

Terri L. Hamad
Director

Monroe County Commission on Aging

Board Members

Martin Kaufman
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Paul Simonton

John Sledge

Gerald Stone

Monroe County Commission on Aging Regular Board Meeting Minutes August 12, 2009 Berlin Senior Center

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

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

Members excused: Aleta Jackson and Richard Gunn

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

Approval of the Agenda:

Nancy Hamman made a motion to approve the August 12, 2009 agenda as presented. Supported by Noel Dentner. **Motion carried.**

Guests Present: Larry VanWasshenova, Director, and Jim Petrangelo, Board Member, Monroe County Senior Legal Services; Stephanie Kasprzak, Executive Director, Diane Tackett, Monroe County Opportunity Program; Rita Sanders, Vice-President, and Donald Sanders, Member, Berlin Senior Center.

Public Time:

Rita Sanders addressed the commission regarding the possibility of needing a larger space than what the Berlin Township provides them due to the rapidly growing membership.

Approval of the Commission on Aging Regular Meeting Minutes of July 08, 2009.

Noel Dentner made a motion to approve the Commission on Aging Regular Minutes of July 08, 2009 as presented. Supported by Gerald Stone. **Motion carried.**

Approval of the Final Financial Statements of July 2009:

Ms. Hamad presented the July 2009 Financial Reports. Bruce Freimark made a motion to accept and place on file the July 2009 Financial Reports. Supported by Noel Dentner. **Motion carried.**

Commission Members' Report:

Gerald Stone announced that State Representative Kathy Angerer is holding her annual Senior Conference on Thursday, August 13, 2009 at the Dundee High School from 9:00 a.m. to 1:00 p.m. The conference will feature free health screenings, exhibits by local non-profits and businesses, and sessions on topics ranging from home energy efficiency programs to flower arrangement. Magician Jeff Wawrzaszek provided entertainment during lunch.

Nancy Hamman commented that Loyd Sype called her and said to say hello to everyone.

Martin Kaufman commented that he and Terri have not yet gone out to see Loyd and present him with his recognition plaque for his years of service on the commission.

Correspondence:

The Commission reviewed the list of correspondence.

Director's Report:

Ms. Hamad reminded the commission of the Thursday, August 18, 2009 Pre-Budget Workshop.

Unfinished Business:

A. Strategic Planning Committee Reports of August 6, 2009:

Noel Dentner reported that the committee reviewed and discussed the following items:

- Draft RFP's for legal services and auditing services.
- Changes to the Senior Legal Services service definition.
- Draft logo.

B. Monroe County Senior Legal Services Update/Comments on RFP:

Larry VanWasshenova provided the following data:

- They have 79 new/unduplicated clients for July.
- They have 95 clients total.
- They closed 51 cases in July.
- They have 214 active cases.
- They have 96 litigated cases.
- They sent out 26 forms in July and received 24.
- They collected \$588.75 in program income for July.
- 61 of 77% of those clients served in July were at or below the poverty level.
- They did 19 outreach cases in July.
- Two conferences were attended in July.

Jim Petrangelo commented on why they felt it necessary to send the commission a letter commenting on the RFP.

- It was their understanding that the commission was going to consider issuing the RFP.
- If the ultimate decision leads the commission to a different service provider other than Monroe County Senior Legal Services, they would be out of business.
- Choosing the lowest bidder may not provide the same, quality of service and accessibility to the seniors as Monroe County Senior Legal Services does.
- Choose a provider that would provide outreach to all areas of the county as well as be approachable.
- Choose a provider with availability that would enable the seniors to use the services and provide more preventive legal care.
- Adequate compensation should be provided for outreach, office management, and attorneys.
- Specified time spent on outreach as well as the availability to meet seniors at the different locations throughout the county.
- Monroe County Senior Legal Services specializes in outreach.
- Private Firms would find it irrelevant to provide Outreach.

Ms. Hamad commented that the \$125,000.00 fee-for-service maximum is based on a half-year concept with the provision that the selected provider(s) availability to request additional funds is

contingent upon the amount of funding in the Monroe County Commission on Aging's annual budget.

The commission thanked Mr. Petrangelo for his presentation and discussed his comments and concerns. They may incorporate some of those issues he addressed into the RFP.

Ms. Hamad commented that she adjusted the per hour rate from \$150.00 to \$110.00, which is the governmental rate, and re-worked the Cost Proposal scale based on the \$110.00 per hour. In addition, she reviewed the revised draft Legal Services RFP that incorporates the following:

- Issued to Firms date (August 14, 2009)
- Responses Due date (September 11, 2009 @ 4:00 p.m.)
- Intent to submit a proposal date (August 21, 2009)
- Monthly financial and programmatic status reports on PeerPlace web-based system.
- Files remain the property of the client; the MCCOA reserves the right to request copies of a client's file should an issue arise.
- Physical location of firm must be barrier-free and handicapped accessible.
- The adjusted cost scale to \$110.00; anything over 200% of poverty will be adjusted to the full rate.
- Listing of the exclusions of income.
- Listing of asset limit exclusions.

Chairman Kaufman proposed having a fee for seniors that is below the 100% of poverty level. This fee can be waived if they do not have the ability to pay. This would suggest some ownership in the program.

The commission discussed Chairman Kaufman's proposal and decided to add to the cost share guidelines the people under 100% of poverty that are unable to afford the \$2.50 per hour fee. These people should not be turned away due to inability to pay.

The commission directed Ms. Hamad to distribute the RFP with the changes and the Legal Assistance Service Definition attachment to all the funded providers as well as the Monroe County Bar Association who will distribute the Senior Legal Services RFP to the local attorneys.

Noel Dentner made a motion to issue the Monroe County Commission on Aging Request for Proposals for Senior Legal Services on August 14, 2009, with the changes made today including the Senior Legal Services Service Definition attachment. Supported by Paul Simonton.

Roll call:

Martin Kaufman – Yes	John Sledge – Yes	Paul Simonton – Yes
Noel Dentner – Yes	Gerald Stone – Yes	Bruce Freimark - Yes
Nancy Hamman – Yes	Motion carried.	

C. Discussion of Audit and Legal Service RFP's:

Terri Hamad commented that she has an upcoming meeting with Plante Moran this Friday, August 14, 2009, to discuss the Agreed Upon Procedures they completed for fiscal year 2008.

Ms. Hamad suggested issuing the Monroe County Commission on Aging's Request for Proposals for Professional Auditing Services on August 14, 2009. The due date will be September 11, 2009, and a contract between both parties will be executed by December 1, 2009. The audit will be conducted between January 1 through December 31, 2010 for the year ending December 31, 2009.

Paul Simonton made a motion to issue the Monroe County Commission on Aging Request for Proposals for Professional Auditing Service August 14, 2009, with the Agreed upon Procedures and a list of agencies being audited. Supported by Bruce Freimark.

Roll call:

Paul Simonton – Yes
Bruce Freimark - Yes
Noel Dentner – Yes

Gerald Stone – Yes
Nancy Hamman – Yes

John Sledge – Yes
Martin Kaufman – Yes

Motion carried.

See above for the Senior Legal Services Request for Proposals discussion and resolution.

New Business:

A. Monroe County Opportunity Program Temporary Ramp Request for Additional Funds:

Diane Tacket commented that since the conception of the ramp program in 2002, they have installed fifty-one ramps. During this period, they have purchased one hundred fifty-nine 72 M sections (largest section) that have been used two hundred and seventy-nine times.

Additionally, there are thirty-one seniors on the waiting list for a ramp. They need \$15,000.00 to put up four more ramps using the parts they have already purchased this year as well as pay for one that has already been installed. They can provide \$6,000.00 of the \$15,000.00 from the monthly lease program income.

The Monroe County Opportunity Program requested the Commission’s consideration for additional funds of \$9,000.00, for the Temporary Ramp program for fiscal year 2009.

Nancy Hamman made a motion to grant the Monroe County Opportunity Program the additional \$9,000.00 for the Temporary Ramp program for fiscal year 2009 from the commission’s Special Revenue Reimbursement account 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 Bruce Freimark.

Roll call:

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

Bruce Freimark - Yes
Noel Dentner – Yes

John Sledge – Yes
Gerald Stone – Yes

Motion carried.

Public Time:

No one addressed the commission at this time.

Adjournment:

Noel Dentner made a motion to adjourn, supported by Paul Simonton. **Motion carried.** Meeting adjourned at 2:25 p.m.

The next regular board meeting will be held on Wednesday, September 09, 2009 at 1:00 p.m. at the Frenchtown Senior Center, 2786 Vivian Road, Monroe, MI 48162.

Vicky L. Terrasi

Vicky L. Terrasi, Recording Secretary