

# Allegan County Commission on Aging



3255 122<sup>nd</sup> 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 MEETING - Minutes

Wednesday, August 18, 2021

9:00 -11:00 am

Zimmerman Room, Human Services Building

3255 122<sup>nd</sup> Avenue, Suite 200 – Allegan, MI

Public Zoom Link:

<https://us02web.zoom.us/j/82375478232?pwd=NnNsUEhwZnhWVlFpNjAvNkRZNjZzO9>

### COMMISSIONERS

**Rick Cain**

269-744-7918  
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  
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

**Vacant**

**STAFF**

**Sherry Owens**

269-686-5144  
Director

**Havilah MacInnes**

269-673-3333 x 2495  
Senior Services  
Counselor

**CALL TO ORDER:** 9:03 am by Chairperson Larry Ladenburger

**PLEDGE OF ALLEGIANCE:**

**CONFIRMATION OF QUORUM**

**ROLL CALL:**

Present: Dean Kapenga, Larry Ladenburger, Alice Kelsey, Stuart Peet, Natalie Van Houten, Rich Butler, Patricia Petersen, Sally Heavener

Others Present: Sherry Owens & Ashley Dever (Zoom)

Absent: Rick Cain & Lou Phelps

**APPROVAL OF MINUTES**

Moved by Stuart Peet, seconded by Dean Kapenga to approve the July minutes. Motion carried by voice vote. Yeas: 8 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION:** Beatrice Schults from Community Action and Taylor Rossi from Senior Service Inc.

**APPROVAL OF AGENDA:**

Moved by Alice Kelsey, seconded by Natalie VanHouten to approve the August agenda. Motion carried by voice vote. Yeas: 8 votes. Nays: 0 votes.

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

Laura Hosler presented the next set of marketing materials for the COA's review and approval. Items presented were:

- Tri-fold brochure
- Marketing board
- Completed Letterhead, Envelope and business card (with new logo)
- Schedule for upcoming filming of video/commercial

### 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”

## **Round Table-**

- Dean Kapenga asked if we could include a bullet regarding donations to senior services on the brochure.
  - Sherry stated that this had not been discussed by the COA or the BOC but would begin the conversation and report back next month.
  - Laura indicated that (to keep things moving) this could be an added insert to the brochure
- Natalie Van Houten asked about sending donation letters to the millage clients. Sherry explained that the COA decided to discontinue this practice in 2016 due to the fact that clients were refusing service because they felt obligated to donate and could not afford to do so. Sherry also states it may not be the best time to ask for donations due to our large fund balance.
- Stuart Peet asked if donations were still accepted even though no letters were sent. Sherry explained they were and the amount was deducted from the monthly invoice. She also pointed out where these numbers could be found in the Financial Reports.
- Sally Heavener pointed out discrepancies in the phone numbers and asked that all the marketing items should be rechecked to ensure all the numbers were correct. Laura Hosler indicated this would occur before moving forward.
- Sherry Owens states we cannot do any filming at Generations due to the increase of the delta variant of COVID and our goal to keep our seniors safe; however Generations staff has a plan to allow filming of clients arriving and other outdoor activities.
- Dean Kapenga asked if the COA board members could get a talking points document to use when they are out in the community – both Sherry and Laura thought this was possible
- Sherry states the shooting schedule for the marketing filming will be August 23, 24 and half a day on the 25<sup>th</sup>. Sherry also reminded everyone that the BOC wants to see the new marketing design and plan before anything is sent out to the public.

## **ADMINISTRATIVE REPORTS:**

### Director's Report

#### Pre Plan Millage Renewal

- Sherry states that at the July meeting the COA Board selected to review the HDM procedure manual.
- The original HDM contracts end in December, with up to two 1 year extensions. Both providers have been contracted and agree to extend the current contract
  - CAAC has agreed to extend for 2 years

- SSINC has only agreed to a 1 year extension. Further discussion will happen and this will be reviewed at the September meeting.
- Sherry stated that both providers have expressed the need to review the unit rate due to rising costs. Sherry has provided this information to Valdis Kalnins in Project Management and he is currently working on contract extensions. Sherry will have these available at the next meeting.

Senior Day at the Fair Tuesday September 14<sup>th</sup> at 7:00am

- Sherry received a call from Mr. Haarsma (the pancake guy) and he is no longer able to provide the pancakes this year due to a fall. Sherry is in contact with Gordon Food Service to try to get pre-packaged juice, muffins, etc. for the fair.
- Red Cross is unsure if they will participate this year
- Mary Whiteford will be coming to help serve breakfast
- Sherry asked the COA Board member help come and serve food. She will also send out vendor passes so you can enter the fair that day. Please wear your colored vest.
- Sherry has limited the vendor tables to only 30 this year due to COVID concerns
- The Health Department will also be attendance to give the COVID vaccine as well as the flu shot to anyone who wishes to receive them

#### Financial Reports

##### Millage Budget Projections

- Sherry reviews the projection budget report. Red indicating decrease from 2020 and green indicating increase. This may not show a true picture due to the effects of the pandemic last year.
- This also shows the donations that each service area has received this year.

##### Revenue and expenditure Report

- This is the actual Eden report from the county financials. This is the current actual balances for each account.

#### Outreach Report

Havilah has been very busy with MMAP. She is very excited that Sally is now MMAP certified and able to assist our team. Havilah also shares in her report of an incident that one of our providers, Alliance, encountered this past month.

#### **ACTION ITEMS:**

1. Approve Marketing Materials

Motion to recommend approval of marketing materials with changes described.  
 Moved by Dean Kapenga, seconded by Stuart Peet. Motion carried by voice vote.  
 Yeas: 8 Nays: 0

#### **DISCUSSION ITEMS:**

1. Home Delivered Meals:  
 Appendix I to Policy & Procedure Manual

- Item 1 Measurement of Service
  - In 2018 the COA made the decision to not fund liquid nutrition. We now have two options: revisit and allow liquid nutrition or strike it from this section.
  - This would be an option as a HDM and they would have to meet specific criteria. A doctor's note would also be required and updated every 6 months.
  - 2 cans will equal one unit rate
  - By a show of hands the COA board approve this to be in the current policy and procedure manual.
  
- Item 2 Service Definitions and allowable tasks
  - Meals can be any combinations of the following
    - Hot meals
    - Frozen meals
    - Supper sack
    - Liquid nutrition with doctors request
  
- Item 3 Additional written policy requirements
  - Currently states: Client has no adult living at the same residence or in the vicinity that is able and willing to prepare meals.
  - Recommend removing this bullet from item 3 to allow older adults who live with family who cannot assist with all meals to be eligible for this service.
  
- Item 4 Additional Service Requirements
  - 4.6 Liquid Meals
    - Recommend adding this back into the current policy and procedure manual. No other changes needed
  
  - 4.7 Emergency Meals
    - Recommend change to state a one week supply of emergency meals based on the number of meals delivered per day.
    - These meals will be delivered the first week of service initiation and will be switched out every 6 months
  
  - 4.11 Meals for spouse or other persons that are eligible
    - Recommend that at the service provider's discretion (as part of their assessments) the service providers may approve an additional meal for a spouse or care giver. While donations are encouraged they are not required.
  
- Item 7 Maximum Service Limits
  - Service providers may provide up to 2 meals per day to eligible clients based on need. A third meal of liquid nutrition may also be available to those who qualify.

Sample contingency option – Mom's meals

- Taylor from Service Inc. states their contingency plan if something catastrophic were to happen is Kalamazoo Valley Community College has made their kitchen available to them for use of the kitchen and refrigeration.

- Beatrice from Community Action states their contingency plan if something catastrophic were to happen is to fall back on volunteer drivers for transportation and pull other staff to deliver meals.
  - Mom's Meals is just one of many other national meal programs. Sherry is looking for a back up to our back up plan in case something catastrophic were to happen. Sherry will have more info and pricing at the next meeting from Mom's Meals, Meals on Wheels of Western MI and possibility one other provider.
2. Senior Day at the Fair
- As discussed in the Director Report, please arrive at 7:00am on Tuesday September 14<sup>th</sup>. Sherry will email the COA their vendor passes for entry. If COA member are unable to print their pass, they will also be available to pick up in our office.

**NOTICE OF APPOINTMENTS:** 1 At Large seat vacant

**FUTURE AGENDA ITEMS:** Pat Peterson ask if Mary Whiteford would be able to come speak at one of the upcoming COA meetings.

**SUBCOMMITTEE REPORTS:**

AAAWM Board of Directors- Natalie gave update on their recent meeting

AAAWM Advisory Council- Stuart gave update on their recent meeting

**ROUND TABLE (COA MEMBER TIME):**

**ADJOURNMENT:** Meeting adjourned at 11:00am. Moved my Larry Ladenburger, seconded Pat Petersen. Motion Carried.

Next Meeting – September 15, 2021, 9am –11am - Zimmerman Room