

Allegan County Commission on Aging



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Chairperson: Larry Ladenburger
Vice Chairperson: Alice Kelsey

COMMISSION ON AGING MEETING - MINUTES

September 15, 2021

9:00 -11:00 am

VIA ZOOM link below unless otherwise notified

<https://us02web.zoom.us/j/82375478232?pwd=NnNsUEhwZnhWVlFPNjAyNkRZNjkzZz09>

COMMISSIONERS

Rick Cain
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Shelbyville

Dean Kapenga
616-218-2599
Hamilton

Chairperson
Larry Ladenburger
(Senior Representative)
269-673-6200
Allegan

Vice Chairperson

Alice Kelsey
(Member At Large)
269-366-0431
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SENIOR MEMBERS

Stuart Peet
269-672-9520
Shelbyville

Lou Phelps
269-870-3710
Plainwell

Natalie Van Houten
269-672-9359
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MEMBERS AT LARGE

Richard Butler
616 902-0046
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Patricia Petersen
616-644-8059
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Sally Heavener
616-355-3494
Holland

Vacant

STAFF

Sherry Owens
269-686-5144
Director

Havilah MacInnes
269-673-3333 x 2495
Senior Services
Counselor

CALL TO ORDER: 9:00 am by Chairperson Larry Ladenburger

PLEDGE OF ALLEGIANCE:

CONFIRMATION OF QUORUM

ROLL CALL:

Present: Rick Cain, Dean Kapenga, Larry Ladenburger, Alice Kelsey, Stuart Peet, Natalie Van Houten, Rich Butler, Lou Phelps

Others Present: Sherry Owens & Havilah MacInnes

Absent: Patricia Petersen & Sally Heavener

APPROVAL OF MINUTES

Moved by Richard Butler, seconded by Dean Kapenga to approve the August minutes. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes.

PUBLIC PARTICIPATION: none

APPROVAL OF AGENDA:

Moved by Dean Kapenga, seconded by Richard Butler to approve the September agenda. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes.

PRESENTATIONS: Marketing materials – Laura Hosler, Greenstreet Marketing & Design

Laura presented the brochure and marketing material with desired changes. Updated information that may not have been correct in previous version. Dean states that the phone tree is a little confusing and wants to make sure seniors can get a live person easily. Dean expressed interested in accuracy of numbers in the brochure. Sherry stated that Allegan County Senior Services updates these annually but will ask the team to review.

Laura changed the colors as discussed to make it easier on the eye to read.

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”

Senior Services News Letter- Laura presented the ideas they have which would include an overview of 4 pages which would include menus, quarterly, changes and seasonal. Additionally, the Newsletter is in a format that is foldable and mailing friendly. We can also feature areas for events such as the Senior Day at the Fair and Boomer Bash. We should also look at emailing this out to all out community partners.

Natalie: asks about business cards for the COA Board. Sherry said we currently have business cards available and will be ordering more if we are using new logos.

ADMINISTRATIVE REPORTS:

Director's Report (Attachment B)

Goal 1

- Complete with IHS RFP and while we are still working to get Paragon set up and answering any questions

Goal 2

- Sherry discussed developing contingency plan for each service as a back up to current service delivery
- Home Delivered Meals contingency planning process is underway. Meals on Wheels of Western Michigan could take us on in a matter of seven days in case of an emergency.
- Fund Balance: We are still providing assistance to seniors who need transportation to get the vaccine. The July Director's Report stated that to date 84 trips had been provided at a cost of \$4,552.88 through the end of June. There were no additional trips in July or August.
- The COA Board discussed that the HDM contracts are scheduled to end in December. Sherry recommended a one year extension to both contracts to avoid the need for an RFP until after the millage renewal in 2022. Both providers support this extension; however both have requested unit rate increases.
 - Alice Kelsey asked if they could only be granted the bare minimum that we asked or if the COA could approve a higher rate as the money is there, and they do a great job. Sherry indicated that this was not appropriate. The amount asked would be the maximum amount that could be recommended for approval.

Goal 3

- This committee is temporarily on hold until the newsletter and mailers are ready.

Senior Day at the fair was a success considering the current times we are in. We served approximately 160 seniors. Thank you to everyone who volunteered your time to make this event happen

Financial Reports (Attachment C)

We are currently operating at a higher rate than last year making most of our number green. We are serving fewer people but more units to each person.

The Eden reports represents up to date number for each service

Dean Kapenga asks if our fund balance is projected to be as close to the 10% at the end of the millage cycle. Sherry states that with our marketing plan we aim to be as close as possible but things are out of our control.

Dean then asks if there has been any more communication about hiring another full time senior position. Sherry responds that she has but in the request for this. We have almost tripled our clientele in the millage started in 2006. We are very much in need of another full time employee. Right now the request is for a new employee starting in January of 2022.

Alice asks if we can ask for hiring a new employee in 2021, 4th quarter instead of waiting until 2022.

Rick stated that the justification is there to begin the process ASAP, and feels the process should begin now or at least 4th quarter.

Outreach Report (**Attachment D**)

Havilah discusses the staffing complications that continue to be a significant factor in providing home care for agencies across all of Michigan. The fact is that most people are not coming back to work. Even with \$2,000 sign-on bonuses and increasing wages for loyal employees who have remained throughout the pandemic, our providers have experienced unprecedented numbers of staff leaving for higher paying jobs at hospitals or factories. Medicaid Waiver program that offers a higher level of care are also experiencing a shortage in workers and have a waitlist.

ACTION ITEMS:

1. Approve Marketing Materials

Motion: Recommend approval of Post card, Handbook and Newsletter with discussed changes to material presented

Moved by Dean Kapenga, seconded by Stuart, 8 Yeas, 0 Nays. Motion carried.

2. Approve Appendix I

Motion: Recommend approval of Appendix I to the Policy and Procedure Manual as revised.

Information missing from packet. Table until October meeting

Moved by Alice Kelsey, seconded by Natalie Van Houten, 8 Yeas, 0 Nays. Motion carried.

3. New Senior Staff

Motion: Recommend the search for the budgeted Senior Services Counselor begin in the 4th quarter of 2021.

Moved by Rick Cain, seconded by Dean Kapenga. 8 Yeas, 0 Nays. Motion carried.

DISCUSSION ITEMS:

1. Home Delivered Meals: (Attachment G)

Memorandum of Understanding with Meals on Wheels of Western Michigan

- MOWWM will provide millage clients with frozen meals within 7 days of activation of the MOU until such time as normal operations can resume
- MOWWM can deliver the meals to one location (providing CAAC is not affected by the contingency issue) OR
- MOWWM can deliver the meals directly to clients according to MOWWM's delivery schedule (three days per week)
- The unit rate for these meals will be the current MOWWM unit rate

Contract Extensions

- Sherry presents one year extension agreements from both HDM providers. She recommends the BOC approve one year extensions of both HDM contracts through December 31, 2022. This would allow us to avoid the need for an RFP for this program until after the Millage renewal.
- Both providers are requesting a unit rate increase. Below is the breakdown:

Community Action of Allegan County (Meal Delivery)

- Previous unit rate: \$3.67
- Proposed unit rate: \$3.81
- Percent of increase: 3.8 percent

Senior Services, Inc. (Meal preparation)

- Previous unit rate: \$3.45
- Proposed unit rate: \$3.70
- Percent of increase: 7.2 percent

This will change the total cost of each meal from \$7.12 to \$7.51, which will result in a monthly increase (based on July totals) of \$3,014. The total impact of this increase for the entire 12 months of the extension would be \$36,162.

Sherry will prepare these contracts for both vendors and they listed as an action item at the October COA meeting.

2. Senior Day at the Fair recap: 160 breakfast meals were served

NOTICE OF APPOINTMENTS: 1 At Large seats vacant

SUBCOMMITTEE REPORTS:

AAAWM Board of Directors- No August meeting

AAAWM Advisory Council- Mary Whiteford attended a zoom meeting with the Advisory Council

ADJOURNMENT: Rich Cain moved to adjourn, Stuart Peet seconded. Meeting adjourned at 10:37

Next Meeting – October 20, 2021, 9am – 11am Zimmerman Room