

Allegan County Commission on Aging



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Chairperson: George Waden
Vice Chairperson: Larry Ladenburger

COMMISSION ON AGING ANNUAL MEETING - MINUTES

October 21, 2020

9:00 – 11:00 am
VIA ZOOM

COMMISSIONERS

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Shelbyville

Dean Kapenga
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George Waden
(Senior Representative)
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Vice Chairperson
Larry Ladenburger
(Senior Representative)
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SENIOR MEMBERS

Vacant

Stuart Peet
269.672.9520
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Vacant

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STAFF

Sherry Owens
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Director

Havilah MacInnes
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Senior Services
Counselor

CALL TO ORDER: Called to order by Chairperson George Waden at 9:03a.m.

CONFIRMATION OF QUORUM

ATTENDANCE ROLL CALL: George Waden, Larry Ladenburger, Rick Cain, Dean Kapenga, Patricia Petersen, Darlene DeWitt, Stuart Pete

Members Absent: Alice Kelsey

Others Present: Sherry Owens, Steve Sedore, Dan Wedge and Havilah MacInnes

COMMUNICATIONS: None

APPROVAL OF SEPTEMBER MINUTES: Stuart Peet moved, Larry Ladenburger supported. Motion carried.

PUBLIC PARTICIPATION: None

APPROVAL OF AGENDA: Accepted

ADMINISTRATIVE REPORTS:

-Director's Report:

- Letter from Alliance requesting unit rate increase. Sherry discussed with administration and Alliance. Result is they request a unit rate increase to be successful in recruiting more staff. Staffing shortages create struggle/ bottle neck with getting services started. Homemaking is the largest concern- money draining because of the administrative overhead cost with so little return (2 units every other week). We are looking for other solutions to help reduce the burden.
- Brief discussion about upcoming provider training. This will be via Zoom. George Waden asked if Atrio has expressed any concerns and Sherry stated they did list more PPE when asked how the County can support them during 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"

- Fall Training: November options have been sent to providers along with requests for agenda items, and other questions they may have. We need to have provider's feedback prior to solidifying plans and agenda for this.

- COA Membership: Mare Westin- resigned for personal reasons. Thomas Peele has reached out to inform he is no longer living in Allegan County. Need to request to replace both and must select someone for the advisory council AAA board to represent the Allegan County COA.

- Senior Services
 - In-Home Supports: This program is experiencing staffing concerns. It has been an on-going industry problem, and COVID has not made it any easier. Due to staffing issues, new referrals are waiting a week to 10 days longer than the usual 5 business days to start services. Both providers are working hard and the lag time has somewhat shortened.
 - Adult Day Care: This program continues to operate on a very limited basis to ensure social distancing. Generation's staff continues to support clients that are not attending through wellness calls and things seem to be going well.
 - Meals: This service has no issues. The HDM Team (CAAC, Senior Services, INC, and our team) will meet virtually October 13, 2020. These are quarterly meetings to discuss any coordination, quality, or delivery issues.
 - PERS: This service requires no change to normal operations during this Crisis or any need for PPE. The extension for this contract was approved by Administration
 - Senior Transportation: This service is offering shopping and other less essential trips providing there is space in the schedule after all medical trips have been scheduled. Both client and driver will continue to use a mask, and hand sanitation.

- Annual Quality Reviews: The Safe Workplace Plan does not permit offsite face to face meetings so there is a need to develop alternate options for reviewing Service Providers for 2020. These two documents can be used as a "desk audit" (and have been used by the AAA and MI Choice Waiver Organizations in the past) to ensure there are no glaring issues with service delivery that aligns with the P&P Manual. It's not as effective as physically going into the facility and reviewing the records in person but we have not had any significant issues with any of our providers in years, so under the circumstances Sherry recommends this as an acceptable alternative.

Financial Report:

Dean asked about specific financials:

- Revenues- PILT specifically: (payment in lieu of taxes) from casino. Dean didn't know we received money from this source. Historically, around \$33,000, it varies slightly depending on the year. Anticipate next year will be lower.
- Also the personal property taxes- it is not always for the year it was received (i.e. in 2019 we got \$160,000).

- What is interest earned and who is investing/ planning for this? Larry isn't sure either- but Dan provided information. Any service area with fund balance are invested by treasurer's office and the service receives the interest payments calculated based on performance from prior year. Because funds are coming from the millage, the interest is returned to the line item it came from. Transportation interest comes back to transportation service, etc.
- Expenditures: Total over budgeted deliberately by 144k so that we could spend down the millage fund balance dollars. We still have to work on the fund balance to get it down to 10% of current millage. Rest needs to be expended by end of this fiscal budget- end of 2022. (\$274, 716 is the 10% we need to be down to).

-Outreach Report: Included in packet for review

- MMAP is already extremely busy
- Havilah would like to speak with the COA members individually that are MMAP certified about their schedules and what they are comfortable with
- Services are very slow moving. More people are reaching out at this time

DISCUSSION ITEMS:

1. **Resignation - Mare` Westin:** Post COA vacancies on senior service Facebook page as well as the County page. Look for other news outlets. Commissioners should mention at their various meetings as well.
2. **Email to T. Peelle:** moved out of county
3. **Provider Training:** Serv Tracker update, policy updates and added informational question regarding barriers they are experiencing so that we can address housekeeping we always do and add the things that have come up due to the '2020 COVID pandemic' situation this year. This will be a 4 hour zoom meeting but still keeping metrics and making it work with current working situations. COA members are more than welcome to attend but not mandatory.
4. **Quality Reviews for 2020:** Due to COVID and not being able to physically go on location we will be doing virtual/desk audits with each provider
5. **Remainder of 2020 COA Calendar:** We don't generally meet in November due to it falling on Thanksgiving week. COA board would like to continue on with a December COA meeting via zoom if there are any agenda items that need to be addressed.

ACTION ITEMS:

1. Accept Mare` Westin and Thomas Peelle's resignation and request appointment of new member(s): Rick Cain accepts. Dean Kapenga supported. All in favor. Motion carried.
2. Approve Desk Audits in lieu of Quality Reviews for 2020: George Waden approves. Larry Ladenburger supported. All in favor. Motion carried.

NOTICE OF APPOINTMENTS:

FUTURE AGENDA ITEMS:

SUBCOMMITTEE REPORTS:

ROUND TABLE (COA MEMBER TIME):

- Larry would like to know if it's important to replace T. Peelle's position on the AAA advisory board. Jackie O'Connor is point of contact at the AAA. The advisory council meets on the first Monday of every month at 1:30p- Nov. 2nd is the next meeting. Please email Sherry if you are interested in this position.

ADJOURNMENT: Stuart Peet moved, Darlene Dewitt Supported. All in favor. Motion carried. Adjourned at 9:48am

Next Meeting – Zoom - **TBD**