

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES – APPROVED 4/19/2023.

The March 15, 2023, 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 Sarah Apwisch, at 1:31 pm. Roll call was taken by Kathy Pangle.

PRESENT: Sarah Apwisch, Lorraine Bolley, Kathy Pangle, Rick Shaffer, Britt Buscher, and John Gelvin

ABSENT: Pat Dane, George Letts, Jon Withers, Deb Davis, and Phil Kline.

AGENDA: A motion was made by Mr. Galvin with support from Ms. Bolley to approve the agenda as presented. This motion was approved 6-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Ruth Mancina, Marketing & Life Enrichment Manager; Nicki Notestine, Residential Services Manager; Dianne Wood, COA Member.

PUBLIC COMMENTS:

None

MINUTES

Minutes from February 2023 were approved with one correction. A motion was made by Mr. Shaffer with a second from Ms. Pangle. This motion passed 6-0.

FINANCE REPORT:

Ms. Butler reviewed the February 2023 report. Mr. Galvin made this motion with the support of Ms. Pangle. Motion passed 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

None

PROGRAM REPORT:

Life Enrichment Services – Ms. Mancina talked about using a donation to purchase the popcorn machine for the Oaks Center and activities funds to purchase the machine at the Rivers Center. Popcorn days are very popular at the centers. Pool tables at both centers are seeing a surge in usage. In Sturgis we have a billiards group meeting Thursday evening. Steve Horn paid to have the table leveled and purchased new equipment. Thank you, Steve, for your generous donation. We have had a few new Three Rivers members also use the pool table daily. Fitness rooms at both centers are also seeing an increase in use every day. We have received some gently used fitness equipment to add to our inventory and have had to have a few pieces of equipment repaired. We have been continuing to promote our 50<sup>th</sup> theme in every newsletter for the entire year. We continue to plan our summer picnic with a throw back to 1973. The venue has been booked at the fairgrounds, July 26<sup>th</sup>. New volunteers at the centers in nutrition, bus drivers, and activities. A new exercise class in Sturgis is starting in April on Tuesdays called Core Strength with Cynthia Hoss. Looking into a summertime class with Kathy Bingaman when she returns from winter.

Residential Services – Ms. Notestine reported an increase in the waitlist for In-Home Services to eighteen. We have a consistent need for aides. Daily calls are still coming in about the apartments and the waitlist is currently forty-one for both bedroom types. Added at least five people to the apartment wait list in the last month, The COA will be hosting the Senior Resource Fair with ASN at the Oaks Enrichment Center on May 10, 2023. ASN has received lots of donations from the community. ASN will be offering a free lunch for all participants and free rides from SJC TA.

Nutrition Services –Nutrition department helped the Life Enrichment team celebrate Dr. Seuss’s Birthday by serving green eggs and ham breakfast. Katie’s Korner today we talked about different flours. We had a member join us who stocks twelve different types of flour in her kitchen and uses them. It was very interesting, and we all learned a lot. March’s 50<sup>th</sup> Celebration will involve students from Immaculate Conception School assisting to packaging fifty skittles for each of our Home Delivered Meal clients. One of the nutrition volunteers, who assists in packaging the cold meals, is experienced with the tilt skillet. We are excited to learn more from her. We also have a couple of volunteers in Sturgis who assist Diana with serving food and cleaning up. We are grateful to them and all our volunteers.

#### DIRECTOR’S REPORT:

Ms. Riley updated the board regarding ongoing parking concerns with events at the Doyle Center. During the Daddy/Daughter event the Doyle participants parked in our front lawn area and in the grass along the road to Trojan Timbers Park. There is some potential damage to our grassy areas due to vehicles entering and exiting over the sidewalk and driving through the drainage ditch area and around our sign. Ms. Riley has discussed this potential damage with the Sturgis City Mayor, Vice Mayor, and City Manager. Since this event, the city has been using city barriers to protect our property when we have rentals. The city is not interested in renting our parking lot for their events.

Ms. Riley signed a contract with Thurston Woods Village to be an Emergency Evacuation Staging Site.

Managers attended a Leadership training event called Success Loves Discipline with Justin Maust.

Ms. Riley has five speaking engagements in March. It has been great to spread the word about all the services and fun at the COA.

Ms. Riley is finalizing the RFQ for the Rivers Enrichment Center. Expecting to get information out end of March or early April. Expecting this project will still be completed this year. Also waiting to hear from Three Rivers City zoning.

Mr. Galvin asked if the outdoor lighting is fixed as he noticed that some of the lights were not on at the Three Rivers Center when they returned from a recent trip. Ms. Riley explained that some of the outdoor lighting is wired into a few apartments and a circuit breaker was tripped. Once the breaker was reset, the lights returned.

The Emergency Action Plan for both centers are underway with the first draft being received from Erin Goff. Ms. Notestine and Ms. Riley will continue to finalize this plan.

MEMBER'S TIME:

Ms. Pangle thanked all the managers for their comprehensive reports.

Ms. Bolley reported exercise and activities are becoming very busy.

ADJOURNMENT:

A motion was made by Ms. Pangle with support from Ms. Bolley to adjourn the meeting. This motion was passed 6-0 at 2:07 PM.