

Allegan County Commission on Aging



3255 122nd Avenue, Suite 200
Allegan, MI 49010
269.673.3333 - Office
877.673.5333 – Toll Free
269.673.0569 - Fax
<http://www.allegancounty.org>

Chairperson: Larry Ladenburger
Vice Chairperson: Alice Kelsey

COMMISSION ON AGING - MINUTES

Wednesday, July 20, 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

Chairperson

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

Vice Chairperson

Alice Kelsey
(At-Large Representative)
269-366-0431
Martin

SENIOR

MEMBERS

Stuart Peet
269-672-9520
Shelbyville

Lou Phelps
269-870-3710
Plainwell

Natalie Van Houten

269-672-9359
Shelbyville

MEMBERS AT LARGE

Richard Butler
616 902-0046
Plainwell

Patricia Petersen

616-644-8059
Allegan

Sally Heavener

616-355-3494
Holland

STAFF

Sherry Owens
269-686-5144
Director

Vacant

Ashley Dever

269-673-3333 x 2498
Senior Services
Counselor

Katie Cole

269-673-3333 x 2497
Administrative
Assistant

CALL TO ORDER: By Chairman Larry Ladenburger at 9:04am

PLEDGE OF ALLEGIANCE:

CONFIRMATION OF QUORUM:

ROLL CALL: Present: Dean Kapenga, Larry Ladenburger, Alice Kelsey, Stuart Peet,
Lou Phelps, Natalie Van Houten, Richard Butler, Patricia Peterson, Sally
Heavener
Others: Sherry Owens, Katie Cole

COMMUNICATIONS: None

APPROVAL OF MINUTES: (Attachment A – October and December)

Moved by Patricia Peterson, supported by Lou Phelps.
All in favor. Motion carried.

PUBLIC PARTICIPATION: None

APPROVAL OF AGENDA:

Moved by Alice Kelsey, supported by Natalie Van Houten.
All in favor. Motion carried.

PRESENTATIONS: Laura Hosler – Greenstreet Marketing (Attachment F)

Laura gave Marketing update, TV and Radio stations will have no changes next month. Starting in August we will move from Billboards to Digital. Facebook will have a creative change a video will be added. Third round of postcards to go out at the beginning of August.

Larry asked how they select who gets postcards.

Laura responded that there is a report they run for Allegan County.

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”

Rich asked from a Marketing stand point have services increased?
Sherry responded that she will have a comparison from the last four years at the next COA meeting.

ADMINISTRATIVE REPORTS:

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

Goal #1- Continue with Marketing Plan

Things are going well with the Marketing Plan

Goal #2- Stabilize In-Home Supports

Sherry stated that she and Valdis will be meeting in the next few days, to review the last RFP and make necessary revisions with the plan to release it in early August.

Goal #3- Earmark Fund Balance to offset planned increase in services

COMPLETE MONITORING

- Assess impact to current Fund Balance from:

Sherry stated that the increase to the HDM contract (if approved by the BOC) would further expend and additional \$5,800 in 2022. She also explained that the amounts provided as potential impact to the Fund Balance in the Financial Report were based on the entire contract amount being expended, but since Fund Balance is never spent until the end of the contract year, it is unknown exactly what those number will be.

Goal #4- Continue 2021 goal for contingency plans (ADC, PERS, Transportation and revisit In-Home Supports)

Goal #5- Explore Friendly Visitor Program, Miles for Memories and similar programs as future projects.

ACTION ITEMS: None

-Financial Reports (**Attachment C**)

DISCUSSION ITEMS:

1. HDM Unit Rate Increase Request (Attachment D)

Included in this attachment you will find a letter dated July 7, 2022 from Lisa Evans, at Community Action of Allegan County, requesting an additional Contract Amendment that provides a \$.16 per unit increase to the unit rate for meal delivery.

Sherry reviewed the contract and the Amendment approved in late 2021 to extend the contract for meal delivery through December 31, 2022 and to increase the unit rate from \$3.67 to \$3.81 per meal. These increases were to offset the known expenses to continue service delivery at that time. Since that time, gas prices, staffing shortages, etc. have presented significant challenges in service delivery for this contract.

Sherry further explained that increases have been recommended to: In Home Supports, Adult Day Care for similar reasons. It would seem reasonable that this increase is also needed.

Recommendation: To recommend approval of this request through the end of 2022. The planned RFP in 4th quarter will set the unit rates for the next three – five years.

MOTION:

Recommend Board of Commissioners approve a \$.16 increase to the unit rate for the Home Delivered Meals Deliver contract effective **August 1, 2022** through December 31, 2022.

Moved to action by Sally Heavener to approve as presented in the sample motion with the inclusion of August 1, 2022 through December 31, 2022.

Supported by Lou Phelps.

Roll call vote. Yays: 8 Nay 1

2. RFP - IN HOME SUPPORTS

As discussed in the Director's report, the RFP will be revised and released in August. Proposal review committee is already appointed, and next steps will be forthcoming.

3. Financial Report Revision Review (Attachment E)

Sherry shows new Financial Report, and explained how to read the new budget report looks and asks for questions or additional revisions.

- Dean asked what a unit means.

Sherry responded unit means one of that service.

- Dean asked if we could make this easier to read.

Sherry responded she will add the service to the Financial Report.

(Example: Unit/Hour, Unit/Meal etc.)

Sherry also stated that there was a little room to increase the row sizes and make the numbers a little larger.

Larry asked for a motion to approve the Financial Report going forward. Moved by Pat Peterson, seconded by Dean Kapenga. All in favor – motion passed.

FUTURE AGENDA ITEMS: None

- AAAWM Board of Directors- Stuart Peet gave an update on his last Board of Directors meeting.
- AAAWM Advisory Council- Natalie Van Houten gave an update on her last Advisory Council meeting.
- Millage Renewal Committee- Rich gives report, we are making good progress please continue putting out signs and handing out flyers.

ROUND TABLE (COA MEMBER TIME):

Sally gave praise to Atrio for helping her mom with extra help.

ADJOURNMENT:

Patricia Petersen moved. Richard Butler supported. All in favor 10:53am

Next Meeting –Wednesday, August 17, 2022 - Zimmerman Room