

MICHIGAN COMMISSION ON SERVICES TO THE AGING

Holiday Inn West Conference Center

7501 West Saginaw Hwy., Lansing

August 18, 2006

Minutes

CALL TO ORDER

At the request of Chairperson Kennedy, who was unable to attend today's meeting due to a death in her family, Commissioner Guilfoyle will be acting Chair. Commissioner Guilfoyle called the meeting to order at 10:00 a.m. and extended their deepest sympathies to Chairperson Kennedy.

Commissioner Guilfoyle announced the reappointment of Commissioner Verma and Commissioner Kennedy. She also noted that there is one more commissioner to be appointed and Commissioner Harb will continue to serve until the appointment is made.

Commissioner Guilfoyle welcomed everyone to today's meeting. On behalf of all the Commission she welcomed two new Commissioners, Donald Newport, from Greenbush in Alcona County, and Anthony (Tony) Pawelski, from Pinconning in Bay County. Commissioner Guilfoyle led the Pledge of Allegiance.

Both new Commissioners gave a brief synopsis of their background, along with what they hoped to accomplish while serving on the Commission.

Commissioner Guilfoyle extended the Commission's appreciation and best wishes to Commissioner Dooha and Commissioner Wilburn who have completed their terms of service. She also extended condolences to Commissioner Dooha on the recent loss of his wife, Mary Ann Mahaffey.

ROLL CALL

The roll call was taken and a quorum was present.

COMMISSION MEMBERS PRESENT

Owen Bieber, Cheryl Bollinger, Rose Gill, Annette Guilfoyle, Sonia Harb, Chun-Keung Leung, Donald Newport, Anthony Pawelski, Ramesh Verma, William Walters IV, Janice Wilson, and James Wright

COMMISSION MEMBERS ABSENT (Excused)

Jerutha Kennedy, Albert Lewis, and Thomas Rau

COMMISSION MEMBERS ABSENT (Un-excused)

None

OSA STAF PRESENT

Bonnie Graham, Cindy Albrecht, Eric Berke, Steve Betterly, Peggy Brey, Janis Bowlin, Peggy Brey, Karen Carroll, Sharon Gire, Sherri King, Laura McMurtry, Cherie Mollison, Sarah Slocum, Julia Thomas, and Holliace Spencer

VISITORS/GUEST PRESENT

Paul Bridgewater, Pam Curtis, Anne Holmes Davis, Sandra L. Davis, Faiz Esshaki, Judy Lammers, Peggy Sattler, Laura Sutter, Steve Todd, Ginny Wood-Bailey, and Angela Willis

APPROVAL OF AGENDA

Commissioner Bieber made the motion to approve today's agenda. Commissioner Wright seconded the motion. The motion was approved unanimously by voice vote.

APPROVAL OF COMMISSION MINUTES

Commissioner Wilson made the motion to approve the minutes from the July 21, 2006, meeting. Commissioner Bollinger seconded the motion. The motion was approved unanimously by voice vote.

INFORMATION FROM INDIVIDUALS CONCERNING AGENDA ITEMS

None

OSA DIRECTOR'S REPORT

Director Gire welcomed everyone, including the new Commissioners and a number of individuals from the AAA's. Director Gire shared the following:

UPDATES

Director Gire stated that she is continuing to do a number of speaking engagements at the request of the Governor's Office. Most recently Director Gire spoke with MEA retirees in Gaylord and Hillsdale. Director Gire also spent a day in Traverse City meeting with the senior volunteer programs and the Commission on Aging.

Director Gire attended the Wayne County Senior Fest hosted by Bob Ficano, Wayne County Executive.

BUDGET

Director Gire announced that the Governor signed the FY 2007 budget. She reiterated that OSA received no changes in funding. However, there was an adjustment to the way the three senior volunteer programs are identified in the budget. Director Gire stated that Karen Carroll from OSA will explain this in more detail at today's meeting.

SENIOR CITIZEN OF THE YEAR

As many of you know, OSA and the Michigan State Fair present the Senior Citizen of the Year awards each year on Seniors Day at the State Fair in Detroit. Director Gire and Commissioner Kennedy will be presenting the awards on Monday, August 28. Director Gire thanked Commissioner Wilson for her participation on the judges panel representing the Commission. Commissioner Wilson stated it was a great honor and a joy to be able to be involved in such an event.

Task Force on Elder Abuse

Director Gire stated that the Elder Abuse Task Force report is in its final stages.

Commissioner Guilfoyle congratulated everyone at the meeting, including the Area Agency on Aging staff for their success in working with seniors in Michigan.

Commissioner Guilfoyle stated that she would like to discuss at the October Commission meeting “the role the Commission taking to support transportation planning in the state. As transportation is consistently identified as a critical issue in the AAA Multi-Year Plans (MYP), there is a need to address this issue to enable our seniors to age in place, remain healthy, and involved”. Commissioner Guilfoyle believes the Commission needs to take a leadership role in this area.

BUSINESS ITEMS

Approval of FY 2007-09 Multi-Year Plan/2007 Annual Implementation Plan (AIP) for Region 1-A Area Agency on Aging

Sherri King, OSA staff, thanked the Commission for the opportunity to present the Region 1-A Detroit Area Agency on Aging (DAAA) 2007-09 Multi-Year Plan and FY 2007 Annual Implementation Plan (AIP). Ms King then introduced Paul Bridgewater, DAAA Executive Director, Faiz Esshaki, Chief Financial Officer, and Anne Holmes Davis, Director of Planning and Development.

Ms. King requested the Commission’s approval of the FY 2007-09 MYP and 2007 AIP for Region 1-A Area Agency on Aging. Ms. King presented a summary of the AIP.

Public hearings on the MYP were held on April 12 and April 13, 2006 (a summary of the public comments were included in Commissioners’ packets). All services to be funded comply with approved OSA service definitions. A copy of the AIP was sent to each county board of commissioners in the Planning and Service Area (PSA). No local governments raised any issues of concern regarding the plans and there are no special conditions. Several appendices require approval: Appendix F – Regional Service Definition(s), Appendix G – Request to Transfer Funds (if applicable), Appendix H – Nutritionist Budget (if applicable), and Appendix J – Waiver for Direct Provision of Service, Care Management and Waiver for Direct Provision of Service, Congregate meals, Information and Assistance, and Outreach, and Appendix K – Michigan Senior Refugee Support Project.

Ms. King stated that OSA has also determined, and incorporated into its FY 2004-2007 State Plan, that access services, including outreach, information and assistance, care management, and case coordination and support services are directly related to area agency functions, and may be provided directly by area agencies in Michigan.

A motion was made by Commissioner Bieber to approve the FY 2007-09 MYP and 2007 AIP for Region 1-A Area Agency on Aging and seconded by Commissioner Bollinger. The Commission approved with a 12-0-0 vote.

A discussion followed with Commissioner Verma asking how the ethnic community is served by the area agencies. Ms. King stated there is a refugee program that the area agency administers and they continue to improve on outreach in the area. Commissioner Bollinger asked for clarification on what "Medicare Waiver" means. Hollie Spencer, OSA staff, explained the Medicare Waiver and how it works. Commissioner Walters asked that on page 93 the project period date be corrected to show October 1, 2006 – September 30, 2007. Commissioner Newport asked how the population affects the service area regarding the allocation of funds. Mr. Bridgewater explained the impact of the decrease in population on their service area. Commissioner Guilfoyle asked if funds for dementia/adult day care are allocated in the AIP's. Mr. Bridgewater stated the availability of adult day care in the Detroit area has grown and will continue to increase. Mr. Berke, OSA staff, also stated that dementia service is provided within the adult day care program.

Approval of FY 2007-09 Multi-Year Plan/2007 Annual Implementation Plan (AIP) for Region 2 Area Agency on Aging

Sherri King, OSA staff, introduced Ms. Ginny Wood-Bailey, Executive Director of Region 2 Area Agency on Aging.

Ms. King requested the Commission's approval of the FY 2007-09 MYP and 2007 AIP for Region 2 Area Agency on Aging. Ms. King presented a summary of the AIP. Public hearings on the MYP were held on February 16, 21, April 18 and 20, 2006 (a summary of the public comments were included in the Commissioners' packets). All services to be funded comply with approved OSA service definitions. A copy of the AIP was sent to each county board of commissioners in the PSA. No local governments raised any issues of concern regarding the plans and there are no special conditions. Appendix J – Waiver for Direct Provision of Services, Care Management, and Waiver for Direct Provision of Services for Medication Management need Commission approval.

Ms. King shared the counties in Region 2 work closely together in areas such as congregate meals. Recently the counties had a contest on who could bring in the most new congregate meal site persons. Ms. King stated this brought in extra funding for the program. Because Region 2 is a rural area, the congregate meal site is also a way for many seniors to socialize. Ms. King also informed the Commission of a new program at Region 2 called "Pet Therapy". Region 2 AAA provides a contract with a group that trains individuals and pets to visit with seniors in rural areas.

A motion was made by Commissioner Wright to approve the FY 2007-09 MYP and 2007 AIP for the Region 2 Area Agency on Aging and seconded by Commissioner Walters. The Commission approved with a 12-0-0 vote.

A discussion followed with Commissioner Walters asking if public transportation is available to seniors living in the PSA. Ms. Wood-Bailey stated there are limited counties with public transportation so they contract for this service. Commissioner Walters also asked Ms. Wood-Bailey if Region 2 has any senior mileages. Ms. Wood-Bailey stated that all counties represented in the PSA have senior mileages. Commissioner Guilfoyle commended Region 2 for their attention to the Single Point of Entry (SPE) process and the TRIAD group which brings together law enforcement, adult protective service workers, aging network staff, and senior volunteers. Commissioner Leung requested clarification on the age requirement stated in Objective #3, Program Development. Ms. King stated that this objective is for the SCESP and age 55+ is the age requirement, where as most senior programs require the age to be 60 years of age and older.

Approval of Distribution of Long Term Care Ombudsman Title VII/A Funding

Sarah Slocum, State Ombudsman, requested the Commission to approve distribution of \$140,000 in federal Older Americans Act funds (Title VII/A) from the Office of Services to the Aging (OSA) to the existing local long term care ombudsman contractors. Ms. Slocum also requested the OSA Director be granted authority to make administrative adjustments in grant levels, not to exceed five percent (5%) of the grant amount, when final funding levels are available. Ms. Slocum stated the funds will be used to support ongoing local ombudsman services which include: complaint intake and resolution, consumer and family support in selecting long term care options, and education outreach to residents, providers and others regarding residents rights, abuse prevention and reporting and other related topics.

Ms. Slocum stated the Older Americans Act requires that long term care ombudsman services be provided in each Planning and Service Area (PSA). Ms. Slocum also stated the funds are allocated according to the Ombudsman funding formula by PSA and will be used for services in each PSA.

A motion was made by Commissioner Wilson to approve the distribution of Long Term Care Ombudsman Title VII/A funding and seconded by Commissioner Harb. The Commission approved with a 12-0-0 vote.

A discussion followed with Commissioners asking function are performed by the local ombudsmen. Ms. Slocum explained in detail the Ombudsman program to the Commission. Commissioner Guilfoyle asked if the State Ombudsman and the Single Point of Entry will be working together. Ms. Slocum stated there has been some discussion on this. Commissioner Guilfoyle asked about how many complaint cases the ombudsmen handle each year. Ms. Slocum stated there are currently over 1,000 for 2006. Commissioner Wright asked how the local ombudsmen announce themselves at a facility. Ms. Slocum stated that local ombudsmen will go to the front desk and let

them know they are there, but many times arrive at unscheduled times. Ms. Slocum stated the name of the resident who files a complaint is kept confidential.

A brief discussion followed on the types of complaints received, and if there patterns exist. Ms. Slocum stated no set pattern has been determined. Director Gire recommended that Ms. Slocum be invited to make a presentation to the Commission since there is a great interest in the Ombudsman Program. Commissioner Verma would also like to see data pertaining to services provided to members of the ethnic community.

Approval of PY 2006 Senior Community Service Employment Program (SCSEP) Allocations

Laura McMurtry, OSA staff, requested Commission approval of an additional one-month continuance of current funding and allocation levels related to the SCSEP. Ms. McMurtry stated the Commission approved a two-month continuation funding based on their PY 2005 position levels at the June 2006 Commission meeting. This decision was made to enable OSA staff to assess the impact of the tentative information from the United States Department of Labor (USDOL) regarding authorized position levels by county.

Ms. McMurtry explained that based on the review of United States Department of Labors (USDOL) figures, Michigan would realize a loss of four authorized positions, changing the state total from 407 positions to 403 positions. Ms. McMurtry stated that OSA has requested approval from USDOL to implement the authorized position allocation by county as described in Attachment I. This proposed allocation supports the USDOL's total award of 403 authorized positions, maintains funding and authorized positions for our sub-grantees, and avoids displacement of current enrollees. Ms. McMurtry stated OSA just received approval from USDOL of the proposed allocation of positions as submitted.

A motion was made by Commissioner Bollinger to approve an additional one-month extension of the PY 2005 SCSEP Allocations and seconded by Commissioner Bieber. The Commission approved with a 12-0-0 vote.

A brief discussion followed.

Approval of Proposed Substantive Amendment to the FY 2006 Annual Area Implementation Plan (AIP) for the Senior Alliance (Region 1-C)

Janis Bowlin, OSA staff, requested Commission approval of a Substantive Amendment to the FY 2006 AIP for The Senior Alliance. The amendment will revise the AIP and Area Plan Budget by transferring \$130,000 from Title III-B Supportive Services to Title III-C-1 Congregate Nutrition Services.

Ms. Bowlin stated The Senior Alliance has completed all necessary actions for a substantive amendment to the AIP, including a local public hearing on the proposed

amendment, held July 27, 2006. Ms. Bowlin also stated The Senior Alliance has satisfied all pertinent area plan approval criteria.

A motion was made by Commissioner Wilson to approve the Proposed Substantive Amendment to the FY 2006 AIP for the Senior Alliance and seconded by Commissioner Walters. The Commission approved with a 12-0-0 vote.

There was no further discussion.

Approval of FY 2007-09 Multi-Year Plan/ 2007 Annual Implementation Plan (AIP) for Region 3-A Area Agency on Aging

Steve Betterly, OSA staff, introduced Peggy Sattler, Senior Program Planner for Region 3-A AAA.

Mr. Betterly presented for Commission approval the FY 2007-09 MYP and FY 2007 AIP for Region 3-A. Region 3-A is in compliance with OSA's operating standards and policies. Public hearings regarding the plan were held on May 3 and May 10, 2006, with summary included in the AIP. There are no special conditions requested, but several appendices require approval: Appendix F – Regional Service Definitions, Gap Filling, Appendix G – Request to Transfer Funds – FY 2007, and Appendix J – Administration of Direct Services, Care Management, Information and Assistance, and Long Term Care Ombudsman/Elder Abuse Prevention. In addition, Region 3-A submitted a copy of the AIP to each local unit of government within the planning and service area. No local governments raising any issues of concern regarding the plans.

A motion was made by Commissioner Bieber to approve the FY 2007-09 MYP and 2007 AIP for Region 3-A Area Agency on Aging and seconded by Commissioner Wilson. The Commission approved with a 12-0-0 vote.

A discussion followed with Commissioner Walters requested additional information on Appendix G – Request to Transfer Funds from Title III-C1 Congregate Nutrition to Title III-B Supportive Services specific to the type of transportation provided for congregate meal participants. Ms. Sattler spoke on behalf of Region 3-A stating there is currently a provider that uses a van to transport seniors to the meal sites. The availability of transportation to community-based congregate sites is critical given the rising costs of gas. The transfer of funds to support the van is necessary to ensure that vulnerable elders can participate in the meal program.

Commissioner Wright asked if Kalamazoo has a senior millage. Ms. Sattler stated there is no senior millage in Kalamazoo but a millage request to sustain the current public transportation system is on the November ballot.

Approval of FY 2007-09 Multi-Year Plan/2007 Annual Implementation Plan (AIP) for Region 3-C Area Agency on Aging

Steve Betterly, OSA staff, introduced Steve Todd, Executive Director of Region 3-C AAA and Laura Sutter, Program Coordinator.

Mr. Betterly presented for Commission approval the FY 2007-09 MYP and FY 2007 AIP for Region 3-C. Region 3-C is in compliance with OSA's operating standards and policies. Public hearings regarding the plan were held in two communities on April 27, 2006. Included in the AIP is a summary of the public hearings. In addition, the area agency submitted a copy of the AIP to each local unit of government within the planning and service area. No local governments raised any issues of concern regarding the plans. There are no special conditions requested, but Appendix J: Administration of Direct Services for Care Management requires Commission approval.

A motion was made by Commissioner Wright to approve the FY 2007-09 MYP and 2007 AIP for Region 3-C AAA and seconded by Commissioner Verma. The Commission approved with a 12-0-0 vote.

A discussion followed on strategies for marketing the AAAs with Karen Carroll, OSA staff, providing information regarding marketing approaches and barriers that exist in the network that prohibit a uniform marketing plan. Commissioner Wilson asked if the Service Delivery Plan, In-Home and Respite Care applies to individuals under 40 years of age. Mr. Betterly stated services supported by Older Americans Act funding could not be provided to individuals under 40 years of age unless that person was a caregiver.

Approval of the Revised FY 2006 Senior Volunteer Services State Allocations

Karen Carroll, OSA staff, requested Commission approval of the revised FY 2006 Senior Volunteer Services State Allocations. The revisions will decrease the FY 2006 allocation of state funds for the Region IV Senior Companion Program (SCP), EightCap Foster Grandparent Program (FGP), and Human Resources Authority Senior Companion Program (SCP). Ms. Carroll explained the under-expenditures and requested the reallocation of these funds to other senior volunteer programs administered by the same grantees. These programs include the Region IV FGP, EightCap SCP, and Human Resources Authority FGP.

A motion was made by Commissioner Bieber to approve to the de-obligation of FY 2006 funds from the identified grantees and seconded by Commissioner Verma. The Commission approved with a 12-0-0 vote.

A motion was made by Commissioner Wilson to re-obligate the FY 2006 funds to those grantees identified and seconded by Commissioner Walters. The Commission approved with a 12-0-0 vote.

No discussion followed.

Approval of the FY 2007 Senior Volunteer Services Program State Allocations

Karen Carroll, OSA staff, requested Commission approval of the FY 2007 Senior Volunteer Services Program State Allocations for the senior volunteer programs: Foster Grandparent Program (FGP), Senior Companion Program (SCP) and the Retired & Senior Volunteer Program (RSVP). Ms. Carroll also stated FY 2007 state funding for the senior volunteer programs remained constant, but the line item was reduced by \$21,000 in FY 2006. All allocations are contingent upon the appropriation and receipt of state funds allocated to the Michigan Department of Community Health, Office of Services to the Aging.

Ms. Carroll stated the total state funding for the programs is \$5,624,900. However, for FY 2007 the Michigan Legislature separated the three volunteer programs into separate budget line items: As a result, FGP is requesting \$2,813,500 is requested for the FGP, \$790,200 for RSVP, and \$2,021,200 for SCP.

OSA is reserving \$23,850 (\$450 per project) for evaluation of the programs, which results in an allocation of \$5,601,500 to the projects. Ms. Carroll explained that in previous years OSA required each volunteer project to contract for evaluation services. However this activity will be centralized at OSA in FY 2007 given deployment of the new Volunteer Information System (VIS), allowing for more efficient and effective management of the process.

A motion was made by Commissioner Wright to approve the FY 2007 Senior Volunteer Services Program State Allocations for the Foster Grandparent Program and seconded by Commissioner Bollinger. The Commission approved with a 12-0-0 vote.

A motion was made by Commissioner Wilson to approve the FY 2007 Senior Volunteer Services Program State Allocations for the Retired and Senior Volunteer Program and seconded by Commissioner Bollinger. The Commission approved with a 11-0-1 vote with Commissioner Pawelski abstaining.

A motion was made by Commissioner Walters to approve the FY 2007 Senior Volunteer Services Program State Allocations for the Senior Companion Program and seconded by Commissioner Newport. The Commission approved with a 12-0-0 vote.

A brief discussion followed on all the programs.

Approval of FY 2007-09 Multi-Year Plan/ 2007 Annual Implementation Plan (AIP) for Region IV Area Agency on Aging

Eric Berke, OSA staff, introduced Judy Lammers, Planner and Contract Manager for Region IV.

Mr. Berke presented for Commission approval the FY 2007-09 MYP and FY 2007 AIP for Region IV AAA. Region IV is in compliance with OSA's operating standards and policies. Public hearings regarding the plan were held on May 5 and 6, 2006 with a summary included the AIP. There are no special conditions requested, but Appendices

F – Regional Service Definitions, G – Request to Transfer Funds and J – Waiver for Direct Provision of Service require approval. In addition, the area agency submitted a copy of the AIP to each local unit of government within the planning and service area. No local governments raised any issues of concern regarding the plans.

A motion was made by Commissioner Wright to approve the FY 2007-09 MYP and 2007 AIP for Region IV Area Agency on Aging and seconded by Commissioner Pawelski. The Commission approved with a 11-0-0 vote.

A brief discussion followed.

Approval of FY 2007-09 Multi-Year Plan/ 2007 Annual Implementation Plan (AIP) for the Area Agency on Aging of Western Michigan (PSA 8)

Eric Berke, OSA staff, introduced Sandra Davis, Planner for Area Agency on Aging of Western Michigan.

Mr. Berke presented for approval, the FY 2007-09 MYP and FY 2007 AIP for the Area Agency on Aging of Western Michigan (PSA 8). The Area Agency on Aging of Western Michigan is in compliance with OSA's operating standards and policies. Public hearings regarding the plan were held on April 3, and May 1, 2006 with a summary included in the AIP. There are no special conditions requested, but Appendices F – Regional Service Definition and J – Administration of Direct Services require approval. In addition, the area agency submitted a copy of the AIP to each local unit of government within the planning and service area. No local governments raised any issues of concern regarding the plans.

A motion was made by Commissioner Wilson to approve the FY 2007-09 MYP and 2007 AIP for the Area Agency on Aging of Western Michigan and seconded by Commissioner Bieber. The Commission approved with a 11-0-0 vote.

A discussion followed with Ms. Davis explaining the recommended outcomes and goals associated with "Creating Community for a Lifetime" initiative. Copies of the report developed through the initiative were provided to each Commissioner.

Approval of FY 2007-09 Multi-Year Plan/ 2007 Annual Implementation Plan (AIP) for Senior Resources (PSA 14)

Eric Berke, OSA staff, introduced Pam Curtis, Program and Grant Manager for Senior Resources.

Mr. Berke presented for Commission approval, the FY 2007-09 MYP and FY 2007 AIP for Senior Resources. Senior Resources is in compliance with OSA's operating standards and policies. Public hearings regarding the plan were held on May 31, and June 13, 2006 with a summary included in the AIP. There are no special conditions requested, but Appendix J: Waiver for Direct Provision of Services requires approval. In addition, the area agency submitted a copy of the AIP to each local unit of

government within the planning and service area. No local unit of government raised any concerns regarding the plan.

A motion was made by Commissioner Wilson to approve the FY 2007-09 MYP and 2007 AIP for Senior Resources and seconded by Commissioner Bieber. The Commission approved with a 11-0-0 vote.

A brief discussion followed with Commissioners commenting regarding the involvement of Senior Resources as sponsor of the 211, information and referral program.

INFORMATION AND COMMENTS

Commissioner Wilson stated she attended a "Get Connected" seminar and found it very informative. She also attended an expo on a new service called "Bedside Notes" in Oakland County. This is a service provided to caregivers are unable to regularly visit family members in nursing homes. Bedside Notes will make a visit to the facility on behalf of the family and provide them with written information regarding the visit.

Commissioner Walters noted his region's annual senior picnic was held on August 8th with over 80 people in attendance.

Commissioner Wright was pleased to announce the senior millage in Calhoun County had passed.

Commissioner Newport asked if a comparison of The FY 2007 AIPS could be conducted to the FY 2006 AIPS for informational purposes.

ANNOUNCEMENTS

A copy of the July Corrective Plan of Action progress report from The Senior Alliance is included in the Commission folders.

The next meeting of the Commission on Services to the Aging will be held at 10:00 a.m. on September 15, 2006 at the Holiday Inn West Conference Center, Lansing.

The next meeting of the State Advisory Council will be held on October 5, 2006, 9:30 a.m. at the Holiday Inn West Conference Center, Lansing.

ADJOURN

A motion to adjourn was made by Commissioner Pawelski and seconded by Commissioner Wilson. Commissioner Guilfoyle adjourned the meeting at 1:45 p.m.