

## ST. JOSEPH COUNTY COMMISSION ON AGING

### ADVISORY BOARD MEETING MINUTES – APPROVED JULY 17, 2024

The May 15, 2024, 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 Terry Conklin at 3:02 pm. Roll call was taken by Terry Conklin.

PRESENT: Sarah Apwisch, John Gelvin, Phil Kline, George Letts, Kathy Pangle, Rick Shaffer (3:05), Terry Conklin, Tim Barron, Pat Dane, Deborah Davis (3:15)

ABSENT: Jon Withers

AGENDA: A motion was made by Mr. Letts with support from Ms. Apwisch to approve the agenda as presented. This motion was approved 6-0.

OTHERS PRESENT: Pam Riley, Executive Director; Katie Hughes, Nutrition Manager; Britt Buscher, Finance Manager; Nicole Notestine, Residential Services Manager; Connie Glass, COA New Hire (Receptionist).

#### PUBLIC COMMENTS:

None

#### MINUTES

Minutes from April 2024 were approved. A motion was made by Ms. Pangle with a second from Mr. Gelvin. This motion passed 6-0.

#### FINANCE REPORT:

The Commission on Aging is 33% through the fiscal year. Ms. Buscher reported COA's expenditures and revenues are on track. Ms. Buscher is working with the Life Enrichment Department to track donations and expenses related to the upcoming caregiver performance. We've had a handful of corporate sponsors contribute to the event and we are extremely thankful. We've received \$1,750.00 so far. Besides corporate sponsors, we are using grant funds to cover a portion of the expenses.

Mr. Shaffer made a motion with the support of Ms. Pangle to accept the April Financial Report. Motion passed 6-0.

#### OLD BUSINESS:

Mr. Kline asked to revisit the issues related to the In-Home Aide hiring pool and In-Home Services Program. Mr. Kline asked if the COA could make budget adjustments or find a solution so In-Home Aides can become full-time employees and receive benefits. Other board members agreed that a full-time wage and benefits may attract more or better candidates. Ms. Davis suggested the COA find another funding source to support the budget increase.

Ms. Riley explained increases such as the one being discussed requires approval from the St. Joseph County Board of Commissioners. She also explained COA has a strict budget that would not support the

increase at this time, and that cuts would have to be made, which could be detrimental to other programs or staff.

#### NEW BUSINESS:

None

#### PROGRAM REPORT:

**Life Enrichment Services** – Ms. Hughes provided a Life Enrichment report on behalf of Ms. Mancina. Ms. Hughes stated the volunteer breakfast went well, and the Life Enrichment Department is extremely grateful for all the volunteers. Commission on Aging volunteers are instrumental in what we are able to accomplish throughout the year. She also wanted to thank Tissue Apiaries/Honey Shoppe from Centreville, Michigan. The COA handed out little bottles of local honey to all the volunteer breakfast attendees.

Ms. Hughes also reported the Life Enrichment Department continues to work on the upcoming caregiver performance. Breeda Miller's performance titled Mrs. Kelly's Journey Home will take place on June 11<sup>th</sup> at Three Rivers High School Performing Arts Center. Dinner will be served prior to the performance, and a dessert reception will follow the performance. A big thank you to all the corporate sponsors, as well as Three Rivers High School for their in-kind donation.

**Nutrition Services** – Ms. Hughes reported since our last meeting in April the Nutrition Department has served around 3,300 congregate meals and 9,200 home delivered meals. Besides day-to-day operations, the Nutrition Department is preparing for the upcoming caregiver event. Ms. Hughes mentioned the Nutrition Department is also providing a packed lunch for the COA's upcoming trip to Meadowbrook Hall.

Project Fresh is beginning again. If an individual meets specific age and income requirements they can request and receive vouchers at the Commission on Aging for local farmer's markets in St. Joseph County. There may be other farmer's markets that accept the vouchers, but individuals with the vouchers should get into contact with someone first and get clarification.

**Residential Services** – Ms. Notestine mentioned the waitlist for a 1-bedroom apartment is currently at 37, while the waitlist for a 2-bedroom is at 12. Ms. Notestine also reported the Commission on Aging just hired a new In-Home Aide with 15 years of experience, and that she will be a wonderful addition to the In-Home Services Program. In the last week Ms. Notestine received 4 applications for the In-Home Aide position, and she scheduled interviews. The waitlist for In-Home Services is currently at 38.

#### DIRECTOR'S REPORT:

1. We still don't have any details from Area Agency on Aging III-C on the reduction of our grant dollars coming from the Federal Government. Due to this lack of knowledge, we are still on hold for our capital improvement plans.
2. AAA annual assessment is scheduled for June 10<sup>th</sup>. All departments are nearly completed on gathering the numerous documents required for the review.
3. June 11<sup>th</sup> is our Caregiver performance with Breeda Miller. If you have not RSVP'd, please do so if you are planning on coming. We Currently have 123 people registered.
4. Just a reminder we do not meet in June, next meeting is July at the Oaks.

5. We have been asked to host the June meeting for the Michigan Commission of Services to the Aging. This 15-person Commission is appointed by the Governor. This Commission advises the Governor and the Legislature on coordination and administration of state programs, changes in federal and state programs, and the nature and magnitude of aging priorities. Their meeting will consist of a three-hour business meeting, a lunch break, and then a one hour of public comments to SJC older adults to voice their praise and/or concerns or needs of older adults.
6. It's time to revisit the Splash Pad concerns. It is soon to open behind our Sturgis Center on Friday May 24<sup>th</sup>. We have a graduation party that evening and a wedding for 12 hours on Sat. From June 1<sup>st</sup> to Aug 18<sup>th</sup> we have rentals every weekend. I have emailed the Doyle center and the Sturgis City manager on the plan to protect our parking lot and they have not responded.
7. Thank you to Kline's COA members for the thank you card for 10 years of congregate site nutrition services at Kline's resort. They also donated \$100 to the Friends of the COA.
8. Thank you to a group of volunteers from American Axel who are washing and waxing the MOW trucks this week.

#### MEMBER'S TIME:

Mr. Conklin expressed he was impressed by the Rivers Enrichment Center. He attended the volunteer breakfast at the Rivers Enrichment Center and Ms. Riley provided him with a tour around the center. Mr. Conklin is looking forward to touring the Oaks Enrichment Center as well.

Ms. Apwisch requested a handful of the materials the Friends of the COA put together related to the upcoming millage renewal and the services offered at the COA. Ms. Apwisch will be attending a speaking engagement and would like to have some on hand.

Mr. Gelvin wanted to thank all the members who donated to the Friends of the COA, as well as those who have shared information about the COA.

Ms. Pangle mentioned she also attended the volunteer breakfast at the Rivers Enrichment Center and that she enjoyed it. Ms. Pangle wondered if the COA delivered extra meals following the recent storms and tornadoes that went through St. Joseph County. Ms. Riley explained the Nutrition Department had to cancel home delivered meals for one day due to dangerous travel conditions, such as trees and power lines that were blocking roads.

Ms. Davis mentioned she saw her first tornado during the recent storm. She said she had minor property damage. She also stated she was happy to see the community come together after an event like this.

#### ADJOURNMENT:

A motion was made by Mr. Letts with support from Ms. Pangle to adjourn the meeting. This motion was passed 6-0 at 3:45 pm.