

Monroe County Commission on Aging

29 Washington Street, (Stoner-Kemmerling Building) Monroe, MI 48161
Telephone: 734.240.7363 * 734.240.7364 * Toll Free: 1.888.354.5500 ext. 7364 * Fax 734.240.7360
E-Mail: terri_hamad@monroemi.org * vicki_terrasi@monroemi.org
Visit Our Website: www.co.monroe.mi.us

Terri L. Hamad, Director
Vicky L. Terrasi, Assistant

Monroe County Commission on Aging Regular Board Meeting Minutes January 10, 2007 Monroe County Library System-Bedford Branch

Chairman Martin Kaufman called the meeting to order at 1:10 p.m.

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

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

Approval of the Agenda:

Nancy Hamman motioned to approve the January 10, 2007 agenda as amended. Supported by Aleta Jackson. **Motion carried.**

Guests Present: Nancy Young, Director, Faith In Action for Monroe County, Frankie Foidl, Director, and Cheri Boron, Executive Secretary, Living Independence for Everyone, Janet Crego, Home Care Director, Diane Tackett Director Resource Advocacy/Chore/Home Injury Control, and Stephanie Kasprzak, Executive Director, Monroe County Opportunity Program, Jim McGuire, Planning Director, and Gerilyn Powers, Regional Supervisor, Area Agency on Aging 1-B, Chris Croley, Fiscal/Human Resource, Rhonda Ziethlow, Assistant Director, Aaron Simonton, Executive Director, and Bonnie Weber, Healthy Aging Alliance Director, The Monroe Center, Sharon Williams, CEO, and Bridget Kyser, Service Coordinator, Caring Alternatives, Cheryl Riddle, Accountant, Clark and Associates, and Floreine Mentel, County Commissioner and Area Agency on Aging 1-B Board of Directors.

Public Time/Monroe County Library System-Bedford Branch:

Lois White welcomed everyone to the library and offered a tour to anyone interested after the meeting.

Sharon Williams gave a status update because of the loss of funding in 2007 for Home Companion and Meds Management programs. They had 62 open cases at the time that were affected by the funding cut. Of those 62 clients, half of those people did have access to care management or family members, the balance of those individuals left on the caseload one third of them was able to reduce the frequency of service and continue paying upfront; that left them with the gap of clients who did not have the resources to pay upfront. The agency contacted Community Care Management who took on two of the four clients starting with a six-week period. No other agency offers 24/7, no other agency responds to emergencies on call. This has also affected my home care staff in the loss of wages associated with the loss of client's cases that closed. The agency is fiscally solvent, are accountable for the funds that they receive and do follow the rules when they understand what is expected and they only take issue with matters that are excessive in cost or vague in interpretation. Sharon Williams commented that she has no senior subsidy funds available to continue services to the client that had been on Home Companion.

Aaron Simonton commented that the Director's Meeting be utilized as a forum regarding concerns or issue the directors would discuss to provide feedback to the Commission. Mr. Simonton recommended moving the director's meeting prior to the Commission on Aging regular monthly meeting so they can address those concerns or issue before the Commission at the regular monthly meeting. In addition, at

the next directors meeting he has invited Dennis Pogarch, HIPAA Compliance Officer at Mercy Memorial Hospital who will discuss if it would be a violation to submit the Cancer Connection Transportation client list.

Approval of the Regular Commission Meeting Minutes of December 13, 2006 and Special Meeting Minutes of December 20, 2006.

Motion made by Paul Iacoangeli, supported by Gerald Stone to approve the regular commission minutes of December 13, 2006 with corrections and the special minutes of December 20, 2006 as presented. **Motion carried.**

Approval of the Financial Statements:

Ms. Hamad presented the Financial Report. Motion to accept and place on file by Noel Dentner, supported by Loyd Sype. **Motion carried.**

Commission Members Report:

Loyd Sype reported that his latest CAT scan showed no signs of cancer.

Gerald Stone reported that he is finished with jury duty.

Paul Simonton commented that he is very concerned regarding the Caring Alternatives clients, he is hearing that some agencies have picked up two here and a few there out of the 62 people and with out the peoples names and phone numbers to contact is a great concern to him.

Correspondence:

The Commission reviewed the list of correspondence.

Directors Report:

The Proposed Service Definitions were distributed for the Commissions review and comments for next months meeting. After they have been discussed at the next meeting, they will be taken to the Director's Meeting in March for the director's input.

Ms. Terrasi has been placed back to full time, there is an internal posting in the County for the part time clerk position that produced no internal candidates but has produced through word of 8 external candidates. The office staff is in the process of reviewing those applicants and scheduling interviews with the best possible candidates.

In regards to the discontinuation of funding to Caring Alternatives, the Commission on Aging office has received three (3) phone calls from clients who have either received a letter or phone call from the agency. All three (3) clients were referred over to the Monroe County Opportunity Program where services were restarted within the week.

Unfinished Business:

A. Election of 2007 Commission on Aging Officers

Chairman, Martin Kaufman, opened nominations for Chair, Vice-Chair, and Secretary for calendar year 2007.

Paul Iacoangeli moved to nominate Martin Kaufman to remain as Chairman for calendar year 2007. Supported by Loyd Sype. The Chairman called three (3) times for nominations from the floor. Noel Dentner moved that nominations be closed for Chairman. Supported by Paul Iacoangeli. Loyd Sype motioned to cast a unanimous ballot. Supported by Gerald Stone. **Motion carried.**

Noel Dentner moved to nominate Paul Iacoangeli to remain as Vice-Chairman for calendar year 2007. Supported by Nancy Hamman. The Chairman called three (3) times for nominations from the floor. Aleta

Jackson moved that nominations be closed for Vice-Chairman. Supported by Noel Dentner. Gerald Stone moved to cast a unanimous ballot. Supported by Nancy Hamman. **Motion carried.**

Nancy Hamman moved to nominate Aleta Jackson to remain as Secretary for calendar year 2007. Supported by Paul Iacoangeli. The Chairman called three (3) times for nominations from the floor. Paul Iacoangeli moved that nominations for Secretary be closed. Supported by Gerald Stone. Paul Iacoangeli motioned to cast a unanimous ballot. Supported by Noel Dentner. **Motion carried.**

B. Strategic Planning Committee Report of January 4, 2007:

Paul Iacoangeli reported that the committee discussed a proposed change to the Commission on Aging By-law defining how a vote on the Commission would occur during a conflict situation. After some discussion on two potential ways of wording the proposal, a conclusion was reached on the language needed to make the by-law article clear. This language will be brought before the full commission in February. The committee discussed the labor costs of the ramp program. The committee discussed having a new ramp committee to look at installation cost. The Blueprint Steering committee is still awaiting final workgroup drafts.

C. Non-Compliant Reporting Agencies:

Ms. Terrasi reported that all of the Commission on Aging funded agencies are in compliance for the month of November 2006.

C. Discussion of Monroe Center Pilot Program:

Aaron Simonton provided background on the social work movement in America that created many programs and services that are largely taken for granted today. The earliest efforts, future advances in medicine, technology, and standards of living, coupled with legislation and public policies, have bred a proliferation of profit and nonprofit programs to address human needs and conditions. Due to federal funding and granting requirements, Monroe County's social services network have become fragmented rather than comprehensive in any sort of local or state plan. The center has always done care management, case management, problem solving, tax assistance, and all the things they are currently doing today. The Area Agency on Aging 1-B is focusing their funds and their priority on those with the greatest social and economic needs. The Monroe County Opportunity Program mission is to primarily serve the poor and needy of the community. The multi-purpose centers are the only agencies in Monroe County that are focusing on prevention, health maintenance, and socialization. They are not doing anything different with the pilot program than what they have been doing in the past except trying to develop a management mechanism for the delivery of all the different services. Mr. Simonton distributed a summary of what the project is about so far and requested the opportunity to come back in three (3) months to provide a six-month report.

Bonnie Weber reported that most of the referrals are coming from Mercy Memorial Hospital. These individuals are very vulnerable and fragile. They now have a Centralized Medical Records area that is locked every evening, a numbering system for case files, clinical forms that the workers fill out for the clients file and a preliminary data system in place to capture service data of the types of services they provide at the center. As far as Organizational Development there is the beginning of a Clinical Operations Manual, Program Description, Policies and Procedures and as issues arise they add policies and procedures as needed. Their goal to be ready for accreditation is the end of January 2007.

Mr. Simonton commented that a large portion of the Healthy Aging Alliance program that is in the process of being developed is the volunteer component and have a meeting scheduled on January 17 with the other volunteer agencies to form an alliance so that resources could be shared, they can do joint trainings and share information. The vision in the next few months is to train lay consultants who would be doing the friendly visiting, telephone reassurance and the transportation. These volunteers would be trained in the sensitivity, cultural veracity, and communication skills for people with sensory losses and how to identify for early intervention.

Noel Dentner questioned Mr. Simonton on how many people on average on a monthly basis would he have had an initial contact from Mercy Memorial Hospital.

Mr. Simonton commented that it is hard to tell since they just started this program and at this point they are sitting with the discharge planner, the social worker, the family and the patient at the time of discharge to get the patients treatment plan and aftercare plan for their medical needs. This helps them to develop the patient's aftercare plan for social, physical social, and emotion need support systems, then they refer to all the agencies who provide those services. However, if the agencies cannot help the patient at that time then they would provide that service temporarily until they can figure out the network by either adding somewhere or even create something new to meet that patients needs.

Ms. Hamad asked how many clients they have helped since the program has started.

Mr. Simonton commented that he does not have a good tracking of the client numbers because at the time they first started the program, he was unaware the Pam LaPam and Marty Windgate were both leaving at the end of October. With them leaving they had to recruit and hire new employees to work the program. In other words, he cannot give a definitive answer at this time but will have a record of accomplishments as they progress each month.

Several of the other community agencies provided the commission an alternative point of view of how the Healthy Aging Alliance is being conducted based on their agencies respective interaction with the pilot program.

Chairman Kaufman excused himself from the meeting and Vice-Chairman Iacoangeli chaired the remainder of the meeting.

D. Monroe Center Line Item Transfer Request:

Chris Croley requested the Commissions consideration to transfer a total of \$7487.91 in the following line items:

- \$1442 from the Care Management Aide position to cover the overrun in the mileage expense for the Care Management Department.
- \$3790 in the Building Upkeep/Repairs and Refuse Pick up/Grease removal to cover the increase in cost in the contractual cooks line item.
- \$280 from the Conference/Training line item to cover the increased charge from the Health Department for their Food Service License.
- \$1975.91 from the Gross Wages, Employer FICA/Medicare, Kitchen Disposables, Building Upkeep/Repair, Equipment Lease/Rent, Subscription/Manuals, Advertising/Promotion/Marketing and EMA into Computer Equipment line item.

Noel Dentner motioned to grant The Monroe Center line item transfer request as presented. Supported by Nancy Hamman. **Motion carried.**

E. LIFE Line Item Transfer Request:

Frankie Foidl requested the Commissions consideration to transfer a total of \$18,064.11 in the following line items:

- \$4670.11 from the Cooks Wages/Benefits line item into the Equipment line item to purchase a double oven stove for the Water Tower Park kitchen.
- \$5754 from the Assistant Cooks Wages/Benefits line item into the Vehicle Maintenance line item to cover the increased cost of gas and maintenance.
- \$7490 from the Assistant Cooks Wages/Benefits line item into the Meals/Supplies line item to purchase needed supplies.
- \$150 from the Assistant Cooks Wages/Benefits line item into the Utilities line item to cover the increased cost in utility bills.

Nancy Hamman motioned to grant Living Independence for Everyone the line item transfer request as presented. Supported by Gerald Stone. **Motion carried.**

F. COA Line Item Transfer Request

The office staff requested the Commissions consideration to transfer, for fiscal year 2006, a total of \$199 in the following line items:

- \$99.80 from the Printing/Binding line item into the Postage line item to cover the remaining postage expenses.
- \$100 from the Board Travel line item into the Board Per Diem line item to balance out the year

Noel Dentner motioned to approve the office staffs request to transfer the \$199 as presented. Supported by Paul Simonton. **Motion carried.**

H. Discussion on Establishing a New Ramp Committee

Vice-Chairman Iacoangeli open up the discussion on establishing a new Ramp Committee which is primarily due to the concern the Commission has regarding the high cost of storage, installation and clean up of the area preceding the ramp installation. The Strategic Planning Committee discussed this issue and feels that it has necessary to establish a committee to address these concerns. The Ramp Committee members would include Terri Hamad, Loyd Sype, Paul Simonton, Larry VanWasshenova and Diane Tackett. The committee would meet in the near future and report it findings back to the Commission.

New Business:

A. Office Computer Purchase:

The Commission on Aging office staff requested the Commissions consideration and approval to purchase a new Dell computer for the office clerk at a cost of \$1167.15 that would be taken out of the Maintenance/Equipment line item.

Noel Dentner motioned to approve the purchase of a Dell computer for the office clerk for \$1167.15 that would be taken out of the Maintenance/Equipment line item. Supported by Paul Simonton. **Motion carried.**

Public Time:

Commissioner Mentel expressed her concern about clients who may not be getting service and may not know where to turn to get service. She also discussed the County's position on collecting names and addresses and with the Commission on Aging being a funding source, they have the right to obtain that information. In addition, everyone should do what is needed to be sure that people who need service receive service.

Sharon Williams commented that the clients were not dropped and that they were contacted before the service change.

Adjournment:

Motion to adjourn by Paul Simonton, supported by Noel Dentner. **Motion carried.** Meeting adjourned at 3:16 p.m.

The next regular board meeting will be held on Wednesday, February 14, 2007 at 1:00 p.m. at the Monroe Senior Center, 15275 S. Dixie Hwy, Monroe, MI 48161

Vicky L. Terrasi

Vicky L. Terrasi, Recording Secretary