

TO: ASCOG Area Agency on Aging Advisory Council

FROM: Kenneth D. Jones, Director
Supportive Services Division

DATE: August 30, 2016

SUBJECT: ASCOG Area Agency on Aging Advisory Council Meeting

The ASCOG Area Agency Aging Advisory Council will meet Tuesday, September 13, 2016, 10:00 a.m. in Duncan. The meeting will be in the Jerry D. Morris Business & Industry Service Center at Red River Technology Center, 3300 W. Bois D'Arc. The building is ADA compliant. If you have special accessibility needs, please contact Ken Jones.

Please contact Bethany no later than noon Wednesday, September 7, 2016 and confirm if you will be able to attend. Please advise her if you will be bringing a guest so that she may have an adequate number of lunch orders placed. You may contact Bethany by either e-mail at sull_be@ascog.org or by telephone 580.736.7036.

Agenda, minutes and other forms are attached. We look forward to seeing you in Duncan.

MINUTES OF ASCOG AREA AGENCY ON AGING ADVISORY COUNCIL (AAAAC)
10:00 A.M. TUESDAY JUNE 14, 2016
JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER
RED RIVER TECHNOLOGY CENTER DUNCAN, OK.

NOTICE OF THE MEETING WAS GIVEN BY LETTER TO THE STEPHENS COUNTY CLERK DATED DECEMBER 9, 2015. AGENDA WAS POSTED AT ASCOG, 802 MAIN, DUNCAN, OK ON JUNE 6, 2016 AND ON THE WEB SITE ON JUNE 6 2016

Members Attending

J.M. Cope	John Kusel
Jalmer "Bo" Fallon	Dorothy Moore
Haljean Gillispie	Merlene Rust
Louise Hamilton	Rowena Scott-Johnson
Thelmer Hutcheson	Charles Watson
Loretta Jackson	

Members Absent

Karolyn Anders	Charley Maguire
Ruby Benson	Ray Merchant
Katie Ebner	Watha Shanks
Lauren Ellis	Sandy Stewart
Lewie Jeffries	Marlene Walker

AAA/Title III Staff Attending

Ken Jones
Nancy Bluml
Bethany Sullivan
Darin Terry
Dacia Nix
Erick Dennis, MaddieLuke
Sammie Forrester, MaddieLuke
Pete Goldring, MaddieLuke
Monica Day, Center for Creative Living

Guests

Chuck Ralls, City of Comanche
Robert Floyd, City of Blanchard
James Williams

Agenda Item I. Call to Order, Welcome and Roll Call: At a regular meeting of the ASCOG AAAAC, held at the Jerry D. Morris Business & Industry Service Center, 3300 W. Bois D'Arc, Duncan, Oklahoma, on Tuesday morning, June 14, 2016 the meeting was called to order at 10:01 a.m. by Merlene Rust, chair, who welcomed everyone. Roll call commenced and a quorum was determined to be present.

Agenda Item II. Moment of Silence in Memory of Ruben Sotelo: Merlene Rust turned the floor over to Ken Jones to lead a moment of silence in memory of Ruben Sotelo, Ombudsman Supervisor. Ruben was killed May 5, 2016 in an automobile accident while administering his duties for the Area Agency on Aging (AAA). The committee followed with

reciting the Pledge of Allegiance and it was recommended by Merlene Rust that this custom continue for future meetings.

Agenda Item III. Approval of Minutes from the Last Meeting: Ken Jones asked that there be an amendment to the minutes from the last meeting concerning Agenda Item IX. It should read: “Council recommended changes to reservation policy.” The minutes of the previous meeting with the suggested change had a motion to approve made by Rowena Scott-Johnson and Jalmer “Bo” Fallon seconded. Those voting “aye” were Cope, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Moore, Rust and Scott-Johnson. Kusel and Watson abstained. There were no “nay” votes.

Agenda Item IV. Review, Consider and Take Possible Action on Transportation Services Provider: Ken Jones made a power point presentation outlining budget information for the transportation services provider services. He advised the council that a successful bid for these services was submitted by Brent Morey, Project Director, Community Action Development Corporation (CADC). A motion was made by Charles Watson to approve CADC as the Transportation Service Provider and John Kusel seconded. Those voting “aye” were Cope, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Moore, Rust and Scott-Johnson and Watson. There were no “nay” votes.

Agenda Item V. Review, Consider and Take Possible Action on Title III Nutrition Site Closures Due to Budget Shortfall or Site Requests: Ken Jones utilized a PowerPoint presentation to illustrate suggested nutrition site closures. He stated that there is a estimated 10% decrease to Title III funding. He outlined that with this funding decrease, Pleasant Valley nutrition center will close July 1, 2016. Mr. Jones then informed the council of recommendations made by an Ad Hoc committee comprised from ASCOG board members that included: Terry Wyatt, Mike Lennier, Gerald Hayes, Dick Herrin and Bob Crews. The committee’s recommendation was to close Byars, Geronimo, Blanchard, Washington and Comanche since there are all considered urban communities and have the resources to stay open for three years. A question and answer session followed. A motion was made by Charles Watson to accept the recommendation from the Ad Hoc committee and the motion was seconded by Loretta Jackson. Those voting “aye” were Cope, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Moore, Rust and Scott-Johnson and Watson. There were no “nay” votes.

Agenda Item VI. Review, Consider and Take Possible Action on MaddieLuke Requests for Nutrition Site Change of Status: Ken Jones informed the council that the consideration was that two site changes be made effective July 1, 2016. His suggestion was that Walters and Marlow nutrition sites no longer be satellite sites and for the staff to resume cooking for the facilities. Following a brief discussion, the motion was made to allow these changes to occur for SFY17 by Haljean Gillespie and seconded by Charles Watson. Those voting “aye” were Cope, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Moore, Rust and Scott-Johnson and Watson. There were no “nay” votes.

Agenda Item VII. Review, Consider and Take Possible Action on Title III Grantee Budget: Ken Jones explained that policy does not include the number of meals served and proposals do not include equipment costs. When the term “closed” is used, it means that the center has been taken off of the Title III contract. He further stated that the proposed budget still hinges on the numbers that Department of Human Services (DHS) will supply and they are supposed to make available those numbers and information by Friday, June 17, 2016. He explained that a portion of grant money comes from the Community Expansion for Nutrition Assistance (CENA) grant. There is a floor of \$5,000 and a prediction of a \$30,000 loss due to facilities becoming independent. The motion was made to combine and approve these changes by Rowena Scott-Johnson and seconded by Loretta Jackson. Those voting “aye” were Cope, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Moore, Rust and Scott-Johnson and Watson. There were no “nay” votes.

Agenda Item VIII. Review, Consider and Take Possible Action on AAA Area Plan and Budget Modifications: Ken Jones made the suggestion that this item be set aside for a later date.

Agenda Item IX. Adjournment: On motion from Charles Watson and seconded by Rowena Scott-Johnson the AAAAC adjourned at approximately 11:50 a.m. Those voting “aye” were Cope, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Moore, Rust and Scott-Johnson and Watson. There were no “nay” votes.

Ken Jones, Director
Supportive Services Division

September 2016
AAA STAFF PROGRESS REPORT

INFORMATION AND ASSISTANCE – Bethany Sullivan

In the summer months of May, June, July, and August, I was busy handling calls and referrals for the Masonic Assistance Program for Seniors. I also made several referrals to outside agencies and or resources for individuals. On August 29th, 2016 I will assume the position of the Medicare Assistance Specialist. I have enjoyed my role as the Information and Assistance Specialist and will enjoy my new position as well.

MEDICARE ASSISTANCE – Dacia Nix

In the months of May, June, July and August, I have been busy visiting Senior Centers, doing presentations and handling phone calls as they come into the office. I attended the 2016 Senior Fraud Conference in Norman on July 27, 2016. Since attending the conference, I have been able to incorporate some of the information into my presentations and in talking one on one with Seniors. On August 29, 2016, I will assume a new position as Ombudsman Supervisor. I have greatly enjoyed my role as Medicare Assistance Specialist and I will miss many of the aspects that comes into play with this job. I look forward to my new adventure and I am sure it will be a rewarding experience as well.

ACCOUNTING – Nancy Bluml, Accountant

In May, Larry Shank from the Oklahoma Department of Human Services Aging Services completed ASCOG's AAA FY-2016 assessment. ASCOG's FY-2016 first and second quarters documentation and areas of performance were reviewed in-depth. There were no findings and all things were found to be in compliance.

In the months of May and June, I worked a lot with the Community Expansion for Nutrition Assistance (CENA) program, contacting the senior center grantees and processing their requests for reimbursement in order to utilize all the grant money by the fiscal year end, June 30, 2016.

At the end of June, I completed the Masonic Foundation Quarterly Expense Report for the second quarter 2016.

The S56C expenditure reports are done monthly and below is a summary of the past 3-months:

Taxonomy	APR/MAY/JUN 2016		
	Total Service Expenditure	Units	Cost Per Unit
Chore	\$4,293.82	47	\$91.36
Home Delivered Meals	\$141,022.92	31,476	\$4.48
Congregate Meals	\$383,547.55	48,604	\$7.89
Nutrition Counseling	\$147.00	9	\$16.33
Transportation	\$18,868.45	3,276	\$5.76
Legal Assistance	\$5,132.17	156	\$32.90
Nutrition Education	\$13,349.90	1,969	\$6.78
Information & Assistance	\$7,444.59	141	\$52.80
Outreach	\$27,985.91	155	\$180.55
Education & Training	\$3,750.00	63	\$59.42
Health Promotion	\$48.88	0	\$48.88
Coordination of Services	\$11,041.11	1,328	\$8.31
CG-Counsel/Suprt Grps/CG Train	\$19.16	16	\$1.20
CG-Respite Care	\$14,803.60	1,842	\$8.04
CG-Access Assistance	\$29,560.29	52	\$568.47
CG-Information Services	\$5,254.26	181	\$29.03
GP-Counsel/Suprt Grps/GP Train	\$57.47	6	\$9.58
GP-Respite Care	\$2,190.00	295	\$7.42
GP-Access Assistance	\$1,205.50	9	\$133.94
GP-Information Services	\$55.07	12	\$4.59

OMBUDSMAN – Darin Terry, Ombudsman Supervisor

Completed two certificates of training in Victims Assistance with Elderly Populations and Domestic/Sexual Violence in Latter Life through Office for Victims of Crime.

Presented several in-services to area nursing homes and assisted living centers on the Ombudsman Program and resident rights.

Attended the State Ombudsman training for state supervisors in June.

Presented monthly training to Ombudsman Volunteers.

ASCOG Sample Code of Ethics Agreement for all Title III Staff

The Code of Ethics Agreement must be signed by all employees, volunteers and contractors.

- No abuse, neglect, or exploitation of participants;
- No use of participant's vehicle;
- No use of participant's personal possessions not required for service delivery;
- No consumption of participant's food or drink;
- No use of the participant's telephone for personal calls;
- No discussion of the employee's or others' personal problems, religious, or political beliefs with the participant;
- No acceptance of gifts or tips from the participant;
- No friends or relatives brought to the participant's home;
- No smoking in the participant's home;
- No solicitation or borrowing of money or goods from the participant;
- No breach of the participant's privacy or confidentiality of records;
- No purchase of any item from the participant;
- No assumption of control of the financial and/or personal affairs of the participant;
- No removal of anything from the participant's home.
- Allow employees under 60 years of age to make reservations.
- Guests under 60 years of age will be allowed to make reservations at full price.
- Volunteers under 60 years of age will be allowed to make reservations as a participant.

I have read the Code of Ethics Agreement and I agree to abide by it.

ASCOG Title III Employee, Volunteer or Contractor
(Circle your employment status)

Date

**ASCOG TRUST AUTHORITY
AREA AGENCY ON AGING ADVISORY COUNCIL (AAAAC)
VOLUNTEER HOURS**

NAME: _____

DATE OF AAAAC MEETING: _____

PLACE OF AAAAC MEETING: _____

YOUR CITY/COUNTY OF RESIDENCE: _____

I certify that, as indicated above, I have volunteered my personal time to the above activity.

Signature

Date

*Note: Volunteer hours are used to capture units of service which are entered into the AIM data system by ASCOG staff as required by the State of Oklahoma Department of Human Services Aging Division. *Example:* Every hour you spend volunteering your time to attend and participate in an AAAAC meeting – a unit of service for each hour is thereby entered into the system.

Please do not write below this line

For ASCOG Staff Use Only:

Number Of Hours (Including Driving Time) Dedicated To This Meeting:

TO: ASCOG Area Agency on Aging Silver Haired Legislature

FROM: Ken Jones, Director
Supportive Services Division

DATE: August 30, 2016

SUBJECT: ASCOG AAA Silver Haired Legislature Meeting

The ASCOG AAA Silver Haired Legislature will meet Tuesday, September 13, 2016, 12:00 p.m. in Duncan. The meeting will be in the Jerry D. Morris Business & Industry Service Center, at Red River Technology Center, 3300 W. Bois D'Arc.

Agenda is attached.

We look forward to seeing you in Duncan.

AGENDA
ASCOG AREA AGENCY ON AGING SILVER HAIRED LEGISLATURE MEETING
12:00 P.M. TUESDAY SEPTEMBER 13, 2016
JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER
3300 W. BOIS D'ARC DUNCAN, OK.

- I. Call to Order and Welcome – Charles Watson, chairman
- II. Roll Call – Charles Watson
- III. Approval of Minutes from the Last Meeting – Charles Watson
- IV. Old Business – Charles Watson
- V. New Business – Charles Watson
- VI. Adjourn – Charles Watson

* The Red River Technology Center is ADA compliant. If you require special accommodations, please contact Bethany by September 7, 2016.

**MINUTES OF ASCOG AREA AGENCY ON AGING
SILVER HAIRED LEGISLATURE (SHL)
12:00 P.M. TUESDAY JUNE 14th, 2016
JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER
RED RIVER TECHNOLOGY CENTER DUNCAN, OK.**

Members Attending

John Kusal
Jalmer “Bo” Fallon
Charles Watson
Rowena Scott Johnson
Merlene Rust

Members Absent

Karolyn Anders
Haljean Gillispie
Ray Merchant

AAA Staff Attending

Bethany Sullivan
Nancy Bluml

The meeting was called to order at 12:35 p.m. by Chairman Charles Watson.

A Silver Haired Legislature meeting was not held at the last Advisory Council Meeting on March 8th, 2016. Therefore, no minutes were recorded and were not read and approved.

OLD BUSINESS

There was no discussion on old business.

NEW BUSINESS

John Kusal brought up the discussion about the funds in the ASCOG Silver Haired Legislature account. He stated that there is at least \$2,000.00 in the account. He gave recognition to Charles Watson on his hard work and effort in fundraising to help build up that account. Due the amount in the account, John Kusal proposed that some of the funds be used to pay for one night’s lodging in a hotel, lunch and banquet costs for the ASCOG SHL members at the OSHL State Convention. Discussion on this proposal was done and John Kusal put forth the motion to use the some of the funds from the SHL account to pay for the expenses for the SHL members to attend the OSHL State Convention. The motion was seconded by Rowena Scott Johnson. Chairman Charles Watson called role for all voting members present to vote on the motion. All voting members unanimously agreed to the motion. Motion was passed.

Jalmer “Bo” Fallon brought up the discussion on using some funds from the SHL account for outreach and flyers about the SHL. Discussion was made on this and a suggestion was made by John Kusal to give a donation to the OHSL. Merlene Rust put forth a motion to give the OHSL a donation of \$100.00. The motion was seconded by John Kusal. Chairman Charles Watson called role for all voting members present to vote on the motion. All voting members unanimously agreed to the motion. Motion was passed.

Nancy Bluml, account for ASCOG, mentioned that the bank is becoming stricter on how checks are made out and have requested that all checks associated with the SHL have ASCOG

written on the check. She gave the example of putting SHL/ASCOG on any of the checks. Discussion was made on the pecan fundraising. Charles Watson stated that there is six cases of pecans that all paid for sitting in the freezer at Homeland in Chickasha. John Kusal stated that when he sells the pecans, he goes to several of Senior Centers and sets up a table and is successful in selling the pecans. He also suggested to the members that utilizing a beauty shop could be effective in selling the pecans.

There being no further business, a motion to adjourn was made by Chairman Charles Watson and seconded by Merlene Rust. All voting members unanimously agreed to the motion. Motion was passed. The meeting was adjourned at 1:00 p.m.

Ken Jones, Director
Supportive Services Division

**ASCOG TRUST AUTHORITY
SILVER HAired LEGISLATURE (SHL)
VOLUNTEER HOURS**

NAME: _____

DATE OF SHL MEETING: _____

PLACE OF SHLMEETING: _____

YOUR CITY/COUNTY OF RESIDENCE: _____

I certify that, as indicated above, I have volunteered my personal time to the above activity.

Signature

Date

*Note: Volunteer hours are used to capture units of service which are entered into the AIM data system by ASCOG staff as required by the State of Oklahoma Department of Human Services Aging Division. *Example:* Every hour you spend volunteering your time to attend and participate in an SHL meeting – a unit of service for each hour is thereby entered into the system.

Please do not write below this line

For ASCOG Staff Use Only:

Number Of Hours (Including Driving Time) Dedicated To This Meeting:
