

ST. JOSEPH COUNTY COMMISSION ON AGING  
ADVISORY BOARD MEETING MINUTES – APPROVED September 20, 2023

The August 16, 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 Rick Shaffer, at 1:30 pm. Roll call was taken by George Letts.

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

ABSENT: Deb Davis, Jon Withers

AGENDA: A motion was made by Ms. Pangle with support from Ms. Dane 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; Britt Buscher, Finance Manager.

PUBLIC COMMENTS:

None

MINUTES

Minutes from July 2023 were approved. A motion was made by Ms. Pangle with a second from Mr. Gelvin. This motion passed 6-0.

FINANCE REPORT:

The Revenue and Expenditure Report for period ending 07/31/2023 was provided to the Advisory Board. Ms. Buscher mentioned the Commission on Aging is still under budget on personnel expenses due to a staff shortage, specifically for in-home services. The Commission on Aging hired one new in-home aide since the last advisory board meeting. The finance department is currently working on 2024-2025 budgets, so we are taking a close look at revenue and expenditures. There is a clear increase in price related to groceries, utilities, and basic supplies, so we are making the appropriate adjustments for the upcoming year(s). Ms. Riley and Ms. Buscher will meet with Finance Director on September 14<sup>th</sup> to review the 2024-2025 budget. Ms. Buscher inquired about citizen interest forms as there are two vacancies, and they may impact the board's ability to meet a quorum if members are traveling out of state this winter.

Mr. Letts made a motion with the support of Mr. Gelvin to accept the Financial Report. Motion passed 6-0.

OLD BUSINESS:

Ms. Pangle inquired about restaurant tickets. Ms. Riley explained restaurant ticket sales decreased a little during the months of June and July, however the Commission on Aging is still selling more than previous years, and that the decrease to 3 tickets a month was necessary.

NEW BUSINESS:

None

#### DIRECTOR'S REPORT:

1. In response to the Three Rivers City announcement of slightly higher lead levels in some water samples collected in the city, I contacted the State Lab and ordered a kit for our water to be tested. We were informed by the city that we do NOT have a lead line coming into our building, so the concern is very low, but for reassurance to our members, HDM clients and residents we are testing the water. The sample has been collected and mailed to the lab this week and we should get a report in about a month. Our water refill station has a filter. We are running the kitchen faucet in the morning as directed. Our residents were all informed immediately when the city released the statement. Information has been posted around the center. Residents/members were able to get a free filter from the city or health department. If the report comes back with lead levels higher than allowed, then we will install filters in the kitchen and in the apartments. Again, we do not have a lead line into this building so the concern is very low.
2. We had a wonderful 50th Anniversary summer picnic. Thank you to all the sponsors, volunteers, and our team that helped to make the event successful.
3. Landscaping project is still underway. Melton and Gary found the existing sprinkler system and has fixed it and adapted it as drip irrigation for the new plants. They are on track to finish the landscaping project around the third week of September.

#### PROGRAM REPORT:

Residential Services – Ms. Notestine reported that currently there are 30 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 two new residents that moved into the Rivers Center in July are participating in activities and the congregate meal program and are thoroughly enjoying the center.

Life Enrichment Services – Ms. Mancina expressed gratitude for all the help at the Commission on Aging summer picnic. The Life Enrichment department is turning their attention to the upcoming Christmas party, which will be held at the Sturges-Young Auditorium on December 14<sup>th</sup>, 2023. They are also focusing on the upcoming Dinner Night Out gathering at the Oaks Center, which is a tropical theme, and they have a steel drummer coming for entertainment. The next Dinner Night Out will be held at the Rivers Center and there will be a German band, as well as German food. Ms. Mancina is also working on a history project, which will be on display at the Oaks and Rivers open house. Lastly, Ms. Mancina is working on gathering supplies for the free bingo event taking place at the St. Joseph County Fair in September during fair week.

Nutrition Services – Ms. Hughes thanked Kim Talbot for crafting 250 placemats for Commission on Aging Home Delivered Meal clients. Many of the HDM clients were appreciative. Ms. Hughes also reported that the new kitchen staff member and the new substitute driver have been wonderful additions to the nutrition department. From January 1<sup>st</sup> to today, the nutrition department has served just under 30,000 congregate meals, and just under 70,000 home delivered meals. The state dessert was blueberry pie, which is associated with Maine.

#### MEMBER'S TIME:

Ms. Pangle mentioned that Mendon's River Fest is this weekend.

Mr. Gelvin inquired about snow removal bids because he knows a gentleman who expressed interest in providing services to both centers.

**ADJOURNMENT:**

A motion was made by Mr. Letts with support from Ms. Pangle to adjourn the meeting. This motion was passed 6-0 at 2:04 pm.