

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 December 12, 2007 Lake Erie Transit Commission

Chairman Martin Kaufman called the meeting to order at 1:01 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 December 12, 2007 agenda as presented. Supported by Bruce Freimark. **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, Christine Croley, HR/Fiscal, Rhonda Ziethlow, Assistant Director, and Bonnie Weber, Healthy Aging Alliance Director, Monroe Senior Center, Frankie Foidl, Executive Director and Alan Foidl, Computer, HDM, Living Independence for Everyone, Joe Hess, Accountant, Frenchtown Senior Center, Betty Begley, Treasurer, Ash Seniors, Nancy Young, Director, Faith In Action for Monroe County, Geoff Scott, Owner, Friends of the Family Health Care, and Gerilyn Powers Regional Supervisor, Area Agency on Aging 1-B.

Public Time/Lake Erie Transit Commission:
No public addressed the Commission at this time.

Approval of the Regular Commission Meeting Minutes of November 07, 2007
Motion made by Noel Denter, supported by Loyd Sype to approve the regular commission minutes of November 07, 2007 as corrected. **Motion carried.**

Approval of the Financial Statements:
Ms. Hamad reviewed the November 2007 Financial Reports with the Commission. Motion to accept and place the reports on file by Gerald Stone, supported by Loyd Sype. **Motion carried.**

Commission Members Report:

John Sledge wished everyone Happy Holidays.

Paul Simonton addressed the Commission regarding Mr. Londo allocating \$10,000 in funds to do a space study on the Stoner-Kemmerling building to take over the top portion of the building, which would result in displacement of the Commission on Aging office. This is a way for the County to eliminate building a new jail.

Loyd Sype addressed the Commission regarding a car purchasing scam that after you take the car home for thirty (30) days the purchaser receives a letter that the cost of the car has increased.

Gerald Stone wished everyone a Merry Christmas and Happy New Year.

Correspondence:

The Commission reviewed the list of correspondence.

Directors Report:

Ms. Hamad commented that there is no formal report this month. However, she did address the Commission regarding the space issue and the possibility that the office would need to move, but she will keep the board posted on this issue as she receives additional information.

Unfinished Business:

A. Strategic Planning Committee Reports of December 6, 2007:

Noel Dentner reported that the committee reviewed the draft audit proposal and discussed pressing forward on the RFP. In addition, they reviewed the draft changes to the Guidelines for Service Delivery as well as additions to the Homemaking, Personal Care and Respite Care Service Definitions based on strong state recommendations to require annual training programs on the observation and reporting of Elder Abuse. Additionally, they reviewed the price quotes from Accessible Solutions, PeerPlace and Apricot on the costs of implementing their systems for client data tracking. If the Commission chooses the PeerPlace product, they will throw in the emergency planning and emailing services as a part of the quote with no additional costs.

Further, Mr. Dentner reported that he and Paul Simonton developed draft points on the ramp program and potential RFP for management of the program. Paul Simonton requested that we get a written copy of the eligibility criteria and look at the homeowner's/client's responsibility in the program as well. The final copy will be brought before the full board at the January meeting.

B. Non-Compliant Reporting Agencies:

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

C. Commission on Aging Audit Recommendations:

Ms. Hamad presented the draft Monroe County Commission on Aging County of Monroe, Michigan Request for Proposals for Professional Auditing Services for the full board's approval to send out.

Noel Dentner motioned to accept as presented and send out the Monroe County Commission on Aging County of Monroe, Michigan Request for Proposals for Professional Auditing Services to audit fiscal year 2007. Supported by Paul Simonton. **Motion carried.**

D. Commission on Aging Software Recommendation:

Ms. Hamad presented three (3) bids for the Client Data System, Apricot, PeerPlace, and Accessible Solutions. The office staff and agencies have performed online virtual demonstrations/tours of each system and recommend to the full board PeerPlace as being the most efficient, compatible and user-friendly system that is a real-time live system that will provide the Commission with accurate standardized information on clients being served by the senior millage funds. All agencies funded by the senior millage

will be required to sign a Business Agreement with the Monroe County Commission on Aging in regards to the HIPPA requirements.

Ms. Hamad presented a revised quote from PeerPlace and reviewed it with the full board. Ms. Hamad did reference checks on PeerPlace and received positive feedback from all their clients. The cost includes the Master Database Setup, additional providers, User Setup, Data Migration from existing Excel database, on site training, Annual Support Block, Agency Provider Fee, User Fee, and the Financial and Programmatic Reports that the agencies are required to submit to the Commission on Aging monthly. There is an additional charge to add in matters for Monroe County Senior Legal Services but they will provide the Emergency Preparedness and E-mail subscription at no extra cost. The Emergency Preparedness allows the local Emergency Management Department to track frail clients and the E-mail component is a great way for the agencies to save on the cost of postage by e-mailing out their donation letters and newsletters, both are excellent features for the agencies to use.

There is a one-time upfront fee of \$61,640.00 and a maintenance fee of \$22,950.00 for 2008. There is an option of signing a three (3) year contract that would hold the current cost, however Ms. Hamad recommends signing a one (1) year contract to evaluate the system next year.

Noel Dentner motioned to proceed with the Client Data System through PeerPlace on a one (1) year contract based upon the revised fees. Supported by Paul Simonton.

Roll call:

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

Motion carried.

New Business:

A. Line item Transfer Request:

1. Frenchtown Senior Center Line Item Transfer Request

Joe Hess requested line item transfers of \$650.00 in the center's operation and \$2,704.00 in the Adult Day Service Match totaling \$3,354.00 in transfers.

Gerald Stone motioned to approve the Frenchtown Senior Center line item transfer request of \$650.00 into the center's operation and \$2,704.00 into the Adult Day Service Match totaling \$3,354.00 in transfers 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:

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

Motion carried.

2. The Monroe Center

Chris Croley requested line item transfers of \$1,874.00 into the Maintenance/Work Service Coordinator, \$2,013.00 into Mileage, \$1,223.00 into the Contractual Cook, \$1,032.00 into Insurance Expenses, \$1,750.00 into Conference and Training Expenses, and \$565.00 into the Assistant Director Position totaling \$8,457.00 in transfers.

Noel Dentner motioned to approve The Monroe Center line item transfer request of \$1,874.00 into the Maintenance/Work Service Coordinator, \$2,013.00 into Mileage, and \$1,223.00 into the Contractual Cook

\$1,032.00 into Insurance Expenses, \$1,750.00 into Conference and Training Expenses, and \$565.00 into the Assistant Director Position totaling \$8,457.00 in transfers 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:

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

Motion carried.

3. Faith In Action for Monroe County

Nancy Young requested line item transfers of \$575.00 into Postage, and \$608.00 into Telephone totaling \$1,183.00 in transfers.

Paul Simonton motioned to approve the Faith In Action for Monroe County line item transfer request of \$575.00 into Postage, and \$608.00 into Telephone totaling \$1,183.00 in transfers 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:

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

Motion carried.

4. Ash Senior Citizens

Betty Begley requested line item transfers of \$172.87 into Kitchen Supplies, \$31.05 into Telephone and \$19.62 into printing totaling \$223.54 in transfers.

Noel Dentner motioned to approve the Ash Senior Citizens line item transfer request of \$172.87 into Kitchen Supplies, \$31.05 into Telephone and \$19.62 into printing totaling \$223.54 in transfers 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 John Sledge – Yes Bruce Freimark – Yes
Gerald Stone – Yes Loyd Sype – Yes Paul Simonton – Yes
Martin Kaufman – Yes

Motion carried.

5. Living Independence for Everyone

Frankie Foidl requested line item transfer of \$13,256.30 into Meal Supplies and \$5,100.00 into Audit totaling \$18,356.30 in transfers.

Noel Dentner motioned to approve the Living Independence for Everyone line item transfer request of \$13,256.30 into Meal Supplies and \$5,100.00 into Audit totaling \$18,356.30 in transfers 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:

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

Motion carried.

6. Monroe County Senior Legal Services

Larry VanWasshenova requested line item transfer of \$535.00 into Telephone and \$40.00 into Paralegal Fringes totaling \$575.00 in transfers.

Loyd Sype motioned to approve the Monroe County Senior Legal Services line item transfer request of \$535.00 into Telephone and \$40.00 into Paralegal Fringes totaling \$575.00 in transfers 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:

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

Motion carried.

7. Monroe County Opportunity Program

Larry Hansen requested line item transfer of \$7,351.00 into Vehicle Expenditures in the Transportation Program, \$2,342.00 into Salaries & Fringes, \$5,281.00 into Contractual Services in the Chore Services Program, \$56.00 into Travel, \$7,764.00 into Office Rent, \$406.00 into Utilities, \$548.00 into Audit, \$100.00 into Contractual Services, and \$69.00 into Insurance in the Commodities Supplemental Food Program totaling \$23,917.00 in transfers.

The Commission discussed the transfer requests and decided to table it until the January meeting. The Commission recommended to MCOP to add a cover letter along with the line item transfer request forms that would disclose more information on the transfer request.

Paul Simonton motioned to table the Monroe County Opportunity Programs line item transfer request until the Commission on Aging January 2008 meeting. Supported by Gerald Stone. **Motion carried.**

B. Monroe County Opportunity Program Chore Match Request:

Stephanie Kasprzak reported that MCOP has the opportunity to accept additional dollars towards the Chore program for \$1,776.00. The funding for MCOP Chore services was amended due to the change in availability of Federal and State funding. However, with the increase, MCOP is also required to provide additional match dollars of \$444.00.

Paul Simonton motioned to grant the additional \$444.00 match monies to the Monroe County Opportunity Program's Chore 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:

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

Motion carried.

C. Commission on Aging Guidelines for Service Programs and Service Definition Revisions:
Ms. Hamad presented the draft Monroe County Commission on Aging Guidelines for Service Programs, Respite, Personal Care, and Home Care Service Definitions for the full boards approval.

Bruce Freimark motioned to accept the Monroe County Commission on Aging Guidelines for Service Programs, Respite, Personal Care, and Home Care Service Definitions revisions as presented. Supported by Loyd Sype. **Motion carried.**

D. Approval of the 2008 Commission on Aging Meeting Schedule:
The Monroe County Commission on Aging 2008 Meeting Schedule was presented for the Commissions approval.

Gerald Stone motioned to accept the Monroe County Commission on Aging 2008 Meeting Schedule as presented. Supported by Noel Dentner. **Motion carried.**

Public Time:

Commissioner Mentel wished everyone Happy Holidays and addressed the Commission regarding her discussion with Mr. Londo on the space needed for the Commission on Aging staff if the office is relocated. In addition, the Salvation Army needs food for the holidays.

Adjournment:

Motion to adjourn by Noel Dentner, supported by Paul Simonton. **Motion carried.** Meeting adjourned at 3:23 p.m.

The next regular board meeting will be held on Wednesday, January 09, 2008 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