

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES

The January 20, 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 1:31 PM. Roll call was taken by Charles Thompson.

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

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

AGENDA:

A motion was made by Mr. Withers with support by Mr. Gelvin, 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; Kris Butler, Finance Clerk; Amanda Newman, Life Enrichment Coordinator; Diane Wood, COA Member; Marge Perech, COA Member; Teresa Doehring, St. Joseph County Administrator; Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. Withers with support from Mr. Thompson, to approve the November 2020 minutes with no revisions. Motion carried 6-0.

FINANCE REPORT:

Ms. Butler presented a preliminary finance report for December 2020. The advisory board discussed the possibility of reimbursing the county's general fund balance for monies borrowed during the Rivers Enrichment Center project. This will be discussed further once the 2020 yearend audit is complete. A motion was made by Mr. Withers with support from Mr. Gelvin. Motion Carried 6-0.

OLD BUSINESS:

COA COVID-19 Reopening Plan – Ms. Riley discussed the current regulations under MDHHS, explaining that activities are not currently allowed. Home Delivered Meals and In-Home Services are still being offered. Ms. Riley discussed COA's effort in working with Rebecca Burns from the health department to plan a vaccination clinic at the Three Rivers facility. This clinic will include the REC residents as well as other seniors in the county. The COA has also offered use of the bus to assist in transportation to the clinic.

NEW BUSINESS:

None

PROGRAM REPORT:

Ms. Mancina discussed exercise classes available online via Zoom, Facebook, and YouTube. Assistance with these platforms is being offered including a Zoom class coming soon. In the last 3 months, over 375 craft kits have been offered for members to pick up and do along with Ms. Newman via Facebook.

Nutrition Services - Ms. Hughes reported a daily average of 500 home delivered meals in December compared to 465 last year. Congregate meals averaged 73 per day compared to 217 last year. The twelve days of Christmas were celebrated last month by sending small gifts everyday with a final gift of a fleece blanket with a COA logo. Many messages of gratitude have been received from members regarding this holiday project. Restaurant tickets are available by pick up or mail. Most participating restaurants are offering to go meals.

Residential Services - Ms. Notestine reported on the waitlist for one- and two-bedroom units. Occupancy remains at 100%. 15 aides are currently providing in home services throughout the county. These services include personal care, respite, and homemaking. There are currently 24 individuals on the waitlist for services leaving room to hire additional aides. Ms. Notestine continues to receive positive feedback from clients regarding the service provided from the aides. Beginning September 01, 2020, the aides have been granted a direct care worker premium of \$2.00 per hour of service. This is a federally funded grant approved through December 31, 2020 but may continue into January.

DIRECTOR'S REPORT – Ms. Riley discussed her plan to review and prepare goals and objectives for this coming year. Focus this year will include marketing strategies to increase community education, membership, and fund raising. Mr. Gelvin thanked Ms. Riley for scheduling her time to include 2 days per week at Oaks Enrichment Center. Recruitment of aides and drivers are a focus at this time.

#### MEMBER'S TIME:

Mr. Withers welcomed Ms. Riley to the team.

Mr. Thompson asked about a rental that had been planned in December. This rental had been discussed amongst board members due to the current MDHHS regulations. The renter had cancelled the event, so no further action needed to be taken on this. Mr. Thompson suggested adding a clause to the rental agreement to reserve the right to cancel the agreement. Ms. Davis agreed that this language should be included in the agreement.

Mr. Thompson also expressed concern for seniors throughout the county who struggle with the process of signing up for an appointment to get a vaccine. Ms. Riley explained that the COA is working very closely with the health department to share information via our website and newsletter regarding registration for an appointment. Ms. Apwisch suggested delivering information to COA clients with home delivered meals. Ms. Davis suggested having a volunteer to assist with signing up for appointments. Ms. Riley explained that all appointments must be made through the health department via their web site or by calling and leaving a voicemail.

Mr. Gelvin welcomed Ms. Riley and Ms. Pangle to the team.

Ms. Apwisch welcomed Ms. Riley and Ms. Pangle and is excited to work with them both.

Ms. Pangle expressed her enthusiasm to participate on the COA Advisory Board.

#### ADJOURNMENT:

A motion was made by Mr. Withers with support from Ms. Apwisch to adjourn the meeting. This motion carried 9-0 and the meeting was adjourned at 2:17 PM.

Respectfully submitted,

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Charles Thompson, Secretary