

# Allegan County Commission On Aging



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

## **COMMISSION ON AGING MEETING –Agenda**

*October 26, 2011 – 2:00 pm*

*Harbours Apartments – 67 Wiley Road, Douglas*

### 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

**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](mailto: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 September 27, 2011 (Attachment A)**

### **INTRODUCTIONS:**

### **PUBLIC COMMENT:**

### **COA MEMBER TIME:**

### **BOARD EDUCATION: Jennifer Lemkuil, Alliance Home Health Services**

### **ACTION:**

1. Approve RFP Committee recommendations for Adult Day Care
2. Approve RFP Committee recommendations for HDM
3. Approve RFP Committee recommendations for Volunteer Transp.

### **DISCUSSION:**

1. Cost Share discussion continued (Attachment B)

### **DIRECTOR'S REPORT: Sherry Torres (Attachment C - not available at time of mailing)**

### **REPORTS/MISC:**

1. Outreach & Assessment Report: Rebekah Dietsche (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: November 15, 2011 – 1:30 pm – 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*

September 27, 2011 – 10:00 a.m.

Spartan Room – Human Services Building

#### COMMISSIONERS

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

**CALL TO ORDER:** Meeting called to order by Chairperson, **Don Black** at 10:00 a.m.

### **CONFIRMATION OF QUORUM AND INTRODUCTIONS:**

**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:** Susan Katt, Casco Senior Care Program

**MOTION TO APPROVE MEETING MINUTES OF AUGUST 16, 2011 AND SEPTEMBER 1, 2011:** Eleanor Nielsen moved and George Waden seconded. **All voted yes – motion carried.**

### **BOARD EDUCATION:**

- Susan Katt from Casco Senior Care Program presented information on their program

### **ACTION ITEMS:**

#### 1. October Meeting

Date:	9/27/2011									
Motion:	Change the October meeting date to October 26, 2011 – 2:00 pm at the Harbours Apartments in Douglas. The Harbours Apartments is the first choice for the meeting location and the Human Services Building will be the second choice.									
	Motion Carried.									
Moved:	Patricia Pera									
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	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”

## **DISCUSSION:**

1. Cost share overview
  - Motion to move the cost share to the October agenda with dollar amounts affixed to support the numbers:  
Moved by **George Waden** and seconded by **Eleanor Nielsen**. **All voted yes – motion carried.**
2. Senior directory
  - Motion to pursue the idea of recreating a directory of senior services:  
Moved by **Toni Carroll** and seconded by **Stuart Peet**. **All voted yes – motion carried.**
3. We may need to ask for a millage increase to prepare for the Baby Boomers and if we do ask, we need to have a publicity campaign with facts. This will be a topic for discussion at next Strategic Planning session in December 2011 or January 2012.
4. Sherry Torres shared that we are on track with the 2011 Strategic Plan, but we still need to visit other COA locations and create a senior directory.

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

## **REPORTS INCLUDED IN PREPARED 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 **Sara Miller**. **All voted yes – motion passed.** Meeting adjourned by Chairperson, **Don Black** at 12:05 p.m.

**NEXT MEETING: October 26, 2011 – 2:00 p.m. at the Harbours Apartments located at 67 Wiley Road in Douglas**

Minutes respectfully submitted by Tammy Chapin.

## Cost Share

As a whole, the cost share would save us \$396, but that is not for an entire year or a month. When we looked at this, it was simply just who would have a cost share and what percentage would it be. So, the \$396 could be a whole lot higher depending on the service received. I hope that makes sense. There really is no other way to break this down, other than the way we did it.

The \$396 that is basically just one hour, would supply 22 units of in home supports/wk., 6 individuals could attend ADC (not including transportation costs), 79 HDM's, and 423 miles could be driven.

5%-would take care of one hour of in home supports per week. 4 HDM's, 0 Adult day, and 25 miles could be driven.

10%-would supply 2 hours of in home supports per week, 8 HDM's, 0 Adult Day, and 44 miles could be driven.

20%-would supply 4 hours of in home supports, 17 HDM's, 1 person could attend Generations all day and another could attend 1/2 of a day, 92 miles could be driven.

40%-would supply 1 hr. of in home supports, 4 HDM's, 0 ADC, 23 miles could be driven.

60%-would supply 1 hr. of in home supports, 6 HDM's, 0 ADC, and 34 miles could be driven.

80%-would supply 1 hr. of in home supports, 5 HDM's, 0 ADC, and 30 miles could be driven.

100%-9 hrs. of in home supports, 32 HDM's, 2 could attend ADC all day, and 173 miles could be driven

## Outreach and Assistance Coordinator Report

September 2011

Prepared by Rebekah Dietsche

We are entering the busiest time of the year for me with Medicare Part D open enrollment starting a whole month earlier this year (October 15<sup>th</sup>). I have several calls from folks who I have assisted in previous years, wanting to make sure that I could meet with them to review their options. At this time, I have only two locations scheduled out in the community for open enrollment, Church of Douglas and Casco Senior Care. They have kept me pretty busy in previous years. If you know of any groups who you believe would benefit from having me come present, please have them contact me as soon as possible.

MMAAP is making open enrollment a little more exciting this year. My Regional has put together a contest that consists of four individuals per team, for a total of 10 teams. Right now, my team "Thunder" and team "Victor" are putting up a pretty good battle. This of course excites me as I'm a little competitive...a little. ☺ We will end our open enrollment with a Celebration/Recognition Event in mid December. My team is spread out from Ludington all the way to Allegan.

The Department of Senior Services spent a lovely morning at Senior Day at the Fair. This year was the first year that I indulged in the pancakes and sausage and it sure was yummy.

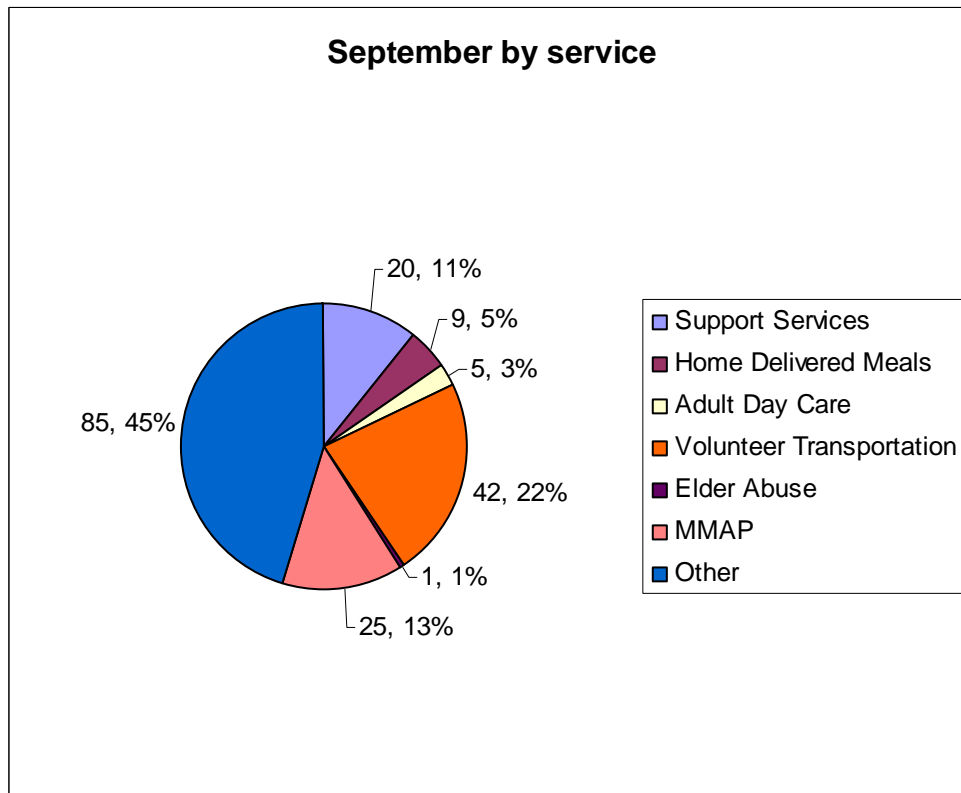
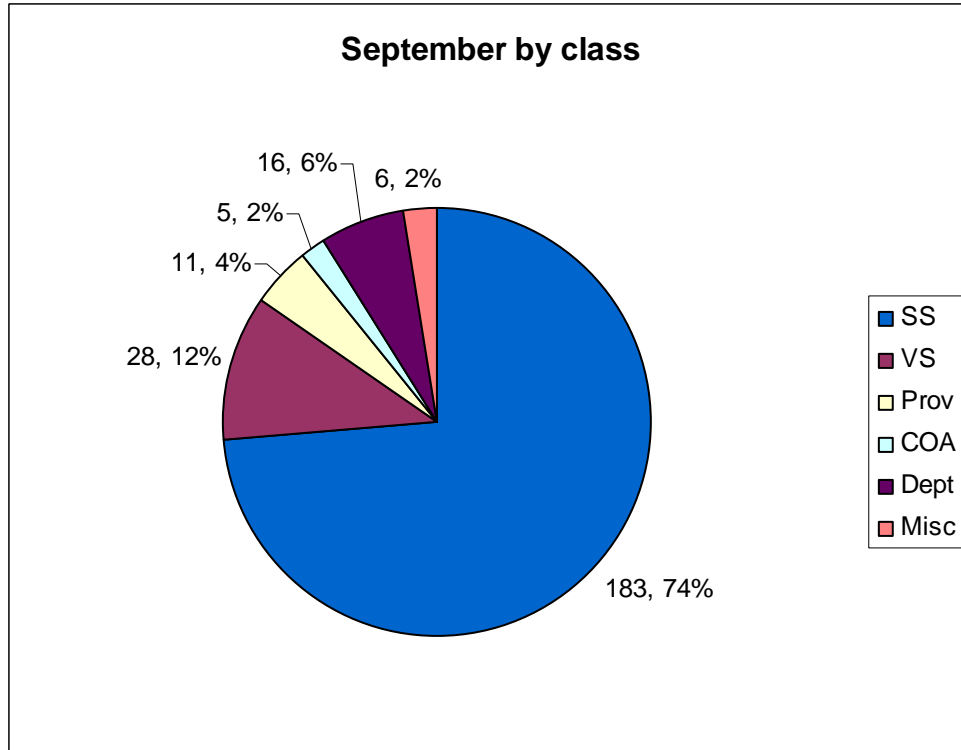
We processed three applications for request for our Unmet Needs fund. We had two of our seniors get assistance with PERS and another who had a recliner lift chair which was absolutely shot and was being held up with lots of pillows and a mixing bowl (don't ask). If you know someone who is in need of an item that will assist our seniors with staying independent and do not have the funds available, they may be able to get assistance through the Unmet Needs fund.

I assisted 20 individuals with MMAAP related issues throughout the month. A couple of the cases were a bit time consuming, but we got it handled. We currently have just over 80 individuals on our wait list for in home supports. Evergreen Commons has requested some new referrals. We are currently telling folks that there is a 7-8 month wait for in home supports. Generations has not had any movement in nearly one year. We currently do not have a wait list for volunteer transportation or home delivered meals.

Let's talk a little bit about some calls we have been receiving. We have been receiving many telephone calls regarding home repairs, first months rent and utility shut off notices. As much as we would love to be able to assist these folks, we do not have the means to assist with these types of requests. Depending on the agency, some have run out of funds for the year and some have done away with their ability to assist all together. Times are tough and I will do my best to direct folks to an agency that may be able help, but please, please share with others that this is not a service which we can provide. I thank you in advance for your help.

Until net month, Rebekah

I & R Log  
September 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
Pursue the idea of recreating a directory of senior services	9/27/2011	Pass	n/a	n/a	n/a	
Move the cost share to the October agenda with dollar amounts affixed to support the numbers	9/27/2011	Pass	n/a	n/a	n/a	
Change the October COA meeting date to October 26, 2011 - 2 pm at the Harbours Apts in Douglas	9/27/2011	Pass	n/a	n/a	n/a	Complete
Recommend to the BOC approval of Evergreen Commons for Caregiver Education & Support Contract	9/1/2011	Pass	9/16/2011	10/13/2011	Pass	
Recommend the BOC award 2 provider, Alliance and Evergreen Commons, to continue providing the services at the same rate	9/1/2011	Pass	9/14/2011	10/27/2011		
Change September COA meeting date to September 27, 2011 at 10 am	7/19/2011	Pass	n/a	n/a	n/a	Complete



COMMISSION ON AGING  
ACTION ITEMS LOG  
2011

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	Complete
Use of fund balance to implement a fan distribution project	6/21/2011	Pass	n/a	n/a	n/a	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

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	Complete
RFP Bus-Committee to be appointed in May 2011	4/19/2011	Pass	n/a	n/a	n/a	Complete

COMMISSION ON AGING  
ACTION ITEMS LOG  
2011

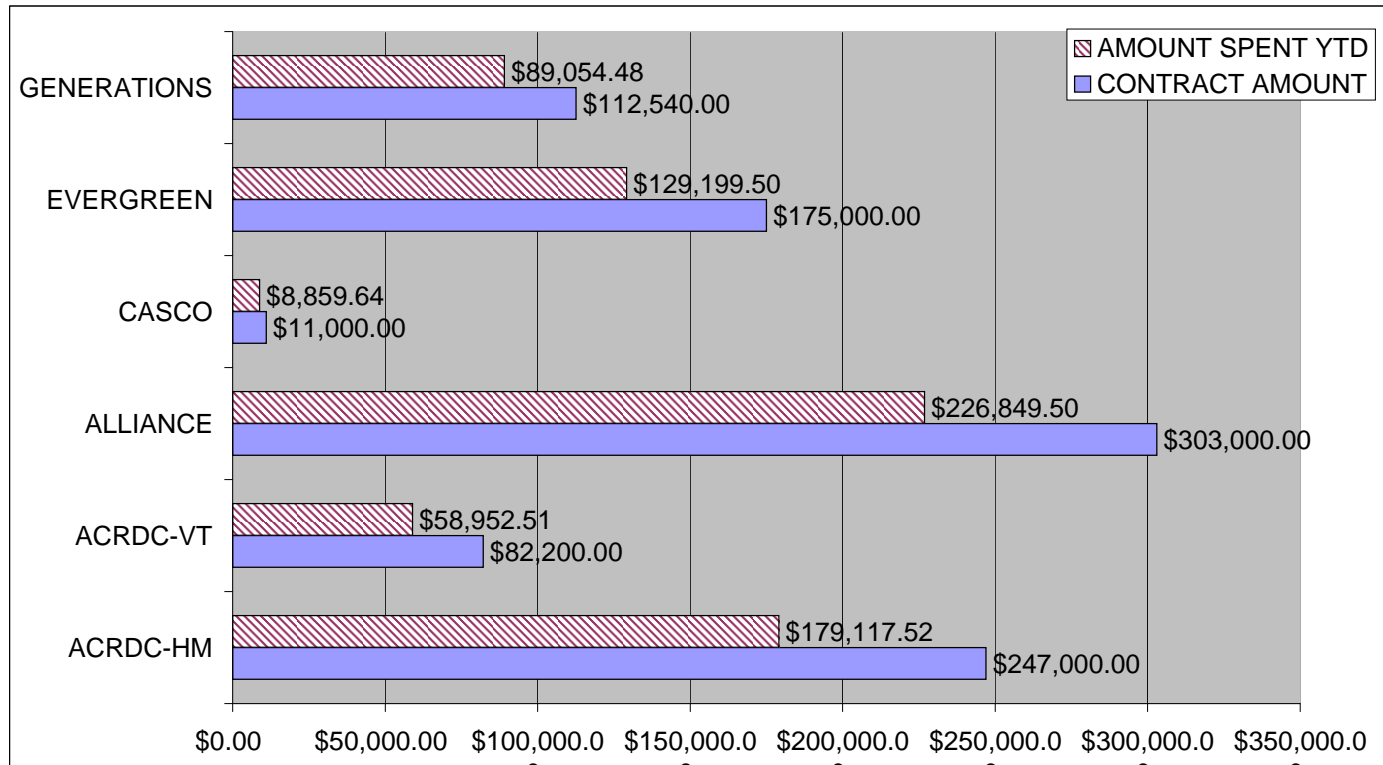
Recommend to the BOC that the fund balance be used to increase services by 10% as presented by Sherry Torres and supported by David Vanderovaart.	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	Complete
Recommend to the BOC that the fund balance in the amount of \$5,000 per year be used to contract for Personal 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

Allegan County Commission on Aging  
 Monthly Financial Report  
 Through September 30, 2011

SERVICE PROVIDER	Number Served		Number of Units		Cost	
	Current	YTD	Current	YTD	Current	YTD
ACRDC-HDM	228	347	2,940	35,752	\$14,729.40	\$179,117.52
ACRDC-VT	31	181	7882	68,325	\$3,980.41	\$58,952.51
CASCO-VT	9	21	998	9716	\$933.13	\$8,859.64
ALLIANCE HHS	159	201	1,535	12,603	\$27,630.00	\$226,849.50
EVERGREEN COMMONS	95	127	746.00	7177.75	\$13,428.00	\$129,199.50
GENERATIONS ADC	19	27	1,057	10,499.00	\$8,462.16	\$89,054.48



County of Allegan  
 Department of Senior Services  
 Monthly financial Review  
 Information Through September 30, 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
<b>Total Revenue</b>	<b>1,726,373</b>	<b>-</b>												<b>-</b>	<b>991,373</b>
Ending fund bal (Dec 31)															
<b>Expenses</b>															
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	\$ 11,551.77				122,892	24,941
Other Administrative	\$7,600.00	\$83.54	\$590.81	\$522.47	\$460.26	\$464.11	\$1,587.70	\$554.85	\$737.41	\$ 930.10				5,931	1,669
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	\$ 86,222.27				709,090	117,392
<b>*Additional Awards</b>	<b>\$53,000.00</b>														
<b>10% increase</b>	<b>\$49,540.00</b>														
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	\$ 98,704.14				837,913	246,542
<b>Total Expense</b>	<b>1,084,455</b>	<b>997,981</b>	<b>920,317.75</b>	<b>827,623.31</b>	<b>738,311.48</b>	<b>646,199.40</b>	<b>543,675.72</b>	<b>443,724.09</b>	<b>345,246.48</b>	<b>246,542.34</b>	<b>246,542.34</b>	<b>246,542.34</b>	<b>246,542.34</b>		

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

# Quality Survey Results October 2011 Adult Day Care

## 2 survey participants

1. How many days per week does your senior attend Generations Adult Day Program?
  - 2 clients attend 2 days per week, 1 requested more days
2. Does your senior receive personal care as part of their day?
  - 2 responded yes
3. Does your senior enjoy the activities provided and is there enough variety?
  - 2 responded yes
4. Does your senior enjoy the meals provided?
  - 1 responded by saying sometimes
  - 1 responded by saying they are pretty good
5. Would you recommend the Adult Day program to others?
  - 2 responded yes
6. Are you aware of the other services provided through the Senior Millage?
  - 1 responded no
  - 1 responded yes, has used volunteer transportation
7. Do you have any additional comments?
  - 1 responded by saying this is a great program!
  - 1 responded by saying she enjoys the program and she likes playing bingo and going for walks

*Generations Adult Day Care at the Allegan County Medical Care Community is the service provider.*