



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
Community Planning & Engagement
Department

965 South Raisinville Rd.
Monroe, MI 48161
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Jason Berry
Director

Donald Spencer
Chairman

Martin Kaufman
Vice-Chairman

Mary Ann Wertenberger
Secretary

Mary Gantzoz

Larry Gramlich

Cynthia McIlvain

Wayne Meehean

Paul Simonton

Dave Emmerich

Monroe County Commission on Aging

Regular Board Meeting Minutes

May 8, 2024

Commission on Aging Conference Room

Don Spencer called the meeting to order at 1:03 p.m.

Members present Don Spencer, Martin Kaufman,
Cynthia McIlvain, Dave Emmerich,
Mary Ann Wertenberger, Wayne Meehean

Members excused: Mary Gantzoz, Larry Gramlich, Paul Simonton

Approval of the Agenda:

Motion to approve the May 8, 2024 Regular Board Meeting Agenda as presented.

Motion by: Wayne Meehean

Supported by: Mary Ann Wertenberger

Motion carried.

Public Comment: None

Special Presentations:

Monroe YMCA Presented by: Kristin Irwin, Executive Director

Thankful for the support from the Board. The Enhanced Fitness Program is an evidenced-based fitness program designed for senior adults, regardless of fitness level. The program supports independent living by encouraging participants to become more active and energized. There are four Enhanced Fitness sites, which are free to all seniors in Monroe County due to the millage. The LIVESTRONG Cancer Survivorship Program is an evidenced-based program which supports adult cancer survivors to reclaim their health and well-being following a cancer diagnosis. There are a total of six participants per session. The program offers a free membership for one year.

Consent Agenda:

- A. Approval of the Minutes of the April 10, 2024 Regular Meeting.
- B. Strategic Planning Committee notes of April 16, 17, and 18, 2024.
- C. Finance Reports
- D. Correspondence – None.
- E. Formal Agency Reports – None



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Motion to approve by: Cynthia McIlvain
Motion Carried.

Supported by: Wayne Meehan

Directors' Report:

Jason Berry reported the following:

➤ **Common Measures Report**

The April 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.

➤ **COA Website Views**

The monthly analytics snapshot shows how many hits the COA website received and the categories most visited. Transportation was the most viewed at 190. During April 2024 there were 616 total views.

➤ **Waitlist/Service Not Provided Summary**

Mr. Berry reported that from March 25, 2024, through April 25, 2024, there are 42 reported seniors on the Project Ramp waitlist.

Old Business:

A. Frenchtown Senior Citizens Adult Day Services Program Probation Update

- a. Paul Iacoangeli reported that it is his intention to keep the current program director, stating "she is deemed a qualified professional".

B. Frenchtown Senior Citizens Adult Day Services Supporting documentation

New Business:

A. Motion to Approve Memory Lane Care Services additional funding for 2024 -Additional 430 units at \$76 per unit for a total of \$32,680.00

Motion by: Wayne Meehan

Supported by: Cynthia McIlvain

Roll Call Vote Taken:

Don Spencer - Yes

Martin Kaufman - Yes

Wayne Meehan - Yes

Dave Emmerich - Yes

Mary Ann Wertenberger – Yes

Cynthia McIlvain - Yes

Motion Carried.

B. Motion to Approve the 2023 Annual Report Review

Motion by: Wayne Meehan

Supported by: Cynthia McIlvain

Motion Approved.



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C. Discussion on Frenchtown Senior Citizens Adult Day Services Program Probation status:

a. Timeline of events:

1. 11/08/23: Ad Hoc Committee appointed at COA regular board meeting by chair.
2. 2/1/24: Monroe County Commission on Aging Ad Hoc Committee report completed
3. 2/1/24: Strategic Planning Committee reviews memorandum letter from Ad Hoc Committee and recommends Frenchtown Senior Citizens Adult Day Services program be placed on a 90 day probation
4. 2/14/24: Probation for Frenchtown Senior Citizens Adult Day Services approved at COA Board at monthly meeting for February 14, 2024 to May 13, 2024
5. 2/14/24: Probation notification letter sent to Frenchtown Senior Citizens Adult Day Services by COA director
6. 2/28/24: Appeal of Probation by Frenchtown Senior Citizens Adult Day Services submitted to COA director
7. 3/13/24: Appeal by Frenchtown Senior Citizens Adult Day Services denied at COA Board Meeting
8. 3/13/24: Revision of probation date approved at COA Board Meeting for March 13, 2024 to June 11, 2024
9. 4/10/24: Progress of Frenchtown Senior Citizens Adult Day Services Update



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b. Memorandum

To: Monroe County Commission on Aging

cc. Jason Berry, Director, Monroe County Commission on Aging

From: Ad Hoc Committee,

Paul Simonton, Donald A. Spencer, Mary Ann Wertenberger

Date: 2/1/2024

Subject: Commission on Aging Ad Hoc Committee Report, 2/1/2024,

Findings and Recommended Actions

On November 8th, 2023 Chairperson Cheryl Rivard of the Monroe County Commission on Aging appointed an Ad Hoc Committee to prepare an action plan to assist in the development of goals for the Frenchtown Senior Center Inc. Adult Day Service Program. This need was established over the past several years because of declining client enrollment which has fallen far below the past number of clients served and caused a significant reduction in the units of service delivered which the Commission on Aging funding is based upon.

The Ad Hoc Committee has conducted its work and the attached Monroe County Commission on Aging Ad Hoc Committee Report dated 2/1/2024 outlines the background, activities, findings (5) and recommended actions to bring the Adult Day Service program into compliance with the terms of its contract with the Monroe County Commission on Aging.

The Ad Hoc Committee recommends placing the Frenchtown Senior Citizens Inc. Adult Day Service Program on a probation period, per Policy #: MCCOA 11-04, for 90 days with the following conditions:

1. The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day Service Program's mission, vision, and goals are defined, measured, annually reviewed and communicated to the community.
2. The administration should employ a Program Director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree. The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Adult Day Service Program.
3. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Service Program for the current year that has accurate client projections and budgetary information



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4. The administration of the Frenchtown Senior Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Thank you,

Donald A. Spencer, Ed.D, Monroe County Commission on Aging Chairman

D. Motion to Extend the Frenchtown Adult Day Services 90 Day Probation Period Through the Next Board Meeting and Convene the Ad Hoc Committee to Bring Recommendations to the Board.

Motion by: Martin Kaufman
Motion Carried.

Supported by: Wayne Meehan

Public Comment:

Sandie Pierce, Director Monroe Senior Center:

Presented brochures regarding exercise classes at the Center. A National Health and Fitness Day flyer was also shared. This event will be held on Wednesday, May 29, 2024 from 8:30am to 1:00pm. Lunch is at 11:30am. An Annual Report was also presented. Kudos to the Monroe YMCA for the Enhanced Fitness Program.

Celia Apodaca, Director Bedford Senior Center:

The Bedford Center is hosting a Senior Resource Fair on Monday May 20, 2024 from 1:30 -3:30pm. There will also be a Strawberry Festival held on Saturday, June 8, 2024. Happy Nurses Week to Mary Ann Wertenberger and thank you for all you've done.

Commission Members Comments:

Cynthia McIlvain: Proud to be a member of this Board.

Dave Emmerich: Appreciative to Kate Weber, Executive Director, Monroe County Senior Legal Services

Adjournment:

Motion by: Wayne Meehan
Motion Carried.

Supported by: Cynthia McIlvain

The meeting was adjourned at 2:29 p.m.



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The next Regular Board meeting takes place on Wednesday, June 12, 2024, at 1:00 p.m. at the Monroe County Commission on Aging, 965 South Raisinville Road, Monroe, MI 48161.

Ramona Hall, Recording Secretary