

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES

The August 18, 2021, meeting of the St. Joseph County Commission on Aging Advisory Board of Directors was held at River Enrichment Center. The meeting was called to order by Jon Withers, at 1:30 pm. Roll call was taken by Ed Stemen.

PRESENT: Sarah Apwisch, Steve Boland (left at 2:18pm), Britt Buscher, Pat Dane, John Gelvin, George Letts, Clayton Lyczynski II, Kathy Pangle, Ed Stemen, Jon Withers.

ABSENT: Deb Davis.

AGENDA:

Ms. Riley requested to add an updated grant amendment to the Finance Report as well as board officer appointments and the location for September to New Business. A motion was made by Mr. Letts with support by Mr. Stemen, to accept the agenda with the requested changes. Motion carried 9-0.

OTHERS PRESENT: Ruth Mancina, Marketing Outreach Manager; Nicki Notestine, Residential Services Manager; Kris Butler, Finance Clerk; Robert Tomlison, Three Rivers Commercial

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Ms. Pangle with support from Ms. Apwisch, to approve the July 2021 minutes with no revisions. Motion carried 9-0.

FINANCE REPORT:

Ms. Butler presented the finance report from July 2021 along with a summary of Rivers Residence which is now department 432 in the financial software. Attention was given to the increase in utilities, specifically water and sewer, resulting in discussion of a possible rent increase. Senior Citizen discounts for the resident portion of the facility with local utilities will be sought. An amended grant award from AAA was also discussed. A motion was made by Mr. Letts, with support from Ms. Apwisch to approve the finance report as presented. Motion carried 9-0.

OLD BUSINESS:

Collections Policy – Ms. Riley reminded the board of past due accounts from previous tenants. Research is still being done to determine whether our debt could be sold to a third party for collection. Thorough background checks are now being conducted prior to approving new tenants which should assist in preventing future instances. Consideration of increasing future damage deposits to 1 ½ times the monthly rent amount.

NEW BUSINESS:

Pet Policy – Ms. Riley reported that, currently, pets reside in 14 of the 46 units. Many of these pet owners are single. Ms. Riley expressed her concern for not allowing pets at all. Due to increased time and expenses involved in cleaning up after pets, recommendation of a \$300 non-refundable pet deposit for each pet was made. The board discussed reasonable accommodations be made for those current tenants who need to make payments on this deposit.

Board Officers – The board discussed tabling this item until all members of the board are present.

September Meeting – Next month’s meeting will be held at the St. Joseph County Grange Fair at the Community Tent. Lunch will be offered between 12:00pm and 12:30pm, exercise class demo at 12:30pm, and the meeting beginning at approximately 1:00pm. Further information will be sent to the board with the agenda.

PROGRAM REPORT:

Ms. Hughes reported on special events such as the picnic as well as other events held with Life Enrichment services. Production of hot meals will begin on August 30, 2021. Hot meals will include Home Delivered and Congregate meals.

Ms. Mancina reported on Life Enrichment Services. 100 tickets fair tickets will be available for seniors. 130 members attended the picnic. Donations from area businesses were very much appreciated and will be noted in next month’s newsletter. Senior Center Month is next month and includes activities for each day of the month. While the website is now up and running there is still work to be done to add capability to make donations and sign up for meals and activities. New members can now sign up online.

Ms. Notestine reported on Residential and In-Home Services. 32 lease renewals will be signed in September. There have been 14 non-renewals since the facility opened. These include residents who have chosen to move elsewhere as well as those deceased. A total of 38 applicants remain on the waitlist even after reviewing the status of each applicant by phone. There has still been no movement on the 2-bedroom units. 11 aides are currently providing in-home services with 27 members on the waitlist. There have been a couple of aides on medical leave and very few applicants. Aides, Chore Workers, and Home Repair Volunteers are all needed.

DIRECTOR’S REPORT:

Ms. Riley gave praise to the staff for their willingness to assist where needed, especially during the picnic. The meals drivers were also able to deliver to 97% of members even after the mess from the storms. Consumers Energy has provided 50 gallons of bottled water in Three Rivers and 30 gallons of bottled water and ice in Sturgis. These are available to anyone in need.

MEMBER’S TIME:

Ms. Apwisch updated the board on the art project she has been working on. The goal was 66 pieces and there are currently 30-40 pieces ready to hang.

Ms. Buscher asked about bringing in juvenile volunteers to assist at the facility. Ms. Riley will be in touch with JDT to make arrangements.

Ms. Dane expressed her appreciation for the COA and COA members alike.

Ms. Pangle reported on the current rise in COVID numbers.

Mr. Lyczynski shared his excitement for being part of the COA and contributing as he can.

Mr. Stemen enjoyed his time at the picnic and thanked the staff for their efforts.

ADJOURNMENT:

A motion was made by Mr. Letts with support from Mr. Stemen to adjourn the meeting. This motion carried 9-0 and the meeting was adjourned at 3:00PM.