

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES

The April 21, 2021 meeting of the St. Joseph County Commission on Aging Advisory Board of Directors was held at Rivers Enrichment Center. The meeting was called to order by Deb Davis, at 1:30 PM. Roll call was taken by Ms. Davis as well.

PRESENT: Sarah Apwisch, Lee Austerman, Deborah Davis, George Letts, Jim MacTavish, Kathy Pangle, Lloyd "Ed" Stemen.

ABSENT: Steve Boland, John Gelvin, Charles Thompson, Jon Withers.

AGENDA:

A motion was made by Mr. MacTavish with support by Mr. Letts, to accept the agenda as presented. Motion carried 6-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing Outreach Manager; Nicki Notestine, Residential Services Manager; Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. MacTavish with support from Mr. Stemen, to approve the March 2021 minutes with no revisions. Motion carried 6-0.

FINANCE REPORT:

Ms. Riley presented the finance report for March 2021. A motion was made by Mr. Letts with support from Ms. Apwisch. Motion Carried 6-0.

OLD BUSINESS:

COA COVID-19 – Limited activities are still being offered while congregate meals will remain on hold until the county enters MDHHS Risk category D rating. COA management prefer to wait until the county reaches a rating of B or C, lowering the risk of substantial food loss if closing should be required again.

REC Atrium Roof/Ceiling Repair Replacement – The weather had delayed this project, but the expectation now is to be completed within a week. Contractors were able to remove two unused vents from the ceiling which will eliminate the risk of future leaks in these areas. Adam Garland Construction plans to begin Tuesday, removing and replacing the bad wood from the ceiling. Once this is done, the roof replacement can be completed.

SJCCOA Advisory Board Meeting Platform – Combination Zoom and in-person meetings are not possible with the current COA equipment. The County's space and equipment may be available for use in the future. A local organization (Three Rivers Rotary Club) may begin using the Three Rivers facility and shown interest in investing in the equipment needed later this year. Ms. Riley asked for suggestions from the board on how to proceed for future meetings. Ms. Pangle expressed concern regarding potential schedule changes with using the courthouse's space. Ms. Davis suggested remaining in-person until the equipment for hybrid meetings is available.

OEC Touchless Water Bottle Filling Station – One bottle filling station with installation has been quoted at \$1,896. This amount is available in the COA’s Sturgis Community Foundation fund. We are looking at a thirteen-week lead time to install. A motion was made by Mr. Stemen with support from Ms. Pangle to use the endowment fund to purchase the filling station. Motion carried 6-0.

REC Community Garden – The Home Depot grant application is still in process. Once the grant is approved, Ms. Riley is hoping to have this project complete in June. Ms. Davis suggested involving United Way to assist in funding this project if needed.

REC Resident Entrance Key Fob Installation – This project is on hold until the roof and ceiling project are complete, and funding can be determined.

#### NEW BUSINESS:

2021 Goals and Organizational Plan – Ms. Riley provided a written plan and reviewed this in detail with the advisory board. A motion was made by Ms. Apwisch with support from Mr. MacTavish to approve the plan as presented. This motion carried 6-0.

#### PROGRAM REPORT:

Life Enrichment Services – Ms. Mancina shared plans to celebrate Arbor Day this month and Older Americans Month in May. Concerts performed by the Portage Senior Center Band and Honey Creek are scheduled. A celebration of the 5-year anniversary of Oaks Enrichment Center will include a boxed dinner. A representative from CMH will be speaking at Oaks for Mental Health Awareness Month. Participation at Oaks Enrichment in comparison to Rivers was discussed.

Nutrition Services: Ms. Hughes discussed congregating and restaurant participation. Box lunches and cookouts plan to be offered as the weather warms up. New restaurants will be invited to participate in the restaurant program this summer.

In-Home and Residential Services – Ms. Notestine reported 14 aides currently providing In-Homes Services. 40 clients remain on the waitlist. The option of adding full time aide positions is being explored. After one tenant vacated and another moved in, the apartments are once again full. 37 applicants are currently on the apartment waitlist. Recruitment of volunteers for The Tuesday Toolmen (Home Repair) program will begin. There are currently 3 volunteers assigned to this program with no home repair requests pending. Ms. Notestine is hoping to get this program started again soon.

#### DIRECTOR’S REPORT:

Patronicity Campaign (REC atrium/Landscaping Project): The 2 picnic tables and grills purchased for this project will be installed in the next few weeks. A multi-use court is still being planned and will include a pickleball and shuffleboard court. The original plan was to paint this court on the southwest rear corner section of the parking lot, but more work will be required. Ms. Riley has been working with Mr. McDonald from SJC Parks & Rec for a plan for other options such as removing and replacing the current asphalt. Ms. Riley is working on getting quotes for this option. A 10ft chain link fence will also be installed. Only \$19,000 remains of the original campaign funds but the completion of this project be approximately \$24,000. Ms. Riley is exploring the best way to complete the court within budget as well as additional funding possibilities. The crushed stone on the walking paths have loosened with increased use. Mr. McDonald has provided suggestion of additional options to compact the crushed concrete using a bonding agent or the addition of more crushed concrete with some larger stones mixed in.

MEMBER'S TIME:

Mr. Letts expressed the need of all to assist promoting the COA.

Ms. Apwisch shared an update of the City of Three Rivers' walking path to Meijer Broadway Park.

Ms. Apwisch has been working to curate artwork to be used as permanent displays in all common areas of the Rivers Enrichment Center.

ADJOURNMENT:

A motion was made by Mr. Stemen with support from Mr. Mr. Letts to adjourn the meeting. This motion carried 6-0 and the meeting was adjourned at 2:54PM.

Respectfully submitted,

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Charles Thompson, Secretary