

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES

The November 18, 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 Jon Withers, at 1:31 PM. Roll call was taken by Charles Thompson.

PRESENT: Sarah Apwisch, Al Balog, Steve Boland, John Gelvin, George Letts, Jim McTavish, Lloyd Stemen, Charles Thompson, Jon Withers.

ABSENT: Lee Austerman, Deborah Davis.

AGENDA:

A motion was made by Mr. Stemen with support by Mr. McTavish, to accept the agenda with this addition. Motion carried 9-0.

OTHERS PRESENT: Tim Stoll, Executive Director; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing Outreach Manager; Diane Wood, COA Member; Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. Withers with support from Ms. Apwisch, to approve the October 2020 minutes with no revisions. Motion carried 9-0.

FINANCE REPORT:

Mr. Stoll presented the finance report from October 2020. A motion was made by Mr. Boland with support from Mr. Stemen. Motion Carried 9-0.

OLD BUSINESS:

COA COVID-19 Reopening Plan – Mr. Stoll discussed the current epidemic order. Group activities are again on hold however offices are still open for other business. Mr. Boland commended the notification that was printed in the Sturgis Journal regarding the current status of COA activities. The current order is in effect for 3 weeks. Mr. Stoll asked for the board's input regarding a plan to reopen as well as building rentals. Mr. Withers suggested planning for a potential closure through the end of January. This was discussed in detail. Mr. Stoll and the board members agreed to planning on closing through the end of the year and review again as restrictions are lifted. Some staff will be working from home periodically to keep minimum staff present in the office.

NEW BUSINESS:

December 2020 Advisory Board Meeting – a December meeting is not typically scheduled. Due to the current circumstances there was question as to whether we should plan on a meeting. This item was discussed along with the reopening plan and it was decided to not schedule a meeting in December.

Mr. Stoll gave an update of the hiring process for the Executive Management position. The COA management team will be taking on additional responsibilities until someone is selected for this position.

2021 Advisory Board Meetings – A calendar was presented with a schedule of the 2021 meetings. A motion was made by Mr. Gelvin with support from Mr. MacTavish to approve the 2021 schedule as presented. Motion Carried 9-0.

**PROGRAM REPORT:**

Ms. Mancina gave an update regarding the closure impact activities' programs. Exercise instructors are providing classes via Facebook and craft kits are being distributed to help keep members connected. Staff is also available to assist members as needed with accessing social media. Friendly Reassurance was discussed as an important way to reach out to those seniors who may be isolated during the pandemic as well as those members who may wish to volunteer from home.

Ms. Hughes discussed planning for a potential shut down of meal delivery. Shelf stable meals are being distributed for this reason. The need for daily delivery and contact with the clients were also items discussed.

Ms. Notestine discussed the continuation of In-Home Services and gave praise to the aides for excellent communication regarding client care. With one move out scheduled and a new resident ready to move-in, the apartments will remain at 100% occupancy.

**MEMBER'S TIME:**

Each board member wished everyone happy holidays and gave thanks to Mr. Stoll and wished him well.

Mr. Boland explained that he will be able to attend meetings via zoom while he is in Florida but will not be available in March.

Mr. Balog gave thanks to the board, staff, and Mr. Stoll as he said goodbye to being a board member for the last 9 years.

Mr. Stoll commended the board and staff for all the COA accomplishments over the last few years.

**ADJOURNMENT:**

A motion was made by Mr. MacTavish with support from Mr. Stemen to adjourn the meeting. This motion carried 9-0 and the meeting was adjourned at 2:32 PM.

Respectfully submitted,

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Charles Thompson, Secretary