



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, July 13, 2010, 9:30 a.m.
Commission on Aging Office
515 S. Pine River, Ithaca, MI 48847

Chairwoman Juanita Crippen called meeting to order at 9:30 a.m. and roll call was taken.

Present: Diane Conroy-Kellogg, Pat McCreery, Linda Johnson, Juanita Crippen, Lois Ramsey, Vic Fetzner, Mary Ann Girard, Andy Gager, Joyce Covington, AAA Board Rep.-Karen Wittle and County Commissioner-Roland Merignac
Excused: Shirley Croucher and Dean Mitchell
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, 14 Leadership Gratiot.

Motion by Joyce Covington, seconded by Linda Johnson, to approve the minutes of June 8, 2010 Board of Directors meeting as printed and placed on file. Motion carried.

The June Financial Report, Year-To-Date Financial Report, Year-To-Date Program Expense Report and Estimated Income and Expense Report were reviewed. Finance Committee member, Pat McCreery, reported that currently \$180,000 is invested in three CD's. Motion by Diane Conroy-Kellogg, seconded by Linda Johnson, to approve the financial reports subject to audit. Motion carried.

Motion by Diane Pat McCreery, seconded by Joyce Covington, to approve the 66 vouchers, totaling \$112,341.72 and authorized the Chair and Director to sign the vouchers. Motion carried.

Motion by Lois Ramsey, seconded by Andy Gager, to approve the June Program Report. Motion carried. Several items on the report were discussed.

Craig gave a mini-van update and distributed the current "Transportation Policy for Drivers" and "Transportation Policy for Riders" documents. Volunteer drivers will attend a training next week. Various documents will be obtained on behalf of drivers and transportation will begin in August. An article will be printed in Senior Gratiot and probably in both local newspapers. The Program Committee will need to meet in September to re-evaluate the policies put in place.

Updated information was shared by the Craig regarding the senior millage renewal campaign. Many presentations have taken place and will continue until August 3rd.

Update was given regarding the current fiscal year. An adjustment was made and an additional \$11,255 will be award to Gratiot to be used for in home services through Region VII and next year's grant fund have only been reduced slightly.

Craig reminded the Board that there will be a fund raising Italian dinner held at the Alma Elks on Saturday, October 2nd and more information will be forthcoming. Proceeds will be given to the Commission on Aging.

Craig gave a bit of information regarding the "Long Range Planning" sessions that the staff has conducted two times in the last several months. The staff will meet again in August and this fall a presentation to the Board will take place with staff ideas and plan of action suggestions for future directions of the agency. During the winter, a planning meeting or meetings with all Board members and staff will take place to enhance and help shape the future directions as discussed during the brainstorming sessions.

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

Karen Wittle, AAA Board Representative stated that ARRA funds (\$13,800) will be used to help provide a second meal for congregate meal participants and can be used to purchase equipment for the meal program and some items to be used at the site. Gratiot County will receive an additional \$1,072 to help with the MMAP program. Care Management will receive a 3% increase for the current year, but an 8% reduction for next year's funding. This program is administrated by Midland County and covers five counties, including Gratiot.

Karen also informed the Board that the "Multi-Year Plan has been sent to the County Chairman asking for a review and comment. If no comments are received, it is considered a "passive" approval of the document. Craig confirmed that the document had been received and Chairman Knowles will decide what action will be taken. The NAPIS update will take place in the near future and OSA staff will be able to give a detailed picture regarding clients within the region. There may be changes in reporting with the PATH program, but more information will be forth coming.

Diane Conroy Kellogg, AAA Advisory Board member and MSAC Representative reported that a speaker presented information on the National Health Care Reform, but that changes will also be taking place. The Annual Implementation Plan and Muti-Year Plan was presented. Diane is now on the Advisory Council for The Elder Law of Michigan regarding elder abuse and met last month, but won't meet again until November.

Juanita Crippen, Gratiot Community Senior Center representative reported that an Ice Cream Social will take place on July 21 and that the Rummage Sale was a success. The May and June Monthly Activity Report was distributed.

The Senior Activity Building minutes of June 21st was distributed.

Motion by Diane Conroy-Kellogg, seconded by Lois Ramsey, to approve the reports listed above. Motion carried.

Members attending "Older Michiganian's Day" reported on the event. Lois felt that the time table and activities were appropriate and productive and all attending felt positive about the day.

Past events included: Many millage presentations, H1N1 Flu Shot clinics and a presentation to the County Board of Commissioners by Craig.

Upcoming events include: Additional millage presentations, a special community family auction and donation to the agency, Project Fresh coupons to be distributed, St. Louis ReVamp Camp for several home repair projects with youth and adult volunteers, a "thank you" to Masonic Pathways for their recent financial donation and AAA will be hosting a regional service provider meeting.

Motion by Pat McCreery, seconded by Diane Conroy-Kellogg, to approve \$300 for Jeff Benesh to participate in this year's Leadership Gratiot training. Motion carried.

Motion by Diane Conroy-Kellogg, seconded by Linda Johnson to adjourn. Motion carried. Meeting was adjourned at 11:40 a.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Craig L. Zeese". The signature is written in a cursive style with a large initial "C" and a long, sweeping underline.

Craig L. Zeese
Director

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

JUNE
MONTH

2010 (9 MONTH)
YEAR

	UNITS MONTH	UNITS YTD	UNITS PROJECTED	CLIENTS YTD	CLIENTS PROJECTED	PROGRAM YTD	INCOME PROJECT
CASE COOR. & SUPPORT	151	1352.25	1712	270	444	809	825
PERSONAL CARE	384.5	2946.5	2229	67	49	6225	3750
RESPIRE CARE	251	1751.75	1424	25	47	2168	1500
HOME CHORE	183	1243.25	1023	311	190	12804	7500
HOME REPAIR	136	590.25	440	33	71	11953	5250
SENIOR CENTER STAFF	138	1170	713	253	321	0	0
VOLUNTEER SERVICE	457*	4860*	4125	105	267	1863	0
WAIVER SERVICE	494.75	4487.5	3375	21	19	47547	51000
PURCHASE OF SERVICE	50	449.75	600	17	14	4888	7500
includes nutrition volunteers & COA Board hours							
TOTALS						88257	77325

SUMMARY OF INFORMATION AND REFERRAL NUMBER OF CONTACTS

Current Year to date

IN HOME SERVICES	273	1645
MEDICAID/MEDICARE/INSURANCE/SOCIAL SECURITY	27	285
EMERGENCY NEEDS (FOOD, HEATING, EVICTION, SHELTER)	5	62
HOME DELIVERED MEALS/COMMODITIES	182	1348
VOLUNTEER SERVICES	147	1028
PRESCRIPTION ASSISTANCE	59	656
REBATES (HOMESTEAD, HEATING, PRECRIPTIONS)	4	336
ADMINISTRATION	216	1335
OTHER	77	1631
TOTALS	990	8326

PRESENTATIONS/MEETINGS/EVENTS:

- Staff Meeting - All Staff
- Case Reviews (4X)- JC, JM, KB, SM
- Senior Center Board - CZ
- DOT Grant & Vans - JB, JM
- Smiling Smiles - JM
- Franklin's Support Group - JC
- Elder Network Group - KB
- Emergency Housing - KB
- Senior Grandparent Bd - CZ
- Ma Housing Bd - CZ
- Collaborative Council - CZ
- Long Range Planning - All Staff
- Food Site Presentations - Most Staff
- County Dept. Head Meeting - CZ
- Senior Michiganian's Day - CZ
- Experience Works/JET Training Talk - CZ
- Michigan Directors of Services to Aging - CZ
- Shell Retirees Talk - CZ
- Re-tuning Van Driver & Rider Policies - JM, JC, JB, CZ
- Alzheimer's Support Group - JM
- Emergency Planning - JM
- Chamber of Commerce - JM, CZ
- Gratiot Community Foundation Board - CZ
- 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 (20x) - CZ
- MMAF Training - SM
- COA Program Committee - JC, JB, JM, CZ
- CMU Social Work Committee - CZ
- Newspaper Interview - CZ
- State Office on Aging Meeting - CZ
- Countywide "Needs Survey" Group - CZ
- Car Show Booth - CZ
- Bus Trip to Grand Haven - JM, JB

MONTHLY HOURS OF TRAINING 26

YEAR TO DATE: 189

VOLUNTEER PROGRAM

MONTHLY

YEARLY

Work Requests: 179

Requests: 877

Work Volunteers: 9

Volunteers: 105

Requests Completed: 176

Requests Completed: 857

Area: Yard work requests, air conditioner requests, Recruit HDM & Van Drivers,

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	24	19
NUMBER OF HOURS	40	299	239
GROUP CONTACTS	1	9	---
GROUP HOURS	3	27	---

YEAR-TO-DATE INDIVIDUALS W/GROUPS 61

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

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

CATEGORY	Budget FY 2009/10	Projected 9 Month	Actual Expense YTD	Variance	Fiscal Balance YTD
Salaries	290,273	217,705	213,926	3,779	76,347
Fringe Benefits	163,513	122,635	104,216	18,419	59,297
Unemployment	2,500	1,875	1,070	805	1,430
Contracts*	108,300	81,225	62,776	18,449	45,524
Waiver	68,000	51,000	42,720	8,280	25,280
Home Repair/Chore Contracts	18,700	14,025	13,931	94	4,769
Travel /Conference	26,000	19,500	12,437	7,063	13,563
Utilities/COA	13,000	9,750	9,641	109	3,359
Telephone	16,700	12,525	871	11,654	15,829
Printing/Publishing/Ads	600	450	0	450	600
Supplies/Postage	7,000	5,250	4,932	318	2,068
Machine Lease/Purchase	1,500	1,125	1,286	-161	214
Computer Supplies	6,500	4,875	1,009	3,866	5,491
Nutrition	108,500	81,375	71,250	10,125	37,250
Special Nutrition	0	0	37,217	-37,217	-37,217
Home Chore/Repair Material	20,000	15,000	8,090	6,910	11,910
Uniforms	221	166	221	-55	0
Personal Care Supplies	5,000	3,750	180	3,570	4,820
Equipment	0	0	0	0	0
Volunteer Insurance	750	563	754	-192	-4
Volunteer Travel	5,219	3,914	2,694	1,220	2,525
Board Travel	1,610	1,208	1,610	-403	0
AAA Dues	2,575	1,931	2,478	-547	97
Membership/Subscription	800	600	646	-46	154
Miscellaneous	12,606	9,455	10,299	-845	2,307
Building Repair & Maintenance	17,000	12,750	8,661	4,089	8,339
MMAP Grant Expense	0	0	3,809	0	0
Van Grant 5310	4,500	3,375	4,458	0	0
Van Grant 5317	65,500	49,125	65,610	0	0
Reserves	30,670	23,003	0	0	0
Kitchen Fund*	21,000	15,750	15,140	610	5,860
Indirect Costs	36,935	27,701	27,701	0	9,234
TOTAL EXPENDITURES:	1,055,472	791,604	729,633	61,971	325,839

Cash Balances

Area Agency	20,801.07	***County Balances	
County***	243,494.75	General	30,505.97
Contingency	10,000.00	Fee Service	3,521.75
Interest (Oct 09 - April 10)	1,356.88	Homemaking	-2,908.88
Interest	36,616.03	POS	647.64
Kitchen Fund	-56,388.08	Waiver	9,508.29
Other****	34,584.41	Millage	202,219.98
Total:	290,465.06	Total:	243,494.75

YEAR TO DATE

Anticipated Income:	791,604.00
TOTAL INCOME:	907,785.89
TOTAL EXPENSE:	617,320.83
BALANCE:	290,465.06

Cash	110,465.06
Certificate of Deposit	180,000.00
	290,465.06

******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 -	47,625
Fee For Service -	1,586
Homemaking -	6,247
Purchase of Service -	4,740
Slip/Fall -	0
Tobacco -	2,578
AAARC -	0
Emergency RC -	0
TOTAL:	62,776

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

Funding Source:

	GRANTS	DONATIONS	FEES	MILLAGE	ADMIN	TOTAL EXPENSE
Case Coordination	14,333	809		63,876	11,727	90,745
Home Repair	3,229	11,953		15,120	6,093	36,395
Home Chore	4,860	12,804		33,016	7,983	58,663
Personal Care	14,512	6,225		26,146	11,304	58,187
Respite Care	9,273	2,168		16,389	7,551	35,381
Senior Center	3,234			29,436	9,252	41,922
Caregiver Trainer	6,122			14,761	2,592	23,475
Homemaking			2,491	3,756		6,247
Volunteer Program			1,863	9,048		10,911
Fee for Service			5,107	-3,521		1,586
Purchase of Service			4,888	-148		4,740
Waiver			47,547	-4,827		42,720
Misc AAA Grants	1,500		2,289	0		3,789
MMAP - State	3,825			0		3,825
MMAP - Local/Grants				0		0
Nutrition (millage & special)		1,235		107,232		108,467
County				202,580		202,580
Total:	60,888	35,194	64,185	512,864	56,502	729,633

Kitchen/Building Fund	
June 2010 (Monthly) Donations:	\$500.00
Year To Date Expenses:	
Utilities	6,963.53
Travel	2,446.45
Equipment	0.00
Supplies	51.57
Labor	3,789.76
Misc	0.00
Repairs & Maint	150.00
	\$13,401.31

Outstanding Monies due to Commission on Aging as of 06/30/10:	
AAA	14,126.00
Waiver (estimate)	10,133.00
A&D (estimate)	1,040.00
Purchase of Service (estimate)	1,200.00
Tobacco (estimate)	0.00
Total monies due COA	\$26,499.00
Outstanding Monies for June:	26,499.00
Actual year to date Income:	907,785.89
	\$934,284.89