

ST. JOSEPH COUNTY COMMISSION ON AGING

ADVISORY BOARD MEETING MINUTES

The January 19, 2022, 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 Kathy Pangle, at 1:30PM. Roll call was taken by Pat Dane.

PRESENT: Britt Buscher, Pat Dane, Deborah Davis (via Zoom), John Gelvin, George Letts, Clayton Lyczynski II (arrived @ approx.. 1:45pm), Kathy Pangle, Lloyd "Ed" Stemen.

ABSENT: Sarah Apwisch, Steve Boland, Jon Withers.

AGENDA: A motion was made by George Letts with support from Ed Stemen to approve the agenda as presented. Motion carried 6-0.

OTHERS PRESENT: Pam Riley, Executive Director; Ruth Mancina, Marketing and Life Enrichment Manager; Nicki Notestine, Residential Services Manager; Robert Tomlinson, Three Rivers Commercial; Michele Patrick, Sturgis Journal; Marge Perech, COA Member; Dianne Wood, COA Member.

PUBLIC COMMENTS: None

MINUTES: A motion was made by Mr. Gelvin with support from Ms. Dane, to approve the November 2021 minutes as presented. Motion carried 6-0.

FINANCE REPORT: Ms. Riley presented the preliminary year-end report for December 2021. Ms. Riley explained that the report presented is only preliminary. The final report will not be available until after the audit which will happen later in 2022. A summary of the 2022 approved budget was reviewed. Ms. Riley shared that the capital budget will not be approved by the SJCBOC until January. A list of proposed capital projects was presented and discussed. A motion was made by Mr. Letts with support from Mr. Stemen to approve the finance report as presented. Motion carried 6-0.

OLD BUSINESS: Bylaws Amendment for Public Comments – A revision of the SJCCOA Advisory Board Bylaws were presented with changes regarding public comments. A motion was made by Mr. Lyczynski to approve the revision with removal of the 30-minute total limit. This motion was supported by Ms. Dane and carried 7-0.

NEW BUSINESS:

COA Membership – Ms. Perech addressed the board as a representative of members who attend the Sturgis PAC meetings. Ms. Perech shared her concerns of the COA Advisory Board's disregard to member concerns and lack of member involvement in the decision made regarding quarterly PAC meetings. Ms. Perech expressed the desire to meet monthly as to encourage information sharing and assist in building relationships between staff and members. Ms. Davis gave reminder that email communication is always an option to share concerns with board members and staff. Ms. Riley also gave reminder of the comment boxes available at both locations. Ms. Perech shared a conversation with Laura Sutter regarding Operating Standards required for grant funding. Ms. Davis explained that the official "PAC" meetings have been scheduled quarterly are structured to meet requirements of grant 2 funding but are in no way a limit to how often COA members are permitted to meet and share their input and ideas. Mr. Lyczynski shared his appreciation for Ms. Perech's active involvement and

willingness to meet monthly. Encouragement was given to continue to be involved and move in the direction of sharing with the SJCCOA Advisory Board as a representative of COA Members. Ms. Dane shared her thoughts on the COA without division between locations. Mr. Gelvin shared his thoughts on Ms. Perech's representation for all members. Ms. Pangle questioned Ms. Perech regarding her representation without attendance at COA activities and events. Mr. Stemen encouraged use of the public comments time available at all advisory board meetings. Ms. Riley shared how concerns from previous PAC meetings have been addressed. No motions were made on this topic.

PROGRAM REPORT:

Residential Services – 56 clients are currently on the waitlist for In-Home Services while recruitment of applicants for aide positions continue. The waitlist for apartments is now at 31 applicants. 6 apartments have recently become available due to (2) deceased residents, (2) moves to assisted living facilities, and (2) relocations. Waitlist applicants are being contacted regarding these available units. Mr. Lyczynski suggested reaching out to High Schools for volunteers to assist with in-home care. Ms. Riley shared county requirements regarding hiring staff and expressed those volunteers are always welcome and needed. A new approach of designating staff between in-home services such as personal care, homemaking, and respite care instead of requiring all of one staff is being reviewed.

Marketing & Life Enrichment Services - Ms. Mancina shared information on a new evening "Silver Strength" class beginning in February at Oaks Enrichment Center. One of the exercise instructors at Rivers will be out next month so bus rides to Oaks for a similar class will be offered to members. There were 150 guests attending the Holiday Party at Sturgis Young Auditorium. Much appreciated donations and gifts were received to help support this event. February events include a pancake breakfast for Valentine's Day. An increase in membership and emailed newsletter sign ups on the website is amounting to 3 to 8 per week. Usage tracking of the website is underway to assess what members are using the site for specifically. A new printing company will be used for the monthly newsletter which will lower costs as the newsletters will be delivered directly to Three Rivers as opposed to being sent via UPS. An estimated savings of \$3,000 is expected by Ms. Mancina. This savings includes increasing the number of newsletters printed and distributed by volunteers throughout the county. AARP volunteers will be doing taxes again this year beginning February 14th. Ms. Riley thanked board members for their attendance at the holiday party. Several board members share their observations and appreciation for this event.

Nutrition Services – Ms. Riley shared that there has been an increase in take home congregate meals versus on-site meals. Candice Swanwick, COA Chef, has been working very well with the Nutrition Program Assistant, Angie Skeen, in getting the kitchen organized and more efficient.

DIRECTOR'S REPORT:

Ms. Riley expressed her gratitude for COA team members. One of the goals during 2021 was to keep the COA open and operating as much as possible during the pandemic. 50% of in-house staff have been impacted by COVID since November. The COA team has been very dedicated to working as much possible from home as needed as well as pitching in to assist other team members while they are out. Gary Oberlander has been hired a maintenance worker. He has been very busy turning over apartments and troubleshooting electric and appliance issues. Melton Powell is the COA custodian and working very closely with Gary to maintain both facilities and the apartments. 3 Ms. Riley met with Mr. Hughes from

the City of Sturgis regarding plans for the splashpad being put in behind the Oaks Enrichment Center and Doyle Center. Concerns for use of the COA and Doyle center parking lots were discussed as well as positioning of city parking spots planned potentially overlapping OEC property. Suggestion of posting signs, security cameras, installing gates and/or fencing were discussed. Ms. Riley will continue to follow the planning of this project and keep the board informed on progress.

MEMBER'S TIME:

Mr. Lyczynski shared flyers and invited all to attend an upcoming play at Three Rivers Community Players. Tickets will be available at the door as well as online.

Ms. Dane and Mr. Stemen both shared that they will be out of town for both February and March meetings. Ms. Pangle will be out of town in February and Mr. Letts shared will be out of town in March.

Mr. Letts asked about unpaid damages to apartments that were discussed earlier in the year. Ms. Riley explained that one of the debts has been paid in full while others have been claimed as bad debt since there are not estates available to collect from.

Ms. Pangle shared changes in the SJC Board of Commissioners meetings as well as planning for use of the AARPA funds.

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 2:59PM.