

## ST. JOSEPH COUNTY COMMISSION ON AGING

### ADVISORY BOARD MEETING MINUTES – APPROVED October 18, 2023

The September 20, 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 Deb Davis, at 1:30 pm. Roll call was taken by Deb Davis.

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

ABSENT: Pat Dane

AGENDA: A motion was made by Mr. Letts with support from Ms. Pangle to approve the agenda as presented. This motion was approved 7-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Nicki Notestine, Residential Services Manager; Britt Buscher, Finance Manager; Dianne Wood, COA Member; Brian Sandell, COA Member; Pat Apps, COA Member.

#### PUBLIC COMMENTS:

None

#### MINUTES

Minutes from August 2023 were approved. A motion was made by Ms. Pangle with a second from Mr. Gelvin. This motion passed 7-0.

#### FINANCE REPORT:

The Revenue and Expenditure Report for period ending 08/31/2023 was provided to the Advisory Board. Ms. Buscher mentioned that building rental revenue has decreased since last year, as well as general donations, which is reflected in the Revenue and Expenditure Report. However, the miscellaneous revenue total should increase by the end of the year when the finance department makes their end-of-year adjustments. Ms. Buscher and Ms. Riley had a budget meeting with Angie Steinman, the Finance Director, and a preliminary budget report will be provided to the Advisory Board members. As stated at the last meeting, there is a noticeable increase in price related to groceries, utilities, and basic supplies, and the 2024-2025 budget was adjusted accordingly. Ms. Buscher has also been working on the 2023-2024 budget for Area Agency on Aging. Our AAA award amount for the upcoming grant cycle is \$408,327.00. During the last grant cycle we were awarded \$441,829.00. This AAA award helps fund the services we provide to our Commission on Aging members.

Ms. Pangle made a motion with the support of Mr. Kline to accept the Financial Report. Motion passed 7-0.

#### OLD BUSINESS:

None

## NEW BUSINESS:

Ms. Riley presented the 2021-2022 Annual Report to the Advisory Board. She provided a brief explanation related to each topic contained in the 2021-2022 Annual Report.

## DIRECTOR'S REPORT:

1. Ms. Riley provided follow up on the water testing for lead: The report has come back from the State of Michigan and we DO NOT have any lead in our water in the Rivers Enrichment Center. HDM clients, Three Rivers members, and residents have all been informed.
2. The Three Rivers landscaping project is still under way. Melton and Gary are doing a fantastic job, however, it is a lot of work for just two people. The project is about 85% completed.
3. The Commission on Aging had our annual review with AAA in June. We received our report: "There were no findings identified in the assessment. All of the categories reviewed were in compliance with the Bureau of Aging, Community Living and Supports Operating Standards for Service Programs."
4. Ms. Riley asked the board if they have any interest in amending the by-laws to change from meeting monthly to meeting six times per year. The Board can put this on the agenda under new business next month to have time to review the attendance by month and the by-laws, and have a discussion with a full board. We are struggling to receive RSVP's by the board members to determine if we will have enough in attendance for each meeting. We usually don't know until an hour or so before each meeting. Would attendance be more likely if we only meet six times per year rather than eleven. The potential meeting schedule would be: January, April, May, July, September, and November. March is a month with several members gone for the winter, so the Board will avoid meeting in March, unless it is necessary to vote on important matters. The Board discussed the schedule change and many of them were in agreement that we should amend the by-laws, meet six times a year, and change the meeting time to Monday's at 3:00 PM. This matter will be added to "New Business" for October, 2023.

## PROGRAM REPORT:

Residential Services – Ms. Notestine reported that currently there are 32 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 COA hired a new In-Home Aide this morning. The new In-Home Aide is experienced and will be able to take on a full list of clients. Ms. Notestine also reported on the new MobilTrax application the Commission on Aging is beta testing. The new application/program is designed for In-Home Aides, and allows them to clock in and schedule clients. The State of Michigan will be requiring electronic verification and stricter privacy and security standards, so the COA is getting ahead of the new standards.

Life Enrichment Services – Ms. Hughes provided a report on behalf of Ms. Mancina. Ms. Hughes mentioned there was a great turnout at the St. Joseph County Fair for bingo, and she stated that Ms. Mancina provided a short presentation on the Commission on Aging at the St. Joseph County Fair. The Life Enrichment department is working on multiple events, including the 50<sup>th</sup> Anniversary Open House, Dinner Night Out, and the upcoming Christmas party. Ms. Hughes stated there has been an increase in participation for activities, crafts, and exercise classes.

Nutrition Services –Ms. Hughes reported from January 1<sup>st</sup> to today, the nutrition department has served around 32,000 congregate meals, and around 82,000 home delivered meals. All of the meals are being produced in the kitchen at the Rivers Center. Ms. Hughes also reported the nutrition department is preparing for upcoming events, such as Dogs & Donuts, Dinner Night Out, and the Christmas party. At this time there are around 100 people signed up at each center for the Dogs & Donuts event, which is an event where COA members can renew their membership and have lunch.

#### MEMBER'S TIME:

Mr. Shaffer mentioned Project Connect. Project Connect will take place on October 6<sup>th</sup> at the St. Joseph County Fairgrounds. Ruth Mancina will be at Project Connect on behalf of Commission on Aging.

Mr. Letts inquired about the Sturgis Sentinel. Mr. Letts believes the Commission on Aging should add themselves to the distribution list because the Sturgis Sentinel is informational and members would like to read it. All of the Advisory Board members were in agreement, so staff will look into this.

Mr. Gelvin inquired about advertisements for the upcoming Dogs & Donuts event. The advertisement was placed in the monthly newsletter.

#### ADJOURNMENT:

A motion was made by Ms. Pangle with support from Mr. Letts to adjourn the meeting. This motion was passed 7-0 at 2:25 pm.