

Terri L. Hamad  
Director

## Monroe County Commission on Aging

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Paul Simonton

John Sledge

Gerald Stone

Loyd Sype

Monroe County Commission on Aging  
Regular Board Meeting Minutes  
January 21, 2009  
Monroe County Opportunity Program Conference Room

Chairman Martin Kaufman called the meeting to order at 1:04 p.m.

**Members present:** Noel Dentner, Nancy Hamman, Martin Kaufman, Paul Simonton, John Sledge Jr., and Gerald Stone.

**Members excused:** Aleta Jackson, Bruce Freimark, and Loyd Sype.

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

#### Approval of the Agenda:

Noel Dentner motioned to approve the January 21, 2009 agenda as presented. Supported by Nancy Hamman. **Motion carried.**

**Guests Present:** Stephanie Kasprzak, Director, Diane Tackett, Director of Senior Services, and Olimpio Varsogea, Board of Directors, Monroe County Opportunity Program; Larry VanWasshenova, Director, and Attorney Jim Petrangelo, Board Member, Jerry Oley, County Commissioner and Board Member, Monroe County Senior Legal Services; Nancy Young, Executive Director, Faith In Action for Monroe County; Floreine Mentel, County Commissioner and Area Agency on Aging 1-B Board of Directors; Janette Stark, Citizen; Aaron Simonton, Executive Director, Monroe Center for Healthy Aging; Mike Nelson, Owner, Home Instead Senior Care.

#### Public Time/Monroe County Opportunity Program:

Stephanie Kasprzak commented that with the inauguration of President Obama the ramifications for Monroe County Opportunity Program are tremendous. There are billions of dollars waiting to be signed into the energy and housing related areas. Within the next few months, the agency will be looking at some new dollars that are coming into the community for those areas. In November and December with the Medicare D enrollment period, their Resource Advocacy department enrolled 171 seniors in Medicare D. Every year they also deliver Christmas baskets to seniors in the community and this year they delivered 187 baskets. They also completed a successful transition at the Monroe Center for Healthy Aging to resource advocacy. Now, they will look at putting the supports coordination piece of resource advocacy at the center. In their Housing Department, they are dealing with many foreclosures, and are looking at a wraparound service as to supports coordination to educate, and navigate seniors in dealing with some of the housing issues they are facing. As part of their charter as a community action agency, every three years they are required to do a community needs assessment to get input from the community



determining the most pressing needs. Typically, those needs revolve around utility assistance, rental and housing assistance, and basic food supply.

Chairman Kaufman questioned what types of housing problems people come up against that the agency is able to help them with.

Ms. Kasprzak commented that their agency has a Foreclosure Prevention Specialist that provides one-on-one counseling with people who are facing foreclosure. They also have a contract with the State to do Links Homeownership Counseling, which is basic financial literacy. The programs help people learn how to budget and basic home maintenance skills. They have those programs running every two months at their agency.

Aaron Simonton addressed the commission regarding the government running out of the converter box coupons and putting people on a waiting list for the coupons. The National Council on Aging (NCOA) is offering free webinars and conference calls for senior centers in need of DTV resources. New and experienced participants are invited to register for one of two webinars to help seniors. The goal of these conference calls is to help insure senior centers have resources to help their participants make the transition to DTV. Conference calls are scheduled for 1:30 p.m. January 23 and February 5. The centers are encouraging senior centers who are comfortable doing so, to ask the local retailers for donated boxes and to serve as a collection/redistribution site for those who have coupons but do not intend on using them or who have converter boxes they are not going to be using.

Commissioner Mentel addressed the commission regarding the assistance she received from Larry VanWasshenova regarding the Frenchtown Place Apartment complex. Two days before Christmas, she received a call that there were 84 apartments with out heat at the complex. She called MSHDA and received no response. She then contacted Mr. VanWasshenova who went over to the complex. As he went in, he noticed that the pipes had also broken. The Monday prior to Christmas, the maintenance personnel at the complex was supposed to place styrofoam in all the openings so the units would not freeze. In addition, the largest elevator out of the two has not been in working condition for six weeks. Additionally, Commissioner Mentel thanked the commission for funding Monroe County Senior Legal Services.

**Approval of the Commission on Aging Regular Meeting Minutes of December 10, 2008.**

Noel Dentner motioned to approve the Commission on Aging Regular Minutes of December 10, 2008 as corrected, supported by Paul Simonton. **Motion carried.**

**Approval of the Commission on Aging Special Meeting Minutes of December 18, 2008.**

Paul Simonton motioned to approve the Commission on Aging Special Minutes of December 18, 2008 as corrected, supported by Gerald Stone. **Motion carried.**

**Approval of the Preliminary Financial Statements of December 2008:**

Ms. Hamad presented the December 2008 Preliminary Financial Report. Noel Dentner motioned to accept and place the December 2008 Preliminary Financial Statements on file, supported by Nancy Hamman. **Motion carried.**

**Commission Members' Report:**

Paul Simonton reported that due to the weather, they are not able to remove ramps and is hopeful the weather will break soon.

Chairman Kaufman commented that he would like a transcript of Mr. Petrangelo's comments from the December 18, 2009 Special Meeting and distribute it to the full board. The Chairman feels it would be a good thing for the board to remind themselves of what came across at the special meeting.

**Correspondence:**

The Commission reviewed the list of correspondence.



**Director's Report:**

Ms. Hamad announced that the 6<sup>th</sup> Annual Monroe County Caregiver Fair will be held at the Monroe County Community College, on Saturday, April 25, 2009 from 9:00 a.m. to 1:00 p.m. The Monroe Aging Consortium has extended a special invitation to join them again as a sponsor of the caregiver fair.

Nancy Hamman motioned to approve the participation as a full sponsor at the \$500.00 level. Supported by Gerald Stone.

**Roll call:**

Gerald Stone – Yes

Paul Simonton – Yes

Nancy Hamman – Yes

Martin Kaufman – Yes

Noel Dentner – Yes

John Sledge – Yes

**Motion carried.**

**Unfinished Business:**

**A. Strategic Planning Committee Reports of January 08, 2008:**

Noel Dentner reported that the committee reviewed the following drafts:

- Updated draft of the disciplinary action protocol
- Updated draft damaged/stolen ramp protocol along with comments from our legal advisor Jahn Landis.

The committee discussed the need to pursue the development of an RFP for senior legal services in the county should issues not be resolved with Monroe County Senior Legal Services at the end of the first quarter 2009. Ms. Hamad will develop a draft RFP for the committee's review at the February planning meeting.

**B. Agency Line Item Transfer Request:**

- **The Center for Healthy Aging**

Aaron Simonton commented that over the past eight years Chris Croley has presented the budgets, accounts, and alike and on January 5, 2009, she accepted another job offer to advance her career. The center is in transition and doing interviews for a replacement and Ted Meyers and Associates are helping them make the transition until they find the right person for the position.

Mr. Simonton gave the commission a brief history of the centers cash flow problems, a financial recovery plan and revenue enhancement.

With everything they did, to elevate the cash flow problem at the center, they were able to reduce the \$80,000.00 deficit down to \$8,000.00 for 2008.

In addition, the Monroe Cancer Connection rate for one-way client transportation is currently \$10.00 but it is actually costing them \$20.96 per one-way trip, because most of the trips are 100+ miles round trip.

Mr. Simonton requested the commission's consideration to adjust the Monroe Cancer Connection Transportation rate from \$10.00 to \$20.96, which is retroactive from January 31, 2008 through December 31, 2008.

In addition, Mr. Simonton requested the commission's consideration to approve the line item transfer request amount of \$22,311.00 and to grant the center an additional \$8,000.00 to cover the shortfall of 2008, which would allow them to begin 2009 with a balanced budget.

Noel Dentner motioned to grant the rate adjustment in the Monroe Cancer Connection Transportation program from \$10.00 to \$20.96 retroactive January 31, 2008 through December 31, 2008 as well as the centers line item request for \$22,311.00 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 Nancy Hamman.

**Roll call:**

Paul Simonton – Abstain  
Noel Dentner – Yes

Nancy Hamman – Yes  
John Sledge – Yes

Martin Kaufman – Yes  
Gerald Stone – Yes

**Motion carried.**

Noel Dentner motioned to grant the Monroe Center for Healthy Aging request for an additional \$8,000.00 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:**

Nancy Hamman – Yes  
John Sledge – Yes

Martin Kaufman – Yes  
Gerald Stone – Yes

Noel Dentner – Yes  
Paul Simonton – Abstain

**Motion carried.**

• **Bedford Senior Center**

In the absence of Pam Rybka, Terri Hamad presented the Bedford Senior Center line item request. The center is requesting the commission's consideration to approve the request of \$2,826.00 in line item transfers.

Nancy Hamman motioned to grant the Bedford Senior Centers line item request of \$2,826.00 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 Paul Simonton.

**Roll call:**

Martin Kaufman – Yes  
Gerald Stone – Yes

Noel Dentner – Yes  
Paul Simonton – Yes

John Sledge – Yes  
Nancy Hamman – Yes

**Motion carried.**

**C. Monroe County Senior Legal Services Update:**

Jim Petrangelo distributed a draft Letter of Engagement, Priority list of Senior Legal Services, and a Mandatory Cost Sharing Guidelines. To show that their board is attempting to address the issues that are most important to the commission as summarized by Ms. Hamad's letter of December 30, 2008.

- The Consultation Agreement is a document that they will implement each time they speak to a potential client, which explains to them that at this time, this is a consultation-only office visit in order to determine if they are able to offer additional services. In addition, Monroe County Senior Legal Services will need to obtain financial information about the client and further supporting information about their case to see if they can or cannot represent them. The potential client would then sign the document, and senior legal services would advise.
- Letter of Engagement is a document that Senior Legal Services would use if they decide to represent someone. The document goes on to tell the client that they will have a contribution cost for the service and what they estimate the cost to be. It boldly states the Monroe County Senior Legal Services will not represent them in any appeal on this case unless a separate Letter of Engagement is entered into between the client and Monroe County Senior Legal Services.



- Priority list of Monroe County Senior Legal Services is a document helps people understand the types of cases they handle. They also want to include the type of cases that they will not be involved in. i.e. criminal cases.

The Senior Legal Services board wants to match what they do to the commission's request, requirements, and concepts of how the senior millage funds should be utilized, and they are prepared to follow them strictly.

- Mandatory Cost Sharing formula will be used based on 200% of poverty adjusted. In terms of the concept of not using the senior millage funds to represent the wealthy, they as a board, are looking at the commission's concerns, recognize why a person needs to have Senior Legal Services take care of the matter when there are plenty of lawyers in the community who handle those matters. On the other hand, if a person calls his office and their concern is Medicare, Medicaid, Nursing Home problems, and alike, he does not, and most lawyers in the community do not handle these types of matters. He would refer them to Senior Legal Services.

Mr. Petrangelo commented that they would like to implement the Consultation Agreement now and the Letter of Engagement after proof read.

Chairman Kaufman commented that Senior Legal Services has been around for years and is concerned that even if all the board members are agreeable, but thoughts and habits do not change easily. Once this is all hammered out, it is quite possible that the people who will be implementing the service will harbor resentment for being forced to do these things, and in one-way or another they convey this to clients and build a negative atmosphere.

Mr. Petrangelo commented that if that happened, and the commission hears complaints from other agencies or consumers regarding senior legal services he realizes there will be a problem again.

Paul Simonton thanked Mr. Petrangelo for the time and effort he put into these documents. His concern is it has taken years to get to this stage. Mr. Simonton still believes that the commission needs to put out an RFP for this type of service and on a Fee-For-Service agreement. However, he does feel that the commission should strongly consider the documents presented, and the agency, since they have been providing this service for years.

Paul Simonton motioned to direct Terri Hamad to prepare a draft RFP for Senior Legal Services with a Fee-For-Service agreement for the full board to review at the February meeting. Supported by Noel Dentner.

**Roll call:**

Noel Dentner – Yes

John Sledge – Yes

Gerald Stone – Yes

Paul Simonton – Yes

Nancy Hamman – Yes

Martin Kaufman – Yes

**Motion carried.**

**D. Monroe County Commission on Aging Disciplinary Action & Temporary Ramps Protocols:**

Terri Hamad reviewed with the full board the final drafts of the Monroe County Commission on Aging Disciplinary Action and Temporary Ramps Protocols and requested the commissions approve to implement them both.

Nancy Hamman motioned to accept the Monroe County Commission on Aging Disciplinary Action and Temporary Ramps Protocols as presented. Supported by Noel Dentner.



**Roll call:**

John Sledge – Yes

Gerald Stone – Yes

Paul Simonton – Yes

Nancy Hamman – Yes

Martin Kaufman – Yes

Noel Dentner – Yes

**Motion carried.**

**New Business:**

**A. Home Instead Senior Care Funding Request:**

Michael Nelson commented that Home Instead Senior Care is a non-medical in-homecare provider for seniors. Home Instead Senior Care is a for-profit organization and most of the funding they receive is private pay. However, what they are looking at doing with this program is providing services to the lower income families that cannot afford to pay privately. The plan is to work with the Monroe County Opportunity on their backlog in their home care program and their difficulty serving those who live in the outer sides of the county. Home Instead Senior Care has caregivers that live in those communities. Home Instead Senior Care and the Monroe County Opportunity Program have already discussed ways they can work together by referring back and forth seniors wanting services that are having difficulty paying for the service.

What Home Instead Senior Care is looking to do with the senior millage funds, if approved by the commission, is to subsidize the cost of the service. The agency offers services such as personal care, companionship, home-helper, respite care, light housing keeping, etc. The caregivers are trained to handle continence care and Alzheimer’s as well. Home Instead Senior Care office staff is on call 24 hours a day, seven days a week, to accommodate service requests.

Mr. Nelson is requesting funds from the senior millage to support seniors that fall between the cracks and could use in-home care services between the Monroe County Opportunity Program and themselves.

Diane Tacket commented that Home Instead Senior Care and the Monroe County Opportunity Program would compliment each other, and there is a great need for 24-hour care, 7 days a week, in the community.

Paul Simonton requested information from the Monroe County Opportunity Program on how this would actually work as far as what are the responsibilities of each agency, when is Monroe County Opportunity Program to call Home Instead Senior Care so it does not end up displacing what the Monroe County Opportunity Program is doing now.

Mr. Nelson commented that one of the things they already discussed is that concern. As the client comes in there are already certain standards they must meet in order to reach this program. The clients are still going to be filtered through the Monroe County Opportunity Program to see if they can or cannot fill the needs the client has, or if they are backlogged. Home Instead Senior Care would receive the referral and accept the client at that point.

Ms. Hamad commented that with the loss of the contract with Caring Alternatives, it put all the responsibility on Monroe County Opportunity Program to take care of all the clients needing in-home services. In addition, the Area Agency on Aging 1-B lost some state funding in the Direct Services Purchase (DSP) program earlier in the last year. With that, the waiting list had become deployed again at Area Agency on Aging 1-B who offset those people onto Monroe County Opportunity Program until they could get them back into the DSP program, which backlogged the Monroe County Opportunity Program.

Gerald Stone motioned to allocate \$10,000.00 into the Monroe County Commission on Aging Emergency Care Services line item for Home Instead Senior Care on a Fee-For-Service basis while the commission evaluates the program 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 Paul Simonton.



**Roll call:**

Gerald Stone – Yes

Paul Simonton – Yes

Nancy Hamman – Yes

Martin Kaufman – Yes

Noel Dentner – Yes

John Sledge – Yes

**Motion carried.**

**B. Election of the Monroe County Commission on Aging Officers for 2009:**

Chairman, Martin Kaufman, opened nominations for Chair, Vice-Chair, and Secretary for calendar year 2009.

Paul Simonton moved to nominate Martin Kaufman to remain as Chairman for calendar year 2009. Supported by Noel Dentner. The Chairman called three (3) times for nominations from the floor. Chairman Kaufman, declared nominations closed for Chairman.

Nancy Hamman moved to nominate Noel Dentner to remain as Vice-Chairman for calendar year 2009. Supported by Paul Simonton. The Chairman called three (3) times for nominations from the floor. Chairman Kaufman, declared nominations closed for Vice-Chairman.

Gerald Stone moved to nominate Aleta Jackson to remain as Secretary for calendar year 2009. Supported by Noel Dentner. The Chairman called three (3) times for nominations from the floor. Chairman Kaufman, declared nominations closed for Secretary.

Paul Simonton motioned to close nomination of officers and cast a unanimous ballot for Chairman, Vice-Chairman, and Secretary. Supported by Nancy Hamman. **Motion carried.**

**Public Time:**

Nancy Young commented that this is her first exposure to Home Instead Senior Care but from Mr. Nelson's presentation, she wanted to comment that she receives many calls for overnight services and in the past two day's she received three calls for similar services they offer. In the future they will be also making referrals to him.

**Adjournment:**

Paul Simonton motioned to adjourn, supported by Gerald Stone. **Motion carried.** Meeting adjourned at 3:32 p.m.

The next regular board meeting will be held on Wednesday, February 11, 2008 at 1:00 p.m. at the Monroe Center for Healthy Aging, 15275 South Dixie Hwy., Monroe, MI 48161

*Vicky L. Ferrasi*

Vicky L. Ferrasi, Recording Secretary

