

ST. JOSEPH COUNTY COMMISSION ON AGING

ADVISORY BOARD MEETING MINUTES – APPROVED APRIL 17, 2024

The November 15, 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, Pat Dane, Deb Davis, John Gelvin, Phil Kline, George Letts

ABSENT: Kathy Pangle, Rick Shaffer, Jon Withers

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

OTHERS PRESENT: Pam Riley, Executive Director; Ruth Mancina, Marketing & Life Enrichment Manager; Lorraine Bolley, COA Member; Denelle Riley; Dianne Wood, COA Member.

PUBLIC COMMENTS:

None

MINUTES

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

FINANCE REPORT:

Ms. Riley filled in for Ms. Buscher due to her absence. She reported there has been a slight increase in building rental revenue now that the holiday season is upon us, which is great. Ms. Riley also mentioned personnel services under COA expenditures has slightly increased as we have been able to fill some of the in-home aide vacancies. Ms. Riley also mentioned the \$321,375.00 under “Transfers Out”, which is our capital project bucket. We initially budgeted over \$428,000.00, so we are currently under budget on our capital projects.

Ms. Apwisch made a motion with the support of Mr. Letts to accept the October Financial Report as placed on the record. Motion passed 5-0.

OLD BUSINESS:

None

NEW BUSINESS:

None

PROGRAM REPORT:

Residential Services – Ms. Notestine was out on medical leave, so Ms. Riley provided a brief report on her behalf. The COA hired two in-home aides recently. One of the aides is at full capacity with her caseload, while the other aide did not pan out. Unfortunately, the waitlist for in-home services is still above 40. Our Rivers Center apartments remain full at this time, and the waitlist remains the same.

Life Enrichment Services – Ms. Mancina reported tickets for the COA Christmas party at the Sturges Young Auditorium on December 14th sold out within 4 hours. The life enrichment department has been working on decorations, treats, and gifts for the Christmas party. As an activity COA members assisted with crafting yarn trees, which will be used as decorations for the tables. Tina Gales, our receptionist, donated more than 100 door prizes for the COA Christmas Party in memory of her husband. Ms. Mancina also thanked Lorraine Bolley for her generous donation, as well as Humana.

Nutrition Services – Ms. Mancina filled in for Ms. Hughes. Ms. Mancina reported that as of October 31st the Commission on Aging has sold 26,797 restaurant tickets, however we've only reimbursed 21,000. We do switch the color of the restaurant tickets every year because tickets from the previous year cannot be redeemed. Ms. Mancina mentioned that staff members have been reminding COA members about the expiring restaurant tickets. The suggested price for restaurant tickets beginning January 1st of 2024 will be \$5.00 instead of \$4.00. The Advisory Board discussed the fraudulent restaurant tickets circulating a couple months ago. We haven't received any recently. Ms. Mancina also reported year to date, the nutrition department has served 17,000 congregate meals, and 101,000 home delivered meals. The nutrition department has continued to serve state desserts throughout the year, and it has been very popular among COA members. The dessert today was possum pie, which is from Arkansas. Ms. Mancina stated the partnership with the ISD has continued to go well and the students have been a tremendous help in the kitchen and throughout the center. Lastly, our most recent Dinner Night Out, which was Oktoberfest themed, was a huge hit.

DIRECTOR'S REPORT:

- 1) As we wrap up 2023, I just want to say great job to our entire staff for another year of amazing programming and services. To recap a few things we did extremely well: caring for our most vulnerable adults with nutrition and in home services, yearlong 50th anniversary celebrations that were fun, delicious, entertaining and educational, exceptional trips and parties that sell out within minutes to a few hours and often require additional trips because the interest is so high, keeping our facilities and apartments functioning, clean and inviting, and tackling large projects like landscaping, acting quickly when vulnerable adults are being abused or neglected, and guiding seniors through the process of Medicare and Medicaid. These are just some of amazing things our staff does on a daily basis. But more importantly than all is the genuine care and love that our staff has for our members. This explains the exceptional growth we have seen this year in membership. A huge thank you to all of our staff!

MEMBER'S TIME:

Mr. Letts expressed how happy he was with everything that has been accomplished in 2023. He applauded the staff, and he wished everyone a happy holiday. He is looking forward to seeing everyone at the Christmas Party.

Mr. Gelvin gave kudos to the COA staff for their work throughout the year. He is also thrilled to see membership increasing.

Mr. Kline seconded the sentiment Mr. Letts expressed. Mr. Kline also stated he would like to see the outer parts of the county reached as he is from the most northern part of St. Joseph County. He would like those folks to experience what the COA has to offer.

Ms. Davis stated it has been a great year and she was happy to be appointed to the COA Advisory Board again. Ms. Davis mentioned she was proud to be a part of this board, and that she is impressed by how much the COA has accomplished in just a few short years.

ADJOURNMENT:

A motion was made by Mr. Gelvin with support from Ms. Dane to adjourn the meeting. This motion was passed 5-0 at 1:51 pm.