

**SENIOR SERVICES GRANT COMMISSION (SSGC)**  
**McHenry County Administration Building**  
**667 Ware Road, Conference Room B**  
**Woodstock IL 60098**

MINUTES OF FRIDAY, MARCH 4, 2011

Chairman Salgado called the meeting to order at 10:00 a.m. The following Commission Members were present: Chairman Sandy Salgado; Randy Donley; Mary Donner; Virginia Peschke; Donna Kurtz; Susan Ritzert; Donna Schaefer; Mary Reid; Catherine Nash; Norman Joyce; Richard Hatten; Bruce Treadway; Stephen Polep and Kevin Sarnwick. Kathleen Bergan Schmidt arrived at 10:01a.m. Anna May Miller and Don Kopsell were absent. Also in attendance: John W. Labaj, Deputy County Administrator; Linda McMahon, Administrative Analyst; Jason Osborn and Sarah Chadderdon, Division of Transportation.

Sandra Salgado, Chairman

Bruce Treadway	Randy Donley
Don Kopsell	Kathleen Bergan-Schmidt
Mary Donner	Anna May Miller
Catherine Nash	Stephen Polep
Virginia Peschke	Mary Reid
Susan Ritzert	Donna M. Kurtz
Donna Schaefer	Richard Hattan
Kevin Sarnwick	Norman Joyce

MINUTES:

Commission members reviewed the minutes from August 20, 2010. Commission members requested that the chart that highlights the funding for the service agencies be included in the minutes. Mr. Polep made a motion, seconded by Susan Ritzert to recommend approval of the above commission minutes, as amended. The motion carried with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

NEW BUSINESS:

*Update of 2010 Projects and Accomplishments:* Mr. Labaj joined commission members to provide an update on the 2010 projects and accomplishments for the Senior Services Grant Program. A chart has been provided that categorizes the expenditures for each grant recipient. The grantees have done a good job of spending down their accounts. They had a few extra funds available because the funds budgeted for the McHenry County Division of Transportation, Senior Transportation Pilot Program spent less than what was allocated for the program. Out of \$1,907,500 budgeted, \$1,852,180 was spent. All agencies hit their target numbers. Mr. Osborn, from the Division of Transportation, stated that the costs for the pilot program was estimated based on the FY08-09 numbers. Amounts were renegotiated with Pace, bringing the program in less than budgeted. Commission members were reminded that there was \$49,000 left from the FY10 grant programs well. They were informed that a report will be available at the next commission meeting regarding the service numbers. There were some delays to their program because they had to install software and dispatch equipment. Pace was slow in getting the required equipment to the department and when received it took time to get the equipment up and working correctly. They are trying to track service units and numbers for unduplicated clients. The numbers will include how many individuals were served that are below the medium income. They have found some anomalies in some of the numbers so they are trying to get some more accurate numbers of the participants.

Reports are an ongoing issue with the agencies. Commission members questioned if they should require these reports in order to get their funds. They stated that each grantee should be required to attend a workshop so they can provide the correct reports. Agencies should be required to verify "unduplicated" services being provided for McHenry County Seniors. Forms should be provided on a quarterly basis so that the numbers can be tracked accurately. Anomalies will show up sooner if this information is tracked more often. The cost per unit and cost per client should be provided as well as where these clients are being served. Commission members voiced concern that the reports show clients being served in Barrington Hill. They were informed that

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his chart was created based on zip code and that area is probably Port Barrington, which is located in McHenry County. They stated that these numbers should include McHenry County clients only. They stated that the reporting agencies should report which specific areas are being served and to make sure they are reporting correctly. These services are for all seniors, not just indigent clients.

Mr. Labaj stated that there has been an issue with the insurance for these agencies. The contract requires that McHenry County be included as an additional insured. We have been informed that there has been an issue with the townships that participate because they purchase their insurance from a risk management pool for townships. By adding the county onto their policy we have been informed this is increasing their insurance costs. Ms. Schaefer stated she did not have an problem with this requirement and stated she would check to see the issues surrounding these concerns with the insurer.

*Discussion on Updating Senior Service Grant Commission Strategic Plan for 2011:* Mr. Labaj reminded commission members that the Strategic Plan for the commission was created in 2007. He questioned if the commissioners felt there should be any changes in the plan. In the past the public has been involved to look through the plan and comment, ask questions or voice concerns regarding the Commission's plan. We have used this form to base some of the decisions made by the Commission. Overall, the Commission has addressed the goal in this plan. The Commission may be confronted with issues because of the financial situation of the State. There are some concerns regarding some of the agencies future. Commission members requested a copy of the County's power point presentation that was provided to the County Board members by the Human Services Advocates of McHenry County.

Commission members questioned how they can determine if the goals set are being met? When the commission began, they were very careful what we thought what would be needed, both by the agency and the public. So much has been done by this commission and we are seeing the results of what we have accomplished. A lot has been done for those that have needed these services. The new members of the commission want to make sure that progress is being made on the plan. Commission members requested an update at the May meeting on the goals and where we stand.

Concern was voiced regarding liabilities being carried on the books. How some of these agencies provide services in FY2012 will drastically change. Commission members requested that a matrix be created of the original goals and whether the goals have been met. Most grantees are aware of the goals of the commission.

Commission members stated that the agencies need to work together on like services. Medicaid reform will force some of these agencies to work together. Health Services Advocates can speak on this issue. It may be interesting to hear from the boards of some of these groups to understand where they are coming from, prior to the May meeting. Commission members suggested a meeting in April to answer some of the questions of the Commission. It was suggested that the Senior Services Grant Commission meet at 10:00a.m. on April 15<sup>th</sup>, following the Public Health and Human Services Committee meeting. The Commissioners requested updated lists for this meeting. It was stated that the information from this Commission should be presented to the whole County Board.

*Discussion on Meeting Times and Tentative Meeting Schedule for 2011:* Commission members entered a discussion on the meeting times for 2011. Last year an all day interview session was provided for the grant agency presentations. This worked well. Anyone on the Commission that are interested may attend any of the workshops. Commission members agreed to meet on August 19<sup>th</sup> to hold the interviews for the grantees. Applications will be available for review prior to August 19<sup>th</sup> for review. Most of the applications received will remain the same. If the Commission members want any specific questions answered, please inform staff so the questions can be answered in a timely manner during the meeting. Commission members stated that the grant agencies should be mandated to attend the workshops if they are to receive any grant funds. Commissioners requested they be notified of all of the dates of meetings and workshops for the commission.

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Mr. Labaj stated that the bylaws of the Commission require the appointment of a Chairman, Vice Chairman and Secretary. There are vacancies in the Vice Chairman and Secretary positions on the Commission. The Vice Chairman fills in when the Chairman is unable to attend a meeting or when they must abstain from a vote. Ms. Nash made a motion, seconded by Ms. Schaefer to recommend Mary Reid for the Vice Chairman position on the Commission. The motion carried with a voice vote of all ayes. Mr. Polep made a motion, seconded by Ms. Schaefer to recommend Mary Donner as the secretary for the Senior Services Grant Commission. The motion carried with a voice vote of all ayes.

Ms. Donner questioned if the Human Services representatives from Lake County could be invited to the next commission meeting as they are interested in the Senior Services Grant program that is going on in McHenry County. It was noted that this is an open meeting and they would be welcomed to attend.

OLD BUSINESS:

None

ADJOURNMENT:

Noting no further business, Ms. Reid made a motion, seconded by Ms. Donner, to adjourn the meeting at 10:50 am. The motion carried with a unanimous voice vote of all members present.

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