

**TO:** ASCOG Area Agency on Aging Advisory Council

**FROM:** Kenneth D. Jones, Director  
Supportive Services Division

**DATE:** November 24, 2015

**SUBJECT:** ASCOG Area Agency on Aging Advisory Council Meeting

The ASCOG Area Agency Aging Advisory Council will meet Tuesday, December 8, 2015, 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, Room B108-110. The building is ADA compliant. If you have special accessibility needs, please contact Ken Jones.

**Please contact Bethany no later than noon Wednesday December 2, 2015 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](mailto: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.

**AGENDA**  
**ASCOG AREA AGENCY ON AGING ADVISORY COUNCIL (AAAAC)**  
**REGULAR MEETING**  
**10:00 A.M.                      TUESDAY                      DECEMBER 8, 2015**  
**JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER**  
**3300 W. BOIS D'ARC                      ROOM B108-110                      DUNCAN, OK.**

- I. Call to Order, Welcome and Roll Call – Charles Sparks, Chairman
- II. Approval of Minutes from the Last Meeting – Charles Sparks
- III. Review, Consider and Take Possible Action AAAAC Bylaw Changes Requested by DHS Aging Services – Ken Jones, AAA Director
- IV. Review, Consider and Take Possible Action on AAA Recommendations for Addressing Potential Budget Reductions from the State of Oklahoma – Ken Jones
- V. Review, Consider and Take Possible Action on AAAAC Meeting Dates for 2016 (January 12, 2016; April 12, 2016; July 12, 2016; October 11, 2016) – Charles Sparks
- VI. Review, Consider and Take Possible Action on Nomination Committee Members for 2016 AAAAC Officers – Charles Sparks
- VII. Review, Consider and Take Possible Action on ASCOG SFY 16 Area Plan Update Modifications, including units of services changes, narratives, scopes of work, removing dedicated Medicare staff and budget modifications – Ken Jones
- VIII. Review, Consider and Take Possible Action on ASCOG SFY17 Area Plan Update – Cathy Crockett
- IX. Review, Consider and Take Possible Action on Delta OIG Audit – Ken Jones
- X. Adjourn

Lunch will be provided by AAA

\* If you require special accommodations, please contact Bethany by December 2, 2015

**MINUTES OF ASCOG AREA AGENCY ON AGING ADVISORY COUNCIL (AAAAC)  
10:00 A.M. TUESDAY SEPTEMBER 8, 2015  
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 JUNE 30, 2015. AGENDA WAS POSTED AT ASCOG, 802 MAIN, DUNCAN, OK ON AUGUST 20, 2015 AND WAS POSTED ON THE ASCOG WEB SITE ON AUGUST 20, 2015.**

**Members Attending:**

Karolyn Anders  
RUBY Benson  
Jalmer "Bo" Fallon  
Haljean Gillispie  
Louise Hamilton  
Thelmer Hutcheson

Loretta Jackson  
John Kusel  
Ray Merchant  
Watha Shanks  
Charles Sparks  
Marlene Walker

**Members Absent**

Katie Ebner  
Lauren Ellis  
Lewie Jeffries  
Charlie Maguire

Dorothy Moore  
Merlene Rust  
Rowena Scott-Johnson  
Charles Watson

**AAA/Title III Staff Attending**

Ken Jones  
Nancy Bluml  
Darin Terry  
Bethany Sullivan  
Vonn Saltzman  
Ruben Sotelo  
Rhonda David  
Laura Goldring  
Pete Goldring  
Sammie Copeland  
Kade McClure  
Barbara Brooks  
Bill Patterson  
Deede Baze  
Lorene Miller  
Rachel Berry  
Carolyn Hines  
Debra Smith

**Guests**

M. Juanell Seitter  
Kenny Berry  
Loyce Lawson  
Linda Payne

**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, September 8, 2015 the meeting was called to order at 10:00 a.m. by Charles Sparks, chair, who welcomed everyone. Roll call commenced and a quorum was determined to be present.

**Agenda Item III. Approval of Minutes from the Last Meeting:** The minutes of the previous meeting had a motion to approve made by Marlene Walker and seconded by Jalmer “Bo” Fallon. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Shanks, Sparks and Walker. There were no “nay” votes.

**Agenda Item III. Report on ASCOG AAAAC Executive Committee Meeting Held on August 13, 2015:** Chairman Sparks provided a synopsis of the Executive Committee meeting which was held on August 13, 2015.

**Agenda Item IV. Review, Consider and Take Possible Action on AAAAC Executive Committee Recommendations regarding CENA Grant Applications 2015:** There was discussion regarding the CENA scoring process. Motion was made by Jalmer “Bo” Fallon and seconded by Thelmer Hutcheson to approve recommendations of the Executive Committee. The allocations for CENA funding were approved as listed alphabetically below:

Alex - \$9,325	Hastings - \$5,760
Anadarko - \$3,330	Hinton - \$3,330
Apache - \$9,325	Indiahoma - \$300
Binger - \$9,325	Marlow - \$3,330
Borden Park - \$2,788	Meers - \$3,330
Bradley - \$4,936	Minco - \$9,325
Bray - \$720	Mount Scott Community - \$3,210
Cache - \$3,330	Newcastle - \$9,325
Center for Creative Living - \$3,330	Ninnekah - \$9,325
Chattanooga - \$2,000	Purcell - \$2,518
Cyril - \$3,300	Rush Springs - \$3,330
Dibble - \$9,325	Ryan - \$1,525
Douglass - \$3,330	Temple - \$2,554
Duncan Senior Center - \$3,330	Tipton - \$9,325
Fort Cobb - \$9,325	Velma - \$9,325
Frederick - \$3,330	Walters - \$1,722
Geronimo - \$3,150	Waurika - \$9,325
Grandfield - \$9,325	Wichita Mountain Area - \$9,325

Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Shanks, Sparks and Walker. There were no “nay” votes.

A short break was taken at 10:39 a.m. The council reconvened at 10:55 a.m. and the meeting continued uninterrupted.

**Agenda Item V. Presentation on S-74 report and requirements for five hours for cooking sites and three hours for satellite sites:** Ken Jones gave a synopsis of the requirements and how the S-74 reports are compiled.

**Agenda Item VI. Review, Consider and Take Possible Action on ASCOG AAA Budget adjustments and Area Plan Amendments:** Ken Jones outlined the proposed adjustments to the budget and amendments to the area plan. A motion was made by Haljean Gillispie and seconded by Loretta Jackson to accept the recommendation as outlined. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Shanks, Sparks and Walker. There were no “nay” votes

**Agenda Item VII. Presentation on new policy and procedures:** Ken Jones gave a briefing on new policies and procedures that have been handed down from the State level.

**Agenda Item VIII. Presentation on AAAAC bylaws changes requested by DHS Aging Services (to be voted on in December meeting):** Ken Jones gave a presentation on the bylaw changes that have been requested by DHS Aging Services. He stated this item would be voted on by the council at the December 8, 2015 meeting.

**Agenda Item IX. Presentation on Medicare Open Enrollment:** Vonn Saltzman gave a presentation on the Medicare open enrollment process. A question and answer session followed.

**Agenda Item X. Staff Progress, introduction of new staff:** Ken Jones gave a briefing on staff progress. He further introduced new staff members to the council.

**Agenda Item XI. Adjourn:** On motion from Haljean Gillispie and seconded by Thelmer Hutcheson the AAAAC adjourned at approximately 11:51 a.m. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hamilton, Hutcheson, Jackson, Kusel, Shanks, Sparks and Walker. There were no “nay” votes

Ken Jones, Director  
Supportive Services Division

**December 2015**  
**AAA STAFF PROGRESS REPORT**

**INFORMATION AND ASSISTANCE – Bethany Sullivan**

In September, ASCOG held its annual Senior Day on September 24<sup>th</sup> located at the Stephens County Fairgrounds. The event went well and I received great feedback. Also in September, I responded to 25 requests for information. In October, I responded to 46 requests for information. I also prepared for Open Enrollment events for Medicare part D (which is a prescription plan). I attended six events in October at the following locations, **Red River Technological Center in Duncan**, the **Wichita Mountains Senior Center located in Lawton**, the **Waurika City Hall Depot**, the **Center for Creative Living located in Lawton**, and finally **Walters Library**. I have also been meeting with individuals for Medicare counseling.

In the future, there are two more Medicare Open Enrollment Events scheduled for December 1<sup>st</sup> at the **Lawton Library** from 10:00am to 2pm and December 2<sup>nd</sup> at the **Fredrick Community Action Center** from 9:30am-2pm. The Masonic Assistance Program that assist seniors with a variety of services such as, home repairs and dental work, will be begin after the New Year. The application process runs from January 1<sup>st</sup> to March 1<sup>st</sup>. During the Masonic Assistance season, I will visit nutrition sites and centers to give a presentation about the program.

**PLANNING AND QUALITY ASSURANCE – Cathy Crockett**

Since coming on board as the new AAA Planner in mid-September, I have had the privilege of visiting many of the nutrition sites and Senior Citizen Centers in our 8 county area including those in **Grandfield, Tipton, Temple, Cyril, Washington, Purcell, Chickasha** and others. I was also able to sit in on an assessment done by **Ken Jones** at **MaddieLuke** September 17<sup>th</sup> and a training session with **Tom Olding**, state Registered Dietitian, at **Duncan North** on Friday, September 18<sup>th</sup>. There have been many other meetings and training days so, to say I hit the ground running, is an understatement!

The future will have me completing the Area Plan, visiting more sites and centers and attending all the trainings, meetings, conferences, etc. necessary. There is a public hearing at the **Pleasant Valley Nutrition Site in Lawton** on November 11<sup>th</sup> at 10:30 and a training day on Intake and Registration of client information at the Red River Technology Center on Thursday, November 12<sup>th</sup> from 9 to 2. Site and center assessment season starts in March and goes through June which gives me more opportunity to help these places plan for the best quality food and experience for our older citizens.

**ACCOUNTING – Nancy Bluml, Accountant**

In September, I visited with the new independent sites: Cyril, Center for Creative Living, Grandfield, Minco, Temple, Tipton and Tuttle. At each site I assessed their monthly and

quarterly reports (S8, S10-S11, S56C, S20 & Input Sheets) and we discussed them in detail. Also, I handed out a copy of the Fiscal Assessment questionnaire and we discussed some of the questions. By doing this each site will be better prepared for the Fiscal Assessment that is conducted in the latter part of the third quarter.

In October, I completed the Masonic Foundation Quarterly Expense Report for the third quarter. I worked with Bethany Sullivan and Cathy Crockett, going over the Masonic program and its application process.

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

<b>Taxonomy</b>	<b>JULY/AUGUST/SEPT 2015</b>		
	<b>Total Service Expenditure</b>	<b>Units</b>	<b>Cost Per Unit</b>
<b>Personal Services</b>			
<b>Homemaker</b>			
<b>Chore</b>	\$1,827.57	120	\$5.23
<b>Home Delivered Meals</b>	\$101,668.05	27,584	\$3.69
<b>Adult Daycare</b>			
<b>Case Management</b>			
<b>Congregate Meals</b>	\$249,409.43	51,411	\$4.85
<b>Nutrition Counseling</b>	\$1,728.87	5	\$345.77
<b>Assisted Transportation</b>			
<b>Transportation</b>	\$6,854.57	3,969	\$1.73
<b>Legal Assistance</b>	\$5,800.91	133	\$43.62
<b>Nutrition Education</b>	\$2819.13	2047	\$1.38
<b>Information &amp; Assistance</b>	5854.25	50	\$117.09
<b>Outreach</b>	15997.83	192	\$83.32
<b>Advocacy &amp; Representation</b>			
<b>Education &amp; Training</b>	4124.70	45	\$91.66
<b>Health Promotion</b>	1662.51	28	\$59.38
<b>Home Repair</b>			
<b>Coordination of Services</b>	11228.69	1319	\$8.51
<b>CG-Counsel/Suprt Grps/CG Train</b>			
<b>CG-Respite Care</b>	6575.00	1115	\$5.90
<b>CG-Supplemental Services</b>			
<b>CG-Access Assistance</b>	14550.93	51	\$285.31
<b>CG-Information Services</b>	1252.49	55	\$22.77
<b>GP-Counsel/Suprt Grps/GP Train</b>			
<b>GP-Respite Care</b>	1350.00	143	\$9.44
<b>GP-Supplemental Services</b>			
<b>GP-Access Assistance</b>	581.27	8	\$72.66

GP-Information Services	73.62	6	12.27
-------------------------	-------	---	-------

**OMBUDSMAN WEST – Ruben Sotelo, Ombudsman Supervisor**

September activities: completed all monthly ombudsman volunteer meetings; participated in the ASCOG Senior Day. October activities: attended "Dementia Beyond Drugs" training funded by OSDH; participated in ASCOG Training Day; conducted training for new ombudsman volunteers; conducted routine and follow up visits of facilities; participated in the ADRC Person Centered Care webinar; introduced new ombudsman volunteer to facility; gave a presentation on Abuse and Prevention Identification and Prevention. November activities: conducted make-up ombudsman volunteer training; gave a presentation on Elder Justice Act/Neglect Identification; gave a presentation on Abuse and Neglect.

I will participate in the Ombudsman Supervisors' Quarterly Training presented by State Ombudsman on December 9-11. We will have a training/luncheon with ombudsman volunteers on December 15 and show our appreciation for their service. Routine and follow up facility visits will continue.

**OMBUDSMAN EAST – Darin Terry, Ombudsman Supervisor**

September Activities: Completed all monthly ombudsman volunteer meetings; performed routine visits and case management within my facilities. Also participated in the ASCOG Senior Day; attended "Dementia Beyond Drugs" training.

October Activities: Completed all monthly ombudsman volunteer meetings, presented new volunteer training in Chickasha, presented a staff in-service in Marlow, performed routine visits and case management within my facilities.



**ASCOG SFY 16 Area Plan Update modifications December 18, 2015**

<b>I. SERVICE AREA INCLUDES THE FOLLOWING COUNTIES:</b>			
Stephens, McClain, Grady, Caddo, Comanche, Tillman, Cotton, and Jefferson counties			
<b>II. NAME OF SERVICE: NUTRITION EDUCATION</b>			
<b>III.</b>			
<b>(A) \$ Unit Cost</b>	<b>(B) \$ Total Funding</b>	<b>(C) # Units</b>	<b>(D) Unduplicated Persons Served</b>
\$1.65-\$0.78	\$10,904.00	18,000-14,000	1,500-1300
<b>IV. Detailed activities to Meet the Scope of Work</b>			
1. ASCOG will provide the Nutrition Education program monthly through public presentations to congregate meal participants, brochures and fliers to home-delivered participants, email blasts, press releases, blogs and letters to focal points in the planning and service area. One unit of service is equal to one presentation or nutrition education material handout via mail, in-person, etc.			
2. ASCOG will ensure the Nutrition Education program materials are developed and written by the ASCOG AAA Registered Dietician.			
3. ASCOG will coordinate with nutrition project staff and volunteers to ensure each home-delivered meal recipient also receives a monthly nutrition education flier.			
4. ASCOG will ensure all eligible participants go through the intake process using the Title III Pilot Outreach forms and will update these forms annually.			
5. The RD will submit the nutrition fliers and time sheets to ASCOG for review and payment.			
6. ASCOG will enter the units of service into AIM via a data entry clerk.			
7. ASCOG will submit reports as requested to ASD.			
8. ASCOG staff will mail out surveys annually to all participants who have received nutrition education services.			

<b>II. NAME OF SERVICE: NUTRITION COUNSELING</b>			
<b>III.</b>			
<b>(A) \$ Unit Cost</b>	<b>(B) \$ Total Funding</b>	<b>(C) # Units</b>	<b>(D) Unduplicated Persons Served</b>
\$25.36-\$50.33	\$6,543.00	258-130	258-50
<b>IV. Detailed activities to Meet the Scope of Work</b>			
1. ASCOG will provide the Nutrition Counseling program through individualized guidance to a participant. ASCOG will market the program to congregate meal participants, brochures and fliers to home-delivered participants, email blasts, press releases, blogs and letters to focal points in the planning and service area. One unit of service is equal to one counseling session that is provided one-on-one by a registered dietician.			
2. ASCOG will ensure the Nutrition Counseling program materials are developed and written by the ASCOG AAA Registered Dietician.			
3. ASCOG will coordinate with nutrition project staff and volunteers to ensure each home-delivered meal recipient is aware of the Nutrition Counseling program.			
4. ASCOG will ensure all eligible participants requesting Nutrition Counseling receive the service by the RD.			

5. ASCOG will ensure all eligible participants go through the intake process using the Title III Pilot Outreach forms and will update these forms annually.
6. The RD will submit the list of nutrition counseling recipients and time sheets to ASCOG for review and payment.
7. ASCOG will enter the units of service into AIM via a data entry clerk.
8. ASCOG will submit reports as requested to ASD.
9. ASCOG staff will mail out surveys annually to all participants who have received nutrition education services.

<b>1. SERVICE AREA INCLUDES THE FOLLOWING COUNTIES:</b>			
Caddo, Comanche, Cotton, Grady, Jefferson, McClain, Stephens & Tillman			
<b>II. NAME OF SERVICE:</b>			
Education/Information and Assistance for SFY 2016			
<b>III. (A) \$ Unit Cost</b>	<b>(B) \$ Total Funding</b>	<b>(C) # Units</b>	<b>(D) Unduplicated Persons Served</b>
<del>\$30.78</del> <u>\$128.25</u>	<u>\$3,078</u>	<u>100 24</u>	<u>N/A</u>
<b>IV. Formula used to calculate unit cost:</b>			
<u>\$3,078 total funding divided by 300 24 units of service = \$10.26 \$128.25 per unit.</u>			
<b>V. Show the breakdown of Total Funding for Service:</b>			
<u>300 24 units multiplied by \$10.26 \$128.25 per unit = \$3,078.</u>			
<b>VI. Activities to Meet the Scope of Work:</b>			
1. ASCOG will market all Supportive Services and Title III programs through public presentations, brochures, fliers, email blasts, press releases, blogs and letters to focal points.			
2. ASCOG staff will ask those in attendance at public presentations to complete sign-in sheets to document the presentation.			
3. <u>ASCOG staff will document other types of marketing through copies of emails, press releases and fliers, along with a list of those to whom the marketing materials were sent. Only presentations at senior centers or events targeting seniors will count toward I&amp;A education and training.</u>			
4. Prospective participants who respond to the marketing will be referred to the appropriate case manager or will receive an immediate assessment for services if possible.			
5. <u>ASCOG staff will forward sign-in sheets, emails or other documentation and time sheets designating time worked on Education/Information and Assistance to ASCOG administrative staff for review.</u>			

6. ASCOG will enter the units of service into AIM via a data entry clerk.

7. ASCOG will submit reports as requested to ASD.

8. ASCOG staff will email needs assessment surveys to all available contacts in the PSA.

Aging Program Output-Quantitative	SFY 2014 NAPIS Report		SFY 2015 Projected		SFY 2016 Projected	
	TOTAL UoS	TOTAL UPS	TOTAL UoS	TOTAL UPS	TOTAL UoS	TOTAL UPS
Service Categories						
Personal Care	XXX	XXX	XXX	XXX	XXX	XXX
Homemaker	XXX	XXX	XXX	XXX	XXX	XXX
Chore	199	14	1,000	66	199	14
Home delivered meals	96,789	662	74,000	650	74,000	650
Adult day care/health	XXX	XXX	XXX	XXX	XXX	XXX
Case Management	XXX	XXX	XXX	XXX	XXX	XXX
<b>Congregate Meals</b>	<b>205,212</b>	<b>1,553</b>	<b>220,000</b>	<b>1,700</b>	<b>220,000</b>	<b>1,700</b>
<b>Nutrition counseling</b>	<b>86</b>	<b>82</b>	<b>258</b>	<b>258</b>	<b>258</b>	<b>130</b>
Assisted Transportation	XXX	XXX	XXX	XXX	XXX	XXX
<b>Transportation</b>	<b>15,720</b>	<b>116</b>	<b>31,000</b>	<b>140</b>	<b>31,000</b>	<b>93</b>
Legal Assistance	727	XXXXXX	436	XXXXX	436	XXXXXX
<b>Nutrition Education</b>	<b>19,586</b>	<b>2,248</b>	<b>18,000</b>	<b>1,500</b>	<b>18,000</b>	<b>1,300</b>
Information & Assistance	294	180	300	180	300	180
Outreach	649	XXXXXX	500	XXXXX	649	632
Advocacy/representation	XXX	XXXXXX	XXX	XXXXX	XXX	XXXXXX
<b>Education/training</b>	<b>4,100</b>	<b>XXXXXX</b>	<b>285</b>	<b>XXXXX</b>	<b>4,100</b>	<b>XXXXXX</b>
<b>Education/information and assistance</b>	<b>241</b>	<b>XXXXXX</b>	<b>100</b>	<b>XXXXX</b>	<b>400</b>	<b>24</b>
Health promotion Disease Prevention	2,712	XXXXXX	640	XXXXX	363	271
<b>Home repair</b>	<b>25</b>	<b>25</b>	<b>50</b>	<b>50</b>	<b>46</b>	<b>XXX</b>
Coordination of services	6,000	XXX	4,750	XXX	5,000	XXX
Information about services	336	XXX	225	XXX	336	XXX
Information about services/GRRC	5	XXX	25	XXX	62	XXX
Assistance with access to services	246	131	356	225	246	131
Assistance with access to services/GRRC	17	9	36	25	27	15
Counseling	XXX	XXX	XXX	XXX	XXX	XXX
Counseling/GRRC	XXX	XXX	XXX	XXX	XXX	XXX
Support groups	6	6	389	36	62	62

Support groups/GRRC	0	0	44	4	7	7
Training	XXX	XXX	XXX	XXX	XXX	XXX
Training/GRRC	XXX	XXX	XXX	XXX	XXX	XXX
Respite	6,179	71	4,750	160	6,179	71
Respite/GRRC	1,096	8	507	15	760	8
Supplemental Services	XXX	XXX	XXX	XXX	XXX	XXX
Supplemental Services/GRRC	XXX	XXX	XXX	XXX	XXX	XXX

UoS - Units of service

UPS – Unduplicated Persons Served

**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:** November 24, 2015

**SUBJECT:** ASCOG AAA Silver Haired Legislature Meeting

The ASCOG AAA Silver Haired Legislature will meet December 8, 2015, 12:00 p.m. in Duncan. The meeting will be in the Jerry D. Morris Business & Industry Service Center, Room B112 at Red River Technology Center, 3300 W. Bois D'Arc.

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

**AGENDA**  
**ASCOG AREA AGENCY ON AGING SILVER HAIRED LEGISLATURE MEETING**  
**12:00 P.M.                      TUESDAY                      DECEMBER 8, 2015**  
**JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER – ROOM B108/B110**  
**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

\* If you require special accommodations, please contact Ken by December 2, 2015.





There being no further business, a motion to adjourn was made by Ray Merchant and seconded by John Kusel. Motion passed and the meeting was adjourned at 1:05 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:

\_\_\_\_\_