

Allegan County Commission On Aging



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Chairman
Vice Chairman

Commission on Aging Board Meeting Minutes-November 20, 2007 Nederveld Room at the County Services Building

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Chairman McNeal, Allegan County Board of Commissioners, called the meeting to order at 1:31 PM. There was confirmation of a quorum. The following board members were present: Don Black, Terry Burns, Judy Graff, Doris Hawkey, George Smeenge, Naomi Whetzel, Theresa Lynn, Sally Brooks and Susan Gawaluch. The following board members were absent: Patricia Pera and Becky Rininger. There were no communications. There were no minutes to approve. There was no public comment. Discussion of approval of agenda, Judy Graff suggested two (2) changes to the agenda. She suggested the addition of introductions and the deletion of elections.

Sally Brooks moved approval of adding introductions to the agenda. Theresa Lynn supported. Motion passed. Theresa Lynn moved to postpone elections until the first meeting in January. Naomi Whetzel supported. Motion passed. Steve McNeal volunteered to chair the meetings until the Chairperson is elected.

Introductions were made with each member giving a brief summary of their experience and why they were interested in belonging to this board.

ACTION:

ACRDC Grant Revisions

Paula French, Director of the Dept. of Senior Services, gave a synopsis on the letter of understanding and the need for it. Judy Graff asked for more information. Paula French and Steve Mc Neal provided historical information on the problem with the contract. Rob Sarro explained that the focus is on key areas of the Hot Home Delivered Meal contract, the service provider expectation of reimbursement vs. contractual verbiage. The focus of this service is on the delivery of "Hot" Home Delivered Meals and ensures personal contact on a daily basis. The current contract doesn't include costs for delivery of the meals. AAAMW would be funding one day a week (20%) for delivery of meals and the COA would fund delivery of the meals for the other four days (80%). The letter also provides an outline for mileage reimbursement for Hot Home Delivered Meals (HHDM), Volunteer Transportation (VT) and the Homemaking (HMK) contracts. The contract states that mileage reimbursement will be at .35 per mile or the service providers' current rate, whichever is less. ACRDC requested that reimbursement be .40 per mile for HHDM, .46 per mile for VT and .40 per mile for HMK.

Sally Brooks moved to approve the letter of understanding with the blanks filled in with the mileage rates of .40 per mile for HHDM, .46 per mile for VT and .40 per mile for HMK. Terry Burns supported. Motion passed.

DISCUSSION:

Orientation of Board Members

Paula French discussed the packet of materials given to the board members. She discussed the flow chart, responsibilities, glossary and the organizational chart. She spoke briefly about the 2007 funding, the service contracts and the reporting process. One of the important issues discussed was the request for action (RFA) and how that is accomplished. The important point to remember is that the RFA must be submitted ten (10) days in advance of the Board of Commissioners' meeting, to become part of their agenda. There will be an on going "orientation" to bring everyone up to speed and to discuss these items when the absent board members are present. Some of the

Mission Statement

"To serve seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

items that will be discussed at the next meeting are: approval of meeting day (third Tuesday) and time for next year, instruction on website usage, per diem, extending contracts (starting all the contracts at the same time- Jan. 1, 2009 to be on a fiscal year rather than a contract year) or releasing the request for proposals for services for the CY 2008-9, and group picture of the board for the website.

Reporting Process

George Smeenge discussed that he'd like a one page synopsis of each contract. He also would like a one page summary for every township every month. He'd like it to include what services were provided, to how many seniors and at what cost. Board members were in consensus that it's important to show how the senior millage is being spent and that this information could help in passing the renewal of the millage. Steve Mc Neal suggested that outreach materials be supplied to the board in a one page summary to help educate the board members on resources available to better serve their seniors. Tammy Grigg passed out the new senior directory, "Senior Preferences" and there are approximately 540 copies still available at no cost to the public. The Allegan County Department of Senior and Veteran Services is the distribution site for the county in dispersing these very informative directories.

Round Table

Don Black mentioned the need to establish a church directory of willing congregations to help with seniors' requests that aren't funded with the senior millage. The Dept. of Senior Services has received requests for help with handyman services, mowing lawns, yard work, shoveling snow and help with moving are some of the requests.

Judy Graff mentioned the need for having measurements of success and also the director's assessments of the service providers and their contracts. The board members need to be able to tell their constituents that what we are doing is successful. Are the contractors on track for meeting their performance outcomes? Are we doing what we told voters we'd do with the senior millage? Judy mentioned the Start, Stop, Continue model for determining performance outcomes. Judy would like to work on measurements of success to establish a time line and performance indicators to have something tangible, a measurement tool.

Tammy Grigg mentioned that Veteran Services' office is open for business. Tammy is the newly appointed Michigan Veterans Trust Fund Agent for Allegan County and can process applications for emergency grants. The newly formed office will begin the expanded hours and services starting in January 2008. Paula French mentioned that Tammy's salary is paid 20 hrs. with the senior millage when she's the program assistant and paid 20 hrs. with the general fund when she works for veteran services.

Adjournment

Steve Mc Neal adjourned the meeting at 4:00 PM.

Next Meeting

The next meeting is December 18, 2007 @ 1:30 PM at the County Services Building in the Nederveld Room.

The minutes are respectfully submitted by Tammy J. Grigg, Program Assistant to the Allegan County Dept. of Senior Services.