



## Commission On Aging

[www.co.monroe.mi.us/commonaging](http://www.co.monroe.mi.us/commonaging)

A Division of the Monroe County  
Community Planning & Engagement Department

965 South Raisinville Rd.  
Monroe, MI 48161  
**734-240-3290**

Fax: 734-240-3286  
[mccoa@monroemi.org](mailto:mccoa@monroemi.org)

Jeff McBee  
Director

Cheryl Rivard  
Chair

Martin Kaufman  
Vice-Chair

Mary Gantzios

Larry Gramlich

Wayne Meehean

Cynthia McIlvain

Paul Simonton

Donald Spencer

Mary Ann  
Wertenberger

Monroe County Commission on Aging  
Regular Board Meeting  
January 12, 2022  
Monroe County Commission on Aging Board Room  
1:00 p.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Silent Prayer
5. Review of Organizational Meeting Procedures- Jeff McBee, Director
6. Election of Chairperson
7. Election of Vice Chairperson
8. Election of Secretary
9. Approval of Agenda
10. Public Comment
11. Special Presentations- RSVP: Monroe County Heat Map Project
12. Consent Agenda
  - A. Approval of Minutes of December 8, 2021 Regular Meeting
  - B. Strategic Planning Committee Notes of January 6, 2022
  - C. Finance Reports
  - D. Correspondence- None
  - E. Formal Agency Reports- None
13. Director's Report
14. Old Business- None
15. New Business
  - A. YMCA Request to Count On-Site Units
  - B. Budget Application Review Process Discussion
  - C. Memorials/Tributes to Former Board Members Discussion
  - D. Conflict of Interest Policy Review/Discussion
16. Public Comment
17. Commission Members' Comments
18. Adjournment



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The next Regular Board meeting will be on Wednesday, February 9, 2022, in the Monroe County Commission on Aging Board Room.

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following:

### Human Resources

125 East Second Street, Monroe, MI 48161, Voice (734) 240-7295, and TDY (734) 240-7301



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Policy #: MCCOA 15-01

*Title: Organizational Meeting Procedures*  
*Adopted: 04-08-2015*  
*Revised: N/A*

For its Organizational Meeting, The Monroe County Commission on Aging shall meet on the second Wednesday of January that is not designated a County holiday, or at another reasonable day and time fixed by the Commission on Aging Director, the Commission on Aging Assistant, or any Commission on Aging Board member.

The purpose of the Organizational Meeting shall be to elect a Chairperson, Vice-Chairperson, and any other designated officers, and administer oaths if necessary. The Board may also transact any other business properly brought before it.

The Director or Assistant shall act as the moderator of the Organizational Meeting until such time as the Chairperson of the Board is elected, after which time, the Chairperson shall preside at said meeting. If the Chairperson is not present, then the Vice-Chairperson shall preside after being elected.

The Organizational Meeting shall be held in the Commission on Aging Board Room, unless otherwise notified per the requirements of the Open Meetings Act, and shall be held in accordance with the Open Meetings Act.

**The following process shall be used for the election of Commission on Aging officers:**

1. The Director, Assistant, or Chairperson (following election) will call for nominations to be made by any Board member.
2. The Director, Assistant, or Chairperson will close the nominations after all Board members have had an opportunity to present their nominations.
3. If only one Board member is nominated, the Director, Assistant, or Chairperson will call for a motion to declare that person to be elected, and if a majority of the Board members are in favor of the motion, that one person nominated shall become the Chairperson, Vice-Chairperson, or other designated officer.
4. If more than one Board member is nominated for a designated office, the Director, Assistant, or Chairperson will call the roll of all Board members, in any order that the Director, Assistant, or Chairperson determines, where each Board member shall, by a public voice vote, declare his or her preference for the designated office being considered, and if one of the nominees receives five (5) affirmative roll call votes, that person shall immediately be declared that designated officer by the Director, Assistant, or Chairperson and no further motion or vote shall be necessary.



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5. If there are three or more nominees and the first roll call vote does not produce one nominee getting at least five (5) affirmative roll call votes, the Director, Assistant, or Chairperson will call for a second roll call vote for the top two vote getters only, and the one of those two who receives five (5) affirmative roll call votes shall immediately be declared the designated officer by the Director, Assistant, or Chairperson. If because of tied votes, there are more than two nominees who are the top two vote getters, then all said nominees who were the top two vote getters shall continue to be nominees, and all of those nominees that do not qualify as being the top two vote getters shall be eliminated. Roll call votes shall be continued until one nominee receives at least five (5) affirmative roll call votes.

[illegible]

## MONROE COUNTY COMMUNITY ENGAGEMENT SURVEY

Monroe County Retired & Senior Volunteer Program has partnered with the University of Chicago's RISC to gather information from Monroe County older adults about community connections and social participation. The goal of this survey is to identify gaps in our community that, once identified and resolved, may assist older adults. Your perspective is greatly appreciated. Participation indicates your consent.

Information provided by participants will remain strictly confidential. Only aggregate information will be shared with survey partners and approved parties.

1. What thoughts do you have about loneliness? \_\_\_\_\_  
\_\_\_\_\_
2. How many people do you live with (other than yourself)?  
☐ 0      ☐ 1      ☐ 2      ☐ 3      ☐ 4+
3. How often do you feel left out from events or gatherings around you?  
☐ Always      ☐ Often      ☐ Rarely      ☐ Never
4. How often do you find yourself craving connection with other people?  
☐ Always      ☐ Often      ☐ Rarely      ☐ Never
5. From the time you wake up in the morning, how long do you typically go without speaking to another person?  
☐ Less than an hour    ☐ 1-4 hours    ☐ 4-8 hours    ☐ 9-16 hours    ☐ All day
6. How often do you talk with acquaintances, friends, and/or family?  
☐ Daily    ☐ 3-6 times a week    ☐ 1-2 times a week    ☐ Monthly    ☐ Less than once/month    ☐ A few times a year    ☐ Never
7. Combined, how many hours do you watch T.V., listen to the radio or music and/or use a computer?  
☐ Less than an hour    ☐ 1-4 hours    ☐ 4-8 hours    ☐ 9-16 hours    ☐ All day
8. How often do you use social media (Facebook/Instagram, etc.)?  
☐ Daily    ☐ 3-6 times a week    ☐ 1-2 times a week    ☐ Monthly    ☐ Less than once/month    ☐ A few times a year    ☐ Never  
If you answered "Never", please explain why? \_\_\_\_\_
9. How many people do you have in your life who could run an errand or help you out?  
☐ 0      ☐ 1      ☐ 2      ☐ 3      ☐ 4+

10. How do you get to the grocery store and other community spaces?

- ☐ I drive   ☐ I am driven by a friend or family   ☐ Public Transportation  
☐ Volunteer Service   ☐ I don't   Other: \_\_\_\_\_

If you answered "I don't", please explain why? \_\_\_\_\_

11. How far away are most places you need to get to (stores, church, library, etc.)?

- ☐ Less than a mile   ☐ 1-2 Miles   ☐ 3-6 Miles   ☐ 7-10 Miles   ☐ Greater than 10 Miles

12. Do you have any pets?

- ☐ Yes   ☐ No

13. How would you describe your physical health?

- ☐ Excellent   ☐ Very Good   ☐ Average   ☐ Fair   ☐ Poor

14. How would you describe your mental and/or emotional health?

- ☐ Excellent   ☐ Very Good   ☐ Average   ☐ Fair   ☐ Poor

15. How often do you find yourself alone during an average day?

- ☐ All day   ☐ Most of the day   ☐ About half of the day   ☐ A few hours a day   ☐ Never

16. How often do you find yourself feeling lonely?

- ☐ All the time   ☐ Most of the time   ☐ About half of the time   ☐ Rarely   ☐ Never

17. What social groups are you part of (senior centers, church {faith community}, VFW groups, clubs, leagues, classes, exercise groups, etc.)?

Please list: \_\_\_\_\_  
\_\_\_\_\_

18. How often do you attend any of these groups?

- ☐ Daily   ☐ 3-6   ☐ 1-2   ☐ Monthly   ☐ Less than once/month   ☐ A few times   ☐ Never  
times a week   times a week   a year

19. Have you ever struggled with depression or anxiety?

- ☐ Yes, within the last 2 years   ☐ Yes, but it was a while ago   ☐ Never   ☐ Prefer not to say

20. Does hearing loss get in your way of interacting with people?

- ☐ Always   ☐ Often   ☐ Rarely   ☐ Never

21. Do physical issues get in your way of interacting with people or social groups?

- ☐ Always   ☐ Often   ☐ Rarely   ☐ Never

### Demographic Information:

Gender: ☐ Female   ☐ Male   ☐ Transgender   ☐ Prefer not to say   ☐ Other \_\_\_\_\_

Age:   ☐ 60-64   ☐ 65—69   ☐ 70—74   ☐ 75—79   ☐ 80—84   ☐ 85—89   ☐ 90+

Marital Status:   ☐ Married  
                                         Currently   ☐ Widowed   ☐ Separated  
                                                                                         or Divorced   ☐ Single

Street Name: \_\_\_\_\_

Zip Code: \_\_\_\_\_      Today's Date: \_\_\_\_\_

Optional:

☐ I would like someone from Monroe County RSVP to contact me to discuss community engagement opportunities or services available near me.

My Name: \_\_\_\_\_      Phone Number: \_\_\_\_\_

Please return this survey to Monroe RSVP  
15275 South Dixie Hwy.   Monroe, MI   48161





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## Monroe County Commission on Aging

### Regular Board Meeting Minutes

**December 8, 2021**

### Commission on Aging Conference Room

Cheryl Rivard, the Chairperson, called the meeting to order at 1:01 p.m.

**Members present** Mary Gantz, Larry Gramlich, Martin Kaufman, Cynthia McIlvain, Wayne Meehan, Cheryl Rivard, Paul Simonton, Donald Spencer, and Mary Ann Wertenberger

Cheryl Rivard, the Chairperson, introduced and welcomed Donald Spencer as the board's newest member.

Cheryl Rivard, the Chairperson, led the Pledge of Allegiance and silent prayer.

#### Approval of the Agenda:

Mary Ann Wertenberger made a motion to approve *December 8, 2021*, Regular Board Meeting Agenda as presented. Support by Wayne Meehan. **Motion carried.**

**Public Comment:** None

**Special Presentations:** None

#### Consent Agenda:

- A. Approval of Regular Meeting Minutes of November 10, 2021
- B. Strategic Planning Committee Notes - No Meeting Held
- C. Finance Reports of November 2021
- D. Correspondence Report – None
- E. Formal Agency Reports – None

Wayne Meehan made a motion to approve the Consent Agenda as presented and place on file. Supported by Cynthia McIlvain. **Motion carried.**

#### Directors' Report:

*Jeff McBee reported the following:*

##### ➤ Common Measures Report

The October 2021 Common Measures Reports provide the Commission with the provider's Cumulative Units Reported vs. Maximum, Cumulative Unduplicated Clients Served vs. Anticipated, Actual Expenditures vs. Total Budget, Total Budget Cost Per Unduplicated Client, and Actual Revenue vs. Budgeted Revenue.



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### ➤ **COA Website Views**

The monthly analytics snapshot shows how many hits the COA website received and the category most visited. During November 2021, 830 individuals visited the site, with Services as the most visited category.

### ➤ **Waitlist/Service Not Provided Summary**

Mr. McBee reported that from October 25, 2021, through November 25, 2021, there are 26 seniors placed on the following waitlist.

- RSVP 1
- Ramp Program 25

Jeff McBee reported that the Commission on Aging 2022 recommendations to the County Board of Commissioners were approved at the December 7, 2021, meeting.

**Old Business: None**

### **New Business:**

#### **A. 2022 Proposed Budget Calendar**

Jeff McBee recapped that there are no longer hearings for all funding applications rather having them only as needed and or requested.

Larry Gramlich made a motion to accept and place on file the 2022 Budget Calendar Schedule as presented. Cynthia McIlvain. **Motion carried.**

#### **A. Proposed MCCOA Policy 11-02 Revision**

Mary Ann Wertenberger made a motion to adopt the proposed MCCOA Policy 11-02 as presented. Supported by Paul Simonton. **Motion carried.**

#### **B. Senior Center Meal Unit Rate Change Request**

Sandie Pierce, Executive Director, Monroe Center for Healthy Aging, and Dianne Carroll, Executive Director, Bedford Senior Community Center, presented on behalf of all the senior centers requesting a unit rate increase for home deliver meals due to the increased usage of supply's and increase food cost.

Paul Simonton made a motion to adopt the recommendation to increase the senior center meals that are prepared and delivered to homebound seniors from a .5 unit to 1 unit, Supported by Donald Spencer.

Paul Iacoangeli recommends to include that the increase includes the centers that provide take-home meals as well since they too utilize the same supplies that are needed for home-delivered meals.

Cynthia McIlvain would like to amend the motion to include a center that provides take-home meals.



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Paul Simonton and Donald Spencer both agreed to include the amendment as part of the motion.

Amended motion: Paul Simonton made a motion to adopt the recommendation to increase the unit rate from .5 a unit to 1 unit for the senior center meals that are prepared and delivered to homebound seniors and for the center's that provide take-home meals. Supported by Donald Spencer. **Motion carried.**

**Public Comment: None**

### **Commission Members Comments:**

Members welcomed Donald Spencer to the board and wished everyone Happy Holidays.

Donald Spencer commented that he has been a supporter of the Senior Millage for many years and that he is looking forward to being a member of the Commission.

### **Adjournment:**

Wayne Meehean made a motion to adjourn. Supported by Paul Simonton. **Motion carried.** Meeting adjourned at 1:27 p.m.

The next Regular Board meeting takes place on Wednesday, January 12, 2022, at 1:00 p.m. at the Monroe County Commission on Aging, 965 South Raisinville Road, Monroe, MI 48161.

Vicky L. Terrasi, Recording Secretary

# Monroe County Commission on Aging Strategic Planning Committee Meeting Notes

January 6, 2022

Present: Cheryl Rivard, Marty Kaufman, and Jeff McBee.

Jeff McBee began the meeting at 2:02 p.m.

**1. Organizational Meeting Procedures Review:**

Jeff McBee reviewed the Organizational Meeting Procedures policy. He will review it with the full Board at the beginning of the Organizational meeting.

**2. Budget Application Review Discussion:**

Jeff McBee inquired as to whether the binders usually put together for the annual budget hearings will be necessary, due to as-needed only hearings. The Committee came to the consensus that the full binders are likely not necessary and alternatives can be discussed at the Board meeting.

**3. YMCA Request to Count On-Site Units:**

The Committee reviewed the request and recommends that the YMCA be allowed to count units served at the YMCA facility to eligible seniors.

**4. Communication from Bedford Senior Center Member:**

Jeff McBee reviewed complaints from a Bedford Senior Center member regarding appointments to the Center's Board and the process for the recent purchase of boilers for the Center. The Committee came to the consensus that these issues fall under the COA Grievance Procedure policy and that the complainant should be referred to the Center/Board to file an official complaint/grievance.

**5. Memorials/Tributes for Former Board Members:**

The Committee discussed potential ideas for memorials/tributes for former Board members. Proposed ideas included a listing of all former Board members with their dates of service on the website and/or a framed listing in the Board room.

**6. Conflict of Interest Policy:**

The Committee reviewed the current policy and came to the consensus that since there are new members and the budget process is beginning soon, that now would be a good time to review/discuss the policy with the full Board.

The meeting adjourned at 3:20 p.m.

The next meeting is scheduled for February 3, 2022 at 2:00 p.m. at the Commission on Aging.

Jeff McBee, Recording Secretary



RUN DATE: 01/04/22 10:31  
APPR

County of Monroe  
Appropriation Report

PAGE: 00174  
FISCAL DATE: 12/30/21 21/DEC

\*\* 280 SENIOR CITIZENS FUND

| Account #                           | Description            | Amended Budget | Committed | Encumbered | MTD Expenditures | YTD Expenditures | Balance    | % Exp  |
|-------------------------------------|------------------------|----------------|-----------|------------|------------------|------------------|------------|--------|
| 280-97000-965141                    | ALZHEIMER PROGRAM      | 22,848.00      | 0.00      | 0.00       | 0.00             | 8,602.00         | 14,246.00  | 37.65  |
| 280-97000-965165                    | MONROE SENIOR CITIZEN  | 408,520.00     | 0.00      | 0.00       | 4,923.52         | 408,520.00       | 0.00       | 100.00 |
| 280-97000-965175                    | ARTHUR LESHOW COMMUNIT | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97000-965185                    | FOSTER GRANDPARENT TRP | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97000-965186                    | AREA AGENCY ON AGING-M | 14,977.00      | 0.00      | 0.00       | 0.00             | 0.00             | 14,977.00  | 0.00   |
| 280-97000-965191                    | DEAF & HEARING IMPAIRE | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97000-965201                    | MILAN SENIOR MEALS ON  | 13,814.00      | 0.00      | 0.00       | 194.55           | 13,814.00        | 0.00       | 100.00 |
| 280-97000-965205                    | EMERGENCY FUEL         | 13,500.00      | 0.00      | 0.00       | 3,003.61         | 11,579.35        | 1,920.05   | 85.78  |
| 280-97000-965215                    | MILAN SENIOR CENTER    | 46,550.00      | 0.00      | 0.00       | 26.82            | 46,550.00        | 0.00       | 100.00 |
| 280-97000-965216                    | MILAN SENIOR TRNSPRT   | 8,100.00       | 0.00      | 0.00       | 0.00             | 8,100.00         | 0.00       | 100.00 |
| 280-97000-965220                    | MILAN SENIOR RESOURCE  | 13,760.00      | 0.00      | 0.00       | 0.00             | 0.00             | 13,760.00  | 0.00   |
| 280-97000-965225                    | ADULT DAY CARE SERVICE | 61,165.00      | 0.00      | 0.00       | 0.00             | 61,165.00        | 0.00       | 100.00 |
| 280-97000-965349                    | YMCA DIABETES PREVENTI | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97000-965389                    | YMCA                   | 37,795.00      | 0.00      | 0.00       | 2,824.67         | 35,099.39        | 2,695.61   | 92.87  |
| 280-97000-965390                    | MCOP VOLUNTEER CAREGIV | 3,000.00       | 0.00      | 0.00       | 454.00           | 2,562.00         | 438.00     | 85.40  |
| 280-97000-965400                    | AREA AG ON AGING-PURCH | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| TOTAL SPECIAL EXP/REV-OTHER         |                        | 3,328,591.00   | 0.00      | 0.00       | 210,350.15       | 2,985,641.53     | 342,949.47 | 89.70  |
| 97001 BOARD PROJECTS-OTHER AGENCIES |                        |                |           |            |                  |                  |            |        |
| 280-97001-830060                    | BOARD PROJECTS         | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965035                    | BEDFORD SENIOR CITIZEN | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965065                    | DUNDEE SENIOR CITIZEN  | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965075                    | FRENCHTOWN SR CITIZEN  | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965085                    | LAKE ERIE TRNSPRT      | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965091                    | SENIOR LEGAL SERVICES  | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965140                    | MONROE COUNTY OPORITUN | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965165                    | MONROE SENIOR CITIZEN  | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965191                    | DEAF & HEARING IMPAIRE | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965215                    | MILAN SENIOR CENTER    | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965226                    | WATER TOWER PARK SENIO | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965261                    | MONROE HOUSING COMMISS | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 280-97001-965310                    | LIVING INDEP FOR EVERY | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| TOTAL BOARD PROJECTS-OTHER A        |                        | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00       | 0.00   |
| 97500 SPECIAL APPROP TO OTHER FUNDS |                        |                |           |            |                  |                  |            |        |
| 280-97500-999101                    | TRANSFER OUT - GENERAL | 223,055.00     | 0.00      | 0.00       | 0.00             | 161,655.99       | 61,399.01  | 72.47  |
| TOTAL SPECIAL APPROP TO OTHE        |                        | 223,055.00     | 0.00      | 0.00       | 0.00             | 161,655.99       | 61,399.01  | 72.47  |

RUN DATE: 01/04/22 10:31  
APPR

County of Monroe  
Appropriation Report

PAGE: 00175  
FISCAL DATE: 12/30/21 21/DEC

\*\* 280 SENIOR CITIZENS FUND

| Account #                      | Description | Amended<br>Budget | Committed | Encumbered | MTD<br>Expenditures | YTD<br>Expenditures | Balance    | %<br>Exp |
|--------------------------------|-------------|-------------------|-----------|------------|---------------------|---------------------|------------|----------|
| TOTAL 280 SENIOR CITIZENS FUND |             | 3,564,601.00      | 0.00      | 0.00       | 210,350.15          | 3,147,297.52        | 417,303.48 | 88.29    |

RUN DATE: 01/04/22 10:31

County of Monroe

PAGE: 00059

APPR

Appropriation Report

FISCAL DATE: 12/30/21 21/DEC

\*\* 101 GENERAL FUND 67200 COMMISSION ON AGING

| Account #                 | Description            | Amended Budget | Committed | Encumbered | MTD Expenditures | YTD Expenditures | Balance   | % Exp  |
|---------------------------|------------------------|----------------|-----------|------------|------------------|------------------|-----------|--------|
| 101-67200-705000          | SALARIES AND WAGES     | 80,404.00      | 0.00      | 0.00       | 6,362.41         | 81,779.92        | -1,375.92 | 101.71 |
| 101-67200-706500          | SICK PAY BANK          | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| 101-67200-707100          | PART TIME EMPLOYEES    | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| 101-67200-707200          | BD/COM/AUTH PER DIEM   | 6,000.00       | 0.00      | 0.00       | 225.00           | 1,700.00         | 4,300.00  | 28.33  |
| 101-67200-715000          | SOCIAL SECURITY        | 6,610.00       | 0.00      | 0.00       | 476.35           | 6,028.92         | 581.08    | 91.21  |
| 101-67200-716000          | EMPLOYERS-RETIREMENT   | 24,239.00      | 0.00      | 0.00       | 1,936.08         | 24,885.64        | -646.64   | 102.67 |
| 101-67200-716001          | DC RETIREMENT          | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| 101-67200-716010          | EMPLOYERS-RET HEALTH C | 28,397.00      | 0.00      | 0.00       | 2,251.94         | 29,230.29        | -833.29   | 102.93 |
| 101-67200-716012          | EMPLOYER-HCS           | 0.00           | 0.00      | 0.00       | 55.80            | 708.19           | -708.19   | 0.00   |
| 101-67200-717000          | UNEMPLOYMENT INSURANCE | 86.00          | 0.00      | 0.00       | 6.63             | 83.84            | 2.16      | 97.49  |
| 101-67200-718000          | WORKERS COMPENSATION I | 48.00          | 0.00      | 0.00       | 3.59             | 45.78            | 2.22      | 95.38  |
| 101-67200-719000          | HEALTH INSURANCE       | 16,433.00      | 0.00      | 0.00       | 1,264.00         | 16,432.00        | 1.00      | 99.99  |
| 101-67200-720000          | LIFE INSURANCE         | 133.00         | 0.00      | 0.00       | 10.94            | 142.22           | -9.22     | 106.93 |
| 101-67200-721000          | OPTICAL INSURANCE      | 118.00         | 0.00      | 0.00       | 9.06             | 117.78           | 0.22      | 99.81  |
| 101-67200-722000          | DENTAL INSURANCE       | 895.00         | 0.00      | 0.00       | 68.84            | 844.92           | 0.08      | 99.99  |
| 101-67200-723000          | DISABILITY INSURANCE   | 730.00         | 0.00      | 0.00       | 58.28            | 748.97           | -18.97    | 102.60 |
| 101-67200-725000          | ACCURED WAGES AND FRIN | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| 101-67200-728000          | OFFICE SUPPLIES        | 2,000.00       | 0.00      | 0.00       | 36.09            | 283.80           | 1,716.20  | 14.19  |
| 101-67200-729000          | PRINTING AND IMAGING   | 600.00         | 0.00      | 0.00       | 0.00             | 0.00             | 600.00    | 0.00   |
| 101-67200-730000          | POSTAGE AND MAILING FE | 1,500.00       | 0.00      | 0.00       | 1.76             | 17.24            | 1,482.76  | 1.15   |
| 101-67200-731000          | COMPUTER & DATA PROC S | 1,600.00       | 0.00      | 0.00       | 0.00             | 0.00             | 1,600.00  | 0.00   |
| 101-67200-803000          | PRE-EMPLOYMENT PHYSICA | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| 101-67200-810000          | BOARD PER DIEM         | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| 101-67200-810020          | BOARD MEMBERS TRAVEL   | 3,250.00       | 0.00      | 0.00       | 111.10           | 936.54           | 2,313.46  | 28.82  |
| 101-67200-814015          | SOFTWARE LICENSE FEE   | 20,651.00      | 0.00      | 0.00       | 0.00             | 19,352.75        | 1,298.25  | 93.71  |
| 101-67200-814016          | PAYROLL SERVICES       | 815.00         | 0.00      | 0.00       | 74.31            | 638.08           | 176.92    | 78.29  |
| 101-67200-826000          | LEGAL AND PROFESSIONAL | 2,400.00       | 0.00      | 0.00       | 0.00             | 0.00             | 2,400.00  | 0.00   |
| 101-67200-830000          | ASSOCIATION & MEMBERSH | 225.00         | 0.00      | 0.00       | 0.00             | 32.50            | 187.50    | 138.89 |
| 101-67200-831000          | TELEPHONE              | 515.00         | 0.00      | 0.00       | 24.50            | 359.55           | 155.45    | 69.82  |
| 101-67200-861000          | TRAVEL                 | 850.00         | 0.00      | 0.00       | 0.00             | 0.00             | 850.00    | 0.00   |
| 101-67200-864000          | CONFERENCE AND CONVENT | 300.00         | 0.00      | 0.00       | 0.00             | 0.00             | 300.00    | 0.00   |
| 101-67200-864080          | CONF/CONVENTION BOARD  | 100.00         | 0.00      | 0.00       | 0.00             | 0.00             | 100.00    | 0.00   |
| 101-67200-911000          | GENERAL LIABILITY INSU | 1,354.00       | 0.00      | 0.00       | 108.10           | 1,389.33         | -35.33    | 102.61 |
| 101-67200-921000          | ELECTRICITY            | 1,500.00       | 0.00      | 0.00       | 94.42            | 1,370.63         | 128.37    | 91.38  |
| 101-67200-922000          | WATER AND SEWAGE       | 200.00         | 0.00      | 0.00       | 12.71            | 126.79           | 73.21     | 63.40  |
| 101-67200-923000          | HEATING FUEL           | 600.00         | 0.00      | 0.00       | 90.34            | 475.92           | 124.08    | 79.32  |
| 101-67200-933000          | MAINT-OFFICE EQUIP AND | 100.00         | 0.00      | 0.00       | 0.00             | 0.00             | 100.00    | 0.00   |
| 101-67200-942000          | COPIER EXPENSE/LEASE   | 2,000.00       | 0.00      | 0.00       | 142.78           | 801.93           | 1,198.07  | 40.10  |
| 101-67200-963000          | CENTRAL SERVICES/INDIR | 19,002.00      | 0.00      | 0.00       | 0.00             | 19,002.00        | 0.00      | 100.00 |
| 101-67200-960575          | C.O.-COMPUTER SOFTWARE | 0.00           | 0.00      | 0.00       | 0.00             | 0.00             | 0.00      | 0.00   |
| TOTAL COMMISSION ON AGING |                        | 223,655.00     | 0.00      | 0.00       | 13,425.03        | 207,865.53       | 15,789.47 | 92.94  |



RUN DATE: 01/04/22 10:33  
REVEN

County of Monroe  
Revenue Report

PAGE: 00068  
FISCAL DATE: 12/30/21 21/DEC

\*\* 280 SENIOR CITIZENS FUND

| Account #                                       | Description | Amended<br>Budget | MTD<br>Receipts | YTD<br>Receipts | Balance     | %<br>Coll |
|-------------------------------------------------|-------------|-------------------|-----------------|-----------------|-------------|-----------|
| 89800 FUND BALANCE CARRYFORWARD                 |             |                   |                 |                 |             |           |
| 280-89800-695001 FUND BALANCE CARRYFORWARD-REV  |             | -565,184.00       | 0.00            | 0.00            | -565,184.00 | 0.00      |
| TOTAL FUND BALANCE CARRYFORWARD                 |             | -565,184.00       | 0.00            | 0.00            | -565,184.00 | 0.00      |
| 97000 SPECIAL EXP/REV-OTHER AGENCIES            |             |                   |                 |                 |             |           |
| 280-97000-402000 CURRENT PROPERTY TAXES         |             | -2,886,417.00     | -109,731.38     | -2,830,259.93   | -66,157.07  | 97.72     |
| 280-97000-415000 PRIOR YEAR TAX ADJUSTMENTS     |             | 22,750.00         | -9.95           | 5,807.85        | 16,942.15   | 25.53     |
| 280-97000-420000 DELINQUENT PERSONAL PROP TAXES |             | -3,500.00         | 0.00            | -3,389.27       | -110.73     | 96.84     |
| 280-97000-434020 OTH TAXES-PYMT IN LIEU OF TAX  |             | -7,500.00         | -197.92         | -7,806.33       | -306.33     | 104.08    |
| 280-97000-437000 INDUSTRIAL FACILITY TAX        |             | -11,500.00        | 0.00            | -9,578.93       | -1,921.07   | 83.30     |
| 280-97000-445000 TAXES-PENALTIES & INT ON TAXES |             | -250.00           | 0.00            | -86.44          | -163.56     | 34.58     |
| 280-97000-573000 LC STABIL SHARE TAX 2014 PA60  |             | -100,000.00       | 0.00            | -210,026.28     | 110,026.28  | 210.03    |
| 280-97000-576000 STATE GRANT-SHARE INV LOSS     |             | 0.00              | 0.00            | 0.00            | 0.00        | 0.00      |
| 280-97000-665000 INTEREST INCOME                |             | -2,000.00         | -227.50         | -2,623.97       | 623.97      | 131.20    |
| 280-97000-676070 SPECIAL REVENUE-REIMBURSEMENT  |             | -1,000.00         | 0.00            | -761.75         | -238.25     | 76.18     |
| 280-97000-677000 OTHER REVENUE-MISCELLANEOUS    |             | 0.00              | 0.00            | 0.00            | 0.00        | 0.00      |
| 280-97000-687030 REBATES-PRESCRIPTION           |             | 0.00              | 0.00            | 0.00            | 0.00        | 0.00      |
| TOTAL SPECIAL EXP/REV-OTHER AGENCIES            |             | -2,999,417.00     | -110,166.75     | -3,058,725.05   | 59,308.05   | 101.98    |
| 99999 FUND LEVEL                                |             |                   |                 |                 |             |           |
| 280-99999-688000 DEFAULT DISCOUNT               |             | 0.00              | 0.00            | 0.00            | 0.00        | 0.00      |
| TOTAL FUND LEVEL                                |             | 0.00              | 0.00            | 0.00            | 0.00        | 0.00      |
| TOTAL 280 SENIOR CITIZENS FUND                  |             | -3,564,601.00     | -110,166.75     | -3,058,725.05   | -505,875.95 | 85.81     |

COA Director's Report Items (1/12/22)

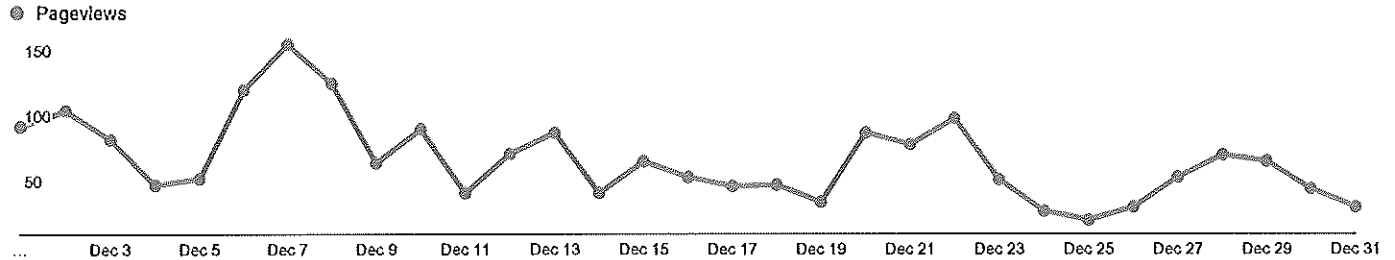
1. Common Measures Reports – To be Included in Packet
2. COA Website Views – Included in Packet
3. Waitlist/Service not Provided Summary – Included in Packet

## Commission on Aging

All Users  
1.63% Pageviews

Dec 1, 2021 - Dec 31, 2021

Report Tab



| Page                                                                                                                                   | Pageviews                         | Users                            |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------|
|                                                                                                                                        | <b>1,790</b>                      | <b>686</b>                       |
|                                                                                                                                        | % of Total:<br>1.63%<br>(110,045) | % of Total:<br>2.16%<br>(31,757) |
| 1. /officials_and_departments/departments/commission_on_aging/index.php                                                                | <b>568</b><br>(31.73%)            | <b>182</b><br>(20.38%)           |
| 2. /officials_and_departments/departments/commission_on_aging/services.php                                                             | <b>302</b><br>(16.87%)            | <b>100</b><br>(11.20%)           |
| 3. /officials_and_departments/departments/commission_on_aging/community_based_services/emergency_housing_shelters_homelessnes<br>s.php | <b>94</b><br>(5.25%)              | <b>59</b><br>(6.61%)             |
| 4. /officials_and_departments/departments/commission_on_aging/agenda_s_and_minutes.php                                                 | <b>88</b><br>(4.92%)              | <b>42</b><br>(4.70%)             |
| 5. /officials_and_departments/departments/commission_on_aging/in-home_services/home_delivered_meals.php                                | <b>66</b><br>(3.69%)              | <b>46</b><br>(5.15%)             |
| 6. /officials_and_departments/departments/commission_on_aging/resource_guides.php                                                      | <b>60</b><br>(3.35%)              | <b>23</b><br>(2.58%)             |
| 7. /officials_and_departments/departments/commission_on_aging/multi-purpose_senior_centers.php                                         | <b>58</b><br>(3.24%)              | <b>24</b><br>(2.69%)             |
| 8. /officials_and_departments/departments/commission_on_aging/community_based_services/meals_and_nutrition.php                         | <b>49</b><br>(2.74%)              | <b>45</b><br>(5.04%)             |
| 9. /officials_and_departments/departments/commission_on_aging/community_based_services/transportation_services.php                     | <b>44</b><br>(2.46%)              | <b>35</b><br>(3.92%)             |
| 10. /officials_and_departments/departments/commission_on_aging/housing_in_monroe_county/apartments.php                                 | <b>37</b><br>(2.07%)              | <b>29</b><br>(3.25%)             |
| 11. /officials_and_departments/departments/commission_on_aging/community_based_services/clothing_resources_household_goods.php         | <b>35</b><br>(1.96%)              | <b>29</b><br>(3.25%)             |
| 12. /officials_and_departments/departments/commission_on_aging/medical_services/hospitals.php                                          | <b>33</b><br>(1.84%)              | <b>27</b><br>(3.02%)             |
| 13. /officials_and_departments/departments/commission_on_aging/community_based_services/domestic_violence.php                          | <b>30</b><br>(1.68%)              | <b>16</b><br>(1.79%)             |
| 14. /officials_and_departments/departments/commission_on_aging/in-home_services/home_care_services.php                                 | <b>26</b><br>(1.45%)              | <b>16</b><br>(1.79%)             |
| 15. /officials_and_departments/departments/commission_on_aging/housing_in_monroe_county/nursing_homes.php                              | <b>24</b><br>(1.34%)              | <b>20</b><br>(2.24%)             |
| 16. /officials_and_departments/departments/commission_on_aging/community_based_services/volunteer_services.php                         | <b>23</b><br>(1.28%)              | <b>17</b><br>(1.90%)             |
| 17. /officials_and_departments/departments/commission_on_aging/housing_in_monroe_county/housing_commissions.php                        | <b>22</b><br>(1.23%)              | <b>19</b><br>(2.13%)             |
| 18. /officials_and_departments/departments/commission_on_aging/coa_board_meetings.php                                                  | <b>21</b><br>(1.17%)              | <b>9</b><br>(1.01%)              |
| 19. /officials_and_departments/departments/commission_on_aging/community_based_services/counseling.php                                 | <b>21</b><br>(1.17%)              | <b>18</b><br>(2.02%)             |
| 20. /officials_and_departments/departments/commission_on_aging/community_based_services/legal_service.php                              | <b>16</b><br>(0.89%)              | <b>12</b><br>(1.34%)             |

|                                                                                                                                                                                      |               |               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 21. /officials_and_departments/departments/commission_on_aging/about_us/index.php                                                                                                    | 15<br>(0.84%) | 11<br>(1.23%) |
| 22. /officials_and_departments/departments/commission_on_aging/community_based_services/support_groups.php                                                                           | 15<br>(0.84%) | 11<br>(1.23%) |
| 23. /officials_and_departments/departments/commission_on_aging/community_based_services/loan_closets_(dme).php                                                                       | 13<br>(0.73%) | 11<br>(1.23%) |
| 24. /officials_and_departments/departments/commission_on_aging/in-home_services/hospice_and_palliative_care.php                                                                      | 10<br>(0.56%) | 8<br>(0.90%)  |
| 25. /officials_and_departments/departments/commission_on_aging/multi-purpose_senior_centers_and_groups.php                                                                           | 10<br>(0.56%) | 2<br>(0.22%)  |
| 26. /officials_and_departments/departments/commission_on_aging/in-home_services/utility_assistance.php                                                                               | 9<br>(0.50%)  | 6<br>(0.67%)  |
| 27. /officials_and_departments/departments/commission_on_aging/about_us/board_members.php                                                                                            | 8<br>(0.45%)  | 6<br>(0.67%)  |
| 28. /officials_and_departments/departments/commission_on_aging/in-home_services/home_repairs_maintenance.php                                                                         | 7<br>(0.39%)  | 5<br>(0.56%)  |
| 29. /officials_and_departments/departments/commission_on_aging/medical_services/medical_equipment.php                                                                                | 7<br>(0.39%)  | 6<br>(0.67%)  |
| 30. /officials_and_departments/departments/commission_on_aging/about_us/coa_presentation.php                                                                                         | 6<br>(0.34%)  | 5<br>(0.56%)  |
| 31. /officials_and_departments/departments/commission_on_aging/community_based_services/index.php                                                                                    | 6<br>(0.34%)  | 3<br>(0.34%)  |
| 32. /officials_and_departments/departments/commission_on_aging/other_resources.php                                                                                                   | 6<br>(0.34%)  | 3<br>(0.34%)  |
| 33. /officials_and_departments/departments/commission_on_aging/about_us/coa_staff.php                                                                                                | 5<br>(0.28%)  | 5<br>(0.56%)  |
| 34. /officials_and_departments/departments/commission_on_aging/community_based_services/abuse_and_neglect.php                                                                        | 5<br>(0.28%)  | 5<br>(0.56%)  |
| 35. /officials_and_departments/departments/commission_on_aging/community_based_services/caregiver_resources.php                                                                      | 5<br>(0.28%)  | 3<br>(0.34%)  |
| 36. /officials_and_departments/departments/commission_on_aging/housing_in_monroe_county/assisted_living_memory_care.php                                                              | 5<br>(0.28%)  | 5<br>(0.56%)  |
| 37. /officials_and_departments/departments/commission_on_aging/in-home_services/visiting_nurses_and_physicians.php                                                                   | 5<br>(0.28%)  | 4<br>(0.45%)  |
| 38. /officials_and_departments/departments/commission_on_aging/about_us/service_definitions.php                                                                                      | 4<br>(0.22%)  | 4<br>(0.45%)  |
| 39. /officials_and_departments/departments/commission_on_aging/events.php                                                                                                            | 4<br>(0.22%)  | 1<br>(0.11%)  |
| 40. /officials_and_departments/departments/commission_on_aging/the_opportunity_center_at_alcc.php                                                                                    | 4<br>(0.22%)  | 2<br>(0.22%)  |
| 41. /officials_and_departments/departments/commission_on_aging/about_us/annual_reports.php                                                                                           | 3<br>(0.17%)  | 2<br>(0.22%)  |
| 42. /officials_and_departments/departments/commission_on_aging/community_based_services/meals_and_nutrition.php?fbclid=IwAR19nZdH91NHx7ZFddQvv99Q4tAB3d__HTzNSj1kU4H3vmBOehWtt36KJGk | 3<br>(0.17%)  | 2<br>(0.22%)  |
| 43. /officials_and_departments/departments/commission_on_aging/about_us/by-laws_and_policies.php                                                                                     | 2<br>(0.11%)  | 2<br>(0.22%)  |
| 44. /officials_and_departments/departments/commission_on_aging/community_based_services/adult_day_services.php                                                                       | 2<br>(0.11%)  | 2<br>(0.22%)  |
| 45. /officials_and_departments/departments/commission_on_aging/historic_minutes.php                                                                                                  | 2<br>(0.11%)  | 1<br>(0.11%)  |
| 46. /officials_and_departments/departments/commission_on_aging/housing_in_monroe_county/index.php                                                                                    | 2<br>(0.11%)  | 1<br>(0.11%)  |
| 47. /officials_and_departments/departments/commission_on_aging/medical_services/index.php                                                                                            | 2<br>(0.11%)  | 2<br>(0.22%)  |
| 48. /officials_and_departments/departments/commission_on_aging/services.php?fbclid=IwAR34iwt-2wJNma-6oiWxIMyc-1xtu7d2p9i2VxIKbzv_sz0RF258BZNADEs                                     | 2<br>(0.11%)  | 1<br>(0.11%)  |
| 49. /officials_and_departments/departments/commission_on_aging/about_us/agenda_s_and_minutes.php                                                                                     | 1<br>(0.06%)  | 1<br>(0.11%)  |
| 50. /officials_and_departments/departments/commission_on_aging/community_based_services/health_and_wellness.php                                                                      | 1<br>(0.06%)  | 1<br>(0.11%)  |
| 51. /officials_and_departments/departments/commission_on_aging/community_based_services/meals_and_nutrition.php?fbclid=IwAR0DxdqMYR0lafvLZLI8AXqJ5MCmM2GpPIKdVvk7goiOJCEH40KRj5uSA0A | 1<br>(0.06%)  | 1<br>(0.11%)  |
| 52. /officials_and_departments/departments/commission_on_aging/community_based_services/meals_and_nutrition.php?fbclid=IwAR0yaRobJBR9mBFXqsxrT8OfAR5tjk87PqAUdUCbC57v8LiMrF4mxoLG38l | 1<br>(0.06%)  | 1<br>(0.11%)  |
| 53. /officials_and_departments/departments/commission_on_aging/in-home_services/home_chore_services.php                                                                              | 1<br>(0.06%)  | 1<br>(0.11%)  |
| 54. /officials_and_departments/departments/commission_on_aging/in-home_services/index.php                                                                                            | 1<br>(0.06%)  | 1<br>(0.11%)  |



## Commission On Aging

[www.co.monroe.mi.us/commonaging](http://www.co.monroe.mi.us/commonaging)

A Division of the Monroe County  
Community Planning & Engagement Department

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965 South Raisinville Rd.  
Monroe, MI 48161  
**734-240-3290**

Fax: 734-240-3286  
[mccoa@monroemi.org](mailto:mccoa@monroemi.org)

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Jeff McBee  
Director

Cheryl Rivard  
Chair

Martin Kaufman  
Vice-Chair

Mary Gantz

Larry Gramlich

Wayne Meehan

Cynthia McIlvain

Paul Simonton

Donald Spencer

Mary Ann  
Wertenberger

To: Commission on Aging Board Members

From: Jeff McBee

Date: January 5, 2022

RE: Waitlist/Requested Service Not Provided- December 2021

The following is a summary of all reported seniors placed or remaining on a waitlist and seniors requesting service that was not provided from November 25<sup>th</sup> of 2021 through December 25<sup>th</sup> of 2021:

### Retired & Senior Volunteer Program

- 1 senior requested a ride that was not provided because a volunteer driver was not available.

### United Way Project Ramp

- There are currently 25 reported seniors awaiting a ramp.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

December 13, 2021

Cheryl Rivard, Chairwoman  
Jeff McBee, Director  
Monroe County Commission on Aging  
965 South Ralsinville Road  
Monroe, MI 48161

Dear Chairwoman Rivard & Mr. McBee:

I am writing to request the Monroe Family YMCA be placed on the agenda for the January 12, 2022 meeting. We would like to request permission for unit allowance to be utilized for the Enhance@Fitness Program at the Monroe Family YMCA site.

Twenty Monroe County seniors are currently enrolled in the class at the YMCA. Historically, participants in the Enhance Fitness classes at the YMCA have paid a \$50 fee per session to partake. This class has been open to all seniors, regardless of YMCA membership status. Recently our steadfast participants have challenged this fee, as they see that all other Monroe County Enhance Fitness locations are offered for free.

Meeting the needs of Monroe County seniors remains a priority for us. Offering Enhance@Fitness at no cost, regardless of membership status at the YMCA, will provide an equal opportunity for seniors and provide us an opportunity to serve additional seniors in our community.

Thank you for consideration of this request.

Sincerely,

Kristin Irwin  
CEO

CC: Vicky Terrasi, Assistant



## Commission On Aging

[www.co.monroe.mi.us/commonaging](http://www.co.monroe.mi.us/commonaging)

A Division of the Monroe County  
Community Planning & Engagement Department

965 South Raisinville Rd.  
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Jeff McBee  
Director

Cheryl Rivard  
Chair

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Vice-Chair

Mary Gantzios

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Wayne Meehean

Cynthia McIlvain

Paul Simonton

Donald Spencer

Mary Ann  
Wertenberger

**Service Name:**

Evidence-Based Prevention/Health Promotion Programs

**Date Adopted:**

7/12/2017

**Date Revised:**

N/A

**Service Definition:**

A service program that provides information and support to older adults with the intent to assist them in avoiding illness and improving health status.

Allowable programs include:

- Caregiver Education
- Health Risk Assessments
- Health Promotion Programs
- Physical fitness, group exercise, music, art, dance movement therapy; programs for multi-generational participation
- Medication management, screening, and education to prevent incorrect medication and adverse drug reactions
- Mental Health Screening Programs
- Education programs pertaining to the use of Preventative Health Services covered under Title XVIII of the Social Security Act
- Information programs concerning diagnosis, prevention, treatment and rehabilitation of age related diseases and chronic disabling conditions

**Unit of Service:**

One hour of direct client service. Units over/under an hour are to be reported in 15-minute increments. When serving more than one eligible participant simultaneously, unit(s) are divided among participants.

### Minimum Requirements:

1. Programs shall utilize staff with specific training and/or experience in the particular service area(s) being provided.
2. Programs shall target geographic areas which are medically underserved and which there are a significant number of older adults who have the greatest economic need for such services.
3. Programs should be provided at locations and in facilities convenient to older participants.
4. Only evidenced based programs meeting the highest criteria (tier 3 as defined by the Administration on Aging) will be considered for funding. An



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approved program list can found at  
<https://www.ncoa.org/resources/ebpchart/> or by contacting the Monroe  
County Commission on Aging.





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Policy #: MCCOA 13-02

*Title:* Conflict Of Interest

*Adopted:* 09/11/2013

*Revised:* 08/13/2014

The following provisions are designed to preclude the use of membership on, or employment with, the Monroe County Commission on Aging (COA) for purposes which are, or give the appearance of being, motivated by a financial interest in, a relationship to, and/or involvement in an issue that is presented to the Board for action:

1. For purposes of applying the following rules as conflict of interest, a conflict shall exist under the following conditions:
  - a. The board or staff member has, or within the twelve months preceding the vote had, an ownership, employment, contractual, or fiduciary relationship in regard to the matter to be considered.
  - b. The board or staff member is a member of an agency board, or agency committee and the decision of the Commission on Aging will directly affect that agency, its program, its budget, and/or its funding from the Commission on Aging.
2. Board members of the COA or any of its organizational units with conflicts of interest may participate in the discussion of a matter in which they have an interest, but in no case shall be allowed to vote on that matter.
3. Staff members shall not engage in activities that would constitute a conflict of interest.
4. Prior to a matter being considered at a meeting, disclosure of a conflict of interest shall be announced at the meeting by the person(s) having an interest as defined above.
5. The recording Secretary of the Commission on Aging shall note in the minutes of the meeting that the conflict of interest has been disclosed and that the Board member has not voted on the issue.
6. Questions regarding conflict of interest shall be settled by majority vote of the COA.