

Allegan County Commission On Aging



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Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING

Meeting Minutes

November 15, 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
(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)

Vacant

CALL TO ORDER: Meeting called to order by Chairperson, **Don Black** at 1:32 p.m.

CONFIRMATION OF QUORUM AND INTRODUCTIONS:

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

Members absent: Sally Brooks and Terry Burns

Guests present: Jo Ver Beek and Dan Wedge

MOTION TO APPROVE MEETING MINUTES OF OCTOBER 26, 2011: Eleanor Nielsen moved and Patricia Pera seconded. **All voted yes – motion carried.**

MOTION TO AMEND THE AGENDA AND CHANGE KIM TURCOTT TO JO VER BEEK:

Moved by **George Waden** and **Sara Miller** seconded. **All voted yes – motion carried.**

COA MEMBER TIME

BOARD EDUCATION:

Jo Ver Beek from Evergreen Commons presented the Savy Caregiver Training Program which will start in January 2012 and is a training program for people who care for someone with Dementia. Information was handed out to COA members and Jo Ver Beek requested location ideas for the first 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”

Date:	November 15, 2011								
Motion:	The Allegan County Commission on Aging will sponsor the Savy Caregiver Training Program on 1/6/12, 1/13/12, 1/20/12, 2/3/12, 2/10/12 and 2/17/12 from 9 am – 11 am in the Zimmerman Room. Motion carried.								
Moved:	Toni Carroll								
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	Absent	Y	Y	Y	Y	Y	Y	Y

Dan Wedge from Allegan County Transportation (ACT) went over some of the things that have been happening in transportation including:

- Volunteer Driver Appreciation Day
- Dan thanked the group for the out of county trips they offer to seniors, where the senior pays the flat fee of \$10, specialized services pays a major portion of the trip and the Commission on Aging pays any remaining balance
- ACT started with a new contractor in June

Dan also covered the changes in the Senior and Veteran Services Departments. Dan was asked by the County Administrator to step in and assist the Veteran Services Department from a management standpoint. There are now 3 individuals who have been through the accreditation training and a 4th person from the Marine Corp League, with 13 years experience, coming in 1 day a week to assist Veterans in the Allegan County area (at no cost to the county). The staff in both the Senior and Veteran Services Departments will be cross trained on the services available in both departments. Sherry Torres added that the cross training will help everyone become more informed and allow us to help the Seniors and Veterans even more.

ACTION:

1. Action item 1 on the agenda was to approve the RFP for Casco, Lee and Ganges Townships Volunteer Transportation, however, after discussion regarding the RFP's, it was decided to reject both RFP's for volunteer transportation in Lee, Ganges and Casco Townships and offer a 3 month extension to Casco Senior Care Program:

Date:	November 15, 2011
Motion:	Reject both RFP's (ACRDC and Casco Senior Care Program) for volunteer transportation in Lee, Ganges and Casco Townships and extend existing contract with Casco Senior Care Program for 3 months, from January 1, 2012 – March 31, 2012, at a rate of ¼ of the existing contract (\$2,750). If Casco Senior Care Program rejects the extension, the Department of

	Senior Services will provide transportation for those seniors.								
	Motion carried.								
Moved:	Toni Carroll								
Second:	Patricia Pera								
Don Black	Sally Brooks	Terry Burns	Toni Carroll	Sara Miller	Eleanor Nielsen	Stuart Peet	Patricia Pera	Paul Visscher	George Waden
Y	Absent	Absent	Y	Y	Y	Y	Y	Y	Y

2. Approve RFQ for PERS for Critical Signals Technologies:

Date:	November 15, 2011								
Motion:	Approve RFQ for PERS (Personal Emergency Response Systems) for Critical Signals Technologies.								
	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	Absent	Y	Y	Y	Y	Y	Y	Y

3. **Motion to approve the 3rd Quarter Report:** Moved by **Patricia Pera** and seconded by **Stuart Peet**. **All voted yes – motion carried.**

DISCUSSION:

1. **Cost Share** - Sherry Torres met with the service providers and asked them to complete a spreadsheet with cost share information. This information was placed into one document and handed out at the meeting. We will continue to track the dollars, number of people who would have to pay cost share and the number on the wait list. The cost share discussion will be part of the 2012 Strategic Planning Session. Sherry Torres recommended a 2 hour block of time at the Strategic Planning Session.
2. **Plan Strategic Planning Session/Annual Meeting for 2012** – Three date choices were given to the COA and it was decided to hold the Strategic Planning Session on January 26, 2012 from 9 am – 3 pm and the Annual Meeting from 3:30 pm – 4:30 pm in the Zimmerman Room of the Human Services Building.
3. **Fund raising possibilities** – Sherry Torres is checking with administration on the guidelines for fund raising activities. This will be discussed at our Strategic Planning Session.
4. **December meeting discussion – Motion to change the time of the December 13, 2011 meeting time to 12:30 pm**, moved by **Toni Carroll** and seconded by **Stuart Peet**. **All voted yes – motion carried.**

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

REPORTS/MISC:

1. Outreach & Assessment Report – Rebekah Dietsche
2. I & R Log
3. COA Action Items Log
4. Financials
5. Quality Survey Results

ROUND TABLE

ADJOURNMENT:

Moved by **Stuart Peet** and seconded by **Sara Miller**. **All voted yes – motion carried.** Meeting adjourned by Chairperson, **Don Black** at 4:45 p.m.

NEXT MEETING: December 13, 2011 – 12:30 pm in the Spartan Room *Christmas Potluck*

Minutes respectfully submitted by Tammy Chapin.