

**Monroe County Commission on Aging**  
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Terri L. Hamad, Director  
Vicky L. Terrasi, Administrative Assistant

Monroe County Commission on Aging  
Regular Board Meeting Minutes  
February 08, 2006  
Monroe Senior Citizens Center

Chairman Martin Kaufman called the meeting to order at 1:14 p.m.

**Member's present:** Noel Dentner, Paul Iacoangeli, Aleta Jackson, Martin Kaufman, Michael Pasko, Paul Simonton and Loyd Sype.

**Member's excused:** Nancy Hamman and Terri Hamad

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

**Approval of the Agenda:**

Noel Dentner motioned to approve the February 08, 2006 agenda as presented. Supported by Aleta Jackson. **Motion carried.**

**Guests Present:** Nancy Young, Director, Faith In Action for Monroe County, Stephanie Kasprzak, Interim Executive Director, Monroe County Opportunity Program, Charles Londo, Monroe County Administrator/Chief Financial Officer, Sharon Williams, President/CEO, and Pat Sheets, Services Coordinator, Caring Alternatives, Inc., Cheri Boron, Executive Secretary, Living Independence for Everyone, Larry VanWasshenova, Executive Director, Monroe County Senior Legal Services, Aaron Simonton, Executive Director, Monroe Senior Center, Jim McGuire, Director of Planning and Advocacy, Area Agency on Aging 1-B, Floreine Mentel, Area Agency on Aging 1-B Board of Directors/County Commissioner, Adam Yeager, Senior Citizen and Janette Stark, Senior Citizen

**Public Time/Monroe Senior Citizen Center:**

Aaron Simonton reported that there are so many people suffering or becoming aware of having cancer that has put quite a demand on their fundraising efforts for supplies and nutritional supplements needed for these people. However, the biggest demand is in transportation and they have written a grant to obtain funds to help with this issue. In addition, Mr. Simonton commented that they have assisted approximately four hundred clients with the Medicare Part D program.

Commissioner Mentel commented that Congressman Dingell is working to get an extension on the May 15, 2006 enrollment deadline.

**Approval of the Regular Commission Meeting Minutes of January 11, 2006.**

Motion made by Michael Pasko, supported by Paul Simonton to approve the regular commission minutes of January 11, 2006 as presented. **Motion carried.**

**Approval of the Financial:**

The financial reports were presented for acceptance and placed on file. Motion to accept and place on file by Paul Iacoangeli. Supported by Aleta Jackson. **Motion carried.**

**Commission Members Report:**

Noel Dentner announced that the Dundee Center is holding their 40<sup>th</sup> Anniversary celebration is on March 9, 2006 at 5:00 p.m.

Loyd Sype thanked Sharon Williams regarding the article in the Monroe Evening News on depression.

Michael Pasko reported that on Saturday, February 4, 2006, the Bedford Township held a workshop on Roberts Rules of Orders for their board and there is a difference between Roberts Rules of Orders for a large assembly verse a small board of twelve or less. Mr. Pasko commented according to the rules the Commission on Aging does not have to have a second to any motions and commented that everyone there felt it was very informative and would like the commission to consider bring in Julia Berning in the future and invite all the funded agencies. Ms. Berning's charges \$200 for two hours however Mr. Pasko spoke with her and she would consider some in-kind service for the Commission on Aging. In addition, Mr. Pasko commented that he did not attend the Board Basic Training sponsored by the Commission on Aging but did review the handouts from the training and feels the information is very excellent. Additionally, Mr. Pasko announced that the Ladies of Bedford are having a High Tea on February 25, 2006 at the LaRoy's Hall where all the ladies are pampered. Interested parties are to contact Meg Smith at (734) 847-6791. Lastly but not least Mr. Pasko wished everyone a Happy Valentines!

Martin Kaufman commented that "if it's not broken", don't fix it" regarding the Roberts Rules of Orders and feels that the way the Commission on Aging run meetings have been very successful.

Discussion on Roberts Rules of Order will be discussed at next month's meeting.

**Correspondence:**

The list of correspondence was read.

**Directors Report:**

The Monroe Aging Consortium is sponsoring their 3<sup>rd</sup> Annual Caregivers Fair on Saturday, April 29, 2006. The fair will be held at the Monroe County Community College from 10:00 a.m. to 2:00 p.m. They have inquired if the Commission would like to be sponsor again for the fair. In addition, the Commission needs to decide on an item to give-a-way at our booth.

Noel Dentner motioned to allow the purchase of up to \$150.00 for items to give-a-way at the Caregivers Fair. Supported by Aleta Jackson.

**Roll call:**

Paul Iacoangeli – Yes	Aleta Jackson – Yes	Paul Simonton – Yes
Michael Pasko – Yes	Noel Dentner – Yes	Loyd Sype – Yes
Martin Kaufman – Yes		

**Motion carried.**

The Commission discussed the option of being an Event Sponsor of \$500.00 that would list the Commission on Aging in all advertisement and correspondence or a Non-Profit Exhibitor of \$50.00 for a table only at the Caregivers Fair.

Aleta Jackson motioned to enter the Caregivers Fair as a non-profit exhibitor for \$50.00 for table rental only. Supported by Paul Simonton.

Paul Iacoangeli commented that he personally would like to see the Commission be an Event Sponsor of \$500 since the Commission is always talking about marketing and county awareness of the Commission on Aging. Mr. Iacoangeli feels it is a way to get a lot of exposure with out a lot of expense.

**Roll call:**

Aleta Jackson – Yes	Paul Simonton – Yes	Martin Pasko – Yes
Noel Dentner – Yes	Loyd Sype – Yes	Martin Kaufman – Yes
Paul Iacoangeli – Yes		

**Motion carried.**

Paul Iacoangeli motioned for an additional \$450.00 to add to the \$50.00 to make the Commission on Aging an Event Sponsor at the Caregiver Fair. Supported by Noel Dentner.

**Roll call:**

Paul Simonton – No      Martin Kaufman – No      Noel Dentner – Yes  
Loyd Sype – No      Michael Pasko – No      Paul Iacoangeli – Yes  
Aleta Jackson – No

**Motion failed.**

Aleta Jackson commented that this is only the second time she has disagreed with Paul Iacoangeli since she has met him.

For complete report, please see attached.

**Unfinished Business:**

**A. Strategic Planning Committee Report of February 02, 2006**

The noncompliance policy regarding the disciplinary action the commission could take if the agencies do not comply, that the COA Funding Allocation Rules and Regulations need to reflect the same. With that, the committee agreed and requested that the memo and letter be sent to the agencies once the change has taken place.

The January 25, 2006 Board Basics Workshop training was very well received by everyone. It also looks like we will be able to squeeze a third training in out of the available funds and we are looking to do this during the fall.

Ms. Hamad is looking to schedule the Grant Writing Training in February or March in South County just to move the trainings throughout the county.

Alysia Dozier reported that she toured Monroe County to the local stores, doctor offices, coffee houses, etc to interview seniors in Monroe County on the services in the county. She found that many of them were not interested in attending senior centers for one reason or another. The committee suggested that she visit the centers to interview those who do attend the senior centers. In addition, the committee suggested they send out a survey with Living Independence for Everyone to get responses from the homebound people.

The Next meeting will be Thursday, March 02, 2006 at 2 p.m. at the COA Conference Room.

**B. Agency Reporting Mechanisms Discussion**

At last months meeting it was decided to implement the Noncompliance Policy regarding the submission of the monthly/quarterly and year-end reports to the commission and be sent out to the agencies once the policy was amended. However, after that meeting it was determined that there were not underlined instructions that were ambiguous about the new rules. The Strategic Planning Committee fixed the rules to be sure that there are no contradictory rules in the Commissions' operating instructions. Now with the revised instructions for the Commissions' operations, a cover letter, the policy and disciplinary action plan for the monthly reporting to the Commission. The Commission reviewed and discussed the new information presented before them and decided to implement them as presented.

Noel Dentner motioned to accept and adopt the new procedures on the Non-Compliance Policy as presented by the Strategic Planning Committee with the effective date as February 08, 2006. Supported by Paul Simonton. **Motion carried.**

**C. Discussion on County Indirect Cost Allocation Plan**

Chairman Kaufman apologized to Mr. Londo for Ms. Hamad not being at the meeting and that he does not know the questions Ms. Hamad had in mind to ask regarding the Indirect Cost Allocation Plan.

Mr. Londo commented that Ms. Hamad had covered this subject before with him in his office and is not sure if the Commission is understanding of the concept of this plan.

Commissioner Mentel commented that Ms. Hamad wants Mr. Londo to explain what the indirect charges are to the Commission on Aging and what it includes.

Mr. Londo responded that just as any other business venture there is always a certain cost to identify with call "Direct Cost". Based on the cost identified to the Commission on Aging that is not included in the Commissions' budget is the use of such departments as finance, IT, Human Resource, and etc.

Paul Simonton raised the question regarding the increase in cost from 2003 to 2004, which had doubled in one year.

Mr. Londo commented that he would need to go back to look through each line item in the plan to determine the in cost from 2003 to 2004.

Chairman Kaufman asked Mr. Londo to answer the question to Mr. Simonton in writing so the Commission could review it at their next meeting. If then the board is not satisfied they will request him to come back at the Commissions' March meeting and thanked him for attending today's meeting.

**New Business:**

**A. Presentation by Jim McGuire of Area Agency on Aging 1-B on the Single Point of Entry**

Jim McGuire presented on the Area Agency on Aging 1-B Long Term Care Single Point of Entry Application:

- Monroe County's age 65+ population is now increasing by more than 500 individuals each year
- An increasing number of these individuals require assistance in performing necessary activities of daily living in order to maintain their independence
- The Michigan Department of Community Health "designate locally or regionally-based 'Single Point of Entry' agencies for consumers of long term care and mandate that applicants for Medicaid funded long term care go through the Single Point of Entry agency to apply for services"
- The Michigan Department of Community Health has issued a request for proposals to implement the first Single Point of Entry programs
- The Area Agency on Aging 1-B has served as an access point for older Monroe County residents and adults with a disability seeking home and community-based long term care services since the AAA 1-B Monroe County Community Care Management program was initiated in 1996
- The Area Agency on Aging 1-B quality assurance programs have documented that in-home service programs produce positive health outcomes which reduce health care utilization and save consumer and public dollars

Mr. McGuire commented that Area Agency on Aging 1-B feels that the Commission on Aging support would be an enhancement to their application for the SPE. In addition, Mr. McGuire mentioned that the Commission would receive all reports from them regarding the SPE.

The Commission discussed the support of Area Agency on Aging 1-B as the Single Point of Entry for Monroe County and decided to adopt a resolution reflecting their support.

Aleta Jackson motioned to adopt a resolution in support of Area Agency on Aging 1-B as the Single Point of Entry. Supported by Paul Iacoangeli.

**Roll call:**

Martin Kaufman – Yes    Noel Dentner – Yes    Loyd Sype – Yes    Michael Pasko – Yes  
Paul Iacoangeli – Yes    Aleta Jackson – Yes    Paul Simonton – Yes

**Motion carried.**

**Public Time:**

Larry VanWasshenova suggested that Mr. Londo respond to is that since each county department is charged an indirect cost but also the county receives 5 mils for operations is the 5 mils evenly distributed among each of the departments including the commission? If not, please give an explanation.

In addition, they would like to know if the tax funds the county receives are also distributed evenly accordingly to the departments? If not, please give an explanation.

Aleta Jackson commented that she would like that to be the second question to Mr. Londo and requested that Ms. Terrasi e-mail him the question.

Commissioner Mentel thanked the Commission for their support of the Area Agency on Aging 1-B as the Single Point of Entry.

**Adjournment:**

Motion to adjourn by Aleta Jackson, supported by Paul Simonton. **Motion carried.** Meeting adjourned at 3:40 p.m.

The next regular board meeting will be held on Wednesday, March 08, 2006 at 1:00 p.m. at the Monroe County Opportunity Program, 1140, South Telegraph Road, Monroe, MI 48161

*Vicky L. Terrasi*

Vicky L. Terrasi, Recording Secretary

Director's Report  
February 8, 2006  
Monroe Senior Center  
1 p.m.

1. The Monroe Aging Consortium is sponsoring their 3<sup>rd</sup> Annual Caregivers Fair on Saturday, April 29, 2006. The fair will be held at MCCC from 10-2. They have inquired whether the Commission would like to be a sponsor again for the fair. Also, we need to decide on an item to give away at our table. So far we've given out magnets and pads of paper and pens.
2. Just an update regarding the number of people we've helped in our office for Medicare D since November 15<sup>th</sup>:

Terri

Number of People Helped during the Appointments: 76

Vicky

Number of People Helped during the Appointments: 45

2. On January 25, 2006, the NEW Group came and presented their training on Board Basics. Fifteen board and agency representatives attended from 8 agencies. Enclosed in the packet, please find a copy of their presentation. Everyone very well received the presentation and I received very good feedback from the attendees. It looks like we will be able to squeeze a third training in out of the available funds maybe during the fall. I am in the process of setting up the grant writing training for mid to late February.
3. Last month the Commission wanted me to inquire on how the fuel assistance funds were holding out in the first month of the year. Diane Tackett of MCOP resource advocacy reported that in the month of January they have spent \$7,936.44 of COA funds and \$3,725.00 of THAW funds. For clients who need deliverable fuel, they have been using funds through their housing department due to our \$500 cap on fuel assistance. Most clients who receive deliverable fuel require more than \$500 worth to fill their tanks and the suppliers will often not bring the fuel unless they are fully filling their tanks. We will revisit this issue when we look are our fuel/prescription guidelines in the next month.