

Terri L. Hamad
Director

Monroe County Commission on Aging

Board Members

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Paul Simonton

John Sledge

Gerald Stone

Monroe County Commission on Aging
Regular Board Meeting Minutes
December 09, 2009
Lake Erie Transit Commission Conference Room

Chairman Martin Kaufman called the meeting to order at 1:01 p.m.

Members present: Noel Dentner, Bruce Freimark, Richard Gunn, Martin Kaufman, Paul Simonton, John Sledge, and Gerald Stone.

Members excused: Nancy Hamman and Aleta Jackson

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

Approval of the Agenda:

Noel Dentner made a motion to approve the December 09, 2009 Regular Board Meeting Agenda. Supported by Gerald Stone. **Motion carried.**

Guests Present:

Larry VanWasshenova, Director, Monroe County Senior Legal Services; Diane Tackett, Senior Resource Director, Monroe County Opportunity Program; Nancy Young, Director, Faith In Action for Monroe County; Richard Springstead, Director, and Margaret Springstead, Treasurer, Berlin Seniors; Denise Drott, Advertising Specialist, Lake Erie Transit Commission.

Public Time:

Denise Drott welcomed everyone to Lake Erie Transit.

Approval of the Commission on Aging Regular Meeting Minutes of November 11, 2009:

Noel Dentner made a motion to approve the Commission on Aging Regular Minutes of November 11, 2009 as corrected. Supported by Bruce Freimark. **Motion carried.**

Approval of the Final Financial Statements of November 2009:

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

Commission Members' Report:

Paul Simonton reported that the JAWS crew took down a ramp over the past weekend. This should be the last one for the year.

Correspondence:

The Commission reviewed the list of correspondence.

Director's Report:

Ms. Hamad had no formal report to present this month.

Unfinished Business:

A. Strategic Planning Committee Report of November 17, 2009 and December 3, 2009:

Noel Dentner reported that at the November 17, 2009 meeting, the committee discussed and reviewed the following:

- o The need to have the Board of Commissioners work with the commission to establish funding priorities based on their recent directive to the commission.
- o The committee reviewed the action of the Board of Commissioners' concerning Monroe County Senior Legal Services.
- o The committee directed Terri Hamad to request Monroe County Senior Legal Services be at the December planning meeting to discuss their proposal to transition to fee-for-service, discuss any necessary staff or budget restructuring, organizational restructuring and any proposed changes with client cost share.

The committee reviewed the agencies Director's list of funding priorities established at their November 13, 2009 meeting.

Director's list of Prioritization

- o Food
- o Utility Assistance
- o Caregiver Assistance
- o Chore Help
- o Access Services/Outreach
- o Collections Assistance/Financial Counseling
- o Heating Assistance
- o Housing/Renovations/Repairs
- o Independence in the Home (Services that Allow for that)
- o Prescription Assistance
- o Transportation
- o Respite
- o Tax Assistance
- o Congregate Meals

The committee discussed concerns that clients reference frequently such as: Not having enough money to live, higher degree of frailty of clients in the community as well as clients fractured family structure.

Commission on Aging Priority List:

- o Transportation available in all areas
- o Tax Assistance
- o Advocacy
- o Utility Assistance
- o Mental Health Services
- o Housing Foreclosure Assistance
- o Civic Engagement
- o Home Delivered Meals
- o Prescription Assistance

The group discussed prioritization by saying the following:

1. Basic Needs should be met first
2. Unmet Needs should be second.
3. Prioritization would then need to be employed to define what unmet needs are prevalent in the community at the time.

Terri Hamad commented on how each of the lists coincided closely, and that the work of the Blueprint, which is being guided by the work of many of our funded agencies closely lines up with these priorities.

Ms. Hamad commented also on the Michigan Office of Services to the Aging's Communities for a Lifetime Designation. Below are the areas that are evaluated in this designation:

Communities for a Lifetime Items

- o Walk ability
- o Supportive Community Systems
- o Access to Health Care
- o Safety and Security
- o Housing: Availability and Affordability

- Housing: Modification and Maintenance
- Transportation
- Commerce
- Enrichment
- Inclusion

Noel Dentner reported that at the December 3, 2009 meeting, the committee met with the Monroe County Senior Legal Services and their Board in order to begin discussion on how they are going to go into 2010 under fee-for-service.

Martin Kaufman stated that from what he saw there were three key points to consider: Viability, fully serving those who need it and controlling costs.

Jim Petrangelo commented that their board has met and are considering some alternate options, such as charging fees by service. Those who could not afford the fee due to low income status would be allowed to request consideration for waiver of the fees.

Terri Hamad commented that from what she could see Monroe County Senior Legal Services was confused about the differences between fee-for-service and client cost share. At several of the more recent public meetings, the two concepts had been spoken of interchangeably by Monroe County Senior Legal Services, leading her to believe they were clearly not understanding what the commission's directive was. The concept directly hits on the viability issue with the agency, which was why the Commission expressed strong concern during the RFP process.

After much discussion of how the fee-for-service process works within the agency, Monroe County Senior Legal Services is going to do the following:

1. Request 1/12 of the \$250,000 budgeted for legal services for January at the December COA meeting.
2. Submit a written plan to the Commission on Aging by January 15, 2010 on the transition to fee-for-service.
3. Meet with the Strategic Planning committee again January 21, 2010 at 2 p.m.

Terri Hamad discussed the fee-for-service transition plan recently passed by Lake Erie Transit Commission board to provide service throughout Monroe County.

- For clients in the City of Monroe, Monroe Township, and Frenchtown Township, the COA will be billed \$11.50 per one-way trip.
- All other out-county areas will be billed at \$20.00 per one-way trip.
- Clients who are not home when Lake Erie Transit arrives, will be billed to Commission on Aging, however the Commission on Aging will only allow a client two no-shows before having service discontinued.
- The service will start March 1, 2010, allowing Lake Erie Transit time to promote the service throughout the county. Riders will continue to pay the regular fare. Ms. Hamad will forward a contract to them with these provisions. The service will be reviewed after 60 days for any needed changes.

B. Monroe County Senior Legal Services Update:

Larry VanWasshenova requested the Commission's consideration to grant them one-twelfth payment in January of the 2010 budgeted for legal services.

Paul Simonton made a motion to grant the Monroe County Senior Legal Services request for a 1/12 payment in January of the 2010 budgeted for legal services that totals \$20,833.33 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 Noel Dentner.

Roll call:

Gerald Stone – Yes

John Sledge – Yes

Richard Gunn – Yes

Paul Simonton – Yes

Noel Dentner- Yes

Bruce Freimark – Yes

Martin Kaufman – Yes

Motion carried.

Larry VanWasshenova provided the following data for the month of November:

- The number of new intakes was 101.
- The number of served clients was 185.
- The number of cases closed was 26.
- The number of open cases is 466.
- The number of litigated cases is 144.
- The number of intake forms mailed out was 47.
- The number of people who refused to fill out intake form was one.
- The percentage of new people served that is 100% of poverty or less was 76%.
- The number of outreach cases was 21.
- The number of conferences attended was one.
- The income received for November was \$686.00.
- The number of court appearances that are under poverty was 12.
- The number of court appearances that were 100% – 200% of poverty was two.

New Business:

A. Berlin Seniors Additional Funds Request:

Margaret Springstead requested the Commission’s consideration to approve an additional funds request for \$301.00 for catering for the balance of 2009.

Richard Springstead commented that they increased their lunch cost to \$3.00 that became effective November 2009.

Bruce Freimark made a motion to approve the Berlin Seniors additional funds request for \$301.00 for catering for the balance of 2009 out of 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 John Sledge.

Roll call:

Martin Kaufman – Yes

Bruce Freimark – Yes

Richard Gunn – Yes

John Sledge – Yes

Noel Dentner- Yes

Paul Simonton – Yes

Gerald Stone – Yes

Motion carried.

B. Line Item Transfer Request

- ***Frenchtown Senior Citizens Center Line Item Transfer Request:***

Joe Hess requested the Commission’s consideration to approve the line item transfers totaling \$240.00 for wages and benefits.

Richard Gunn made a motion to approve the Frenchtown Senior Citizens Center line item request totaling \$240.00 for wages and benefits 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:

Richard Gunn – Yes

Martin Kaufman – Yes

Bruce Freimark – Yes

Noel Dentner- Yes

Paul Simonton – Yes

Gerald Stone – Yes

John Sledge – Yes

Motion carried.

- **Monroe County Senior Legal Services Line Item Transfer Request:**

Mr. VanWasshenova requested the Commission's consideration to approve the line item transfers totaling \$10,234.66 for salaries, utilities, mileage, phone, and trash/snow removal.

Bruce Freimark made a motion to approve the Monroe County Senior Legal Services line item request totaling \$10,234.66 for salaries, utilities, mileage, phone, and trash/snow removal 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:

Martin Kaufman – Yes

Bruce Freimark – Yes

Richard Gunn – Yes

Paul Simonton – No

Gerald Stone – Yes

John Sledge – Yes

Noel Dentner- Yes

Motion carried.

- **Monroe County Commission on Aging Line Item Transfer Request:**

Ms. Hamad requested the Commission's consideration to approve the line item transfers totaling \$200.00 from Board Conferences to Printing & Imaging.

Gerald Stone made a motion to approve the Monroe County Commission on Aging line item request totaling \$200.00 from Board Conferences to Printing & Imaging 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 Richard Gunn.

Roll call:

Noel Dentner- Yes

Gerald Stone – Yes

Martin Kaufman – Yes

John Sledge – Yes

Richard Gunn – Yes

Bruce Freimark – Yes

Paul Simonton – Yes

Motion carried.

C. Faith In Action for Monroe County Marketing Video:

Nancy Young announced that she applied and received a Michigan Non-Profit Grant for \$6,500.00 and purchased a video, folders, and business cards that she will use when she approaches all the local churches.

Ms. Young reported that she currently has fifty-one volunteers and on average, they served fifty-five clients with one thousand three hundred and forty-eight hours that equates to five hundred and fifty-two visits.

The Commission was impressed with the short video and Ms. Young's accomplishments with the program.

D. Approval of the 2010 Commission on Aging Meeting Schedule:

Ms. Hamad presented drafts "A" and "B" of the 2010 Monroe County Commission on Aging Meeting Schedule. Draft "A" designated a rotation of meetings throughout the county while draft "B" designated all meetings in the Commission on Aging Conference Room.

The commission reviewed and briefly discussed the drafts and decided to accept draft "A" that indicates rotating the meeting throughout the county.

Noel Dentner made a motion to accept and approve draft "A" as the 2010 Monroe County Commission on Aging Meeting Schedule. Supported by Richard Gunn. **Motion carried.**

Public Time:

Diane Tackett commented that there is one more ramp scheduled on December 19 to be installed in Ida.

Adjournment:

Paul Simonton made a motion to adjourn, supported by Noel Dentner. Motion carried. Meeting adjourned at 2:31 p.m.

The next regular board meeting will be held on Wednesday, January 13, 2010 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