

Allegan County Commission on Aging



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Chairperson: Larry Ladenburger
Vice Chairperson: Alice Kelsey

COMMISSION ON AGING - MINUTES

Wednesday November 16, 2022

9 – 11 am

Zimmerman Room, Human Services Building
3255 122nd Avenue, Suite 200 – Allegan, MI

Public Zoom Link:

<https://us02web.zoom.us/j/82375478232?pwd=NnNsUEhwZnhWVlFpNjAvNkRZNjkzZz09>

COMMISSIONER

Dean Kapenga
616-218-2599
Hamilton

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Larry Ladenburger
(Senior Representative)
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Vice Chairperson

Alice Kelsey
(At-Large Representative)
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SENIOR

MEMBERS

Stuart Peet
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Shelbyville

Lou Phelps

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Natalie Van Houten

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Sally Heavener

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STAFF

Sherry Owens

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Director

Ashley Dever

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Senior Services
Counselor

Katie Cole

269-673-3333 x 2495
Senior Services
Counselor

Maria Hawk

269-673-3333 x 2497
Administrative
Assistant

CALL TO ORDER: By Chairman, Larry Ladenburger at 9:02 am

PLEDGE OF ALLEGIANCE:

CONFIRMATION OF QUORUM

ROLL CALL:

PRESENT: Dean Kapenga, Larry Ladenburger, Alice Kelsey, Stuart Peet, Lou Phelps, Natalie Van Houten, Richard Butler, Sally Heavener

ABSENT: Patricia Petersen

OTHER: Dan Wedge, Sherry Owens, Katie Cole, Maria Hawk

COMMUNICATIONS: None

APPROVAL OF MINUTES: Moved by Sally Heavener with the interjection by Sherry Owens that the minutes from August have been updated and are current for viewing. Supported by Dean Kapenga. All in favor. Motion carried.

PUBLIC PARTICIPATION: Mary Campbell via Zoom

VISITORS: Melissa Kooistra, PA-C and Jeff Anderson, PA-C from Homeward Health. Here to offer information on their services coming to Southwest Michigan. Focused on seniors in rural communities.

APPROVAL OF AGENDA: Moved by Alice Kelsey, supported by Sally Heavener. All in favor. Motion carried.

PRESENTATIONS: None.

ADMINISTRATIVE REPORTS:

-Director's Report (**Attachment B**)

- Quality Review Underway

Mission Statement

"Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

- Community Action audit complete November 4, 2023. No issues to be dealt with.
- HomeJoy's site visit was November 1, 2022 and they are ready to accept clients. Intakes began the week of November 7.
- RFP Meeting for Home Delivered Meals
 - Group of Sherry Owens, Ashley Dever, Sally Heavener, and Lou Phelps
 - 5 submissions of HDM's to consider before proposal of 3 year contract for HDM's
 - Larry thanks the group for meeting and conducting RFP
- Strategic Area of Engagement/Strategic Planning Day
 - Meeting will be held January 18, 2023 9:00 am-3:00 pm. Potluck style.
 - Providers are to attend to address questions and provide brief presentations
 - References were provided today to address issues to come and for discussion during the meeting
 - Meeting is to plan the business of COA and senior services from 2023 and beyond
 - Please look for email from Sherry regarding meeting in the week following Thanksgiving. Reply accordingly.

-Financial Reports (Attachment C)

- Sherry states that last month it was discussed that there would be areas highlighted on the financial attachment that would be addressed in the director's report, such as back billing on PER's.
- Fund balances, or surplus, is in place to cover costs not allotted for. Have not had to use said balance, but may in the next years with unit price increases.
- Dean brought up a question on transportation, and Sherry explained that ACT has their own software for managing transportation, Tammy then sends a bill. There is an allotted amount for specialized services in transportation, like private cars to out of county visits, etc. that is set aside for those purposes.

ACTION ITEMS:

1. HDM RFP (Attachment D)
 - a. Increase to unit rate of \$7.67 to \$10.49 per meal with the acceptance of this RFP
 - This RFP will renew the contract for HDM through Community Action of Allegan and Milestone Senior Services.

Motion #1: Recommend the County enter into a three (3) year contract with Milestone Senior Services for the period of 1/1/2023 through 12/31/2025, (with an additional two (2) year extension option) at a unit rate of \$6.00 to provide Home Delivered Meal Preparation as outlined in the RFP. Moved by Sally Heavener, supported by Alice Kelsey. Roll call vote. Yays: 7 Nays: 0. Motion passed.

Motion #2: Recommend the County enter into a three (3) year contract with Community Action of Allegan County for the period of 1/1/2023 through 12/31/2025, (with an additional two (2) year extension option) at a unit rate of \$4.49 to provide Home Delivered Meal Delivery Services as outlined in the RFP. Moved by Alice Kelsey, supported by Stuart Peet. Roll Call vote. Yays: 7 Nays:0. Motion passed

Motion #3: Recommend the county board authorize the use of existing fund balance to cover the increase cost to provide home delivered meal services as recommended. Moved by Dean Kapenga, supported by Natalie Van Houten. Roll call vote. Yays: 7 Nays:0 Motion passed.

DISCUSSION ITEMS:

- Strategic Planning Day (Attachment E & F)
 - Sherry offers up insight on Strategic Planning Day. It is a day to discuss what the board would like to see and focus in the near future. Rich asks if there are certain things the board members to not see on a day-to-day basis that may need attention. Sherry replies with the daily interactions with senior citizens and the assessment of the community needs, like housing or transportation. How seniors can utilize our services anywhere in the county and if they are not, how do we find solutions?
 - Meeting will be held January 18, 2023 from 9:00 am-3:00 pm
 - Members are encouraged to review attachments and come with questions and ideas

NOTICE OF APPOINTMENTS: None

FUTURE AGENDA ITEMS: None

SUBCOMMITTEE REPORTS:

- AAAWM Board of Directors- Stuart Peet gave an update on his last Board of Directors meeting.
- AAAWM Advisory Council- no report

ROUND TABLE (COA MEMBER TIME):

Stuart offered the information that the library at W.K. Kellogg Biological Station is closing. It is an extension of MSU.

Sally recalled that Alice reminded everyone to check out the fall colors on their way home last meeting, and today, everyone should take in the snow on the trees.

ADJOURNMENT:

Moved by Stuart Peet, supported by Dean Kapenga. All in favor at 10:40 am meeting adjourned.