

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

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

**DATE:** February 23, 2016

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

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

*Please note the attached announcement regarding orientation training that is to be held immediately prior to the AAAAC meeting.*

**Please contact Bethany no later than noon Wednesday, March 2, 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](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.

# **AAAAC MEMBER ORIENTATION**

**All members, but especially new members, are encouraged to attend an Advisory Council Orientation Training to be held at 9:00 a.m.**

**This training will be held in the same meeting room in the Jerry D. Morris Business & Industry Service Center at Red River Technology Center, 3300 W. Bois D'Arc, and will be HELD IN THE HOUR IMMEDIATELY PRIOR TO THE REGULARLY SCHEDULED MEETING TIME.**

**This training will provide information on the purpose and responsibilities of the Advisory Council and its members.**

**AGENDA**  
**ASCOG AREA AGENCY ON AGING ADVISORY COUNCIL (AAAAC)**  
**REGULAR MEETING**  
**10:00 A.M.                      TUESDAY                      MARCH 8, 2016**  
**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 – Merlene Rust, Chairman
- II. Memorial of AAAAC Member Charles Sparks – Ken Jones, AAA Director and Laura Goldring, MaddieLuke
- III. Approval of Minutes from the Last Meeting – Merlene Rust
- IV. Annual AAAAC Member Training – Ken Jones
- V. Review, Consider and Act on SFY17 Nutrition Project Proposals – Ken Jones
- VI. Review, Consider and Act on SFY17 Grant Application Updates – Ken Jones
- VII. Review, Consider and Take Possible Action on ASCOG SFY 17 Area Plan Update – Ken Jones
- VIII. ASCOG Procedures Regarding Sign-In Sheets for Title III Services – Ken Jones
- IX. Review, Consider and Act on ASCOG Sample Combined Reservation Policy for Title III Nutrition Projects – Ken Jones
- X. Adjourn

Lunch will be provided by AAA

\* If you require special accommodations, please contact Bethany by March 2, 2016

**MINUTES OF ASCOG AREA AGENCY ON AGING ADVISORY COUNCIL (AAAAC)  
10:00 A.M. TUESDAY DECEMBER 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 ON THE ASCOG WEB SITE ON NOVEMBER 16, 2015**

**Members Attending**

Karolyn Anders  
Rubye Benson  
Jalmer "Bo" Fallon  
Haljean Gillispie  
Thelmer Hutcheson  
Lewie Jeffries  
John Kusel

Charley Maguire  
Dorothy Moore  
Merlene Rust  
Rowena Scott Johnson  
Marlene Walker  
Charles Watson

**Members Absent**

Katie Ebner  
Lauren Ellis  
Louise Hamilton  
Loretta Jackson  
Ray Merchant  
Watha Shanks  
Charles Sparks

**AAA/Title III Staff Attending**

Ken Jones  
Nancy Bluml  
Cathy Crockett  
Bethany Sullivan  
Ruben Sotelo  
Darin Terry  
Rhonda David, Delta Nutrition  
Sammie Forrester, MaddieLuke  
Pete Goldring, MaddieLuke  
Cindy Hale, Maddie Luke  
Donna Ellsworth, LAOK

**Guests**

Sheila Robinson, Lawton Constitution  
Lorene Miller, Center for Creative Living  
John Nilsson, Center for Creative Living  
Barbara Brooks, Tipton Senior Citizens Ctr  
Loyce Lawson, Tipton Senior Citizens Ctr  
Dorothy Blevins, Hinton

**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, December 8, 2015 the meeting was called to order at 10:05 a.m. by Merlene Rust, vice chair, who welcomed everyone. Roll call commenced and a quorum was determined to be present.

**Agenda Item II. Approval of Minutes from the Last Meeting:** The minutes of the previous meeting had a motion to approve made by Haljean Gillispie and John Kusel seconded. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Kusel, Maguire, Moore and Walker. Rust, Scott Johnson and Watson abstained. There were no “nay” votes.

**Agenda Item III. Review, Consider and Take Possible Action AAAAC Bylaw Changes Requested by DHS Aging Services:** Ken Jones gave a briefing to the council on required bylaw changes that have been mandated by DHS Aging Services. Jalmer “Bo” Fallon made a motion to approve the required changes with a second being made Rowena Scott Johnson. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Kusel, Maguire, Moore, Rust, Scott Johnson, Walker and Watson. There were no “nay” votes.

**Agenda Item IV. Review, Consider and Take Possible Action on AAA Recommendations for Addressing Potential Budget Reductions from the State of Oklahoma:** Ken Jones advised the council that possible budget reductions could occur in January 2016 and could be large enough to force the closing of nine nutrition sites. Jones presented a plan that would mean defunding the sites serving fewer than 25 meals per day. Then, evaluating remaining site closures that might be necessary using the following criteria: sites serving fewer than 35 meals per day, multi-site communities such as Lawton and Duncan, and sites that can remain open after losing Title III funding. For cuts to Title IIIB funding, ASCOG will reduce non-priority services such as coordination of services and education in order to comply with Title IIIB Priority Services policy. Charles Watson made a motion to approve the recommendations if the budget reductions occur as outlined by Mr. Jones with a second being made Karolyn Anders. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Maguire, Moore, Rust, Scott Johnson, Walker and Watson. Jeffries and Kusel abstained. Those voting “no” were Hutcheson.

**Agenda Item V. Review, Consider and Act on AAAAC 2015 Meeting Dates and Times (March 8, 2016; June 14, 2016; September 13, 2016; and December 13, 2016):** The dates were discussed, and with no objections stated, agreed that all meetings will be scheduled for 10:00 a.m. at the Jerry D. Morris Business & Industry Service Center, 3300 W. Bois D’Arc, Duncan, Oklahoma. Charles Watson made a motion to adopt the meeting schedule for 2016 as printed. Motion was seconded by Thelmer Hutcheson. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Kusel, Maguire, Moore, Rust, Scott Johnson, Walker and Watson. There were no “nay” votes.

**Agenda Item VI. Review, Consider and Take Possible Action on Nomination Committee Members for 2016 AAAAC Officers:**

**A. Break to Discuss Nomination Considerations of Chairman, Vice-Chairman, Secretary and Treasurer**

**B. Nominations Announced**

Merlene Rust nominated Charles Watson, Bo Fallon and Marlene Walker to the nominating committee. A 10 minute break began at 11:05 a.m. and the meeting reconvened at 11:15 a.m. with quorum present. Nominations were announced with the following: Charles Sparks, Immediate Past Chairman. Merlene Rust, Chairman. Marlene Walker, Vice-Chairman.

Rubye Benson, Secretary. Jalmer “Bo” Fallon, Treasurer. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Maguire, Moore, Scott Johnson, Walker and Watson. Kusel abstained. Those voting “no” were Rust.

**Agenda Item 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 outlined modifications to the area plan which would include units of services, narratives, budget modifications and scopes of work. He further stated that the removal of dedicated Medicare staff has already been implemented. Haljean Gillispie made a motion to approve the proposed changes with a second being made Rowena Scott Johnson. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Kusel, Maguire, Moore, Rust, Scott Johnson, Walker and Watson. There were no “nay” votes.

**Agenda Item VIII. Review, Consider and Take Possible Action on ASCOG SFY17 Area Plan Update:** Cathy Crockett, AAA Planner, gave a briefing on the updates to the area plan for SFY17, specifically that goals should be lowered, the Medicare staff be eliminated from the plan and budget modifications incorporated. A question and answer session immediately followed. Marlene Walker made a motion to approve the updates and a second was made by John Kusel. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Kusel, Maguire, Moore, Rust, Scott Johnson, Walker and Watson. There were no “nay” votes.

**Agenda Item IX. Review, Consider and Take Possible Action on Delta OIG Audit:** Ken Jones briefed the council on the OIG audit results for Delta Nutrition Project. He stated to the council that a meeting was to be held between ASCOG officials and Delta Nutrition Project personnel on December 9, 2015 to discuss what steps could be taken to remedy the deficiencies. Mr. Jones suggested to the council that perhaps action should be delayed until after the meeting which would allow a subsequent timeframe for Delta staff to address the issues at hand.

No vote was held pending the outcome of the December 9, 2015 meeting.

**Agenda Item X. Adjournment:** On motion from Charles Watson and seconded by Thelmer Hutcheson the AAAAC adjourned at approximately 12:15 p.m. Those voting “aye” were Anders, Benson, Fallon, Gillispie, Hutcheson, Jeffries, Kusel, Maguire, Moore, Rust, Scott Johnson, Walker and Watson. There were no “nay” votes.

Ken Jones, Director  
Supportive Services Division

## **ASCOG Sample Combined Reservation Policy for Title III Nutrition Projects**

*No site has the authority to make or to have their own reservation policy and must abide by the following with NO exception unless specifically noted.*

### **Reservations for Satellite Sites:**

1. All reservations for the satellite sites are to be faxed to the cooking sites the day before. Call only to make sure the fax has made it. Satellite sites must keep faxed orders on file ready for review.
2. Satellite sites are to order only for the number of reservations they have received. DO NOT order an extra meal for “just in case.”
3. Cooking sites are not to send “extra” meals to the satellite sites. Only send the number that has been ordered by fax. Cooking sites must keep faxed orders in a file ready for review.
4. Do not order meals for employees who are not eligible for meals. Employees must be 60 years of age or older to be eligible for a meal. (SUOA Policy 340:105-10-69)

### **Sign In Sheets:**

1. Sign in sheets are used to verify who has eaten for the day.
2. There is to be only one sign in sheet on the clip board for the day. It is to be dated with the date the meal is being served.
3. Participants must sign in the day the meal is being served.
4. All sign in sheets that have been previously completed should be filed in the site office. They are not to be on the clip board with the sign in sheet for the day.
5. Each participant must sign in for him/herself. If a current participant cannot sign in for him/herself, another person can sign the participant’s name “by” the person who is helping the participant to sign in. (*For example: John Smith by Susie Jones*) The site manager cannot sign in for the participant.

**Reservations:**

1. All participants will make a reservation the day before the meal. If the participant has not made a reservation for the day of the meal, they must wait until all participants with reservations have been served. If there is any food left it can be offered to the participant(s) who do not have reservations. Participants can be offered a partial meal if that is all that is left. Only a full meal can be counted for reimbursement.
2. Participants cannot make reservations for days in advance. For instance, on Monday a reservation cannot be made for Thursday.
3. Cooking sites are to cook only for the number of reservations they have received.
4. One participant cannot make a reservation for another person. The only exception is a spouse can make a reservation for both.
5. If a participant makes a reservation and is unable to come to the site, the participant is to call in by 9:00 a.m. the day of the reservation.
6. If a participant, within a year, makes a reservation three (3) times and does not show up and does not call by 9:00 a.m. the day of the reservation, we will no longer accept a reservation from that participant.
7. If a participant(s) makes a reservation and has not arrived within 15 minutes of serving start time, the participant will forfeit his/her reservation for that day. Participant(s) who do not have a reservation will be served in the order he/she arrived at the site.

**Prepared Meals:**

1. Do not prepare extra meals for “just in case.”
2. Do not prepare meals for employees or others who are not eligible for meals. An employee must be 60 years of age or older to be eligible for meals (SUOA Policy 340:105-10-69)



**Nutrition projects can either adopt these procedures or submit alternate procedures for ASCOG approval. Alternate procedures should document how the project will prevent waste and fraud while still serving all enrolled participants. Project procedures should be posted at each nutrition site. If the project has not posted procedures at their site(s), ASCOG monitors will assume the procedures lists on this document are the procedures in use by that site.**

**March 2016**  
**AAA STAFF PROGRESS REPORT**

**INFORMATION AND ASSISTANCE – Bethany Sullivan**

January and February Activities: Masonic Season is in full swing and I have been steadily working on sending out applications and taking phone calls about the Masonic Assistance Program. Senior Day at the Capital is scheduled to take place February 22<sup>nd</sup>, 2016. I plan to attend and hope to gain a perspective of how the seniors in our counties feel about what is happening with our state government.

**PLANNING AND QUALITY ASSURANCE – Cathy Crockett**

The final **Area Plan** draft is due in by **March 1<sup>st</sup>**. Fingers crossed that my first attempt at an Area Plan goes well! I continue to visit Senior Citizen Centers and Nutrition Sites as their assessments are due using a new checklist that **Ken Jones** has worked up. Many **Public Hearings** have taken place in the months of January and February in locations such as **Duncan, Cache, Ryan, Anadarko**, and other Nutrition Sites. On **Monday, February 29<sup>th</sup>**, the **ASCOG AAA Advisory Council Executive Committee** will meet in the **ASCOG Conference Room** to score the grant applications sent into us. And on **Tuesday, March 8<sup>th</sup>**, the **AAAAC member orientation, Medicare recruitment, and meetings** will take place at the **Red River Technology Center**. It's good to be busy!

**ACCOUNTING – Nancy Bluml, Accountant**

I have been working a lot on the Community Expansion for Nutrition Assistance (CENA) grant due to the budget cut it incurred in response to the December revenue failure. The CENA awardees all received contract modifications showing their reduction in funding for the remainder of the contract year. Also, reimbursement requests are being calculated at 1/12 of their revised contract amount.

In January, I completed the Masonic Foundation Quarterly Expense Report for the fourth quarter. I am also working with Bethany Sullivan on the 2016 Masonic Grant Assistance Program.

In March I will be very busy conducting the third quarter fiscal assessments at all the sites.

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

<b>Taxonomy</b>	<b>OCT/NOV/DEC 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>	\$5,036.10	91	\$55.34
<b>Home Delivered Meals</b>	\$132,591.99	27,357	\$4.85
<b>Adult Daycare</b>			
<b>Case Management</b>			
<b>Congregate Meals</b>	\$327,275.35	47,851	\$6.84
<b>Nutrition Counseling</b>	\$1,152.60	1	\$1152.60
<b>Assisted Transportation</b>			
<b>Transportation</b>	\$10,747.52	3,307	\$3.25
<b>Legal Assistance</b>	\$7,289.46	163	\$44.72
<b>Nutrition Education</b>	\$2,819.10	1,903	\$1.48
<b>Information &amp; Assistance</b>	\$9105.84	48	\$189.71
<b>Outreach</b>	\$27,026.05	176	\$153.56
<b>Advocacy &amp; Representation</b>			
<b>Education &amp; Training</b>	\$3,600.00	42	\$85.71
<b>Health Promotion</b>	\$3,207.02	11	\$291.55
<b>Home Repair</b>			
<b>Coordination of Services</b>	\$11,546.39	1,399	\$8.25
<b>CG-Counsel/Suprt Grps/CG Train</b>	117.86	20	\$5.89
<b>CG-Respite Care</b>	\$12,922.00	1,457	\$8.87
<b>CG-Supplemental Services</b>			
<b>CG-Access Assistance</b>	\$18,373.83	56	\$328.10
<b>CG-Information Services</b>	\$813.50	107	\$7.60
<b>GP-Counsel/Suprt Grps/GP Train</b>			
<b>GP-Respite Care</b>	\$2,170.00	301	\$7.21
<b>GP-Supplemental Services</b>			
<b>GP-Access Assistance</b>	\$1,920.99	10	\$192.10
<b>GP-Information Services</b>	\$192.48	8	\$24.06

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

January Activities: Completed all monthly ombudsman volunteer meetings; performed routine visits and case management within my facilities.

February Activities: Completed all monthly ombudsman volunteer meetings, performed routine visits and case management within my facilities. Presented new volunteer training in Lawton.

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

January Activities: Completed all monthly ombudsman volunteer meetings; performed routine visits and case management within my facilities. Presented a staff in-service in Marlow and Duncan.

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

**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.

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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:** February 23, 2016

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

The ASCOG AAA Silver Haired Legislature will meet March 8, 2016, 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                      MARCH 8, 2016**  
**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 March 2, 2016.

**MINUTES OF ASCOG AREA AGENCY ON AGING  
SILVER HAired LEGISLATURE (SHL)  
12:00 P.M. TUESDAY DECEMBER 8, 2015  
JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER  
RED RIVER TECHNOLOGY CENTER DUNCAN, OK.**

**Members Attending****Members Absent****AAA Staff Attending**

Karolyn Anders John Kusel Bethany Sullivan  
Jalmer “Bo” Fallon Charles Sparks  
Haljean Gillispie Ray Merchant  
Charles Watson  
Rowena Scott Johnson  
Merlene Rust

The meeting was called to order at 12:51 p.m. by Chairman Charles Watson was present.

The minutes from the previous meeting were read aloud by Chairman Charles Watson. Motion was made to approve the minutes by Rowena Scott Johnson and seconded by Haljean Gillispie with the correction of OLD BUSINESS, “501(3)(c)” The correct term is 501(c)(3) or 501C3. Motion passed

**OLD BUSINESS**

There was more discussion regarding applying for a 501(c)(3) or 501C3, tax deductible exemption for education in 2016. Members, Charles Watson, Haljean Gillispie, and Jalmer “Bo” Fallon, stated that member John Kusel has set up a committee in Oklahoma City to look at the requirements for applying for the 501C3 and has been communicating with a Texas SHL on how that foundation was approved.

Jalmer “Bo” Fallon discussed Charles Spark’s health. She stated that he is having extensive medical issues and he may not be able to continue to act as the Chairman of the Advisory Council. She expressed that Charles Sparks has been very instrumental to Advisory Council and to the Silver Haired Legislature. All member present commented on how much they appreciate Charles Sparks and all he has done and contributed.

**NEW BUSINESS**

Charles Watson stated that he went to Oklahoma City and purchased 200 bags of pecans. He stated that the bags are 8.75lb and will be sold for \$12.00. He asked the present members if they wanted to sell any bags to contact him. Rowena Scott Johnson stated she will take 20-30 bags and take them to the Washington Senior Center. Karolyn Anders stated that she will ask some organizations’ if they would be willing to purchase any bags of pecans. Haljean Gillispie stated that renewal for membership is approaching and the members need to make sure they have



their fees by next meeting. She also suggested that membership renewal needs to be placed on the agenda for the next meeting.

There being no further business, a motion to adjourn was made by Merlene Rust and seconded by Jalmer “Bo” Fallon. Motion passed and the meeting was adjourned at 1:11 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.

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**For ASCOG Staff Use Only:**

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

\_\_\_\_\_