

## ST. JOSEPH COUNTY COMMISSION ON AGING

### ADVISORY BOARD MEETING MINUTES – APPROVED APRIL 16, 2025

The January 15, 2025, 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 Rick Shaffer at 3:05 pm. Roll call was taken by Rick Shaffer

PRESENT: Pat Dane, John Gelvin, Phil Kline, George Letts, Tim Barron, Rick Shaffer, Maggie Mead, Amanda Johnson

ABSENT: Deb Davis, Terry Conklin

AGENDA: A motion was made by Ms. Dane with support from Mr. Barron to approve the agenda as presented. This motion was approved 7-0.

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

#### PUBLIC COMMENTS:

None

#### MINUTES

Minutes from November 2024 were approved. A motion was made by Mr. Barron with a second from Mr. Letts. This motion passed 7-0.

#### FINANCE REPORT:

Ms. Buscher discussed the finance report for the period ending December 31<sup>st</sup> of 2024. The fund performed well in revenue collection during 2024. Most expenditure categories stayed within budget, including operating expenditures, which were at 97%. Although there are still some invoices coming through for 2024, the COA is expecting a small surplus, which will go to the COA fund balance for upcoming projects. The 2024 surplus is around \$58,000 currently. A brief explanation on how to read the finance report was provided for Amanda Johnson, the newest board member, and the other board members present.

There were a couple questions related to the fund balance and how it can be used for projects or unplanned/emergency expenses. Ms. Riley explained she must seek approval for items over \$10,000 from the SJC Board of Commissioners, while items below that number may be approved by the County Administrator.

Mr. Kline asked to see a department specific revenue and expenditure report for the Rivers Enrichment Center Apartments. Ms. Buscher will provide follow up at the next advisory board meeting.

Mr. Letts made a motion with the support of Ms. Dane to accept the Financial Report. Motion passed 7-0.

#### OLD BUSINESS:

None

**NEW BUSINESS:**

**Rivers Enrichment Center Canopy Replacement or Repair**

Ms. Riley reported the COA filed a claim with MMRA due to damage caused by a Domestic Uniform driver who tried to drive the delivery truck under the canopy. Ms. Riley discussed options with the advisory board to determine whether it would be best to repair the canopy or have it replaced. The board agreed that a repair would be best rather than a replacement.

**Purchase of New Meals on Wheels Truck**

Ms. Riley went in front of the SJC Commissioners in September and asked to purchase a second Meals on Wheels truck. One of the trucks used on a regular route was in the shop for an oil change and the nutrition manager learned it is rusted out on three of the four sides of the chassis. Although the COA has a couple spares, it is important to replace this truck. The last couple trucks purchased for the fleet have come from Custom Car Care in Decatur, Indiana. Trucks purchased for Meals on Wheels purposes must have specific dimensions to convert them into Meals on Wheels trucks. Decals for the truck come from Bison Graphics in Mendon, Michigan. The board agreed another truck should be purchased for the Meals on Wheels fleet.

**PROGRAM REPORT:**

**Residential Services** – Ms. Notestine reported in November there were lease renewals, and all apartments are currently full. There are 44 people on the waitlist for a one-bedroom apartment and 16 on the waitlist for a two-bedroom. The COA continues to receive many calls regarding apartment availability. Additionally, there are 7 active aides working now, with 55 clients on the waitlist for aide services. To address the staffing shortage, an ad for aides has been posted on Indeed and the county's employment webpage. Ms. Notestine has 3 interviews scheduled.

**Life Enrichment Services** –Ms. Mancina mentioned the holiday party in December was a success, with good attendance and plenty of donations, despite bad weather. Ms. Mancina also discussed challenges with trip sign-ups, which are highly popular. The Life Enrichment department has tried different methods to ensure fairness, including scheduling multiple trips for popular destinations. The sign-up process was a little stressful due to phone lines being answered by many staff members and confusion over who was first in line. To alleviate this, a new sign-up process was introduced where on the first business day of the month from 8 to 8:30 a.m., only phone calls are accepted for trip sign-ups, and no walk-ins are allowed. This has helped create a fairer and less stressful process for both staff and participants. For larger events like the holiday party, tickets are sold a few weeks in advance to avoid overwhelming the first day of the month. Staff and members have expressed that this system has worked well and helped reduce stress. Newsletters with event information are sent out around the 23rd or 24th of each month.

**Nutrition Services** – Ms. Hughes reported the annual COA holiday party in December had 165 attendees and was a wonderful event. The Nutrition Department is currently awaiting decals for the new Meals on Wheels truck and Ms. Hughes is looking forward to getting the truck on the road on a route. Ms. Hughes continues to work on including home-delivered meal clients by providing friendly reassurance to ensure

they feel support from the COA. YATC helps prepare some of the special treats for this program, and Immaculate Conception has also been supportive in assisting with these efforts.

#### DIRECTOR'S REPORT:

1. 2024 membership numbers are currently at 3,646. Membership is up 92 members from the same period last year.
2. Restaurant ticket sales for 2024 total 22,540, which shows a decline from the previous year. We did not sell our budgeted amount of 25K.
2. John Gelvin requested we check into shocks for the trip bus to provide a smoother ride for passengers. Ruth has obtained a quote of \$1,814.20 for rear shocks and \$2,851.53 for both front and rear shocks. Ms. Riley asked for the board's feedback and opinions regarding these estimates.
3. Proposed capital projects for 2025 include interior updates for both centers, such as new flooring and the completion/remodeling of the "dungeon" space into a staff bathroom and meeting area. These projects will be on hold until the federal government passes a budget. There are concerns regarding potential cuts to our grant funding.
4. Melton Powell has submitted his retirement notice, with his official last day scheduled for either February 14 or 21, depending on the timing of another employee's planned vacation. We are currently in the process of hiring for the Custodian / Groundskeeper position.

#### MEMBER'S TIME:

Ms. Johnson introduced herself to the advisory board and mentioned she is looking forward to serving on the board.

Mr. Kline informed the board of the passing of his father during the holiday season, and the board extended their condolences to him.

Mr. Gelvin wished everyone a happy new year, with Mr. Letts offering similar sentiments.

Ms. Mead shared her admiration for the variety of programs offered by the COA and expressed her appreciation for the community support available.

Mr. Barron remarked on the impressive number of COA members within the community.

Mr. Shaffer mentioned the newly elected officials, including Sheriff Chad Spence, Prosecutor Deb Davis, Probate Judge Kevin Kane, and the newly elected commissioners. He wished them all the best of luck for the upcoming year. Additionally, he noted that the SJC commissioners are awaiting the results of the wage study currently being conducted.

#### ADJOURNMENT:

A motion was made by Mr. Letts with support from Ms. Mead to adjourn the meeting. This motion was passed 7-0 at 4:14 PM.