

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES – APPROVED 05/17/2023

The April 19, 2023, 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 1:30 pm. Roll call was taken by Jon Withers.

PRESENT: Sarah Apwisch (1:37), Lorraine Bolley, Britt Buscher, Pat Dane, Deb Davis, John Gelvin (1:37), George Letts, Kathy Pangle, Rick Shaffer, Jon Withers

ABSENT: Phil Kline

AGENDA: A motion was made by Ms. Pangle with support from Mr. Letts to approve the agenda as presented. This motion was approved 9-0.

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

PUBLIC COMMENTS:

None

MINUTES

Minutes from March 2023 were approved. A motion was made by Ms. Pangle with a second from Ms. Bolley. This motion passed 9-0.

FINANCE REPORT:

Ms. Riley provided a brief report stating the financials look the same as the previous month. Ms. Davis requested a motion to approve the Revenue and Expenditure Report for the period ending 03/31/2023 for acceptance on record. Mr. Shaffer made this motion with the support of Ms. Dane. Motion passed 9-0.

OLD BUSINESS:

None

NEW BUSINESS:

None

PROGRAM REPORT:

Residential Services – Ms. Notestine reported the waitlist for apartments is currently 26 for one-bedrooms, and 10 for two-bedrooms. After four years, a two-bedroom apartment has become available. The COA will be hosting the Senior Resource Fair with ASN at the Oaks Enrichment Center on May 10, 2023. There will be 31 vendors. Around \$4,300 was raised for the event through grants and sponsorships. Free box lunches will be distributed, and there will be prizes. Ms. Notestine also reported that she used a lot of multi-media advertising to promote the Senior Resource Fair. She is looking for volunteers to help at the event.

Nutrition Services – Ms. Hughes reported all the kitchen staff is out today for serve safe certification. Katie's Korner was covered by Ruth today. Homemade salt water taffy was on the menu as the Nutrition Department continues to celebrate the COA's 50th year with state desserts. There is an increase in cold

meals, which is around 150 a day and served three days a week. The Nutrition Department continues to work towards full production for both meals and it will be five days a week. Ms. Hughes also reported they are expecting to produce 300-400 box lunches for the Senior Resource Fair. They are looking forward to the Dinner Night Out on May 24th. To-go meals were stopped at the end of March because the public health emergency was terminated. Congregate numbers have grown since the to-go meals stopped.

Life Enrichment Services – Ms. Mancina talked about the April trips and how they filled up quickly. Because of the interest in the trips, Life Enrichment added a couple of extra trips to the calendar, specifically to Meijer Gardens and Oliver Mansion. Ms. Mancina provided a summary of the caregiver-based program she organized called Serving up Knowledge. The St. Joseph County Sheriff's Department did a presentation on fraud prevention and identity theft in Three Rivers. They will also do a presentation at the Sturgis Center as well. Life Enrichment will also be assisting with the Senior Resource Fair. Ms. Mancina is working on the summer picnic to celebrate the COA's 50th year. The summer picnic will be on July 26th at the fairgrounds in Centreville. T-shirts will be available for a \$15.00 donation. The donations will go towards the picnic or upcoming open houses.

DIRECTOR'S REPORT:

Ms. Riley provided an update on the organizational plan for the quarter as requested by Ms. Apwisch at a previous meeting. Ms. Riley summarized multiple goals that were met, including community benefit, which was accomplished by implementing the digital check-in system. The new system includes a broadcast feature, which notifies members when there are cancellations. Since January 1st of 2023 staff members have reached over 2,000 members using the broadcast feature. The COA has been working on staff development. The management team attended a leadership seminar. Katie's kitchen team is currently at training for serve safe certification. Kris Butler was working on a fixed assets project; however, her departure put it on hold, but the project will be continued. Since January 1st of 2023 registered active memberships increased from 3,186 to 3,595 as of yesterday, April 18th. The goal was to reach 3,600 by September of 2023.

Ms. Riley mentioned the upcoming Senior Resource Fair, including the \$4,300 that was raised, and the hard work the staff members have put in to make the event possible.

Ms. Riley thanked the Sturgis volunteers that worked on the outside landscaping at the Oaks Center, including Joyce Barnell, Bambi Walley, Marge Lounsbury, Pat Apps, Dianne Wood, Chuck Wood, Doris and Elmer Rudloff. They did a wonderful job with spring cleaning and the COA is grateful for their help.

Kris Butler took a position in Van Buren County. Ms. Riley started conducting interviews. Currently there are four candidates who will be interviewed this week. Kris will stay on part time to assist with training and grant reporting.

Ms. Riley discussed the parking lot at the Rivers Center. Bids from contractors must be turned in by this Friday at 2:00 PM. A mandatory bidders meeting was held last week, and six contractors appeared. Ms. Riley is hoping for at least three bids. Ms. Riley and Gary walked the entire parking lot with the contractors and answered their questions, including follow up questions via e-mail. She will consult with the Nutrition Department because she wants to cause as little disruption as possible, and it is not feasible to stop serving meals.

The City of Sturgis is putting up barricades at the Oaks Center when the Doyle Center has large events. The road near the Oaks Center will be under construction from May 8th through the 16th, which is when the Senior Resource Fair is taking place. The City of Sturgis will not repave the road at that time, therefore it shouldn't disrupt the event. Thurston Woods will allow the COA to use their parking lot during the Senior Resource Fair.

MEMBER'S TIME:

Ms. Pangle reported that while attending the Village of Mendon Council meeting someone purchased 11 acres to put in a business in St. Joseph County.

Mr. Gelvin wished Kris Butler good luck and said she will be missed. Mr. Gelvin also discussed his concerns regarding the Sturgis Center's parking lot since the new splash pad opens soon.

Ms. Dane mentioned that Armstrong Sports Complex in Three Rivers experiences parking issues as well.

Ms. Apwisch asked about Katie's state dessert, which was salt water taffy.

Ms. Bolley offered to volunteer at the Senior Resource Fair.

Ms. Davis invited everyone to attend the Liberty Bell Award ceremony on May 1st, 2023, at 9:00 AM. It will be held in Circuit Court at the Courthouse in Centreville. The recipient is Kelly Hostetler and the United Way.

ADJOURNMENT:

A motion was made by Ms. Apwisch with support from Mr. Letts to adjourn the meeting. This motion was passed 9-0 at 2:05 PM.