

Senior Millage Allocation Committee (SMAC)

Friday, August 4, 2017 8:00 a.m.

Calhoun County Garden Conference Room
315 W. Green Street, Marshall, MI 49068

MINUTES

1. Call to Order/Roll Call: Chair Vic Potter at 8:00 a.m. and roll called.

Attending: Rod Auton, Art Kale, Dianne (Willy) Kalnins, Richard Lindsey, Ralph Moore, Jim Powers, Vic Potter, Willie Tabb and Gary Tompkins

Absent Excused: Jill Booth, Joanne Konkle, Jason Rapelje, and Teresa Schell

County Personnel: Brad Wilcox, Assistant County Administrator; Helen Guzzo, Senior Service Manager; Rodna Stealy and Lora Stevens, Senior Services staff.

Visitors: Luann Sommers, Director of Forks Senior Center (FSC); Carol Maynard, FSC Board President; Linda Grap, CEO of Senior Health Partners (SHP); Katherine Lipari, Aetna Better Health Transportation Services Representative; Karla Fales, Director and Laura Miller, Associate Director for CareWell Services SW.

2. Approval of Agenda for August 4, 2017:

Amendment: Add approve minutes from the August 2, 2017, RFP Sub Committee Meeting.

Amendment: Add appointment and approval of SMAC Representatives to the Fork Senior Center Board of Directors and to the Heritage Commons Steering Committee

Motion to accept Agenda – Moore and Lindsey: Motion, Second and Approved - **Motion Carried**

3. Minutes for July 7, 2017:

Motion to accept Agenda – Lindsey and Moore: Motion, Second and Approved - **Motion Carried**

4. Introduction of Visitors – No Comments

5. SMAC group photo tabled until Strategic Planning meeting in October 2017 when hopefully a full committee will be present.

6. REPORTS:

a. Financial Report: Contract Spending/Budget Report: (Helen Guzzo)

57% has been spent and Senior Services has received mid-year reports from each vendor

Approved Contractual Services Budget is \$2,625,000, while contractual spending is allocation is \$2,549,790 with \$75,210 unallocated in 2017 funding. In September several agencies will request supplemental funding.

b. Managers' Report and Action Items: (Helen Guzzo)

- **RFP** will be out for bid for 5 programs and Minimum Service Standards are now on county's webpage in an easy to read format broken down into each service standard
- **Grand Opening of Heritage Commons** was in several papers with nice articles and pictures. Over 200 attended the grand opening.
- **Resignation of Joanne Konkle;** due to health reasons.
 - Joanne Konkle submitted a letter of resignation and recommended Tom Hunsdorfer to replace her.
 - Resignation was accepted with regret by all SMAC members.
 - Placing ads for new SMAC member on webpage/newspapers to finish her term (April 2020)

- August 23 - applications submitted; interviews September meeting; after interviews; discussion and vote; send to BOC in end of September for approval and start on SMAC board October 6th.
 - Art Kale suggested creating an award to honor Joanne for her years of service at BOC August 17 Meeting for providing leadership and exceptional service to seniors in Calhoun County. This would be an annual award that SMAC would award with the first being given to Joanne. Discussion about the award was strongly supported and the consensus was to go forward with the plan to establish the award.
 - Oaklawn volunteered to be a sponsor of the award.
- **Assessments/monitoring of all funded programs** between Oct and Dec 2017. Guzzo is planning to attend as many as possible of the assessments conducted by CareWell Services SW and then will arrange for monitoring of the vendors not jointly funded by CareWell Services and Calhoun County Senior Services. Guzzo plans to visit all congregate meal sites and Fun & Fitness locations.
 - **MEADA** – Marshall Area Economic Development Alliance has accepted Lora Stevens as a Chamber Ambassador. Vic Potter welcomed her and commented he was glad that someone from the County was an active member.
 - **MMAP Annual Training** for Rodna Stealy and Lora Stevens. Rodna was recognized for 2017 Counseling Hours for conducting the most one-on-one MMAP counseling hours in the region and also received recognition for the most hours conducting outreach and education in the region.
 - **Sponsorships** – Senior Day at the Ball Park, Senior Day at the Fair, Miles for Memories (\$2,500) and Care Giver Retreat (\$350.00). Discussion about each event.
 - **Senior Centers** – Forks Senior Center; Heritage Commons Enrichment Senior Center; Kool Family Center (it is a Community Center, not a senior center), membership is \$55.00 per year for adults 55 years and older and currently there are about 50 members. Kool Family Center said they would honor a passport system where you can pay a membership to any of the 3 centers and be allowed into the other centers for activates. Euchre tournaments would be a great start to combine the centers.
 - **SMAC** members suggested that they would like vendors to come make short presentations so they could become more familiar with funded programs. Guzzo will schedule.
 - All Minimum Service Standards need to be reviewed and updated in the upcoming year.
 - **Affordable Dementia meeting** on August 10 - Maureen Mickus asked Guzzo to attend.
 - **Stand-Down Battle Creek** scheduled Oct 20 at Full Blast. Guzzo was asked to again become an active member of the planning committee with recent leadership changes of involved agencies.
 - **Forks Senior Center strategic planning** is scheduled for August 23 and Guzzo facilitate.
- c. Heritage Commons (HC)** – Grand Opening Ribbon Cutting – Stealy reported that over 200 people attended. Seniors are already asking for more things to do.
- Congregate Meal site open on Tuesday and Thursdays and first week they had 8 and expect more in the future.
 - Euchre has been started with 5 people attending and with a great teacher how now has 4 tables/4 people each table playing.
 - Consumers Trainings from the Office of the Attorney General – 6 totaled sessions. 15 people signed up for the first one and this is open to the public with a \$5.00 lunch charges if you are not a member.
 - Arts and Crafts is scheduled once a month
 - Oaklawn will sign up for a once a month for a lunch and learn sessions.
 - Legal Aid will sign up for once a month sessions
 - Scheduling a Fall Prevention class – 13 to 14 people
 - Art installation display from V Kalnins on the walls
 - Kitty Knolls, Gary Tompkins and Guzzo visited the Portage Senior Center in July. They were impressed by the Portage Center’s Travel program which is a profit center for them. Also interested in the “The Age of Love” documentary about speed dating. The Portage Senior Center has hosted very popular speed dating events after the showing of the movie. Linda Grap has talked to the producers several times and could help set this program up in Marshall.

7. NEW BUSINESS:

a. RFP Review Subcommittee

Approval of RFP Review Subcommittee consisting of Rod Auton, Jim Power, Ralph Moore, Willie Kalnins and Richard Lindsey. Motion to approve – Kale and Tompkins: Motion, Second and Approved - *Motion Carried.*

b. Approval of RFP Review Subcommittee minutes from August 2, 2017

RFP Review Subcommittee met to review the proposed 2017 RFP on August 2, 2017. Attached are the minutes from this meeting. The RFP Review Subcommittee voted to approve the minutes from their August 2, 2017 meeting. Motion to approve minutes – Lindsey and Kalnins: Motion, Second and Approved - *Motion Carried.*

c. Program grant request for \$20,000 from Senior Health Partners to fund health education outside of Battle Creek

RFP Committee Recommendations to the SMAC, approve:

- Senior Health Partners request for \$20,000 to cover the cost of Health Education to promote healthy aging all around Calhoun County for one year, and;
- initiate discussion with area hospitals, CareWell Services and SHP partners about collaboration of services to seniors, and;
- develop Minimum Services Standards for Health Education.

Motion to accept RFP Recommendation and approve \$20,000 SHP request for health education programming – Kale and Kalnins: Motion, Second and Approved – *Roll Call Vote: Auton-Yes; Kale-Yes; Kalnins-Yes; Lindsey-Yes; Moore-Yes with reservations; Vic-No; Powers-Yes; Tabb-Yes; Tompkins-Yes. Motion Carried.*

d. 2017 RFP Budget Recommendation

Senior Services RFP schedule and budget distributed.

Annual RFP Budgeted amounts for 2018 to 2020:

Benefits Counseling	\$50,000
Chore Services	\$40,000
Community Care Option	\$300,000
Personal Emergency Response System	\$50,000
Prescription Assistance Program	\$30,000 (included prescription voucher and drug assistance program)

RFP of Senior Centers is on hold until strategic planning in Sept & Oct.

Date Line Review:

RFP Amounts approved by SMAC	Friday, August 4, 2017
Issue RFP	Tuesday, August 8, 2017
Pre-Proposal Meeting	N/A
Proposals Due Date & Opening	Wednesday, August 30, 2017, 3pm,
Distribute RFP Responses to SMAC Review Committee	Friday, September 1, 2017
Proposal Evaluation Meetings	Friday, September 15, 2017, 8am-10am
	<i>(If needed)</i> Friday, September 22, 2017, 8am-10am
Notify applicants of Review Committee recommendations	Monday, September 25, 2017
Deadline for Proposal Appeals	Monday, October 2, 2017

Recommendations to SMAC for award (SMAC will hear appeals, if necessary)	Friday, October 6, 2017
Memo for BOC agenda (from Helen Guzzo) <i>Include contracts with BOC approval request memo</i>	Tuesday, October 10, 2017
Board of Commissioners approval	Thursday, October 19, 2017
Notify vendors of awards & mail contracts	Monday, October 23, 2017

Motion to approve 2017 RFP Budget – Powers and Lindsey: Motion, Second and Approved - ***Motion Carried.***

e. SMAC Representatives to funded Senior Centers

The Office of Senior Services’ Minimum Service Standards for Senior Center Operations requires:

The County Board of Commissioners shall appoint a representative of the SMAC to sit on the senior center board as a non-voting, ex-officio member.

These appointments are required because of the resignation of Joanne Konkle, a charter SMAC member due to health concerns, who had served as the SMAC Representative on the Forks Senior Center Board of Directors; and the recent forming of the new senior center at Heritage Commons.

SMAC Representatives are liaisons with Calhoun County to the Forks Senior Center in Albion and the new Heritage Commons Senior Enrichment Center in Marshall. Alternatives are also being recommended for appointment. Heritage Commons is in the process incorporating into a non-profit organization and is currently operating with a Steering Committee under the sponsorship of Oaklawn Hospital, CareWell Service SW, the City of Marshall and Calhoun County Senior Services.

These appointments are effective until the representatives resign or are unable to fulfill the role, or until the SMAC or BOC appoint new representatives.

Forks Senior Center, Board of Directors:
 SMAC Representative: Willie Tabb, 5 Coventry Lane, Albion, MI 49224
 SMAC Alternative: Commissioner Gary Tompkins, 29159 R Drive S, Homer, MI 49245

Heritage Commons Senior Enrichment Center, Steering Committee:
 SMAC Representative: Richard Lindsey, 15509 - 17 ½ Mile Road, Marshall, MI 49068
 SMAC Alternative: Commissioner Vic Potter, 1104 Fennimore Drive, Marshall, MI 49068

Motion to approved SMAC representatives to the funded Senior Centers – Powers and Moore: Motion, Second and Approved - ***Motion Carried.***

- f. **Storyboarding of the question, *Why do Senior Centers Matter?***, to practice using the idea generation technic for strategic planning. See the Manager’s Sept. 1, 2017 for a report of this discussion.
- 8. Next SMAC meeting: Friday, Sept. 1, 2017, 8:15 am to 11:30am at the Marshall Regional Law Enforcement Center.
- 9. Adjourned at 9:42am.

	<p>ADDITIONAL INFORMATION is always available by contacting Calhoun County Senior Services at (269) 781-0846.</p>
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Senior Millage Allocation Committee (SMAC)

RFP Review Subcommittee

Wednesday August 2, 2017, 3:00 p.m.

Calhoun County Garden Level Conference Room

315 West Green Street, Marshall, MI 49068

MINUTES

Attending: Rod Auton, Dianne (Willy) Kalnins, Richard Lindsey, Ralph Moore, Jim Powers,

County Personal: Brad Wilcox, Assistant County Administrator; Helen Guzzo, Senior Services Manager and staff, Rodna Stealy and Lora Stevens

Discussion of Joanne Konkle's resignation from SMAC due to health concerns, and the need to recruit a new SMAC member. Discussion of whether all parts of the County are represented on SMAC, more discussion to follow at Aug 4, SMAC Meeting.

Discussion - SHP requesting a mini-grant for \$20,000 to cover the cost program/project:

- **Health Education to promote healthy aging** – To fund Matter of Balance Fall Prevention Workshops and Tai Chi in communities outside of Battle Creek, Diabetes Support Groups in Marshall and Albion, and Parkinson's Support Groups in Battle Creek.
- This mini-grant will help cover non-millage funds that have been discontinued from CareWell Services.
- SS Mini-Grants were originally granted for new programs to get off the ground - learning curve.
- Discussion followed as to why CareWell left the partnership. Group consensus and the need to have all SHP partners and potential partners join together in a conversational meeting about collaborating around health education-have the County play a convening role to make sure services are not duplicated.
- Minimum Service Standards will need to be developed if health education is going to become a contracted service issued through the RFP process.

Motion: Recommendation to SMAC to approve SHP mini-grant request for \$20,000 for only one year and initiate a discussion with area hospitals, CareWell Services, and SHP partners about continued collaboration and developing service standards for health education.

Powers and Lindsey: Motion, Second and Approved – **Motion Carried – PASSED**

5 contract funded programs will be in the RFP expect to be issued Aug. 8, 2017. Senior Centers will be included in a later RFP to be issued in late Sept/early October. Committee was asked to review the Evaluation Matrix and send any suggestions or comments to Helen Guzzo. The RFP Review Matrix will be used for evaluation proposals responding to the RFP.

Date Line:

RFP Amounts approved by SMAC

Friday, August 4, 2017

Issue RFP

Tuesday, August 8, 2017

Pre-Proposal Meeting

N/A

Proposals Due Date & Opening

Wednesday, August 30, 2017, 3pm,

Distribute RFP Responses to SMAC Review Committee

Friday, September 1, 2017

Proposal Evaluation Meetings

Friday, September 15, 2017, 8am-10am

(If needed)

Friday, September 22, 2017, 8am-10am

Notify applicants of Review Committee recommendations

Monday, September 25, 2017

Deadline for Proposal Appeals

Monday, October 2, 2017

Recommendations to SMAC for award

Friday, October 6, 2017

(SMAC will hear appeals, if necessary)

Memo for BOC agenda (from Helen Guzzo)
Include contracts with BOC approval request memo
Board of Commissioners approval
Notify vendors of awards & mail contracts

Tuesday, October 10, 2017

Thursday, October 19, 2017

Monday, October 23, 2017

Motion: RFP amounts approved by Committee to recommend to SMAC for funding from 2018 to 2020:

Benefits Counseling-\$50,000

Chore Services-\$50,000

Community Care Options-\$300,000

Personal Emergency Response (PERS)-\$50,000

Prescription-\$30,000

Moore and Kalnins: Motion, Second and Approved – Motion Carried – PASSED

Discussion of CareWell request to combine and change programs:

- **First request:** CareWell would like to combine PERS and CCO as this would eliminate the wait list for PERS and lets CareWell Services keep one client database as all clients would be CCO
- **Second request:** CareWell is having challenges finding providers to provide home care services under CCP. Hiring temporary workers to provide the services directly without contracting CareWell Serives proposed would help them spend the money out better. CareWell Services would continue to use CCO for non-recurring, gap filling needs that come out of the Health Access Hub work, as was approved by the SMAC months ago.
- Group consensus that SMAC should not approve combining funding from the PERS and CCO contract. The PERS waiting list could be served with a request for supplemental funding from Senior Millage.

Motion: Deny the request from CareWell Services to amend the current contract to combine PERS and CCO into one funding stream, and that CareWell manage the CCO service requests directly through TEMP employees.

Moore and Kalnins: Motion, Second and Approved – Motion Carried - PASSED.

Guzzo reminded everyone to review the RFP Review Matrix. Brief review of Minimum Service Standards for programs to be included in the RFP. Service standards were distributed – All Services, Benefits Counseling, Chore Services, Community Care Options, PERS, Prescription Vouchers, Prescription Drug Access Program and Senior Center Operations. Homework is to review the Minimum Service Standards and return any comments to Guzzo.

Meeting Adjourned 4:49 p.m.

Next Subcommittee Proposal Evaluation Meeting - September 15, 2017, 8:00am – 10:00am

Approved by RFP Subcommittee at August 4, 2017 SMAC meeting.



ADDITIONAL INFORMATION

Questions regarding the minutes may be answered prior to the next meeting by contacting Calhoun County Senior Services at 269-781-0846