

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES

The October 21st, 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 Deborah Davis, at 1:34 PM. Roll call was taken by Charles Thompson.

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

ABSENT: Lee Austerman.

OTHERS PRESENT: Tim Stoll, Executive Director; Kristina Butler, Finance Clerk; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing Outreach Manager; Robert Tomlison, and Diane Wood, COA Member.

AGENDA:

Mr. Stoll requested to add a discussion of advisory board officer positions as well as the hiring process for the director position. A motion was made by Mr. Withers with support by Ms. Apwisch, to accept the agenda with this addition. Motion carried 10-0.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. Withers with support from Ms. Apwisch, to approve the September 2020 minutes with no revisions. Motion carried 10-0.

FINANCE REPORT:

Ms. Butler presented year to date revenues and expenditures as of September 30, 2020. Revenues, including 2020 property taxes of \$1,534,883, currently stand at \$2,673,662 with expenditures totaling \$1,675,073. A motion was made by Mr. Withers with support from Ms. Apwisch to approve this report as presented. Motion carried 10-0.

Projections for the 2020 year-end show a positive \$499,000 which will allow \$472,000 to be reimbursed to the general fund. This amount was transferred to the COA in 2019 to assist with the REC project in. Details of variations to budget were reviewed.

The 2021 proposed budget was reviewed in detail. The budget is currently \$1,800 positive with total revenues budgeted at \$ 2,746,987. Occupancy for The Rivers has been budgeted at 92% which is a slight increase from the 2020 budget. Contributions requested will be reviewed in 2021 as we have seen slight decreases in the last couple of years. Wages have been budgeted based on step increases as well as a 2% cost of living increase. Operating expenditures are budgeted to increase by \$22,000 from the 2020 budget. Increases have been budgeted for building maintenance while utilities will decrease. The PERS unit program will expend approximately \$7,000 more than last year as we are increasing the number of cell units available. Capital items budgeted include a projector and screen for the community room in Three Rivers, a riding lawn mower for each location, and a storage shed for Three Rivers. The conversion of the F-150 purchased in 2019 will be completed this year with a plan to replace another MOW truck in 2022.

A motion was made by Mr. Withers with support from Mr. Thompson to recommend the proposed 2021 budget to the St. Joseph County Board of Commissioners. Motion Carried 9-0 with 1 abstaining.

OLD BUSINESS:

COVID-19 Reopening Plan – Mr. Stoll presented and reviewed the St. Joseph County Commission on Aging COVID-19 Reopening of Enrichment Centers Plan. A motion to approve the plan as presented was made by Ms. Apwisch with support from Mr. Balog. Motion Carried 10-0.

SJCCOA Advisory Board Officer Positions – The advisory board agreed to keep officers in their current roles through June of 2021.

NEW BUSINESS:

SJCCOA Executive Director Hiring Process – Teresa Doehring has begun advertising the open position of Director. Interviews will include other county department directors and members of the SJC Board of Commissioners. Once a candidate has been selected the SJCCOA Advisory Board and management staff will be invited to meet the candidate.

MEMBER TIME:

Ms. Apwisch suggested display of artwork from the local high schools in the Rivers Community Room.

Ms. Mancina will be in contact to coordinate this with Ms. Apwisch.

Mr. Gelvin would like to abstain from voting on recommendation of the 2021 budget due to the difficulty in hearing the presentation via Zoom. Mr. Stoll agreed to work with the county IT department to resolve this challenge. Mr. Gelvin also shared that exercise class participants at Oaks Enrichment Center have requested a touchless water dispenser. Mr. Stoll expressed his concern for the cost of this type of unit and agreed to provide bottled water as needed.

Mr. Stemen echoed concern with not being able to hear and wished Mr. Stoll well in the future.

Mr. Letts agreed about not being able to hear during the meeting. He also asked about Trick or Treating activities for the residence. The Rivers' residents have a plan to hold a Trunk or Treat at the north end of the parking lot. Ms. Newman and Ms. Kelley from the Oak's office are planning to represent the COA at the Trunk or Treating event at Camp Eberhart.

Mr. MacTavish agreed that the meeting was hard to hear and commended Mr. Stoll for his work at the COA with highlight on the Rivers Enrichment Center.

ADJOURNMENT:

A motion was made by Mr. Thompson with support from Ms. Apwisch to adjourn the meeting. This motion carried 10-0 and the meeting was adjourned at 2:50 PM.

Respectfully submitted,

Charles Thompson, Secretary