

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES

The June 17, 2020 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 Chair-Person Debra Davis at 1:30 PM. Roll call was taken by Chuck Thompson.

PRESENT: Sarah Apwisch, Lee Austerman, Al Balog, Steve Boland, Debra Davis, John Gelvin, George Letts, Jim McTavish, Ed Stemen, Chuck Thompson.

ABSENT: Jon Withers.

OTHERS PRESENT: Tim Stoll, Executive Director; Kris Butler, Finance Clerk; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing Outreach Manager; Nicole Notestine, Residential Services Manager; Robert Tomlison, Three Rivers Commercial; Elena Meadows, Sturgis Journal, Mary Malsch, COA Member; Dianne Wood, COA Member.

AGENDA:

A motion was made by Mr. Letts, supported by Mr. Stemen, to accept the agenda as Presented. Motion carried 10-0.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. Letts, supported by Mr. Stemen, to approve the June 2020 minutes with revision to the Program Report section 1st paragraph, first sentence, “meals ~~under~~ OVER 3100 per week”. Motion carried 10-0.

FINANCE REPORT:

Ms. Butler presented finance reports for Fund 273 as of May 2020 as well as a preliminary for 2019. A motion was made by Ms. Apwisch, supported by Mr. Boland, to accept the finance reports as presented. This motion passed 10-0.

OLD BUSINESS:

COA COVID-19 Response – Mr. Stoll discussed PPE and social distancing practices that have been put in place for all staff. Home Delivered Meals and Personal Care are still being provided while other services are still on hold. The hope is to fully resume services in July.

NEW BUSINESS:

COA Reopening Plan – Mr. Stoll discussed the plan to bring staff back to work as well as the tentative plan to reopen the facility. Effective June 15, meal delivery will be back to 5 days per week and In-Home Services will resume. The tentative plan includes reopening both facilities with limited capacity for small group activities (10 or less) and distribution of restaurant tickets. Restrictions will be limited based on the current Executive Order. The current plan is to provide carry out meals rather than in a congregate setting. Registration will still be required.

PROGRAM REPORT:

Ms. Hughes provided an update on Home Delivered Meals. Meal counts are now back down to an average of 3,000 per week as breakfast is no longer being provided. Assessments will be conducted for

those individuals who have begun getting meals during the shutdown, making sure that they meet the requirements for millage and grant funding. 53 clients are currently receiving weekly produce boxes which have provided by the state.

MEMBER TIME:

Mr. Boland asked about current occupancy of REC Residence. Ms. Notestine stated that this is currently at 100%.

Mr. Thompson questioned when the Home Repair Program will resume. Ms. Notestine explained that a meeting is scheduled in July and there are currently 4 pending requests. Volunteers are encouraged to reach out to those clients on his list, but not to begin services until July.

Mr. Balog suggested that when board meeting begin being held in a live format, that Zoom still be option for those not comfortable with venturing out yet.

Mr. Gelvin expressed concern for communication to seniors in the county. Ms. Mancina reassured him that, aside from the monthly newsletter, Facebook, Radio Ads, TV Stations, and newspapers are all being utilized as communication methods.

ADJOURNMENT:

A motion to adjourn was made by Mr. MacTavish supported by Mr. Boland. This motion carried 10-0. The meeting was adjourned at 2:40 PM.

Respectfully submitted,

Charles Thompson, Secretary