

Older Adult Services Advisory Council
Meeting Minutes
April 10, 2019 — 3:30 PM
HCS Dept., 311 E. Alcott St., Kalamazoo, MI

Members Present: Chair Don Ryan, Kimberly Middleton, Kelly Quardokus, Commissioner Mike Quinn, Beulah Price, Kim Phillips, Ros Robbert, Dawn Shilts

Members Absent: Tim Charron, David Eyke. John Hilliard, Vice–Chair

Staff Present: Samantha Carlson, Don Saldia, Brien Brockway, Kelly Milliman, Janice Bonita, AAAIIIA; Deb Lenz, HCS Deputy Health Officer; Denise Ulrich, Deputy Director/Financial Management & Administration; Lisa Henthorn, Deputy County Administrator; Beth White, Corporation Counsel, Kalamazoo County Government.

AASA Rep.: Cindy Albrecht

Guests: Joyce Ryan, Evan Daly

- **Welcome & Introductions** – Chair Don Ryan opened the meeting at 3:34 pm. Introduced Beth White Corporate Counsel KCG and Lisa Henthorn Deputy County Administrator External Services. Beth White was invited from the last OASAC meeting regarding questions and role of the council. She reviewed frequent questions she gets regarding the Open Meetings Act, Freedom Information Act, role of the County Commission appointed Advisory Boards, the role of the Chairman and Vice–Chairman and process of conducting a meeting via the KCG guidelines. Took questions. Samantha: Would you speak to the guidelines to Advisory Boards handed out last meeting? Beth: Reviewed what the County expects from advisory boards. Procedural issues, all there in black and white. Understanding motions, roles of Chair and Vice Chair, role of community members, including all throughout the county. Rights and responsibilities. Holding one another accountable; someone can object to a violation of rules, and Chair can guide you through that. Who speaks? Can you speak on behalf of the board? Typically not. The board speaks through its majority—motion, and second. The members of the advisory council offer their insights to the agenda topics to advise the county on issues and recommendations. Liability issues: as long as member is acting within the rules, there is not liability for your vote on the council. You are an *advisory* board, and the role is to make recommendations to the county, not the final decision. Chair Ryan: Who drafts the bylaws? Beth: the Board of Commissioners. Amendments are brought to the Board of Commissioners by Advisory Council. The Board of Commissioners reviews, votes and makes the final decision on all bylaws. Kelly Q: Her take on liability is that this body is just making recommendations, and because it's a public meeting, individual members are not

liable, as long as they are acting within the bylaws. Beth hopes to be at meetings more often. Has her business cards with her.

Resumed introductions.

- **Approval of March Minutes –**

Motion Carried To Approve the March 2019 Meeting Minutes

**Kelly Quardokus
Ros Robbert**

- **Staff Reports —**

- **AAA Program Highlights** – Samantha reiterated program highlights at OASAC meetings intent is to provide education to OASAC and guests on the programs, assist with brainstorming quality improvements, and marketing. Samantha introduced Kelly Milliman, Healthy Living Programs Coordinator. Kelly gave PowerPoint presentation with overview of the programs. Distributed MOB and PATH brochures, and MOB class flyer. Questions: Kelly Q. asked if a church calls and has enough people to hold a class, can a class be there? Kelly: Yes, we've had that happen. Or she can arrange to go talk to a group about the Healthy Living Programs. Kim P: Have you looked at marketing PATH differently? Kelly: Yes, CDSM is a mouthful. Samantha and she have been talking about marketing. Kim P: create a tagline, or something? Kelly: Agrees. Samantha added: you [Council members] are in the community, and we are trying to reach the folks to fill the classes. Kelly Q: Do you have relationships with rehab, discharge planners, nursing homes, etc., because when they are discharged, their benefits end. Kelly M. is.
- Brien Brockway, Quality Assurance & Planning Coordinator:
 - Quality Initiative Project discussed the survey. He received 3 responses, which is great. Most prefer calling. We will redesign the survey, and if done by next meeting, we will email it out to you.
 - Continuing to work on:
 - RFPs for triennial contracts (three year annual contracts for ongoing contracts of providers)
 - Multi-Year Plan (required by AASA to outline intent of service delivery)
 - Standardizing I&A procedure
 - Web site revamp

- Assessments of providers
 - May 3 at 9 am at Antwerp Twp Hall, is the Sr and Vets Expo. We will be there, even though in Van Buren County, often Kalamazoo County residents attend. Hopeful VA will be onsite with computer system.
 - June 15, Saturday, CMH and Vets office, Vets/Families Mental Health Class, dealing with issues specific with Vets, families and caregivers. Class limited to 30. Encouraging vet and caregiver to come together.
- Ros R. asked: How do you get the word out to Vets on the mental health class. Brien: CMH putting it on, they will get out the word, and we will post on our Facebook page. Kelly Q: On the survey, are you going to ask about “how the advice is given” i.e., would you hire the person? Kelly Q, or throwing that in there too about how the I&A person did. Brien: we can do that. Kelly Q: the question, would you hire this person, sort of covers it all. Chair Ryan asked if Brien wanted tagline suggestions from them. Brien said yes, and he explained that when you do a Google search, we are way down on the list of results. On our surveys, we get “I never knew you existed.” If you have any suggestions, that would be appreciated.
- Don Saldia, Care Management Program Manager:
 - Talked about the technology we are using and changes on the horizon. E-documentation Care Consultants (CC) use is “Compass.” CCs can work off site if they can’t get into the office. At the State level, there is a grant for AAAs to update the system to be more in coordination with hospitals, like Bronson’s “EPIC.” Coordination of the two would allow us to send messages back and forth. Rolling out the program with training for certain staff on Monday in Lansing. Sometimes if a client is in the hospital, we don’t get that info until later when the client calls. And it would have been good to know that information sooner.
 - **Director’s Report, Samantha Carlson:**
 - Janice put together a report of our staff trainings attended. And, an acronym list. We will be doing this on a regular basis. Appreciate how Ros has been an advocate for our staff to receive training. Excited to partner with HR on an Elder Abuse and Neglect Seminar– two sessions for county employees; OASAC members welcome! If you have suggestions on how we can expand this, we would appreciate it. Ros said she’d have some questions next time.

- Don Ryan and she meet on a monthly basis, with frequent consult throughout that timeframe via telephone and email.
- Closed the bids on the first phase of the millage process.
- Kelly Jonker has been asked to participate in the Elder Abuse Task Force by the Michigan Attorney General.
- Samantha's speaking engagements coming up include a presentation to the Hemophilia Foundation of Michigan in Ann Arbor.

- **Financial Report Review – Denise Ulrich, Deputy Director/Finance –**

Denise reported that almost 6 months into grant year, should be at 46% and we are at 42%. Kelly Q: What happens when some programs are cut not because not the need, but because the money has not been spent? Denise: That is a question for Beth Ridge, Sr. Financial Analyst. We do keep very close tabs on that. As you know, AAA is complex, lots of moving parts.

Cindy A. added that part of her role is watching the AASA funds AAA is spending. She works with Beth R. The AAA is not just monitored by the County, but by the State. Federal Government is putting pressure on funds spent, don't want to have carry-over. There is already no carry-over with the State. But, there has been carry over with Fed. She can see down the road that there won't be any carry-over with Fed.

Kim P: Will there be a different line item for the Millage? Denise: The only difference will be it will say Millage at the top, but the line items will reflect what is on the financial report like the one you have been receiving.

Ros asked about the Verne Robbert Fund. Denise said she will have a report for you on that next time.

- **Member Time —**

Chair Ryan: If you know of someone who would be interested in being an MSAC delegate, let us know.

Kelly Q.: On the Elder Abuse Task Force, she didn't see anything about AAA staff on it.

Beulah thanked everyone for their love and wishes regarding her fall last month.

Kim Pillips: Older Michigianians Day is May 15th. Let her know if you want to go on the bus. \$10 and also pays for your KCASI membership. KQ: Do you have a list of the things you are going to be talking to the legislators about? Kim: not yet. We're meeting at Harding's parking lot on Westnedge. Let her know if you want to go.

Commissioner Quinn: Asked Kim if she has any updates on funding for the new building for Portage Senior Center. Kim: We are in the first phase of the capitol campaign, and hope to break ground the first part of next year. 11 million dollar campaign, nice that Portage City will match dollar for dollar up to 5 million dollars donated.

Ros thanked us for the Community Outreach & Continuing Ed document.

- Chair Ryan: June 15th is World Elder Abuse Awareness Day.
Last month he distributed Guidelines for advisory boards, and hopes everyone the signed and submitted the last page. Kim P. wants a copy; Kelly Q. wants a copy emailed to her to. Samantha said that from being in the medical field, there was annual compliance documentation Suggested that each year in January we do review this and sign the form if the Chair wants to do that. Chair Ryan: agreed.
Chair Ryan: Reviewed what's happening at the State Advocacy Committee, chaired by Kathleen LaTosch, (who will be at the Centenarian Luncheon). He participated in a conference call dealing with millages April 9th; there are differences across the state. He will have notes for the next meeting.

- **Advocacy Report** –
 - **MSAC Delegates** – Chair reported Dr. Wilke, MSAC delegate, could not be present today. He hopes to share with us next time.

 - **OASAC Members** –
 - Kelly Q thinks the elder abuse bills will be big, and she talked last time and about the AAAs specifically. Local Rep. Brandt Iden is Chair of Ways and Means Committee; new process—the bills will go through him first. It's important to have relationship with him, and talk about the issues.
 - Ros is trying to adopt a 2nd cat, and the agency she is trying to adopt from said they said she is too old. Was told cats live to be 20 years old. Samantha said she will send OASAC the article about the importance of pets to older adults.

 - **Staff** –
 - Samantha: At the next OASAC meeting in May we will have the update on the millage that was reviewed at the Kalamazoo County Commissioners meeting in April.

- **Guests –**
 - Joyce Ryan, Chair of Centenarian Luncheon reported. Luncheon is May 23rd at Senior Services from 11 to 1. We will have a pianist, and other entertainment.
 - Lisa Henthorn thanked Samantha and Don Ryan. The leadership team here has really stepped up with the millage. Your staff here, and Chair, are doing everything they possibly can. From the administration side, they are so happy to work with them. You should be very proud.
 - Cindy A.: AASA has completed year-end report of all our AAAs. The books are closed. \$34,000 of carry-over, which is good. Carry-over money will hopefully come as early as May. In previous years they came in June. It was hard when it came so late because that made it hard to spend.
- **Citizen Time –**
 - Evan Daly, nursing student working with Don S. and Care Consultants, said they had staff of AAA came to talk to the WMU nursing students. It's been a great opportunity. Kelly Q asked if he knew of AAA before? Evan: No, he didn't and neither did his classmates. He works at Bronson on the elder unit. Now he has information on AAA in his hip pocket. Samantha added that even though she was on OASAC for two years, she didn't know all of the things that AAA did.
- **Other Business or additions to the agenda – None**

Motion **Carried** **to Adjourn at 4:54 pm**

 Kimberly Middleton
 Kelly Quardokus

Respectfully submitted,
Janice Bonita