of the revisions has to do with board membership. The new by-laws state that if an existing member wishes to remain on the board, they need to make application and declare their intention to serve for another term. There are a couple of you that are in this situation. I will mail the application to you this week. I will also have a new copy of the board membership list with the revisions of our newest members and all the contact information at the meeting.

Lastly, I reviewed the spreadsheet that we created through your efforts early this year in the Strategic Planning session. I decided to include this document in this month's board packets for your review. As you will see, we are pretty much right on track with the exception of touring other COA's. We are scheduled to be at the Harbors for our last travel meeting of the year in October. My question to you is – do we want to make a tour of either Cass or Barry County COA instead? Once we get into November, the weather starts to get a little "iffy", so this would most likely be our last opportunity this year. The alternative is to do it next year in the spring when things start to get nice again. Just something to mull over before the meeting; I will place it as an action item for you to vote on.

I look forward to seeing you soon!

Sherry

Outreach and Assistance Coordinator Report

August 2011

Prepared by Rebekah Dietsche

For about 2.5 seconds, I thought August was going to let me get a little caught up, however that was what we call “wishful thinking”. I assisted 13 individuals throughout the month. A couple had me on my toes and working with a lot of our DHS workers.

I had a couple of trainings throughout the month. Sherry and I attended a one day training revolving around Person Centered Planning. I think we both found the information to be very beneficial and something that we can apply to our services down the line. I also attended a Medicaid Specialist training, which a well known Michigan Elder Law attorney presented on. He went in great detail about the “Estate Recovery” Law that you may begin to receive inquiries about. I will do my best to talk individuals through. I think it has put a lot of fear into some folks.

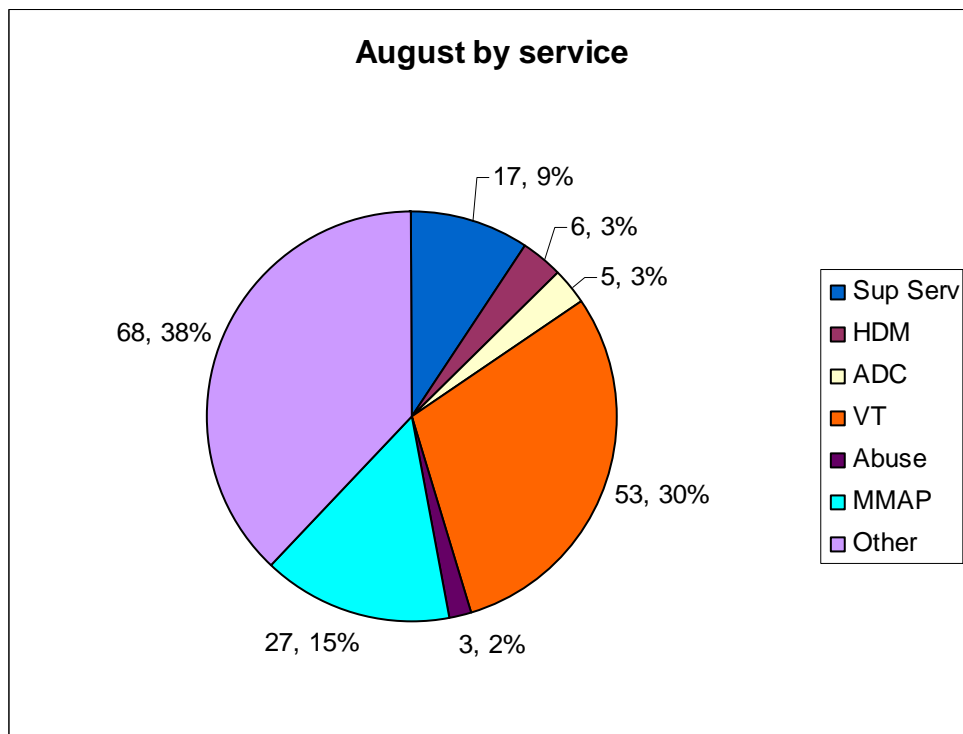
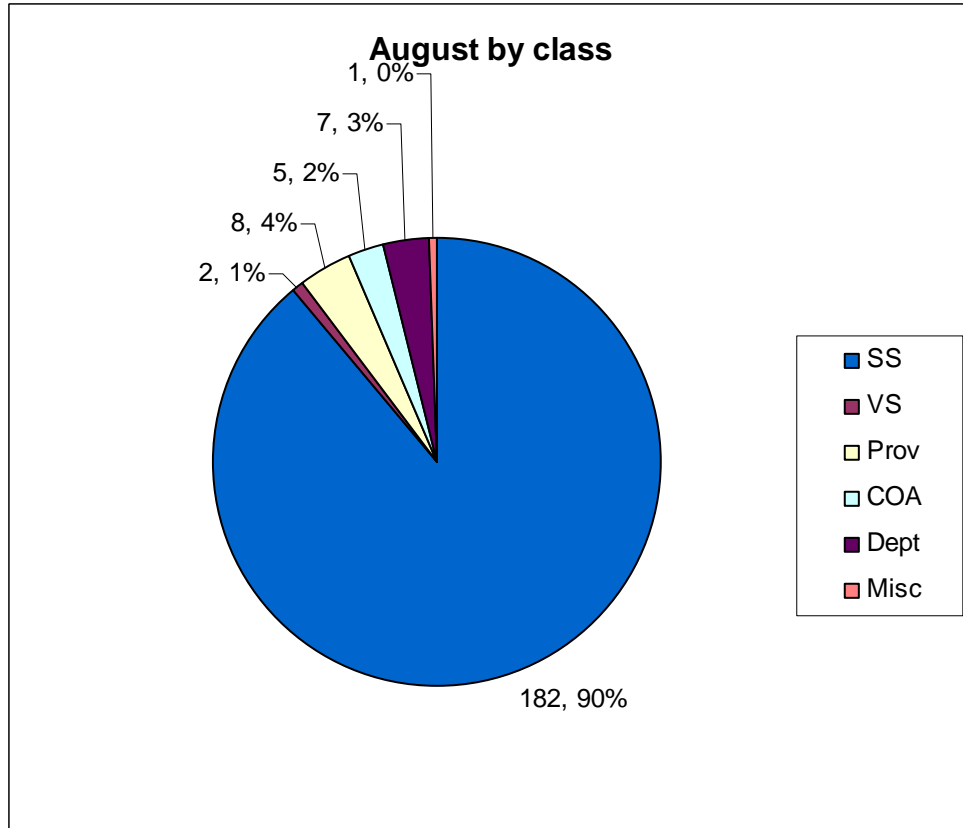
The current in home support wait list is at 60 individuals. Evergreen Commons recently took 12 off our wait list, so we were at 72 prior to those referrals being sent. Tammy and I are going to begin looking at those who “may” possibly have a cost share in the future. Since we currently have over 250 individuals receiving in home supports, this will be a process for us. I want to point out that since we do not require documentation of our client’s income(s), we will be presenting guesstimates for example sake. Generations now has 15 on their wait list.

I assisted three individuals throughout the month with applying for assistance through our discretionary fund. Although it’s great to have, it’s a lot of work. Fortunately, we have it, because it is truly needed.

First thing this year, I had two SOAR applications I was working on. One fell through as a result of non-committed individual. On March 4, 2011, I turned in a completed application for SSDI. This individual was approved at the state level on June 25, 2011, however learned on August 19, 2011, that applicant was approved for SSDI at the federal level. What a wonderful feeling to learn that information on a Friday.

During our meeting, I would like to share some scams that are targeting our Allegan County seniors. That is just about it for this month.

I & R Log August 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
Recommend to the BOC approval of Evergreen Commons for Caregiver Education & Support Contract	9/1/2011	Pass				
Recommend the BOC award 2 provider, Alliance and Evergreen Commons, to continue providing the services at the same rate	9/1/2011	Pass				
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 rescinded by COA on 8/16/11, according to our Policies & Procedures manual, the feasibility study would have to be paid for by ACRDC
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

COMMISSION ON AGING
ACTION ITEMS LOG
2011

Use of fund balance to implement a fan distribution project	6/21/2011	Pass				Motion rescinded by COA on 8/16/11 due to lack of storage area for fans
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.
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

COMMISSION ON AGING
ACTION ITEMS LOG
2011

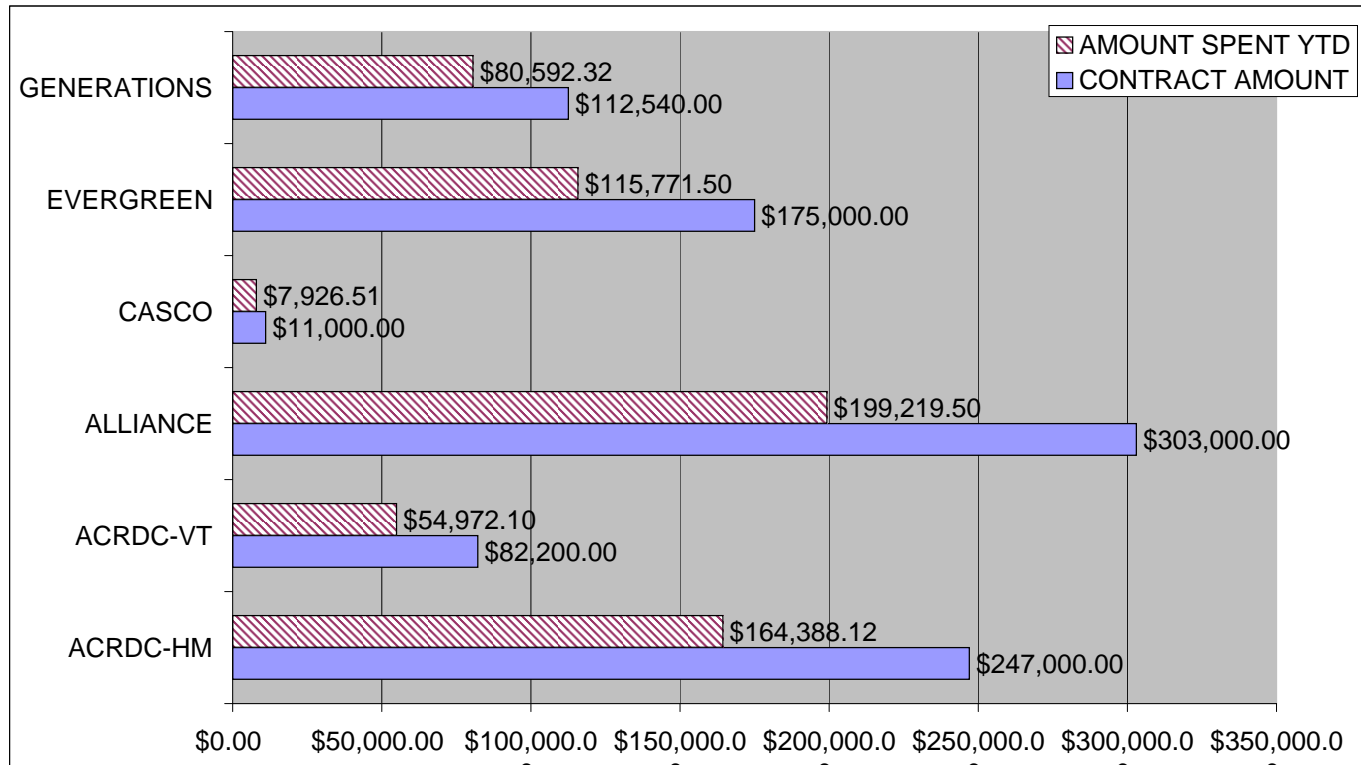
Recommend the BOC declare May as Older American's month in the County of Allegan	4/19/2011	Pass	4/29/2011	5/12/2011	Pass	Complete
Two Cost Sharing Models on the agenda for the May Meeting	4/19/2011	Pass	n/a	n/a	n/a	
RFP Bus-Committee to be appointed in May 2011	4/19/2011	Pass	n/a	n/a	n/a	
Recommend to 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
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.

COMMISSION ON AGING
ACTION ITEMS LOG
2011

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

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

SERVICE PROVIDER	Number Served		Number of Units		Cost	
	Current	YTD	Current	YTD	Current	YTD
ACRDC-HDM	230	320	4,188	32,812	\$20,981.88	\$164,388.12
ACRDC-VT	36	181	9075	60,443	\$8,485.13	\$54,972.10
CASCO-VT	9	21	1,504	8718	\$1,406.24	\$7,926.51
ALLIANCE HHS	164	200	1,741	11,068	\$31,342.50	\$199,219.50
EVERGREEN COMMONS	95	122	765.25	6431.75	\$13,774.50	\$115,771.50
GENERATIONS ADC	19	27	1,180	9,442.00	\$9,342.70	\$80,592.32



County of Allegan
 Department of Senior Services
 Monthly financial Review
 Information Through July 31, 2011

Revenues	Adjusted Budget	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget Variance
Beginning Fund Bal (Jan 1)	735,000														
Revenue Budget	991,373	-												-	991,373
Total Revenue	1,726,373	-												-	991,373
Ending fund bal (Dec 31)															
Expenses															
Personnel	\$147,833.00	\$19,145.41	\$12,270.49	\$12,271.97	\$11,642.57	\$12,271.97	\$12,271.13	\$19,059.00	\$12,407.25					111,340	36,493
Other Administrative	\$7,600.00	\$83.54	\$590.81	\$522.47	\$460.26	\$464.11	\$1,587.70	\$554.85	\$737.41					5,001	2,599
Outside Contractual	\$826,482.00	\$67,245.00	\$64,802.00	\$79,900.00	\$77,209.00	\$79,376.00	\$88,664.85	\$80,337.78	\$85,332.95					622,868	203,614
*Additional Awards	\$53,000.00														
10% increase	\$49,540.00														
Total Operating Expense	\$1,084,455.00	\$86,473.95	\$77,663.30	\$92,694.44	\$89,311.83	\$92,112.08	\$102,523.68	\$99,951.63	\$98,477.61					739,209	345,246
Total Expense	1,084,455	997,981	920,317.75	827,623.31	738,311.48	646,199.40	543,675.72	443,724.09	345,246.48	345,246.48	345,246.48	345,246.48	345,246.48		

*\$33,000-HDM awarded 3/11
 *20,-VT awarded 3/11

Quality Survey Results September 2011 Home Delivered Meals

4 Survey Participants

1. When you need to call the office at ACRDC are they courteous and helpful?
 - 2 responded yes
 - 2 have not called
2. Do your meals arrive when expected?
 - 4 responded yes
3. Is the driver that delivers the meals courteous?
 - 3 responded yes
 - 1 responded by saying most of the drivers have been courteous
4. Do you enjoy the meals you receive and is there enough variety?
 - 1 responded yes
 - 1 responded by saying a variety of more casseroles would be better because they are easier for his wife to eat
 - 2 responded by saying they could be better
5. Would you recommend Home Delivered Meals to a friend?
 - 4 responded yes
6. Are you aware of the other programs offered through the Senior Millage?
 - 2 responded yes
 - 2 responded no
7. Do you have any additional comments?
 - Everything is fine in my territory
 - I'm happy with the meals and hope it doesn't change
 - They're good, but not much variety
 - They're pretty good

Allegan County Resource Development Committee, Inc (ACRDC) is the service provider for home delivered meals.



***ALLEGAN COUNTY COMMISSION ON AGING
2011 MEMBERSHIP***

Don Black (12/31/2013)

Commissioner/Chair

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Sara Miller (12/31/2012)

Senior Representative

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Eleanor Nielsen (12/31/2011)

Senior Representative

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Stuart Peet (12/31/2011)

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Senior Representative

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Patricia Pera (12/31/2013)

Member At-Large

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Vacant (12/31/2012)

Member At-Large

Paul Visscher (12/31/2012)

Member At-Large

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Dir. Of Sr. Svcs

Sherry Torres
269-686-5144

Board Liaison

Tammy Chapin
269-673-3333

**ALLEGAN COUNTY
COMMITTEES, BOARDS & COMMISSIONERS**

CONSIDERATION OF APPOINTMENT/ELECTION

Name _____	Date _____	
Address _____	Home Tel. _____	
_____	Business Tel. _____	
_____	Mobile Tel. _____	
	email _____	

Seeking appointment/election to: _____

If applicable, which group or interests would you represent if appointed or elected: _____

Are you a citizen of the United States? _____

Are you a resident of Allegan County? _____

Are you available for interview by the Board of Commissioners or its designee? _____

Please state briefly why you desire to be appointed: _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: Special skills, interests, education, experience, membership in specific groups. (Attach additional sheets if necessary.)

Signature of Applicant

Please return to:
Allegan County Administration
3283 – 122nd Avenue
Allegan, MI 49010
or Fax 269-686-5331
email dwilson@allegancounty.org

2011 PROJECTED TIMELINE
(Strategic Plan)

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 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 (ongoing)	RFP COMMITTEE	TOUR OTHER COA's	
AUGUST	PROVIDER ASSESSMENTS	N/A	ASSESSMENT FINDINGS PRESENTATION (ongoing)	
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	