

ST. JOSEPH COUNTY COMMISSION ON AGING
ADVISORY BOARD MEETING MINUTES – APPROVED 08/16/2023

The July 19, 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 1:30 pm. Roll call was taken by George Letts.

PRESENT: Sarah Apwisch, John Gelvin, Phil Kline, George Letts, Kathy Pangle, and Rick Shaffer

ABSENT: Pat Dane, Deb Davis, Jon Withers

AGENDA: A motion was made by Mr. Letts with support from Mr. Shaffer to approve the agenda as presented. This motion was approved 5-0.

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

PUBLIC COMMENTS:

None

MINUTES

Minutes from May 2023 were approved. A motion was made by Mr. Gelvin with a second from Ms. Pangle. This motion passed 5-0.

FINANCE REPORT:

The Revenue and Expenditure Report for period ending 06/30/2023 was provided to the Advisory Board. Although the report shows the Commission on Aging will be over budget by \$2.66, Ms. Buscher stated it is inaccurate. The Commission on Aging budgeted for capital projects; however, we have been able to complete the projects for less than the budgeted amount. Ms. Buscher also mentioned the countywide general ledger conversion that occurred recently. Although it was quite a process, the finance department is ensuring that all invoices and expenditures are getting receipted to the correct department. Ms. Riley mentioned that we are still under on our personnel expenses because we are still short staffed, specifically for in-home services. We are continuing to look for in-home aides. Mr. Letts made a motion with the support of Ms. Apwisch to accept the Financial Report. Motion passed 5-0.

OLD BUSINESS:

None

NEW BUSINESS:

It has been a topic of conversation at the last few meetings, and everyone agrees the Commission on Aging Advisory Board will not have a meeting at the St. Joseph County Fairground this year. The Advisory Board Meeting in September will be held at the Oaks Center on the 20th. The Commission on Aging will still have a presence at the fair, including bingo in the community tent, as well as Commission on Aging materials at a vendor booth. The Life Enrichment Department is also giving out 100 admission tickets for the fair.

PROGRAM REPORT:

Residential Services – Ms. Notestine reported the In-Home Services Department has a new, much needed chore worker, who is also a substitute meals on wheels driver. Currently, there are 35 people on the waitlist for a one-bedroom apartment, and 12 people on the waitlist for a two-bedroom apartment. Ms. Notestine also reported the list for in-home services continues to grow, so the need for more in-home aides still exists. The job posting for in-home aides is still active. Currently there are 7 active in-home aides.

Life Enrichment Services – Ms. Mancina mentioned the summer picnic is next Wednesday, July 26th from 10:00 AM to 2:00 PM at the St. Joseph County Fairground. Ms. Batten and Ms. Mancina are working on 1970's inspired decorations, as well as door prizes. Ms. Mancina reported she is having a live band attend the picnic and play 1970's music. In the past, summer picnic tickets were \$5.00 each, however the picnic is free this year. There were 200 tickets available, and the Commission on Aging almost sold out in one day. Ms. Mancina reported she received a handful of donations and prizes from local businesses and members for the summer picnic. Besides the summer picnic, Ms. Mancina has been working on the annual report and a Commission on Aging history report (50 Years of COA), highlighting the last 5 decades.

Nutrition Services – Ms. Hughes reported the Nutrition Department has 443 clients registered for home delivered meals and 85,000 meals served, while there are 1,647 clients registered for congregate meals and 35,500 meals served. Ms. Hughes also reported the Nutrition Department started production of cold meals 5 days a week and they have over 150 members using this service. They are producing around 500 weekend meals every week. The Nutrition Department was able to hire a replacement in the kitchen, which is great to keep production going.

DIRECTOR'S REPORT:

- A) Ms. Riley has begun her public speaking engagements back up this month. She is looking forward to getting back out into the community to share information about the Commission on Aging with St. Joseph County residents. Ms. Riley has also been promoting the need for in-home aides at the speaking engagements.
- B) The window project is complete. ClearView replaced 7 large windows at the Rivers Enrichment Center and Rivers Residence.
- C) The parking lot project is complete at the Rivers Enrichment Center, and we were under budget, so it was an overall success. Ms. Riley thanked Gary Oberlander for his hard work and mentioned he did a wonderful job at assisting with the project and the bidding process. Two sections were redone due to sloping after completion.
- D) The landscaping project is underway. Melton Powell is spearheading this project with Gary's assistance. The Parks and Recreation Department has allowed the Commission on Aging to use some of their equipment, which has been very helpful. We are close to 50 percent finished with this project. A few probationers have helped with this project, and Ms. Riley mentioned this topic at a Leadership Meeting. The Courts are on board with helping get more probationers over to the Commission on Aging to assist and put in manual labor.
- E) Ms. Riley thanked Ms. Buscher for her dedication and willingness to learn the finance manager position and all the tasks that go along with the position.
- F) The County is holding an employee appreciation event next week to recognize everyone's hard work. Besides the main event on Friday at the courthouse, Ms. Riley is holding an additional employee

appreciation gathering on the morning of August 25th for COA staff. There will be breakfast, county t-shirts, tumblers, and prizes.

MEMBER'S TIME:

Mr. Kline reported that it has been a busy season at Kline's Resort. Kline's Resort has a new Zumba class 2 times a week. Mr. Kline also reported the pickleball court at the resort was repainted and striped.

Mr. Letts mentioned the upcoming Burr Oak Heritage Festival.

Mr. Shaffer mentioned Covered Bridge Healthcare had its 7-year anniversary recently, and it has been great to see the program evolve over the years. Mr. Shaffer also mentioned the Human Resource Commission and said Laura Brott provided a great report at the Commissioner's meeting last night. He also mentioned the addition of a new Housing Coordinator.

Ms. Apwisch mentioned Meyer Broadway Park is adding two pickleball courts.

Mr. Gelvin asked who Commission on Aging is contracting for snow removal this coming winter.

ADJOURNMENT:

A motion was made by Mr. Letts with support from Mr. Gelvin to adjourn the meeting. This motion was passed 5-0 at 2:02 pm.