

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES

The September 22, 2021, meeting of the St. Joseph County Commission on Aging Advisory Board of Directors was held at the St. Joseph County Grange Fair. The meeting was called to order by Deb Davis, at 111 pm. Roll call was taken by George Letts.

PRESENT: Sarah Apwisch, Pat Dane, Deb Davis, John Gelvin, George Letts, Clayton Lyczynski II, Kathy Pangle, Ed Stemen.

ABSENT: Steve Boland, Britt Buscher, Jon Withers.

AGENDA:

A motion was made by Mr. Stemen with support by Mr. Gelvin, to accept the agenda with the requested changes. Motion carried 7-0.

OTHERS PRESENT: Ruth Mancina, Marketing Outreach Manager; Nicki Notestine, Residential Services Manager; Katie Hughes, Nutrition Manager; Kris Butler, Finance Clerk; Robert Tomlison, Three Rivers Commercial; Michelle Patrick, Sturgis Journal; COA Members & Public

PUBLIC COMMENTS:

None

MINUTES

A motion was made by Mr. Gelvin with support from Ms. Apwisch, to approve the August 2021 minutes with no revisions. Motion carried 7-0.

FINANCE REPORT:

Ms. Butler presented the finance report from August 2021 and a final review of 2020. Attention was given to variances in actual personnel expenses compared to budget. Furloughs resulted in a decrease in wages while benefits remained close to budget. Ms. Davis questioned the increase expense in communications in 2020. Ms. Butler explained the changes in the phone system after the move into Rivers Enrichment Center. The system is again being reviewed by the county IT department to add the COA into the county's phone system which will cut this expense back again. Ms. Davis also questioned the capital expense for computer hardware. Ms. Butler explained that this was the purchase of a new server that was approved as an amendment by the BOC, but the budget was not updated in the software. Additional questions regarding benefits over budget were asked as well. Ms. Butler will report back on this in the October meeting. A motion was made by Mr. Letts, with support from Ms. Apwisch to approve the finance report as presented. Motion carried 7-0.

OLD BUSINESS:

Rivers Residence Policy Updates – Ms. Riley reported on a rent increase of \$50/month which will become effective November 01, 2021. This increase is necessary due to increased expenses in electric, water, and sewer. Mr. Lyczynski reported that the city is not able to offer a senior discount on the water and sewer as this would make the same available for all other senior facilities in the area. A \$300 non-refundable pet deposit will also be implemented effective October 01, 2021. Residents with pets are being given 60 days to comply with the pet deposit with payment arrangements being an option for those in need.

#### NEW BUSINESS:

PAC Committee members have requested email address for all board members made available on the COA website. Ms. Davis requested that addresses not be posted on the website but contact information be made available as requested. Each board member will be contacted as to their personal preference for information given to COA members.

#### PROGRAM REPORT:

Ms. Mancina reported on activities happening in September which is National Senior Center Month. October will include 2 new exercise classes along with the annual membership renewal event. Positive feedback has been received from COA members in regards the artwork collected and displayed at Rivers Enrichment Center by Ms. Apwisch. Ms. Mancina explained the new "lottery style" method for signing up for trips each month.

Ms. Notestine discussed annual lease renewals. There are currently 35 individuals on the waitlist for apartments. The residents are planning the 2<sup>nd</sup> annual Truck or Treat event for Halloween. The waitlist for In-Home services continues to grow as recruiting of aides continues.

Ms. Hughes reported 2,200 congregate and over 10,000 home delivered meals were served last month. Congregate meals have increased due to partnering with activities for special events such as dinner out and the upcoming membership renewal event.

#### DIRECTOR'S REPORT:

Ms. Riley gave praise to the managers and staff.

#### MEMBER'S TIME:

Ms. Pangle reported that the SJC Commissioners have opted to hire a consultant to assist with AARPA Fund allocations.

Ms. Apwisch has now collected 106 pieces of artwork and hopes to have it all displayed before Thanksgiving.

#### ADJOURNMENT:

A motion was made by Mr. Stemen with support from Mr. Letts to adjourn the meeting. This motion carried 7-0 and the meeting was adjourned at 2:00PM.