

Martin Kaufman
Chairman

Noel Dentner
Vice-Chairman

Aleta Jackson
Secretary

Bruce Freimark

Nancy Hamman

Paul Simonton

John Sledge

Gerald Stone

Loyd Svoe

Monroe County Commission on Aging

29 Washington Street, (Stoner-Kemmerling Building) Monroe, MI 48161
Telephones: 734.240.7363 734.240.7358 * 734.240.7364 * Toll Free: 1.888.354.5500 ext. 7363 * Fax 734.240.7360
E-Mail: terri_hamad@monroemi.org * vicki_terrasi@monroemi.org * tammy_quigley@monroemi.org
Visit Our Website: www.co.monroe.mi.us

Terri L. Hamad, Director
Vicky L. Terrasi, Assistant
Tammy L. Quigley, Clerk

Monroe County Commission on Aging
Regular Board Meeting Minutes
November 7, 2007
Water Tower Park Senior Center

Chairman Martin Kaufman called the meeting to order at 1:00 p.m.

Member's present: Noel Dentner, Bruce Freimark, Martin Kaufman, Paul Simonton, John Sledge Jr., Gerald Stone and Loyd Sype.

Member excused: Nancy Hamman and Aleta Jackson

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

Approval of the Agenda:

Noel Dentner motioned to approve the November 7, 2007 agenda as presented. Supported by Loyd Sype. **Motion carried.**

Guests Present: Diane Tackett, Director Resource Advocacy/Chore/Home Injury Control, Larry Hansen, Accountant, and Stephanie Kasprzak, Executive Director, Monroe County Opportunity Program, Larry VanWasshenova, Director, Monroe County Senior Legal Services, and Floreine Mentel, County Commissioner and Area Agency on Aging 1-B Board of Directors, Bonnie Weber, Healthy Aging Alliance Director, Monroe Senior Center, Pamela Rybka, Director, Bedford Senior Center, James Dusa, President, American Welding, Cheri Boron, Executive Secretary, Living Independence for Everyone, Barb Mazur, Executive Director, Frenchtown Senior Center and Gerilyn Powers Regional Supervisor, Area Agency on Aging 1-B.

Public Time/Water Tower Park Seniors:

No public addressed the Commission at this time.

Approval of the Regular Commission Meeting Minutes of October 10, 2007

Motion made by Noel Dentner, supported by Gerald Stone to approve the regular commission minutes of October 10, 2007 as corrected. **Motion carried.**

Approval of the Financial Statements:

Ms. Hamad presented the October 2007 Financial Reports. Motion to accept and place the reports on file by Loyd Sype, supported by Paul Simonton. **Motion carried.**

Commission Members Report:

Loyd Sype addressed the Commission regarding an Internet purchasing scam that automatically enrolls you into a club that bills you a large amount of money.

Correspondence:

The Commission reviewed the list of correspondence.

Directors Report:

Ms. Hamad commented that there is no formal report this month.

Unfinished Business:

A. Strategic Planning Committee Reports of October 25, 2007 and November 1, 2007:

Noel Dentner reported that the committee reviewed the information regarding the county's auditor bid list and the audit RFP. The committee recommends going forward and recommends to the full board to place an RFP out for auditing services to see what other pricing they get for the audits.

In addition, the committee reviewed and discussed the legal opinion received on the ramp program regarding the JAWS Crew's installation of the aluminum ramps.

The Commission discussed at length the current administration/management of the ramp program's record keeping and fabricator of the aluminum ramps. The Commission decided to have the Strategic Planning Committee develop guidelines for a Ramp Program, determining the responsibilities of each party involved and draft a Request for Proposals (RFP) for agencies to bid on for the administration of the program. Noel Dentner and Paul Simonton will meet to discuss ramp RFP specifications. The Commission also requested Jim Dusa to be present at the meeting to assist with the development of the RFP.

Ms. Hamad reviewed the draft of the Monroe County Commission on Aging Request for Proposals for a professional auditing service. The Commission reviewed the draft and discussed the three to four week turn around needed to have an auditing firm in place by next year.

Paul Simonton motioned to have Ms. Hamad revise the draft Request for Proposals for a professional auditing service and send it to the board before bringing it back to the December 12, 2007 meeting for the Commissions review and approval. Supported by Loyd Sype. **Motion carried.**

B. Non-Compliant Reporting Agencies:

Ms. Terrasi reported that all of the Commission on Aging funded agencies are in compliance for the month of September 2007.

C. Commission on Aging Audit Recommendations:

Commission on Aging Audit Recommendations were discussed under Strategic Planning Committee Reports of October 25, 2007 and November 1, 2007.

D. Commission on Aging Ramp Program Recommendations:

Commission on Aging Ramp Program Recommendations were discussed under Strategic Planning Committee Reports of October 25, 2007 and November 1, 2007.

E. Approval of the 2008 Commission on Aging Budget Recommendations:

The Operational and Programmatic Budget for fiscal year 2008 totaled \$3,041,026.

Ms. Hamad reported that the total does not include the cost of the audit, client data system or Self and Family Behavioral Healthcare for 2008 and recommended taking the \$50,000.00 out of Emergency Care Services to increase Restricted Contingency from \$50,000.00 to \$100,000.00.

Noel Dentner motioned to move the \$50,000.00 out of Emergency Care Services and put it into Restricted Contingency to increase that line item to \$100,000.00. Supported by Paul Simonton.

Roll call:

Loyd Sype – Yes	Bruce Freimark- Yes	Noel Dentner – Yes
Martin Kaufman – Yes	John Sledge – Yes	Gerald Stone – Yes
Paul Simonton – Yes		

Motion carried.

Noel Dentner motioned to approve the 2008 Monroe County Commission on Aging Operational and Programmatic Budget and recommend it to the Monroe County Board of Commissioners for final approval. Supported by Gerald Stone.

Roll call:

Bruce Freimark- Yes	Noel Dentner – Yes	Martin Kaufman – Yes
John Sledge – Yes	Gerald Stone – Yes	Paul Simonton – Yes
Loyd Sype – Yes		

Motion carried.

New Business:

A. Bedford Senior Center Request:

Pam Rybka reported it was brought to her attention that in the past the center should have been delivering holiday meals on the holidays to the homebound. Ms. Rybka is requesting an additional \$5800.00 to cover staff time for Thanksgiving and Christmas of 2007 and New Years Day, Thanksgiving and Christmas of 2008.

Noel Dentner motioned to reimburse the Bedford Senior Center for actual meals serviced on the above-mentioned holidays with a maximum limit of \$5800.00 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 Loyd Sype.

Roll call:

Noel Dentner – Yes	Martin Kaufman – Yes	John Sledge – Yes
Gerald Stone – Yes	Paul Simonton – Yes	Loyd Sype – Yes
Bruce Freimark- Yes		

Motion carried.

B. Frenchtown Senior Center Line Item Transfer Request:

Barb Mazur reported that at the time of writing the 2007 Proposed Budget Request to the Commission on Aging, the new medical insurance rates were not available. The actual rates were less than projected for the Executive Director and Assistant Director due to Medicare. Rates for the accountant, office manager, and maintenance person were more that projected. The total amount of transfer is \$342.00.

Noel Dentner motioned to approve the Frenchtown Senior Center Line Item Transfer Request of \$342.00 from the budgeted Maintenance line item into the Salaries and Fringes line item 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:

Martin Kaufman – Yes	John Sledge – Yes	Gerald Stone – Yes
Paul Simonton – Yes	Loyd Sype – Yes	Bruce Freimark– Yes
Noel Dentner - Yes		

Motion carried.

C. Commission on Aging Line Item Transfer Request;

Ms. Hamad presented a line item transfer request of \$1,000.00 from Legal and Professional into Office Supplies to cover the shortfall and anticipated expenses in that line item.

Loyd Sype motioned to grant the Commission on Aging the Line Item Transfer Request of \$1,000.00 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:

John Sledge – Yes

Gerald Stone – Yes

Paul Simonton – Yes

Loyd Sype – Yes

Bruce Freimark - Yes

Noel Dentner – Yes

Martin Kaufman – Yes

Motion carried.

Public Time:

Commissioner Mentel addressed the Commission regarding how pleased she is to hear that Commission is moving forward on the audit RFP and the Client Data System. In addition, the Salvation Army is looking for donations for adult and children coats.

Pam Rybka addressed the Commission regarding the Network on Homelessness Week Kickoff and that the Bedford Senior Center is doing their part by having a “Tree of Love” at the center for hats and gloves.

Adjournment:

Motion to adjourn by Noel Dentner, supported by Gerald Stone. **Motion carried.** Meeting adjourned at 2:31 p.m.

The next regular board meeting will be held on Wednesday, December 12, 2007 at 1:00 p.m. at the Lake Erie Transit Commission, 1105 West Seventh Street, Monroe, MI 48161.

Vicky L. Terrasi

Vicky L. Terrasi, Recording Secretary