

Martin Kaufman
Chairman

Noel Dentner
Vice-Chairman

Aleta Jackson
Secretary

Bruce Freimark

Nancy Hamman

Paul Simonton

John Sledge

Gerald Stone

Loyd Sype

Monroe County Commission on Aging

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Terri L. Hamad, Director
Vicky L. Terrasi, Assistant
Tammy L. Quigley, Clerk

Monroe County Commission on Aging Regular Board Meeting Minutes January 09, 2008 Monroe County Opportunity Program Conference Room

Chairman Martin Kaufman called the meeting to order at 1:07 p.m.

Member's present: Noel Dentner, Aleta Jackson, Martin Kaufman, Paul Simonton, John Sledge Jr., and Gerald Stone.

Member excused: Nancy Hamman, Bruce Freimark and Loyd Sype.

Chairman Martin Kaufman led the Pledge of Allegiance and silent prayer.

Approval of the Agenda:

Aleta Jackson motioned to approve the January 09, 2008 agenda as amended to add the Election of the 2008 Monroe County Commission on Aging Officers under New Business item A. Supported by Noel Dentner.

Motion carried.

Guests Present: Diane Tackett, Director Resource Advocacy/Chore/Home Injury Control, Larry Hansen, Accountant, Paul Iacoangeli, Transportation Director, and Stephanie Kasprzak, Executive Director, Monroe County Opportunity Program; Larry VanWasshenova, Director, Monroe County Senior Legal Services; Floreine Mentel, County Commissioner and Area Agency on Aging 1-B Board of Directors; Christine Croley, HR/Fiscal, Rhonda Ziethlow, Assistant Director, Monroe Senior Center; Donna Bruck, Program Director, Monroe County Cancer Connection; Nancy Young, Director, Faith In Action for Monroe County; and Gerilyn Powers Regional Supervisor, Area Agency on Aging 1-B.

Public Time/Monroe County Opportunity Program:

Stephanie Kasprzak addressed the Commission regarding the Network on Homelessness Ten-Year plan to End Homelessness, provided a brief description of the services they provide throughout the community, introduced Paul Iacoangeli as the new Transportation Director and Sharon Ott as the new Commodities Supplemental Food Program Director.

Floreine Mentel addressed the Commission regarding the bicentennial Dance where she will be a dancer to help raise funds.

Approval of the Regular Commission Meeting Minutes of December 12, 2007

Motion made by Noel Denter, supported by Paul Simonton to approve the regular commission minutes of December 12, 2007 as corrected. **Motion carried.**

Approval of the Financial Statements:

Ms. Hamad reviewed the December 2007 Financial Reports with the Commission. Motion to accept and place the reports on file by Paul Simonton, supported by Aleta Jackson. **Motion carried.**

Commission Members Report:

Aleta Jackson addressed the Commission regarding her health.

John Sledge wished everyone a prosperous year.

Correspondence:

The Commission reviewed the list of correspondence.

Directors Report:

Ms. Hamad reported that following the last regular meeting of the Commission she sent the Monroe County Commission on Aging County of Monroe, Michigan Request for Proposals for Professional Auditing Services to Michael Bosanac who sends out the RFP's for the County. Mr. Bosanac reviewed and revised the RFP before sending it out on January 4, 2008. The RFP is now called an "Agreed Upon Procedures Engagement" proposal. Since then, Ms. Hamad has received two different Notes of Intent. The proposal is due back to the Commission on Aging by January 30, 2008, and then the Strategic Planning Committee will review and decide on the proposals at their February 7, 2008 meeting and bring their decision back to the full board at the commission's regular February meeting.

Unfinished Business:

A. Strategic Planning Committee Reports of January 03, 2008:

Noel Dentner reported that the Committee reviewed and discussed the Agreed Upon Procedures Engagement that the county revised and placed out for bid, the current ramp preliminary lease and lease used by MCOP for the ramp programs as well as specs, guidelines and ramp program responsibilities. At next month's meeting, the committee will be setting up guidelines for the ramp program and prepare to send out the RFP for administration of the program.

Ms. Hamad updated the Commission on the progress with PeerPlace.

B. Non-Compliant Reporting Agencies:

Ms. Terrasi reported that all of the Commission on Aging funded agencies are in compliance for the month of November 2007.

C. Monroe County Opportunity Program 2007 Line Item Transfer Request:

At the December 12, 2007 Commission on Aging meeting, the Commission recommended to MCOP to add a cover letter along with the line item transfer request forms that would disclose more information on the transfer request.

Larry Hansen provided the additional information requested for the following line item transfers for fiscal year 2007.

- \$7,351 Specialized Transportation
- \$7,623 Chore
- \$8,943 CSFP

Total amount of transfer request is \$23,917.00

Paul Simonton commented that he opposed the boards' decision to approve the Monroe County Opportunity line item transfer request. He felt by doing so, it violated the Commissions' Funding Rules and Regulations regarding millage-funded agencies from making unilateral line item transfers without the express permission of the Commission on Aging and in the past, the commission has ceased funding other agencies that violated those same rules. In addition, to that the additional information provided by the Monroe County Opportunity is not accurate and consistent and he requested Ms. Hamad to assist them with their accounting system.

Noel Dentner motioned to grant the Monroe County Opportunity Program's line item transfer request for fiscal year 2007 as presented with the stipulation that the funds be used only for the specific line items proposed. Transfers from the approved line items are prohibited without the advance written permission of the Commission. Any funds not used in accordance with the Directive of the Commission shall be returned forthwith. Supported by John Sledge.

Roll call:

Gerald Stone - Yes
Martin Kaufman – No

Paul Simonton – No
John Sledge – Yes

Noel Dentner – Yes
Aleta Jackson – Yes

Motion carried.

New Business:

A. Election of the 2008 Monroe County Commission on Aging Officers:

Chairman, Martin Kaufman, opened nominations for Chair, Vice-Chair, and Secretary for calendar year 2008.

Noel Dentner moved to nominate Martin Kaufman to remain as Chairman for calendar year 2008. Supported by Aleta Jackson. The Chairman called three (3) times for nominations from the floor. John Sledge moved that nominations be closed for Chairman. Supported by Aleta Jackson. **Motion carried.**

Paul Simonton moved to nominate Noel Dentner to remain as Vice-Chairman for calendar year 2008. Supported by John Sledge. The Chairman called three (3) times for nominations from the floor. John Sledge moved that nominations be closed for Vice-Chairman. Supported by Aleta Jackson. **Motion carried.**

John Sledge moved to nominate Aleta Jackson to remain as Secretary for calendar year 2008. Supported by Noel Dentner. The Chairman called three (3) times for nominations from the floor. John Sledge moved that nominations for Secretary be closed. Supported by Noel Dentner. **Motion carried.**

Paul Simonton motioned to close nomination of officers and cast a unanimous ballot. Supported by Noel Dentner. **Motion carried.**

B. Monroe Center Cancer Connection Transportation Mileage Rate Increase Reimbursement:

Chris Croley introduced Donna Bruck as the new director for the Monroe Center Cancer Connection and reported that the mileage expensed for one-way trips increased to \$9.32 per trip for July through November 2007. The Commission on Aging had previously approved \$3.70 per one-way trip. Since there is a fund balance in what the Commission on Aging allocated for this purpose, they are requesting the Commissions' approval of the 2007 rates to increase to \$7.25 per one-way trip.

The Commission reviewed the documentation presented regarding the mileage expense increase and granted the Monroe Center Cancer Connection Transportation rate increase request.

Noel Dentner motioned to approve the Monroe Center Cancer Connection Transportation Mileage Rate Increase Reimbursement request as presented with the stipulation that the funds be used only for the specific line items proposed. Transfers from the approved line items are prohibited without the advance written permission of the Commission. Any funds not used in accordance with the Directive of the Commission shall be returned forthwith. Supported by Gerald Stone.

Roll call:

Paul Simonton – Abstained
John Sledge – Yes

Noel Dentner – Yes
Aleta Jackson – Yes

Martin Kaufman – Yes
Gerald Stone - Yes

Motion carried.

C. Monroe County Commission on Aging 2007 Line Item Transfer Request:

Ms. Hamad presented a line item transfer request of \$110.00 from Staff Travel into Board Per Diem to balance out the account for fiscal year 2007.

Gerald Stone motioned to grant the Commission on Aging the Line Item Transfer Request of \$110.00 from Staff Travel into Board Per Diem to balance out the account for fiscal year 2007 with the stipulation that the funds be used only for the specific line items proposed. Transfers from the approved line items are prohibited without the advance written permission of the Commission. Any funds not used in accordance with the Directive of the Commission shall be returned forthwith. Supported by Aleta Jackson.

Roll call:

Noel Dentner – Yes
Aleta Jackson – Yes

Martin Kaufman – Yes
Gerald Stone – Yes

John Sledge – Yes
Paul Simonton – Yes

Motion carried

D. Faith In Action for Monroe County Presentation:

Nancy Young presented their Annual Report from October 1, 2006 to September 30, 2007. The report notes the amount of transportation hours, respite/caregiving relief hours, and friendly visits hours along with many other services provided during this period.

One thousand seven hundred and seventy total hours of volunteer services were given to Monroe County seniors in 2006-2007 including:

- 710 hours of relief to family caregivers, friendly visits, and telephone calls.
- 750 Hours of transportation to medical and dental appointments, shopping, errands, rides to social events and worship services.
- 192 volunteer hours to training, office assistance, fundraising, and youth projects.
- 111 hours of home repair, chores, meal preparation, light housekeeping, and yard work.

The value of these services to Monroe County was \$37,690.00, which was based on the Independent Sector Value of \$18.77 per hour.

E. PeerPlace Funds Transfer:

Ms. Hamad presented an invoice for the purchase of the web-based PeerPlace Client Data System and requested the Commission consideration to go before the County Board of Commissioners at their January 15, 2008 meeting to transfer \$61,640.00 from the Restricted Contingency Account to put into the Computer Software Account to pay the invoice.

Noel Dentner motioned to approve the request to go before the County Board of Commissions to transfer the \$61,640.00 from the Restricted Contingency Account to put into the Computer Software Account for the purchase of the web-based PeerPlace Client Data System with the stipulation that the funds be used only for the specific line items proposed. Transfers from the approved line items are prohibited without the advance written permission of the Commission. Any funds not used in accordance with the Directive of the Commission shall be returned forthwith. Supported by Gerald Stone.

Roll call:

Martin Kaufman – Yes

John Sledge – Yes

Aleta Jackson – Yes

Gerald Stone – Yes

Paul Simonton – Yes

Noel Dentner – Yes

Motion carried.

Public Time:

County Commission Floreine Mentel addressed the Commission regarding the Agreed Upon Engagement and commented that the Area Agency on Aging 1-B uses Plante Moran as their auditor.

Gerald Stone announced that the Caregiver Fair would be held April 26, 2008 at the Monroe County Community College from 10:00 a.m. to 2:00 p.m.

Adjournment:

Motion to adjourn by Noel Dentner, supported by Paul Simonton. **Motion carried.** Meeting adjourned at 2:55 p.m.

The next regular board meeting will be held on Wednesday, February 13, 2008 at 1:00 p.m. at The Monroe Center, 15275 South Dixie HWY, Monroe, MI 48161.

Vicky L. Ferrasi

Vicky L. Ferrasi, Recording Secretary