

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

COMMISSION ON AGING - APPROVE AMENDED BY-LAWS

BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the amended COA By-laws, as attached; and

BE IT FINALLY RESOLVED, that these attached by-laws supersede any previously established action.

DRAFT



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: _____

Date: February 8, 2022

Request Type Routine Items
Department Requesting Senior Services
Submitted By Sherry Owens
Contact Information (269) 686-5144

Board Approval: Items historically done on a periodic basis or Proclamations, directly to Board for action; Political positions require Board discussion.

Description

Revise the current By-Laws. Revisions include:
-Update Article III-A and III-B to reduce the number of COA members from 11 to 9 with one (1) County Commissioner, four (4) Senior Representatives, and four (4) Members at Large

**ATTACHMENT E
REVIEW OF COA BY-LAWS
EXECUTIVE SUMMARY**

At the December meeting, we discussed the fact that with the restructuring of the Board of Commissioners (going from seven to five), the number of Commissioners appointed to the COA will be reduced to one (Commissioner Kapenga).

Commissions and committees are set up to have an odd number of members to prevent a tie when votes are necessary. The COA was designed to have eleven members comprised of:

- 2 County Commissioners
- 5 Senior Representatives (age 60 and older)
- 4 At-Large Representatives (business professionals in the community)

With the change to the Commissioner representation, that leaves us with 10 members (9 seated, and 1 vacant seat) which does not reflect the current By-Laws or accomplish the goal of a tie breaker by an odd number of members. The By-Laws will need to be revised. The following options are offered for your consideration:

- **Option 1:** The Current County Commissioner seat could be changed to create an additional Senior Representative seat (1 Commissioner, 5 Senior Representatives, 5 At-Large Representatives) and remain a total of 11 members with 2 empty seats
- **Option 2:** The Current County Commissioners seat AND the current vacant seat (At Large) could be eliminated (1 Commissioner, 4 Senior Representatives, 4 At Large Representatives) for a total of 9 members with no empty seats

Historically, it has been a struggle to keep all eleven seats filled, and the Pandemic has not improved this situation. Therefore, it is my recommendation that we change the By-Laws to reflect Option 2 to read as follows:

ARTICLE III

MEMBERS

- A. The COA shall consist of **nine (9)** voting members who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Allegan County Board of Commissioners. The members of the COA shall be elected by the Allegan County Board of Commissioners.
- B. Of the **nine (9)** COA members, four (4) members shall be members at large, **four (4)** members shall be senior citizens age 60 or over, and one (**1**) member shall be a County Commissioner.

In an effort to keep this item moving on the path to approval, I have provided a sample motion that can be modified as needed.

Sample Motion: Recommend revision of Commission on Aging By-Laws, Article III to reduce the number of members from 11 to 9 as follows: 1 County Commissioner, 4 Senior Representative, 4 At Large Representatives) as presented.

CURRENT STATE

Article III Members

- A. The COA shall consist of **eleven (11) voting members** who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Allegan County Board of Commissioners. The members of the COA shall be elected by the Allegan County Board of Commissioners.
- B. Of the **eleven (11) COA members, four (4) members shall be members at large, five (5) members shall be senior citizens age 60 or over, and two (2) members shall be County Commissioners.**

RECOMMENDED FUTURE STATE

- A. The COA shall consist of **nine (9) voting members** who shall be responsible for governing its actions and achieving its purposes subject to the authority of the Allegan County Board of Commissioners. The members of the COA shall be elected by the Allegan County Board of Commissioners.
- B. Of the **nine (9) COA members, four (4) members shall be members at large, four (4) members shall be senior citizens age 60 or over, and one (1) member shall be a County Commissioner.**

Allegan County Commission on Aging



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Chairperson: Larry Ladenburger
Vice Chairperson: Alice Kelsey

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
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MEMBERS AT LARGE

Richard Butler
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Patricia Petersen
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Sally Heavener
616-355-3494
Holland

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269-686-5144
Director

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

Katie Cole
269-673-3333 x 2497
Administrative
Assistant

COMMISSION ON AGING - MINUTES

Wednesday, January 19, 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>

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

CONFIRMATION OF QUORUM ROLL CALL:

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

Absent: Richard Butler

Others Present: Sherry Owens, Havilah MacInnes, Katie Cole

COMMUNICATIONS:

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

Moved by Dean Kapenga, supported by Stuart Peet Yays: 8, Nays: 0 Motion Carried

PUBLIC PARTICIPATION:

APPROVAL OF AGENDA: Moved by Pat Petersen, Supported by Natalie Van Houten.
All in favor. Motion carried.

PRESENTATIONS: Laura Hosler – Greenstreet Marketing (Attachment H)

Sherii Sherban – Miles for Memories

Sherii Sherban from Miles for Memories presented on a new program via Zoom.

- Different safety bracelets for those battling dementia while living independently at home.
- Programs cover all ages and are developed by people from every part of the dementia care team, including family, medical staff, law enforcement, etc. Primary concern is elopement.
- Outcomes include increased safety, safe return program and peace of mind for families.
- Updates are made every year and a half to the data base to keep information current.

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”

- Each bracelet specifically has their own identifiers that includes point of contact information, and a QR code to obtain client information.
- Options for this service include GPS tracking, and alerts if submerged in water lasting longer than 2 minutes.
- Pricing is based on which product you select.
- Dean asked how this would affect Allegan County 911 dispatchers. This is something that would need to be looked at for Allegan County.
- Respite program are also available.
- This program currently supports the following counties; Calhoun, Barry, Branch, Jackson, Kent and Kalamazoo.

Sherry explains this will be revisited after discussion with our current PERS provider before moving forward as Connect America offers very similar services. Havilah will set up a meeting to see what options are available with Connect America.

Laura Hosier from Greenstreet Marketing on where are currently with our marketing plan.

- Laura will continue reporting monthly on the financials to ensure the COA board is pleased with progress and discuss any changes they may like to make.
- Direct mailers are down from 30,000 to 15,000 addresses, this is due to only sending one mailer per household that has a resident 60 years and older. This is an estimated \$3,000 in postage savings.
- Direct mailers will be broken into groups to help with the volume with incoming calls to the office.
- As of today final budget is estimated at 93,000 giving us some wiggle room for adjustments.
- Pat Petersen asked how our office will be recording incoming calls and referral requests. Sherry explains we will continue recording our metrics.
- Dean suggests adding a question to current referral form of “where did you hear about our services”. Sherry states this question will be added to the referral forms.
- Marketing media and direct mailers will begin soon.

ADMINISTRATIVE REPORTS:

-Director’s Report (Attachment B)

Sherry discussed priority goals for 2022:

- Continue 2021 goal for contingency plans (ADC, PERS, Transportation and revisit In-Home Supports)
- Continue 2021 goal with Marketing Plan
- Stabilize In-Home Supports
- Earmark available Fund Balance to offset costs of planned increase in services due to marketing campaign
- Friendly Visitor Program

- Miles for Memories* Need to look into Connect America to see what they have available.

The board discusses the current wait list for in home supports, and what services are currently being offered. With this increase to the unit rate they are hoping that our current wait list will see a decrease in February.

Pat expressed her experience with our home delivered meal service, she asked if we pay by the meal or mile? Our current contract states that we pay per unit (meal) delivered. Pat would like to discuss this is the next RFP at the end of 2022.

-Financial Reports (Attachment C)

Sherry discussed the current financial reports showing projected budget and the actual revenue and expenditure funds.

-Outreach Report (Attachment D)

Havilah discusses Medicare and Medicaid assistance. She also explained how she helps seniors apply for Extra Help when they do not qualify for Medicaid. Havilah also explains Part B Medicare as well as different pharmaceutical costs.

ACTION ITEMS:

1. Review and finalize the 2022 Strategic Plan (**Attachment E**)
Move to except the 6 points of the Strategic Plans for 2022 as presented.
Moved by Alice Kelsey, supported by Stuart Peet. All in favor. Motion carried.
2. Review/revision of by-laws (**Attachment F**)
Recommend revision of Commission on Aging By-Laws, article III to reduce the number of members from 11 to 9 as follows; 1 County Commissioner, 4 Senior Representatives, 4 At Large Representatives. Moved by Dean Kapenga,
Supported by Pat Petersen. Yeas: 8. Nays: 0

DISCUSSION ITEMS:

In-Home Supports Update (Attachment G)

Rob Sarro gave reporting update on changes to the current in-home support contract. When presented to the BOC there were no questions or concerns. Administration has allowed for these price adjustments. The new current rate is \$35.00 with an effective date of January 1, 2022. Alliance signed a one year contract at this rate. Atrio also signed a two year contract at this rate. This will give us the opportunity to stabilize our current in home support service.

NOTICE OF APPOINTMENTS:

FUTURE AGENDA ITEMS:

Dean asked if we are properly marketing ourselves in house and asked how this could be improved. Sherry states that she gives monthly updates on Rob's administrators report and can supply this information to this board as well.

SUBCOMMITTEE REPORTS:

AAAWM Board of Directors

AAAWM Advisory Council

ROUND TABLE (COA MEMBER TIME):

ADJOURNMENT: Meeting adjourned at 11:17am. Moved by Dean Kapenga, supported by Stuart Peet. All in favor. Motion carried.

Next Meeting –Wednesday, February 16, 2022 - Zimmerman Room