

Allegan County Commission on Aging



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COMMISSION ON AGING ANNUAL MEETING - MINUTES

Wednesday January 20, 2021

8:30 – 11:00 am
VIA ZOOM

CALL TO ORDER: Called to order by Chairperson Larry Ladenburger at 8:33a.m.

CONFIRMATION OF QUORUM

ATTENDANCE ROLL CALL

Members Present: Rick Cain, Larry Ladenburger, Alice Kelsey, Rich Butler, Patricia Peterson. Dean Kapenga and Stuart Peet arrive at approximately 9:15 am.

Others Present: Sherry Owens & Havilah MacInnes

DISCUSSION ITEMS

1. Accept Darlene Dewitt's: Sherry will prepare a letter of recognition for Darlene to be signed by the Chair/Vice Chair at the next meeting.

Rick Cain moved to accept Darlene Dewitt's resignation. Alice Kelsey supported. All in favor. **Motion carried.**

2. Presentation of:
 - Financial review of 2019, 2020 and 2021 budgets
 - Fund Balance review (no FB spent in 2020 - \$240,000 increase to FB)
 - Review of services in 2020 and impact due to COVID
 - Survey results (Prioritized 2020 goals, strengths, weaknesses, additional ideas)

Sherry explained the challenges to services during the COVID crisis.

- ADC was under spent but was one of the few that was able to remain open during the shutdown to support 5-6 clients who would not have been able to remain in their current living environment without the service. Social distancing requires less than 10 people in the ADC area to include staff, so they remain very limited.
- Transportation also underspent due to limited transportation for essential items and client unease at being out in public.

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"

- In Home Supports is currently only taking new PC and Respite clients as the Pandemic has resulted in staffing shortages as aides and clients are quarantined due to COVID.
- HDM is overspent as this program grew during COVID with the meals keeping people safe at home.
- PERS also grew during COVID as seniors are more isolated during this time, and this service provides a safety net.

3. Development of 2021 goals:

Goal #1: Supplemental RFP for in-home supports to increase provider pool:

- Revision of the P&P manual
- Review of latest RFP and development of timeline
- Appoint Proposal Review Committee next meeting

Goal #2: Pre-planning for millage renewal to include

- Develop contingency plan for each service (In-Home Support first and one service at a time after and will include review of P&P, service limits, etc. during the process)
- Fund Balance spend down
 - Request BOC approve use of Fund Balance to provide transportation to COVID Vaccination sites
 - Hire marketing/outreach coordinator or internship

Goal #3: Create multi- level Communications Plan

- Marketing and Outreach Coordinator
- Communication committee established (P. Peterson, R. Butler)
- Ideas for marketing include: Billboards, Newsletter, mass mailing, Ads in Senior Times, etc.
- Possible Friendly Caller program to reduce isolation (would require RFP)

Round Table:

Alice Kelsey: Need to find a method to provide vaccinations for homebound seniors

Larry Ladenburger: Outreach and marketing is top priority. Asked if the FB items would be separate requests to BOC (Sherry answered yes)

Stuart Peet: COVID is #1 priority

Pat Peterson: Newsletter needs to be vital part of communications plan

Rich Butler:

- Review Strengths/weakness slides show goals are prioritized appropriately. Focus needs to be getting word out to seniors
- Were providers given the opportunity to provide input in In-Home supports revision to service limits, etc. (Sherry stated that this is where the request came from)

Rick Cain:

- Regarding the request that 2021 budgets remain static: due to the excessive Fund Balance we are not following suit with the rest of the county administration- we need to NOT keep a static budget
- Millage amount may be reduced in 2022 if fund balance is not under control.
- Very important to hire a marketing person ASAP.
- Marketing the COVID transportation should be included request.

Dean Kapenga – want to ensure FB requests are presented to BOC in a planned way that shows need (hasn't heard anyone that could not get to vaccination sites). He stressed that BOC would most likely support but request needs to include:

- How amount of request was developed (\$100,000)
- How the need was identified (Sherry explained it was a result of a EOC Task Force meeting where transportation to vaccine sites was discussed)
- Metrics for how funds will be used (number of trips, seniors served, Etc.)
- Who will perform services (ACT, CAAC, ACSS Volunteer Drivers, etc.)

4. Chairman asked if members were ready to approve goals. Alice Kelsey moved to accept the 2021 goals, Stuart Peet seconded. All in favor, **motion passed.**

Develop Activity Schedule for 2021 to complete goals

Goal 1 Supplemental RFP for in-home supports to increase provider pool:

- February meeting- begin revisions of the policy and procedure manual and In-Home Supports Appendix.
- Update from Sherry on RFP Review and timeline for RFP after meeting with Project Management team
- Larry asked members to consider volunteering for Proposal review Committee
- RFA to BOC to approve RFP in Feb/March.

Goal 2 Pre-planning for millage renewal

- Contingency plan for each service- starting with IHS which is outlined in Goal #1.
- Fund Balance:
 - Request BOC approval for use of FB to provide transportation to COVID vaccination sites. RFA developed to include metrics, agencies involved, etc.
 - Request approval for use of FB to hire a marketing/outreach coordinator.

Goal #3: Create multi- level Communications Plan

- Communication committee established (Peterson, Butler)
- Sherry will contact HR to begin discussions on Marketing Person and report back to COA at February meeting on this path, and any other potential ideas such as Vocational Rehab (through VA), Internship through local collages, and marketing agencies

- Sherry will send Rich Butler information on this committee's work in 1st quarter

Final Round Table

- Dean Kapenga: Reiterated that for the COVID vaccine transportation initiative there needs to be a detailed narrative on the deliverables.
- Rick Cain: agreeing with request Dean is making for the funding and also sees the need for action items moving soon. Would like to have contact with HR regarding the cost and possibility of hiring a marketing person. Also possibly would like to see something from the Health Department with regard to how we might best help with their costs associated with the COVID vaccine rollout. All the information is there to justify the cost involved, Rick would like to see it presented when making this an action item.
- Alice Kelsey: Good- wonders if we could schedule a special meeting with regard to acting on the COVID-related spending items. Others agree. Sherry will schedule something early February to get things moving.
- Larry Ladenburger: Urges everyone to think and be ready to volunteer for one of the committees discussed.
- Patricia Petersen- signed up on all committees coming up.
- Rich Butler: Interested in the communication committee and interested in the P&P revisions.

ADJOURNMENT: Dean Kapenga moved, Patricia Petersen Supported. All in favor. Motion carried. Adjourned at 10:33am

Next Meeting – Zoom - **TBD**