

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 June 11, 2008 Bedford Senior Center

Chairman Martin Kaufman called the meeting to order at 1:05 p.m.

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

**Member excused:** Loyd Sype

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

#### **Approval of the Agenda:**

Nancy Hamman motioned to approve the June 11, 2008 agenda as amended to move item A under New Business to New Business as item A. Supported by Noel Dentner. **Motion carried.**

**Guests Present:** Larry VanWasshenova, Director, Monroe County Senior Legal Services; Floreine Mentel, County Commissioner and Area Agency on Aging 1-B Board of Directors; Barbara Mazur, Executive Director, Frenchtown Senior Center; Diane Tackett, Senior Resource Director, Stephanie Kasprzak, Executive Director, Monroe County Opportunity Program; Aaron Simonton, Executive Director and Bonnie Weber, Care management Director, and Chris Croley, HR Fiscal Director; Pam Rybka, Director, Bedford Senior Center; Cynthia McIlvain, Marketing Director, Windhaven Elder Care; Tom Wyllie, Director of Network Development, Area Agency on Aging 1-B.

#### **Public Time/Bedford Center:**

Pam Rybka announced that the center is going to be a contact point for Project FRESH on behalf of the low income adults in Monroe County. Project FRESH is a produce program providing low income seniors with coupons to purchase locally grown fresh fruits and vegetables at participating farmer's markets.

#### **Approval of the Regular Commission Meeting Minutes of May 14, 2008**

Motion made by Noel Dentner, supported by Paul Simonton to approve the regular commission minutes of May 14, 2008 as corrected. **Motion carried.**

#### **Approval of the Financial Statements of May 2008:**

Ms. Hamad presented the May 2008 Financial Report. Motion to accept and place the reports on file by Paul Simonton, supported by Gerald Stone. **Motion carried.**

**Commission Members Report:**

Nancy Hamman announced that the Bedford Strawberry Festival begins on Saturday, June 14, 2008 as well as the Mile Long Garage Sale.

Chairman Kaufman reported on the Monroe County event for the Older Michiganians Day 2008 took place on Monday, June 2, 2008 at 1:00 p.m. at the Frenchtown Senior Center. There were approximately 80 people in attendance with Senator Randy Richardville and State Representative Kate Ebli representing Monroe County.

**Correspondence:**

The Commission reviewed the list of correspondence.

**Directors Report:**

Ms. Hamad reviewed with the Commission the changes that were made to the service definitions, revised applications and operations and salaries spreadsheets, and the revised Monroe County Commission on Aging Rules and Regulations.

**Unfinished Business:**

**A. Monroe Center Request:**

In 2007, The Monroe Center received the Commission on Aging approval to purchase tech support however; due to staff turnover and delays in getting their system up they did not expend the funds until December of 2007. When their 2007 audit was completed their auditor stated that a portion of those funds could not be applied to the 2007 budget year and therefore they returned \$1,172.57 to the Commission on Aging.

The Monroe Center requested an additional \$4,500.00 in funding for technical support from Computer Works for their fourteen (14) work stations for budget year 2008.

The commission discussed the request for the additional funding and made the following motion.

Nancy Hamman motioned to approve The Monroe Center's additional request of \$4,500.00 for technical support for budget year 2008 out of the Commissions General Contingency 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:**

Gerald Stone – Yes	Nancy Hamman - Yes	Bruce Freimark - Yes
Aleta Jackson – Yes	Paul Simonton - Abstained	Noel Dentner – Yes
John Sledge – Yes	Martin Kaufman – Yes	

**Motion carried.**

**B. Strategic Planning Committee Reports of May 01 , 2008:**

Noel Dentner commented on the progress of the ramp program and a recent issue with the City of Monroe issuing a permit for the installation of a ramp for a client that lives in the city.

Paul Simonton commented that he spoke with the city manager, George Brown, on working with the Commission on Aging by waiving the permit fees to install a ramp in the city limits. Mr. Brown's concern with waiving the permit fees for a specific group would result in them having to waive the fees for all groups. Mr. Simonton responded that the Commission on Aging would not be putting out ramps at a large volume. Mr. Brown commented that the City would have to create an ordinance to waive the permit fees for the Commission on Aging however he would be proposing a flat fee rate at the next City Council meeting on June 16, 2008 at 7:00 p.m.

Mr. Dentner commented that the “Space Search Committee” cease investigating available space for the office, since the county has not made any decision to renovate the Stoner-Kemmerling building where the office is housed.

Mr. Dentner commented that the audits are going smoothly and will be completed in July.

Ms. Hamad commented that she just received notification from the chief auditor that all of the Agreed Upon Procedures (AUP) are complete and that they are preparing the reports to send to the agencies.

Ms. Hamad commented on a recent marketing seminar that she attended sponsored by Community Foundation of Monroe County. The main points of the seminar discussed effective marketing of non-profits on a small budget by:

- Making agency propaganda consistent every time it enters the public eye
- Have a brand or a visual that the public links to your agency
- Know your audience
- Be able to state your agencies mission in layman’s terms in 30 seconds or less

The committee discussed several of these items and began to look at the agency’s letter head and website items. Paul Simonton will design a “brand” for the next committee meeting for everyone to review.

Chairman Kaufman commented that he has mixed feelings regarding branding the Commission on Aging and that the Commission on Aging already has community respect and to never lose sight of what we do.

**C. Non-Compliant Reporting Agencies:**

No formal report at this time. There are still 2 agencies working on entering the client data. Ms. Hamad will provide a progress report monthly to the board.

**D. Area Agency on Aging 1-B Grant Match Letter Request:**

- The Frenchtown Senior Citizens made a formal request to the Commission for matching funds that work in tandem with their Area Agency on Aging 1-B grants for Adult Day Services program for \$23,087.00 for fiscal year 2009.

Motion by Paul Simonton to grant the request for matching funds for the Frenchtown Senior Citizens for the Adult Day Services program for \$23,087.00 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 Aleta Jackson.

**Roll call:**

Nancy Hamman – Yes  
Paul Simonton – Yes  
Martin Kaufman – Yes

Bruce Freimark - Yes  
Noel Dentner – Yes  
Gerald Stone – Yes

Aleta Jackson – Yes  
John Sledge – Yes

**Motion carried.**

- Monroe County Senior Legal Services requested the Commissions consideration to use \$6,000.00 of their allocation for match for their proposed budget request submitted to Area Agency on Aging 1-B for fiscal year 2009.

Motion by Nancy Hamman to approve the \$6,000.00 match request for Monroe County Senior Legal Services 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:**

Bruce Freimark - Yes

Aleta Jackson – Yes

Paul Simonton – Yes

Noel Dentner – Yes

John Sledge – Yes

Martin Kaufman – Yes

Gerald Stone – Yes

Nancy Hamman – Yes

**Motion carried.**

**New Business:**

**A. Commission on Aging 2008 Proposed Budget Calendar:**

Ms. Hamad presented the Monroe County Commission on Aging 2008 Proposed Budget Calendar for the Commissions' approval.

Gerald Stone motioned to accept and approve the 2008 Commission on Aging Budget Calendar as presented. Supported by Noel Dentner. **Motion carried.**

**Public Time:**

Aaron Simonton addressed the commission regarding the senior millage renewal and commented that the Monroe Township has already received absentee ballots. In addition, Mr. Simonton commented that the center was broken into a couple weeks ago and two (2) laptops were stolen. Since then, they have enhanced security at the center.

Monroe County Commissioner Mentel addressed the commission that no contracts have been signed for the renovations of the county buildings.

Tom Wyllie introduced himself as the Director of Network Development for the Area Agency on Aging 1-B and commented that he plans to attend as many of the Commission on Aging meetings as possible.

**Adjournment:**

Motion to adjourn by Paul Simonton, supported by Gerald Stone. **Motion carried.** Meeting adjourned at 2:16 p.m.

The next regular board meeting will be held on Wednesday, July 9, 2008 at 1:00 p.m. in the Commission on Aging Conference Room, 29 Washington Street, Monroe, MI 48161.

*Vicky L. Terrasi*

Vicky L. Terrasi, Recording Secretary