

Allegan County Commission on Aging



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Senior Services
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COMMISSION ON AGING ANNUAL MEETING - MINUTES

Wednesday, March 17, 2021

9:00 am – 12:00 am

VIA ZOOM

CALL TO ORDER: Called to order by chairperson Larry Ladenburger at 9:06a.m.

CONFIRMATION OF QUORUM

ATTENDANCE ROLL CALL

Members Present: Rick Cain, Dean Kapenga, Larry Ladenburger, Alice Kelsey, Stuart Peet, Natalie VanHouten, Luesettie Phelps, Patricia Petersen, Richard Butler

Others Present: Sherry Owens and Havilah MacInnes

Absent: none

COMMUNICATIONS: None

APPROVAL OF FEBRUARY MINUTES: Rick Cain moved. Dean Kapenga supported. Motion carried.

PUBLIC PARTICIPATION: None

APPROVAL OF AGENDA: All in favor. Motion carried.

ADMINISTRATIVE REPORTS:

Director's Report (Sherry)

- Sherry revised P&P Manual and it was emailed out on 2/24/21. Sherry has not received any questions or concerns from COA members regarding this document to date.
- Sherry would like to review services one at a time and discuss issues that might exist.
- Fund Balance- Sherry has been working on the Marketing piece with Valdis. The RFP for the marketing firm is due next week. Sherry gives a brief review of the RFP process and how it will work moving forward. No real glaring issues with the services at this time.

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"

- Currently, we are reviewing the process of HDM. It's also time to refresh the emergency meals. Spring Break is the first week of April and CAAC will be closed. We are asking clients to consume some of their emergency meals.
 - CAAC recently confirmed that they have had a two week supply in place for clients as was directed when COVID hit one year ago.
- Senior Services had been working very closely with the Health Department in developing a call center for seniors in Allegan County to sign up for the COVID Vaccine. That is now available. Seniors call our main office number. This is the first thing they will hear and will follow the prompts to get connected. This is a 24/7 service.

Round Table

- Dean asked about the situation involving the use of transportation for COVID vaccinations. Sherry states we are using just the regular transportation budget at this time and will report the number of those rides monthly moving forward.
- Larry states he has already had both of his vaccinations and Allegan County is amazing and efficient at getting people through.
- Sherry mentions has gotten her first dose but in another county and feels fine.

-Financial Reports

- Financial reports are always a little wonky at the beginning of the year. The reports may not exactly match up at this point. As we go, the reports will get more accurate. Eden is actual, the spreadsheet is projected.

-Outreach Report

- Havilah stated we have had an increase number of calls of people looking for assistance with wheelchair ramps. This is due to a number of varies reasons such as: insurance purposes, seniors going home early from facilities or skipping a facility all together because they do not want to be isolated from their families due to COVID restrictions.
- Havilah recently confirmation that the Eleanor L. Nielson Legacy Fund is still operating through the Allegan Ascension Foundation. They were just beginning the process of changing from Allegan General to Ascension when the pandemic hit. While they are still working remote, Jennifer Garcia, the foundation director, states they are open and actively fund raising in the community. She further states they are able to provide assistance, but need to get the word out. If you learn of someone who may be a good candidate for their program, please do not hesitate to have them call the foundation directly and apply for assistance.

- We are starting to see a lot of “snow birds” coming back to Michigan from Florida or warmer climates. They have not happy that they are being told that homemaking service is now not available due to COVID. They are able to reapply for services but need to show a need for the service and not using our services as maids. Our new P&P manual address this directly.
- Currently Medicaid Waiver is at a 6-8 month wait list time. PACE is almost at the same level of wait as waiver.

ACTION ITEMS:

1. To approve revisions and accept the P&P Manual as of March 17, 2021

COMMISSION ON AGING ROLL CALL VOTE										
DATE:		March 17, 2021								
MOTION:		To approve revisions and accept the P&P Manual as of March 17, 2021								
MOVED BY:		Stuart Peet								
SECONDED BY:		Rich Butler								
RICH BUTLER	RICK CAIN	DEAN KAPENGA	ALICE KELSEY	LARRY LADENBURGER	STUART PEET	PATRICIA PETERSON	LOU PHELPS	NATALIE VAN HOUTEN	VACANT	VACANT
Y	Y	Y	Y	Y	Y	Y	Y	Y		

2. To Release an RFP for In-Home Supports at the current unit rate for the purpose of increasing the provider pool for this service

COMMISSION ON AGING ROLL CALL VOTE										
DATE:		March 17, 2021								
MOTION:		To Release an RFP for In-Home Supports at the current unit rate for the purpose of increasing the provider pool for this service								
MOVED BY:		Dean Kapenga								
SECONDED BY:		Rick Cain								
RICH BUTLER	RICK CAIN	DEAN KAPENGA	ALICE KELSEY	LARRY LADENBURGER	STUART PEET	PATRICIA PETERSON	LOU PHELPS	NATALIE VAN HOUTEN	VACANT	VACANT
Y	Y	Y	Y	Y	Y	Y	Y	Y		

3. Motion to approve a special providers meeting that will consist of providers, senior service staff and COA chairpersons. Rick Cain moved. Alice Kelsey supported. All in favor. Motion carried.

DISCUSSION ITEMS:

1. Provider meeting with COA

- Sherry explains that each provider is contacted at a certain level they have to perform at. While each provider can certainly perform at a higher level they cannot go below the contracted amount. So after this marketing firm role out plan gets established it will then increase our service level needs for each service. With this plan we need to check in with each provider to see what their capacity levels are and if there are any barriers they may face.
- Sherry suggest to have an open provider meeting with these providers and the COA Board to be transparent in any barriers that may arise. This would be open for any questions.

Round Table:

- Rich likes the idea of having this meeting and asks what the time line of having this meeting will be. Sherry states that this should take place in April. This can either be a special meeting or we can extend out regularly scheduled COA meeting in April.
- Alice believes that either Sherry meets with the providers alone, the COA chairpersons meet with the providers or a small executive team is established to meet with the providers.
- Natalie asks how many service providers we have. Sherry states we have two for IHS, two for HDM, one for ADC, one for PERS, and one for transportation totaling 7 providers for senior services
- Patricia states she agrees with the smaller party meeting with the providers.
- Sherry asks to make a motion to have staff, and COA chairpersons at a special provider meeting(moved to action item)

2. Update on COVID Vaccination support

- Sherry states again we now have of a call center. This is available in English and Spanish. The call center can take calls 24/7 for registering for the vaccine, getting taken off the registry (if you received it at another location), or have other questions/concerns about the COVID vaccine. This also provides a bit of marketing to senior services.
- Sherry recently called Bob Genetski's office to get all voters listed who are 60 years and older in order to mail out a notice and move into the phase of providing vaccines for homebound seniors.

3. Update of proposed Marketing Plan

- Sherry will meet with Valdis to finalize the RFP and get it sent out prior to March 26th. From there after a vendor is selected we will have options as new marketing tools. This is all moving forward and Sherry will have an update at the April COA meeting.

NOTICE OF APPOINTMENTS:

1. Sally Heavener is a potential new member. Currently, the BOC has not voted on her membership. This should be completed at the next BOC meeting. If this is voted on we will be down to only one member at large vacancy!

FUTURE AGENDA ITEMS:

1. Dean would like to recommend that when Sherry is speaking she learns how to be able to share her screens at the same time. That way everyone can see what she is referring to.

SUBCOMMITTEE REPORTS: Communications Committee Update**1. Quarterly Newsletter (Patricia & Rich)**

- Since we are moving forward with the marketing firm we are going to pause the newsletter until we can get a standardized template from the marketing firm.
- Larry suggest still finding new outlets to advertise the newsletter once its gets published

ROUND TABLE (COA MEMBER TIME):

- Larry- had a great vacation in February
- Alice- nothing new to report
- Dean- nothing new to report
- Rick- when recommending someone for the COA board, he would like for information on these people to be sent to himself and Dean and that way they can bring it up at the BOC meetings. Sherry states she will look into standardizing this flow process so they get the information. She will email them an update
- Stuart- got his COVID shot at the VA in Battle Creek. His follow up on the 26th.
- Natalie- nothing new at AAA since they are in a new regime of health representatives.
- Lou- will be up north on vacation for the April meeting
- Pat- Missed Feb meeting due to being in the doctor's office having her foot x-ray. They found she had three needles in her foot! She has neuropathy and could not feel them.
- Rick- nothing new to report

ADJOURNMENT: Motion to adjourn made by Patricia Petersen and seconded by Dean Kapenga. Motion carried. Meeting adjourned by Larry Ladenburger at 10:11am.

**Next Meeting April 21, 2021
9:00am – 11:00am via ZOOM**