

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES

The February 17, 2021 meeting of the Advisory Board of Directors of the St. Joseph County Commission on Aging was held via Zoom. The meeting was called to order by Deb Davis, at 1:35 PM. Roll call was taken by Charles Thompson.

PRESENT: Sarah Apwisch, Deborah Davis, John Gelvin, Kathy Pangle, Lloyd "Ed" Stemen, Charles Thompson, Jon Withers.

ABSENT: Lee Austerman, Steve Boland, George Letts, Jim MacTavish.

AGENDA:

A motion was made by Ms. Pangle with support by Mr. Stemen, to accept the agenda as presented. Motion carried 7-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing Outreach Manager; Nicki Notestine, Residential Services Manager; Kris Butler, Finance Clerk;; Diane Wood, COA Member; Marge Perech, COA Member; Gloria Hagenbarth; Bowman Place; Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. Gelvin with support from Mr. Stemen, to approve the January 2021 minutes with no revisions. Motion carried 7-0.

FINANCE REPORT:

Ms. Butler presented the finance report for January 2021 emphasizing that the current fund balance is preliminary until the 2020 audit is complete. A motion was made by Mr. Withers with support from Ms. Apwisch. Motion Carried 7-0.

OLD BUSINESS:

COA COVID-19 Reopening Plan – Ms. Riley is watching MDHHS website closely for changes that will allow us to open for activities and congregate meals. The exercise room is still open and classes are still available via social media.

NEW BUSINESS:

REC Atrium Roof Replacement – Ms. Riley discussed the need for immediate repair to the atrium roof and ceiling. Contractors have been contacted to give estimates for repair and/or replacement. Concern was expressed about the weight of snow sitting on the roof and there was discussion of having this removed, only if it can be done safely. A quote should be available by the end of the week.

PROGRAM REPORT:

Life Enrichment Services - Ms. Mancina reminder advisory board members to update their COA memberships. Newsletters will begin to be emailed to all board members unless otherwise requested. Life Enrichment is staying connected to members via Facebook and Zoom. Mardi Gras were available for pick up and Valentine's card have been mailed to all current members. Certifications are process for 2 new instructors to provide Evidence Based Disease Prevention classes.

Nutrition Services - Ms. Hughes reported that the local UAW delivered homemade valentines for all Home Delivered Meal Clients. Mardi Gras festivities included gumbo and king cake in which 2 lucky winners found a baby and returned for a prize. 52,000 meals have been sent out so far this year with 6,000 so far in February. Meals are down over last year due to congregate and restaurant meals. Meals were not delivered yesterday due to the weather. This is the second occurrence this year which leaves clients with 5 more emergency meals at home.

Residential Services - Ms. Notestine reported 1 vacancy which is in process of being renovated and will be occupied again as Monday. There are currently 24 individuals on the waitlist for a one-bedroom unit and 15 for a two-bedroom. Discussion of the need for recruitment of aides was discussed. 14 aides are currently serving our clients while 3 additional are needed. Ms. Notestine expressed her desire for an on-call aide to fill in when others are not available. Contact has been made with the Nursing Program at Glen Oaks and there is a plan to make a presentation to students to invite them to apply. The county website, Facebook, and Indeed are the current resources for recruitment while the desire to add information to our radio spot was also discussed.

DIRECTOR'S REPORT:

Ms. Riley expressed gratitude to the staff for assistance with helping her learn about the COA. A presentation is scheduled Thursday at Covered Bridge to discuss COA services including the Kinship Care Program. Work has begun on updating HIPAA compliance policies. This will be an ongoing project and will include training for staff. A goal has been set to complete apartment turnovers within 3-5 business days. Local vendors for painting and cleaning will aide in a more efficient process.

MEMBER'S TIME:

Mr. Stemen asked if the COA is involved in the COVID Vaccine process. Ms. Riley reported that the Health Department and Three Rivers Health held a vaccine clinic at Rivers Enrichment Center. 49 residents as well as 51 other seniors from the community received their first vaccination. The second dose is scheduled on February 25. The Oaks Enrichment Center has been offered to the health department as an additional location as needed.

Mr. Gelvin received his first vaccination today and was concerned that there were openings for appointments. Concern that fewer people are getting the vaccine in our area. Ms. Pangle explained that all appointments are continually booked, but there were some cancellations due to weather related transportation issues.

ADJOURNMENT:

A motion was made by Mr. Withers with support from Ms. Apwisch to adjourn the meeting. This motion carried 7-0 and the meeting was adjourned at 2:43 PM.

Respectfully submitted,

Charles Thompson, Secretary