



COMMISSION ON AGING

GRATIOT COUNTY

515 S. Pine River • Ithaca, Michigan 48847-1466

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Commission on Aging
Board of Directors Meeting
Tuesday, August 10, 2010, 9:30 a.m.
Commission on Aging Office
515 S. Pine River, Ithaca, MI 48847

Chairwoman Juanita Crippen called meeting to order at 9:35 a.m. and roll call was taken.

Present: Linda Johnson, Juanita Crippen, Lois Ramsey, Mary Ann Girard, Andy Gager, Joyce Covington, AAA Board Rep.-Karen Wittle and County Commissioner-Roland Merignac. A quorum was present.

Excused: Shirley Croucher, Dean Mitchell, Pat McCreery, Diane Conroy-Kellogg and Vic Fetzner.

Staff: Craig Zeese

The Pledge of Allegiance and a prayer led by Andy Gager took place.

Chairwoman Crippen had the following addition added to the agenda: 19 Energy Audit. Motion by Lois Ramsey, seconded by Linda Johnson to approve the agenda with the addition. Motion carried.

There was no public comment.

Motion by Joyce Covington, seconded by Mary Ann Girard, to approve the minutes of July 13, 2010 Board of Directors meeting with the following correction: Pat McCreery (not Diane Pat) made the motion to approve the 66 vouchers to be paid. Motion carried.

The July Financial Report, Year-To-Date Financial Report, Year-To-Date Program Expense Report and Estimated Income and Expense Report were reviewed. Motion by Lois Ramsey, seconded by Mary Ann Girard, to approve the financial reports subject to audit. Motion carried.

On behalf of Pat McCreery, Craig reported that \$180,000 continues to be invested in 3 CD's with all maturing the end of September.

Motion by Andy Gager, seconded by Linda Johnson, to approve the 52 vouchers, totaling \$21,320.20 and authorized the Chair and Director to sign the vouchers. Motion carried.

Motion by Joyce Covington, seconded by Andy Gager, to approve the July Program Report. Motion carried. Several items on the report were discussed. Craig also explained that each of the five nutrition sites is visited by a different Commission on Aging staff member to talk about various aging issues monthly. This is in an effort to

have the site managers and participants be more connected to the programs of the Commission on Aging.

Craig gave an update on the volunteer van transportation program. Two drivers have been trained and several more will be soon. The vans have been used for several appointments. Money has been donated for the transportation program and the "lettering" has been placed on each van. The Program Committee members present agreed to meet the beginning of September to review current policies, in order to have the full board review any recommended changes for the September 14th meeting.

Everyone was pleased that the senior millage passed by 76.45% of the vote. A handout was distributed showing the breakdown per township and municipalities and a listing of various counties across the state that reinstated senior millages and their results.

Craig stated that the current year budget is on track, additional grant funds have been put toward contract work hours for personal care, respite care, home chore and home repair and will allow additional hours of services for clients this fiscal year. Regarding next year's budget, Craig met with the County Administrator and the county budget is ready to go. A copy will be given out next month to board members. The AAA grant has been approved with minor budget changes needing to take place. Next year's overall budget is set at \$1,000,321.

Craig reminded the Board that there will be a fund raising Italian dinner held at the Alma Elks on Saturday, October 2nd. Board members are asked to make a dessert for the event. Volunteers are needed to help with various activities during the evening and to help sell tickets. "The Music Doctors" will be a live band playing that evening. Proceeds will be given to the Commission on Aging.

Motion by Joyce Covington, seconded by Mary Ann Girard, authorizing the staff to each purchase one shirt with the Commission on Aging logo printed on it. Motion carried. NOTE: Shirts will be purchased from Alley T and will be worn at many various community events.

The August article for the Gratiot County Herald was distributed as well as the last edition of Aging Alert.

Karen Wittle, AAA Board Representative, stated that the PATH training program is looking for possible locations to hold trainings. Craig will work with AAA staff to see if they would like to use the Gratiot office as one of the sites. \$472 has been allocated to Gratiot COA for the Senior Medicare Patrol (SMP) program. Sarah McClung will again oversee this program. Gratiot County COA has been officially awarded \$92,327 for Gratiot services and \$104,621 for nutrition services in Gratiot County. Additional funding has been allocated to other agencies providing various services for Gratiot County residents.

Karen also reported that Scott Womsley, of the State Offices of Services to the Aging, presented an overview of the services and client statistics for clients within Region VII according to the NAPIS report. Craig also attending the meeting and received a printed handout of his presentation. This document will be copied and distributed at the next COA Board meeting. Statistics continue to show that most of the grant funded services

are directed to the most vulnerable seniors allowing them to remain at home for a longer period of time.

Diane Conroy Kellogg, AAA Advisory Board member and MSAC Representative, was not present and, therefore, no report was given.

Juanita Crippen, Gratiot Community Senior Center representative, reported that an Ice Cream Social was a success. A lasagna dinner will be held August 25th, and the Monthly Program Activity report was distributed and new carpeting has been installed just outside of the main door.

The Senior Activity Building minutes of July 19th was distributed.

Motion by Lois Ramsey, seconded by Linda Johnson, to approve the reports listed above. Motion carried.

Past events included: Many millage presentations, Project Fresh classes, AAA Providers meeting, Senior Center Ice Cream Social, St. Louis ReVamp Camp and the "Thank You" to the Board of Masonic Pathways for their generous donation.

Upcoming events include: AAA Dietitian presentation at the Fulton Nutrition Site, Senior Center dinner and the CROP Recruit Rally.

Craig stated that the Commission on Aging office building has been included in an energy evaluation that also includes most city and county owned buildings. The review was paid by a grant submitted by area municipalities. Craig believes the results will be helpful when identifying ways to conserve energy within the building.

Motion by Linda, seconded by Mary Ann Girard to adjourn. Motion carried. Meeting was adjourned at 11:10 a.m.

Respectfully Submitted,



Craig L. Zeese
Director

**GRATIOT COUNTY COMMISSION ON AGING
FINANCIAL REPORT
FY 2009-10**

Month: July 2010
Reporting Period: 10/01/09 - 09/30/10

CATEGORY	Budget FY 2009/10	Projected 10 Month	Actual Expense YTD	Variance	Fiscal Balance YTD
Salaries	290,273	241,894	236,461	5,433	53,812
Fringe Benefits	163,513	136,261	117,843	18,418	45,670
Unemployment	2,500	2,083	1,070	1,013	1,430
Contracts*	108,300	90,250	71,005	19,245	37,295
Waiver	68,000	56,667	46,839	9,828	21,161
Home Repair/Chore Contracts	18,700	15,583	16,079	-496	2,621
Travel /Conference	26,000	21,667	13,933	7,734	12,067
Utilities/COA	13,000	10,833	10,348	485	2,652
Telephone	16,700	13,917	940	12,977	15,760
Printing/Publishing/Ads	600	500	0	500	600
Supplies/Postage	7,000	5,833	5,355	478	1,645
Machine Lease/Purchase	1,500	1,250	1,566	-316	-66
Computer Supplies	6,500	5,417	1,009	4,408	5,491
Nutrition	108,500	90,417	71,250	19,167	37,250
Special Nutrition	0	0	37,217	-37,217	-37,217
Home Chore/Repair Material	20,000	16,667	8,445	8,222	11,555
Uniforms	221	184	221	-37	0
Personal Care Supplies	5,000	4,167	180	3,987	4,820
Equipment	0	0	0	0	0
Volunteer Insurance	750	625	754	-129	-4
Volunteer Travel	5,219	4,349	2,806	1,543	2,413
Board Travel	1,610	1,342	1,610	-268	0
AAA Dues	2,575	2,146	2,478	-332	97
Membership/Subscription	800	667	646	21	154
Miscellaneous	12,606	10,505	10,767	-262	1,839
Building Repair & Maintenance	17,000	14,167	9,250	4,917	7,750
MMAP Grant Expense	0	0	4,122	0	0
Van Grant 5310	4,500	3,750	4,458	0	0
Van Grant 5317	65,500	54,583	65,750	0	0
Reserves	30,670	25,558	0	0	0
Kitchen Fund*	21,000	17,500	16,879	621	4,121
Indirect Costs	36,935	30,779	30,779	0	6,156
TOTAL EXPENDITURES:	1,055,472	879,560	790,060	89,500	265,412

Cash Balances

Area Agency	28,633.07	***County Balances	
County***	212,745.45	General	31,160.97
Contingency	10,000.00	Fee Service	0.00
Interest (Oct 09 - April 10)	1,445.73	Homemaking	0.00
Interest	36,616.03	POS	1,350.71
Kitchen Fund	-57,620.18	Waiver	15,761.72
Other****	10,869.83	Millage	164,472.05
Total:	242,689.93	Total:	212,745.45

YEAR TO DATE

Anticipated Income:	879,560.00
TOTAL INCOME:	1,012,408.77
TOTAL EXPENSE:	769,718.84
BALANCE:	242,689.93

Cash	62,689.93
Certificate of Deposit	180,000.00
	242,689.93

******Other Includes:**

AAA MMAP, Local MMAP, Volunteer, Senior Center, Caregiver Trainer
Misc, Special Grants, Beacon Lights, Nutrition, MMAP Donations,
Sign Grant, Lawn Service, Conference Room, Group Work Camp

***Kitchen Fund Includes:**

Kitchen utilities, repairs & maintenance, travel, supplies & labor

*Contract Expenses YTD	
RN Contract -	0
Aides Contract -	53,428
Fee For Service -	2,592
Homemaking -	6,247
Purchase of Service -	5,160
Slip/Fall -	0
Tobacco -	3,578
AAARC -	0
Emergency RC	0
TOTAL:	71,005

**COMMISSION ON AGING
YEAR TO DATE PROGRAM INCOME & EXPENSES
July 2010**

Funding Source:

	GRANTS	DONATIONS	FEES	MILLAGE	ADMIN	TOTAL EXPENSE
Case Coordination	18,428	809		68,416	13,030	100,683
Home Repair	4,151	12,464		16,685	6,770	40,070
Home Chore	6,248	14,531		36,192	8,870	65,841
Personal Care	18,658	6,642		27,672	12,560	65,532
Respite Care	11,923	2,352		16,455	8,390	39,120
Senior Center	4,159			32,641	10,280	47,080
Caregiver Trainer	7,653			15,264	2,880	25,797
Homemaking			2,491	3,756		6,247
Volunteer Program			2,990	8,929		11,919
Fee for Service			5,107	-2,515		2,592
Purchase of Service			6,071	-911		5,160
Waiver			58,512	-8,096		50,416
Misc AAA Grants	1,040		9,246	0		10,286
MMAP - State	4,192			0		4,192
MMAP - Local/Grants			3,454	0		3,454
Nutrition (millage & special)				108,467		108,467
County				203,204		203,204
Total:	76,452	36,798	87,871	526,159	62,780	790,060

Kitchen/Building Fund	
July 2010 (Monthly) Donations:	\$500.00
Year To Date Expenses:	
Utilities	7,911.53
Travel	2,808.15
Equipment	0.00
Supplies	51.57
Labor	4,218.52
Misc	0.00
Repairs & Maint	150.00
	\$15,139.77

Outstanding Monies due to Commission on Aging as of 07/31/10:	
AAA	8,446.00
Waiver (estimate)	4,652.00
A&D (estimate)	947.00
Purchase of Service (estimate)	557.00
Tobacco (estimate)	0.00
Total monies due COA	\$14,602.00
Outstanding Monies for July:	14,602.00
Actual year to date Income:	1,012,408.77
	\$1,027,010.77

**MONTHLY PROGRAM SUMMARY
GRATIOT COUNTY COMMISSION ON AGING**

JULY
MONTH

2010 (10 MONTH)
YEAR

	UNITS MONTH	UNITS YTD	UNITS PROJECTED	CLIENTS YTD	CLIENTS PROJECTED	PROGRAM YTD	INCOME PROJECT
CASE COOR. & SUPPORT	132	1484	1902.5	280	493	809	917
PERSONAL CARE	402.25	3348.75	2975	71	66	6642	4167
RESPITE CARE	177.25	1929	1782	26	58	2352	1667
HOME CHORE	175	1418.25	1364	352	288	14531	8333
HOME REPAIR	76.25	666.5	576	38	93	12464	5833
SENIOR CENTER STAFF	132	1302	792.5	350	357	0	0
VOLUNTEER SERVICE	431*	5291*	4583	117	167	2990	0
WAIVER SERVICE	403.75	4647.5	3750	14	21	60640	56667
PURCHASE OF SERVICE	42	491.75	667	17	15	6091	8333
TOTALS						106519	85917

*includes nutrition volunteers & COA Board hours

SUMMARY OF INFORMATION AND REFERRAL NUMBER OF CONTACTS **Current** **Year to date**

IN HOME SERVICES	241	1886
MEDICAID/MEDICARE/INSURANCE/SOCIAL SECURITY	37	322
EMERGENCY NEEDS (FOOD, HEATING, EVICTION, SHELTER)	7	69
HOME DELIVERED MEALS/COMMODITIES	149	1497
VOLUNTEER SERVICES	82	1110
PRESCRIPTION ASSISTANCE	56	712
REBATES (HOMESTEAD, HEATING, PRECRIPTIONS)	6	342
ADMINISTRATION	144	1479
OTHER	174	1805
TOTALS	896	9222

PRESENTATIONS/MEETINGS/EVENTS:

Staff Meeting - All Staff
Case Reviews (4X)- JC, JM, KB, SM
Senior Center Board - CZ
Mini Van Driver Training - JB, JM
Delivering Smiles - JM
Parkinson's Support Group - JC
Hunger Network Group - KB
Emergency Housing - KB
Foster Grandparent Bd - CZ
Alma Housing Bd - CZ
Collaborative Council - CZ
Nutrition Site Presentations - Most Staff
Medicaid Specialist Training - SM
Experience Works Training - CZ, MA
Bus Trip - Traverse City - JM, JB
County Commissioners - CZ
Family Reunion Event - CZ, JM
Consumer Energy Retirees - CZ
AAA Service Provider Meeting - CZ
Continuum of Care - KB

Alzheimer's Support Group - JM
Emergency Planning - JM
Chamber of Commerce Ambassador- JM
Gratiot Community Foundation Board - CZ (3)
Commodities - Various Staff
Suicide Prevention Group - CZ
Senior Gratiot - TS
CROP Planning Bd - CZ
Senior Activity Bd - CZ
Emergency Food & Shelter Bd - CZ
County Millage Presentation (22x) - CZ
CMU Student Intern Interview - SM, CZ
Senior Center Ice Cream Social -JM, CZ
Rural Urban Day Dinner - CZ
Elder Expo - Mt. Pleasant - JM
Breckenridge United Methodist Church - CZ
Project Fresh Training - SM
Alma & Ithaca Rotary Talk - CZ
Masonic Pathways "Thank You" - CZ

MONTHLY HOURS OF TRAINING 25

YEAR TO DATE: 214

VOLUNTEER PROGRAM

MONTHLY

YEARLY

New Requests: 164

Requests: 1041

New Volunteers: 5

Volunteers: 110

Requested Completed: 160

Requests Completed: 1017

Other: Yard work requests, air conditioner requests, Recruit HDM & Van Drivers, MDOT Grant

TRANSPORTATION

Transportation Hours:

Year to Date:

YTD Requests:

CARE GIVER TRAINING DATA

	<u>MONTHLY CONTACTS</u>	<u>YEAR TO DATE</u>	<u>PROJECTED</u>
NUMBER OF CLIENTS:	1 new	25	22
NUMBER OF HOURS	38	337	274
GROUP CONTACTS	1	10	---
GROUP HOURS	3	30	---

YEAR-TO-DATE INDIVIDUALS W/GROUPS 74