

**Senior Millage Allocation Committee (SMAC)**

**Friday, July 13, 2018, 8:00am - 10:00am**

Marshall County Building, Garden Level Conference Room  
Marshall, MI 49068

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**MINUTES**

1. Call to Order/Roll Call: Chair Vic Potter at 8:04 am. Roll called.

Attending: Rod Auton, Tom Hunsdorfer, Michelle Hill, Art Kale, Dianne (Willy) Kalnins, Richard Lindsey, Vic Potter, Jim Powers, Teresa Schell, Gary Tompkins, and Willie Tabb

Absent Excused: Jill Booth, Jason Rapelje

County Personnel: Helen Guzzo, Senior Service Manager; Rodna Stealy and Lora Stevens, Senior Services staff; Jen Bomba, Community Development Director, Brad Wilcox, Assistant County Administrator

Visitors: Luann Sommers, Director, and Carol Maynard, Board President, Forks Senior Center; Linda Grap, Director, and Anne Clark, Staff member, Senior Health Partners; Kitty Knoll, Director Heritage Commons Senior Enrichment Center; and, Al Smith, citizen.

1. Approval of Agenda for July 13, 2018:

Motion to accept agenda – Lindsey & Tabb: Motion, Second and Approved.

2. Approval of Minutes for June 1, 2018:

Motion to accept minutes – Lindsey & Auton: Motion, Second and Approved.

3. Introductions and Citizens Comments

4. Vendor Presentations:

- a. Forks Senior Center Executive Director, Luann Sommers; welcomed everyone to Forks Senior Center and spoke about programs and events at Forks Senior Center. Sommers also offered a tour following this meeting to allow members to see the center after recent renovations.
- b. CentraCare Chief Strategy Officer, Laura Ferrara; gave an update on the PACE Program and the Respite Care Program that Senior Millage helped fund with a \$20,000 Program Grant. The program gives caregivers a break while their loved one is in the Respite program. The program is offered two Wednesday evenings and two Saturday mornings a month, and includes transportation and personal care for the participants. SMAC members discussed further funding of this program through a Senior Millage Request for Proposal (RFP) either through the annual RFP or a special one issued in September rather than a Program Grant. The need for respite in the County needs further research. Caregiver Respite is available through the Community Care Options program funded by Senior Health Partners. Caregiver funding through CareWell Services has been slow to be spent in the community because of lack of demand in the past. Caregiver Respite has been removed from the August RFP.
- c. CentraCare/PACE Program Expansion in Albion: Care will be expanding services in Calhoun County to better serve residents in the eastern side of the county with an alternative care site in the Albion area with a partnership with Oaklawn. The new site would to open in March or April of 2019.

5. New Business:

- a. Motion to Approve revised All Service Minimum Services Standards with the addition of Section O. Income Documentation. Motion to approve by Hunsdorfer and Lindsey.  
Discussion about income verification: Powers stated it may take a lot of time and effort for providers to verify income and wondered if it was necessary to actually see documents. Powers was suggesting sampling to save valuable staff time working with seniors. Members agreed that it may take time but that it is our obligation to verify that the client is within the guidelines. Most providers who operate an income-tested, Senior Millage-funded program are already documenting income but Senior Services has not had any written standards or guidelines for income documentation. The proposed revisions were discussed with vendors at previous vendor meetings.

Roll call vote taken, unanimously approved. **Motion Carried.**

- b. Senior Services Operating procedures distributed to all members for review. Members asked for time to review these, and discuss them at the August meeting. Discussion that the Calhoun County Corporation Counsel should review the proposed Operating Procedures and that SMAC should officially approve them after this review.
- c. 2018 RFP- Guzzo presented her recommended funding, for the five year programs up for renewal and 2 year funding for Heritage Commons Senior Center Support and Habitat for Humanity Ramps to bring them in line with the 3 year funding cycle in the future. The Senior Ramps for Accessibility program was funded for the first time through a Program Grants in 2018, and now will be added to the RFP process. Guzzo presented a time line for the 2018 RFP process and the following budget:

**SENIOR SERVICES 2018 RFP SCHEDULE**

SERVICE	2019	2020	2021	2022	2023
ADULT DAY CARE	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
HEARING	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
VISION SERVICES	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
MINOR HOME REPAIR	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
TRANSPORTATION	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
SENIOR CENTER OPERATIONS	\$50,000	\$50,000			
SENIOR RAMPS	\$30,000	\$30,000			
<b>YEARLY TOTALS:</b>	\$910,000	\$910,000	\$830,000	\$830,000	\$830,000

Total 2018 RFP:	\$4,310,000
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Motion to approve the RFP Funding recommendation, was made by Auton and Power. Guzzo and members discussed the recommendation. Roll call Vote was unanimous. **Motion Carried.**

- d. Guzzo asked for volunteers for the RFP Review Subcommittee. Potter, Schell, Tabb, Hunsdorfer, and Auton volunteered to serve on the subcommittee.
6. Reports reviewed
  - a. 2018 Contract Spending – see written report.
  - b. Manager’s Report – see written report.
7. Upcoming Events: Guzzo challenged SMAC members to participate in at least one of the upcoming fundraising walks for Dementia and Parkinson’s. Volunteers are needed to help serve lunch and deliver bingo prizes for the Senior Day at the County Fair, on Aug. 15, from 9am to 1pm.
  - a. Heritage Commons, 1<sup>st</sup> Year Anniversary Ice Cream Social, **Thurs, July 26**, 2:30pm
  - b. Senior Day at the Ball Park, CO Brown Stadium, Battle Creek, **Thurs, Aug. 9**, 11am-2pm
  - c. Senior Day at the County Fair, **Wed, Aug. 15**, 9am-1pm
  - d. Alzheimer’s Walk, Stuart’s Landing, Marshall, Sat., **Aug. 25**, 9am Reg., 10am - 2 mile walk
  - e. Miles for Memories Community Stroll, Downtown Battle Creek, **Sat., Sept. 15**, 10am
  - f. Parkinson’s Walk, Binder Park Zoo, Battle Creek, **Sat, Sept. 22**, 10am Reg., 11:30am walk
8. Next SMAC Meeting: Friday, August 3, 2018, at Marian E. Burch Adult Day Care Center,
9. Adjournment called by Chairman, Vic Potter, 10:15 am

Respectfully submitted, Rodna Stealy