

Monroe County Commission on Aging
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Terri L. Hamad, Director
Vicky L. Terrasi, Administrative Assistant

Monroe County Commission on Aging
Regular Board Meeting Minutes
December 14, 2005
Lake Erie Transit Commission

Chairman Martin Kaufman called the meeting to order at 1:02 p.m.

Member's present: Noel Dentner, Nancy Hamman, Paul Iacoangeli, Martin Kaufman, Paul Simonton, Richard Springstead and Loyd Sype.

Member's excused: Aleta Jackson and Michael Pasko

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

Approval of the Agenda:

Nancy Hamman motioned to approve the December 14, 2005 agenda as presented. Supported by Loyd Sype. **Motion carried.**

Guests Present: Sherm Timmins, Executive Director, Monroe County Opportunity Program, Pat Sheets, Services Coordinator, Caring Alternatives, Inc., Cheri Boron, Administrative Assistant, and Frankie Foidl, Executive Director, Living Independence for Everyone, Larry VanWasshenova, Executive Director, Monroe County Senior Legal Services, Mark Jagodzinski, General Manager, Lake Erie Transit, Chris Croley, Fiscal/HR, Monroe Senior Center, Janette Stark, Senior Citizen, and Nancy Young, Director, Faith in Action for Monroe County

Public Time/Lake Erie Transit:

Mark Jagodzinski welcomed the commission to the Lake Erie Transit Commission. Lake Erie Transit upcoming major projects for 2006 are to install GPS Systems in the buses. The GPS System will track where the buses are at all times. In the spring, they plan to expand the Seventh Street building, which would allow them to store the buses in the building. In addition, they plan to receive a grant from the Federal Government that has earmarked funds for hybrid-buses that will run on eclectic and diesel.

Approval of the Regular Commission Meeting Minutes of November 09, 2005.

Motion made by Richard Springstead, supported by Loyd Sype to approve the regular commission minutes of November 09, 2005 with corrections. **Motion carried.**

Approval of the Financial:

The financial reports were presented for acceptance and placed on file. Motion to accept and place on file by Loyd Sype. Supported by Richard Springstead. **Motion carried.**

Commission Members Report:

Nancy Hamman reminded everyone of the Bedford tree lighting at Carr Park on December 18, 2005 between the hours of 1:00 p.m. to 4:00 p.m.

Loyd Sype reported on a couple scams, one is to setup a Trust Fund, however the individual working to setup the trust is requesting the name and numbers of the individuals credit cards and social security number, which is not needed to setup a Trust Fund. Another is a property appraisal scam where the appraiser appraises your home extremely low, offers to purchase your home, and then sells it at a large profit.

Correspondence:

The list of correspondence was read.

Directors Report:

Ms. Hamad presented the final copy of the Monroe County Commission on Aging Annual Report "Have You Hear About Monroe County's Best Kept Secret???" The commission approved the final copy that will be distributed throughout the county.

Ms. Hamad reported that at the state level, the Long-Term Care Committee is designating existing agencies in the community to serve as Single Points of Entry (SPE)– one place in each area where you can get all the information you need about long term care services and housing options. Recently the Michigan Department of Community Health (MDCH) announced the release of the Request for Proposal (RFP) for Long-Term Care Single Points of Entry. Area Agency on Aging 1-B (AAA 1-B) is putting in a request to serve as the SPE for Monroe County. In the future AAA 1-B will be asking the Commission on Aging to write a letter on their behalf supporting them as the SPE for Monroe County.

In addition, Ms. Hamad reported that over the past few weeks Ms. Hamad and Ms. Terrasi have counseled and/or enrolled fifty or more individuals into the Medicare Part D Program.

For complete report, please see attached.

Unfinished Business:

A. Strategic Planning Committee Report of December 01, 2005

Paul Iacoangeli reported that Ms. Hamad has received \$2500 towards the \$20,000.00 goal for the blueprint consultant fees. In addition, he announced that not all of the Health Care Information has been received from agencies that offer employee health care to their employee's.

In addition, the commission discussed and decided to charge a nominal fee of \$5.00 per person for the food and beverages that will be served at the Grant Writing Training and Good Board Governance & Board Agency Director Relationships workshops. The Frenchtown Senior Center is the fiduciary for all the trainings and workshops session.

B. Agency Reporting Mechanisms Discussion

At last months meeting, with many of the agencies being lax about sending in the Programmatic & Financial reports, and a year-end cumulative report, the commission directed Ms. Hamad to draft a strong reminder to the agencies reflecting the suspension of funds if reports are not submitted in a timely manner.

Ms. Hamad presented the Memorandum draft to all the Monroe County Commission on Aging funded agencies regarding monthly reporting by calling their attention to the Monroe County Commission on Aging funding Allocation Rules and Regulations Item #2 which states that "Programs and services receiving County Millage funding must submit monthly/quarterly and year-end reports showing how millage money is spent.

Discussion took place on the agencies Monthly Programmatic and Financial Reporting Spreadsheet and the usage of the spreadsheet to obtain the monthly reports or even the possibility of suspending funds until reports are received.

Ms. Hamad pointed out that according to the Activities or Services for Older Persons Public Act 39 of 1976 that gives the state jurisdiction with the counties to do a senior millage the Commission on Aging is required, as the county's entity that doles out these millage dollars, to collect this data and under the Terms of appropriation; specifications item (d) program and financial reporting requirements as established by the local unit of government. The commission discussed this issue and decided and directed Ms. Hamad to send the memorandum out.

Paul Iacoangeli presented a draft version of what the Strategic Planning Committee discussed regarding the suspension of funds if the agencies do not comply with the Commission on Aging's Funding Allocation Rules and Regulations regarding monthly/quarterly and year-end-reports showing how the millage money is spent and failure to comply with these rules and regulations. Discussion took place on the words "shall" and "may". Mr. Kaufman feels that the language "shall" means that the action will take place and the word "may" gives the commission an area of judgment. Several of the other member's prefer the wording "shall". The commission decided to have the Strategic Planning Committee hammer out the wording of the rules and language of Mr. Iacoangeli's draft and return back to the full board with its findings.

C. Living Independence for Everyone Line Item Transfer Request

Frankie Foidl requested a transfer of \$4,315 out of the Assistant Cook's line item with \$1,175.72 into to help with the 3 months cost of the Blue Cross Blue Shield for the supervisors and the remaining \$3,139.28 to purchase 3 computers and pay for the technical installation.

Motion by Noel Dentner to grant the transfer of \$4,315 out of the Assistant Cook's line item with \$1,175.72 into to help with the 3 months cost of the Blue Cross Blue Shield for the supervisors and the remaining \$3,139.28 to purchase 3 computers and pay for the technical installation 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:

Loyd Sype – Yes
Martin Kaufman – Yes
Paul Simonton – Yes

Nancy Hamman – Yes
Paul Iacoangeli – Yes

Richard Springstead – Yes
Noel Dentner – Yes

Motion carried.

New Business:

A. Monroe Senior Center Line Item Transfer Request

Chris Croley requested a transfer totaling \$1,208 from line items licensees/fees, professional dues, equipment lease/rent, subscriptions and office supplies for additional hours for the Care Management Aide position to address the demand for the Medicare Part D enrollment process.

Motion by Noel Dentner to grant the request to transfer \$1,208 from line items licensees/fees, professional dues, equipment lease/rent, subscriptions and office supplies for additional hours for the Care Management Aide position to address the demand for the Medicare Part D enrollment process 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 Nancy Hamman.

Roll call:

Nancy Hamman – Yes
Paul Iacoangeli – Yes
Loyd Sype – Yes

Richard Springstead – Yes
Noel Dentner – Yes

Martin Kaufman – Yes
Paul Simonton – Yes

Motion carried.

B. Commission on Aging Line Item Transfer

Ms. Hamad requested to transfer \$550 from line item Board Per Diem with \$500 into Office Supplies and the remaining \$50 into Printing & Binding line items.

Richard Springstead motioned to approve the transfer request of \$550 from the Board Per Diem line item. With \$500 into Office Supplies line item and the remaining \$50 into Printing & Binding line item. Supported by Noel Dentner.

Roll call:

Richard Springstead – Yes
Noel Dentner – Yes
Nancy Hamman – Yes

Martin Kaufman – Yes
Paul Simonton – Yes

Paul Iacoangeli – Yes
Lloyd Sype – Yes

Motion carried.

C. Annual Report Presentation by Faith in Action for Monroe County

Nancy Young presented the Faith in Action for Monroe County Annual report from October 1, 2005 to September 30, 2005.

Following is some of the services provided with the number of units serviced to consumers for fiscal year 2004-2005.

- Friendly Visits 394 hours
- Transportation in and out of Monroe County 290 hours
- Telephone Calls 49 hours
- Caregivers Relief (respite) 181 hours
- Chores 24 hours
- Shopping trips & errands without consumer 64 hours
- Small home repairs 30 hours
- Yard work projects 13 hours
- Meal preparations 5 hours
- Total 1,050 hours

Following is some of the Actions and Activities that took place from October 1, 2005 to September 30, 2005.

- Increased the number of volunteers from 27 in 2003 to 48 in 2004
- Held 3 fundraisers with revenue totaling \$5,579
- Began collaboration with AARP in April 2005 to assist with recruiting of their members to FIAMC for volunteer opportunities
- Successfully launched and completed the collaboration with AAA 1-B and Americorps VISTA for a one year commitment for 1 member to be placed at FIAMC office
- Partnered with RSVP to become a RSVP "Station".

Following is some of the goal established for 2006.

- Diversify and recruit additional Board Members
- Increase the amount of volunteer respite to caregivers
- Develop and maintain a Website

D. Agency Contract Renewals

Ms. Hamad reported that according to the Activities or Services for Older Persons Public Act 39 of 1976 states that the Unit Definitions and Contract for Services need to have an effective date and the length of the grant. These contracts are to be sent out the end of every year and returned to the Commission on Aging Office by January of the following year.

E. 2006 Commission on Aging Meeting Calendar Approval

The 2006 Monroe County Commission on Aging's 2006 Meeting Calendar was presented. Upon approval the calendar will be submitted to the County Clerks office, agencies, and the Monroe Evening News.

Nancy Hamman motioned to approve the 2006 Commission on Aging Meeting Calendar as presented. Supported by Richard Springstead. **Motion carried.**

F. Plaque Presentation

Chairman, Martin Kaufman presented Mr. Richard Springstead a recognition plaque for his service to the commission and the senior population from 2002-2005.

Mr. Springstead commented on how fabulous it was to serve on the commission and that he gained a wealth of knowledge by serving as a commission member.

Public Time:

Larry VanWasshenova commented that he appreciated Mr. Springstead and his service on the commission.

Adjournment:

Motion to adjourn by Nancy Hamman, supported by Richard Springstead. **Motion carried.** Meeting adjourned at 2:46 p.m.

The next regular board meeting will be held on Wednesday, January 11, 2006 at 1:00 p.m. at the Catholic Charities of Monroe County, 14930 LaPlaisance Road, Monroe.

Vicky L. Terrasi

Vicky L. Terrasi, Recording Secretary