

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES

The November 15, 2021, meeting of the St. Joseph County Commission on Aging Advisory Board of Directors was held at Rivers Enrichment Center. The meeting was called to order by Deb Davis, at 1:32PM. Roll call was taken by George Letts

PRESENT: Sarah Apwisch, Steve Boland, Britt Buscher, Pat Dane, Deborah Davis, John Gelvin, George Letts, Clayton Lyczynski II, Lloyd "Ed" Stemen.

ABSENT: Kathy Pangle., Jon Withers

AGENDA:

A request was made to add "Bylaws Amendment for Public Comments" to the agenda. A motion was made by Mr. Gelvin with support by Mr. Boland, to add this to new business. Another motion was made by Mr. Letts and supported by Ms. Dane to accept the agenda with this addition. Motion carried 8-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Nicki Notestine, Residential Services Manager; Kris Butler, Finance Clerk; Robert Tomlinson, Three Rivers Commercial.

PUBLIC COMMENTS:

None

MINUTES:

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

FINANCE REPORT:

Ms. Butler presented the finance report for October 2021. A motion was made by Mr. Boland with support from Mr. Lyczynski. Motion Carried 8-0. The 2022 preliminary budget was tabled for this meeting due to a delay in the approval process which allowing more time for review. The approved budget will be presented at the January meeting. Capital requests amount to approximately \$76,000 and include the completion of the multipurpose court at Rivers as well as a software program "My Senior Center". Ms. Riley elaborated on the details and benefits of this software. Also included in the capital requests are a dishwasher for the river's kitchen and a commercial mower which will allow maintenance staff to do lawn care and eliminate this ongoing vendor expense.

OLD BUSINESS:

PAC Meeting Schedule & Agenda – Meeting schedules were discussed, and suggestion was made to alternate months and locations to allow for 2 meetings per quarter. Concern of members being willing to attend both locations were discussed. A list of services and descriptions were provided by Ms. Riley as a tool to be used by PAC members for discussion topics. Ms. Davis clarified that COA members are permitted to meet and discuss COA Programs at any time; the meeting schedule is provided to ensure requirements are met. Mr. Boland made suggestion to approve the schedule as presented, with an adjustment to the month of December, revisiting this matter later with feedback as to how meetings are progressing. All board members conceded and will revisit at a later time.

NEW BUSINESS:

Bylaws Amendment for Public Comments – Members discussed verbiage used in this area of the bylaws and determined which parameters were a matter of fact or opinion. Ms. Davis also suggested review of verbiage used regarding filming and/or recording of meetings. Changes discussed were noted by Ms. Riley and a final draft will be presented at the January 2022 meeting. -

2022 Advisory Board Schedule – PAC meetings were added to the SJCCOA Board meeting schedule. A motion was made by Mr. Gelvin with support from Mr. Letts to approve the SJCCOA Board Meeting Schedule as presenting with the understanding that the PAC Meeting schedule will be adjusted per earlier discussion.

PROGRAM REPORT:

Residential & In-Home Services – Ms. Notestine discussed upcoming vacancies of apartments as well as the continuing growth of the waitlist. Aides are still being recruited and Ms. Notestine is scheduling interviews. The waitlist for services also continues to grow.

Nutrition Services – Ms. Hughes reported over 100 congregate meals served along with over 3300 Home Delivered Meals since the last board meeting. Shelf stable emergency meals have been delivered in preparation of any upcoming weather related closures. Holiday meals were delivered today. The Holiday Party will be held at Sturgis Young, and tickets are now available for \$10.00 each.

Life Enrichment Services – Ms. Riley reported on October activities for which positive comments were made. Tickets are now available for the Holiday Party in December. Life Enrichment is working to schedule evening and Saturday exercise classes. This will begin in Sturgis only for now as this is where an instructor is available at this time. There are now about 300 members on the email list for the newsletter. Ms. Mancina is now using Mail Chimp to assist in distributing the newsletter to such a large group. Interviews are underway for the cook position. Ms. Riley expressed her gratitude for Ms. Mancina's recent work on advertising for this position.

DIRECTOR'S REPORT:

Ms. Riley expressed her gratitude to all staff for their assistance in helping her learn all things COA over the last year. Acknowledgment was also given to COA Advisory Board Members for their guidance and support.

AAA has announced the "No Wrong Door System Grant" and awarded \$6,000 of electronic equipment to the COA. These items are being catalogued and, after secured by the county IT department, will be available for member use at both facilities. The goal of this grant is to mitigate social isolation, bring virtual access to those seeking supports and services, and develop innovative services. The goal is to allow COA members to use this technology before investing in it by providing hands on training and support.

MEMBER'S TIME:

Mr. Letts expressed his gratitude for Ms. Riley's hard work over the last year and wished everyone well during the Holiday Season.

Ms. Buscher, Mr. Stemen, and Mr. Boland expressed the same gratitude.

Mr. Gelvin also expressed his gratitude for Ms. Riley's direction as well as the support of the other board members over the last year. Mr. Gelvin also asked about any upcoming plans for another residential project in the future. Ms. Riley shared that there may be some discussion that the county level but not in the COA's plans at this time. The fund balance will need to be rebuilt before the COA can attempt

another project of this size. Ms. Butler explained that there is currently \$80,000 in the Rivers Fund Balance and a projected \$460,000 in total COA fund balance at year end. The goal is to operate with a fund balance of 15-17% of expenses before any major projects can be planned.

Ms. Apwisch shared her enjoyment of the art collection project this last year. Artwork is still being collected and displayed.

Ms. Dane share her appreciation for the members and being able to be a part of the COA from all sides.

Mr. Lyczynski expressed his enjoyment in learning about and being a part of the organization.

ADJOURNMENT:

A motion was made by Mr. Stemen with support from Mr. Letts to adjourn the meeting. This motion carried 8-0 and the meeting was adjourned at 2:26PM.