

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES

The October 20, 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 Deb Davis, at 1:33 PM. Roll call was taken by Jon Withers.

PRESENT: Steve Boland, Britt Buscher, Deborah Davis, George Letts, Clayton Lyczynskii II, Kathy Pangle, Lloyd "Ed" Stemen, Jon Withers.

ABSENT: Sarah Apwisch, Pat Dane.

AGENDA:

A motion was made by Mr. Boland with support by Ms. Pangle, to accept the agenda as presented. Motion carried 8-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing Outreach Manager; Nicki Notestine, Residential Services Manager; Kris Butler, Finance Clerk; Marge Perech, COA Member; Dianne Wood, COA Member; Michelle Patrick, Sturgis Journal; Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES:

A motion was made by Mr. Stemen with support from Mr. Withers, to approve the October 2021 minutes with a correction to add Katie Hughes as present. Motion carried 8-0.

FINANCE REPORT:

Ms. Butler followed up on the final 2020 report with answers to questions pertaining to personnel and benefit expenses. Ms. Butler then presented the finance report for September 2021. A motion was made by Mr. Boland with support from Mr. Stemen. Motion Carried 8-0.

OLD BUSINESS:

None.

NEW BUSINESS:

PAC Meeting Purpose and Intent – This meeting is required per AASA. Requirements state that a meeting is to be held by members for members at a minimum of one time per year. The purpose of this meeting is to advise management/administration on services provided by COA. Any questions or comments members may have on other topics such as COA budget and/or administration are welcome to be brought to the monthly Advisory Board meetings as public comments or members can request a particular subject to be added to the agenda. Ms. Riley has requested direction from the advisory board members regarding management of these meetings. After discussion, a motion was made to hold quarterly meetings at each location while having a staff person available to answer questions as needed. Meetings will be scheduled by Ms. Riley and a standard agenda will be available, with a list of all COA services, to assist members in staying on task. Notes will be taken by members and directed to staff for follow-up as needed. Any questions or comments members may have on other topics such as COA budget and/or administration are welcome to be brought to the monthly Advisory Board meetings as

public comments or members can request a particular subject to be added to the agenda. This motion was made by Ms. Pangle with support from Mr. Letts. Motion carried 8-0.

Building Rentals – Ms. Riley shared price comparisons to current rental rates of both facilities. These comparisons show that current rates are well below similar venues. Suggested rates were shared with the board with members continuing to receive a 50% discount, and employees being allowed to use the facility at no charge. Discussion concluded that employees will only be allowed to use the facility one time per year at no charge. A motion was made by Ms. Pangle with support from Mr. Stemen to accept rates as suggested. Motion carried 8-0.

**PROGRAM REPORT:**

Residential & In-Home Services – Ms. Notestine explained that there are currently 8 aides providing services compared to the usual count of 14. This leaves more than 60 individuals on the wait list for services. Recruitment and interviews continue. The waitlist for apartments is now at 36 which means the 2 units that are scheduled to vacate soon will be occupied soon after. The residents have scheduled their 2<sup>nd</sup> Trunk or Treat on October 30, 2021, beginning at 5:00PM. Candy donations are being requested for this event.

Nutrition Services – Ms. Hughes announced an opening for a full-time cook. Angie Skeen, the current cook, will be advancing into the program assistant position leaving this opening. Interviews will begin soon. Congregate meals were reported at an average of 140 meals per day while Home Delivered Meals are currently at 409. There were 55 meals served at the most recent Dinner Out event while the October Membership drive accounted for 100 meals at each location.

Life Enrichment Services – Ms. Mancina reported 60 members in attendance at the Honey Creek performance in Sturgis. Activities are being planned for the holiday season. The annual Holiday Party will be held at Sturgis Young on December 16, 2021, with more details to come.

**DIRECTOR'S REPORT:**

Ms. Riley showed her gratitude to all staff for there efforts in everything they do.

2021 capital projects fell under budget leaving room in the budget to complete the Rivers Residence key fob installation and do some patching in the parking lot. The parking will need to be completely resurfaced but will be done in sections as the cost could be as much as \$187,000.

There have now been 2 members reported with positive COVID results. Members who shared in activities have been contacted with this information and masks are being recommended to all members and staff.

**MEMBER'S TIME:**

No comments

**ADJOURNMENT:**

A motion was made by Ms. Pangle with support from Mr. Stemen to adjourn the meeting. This motion carried 8-0 and the meeting was adjourned at 3:03PM.

