

ST. JOSEPH COUNTY COMMISSION ON AGING

ADVISORY BOARD MEETING MINUTES – APPROVED SEPTEMBER 18, 2024

The July 17, 2024, 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 Deborah Davis at 3:02 pm. Roll call was taken by Deborah Davis.

PRESENT: Sarah Apwisch, John Gelvin, Phil Kline, George Letts, Terry Conklin, Tim Barron, Pat Dane, Deborah Davis

ABSENT: Rick Shaffer, Kathy Pangle, Jon Withers

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

OTHERS PRESENT: Pam Riley, Executive Director; Ruth Mancina, Marketing & Life Enrichment Manager; Katie Hughes, Nutrition Manager; Britt Buscher, Finance Manager; Nicole Notestine, Residential Services Manager; Dianne Wood, COA Member.

PUBLIC COMMENTS:

None

MINUTES

Minutes from May 2024 were approved. A motion was made by Ms. Apwisch with a second from Ms. Dane. This motion passed 6-0.

FINANCE REPORT:

The Commission on Aging is about 50% through the fiscal year. Ms. Buscher reported COA's expenditures are below 50% at this time so we are staying within our 2024 budget even though we had some unexpected expenses such as HVAC and elevator repairs. Ms. Buscher reported the COA will be receiving contract amendments from AAA, and although the COA lost Federal NSIP money in nutrition, there is an expected overall increase of \$6,589.00. This number is not concrete.

Ms. Dane made a motion with the support of Ms. Apwisch to accept the Financial Report. Motion passed 6-0.

OLD BUSINESS:

None

NEW BUSINESS:

Ms. Buscher mentioned there are five expiring board terms including Sarah Apwisch, Phil Kline, George Letts, Kathy Pangle, and Jon Withers. Ms. Buscher brought citizen interest forms for those who would like to continue serving on the COA Advisory Board and they can be completed after the meeting has concluded. Those who would not like to continue serving on the COA Advisory Board may submit a written resignation.

PROGRAM REPORT:

Life Enrichment Services –Ms. Mancina mentioned the caregiving event that was held at the Three Rivers High School with professional author and speaker, Breeda Miller. It was an excellent program and people really enjoyed it. The caregiver event was made possible through a grant we received for Caregiver, Education and Support programming as well as generous donors. Ms. Mancina also mentioned the various parades the Commission on Aging participated in this summer. She thanked the volunteers who participated in the parades.

Ms. Mancina reported the COA hired a new exercise instructor in Three Rivers named Jeanne Stumpf. Jeanne is a back-up certified instructor for SAIL and Arthritis Exercise, and Ms. Mancina is hoping she will be able to drive to Sturgis as well to teach when their instructors are out. All the COA exercise classes continue to thrive at both centers.

Lastly, Ms. Mancina spoke about the trip program. Unfortunately, due to the size of our buses there is a limited number of members who can go on trips, but the COA is as fair as possible. The life enrichment department tries to offer multiple trips to the same venue in order to alleviate some of the disappointment (i.e.: we are going to South Haven four times this month). Regardless, the trip program continues to thrive just like the exercise program and our COA members really enjoy the trips we have been taking this summer.

Nutrition Services – Ms. Hughes reported the nutrition department has served 20,000 congregate meals and 65,000 home delivered meals year-to-date. Ms. Hughes also reported the nutrition department assisted with the caregiver event at the Three Rivers High School and that it went extremely well. Besides assisting with the caregiver event, the nutrition department has been putting together lunches and/or breakfast boxes for the trip program, as well as the paint and punch events.

Ms. Hughes stated the Commission on Aging added a new home delivered meals truck to the fleet and it is now in service.

Residential Services – Ms. Notestine reported the waitlist for a 1-bedroom apartment is currently at 41, while the waitlist for a 2-bedroom is at 13. Ms. Notestine also reported there are 50 people currently on the waitlist for in-home services and 48 of the requests are for homemaking. Unfortunately, a long-time in-home aide retired at the beginning of July, however Ms. Notestine was able to hire a new in-home aide. Our new in-home aide is an active COA member, so she is familiar with our message and services, so that has been positive. Currently there are 8 active in-home aides.

DIRECTOR'S REPORT:

1. The Commission on Aging 2023 Annual Report was provided to each Advisory Board Member. Ms. Riley presented the 2023 Annual Report to the St. Joseph County Board of Commissioners last night. Ms. Riley provided a brief explanation of its contents.
 - a. The COA's 50th anniversary was last year so staff members and volunteers made the entire year a celebration. Our members thoroughly enjoyed the activities and celebrations.
 - b. Over 30% of the residents that are 60 years or older in St. Joseph County are utilizing Commission on Aging services and programs. The COA attempts to remedy situations

that may disrupt programs, such as a sick exercise instructor. In Sturgis an exercise video is played so COA members can stay active.

- c. In 2023 the nutrition department served 141,000 home delivered meals and 57,000 congregate meals. Home delivered meals were up 23% while congregate meals were up 30%.
 - d. Ms. Riley wanted to thank Kim Talbot for spearheading the River Country Quilters who quilted around 250-300 placemats for the COA's home delivered meals participants. Those who received the placemats were grateful and happy to receive a nice gift. Home delivered meal participants also received special treats around the holidays that Immaculate Conception put together.
 - e. Ms. Riley expressed gratitude to the ISD and the relationship that was formed with YASI, the Young Adult Transition Program. YASI has helped with the nutrition department by packaging meals, providing "happy meal cards," and cleaning. COA members absolutely loved this as well and would send thank you cards and notes.
 - f. As it relates to in-home services, the COA had a 10% increase in services provided despite the fact we had difficulties with residential services personnel. In 2023 the COA only had 9 apartment turnovers; some were due to deaths while others needed to move to assisted living.
 - g. COA residents gather daily to drink coffee, play cards or games, and host their own potlucks and parties. It is nice to witness them form a small community.
 - h. Life Enrichment has put together wonderful activities and trips. In 2023, COA offered over 30,000 hours of activities, 24 trips, and over 2,000 hours of exercise classes. 1,300 unique individuals visited our centers with more than 48,000 sign-ins to activities such as bingo, painting, and puzzles.
 - i. COA brought in around 3.15 million in revenues during 2023, while our expenditures were around 3.3 million. We had some large capital improvement projects such as the parking lot at our Rivers Enrichment Center, landscaping, and the replacement of windows.
2. Mr. Kline asked Ms. Riley if the 29,000 restaurant tickets sold were included in the congregate meal numbers reported in the 2023 Annual Report. Ms. Riley confirmed they are included in the overall number reported. Around 2,100 individuals utilize the restaurant ticket program.
 3. Ms. Riley thanked Mr. Barron for assisting her with getting on the Lake Templene Association agenda. She completed 4 other presentations this month, including Sturgis Township, White Pigeon Township, Lake Templene, and Sherman Township. Klinger Lake would not allow Ms. Riley to present on the Commission on Aging.

MEMBER'S TIME:

Mr. Letts said he mentions the upcoming senior millage renewal at board meetings. He is hopeful the senior millage will pass in August.

Mr. Gelvin also discussed the upcoming senior millage renewal. He is appreciative of all the staff members who work diligently at the Commission on Aging. Mr. Gelvin thanked Dianne Wood for all the volunteer hours she puts in at the Oaks Enrichment Center. This week Dianne Wood has been assisting in the kitchen.

Mr. Kline mentioned Ms. Mancina spoke at the lake association meeting and did a fantastic job. He feels as though the lake association is supportive of the upcoming senior millage renewal.

Ms. Apwisch mentioned a few more locations for senior millage signs. She also inquired about goat yoga, which was suggested by Kathy Bingaman, a COA exercise instructor. Although staff is not positive about logistics, goat or puppy yoga would be an enjoyable activity.

Mr. Conklin stated Ms. Riley did a wonderful job at the St. Joseph County Commissioner meeting. He stated he continues to be impressed by the COA and the services provided to the seniors in St. Joseph County. Mr. Conklin stated he is worried about the vote due to other millage renewals being on the ballot.

Mr. Barron stated Ms. Riley did a nice job at the Lake Templene Association meeting. He inquired about the splash pad and if we have experienced any issues related to parking as previously discussed. Ms. Riley assured him parking has not been an issue yet.

Mr. Gelvin inquired about the Sturgis Sentinel. Ms. Mancina will be contacting Sturgis Sentinel to get the Oaks Enrichment Center on the delivery list.

ADJOURNMENT:

A motion was made by Mr. Letts with support from Ms. Apwisch to adjourn the meeting. This motion was passed 6-0 at 3:42 pm.