

**Older Adult Services Advisory Council**  
**Meeting Minutes**  
**September 11, 2019 — 3:30 PM**  
**HCS Dept., 311 E. Alcott St., Kalamazoo, MI**

**Members Present:** Chair Don Ryan, Vice-Chair John Hilliard, Tim Charron, Kimberly Middleton, Kim Phillips, Beulah Price, Kelly Quardokus, Commissioner Mike Quinn, Ros Robbert, Dawn Shilts

**Staff Present:** Samantha Carlson, Don Saldia, Brien Brockway, Charlotte Ojediran-Whitfield, Miranda Pearson, Amber Price-Johnson, Janice Bonita, AAALIA; Deb Lenz, Jim Rutherford, HCS; Denise Ulrich, Finance; Lisa Henthorn, County Administration

**Guests:** Katie Dillon, Park Place Assisted Living; Danna Downing, South County Community Services; Richard Kline and Dan Pontius, Senior Services; Joyce Ryan; John Streeter, Home Sweet Home In-Home Care; Jill Svinicki, WMU Senior Day Service; Amanda Willer, Vineyard Assisted Living;

**Welcome and Introductions:** Chair Don Ryan opened the meeting with Welcome and Introductions at 3:33 pm. Don read a remembrance of Patriots Day, moment of silence. Pledge of Allegiance to the flag was conducted. Don Ryan moved to start the meeting with the Pledge of Allegiance every meeting. All OASAC members present agreed. Card for family of Dr. Denise Washington, former director of Ecumenical Senior Center. Chair requested Members say the number of years they have been on the Council during introductions.

**Motion**                      **Carried**                      **To Accept the Minutes of August Meeting**  
**Kimberly Middleton**  
**John Hilliard**



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**Staff Reports:** Samantha introduced Highlight on Information & Assistance, Amber Price-Johnson, interning with I&A, gave the report awaiting Charlotte Ojediran-Whitfield, who had a walk-in appointment. Kristi Farnstrom, also an I & A social worker, was not present, as she works part time and Wednesdays are her day off. Don Saldia added to the report. Don distributed an assessment tool. Charlotte arrived and presented a case story.

Samantha added that Senior Services also has an information and referral phone number. AAA and Senior Services are working together to coordinate resources and share updated information on programs to the community. The goal for next year to strengthen that collaboration to more efficiently serve the public.

Janice B. presented on Senior Expo. OASAC Members were invited to sign up to volunteer.

Brien B.: Annual Report FY18 distributed. AAA annual report is the same segment as published in the HCS report. We will not be making booklets as in the past. This process was streamlined for consistency with the overall HCS report. Don Ryan stated it is the best annual report he has

seen in years. He encouraged all to view the HCS annual report. Quality Initiative Projects: AAA doing an older adult community needs survey at Senior Expo. The attendees will need to complete to get a door prize ticket. Thank you to Life EMS and Q Elder Law for donating door prizes again this year for Senior Expo. A formal Community Needs Assessment that will be county wide will be completed through a contract with the last RFP of the year; hopefully posted in October. Finishing up the RFP season, then will have an RFP to do a survey by an outside company. Samantha added that will be used how we look at funding, where gaps are, serving people we need to serve.

Samantha asked if the Community for a Lifetime presentation at the last meeting was helpful. OASAC members stated they found it insightful. Commissioner Quinn stated he enjoyed the presentation. Chair Ryan commented that on Channel 3 he heard they are holding sessions once a week now through October on what community needs there are. Samantha resumed her report; asking if group had looked at the AAA website revamp through the main Kalamazoo County Government (KCG) Health & Community Services (HCS) website. [www.kalcounty.com](http://www.kalcounty.com) The revision is intended to be more user friendly, feedback welcome. The "Meet the Team" edition of the Advisor will be completed by the end of the year. Open position: Anji Phillips leaving on 9/13, and we will be posting her position for a multi-disciplinary teams coordinator. She completed her Master's degree and has accepted a full time position as a clinical social worker at Bronson Battle Creek. Senior Millage Update. Open RFP application process for Phase II. Once the application process is closed, the last portion of the millage will be used for the consultant for the Community Needs Assessment. Kimberly M. said she received something from Georgia Bryant in the Purchasing Dept.; however, when she clicked on the link to the RFP information, it circled back to the same email the link was listed in. She stated the email was confusing, even for an OASAC member. She could not find the information where is said to click on for information. Kimberly asked if there will be in the future the definition of the service category indicating what the services include and explained the application. Samantha: We apologize for any confusion. We realize the process has been confusing and there is opportunity to improve and streamline it. AAA staff is limited due to current KCG policies on communicating to potential applicants during open application periods. All questions need to go to the Purchasing department for KCG. AAA is working with finance and purchasing to address issues. AAA provided a contact list of all vendors and organizations who have expressed a desire to be notified when there are funding opportunities to the Purchasing Department for notification of open applications. Emails will come from Georgia Bryant through Purchasing. She has one huge distribution list for AAA. Kimberly didn't know what services were included that Life EMS might want to submit an RFP for because emails she received as a member of that list didn't outline the services, and the link didn't work. Kimberly said she would forward Samantha the email.

Financial Report: Denise Ulrich reported we are on track for spending for the grant funding. She feels confident with grant funding and millage. The report was brought to the meeting to be passed out. She apologizes that you didn't get a report ahead of time. Denise gave a quick

review of the millage spending. Kelly Q. asked if the Millage on a January through December schedule. Denise: Yes.

Jim Rutherford added, these people have been working tirelessly, on complex triennials contracts and the other. Samantha has an amazing staff and does an amazing job.

**Member Time:** John H. was at the RFP meeting yesterday; he was interested as Council member. Disappointed in the turnout – only 4 people. His neighborhood association is doing a survey of its 4,000 residents, businesses and realtors. If you want to put in one or two questions on aging services, please let him know.

Beulah P. thanked members for continued care and concern, and appreciate Ros's invitation to go out for coffee. She enjoys 16 years on the Council, and is looking forward to the Expo. Dawn S.: Portage Senior Center has a fall Aging Mastery Program. All of the people who have signed up received information through *Portager*. She is in charge of the trip program, and is excited about what's coming up next year. A great way to make connections. Kim P.: PSC Financial Exploitation seminar September 24<sup>th</sup> from 6-8 pm; free program. They are building a building! Capitol campaign for Portage Community Center next Tuesday at 10 am. Kimberly M.: Sept 27<sup>th</sup>, Lt. Baker, Kalamazoo County Sheriff's Dept, presenting at PFA on scams. Last meeting before the Walk to End Alzheimer's. She appreciates Rob Williams at WMU, for managing their email list. Ros R.: She has met a number of older people in different groups she's attended who ask, "What do they do there at the AAA;" and that disturbs her. She does her best to provide information. Samantha commented to Ros that it's a work in progress.

Don Ryan, as a member of the State Advisory Council spoke about their report; he plans to bring copies.



MSAC Report  
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**Advocacy Report:** MSAC Delegate, Allan Wilke, was unable to attend meeting today, but sent a report.

Kelly Q. reported on House bills.

John H. wants to know what's proposed for nursing homes nationally. Kelly said she can report on that next month; there is a speaker for their conference coming up who could speak to that.

Jim R.: Reported on the 3 confirmed cases of equine encephalitis. The normal population for this type of encephalitis are senior and the very young. Symptoms: flu-like, headache, nausea, vomiting, expansion of brain, disorientation. Conversation ensued. Samantha said she would send the HCS press release to you. Kelly Q. suggests we include nursing homes. Samantha said she would talk to our Ombudsman team about that. The state has issued recommendations for EEE. All were encouraged to review the MDHHS website. Samantha will forward the HCS press release to the OASAC group. All were encouraged to use precautions.

**Citizen Time:** Joyce R. regarding people not knowing about the AAA—she asked if she and others in this group could have some I&A cards? Yes. Samantha reminded all to direct inquiries

to the AAA website that has been revamped. The I & A phone number was also shared (269) 373-5173.

Jill Svinicki passed out cards for their adult day care services, through WMU and updated on their services. People can call them for service. Dan Pontius asked if that is a cost-share? Jill: No.

Dan P. spoke for Senior Services. Food innovation center for KVCC has a greenhouse near them, and they can start growing for their food service. Groundbreaking ceremony on the 18<sup>th</sup>.

Amanda Willer: Sign up on Vineyards Web site for their Yoga Series.

Samantha announced that we will have flu shots here at HCS in October.

**Discussion on Bylaws:** Samantha distributed copies. Edits in red. We met with Corporate Counsel, discussed what it means to standardize across the board.

Chair Ryan: Preamble added. Mentioned what he corrected. 2<sup>nd</sup> page, membership in terms of office. Asked for members to discuss that some of the committees are setting board term limits. If we approved this then 50% of the people on OASAC would be eligible to be off.

Commissioner Quinn: Doesn't think terms limits work. Kelly Q. is it supposed to be 3 years or 6?

Don: Right now we serve 3, and can reapply to serve additional terms of 3 years. Kim P.: What's it like on other Boards on the County. Commissioner Quinn: We don't have any term limits.

Kelly Q.: It makes it difficult to fill vacancies because of the different categories of people required, and if you impose term limits, it would be more difficult. Samantha: Corporate Counsel recommends that all boards revisit their bylaws and revisit them every 5 years. Chair called for a motion.

**Motion To not include term limits in OASAC Bylaws**

**John Hilliard**

**Support: Commission Quinn**

Samantha: Under Article III, Membership, Section 3.2, current bylaws state 8-11 members, expansion states 11-13, to make sure we have people representative of Kalamazoo County.

Commissioner Quinn: Also under section 3.2, it should read, the **Chair of** Board of Commissioners appoints, not the Board of Commissioners.

**Motion on the floor not to include term limits. Carried.**

**Motion Carried To Accept change as written, Article IV, Meetings, Section 4.5, All meetings will be open to the public... Addition to the Bylaws, "and shall be conducted in compliance with the Michigan Open Meetings Act (MCL 15.261 through 15.275)"**

**Tim Charron**

**John Hilliard**

Kelly Q., correction, at the end of the proposed Preamble, "state of Michigan," State should be capitalized.

Chair Ryan requested a vote on the addition of the Preamble. Samantha explained it was extracted from the reference points in the back.

Kelly Q. thinks it's helpful.

**Motion**                      **Carried**                      **To include the Preamble with the correction of SState.**  
**Kelly Q**  
**John H**

Chair asked for a motion to recommend the revised OASAC Bylaws, with corrections, be presented to the Board of Commissioners.

**Motion**                      **To present the revised OASAC Bylaws, with corrections, to the Board of Commissioners**  
**Kimberly Middleton**  
**Support: Kelly Quardokus**

Tim Charron suggested that in Section 3.4, of Article III, Membership and Term(s) of Office, "...for a term of three years." Delete the word "a" and change to "for term(s) of three years."

Commissioner Quinn: Add, "with the exception of County Commissioners," because commissioners only have three-year terms.

**Kimberly Middleton amends her motion on the floor to include the additional changes.**  
**Kelly Quardokus supports the motion to approve the Bylaws with the additional changes.**  
**Motion Carried**

Samantha explained next steps: revisions discussed in OASAC will be made, and sent to KCG corporate counsel for review. Once they finalize the revisions, Chair Ryan will be notified for final review and signature. Samantha will then submit a Board Action Request form with the bylaw revision. It will be sent through a system called Civic Clerk for processing to get onto the Kalamazoo County Board of Commissioners agenda. Depending on the timeframe of processing through the various steps in the system, it will be slated for the 10/15/19 Board of Commissioners meeting. Once it has been approved at that meeting, it will be processed with administration downtown, and the extra seats for OASAC will be posted on the KCG website.

**Motion**                      **Carried**                      **To adjourn at 5:16 PM**  
**Tim Charron**  
**John Hilliard**

Respectfully submitted,  
Janice Bonita

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