

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES

The July 21, 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 Debra Davis, at 1:32 pm. Roll call was taken by Jon Withers.

PRESENT: Sarah Apwisch, Steve Boland, Debra Davis, George Letts, Jim MacTavish, Kathy Pangle, Jon Withers.

ABSENT: John Gelvin, Loyid "Ed" Stemen.

AGENDA:

A motion was made by Mr. Letts with support by Mr. Withers, to accept the agenda as presented. Motion carried 6-0.

OTHERS PRESENT: Ruth Mancina, Marketing Outreach Manager; Nicki Notestine, Residential Services Manager; Kris Butler, Finance Clerk; Dianne Wood, COA Member; Marge Perech, COA Member; Michelle Patrick, Sturgis Journal.

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. McTavish with support from Mr. Withers, to approve the April 2021 minutes with no revisions. Motion carried 6-0.

FINANCE REPORT:

Ms. Butler presented the finance report from June 2021. A correction to the "period ending" from May to June needs to be made. A motion was made to approve the finance report, with the requested correction, by Mr. Letts with support from Mr. Withers. Motion Carried 6-0.

OLD BUSINESS:

Advisory Board Member Terms – Interviews with the 8 interested citizens are being conducted and recommendations for the 5 open positions are expected from the Board of Commissioners next week.

NEW BUSINESS:

Collections Policy – Ms. Davis explained the options available to collect unpaid rent and damages from prior tenants. After discussion about current and recommended policies to limit future claims, Ms. Notestine agreed to email the current lease agreement to board members for review and further recommendation at the August meeting.

PROGRAM REPORT:

Ms. Notestine updated the board on Residential and In-Home Services. Occupancy remains high even though we have 2 units to be turned over soon. Ms. Notestine is contacting those on the waitlist to be ready to fill those units. The garden project is complete, and residents have been working hard on growing their fruits and vegetables. There is still a waitlist for In-Home Services. Many of these members reside in the Sturgis area. One aide will be returning from medical leave, but more are still needed.

Ms. Mancina gave the report for Nutrition and Life Enrichment Services. On-site congregate began on July 06 while to go meals are still available to those who desire not to dine in. An average of 12 members have been participating in Three Rivers while the members from the Sturgis area choose are still opting to take their meals home. 16,000 Congregate and 93,000 Home Delivered Meals have been served year to date. Project Fresh vouchers are now available for those interested and eligible for this program. 80 vouchers are available this year. The first post-pandemic trip is scheduled for Thursday, July 22, 2021. Participating members will dine at Prairie Lake Tavern and enjoy a Pontoon ride after. New exercise classes being offered this month include walking, yoga, and meditation. August will include a nature walk at a county park and members will be celebrating National Rootbeer Float Day. The summer picnic will be on August 11 at Covered Bridge Farms. 100 members are currently signed up for this event. Ms. Mancina shared the new format of the SJCCOA website which will go live soon. This format will be easier to update and include ADA options as needed.

DIRECTOR'S REPORT:

Ms. Davis shared the Director's Report for July.

A 1-year preventative maintenance contract has been signed with Stateline Mechanical from Sturgis. There were 3 separate bids for HVAC maintenance. Ms. Riley discussed these bids with Jody Alger, SJC Facilities Director, and were both in agreement on this decision.

An additional \$1,044 grant will be available through AAA for the Senior Medicare Patrol Program. These funds will be used for a new laptop with camera and audio capability to allow virtual training and education related to Medicare fraud prevention.

SJCCOA was found to be 100% compliant in all categories reviewed by AAA during the virtual assessment May 14, 2021.

MEMBER'S TIME:

Mr. MacTavish shared his disappointment in the lack of information about the Kinship Program by Three Rivers Commercial, when reporting on last month's meeting. Suggestion was made to contact the journalist.

Ms. Davis asked if the September meeting will be held at the fair this year. Ms. Mancina confirmed that the meeting will be held at the fair on Wednesday, September 22 and 1:30PM.

ADJOURNMENT:

A motion was made by Mr. Withers with support from Mr. Boland to adjourn the meeting. This motion carried 6-0 and the meeting was adjourned at 2:53PM.