

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES

The May 19, 2021 meeting of the St. Joseph County Commission on Aging Advisory Board of Directors was held at Oaks Enrichment Center. The meeting was called to order by Jon Withers, at 1:31 pm. Roll call was taken by John Gelvin.

PRESENT: Sarah Apwisch, Steve Boland, John Gelvin, George Letts, Jim MacTavish (arrived at 1:45pm), Kathy Pangle, Lloyd "Ed" Stemen, Jon Withers.

ABSENT: Lee Austermann, Deborah Davis, Charles Thompson.

AGENDA:

A motion was made by Mr. Letts with support by Mr. Stemen, 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; Dianne Wood, COA Member; Marge Perech, COA Member; Regina Sanders, COA Member, Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Ms. Pangle with support from Ms. Apwisch, to approve the April 2021 minutes with no revisions. Motion carried 6-0.

FINANCE REPORT:

Ms. Butler presented the finance report from April 2021. A motion was made by Mr. Boland with support from Mr. Stemen. Motion Carried 7-0.

OLD BUSINESS:

None

NEW BUSINESS:

Advisory Board Member Terms – SJCCOA Advisory Board Members with terms ending June 30, 2021 include Deborah Davis, Charles Thompson, Lee Austermann, Jim MacTavish, John Gelvin, and Sarah Apwisch. An email request was sent last week asking for interest in term renewal. Responses will be reported to SJC Board of Commissioners to determine the next steps.

PROGRAM REPORT:

Ms. Notestine reported the hiring of a new In-Home Aide, Mary Jane Jones. There are currently 4 clients remaining on a waitlist for services.

REC resident occupancy remains at 100% with over 30 applicants on a waitlist. Monthly resident meetings have begun again.

Ms. Hughes reported on the plan of reopening congregate meals. Once the county has reached and sustained a COVID Risk Category of "B"/"C" rating, the COA will seek approval from AAA to begin service. Requirements will involve staff providing table service and limited seating of 2 members per

table. Condiments will have to be individually wrapped and disposable tableware will be required. Kitchen access will be limited to approved staff and volunteers only. The menu will begin with mainly soups and sandwiches for ease of serving but plan to progress to hot meals later.

Ms. Mancina announced the promotion of Alex Kelly to Life Enrichment Coordinator/Receptionist. A concert will be held on Friday, May 21 as a 5-year celebration of Oaks Enrichment Center as well Older American's Month. Over 40 members have signed up for a boxed lunch at this event. There are now 24 opportunities each week to participate in exercise programs. A new instructor has joined us in Sturgis. Instructors are reimbursed for each class held regardless of the number of participants.

Research of appropriate COVID safe practices is being done in hopes of starting the trip program again soon.

Ms. Pangle has contact information available for someone interested in providing karaoke at both locations.

#### DIRECTOR'S REPORT:

Ms. Riley reported 64% of county residents 65 and older now vaccinated.

The COA team has worked together to update policies and procedures for service eligibility guidelines, criminal background checks, volunteers, and building rentals. Housing rules and an update to apartment lease agreements are now in process.

Although the state has lifted requirements for those vaccinated, masks are still required for county employees under MIOSHA.

Both contractors used for the REC atrium roof and ceiling project were highly commended. The project is now complete and under budget by almost \$50k.

A building permit and zoning approval will be required by the City of Three Rivers before construction of the pickle ball court can begin. Bids are being sought for concrete work however contractors have reported schedules out as far out as October and even spring of 2022. Mr. Stemen suggested a survey of how many members plan to use this amenity.

#### MEMBER'S TIME:

Ms. Apwisch asked if Cares Act Funding is available to SJCCOA. Ms. Butler explained that these funds were utilized in 2020 as guidelines permitted. More is expected to become available in 2021 and COA will be working with James Hissong again to request as appropriate.

Mr. Boland suggested a long-term plan (3 to 5 years) to add on to the Rivers Housing Project. This will need to be considered when planning the location of the pickle ball court.

Ms. Pangle reported preliminary planning of American Rescue Plan Act Funds due to be received by the county.

40% of county residents currently vaccinated making St. Joseph County the lowest in the state.

#### ADJOURNMENT:

A motion was made by Mr. Stemen with support from Mr. Boland to adjourn the meeting. This motion carried 7-0 and the meeting was adjourned at 2:54PM.

Respectfully submitted,

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Charles Thompson, Secretary