

ST. JOSEPH COUNTY COMMISSION ON AGING

ADVISORY BOARD MEETING MINUTES – APPROVED NOVEMBER 15, 2023

The October 18, 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 Deb Davis.

PRESENT: Pat Dane, Deb Davis, John Gelvin, George Letts, Kathy Pangle, and Rick Shaffer

ABSENT: Sarah Apwisch, Phil Kline, and 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 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.

PUBLIC COMMENTS:

None

MINUTES

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

FINANCE REPORT:

The Revenue and Expenditure Report for period ending 09/30/2023 was provided to the Advisory Board. A Preliminary 2024 Budget Report was also provided to the Advisory Board. Ms. Buscher mentioned that throughout the budgeting process for the upcoming year, Ms. Riley and Ms. Buscher were as conservative as possible, and made the necessary adjustments for anticipated revenue and expenditures for each department. Ms. Buscher stated we are around 75% through the fiscal year. Related to the intergovernmental bucket and AAA, the COA submitted their final request/FSR for the current grant period. The COA will be receiving around \$61,000.00 for the month of September. The COA was not able to claim around \$4,350.00, however that money will most likely carry over to the next grant period.

Ms. Buscher and Ms. Riley answered questions from the Advisory Board pertaining to the 2024 Budget Report.

Mr. Shaffer made a motion with the support of Ms. Dane to accept the Preliminary 2024 Budget Report and the September Financial Report. Motion passed 5-0.

OLD BUSINESS:

The Advisory Board discussed the 2024 meeting schedule. They also discussed revising the St. Joseph County Commission on Aging Bylaws. Proposed changes pertain to Section 13: Meetings.

Mr. Letts made a motion with the support of Ms. Dane to adopt the proposed changes to the St. Joseph County Commission on Aging ByLaws. Motion passed 5-0.

Section 13. Meetings:

Regular meetings shall be held six (6) times per year, on dates established by majority vote of the COA Board and posted within 10 days after the first meeting of the public body in each calendar or fiscal year. Notice of dates, times, and locations of meetings shall be distributed in accordance with the Open Meetings Act (“OMA”), PA 267 of 1976, MCL 15.265, et. seq. In addition, notice of such meetings may be published in the COA newsletter, and on the COA website at least three (3) days prior to the date of meetings.

Special meetings may be called by the Chairperson provided notice is posted pursuant to the OMA. In addition, electronic notice will be provided at least eighteen (18) hours in advance via publication on the COA website.

Standing committee meetings may be called at the discretion of the Committee Chairperson or by a request signed by the majority of the committee members.

All meetings of the COA Board and any committee of the COA Board shall be open to the public.

Ms. Pangle made a motion with the support of Mr. Shaffer to adopt the proposed meeting schedule, which will begin January of 2024. Motion passed 5-0.

January 17 th	3pm	Rivers Enrichment Center
April 17 th	3pm	Oaks Enrichment Center
May 15 th	3pm	Rivers Enrichment Center
July 17 th	3pm	Oaks Enrichment Center
September 18 th	3pm	Rivers Enrichment Center
November 20 th	3pm	Oaks Enrichment Center

NEW BUSINESS:

A letter from a Commission on Aging member was provided to the Advisory Board pertaining to Lynn Zeiler. Lynn Zeiler is a wonderful exercise instructor, and she provided an informational presentation during the month of September. Commission on Aging staff has heard many positive remarks about Lynn’s presentation. The Advisory Board was pleased with the sentiment included in the letter.

DIRECTOR’S REPORT:

- 1) Ms. Riley mentioned the COA’s partnership with the ISD’s Young Adult Transition Program. The young adults involved in the program have gone above and beyond what has been asked of them, and it has been a wonderful partnership thus far. The young adults have assisted with the nutrition department, and they plan on assisting with light cleaning throughout the Rivers Enrichment Center. They have even added positive notes and affirmations they refer to as “happy meal cards” to the cold meals that are being delivered to our COA members, and it seems to be brightening their day.

- 2) Ms. Riley also reported on the Rivers Enrichment Center landscaping project. Both Gary and Melton have been diligently working on completing the project. Parks & Recreation let the COA use a tractor to distribute stone and rock around the building and that was a big help.
- 3) Senator Jonathan Lindsey will provide a legislative update on November 6th, 2023, at 11:00 AM at the Rivers Enrichment Center. He will provide information on legislation seniors may be interested in, as well as the State's budget for 2024. Steve Carra declined an invitation to provide a legislation update due to a busy schedule. We will attempt to have them provide a legislative update at least once a year.

PROGRAM REPORT:

Residential Services – Ms. Notestine stated there is still a waitlist for in-home services. Residential Services hired a new In-Home Aide in October, and she is doing a wonderful job. Her clients have given positive feedback to Ms. Notestine. Ms. Notestine also interviewed an In-Home Aide candidate and feels like she will be a great asset if hired. There are 36 people on the waitlist for a one-bedroom apartment, and 10 people on the waitlist for a two-bedroom apartment.

Life Enrichment Services –Ms. Mancina thanked the board members for attending the Commission on Aging's 50th anniversary celebrations/open houses, which were held at both centers. Ms. Mancina also mentioned the annual Dogs & Donuts membership drive. Around 100 members participated in the Dogs & Donuts event at each center, for a total of approximately 200 members. On behalf of the Commission on Aging, Ms. Mancina attended Project Connect at the St. Joseph County Fairground on October 6th. She was happy to see Commission on Aging members participating in that event. The Life Enrichment Department wanted to thank Southern Michigan Bank & Trust for spending their day of community service at both centers. First, Southern Michigan Bank & Trust staff helped with landscaping/ yardwork, and then they held an informational presentation related to fraud prevention and protection. Many COA members were signed up for the presentation. Ms. Mancina and Ms. Batten are working on the upcoming holiday party, which will be held at the Sturges-Young Auditorium on December 14th. They have already made a lot of progress on centerpieces, entertainment, and gifts. Tickets for the holiday party will become available on November 13th.

Nutrition Services –Ms. Hughes reported on the Young Adult Transition Program partnership. Young adults between the ages of 18 and 26 from the Intermediate School District have been assisting the Nutrition Department. Angie Skeen has been assisting with finding the right tasks for each young adult, and all parties involved have been thoroughly enjoying the experience. COA members have been giving positive feedback as well.

MEMBER'S TIME:

Mr. Letts asked about the availability of electric scooters, specifically knee-scooters, at the COA. He knows someone who is in need of one. The COA does not have any available knee-scooters at this time. If the COA does not have a specific item that someone is looking for, they are referred to Lending Hands.

Mr. Shaffer gave kudos to all the staff members and volunteers that worked on the COA's 50th anniversary open houses.

Ms. Dane shared that she was glad to be involved with the COA and on the Advisory Board.

ADJOURNMENT:

A motion was made by Mr. Gelvin with support from Ms. Dane to adjourn the meeting. This motion was passed 5-0 at 2:14 pm.