

Allegan County Commission On Aging



3255 122nd Ave., Suite 200
Allegan, MI 49010
269-673-3333
1-877-673-5333
269-673-0569 Fax
<http://www.allegancountycoa.org>

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING –Agenda

Tuesday, December 13, 2011

12:30 – 1:30 – Christmas Potluck – (Meeting to immediately follow)
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 November 15, 2011 (**Attachment A**)

INTRODUCTIONS:

PUBLIC COMMENT:

COA MEMBER TIME:

BOARD EDUCATION: Ms. Janet VanDyk (ACRDC)
Ms. Kim Turcott (Generations ADC)

ACTION:

1. Approve 2012 Meeting Calendar

DISCUSSION:

1. Review Questionnaires and Strategic Planning Day
2. Plan Annual Meeting (certificates, etc.)

DIRECTOR'S REPORT: Sherry Torres (n/a at time of mailing)

REPORTS/MISC:

1. Outreach & Assessment Report: Rebekah Dietsche (**Attachment B**)
2. I & R Log (**Attachment C**)
3. COA Action Items Log (**Attachment D**)
4. Financials (**n/a at time of mailing**)
5. Quality Survey Results (**n/a at time of mailing**)

STORY:

ROUND TABLE

ADJOURNMENT:

NEXT MEETING: STRATEGIC PLANNING SESSION
January 26, 2012 9-4:30 IN THE ZIMMERMAN 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

November 15, 2011 – 1:30 pm

Spartan Room – Human Services Building

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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 Savvy 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	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.

Outreach and Assistance Coordinator Report

November 2011

Prepared by Rebekah Dietsche

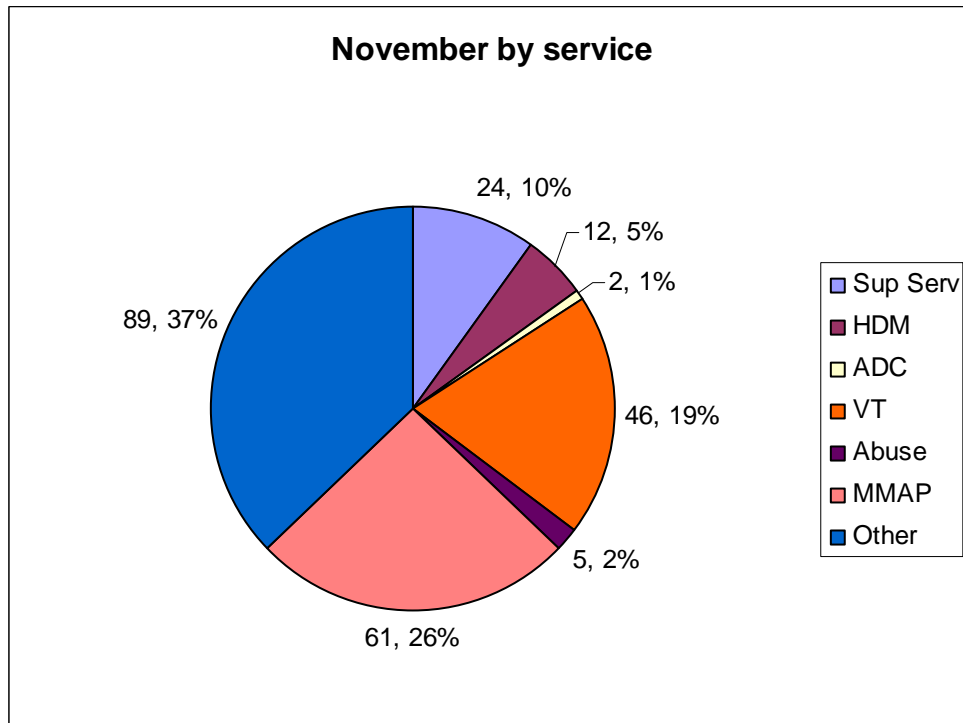
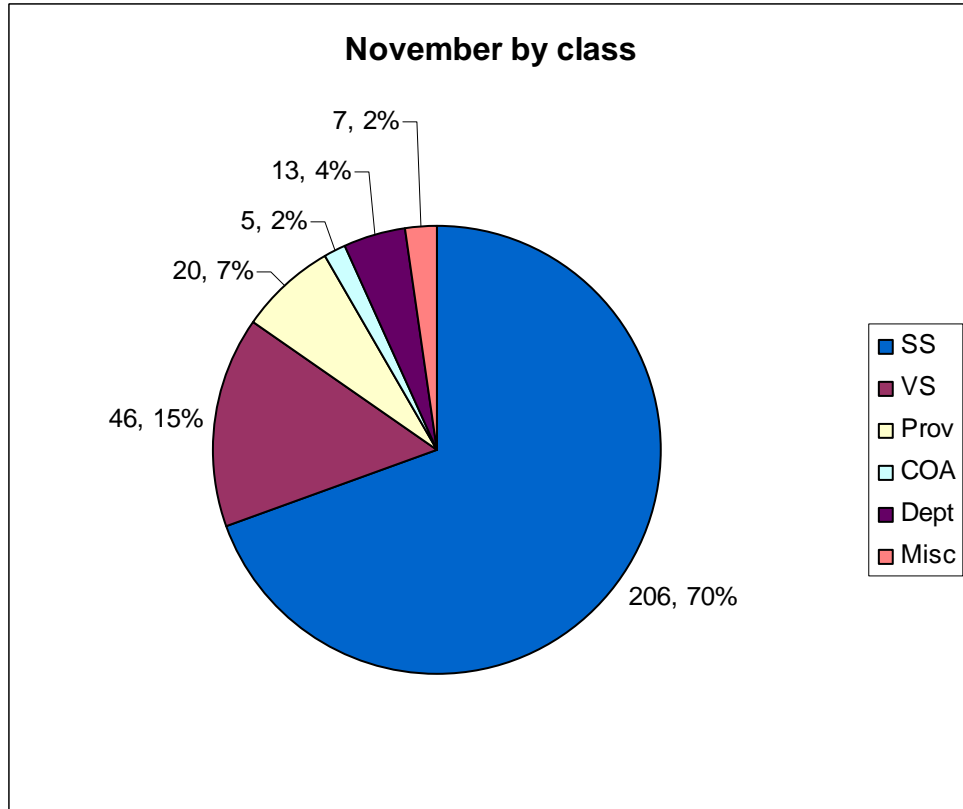
After a very busy six weeks, I am now seeing the light at the end of the tunnel. Medicare open enrollment 2012 went quite well if I must say so myself. I had 72 MMAP contacts throughout the month and had three days out in the community where I was assisting with open enrollment. I was surprised by the amount of inquiries I had for those who are going to be new to Medicare in the next six months. Like Sherry often says, the oldest of the “Baby Boomers” are just now turning 65. I am definitely seeing that.

I presented to our volunteer and hot delivered meal drivers at ACRDC midway through the month. What an awesome group! There was a lot of interest on what the senior millage could offer as well as talking about the Elder Abuse Prevention Coalition and MMAP.

We had some movement on our in home support wait list. We added and also removed some folks from our wait list. For the past couple of months, each week Tammy would receive a call from one of our seniors who was on the wait list for in home supports. The day before Thanksgiving, Tammy was able to give this senior a call and let her know that her name had arrived at the top of the list.

At the time this report was written we had 66 individuals on the wait list for in home supports, 15 are awaiting for adult day care, and we are wait list free for home delivered meals and volunteer transportation.

I & R Log
November 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
The COA wil sponsor the Savvy Caregiver Training Program in January and February 2012	11/15/2011	Pass	n/a	n/a	n/a	Complete
Reject both RFP's (ACRDC & Casco Senior Care Program) for volunteer transportation in Lee, Ganges & Casco Townships & extend existing contract with Casco for 3 months	11/15/2011	Pass	11/28/2011	n/a-internally approved	n/a	Pending provider's signature
Approve RFQ from Critical Signals Technologies for PERS	11/15/2011	Pass	11/18/2011	n/a - internally approved	n/a	Complete
Approve 3rd Quarter Report	11/15/2011	Pass	n/a	n/a	n/a	Complete
Recommend Generations be awarded the ADC contract for 2012-2014	10/26/2011	Pass	11/1/2011	12/8/2011		
Recommend ACRDC be awarded the HDM contract for 2012-2014	10/26/2011	Pass	11/1/2011	12/8/2011		
Request additional RFP be releasted for volunteer transportation specific to Lee, Casco & Ganges Townships	10/26/2011	Pass	n/a	n/a	n/a	
Recommend ACRDC be awarded the Volunteer Transportation contract for 2012-2014 for Allegan County, with the exception of Casco, Ganges and Lee Townships	10/26/2011	Pass	11/1/2011	12/8/2011		

COMMISSION ON AGING
ACTION ITEMS LOG
2011

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	Pending, cost share amounts presented to COA on 10/26/11, more data needed to determine how many clients will have sufficient income for cost share.
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	Complete
Recommend the BOC award 2 providers, Alliance and Evergreen Commons, to continue providing the services at the same rate	9/1/2011	Pass	9/14/2011	10/27/2011	Pass	Pending receipt of originals
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	BOC approved. 11/4/11 - Pending Administrative signature to use Critical Signals Technology for PERS.
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

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NOTIFICATION OF 2012 PUBLIC MEETINGS

(In accordance with Michigan's Open Meetings Act)

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Date & Time

January 25, 2012

Strategic Planning 9:00 – 3:15
Annual Meeting 3:30 – 4:30

February 21, 2012

Building
1:30 pm

March 20, 2012

1:30 pm

April 17, 2012

1:30 pm

May 15, 2012

1:30 pm

June 19, 2012

1:30 pm

July 17, 2012

1:30 pm

August 21, 2012

1:30 pm

September 18, 2012

10:00 am

October 16, 2012

2:00 pm

***November 20, 2012**

1:30 pm

December 18, 2012

12:30 pm

Location

Zimmerman Room – Human Services Bldg
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TRAVEL MEETING – TBA

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(Holiday Potluck)

***= Thanksgiving Weekend**

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