

## ST. JOSEPH COUNTY COMMISSION ON AGING

### ADVISORY BOARD MEETING MINUTES – APPROVED JANUARY 15, 2025

The November 20, 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 Terry Conklin at 3:02 pm. Roll call was taken by Terry Conklin.

PRESENT: Pat Dane, John Gelvin, Phil Kline, George Letts, Tim Barron, Rick Shaffer, Terry Conklin, Maggie Mead, Deb Davis

ABSENT: Amanda Johnson

AGENDA: A motion was made by Mr. Letts with support from Mr. Gelvin to approve the agenda as presented. This motion was approved 8-0.

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

#### PUBLIC COMMENTS:

None

#### MINUTES

Minutes from September 2024 were approved. A motion was made by Mr. Barron with a second from Mr. Shaffer. This motion passed 8-0.

#### FINANCE REPORT:

Ms. Buscher reported the total revenue collected stands at 88.02% of the budgeted amount, indicating the fund is performing well and is on track to meet or exceed its revenue targets by year-end. Expenditures are well-managed, with 75.91% of the budget spent at this point in time. Currently, our capital project bucket is underutilized at 45.80% of the budget. There might be planned transfers scheduled for the remaining months, or the funds might not be needed as initially anticipated. There were a couple projects we did not get started on such as interior updates. We will continue to monitor revenue sources and control spending to maintain a healthy surplus.

Mr. Gelvin made a motion with the support of Mr. Letts to accept the Financial Report. Motion passed 8-0.

#### OLD BUSINESS:

None

#### NEW BUSINESS --- 2025-2026 Budget Report:

Ms. Buscher provided a brief overview of the COA's 2025-2026 budget. The COA Budget Report for 2025-2026 outlines a balanced fiscal plan with slight revenue growth matching expenditure increases. It was approved by the SJC Board of Commissioners in October of 2024. Property taxes are a major

revenue driver, while personnel and operating expenses are the most significant costs. The report reflects fiscal prudence, with a minor surplus projected for both years.

#### Total Revenues

- 2025: \$3,389,381
- 2026: \$3,496,459
- An overall increase of \$107,078 from 2025 to 2026.

#### Total Expenditures

- 2025: \$3,388,531
- 2026: \$3,495,582
- Expenditures increase by \$107,051, closely aligning with the revenue growth.

Ms. Riley provided a brief explanation of each column and description on the Budget Report for new and current board members.

#### PROGRAM REPORT:

**Residential Services** – Ms. Notestine reported there were 25 lease renewals, and about half of the lease renewals were original 2019 tenants. Currently the apartment waitlist is at 45 for a one bedroom, and 16 for a two bedroom. Ms. Notestine also reported there is still a waitlist for in-home services, and unfortunately one of our in-home aides retired. She will be missed. This means there are currently 3 in-home aide positions open.

Mr. Kline asked Ms. Notestine about the cost of apartment rent at the Rivers Enrichment Center. Both Ms. Notestine and Ms. Riley answered. Rent has not increased since 2022. A one bedroom is \$775, and a two bedroom is \$900.

**Life Enrichment Services** – Ms. Mancina and the life enrichment department has been busy preparing for the annual holiday party. Those who participated in the November craft helped create centerpieces for the holiday party. Tickets for the holiday party sold out in 20 minutes, and there were 150 spots on the list. There is a large number of members on the waitlist too. Ms. Mancina reported the COA trip program continues to be extremely popular among members, and she has continued to try to make the sign-up process as fair as possible. Everyone at the COA is thankful for Thurston Woods' generosity as they have been letting the COA borrow their bus for the trip program. We just got a new volunteer bus driver for the trip program, which is wonderful news.

**Nutrition Services** – Ms. Mancina provided a program report for the nutrition department as Ms. Hughes was out of the office. Ms. Mancina reported since the last board meeting in September the nutrition department has served 5651 congregante meals, and 20,300 home delivered meals. The nutrition department has also provided breakfast boxes for the Detroit trip and assisted with multiple events. The events include the Dogs & Donuts during our membership drive and Dinner Night Out.

Ms. Mancina also reported the nutrition department received the new MOW's truck from Delivery Concepts after they completed the necessary conversion. Lastly, the nutrition department is looking forward to the upcoming holiday party in December.

#### DIRECTOR'S REPORT:

1. I have a ton of appreciation for our entire team for another exceptional year of services, programs, exercise and fun! The fact that 150 Christmas Party tickets sold out in 20 minutes is a testament to the amazing organization that our team has created. I want to give a shout out to Cassie Graber; she has taken on a significant amount of responsibility as MMAP coordinator after we had an unexpected departure of an employee. I want to give additional appreciation to Diana and Cindy for the amazing growth of the Oaks center. For only having two employees run this center, they do an incredible job of keeping it clean and beautifully decorated, creating a welcoming environment where members don't want to leave at the end of the day, have recruited a great group of volunteers, and so many fun activities every month. We have had a MOW driver retire and we and our clients will greatly miss Bill McLaughlin. We also had a beloved long-time in-home aide, Becky Chiddister retire. She will also be greatly missed. Twice this month I have had members specifically tell me how much Jeanette Cage has helped them with the medical loan closet. Jeanette does a great job managing the inventory of medical equipment in Three Rivers and helps to ease members concerns and financial burdens as they care for their loved ones. We have had two long term board members resign this year, Kathy Pangle and Jon Withers. We thank them for their guidance and service for so many years!

2. We are ending this year and preparing for next year with a reality of trying to maintain or do more services with less funding. Not an uncommon theme in the human services world but one we have not had to face in nearly 4 years. This year we saw a \$30,000 reduction in federal funding for nutrition and the outlook prior to the election was that several more cuts would be coming in 2025. I have not seen any reports on the President elect's plans for older adults. The federal government still does not have a budget in place, so AAA is operating on a month-by-month basis for funding.

What does this mean for the COA: A. for 2024 I did not complete all our capital projects so we could have a buffer due to the \$30,000 cut in nutrition. B. for 2025 we will proceed with caution and may need to pivot quickly throughout the year and make some unfortunate changes in services and programs. We have some contingency plans in place, but I would prefer not to speculate of possible changes until we know if/when these changes may need to happen. Please rest assured that we will be prepared.

3. Our COA, BC COA, AAA 3-C, possibly a few additional AAA's and a few Disability Networks in the region are working together to apply for a grant through the State of Michigan. The State decided to remove Medicare/Medicaid insurance counseling program from MMAP, Inc, that has been in place for over 30 years. The State has decided to manage this program to obtain more federal Medicaid dollars. The State has given all AAA's and providers, like the COA, a 30-day period to apply for this grant. They have added several services to this grant that the COA cannot provide because it opens services up to all adult ages. Due to our Senior Millage, we are not allowed to serve people under 60, unless they are married to some 60 or older. After reading the grant requirements and attending a state meeting, there is no way for the COA to apply for this grant on our own. This means we are at risk of losing \$9200 in funding. There is \$20M available in this grant and they are awarding 9-20 grants for a five-year period.

BC/SJC met with Laura Sutter this week to determine if our AAA would be applying. Laura and other near-by regional AAA's have been discussing a partnership which would include BC/SJC. Given the changes of the grant, our COA is looking to secure about \$25,000 with this partnership. This is a critical service we provide, and we are working hard to not lose this funding. We will be supplying Laura with financial information and a compelling narrative as a sub-contractor.

#### MEMBER'S TIME:

Ms. Davis apologized for not being able to attend the last meeting due to the St. Joseph County Fair. She is looking forward to serving in 2025.

Mr. Shaffer welcomed Ms. Mead to the COA Advisory Board. Mr. Shaffer also congratulated everyone on their elections.

Mr. Barron expressed appreciation for the COA newsletter, and he applauded everyone on their efforts during 2024. Mr. Barron also mentioned a ramp project taking place in St. Joseph County through Habitat. The project was created in order to make homes more accessible.

Mr. Conklin echoed Mr. Barron. He continues to be impressed by the great activities and events the COA has to offer.

Mr. Kline expressed gratitude to the COA for providing services to St. Joseph County residents.

Mr. Letts wished everyone a happy Thanksgiving and was optimistic about the upcoming year.

Ms. Mead is happy to be serving on the COA Advisory Board.

Mr. Gelvin thanked staff and volunteers for an amazing year, particularly volunteers at the Oaks Center in Sturgis because the volunteers are instrumental in keeping the center running. Mr. Gelvin also inquired about air shocks for the trip bus because it would be an improvement for the seniors who ride the bus for events and activities. Mr. Gelvin explained that sitting in the back of the bus can be very rough. He also wished everyone a happy Thanksgiving.

#### ADJOURNMENT:

A motion was made by Ms. Davis with support from Mr. Shaffer to adjourn the meeting. This motion was passed 8-0 at 4:02 pm.