

**POLICY BOARD MEETING**  
**Kool Family Community Center, Burnham Brook Boardroom, 2<sup>nd</sup> Floor**  
**Monday, November 28, 2022, 5:30 pm**

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**OUR MISSION:** *Promoting health, independence, and choice for seniors, persons with disabilities, and caregivers*  
**OUR VISION:** *A community where people are cared for with dignity and respect*  
**OUR VALUES:** *Integrity, quality, commitment, financial responsibility, and advocacy*

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**AGENDA**

- I. Call to Order and Approval of Action Items
  - A. **Action Item:**
    1. **Action item: Approval of November 28, 2022, Policy Board Agenda, and October 24, 2022, Policy Board Meeting Minutes - *Attachment A***
- II. Public Comment/Open Meeting
- III. Executive Team Reports/Updates
  - A. CEO Report
- IV. Policy Board Committee Reports
  - A. Executive/Personnel Membership Committee (Chair Marzolf)
    1. **Action Item: Affirmation of Policy of Non-Discrimination (Wines) - *Attachment B***
    2. **Action Item: Employee Incentives (Chair Marzolf; Wines – *discussion*)**
  - B. Finance/Audit Committee (Board: Baldwin; Staff: Winsor & Gelletich)
    1. **Action Item: Resolution for Employer Matching Contribution (Staff: Winsor) - *Attachment C***
    2. **Action Item: COLA and Performance Incentives (Winsor and Wines) - *Attachment D***
    3. **Action Item: Approval of Financial Statements for Month Ending October 2022 (Gelletich) - *Attachment E***
  - C. Compliance, Quality, Waiver (Aucunas)
    1. Waiver Report - *Attachment F*
  - D. Advocacy and Outreach Updates
    1. Innovations in Action Report (Porter) - *Attachment G*
    2. Outreach Activities (Porter) - *Attachment H*
    3. Advocacy Report (Porter)
    4. Michigan Senior Advocates Council (O'Dell/Whitfield)
- V. Adjournment – Next meeting, as scheduled, on January 23, 2023, at 5:30 pm

**NOTE: PLEASE USE EXIT DOORS CLOSEST TO LOBBY/RESTROOMS ONLY**  
**ALL OTHER EXIT DOORS ARE SET TO ALARM AFTER HOURS**  
**THANK YOU!**





**Policy Board Meeting Minutes  
Monday, October 24, 2022**

**Meeting Location:** In-Person Meeting; Held in Burnham Brook Boardroom, Second Floor

**Members Present:** Lyn Briel, Allen Byam, Steve Marzolf, Corally O’Dell, Jose Orozco, Jr., Sherii Sherban, Deana Spencer, Thomas Unger, Linda Whitfield

**Members Absent:** Jim Baldwin, Barbara Frederick, Nancy Mullett

**Staff Present:** Brandy Aucunas, John Gelletich, Paulette Porter, Vera Prince, Stacy Wines, Glin Winsor

**Guests Present:** Helen Guzzo, Senior Services of Calhoun County

**I. Call to Order/Public Comment**

Chair Marzolf called meeting to order at 5:33 pm. Quorum was met. Wines noted additional documents for the Board’s review provided as additional handouts: Annual Conflict of Interest Disclosure Form FY 2022-2023, FY 2022-2023 Open Meetings Calendar, and PTO Buydown Request.

**II. Action Items**

**A. Approval of Consent Agenda for October 24, 2022, and Approval of Policy Board Meeting Minutes for September 26, 2022**

**Motion to approve Consent Agenda for October 24, 2022, and Approval of Policy Board Meeting Minutes for September 26, 2022, supported by Sherban; seconded by Byam.  
Motion: CARRIED.**

**I. Public Comment/Open Meeting**

Helen Guzzo, Senior Services of Calhoun County in attendance. Guzzo reported Senior Services is busy with open enrollment for MMAP.

**II. Executive Team Reports/Updates**

**A. CEO Report**

**1. Conflict of Interest Forms**

Wines reported Annual Conflict of Interest Disclosure Forms for FY 2022-2023 have been passed out and will need to be completed after the meeting. Completed, assigned forms will be collected by assistant.

## 2. Caregiver Resource Center

Wines reported on the Caregiver Resource Center attachment from the Michigan Area on Aging Association. This is a proposal supporting Michigan caregivers by establishing Area Agency on Aging caregiver resource centers. A sample letter was included outlining support for an estimated 1.73 million Michigan caregivers who provide unpaid care to family members and friends, and a \$16.8 million investment to create caregiver resource centers to be utilized as resources for respite care, training, and support. Wines noted if any Board member is interested in writing to state senators and representatives, the sample letter is attached.

## 3. Update on USAging Region V Meeting

Wines and Porter attended the USAging Region V meeting in Chicago on October 17, 2022. Hot topics at this meeting included housing, transportation, and workforce development. The April 25-26 USAging 2023 Policy Board Briefing was announced at this meeting. It will be held in Washington, DC. Also noted, CareWell is excelling in its grant work collaboration with Home Care Transitions curriculum of “Train the Trainer Module.” The curriculum is designed to train caregiver staff on providing initiatives for better care, as well as boosting recruitment retention.

## 4. Bylaws Update

Wines reported drafting of the new Bylaws continues. The Executive Board anticipates completion of the revised Bylaws within the six-month deadline (March 2023).

## 5. 4am Concept Paper

Wines provided the 4AM concept letter which outlines background information on Area Agencies on Aging. Wines noted information outlined in the concept paper can be used as a reference particularly for members that are associated in advocacy work.

## 6. Collaborations

Wines reported she is continuing to collaborate with various agencies, most recently she was met with Brenda Hunt and discussed providing more programming at the Kool Family Community Center (KFCC). Members of the community have expressed interest in having the KFCC to resemble more of a senior center, similar to Heritage Commons Senior Enrichment Center (HCSEC) in Marshall, which has excelled in both membership and activities.

The Board discussed challenges of maintaining the building as the previous owners of the building. CareWell now leases space in the building, which is owned by the Burnham Brook Title Holding Corporation. Any additional programming would have to be approved per the current contract agreement. Wines also noted Battle Creek Foundation’s CEO is open to more programming at KFCC— particularly since CareWell’s previous CEO began discussion with the Foundation regarding additional programming at the Center. The Board also discussed what services are currently being offered at the Center, which include exercise classes and Lunch & Learn sessions every Friday. Wines noted at the appropriate time, letters of support from the Board, as well as members of the community will be welcomed.

#### IV. Policy Board Committee Reports

##### A. Executive/Personnel Membership Committee

###### 1. Open Meetings Act Calendar

CareWell's Notice of Open Meetings for Fiscal Year 2022-2023 was distributed to the Board via email under separate cover for review and approval. **Motion to approve the Open Meetings Act Calendar supported by Sherban; seconded by Briel. Motion: CARRIED.**

###### 2. Approval of Employee Handbook

Wines reported that Winsor developed an updated Employee Handbook for Board's review and approval. The Handbook consists of fifteen pages of policies and procedures developed from the original Policies and Procedures Employee Manual. The Manual will have pages that can be adjusted as policies change, as related to holidays, health policies, and safety policies. **Motion for approval of Employee Handbook supported by Sherban; seconded by Briel. Motion: CARRIED.**

##### B. Finance/Audit Committee

###### 1. Approval of Financial Statements for month ending September 2022

Gelletich reported the Agency continues to reflect steady growth at over \$10 million, with the Financial Statement reflecting Waiver at \$250,000 surplus. Also noted, MI Health Link has an impact of loss due to AETNA dollars of non-participating with CareWell. In the area of Grants, \$222,000 consisted primarily of MMAP and the Heritage Commons Senior Enrichment Center's continuing operations, including the overrun of construction the Agency absorbed. The Innovation in Action Grant continues to remain at \$1,163, as within the last months. **Motion for approval of the Financial Statements for month ending September 2022, supported by Unger; seconded by Byam. Motion: CARRIED.**

###### 2. Benchmarking Report

Gelletich reported year-to-date actual Waiver new starts reflects a total of 119. Benchmark fell below its goal of revenue, as reflected on the report. The issue of Marian E. Burch Adult Day Care continues to have an impact in AASA revenue.

###### 3. PTO Buydown Request (Added Item for Agenda)

Winsor provided a handout for the Board's reference that was discussed at the Executive Committee meeting prior to Board meeting. Current active employees have an option of buying down their accrued PTO hours at the rate of 85% of their current base salary. Finance will disperse checks on November 24, 2022.

Employees should carry over at least a minimum balance of 80 hours for the following year; 120 hours are carried over into long-term care in the event of long-term illness. Employees will lose any time accrual exceeding 120 hours. Additionally, it is policy all

employees should always carry at least 24 hours in their PTO bank. If an employee slips under the 24 hours, their manager will counsel them. **Motion for approval of PTO Buydown supported by Briel; seconded by Spencer. Motion: CARRIED.**

4. Innovation in Action Grant (Added Item for Discussion)

Wines noted the RFP to be sent to Barry County went out last week. Briel will forward the RFPs to churches in the county, in addition to any additional Barry County organizations that would be of interest. The deadline for RFPs for Barry County is the end of January 2023.

Porter also noted she has continued to conduct site visits to review projects related to the Innovation in Action Grant and will supply an update at the next scheduled Board meeting.

The Board also discussed the issue of divesting the asset of CareWell's Kiosk bus. The bus, built in 1998, requires extensive cost to repair and has not been successfully utilized. Chair Marzolf proposed to the Board divesting the bus (approximate value of \$500) as a donation. Gelletich also noted the bus would not qualify for a tax break since the bus was obtained at zero cost, and will be donated at zero cost, and the amount valued in assets is not an amount that is continued on CareWell's financial books. **Motion for approval to divest CareWell's bus as an asset supported by Briel; seconded by O'Dell. Motion: CARRIED.**

C. Compliance, Quality, Waiver

Aucunas reported on the Waiver demographics based on data obtained through September 18, 2022. The actual waiting list now consists of wait list numbers based on an audit for CareWell only. The report reflects a total wait list of 129.

D. Advocacy and Outreach Updates

1. Michigan Senior Advocates Council: O'Dell and Whitfield were both in attendance and had no Advocacy and Outreach updates to report at this time.
2. Outreach Activities: Porter reported outreach activities are still ongoing and had no new updates to report at this time.

V. **Adjournment**

Motion for Policy Board to adjourn moved to approve by O'Dell; supported by Spencer. With no additional items to discuss, meeting adjourned at 7:13 pm.

Respectfully submitted,

  
Vera Prince, Recording Secretary for  
Nancy Mullett, Policy Board Secretary

**BOARD RESOLUTION  
STATEMENT OF NON DISCRIMINATION**

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At a meeting of the governing board of Region 3B Area Agency on Aging (d/b/a CareWell Services Southwest) held on November 28, 2022, the Policy Board of Directors affirmed its policy of non-discrimination as follows:

*Region 3B Area Agency on Aging, d/b/a CareWell Services, is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, gender identity, marital status, or other protected status, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.*

*Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).*

Be it resolved, that that this resolution serves as certification that the practices of this organization conform to the policy of non-discrimination stated above.

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Nancy Mullett, Secretary  
Policy Board of Directors

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Date





REGION 3B AREA AGENCY ON AGING  
CERTIFIED COPY OF RESOLUTIONS  
ADOPTED BY BOARD OF DIRECTORS

*Attachment C*

I, Steve Marzolf as Chair, acting on behalf of Nancy Mullett, HERBY CERTIFY that I am the duly elected qualified and acting secretary of Region 3B Area Agency on Aging (hereinafter referred to as the "Corporation"), a Corporation organized and doing business under the laws of the State of Michigan.

I FURTHER CERTIFY that a vote by the Board of Directors of the Corporation duly held on November 28, 2022, at which time a unanimous vote was collected and action on the following resolution was presented. After full discussion and due consideration thereof, it was duly

**RESOLVED**, that an Employer Matching Contribution shall be made to the Region 3B Area Agency on Aging Retirement Plan for the plan year ending December 31, 2023, using the following formula:

**Dollar for dollar match up to 3% of gross wages**

I FURTHER CERTIFY that the foregoing resolutions are still in full force and effect and have not been modified, amended or rescinded.

IN WITNESS WHEREOF, my hand as Secretary of the Corporation this 28<sup>th</sup> day of November, 2022.

\_\_\_\_\_  
Steve Marzolf on behalf of Nancy Mullett  
Region 3B Area Agency on Aging  
Policy Board Secretary



**PROPOSED DECISION DOCUMENT (PDD)**  
**COLA/PERFORMANCE INCENTIVES FOR STAFF**  
November 17, 2022

*Attachment D*

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**Author:** Stacy Wines

**Staff support:** Glin Winsor & John Gelletich

**Background**

- The Policy Board instituted a practice of providing a hybrid methodology for salary increases that is COLA plus performance incentive.
- In 2022, this amount was 1.6% COLA and performance salary increase potential up to 3.5%.
- The COLA amount is determined annually based on the Social Security Annual Consumer Price Index based on increases from the third quarter of 2021 through the third quarter of 2022. The 2023 CPI-W based COLA is 8.7%.

**Influencing Factors:**

- MI Choice Waiver represents nearly 65% of our staffing versus all other programs therefore the impact to the agency is weighed heavily based on the financial health of this contract, but not as much as recent years where as much as 90% of our staffing was allocated to the MI Choice Waiver contract.
- Our cost for staff insurance for 2023 is only a 3% average as compared to 2022's increase of 13%. In 2021, there was a decrease because of COVID in 2020. The 3% average increase this year is positive effect for employee satisfaction and retention.
- I am concerned about staffing retention and recruitment and strongly feel we must continue to remain competitive. The current employment environment makes the proposed COLA amount and performance increase a prudent choice.

**Required Resources**

- If all staff were to receive the maximum amount of 4% (2% COLA & Performance) the cost would be \$89,873. For comparative purposes, a 3.5% maximum (2% COLA, 1.5% performance) would cost \$81,678 and at 3% (2% COLA, 1% Performance) the cost would be \$73,483. A 2% COLA effective January 1, 2018, would cost \$57,093 over the course of the year.

**Proposed Policy Board Action:**

- Support recommendation of CEO to set the 2023 COLA effective January 1, 2023, at 2.2% and a fiscal year (effective October 1, 2022) performance incentive rate up to 3.5% (which was the same earning potential as in 2022).



# Region 3B Area Agency on Aging

## Balance Sheet

*Attachment E*

10/31/2022

Assets

Current Assets

Cash	\$8,586,656
Receivables	\$1,339,731
Prepaid Expenses	\$135,166
Total Current Assets	<u>\$10,061,553</u>

Fixed Assets

Software	\$64,457
Leasehold Improvements	\$103,607
Furniture and Equipment	\$382,475
Capital in Progress	\$7,475
Less: Accumulated Depreciation	<u>-\$448,844</u>
Total Fixed Assets	<u>\$109,170</u>

Other Assets

Investments - Long Term	<u>\$118,419</u>
Total Other Assets	<u>\$118,419</u>

Total Assets	<u><u>\$10,289,141</u></u>
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Liabilities & Net Assets

Liabilities

Current Liabilities

Accounts Payable	\$1,173,151
Payroll Accruals and Liabilities	\$352,741
Deferred Revenues	\$179,179
MHEF AMPs	42,129
MHEF CATCHS	354
MHEF CCSDI	97,355
Other	39,342
Total Current Liabilities	<u>\$1,705,070</u>

Total Liabilities	<u>\$1,705,070</u>
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Net Assets

Unrestricted Net Assets

Unrestricted Net Assets 10/1	\$8,584,071
Total Unrestricted Net Assets	<u>\$8,584,071</u>

Temporarily Restricted Net Assets

Temporarily Restricted Net Assets	<u>\$0</u>
Total Temporarily Restricted Net Assets:	<u>\$0</u>

Total Net Assets	<u>\$8,584,071</u>
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Total Liabilities & Net Assets	<u><u>\$10,289,141</u></u>
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**Region 3B Area Agency on Aging  
Income Statement**

**Fiscal 2023 - Year to Date through October 31 2022**

	Waiver	AASA	Millage	MI Health Link & Contracts	Grants	Innovation Grants	Other Programs	Total All
<b>REVENUES</b>								
Administrative Revenue				\$12,226			\$900	\$13,126
Interest Income							\$434	\$434
Innovation Grant Program Reinvestment					\$4,717		\$0	\$4,717
Donations/Program Income				\$215,482	\$2,432			\$217,914
Grants								\$1,208,115
Medicaid Waiver	\$1,208,115							\$1,208,115
Aging & Adult Services Agency		\$156,615						\$156,615
Calhoun County Millage			\$67,962					\$67,962
MDOT/MMAP					\$2,411			\$2,411
Accrued/(Deferred)	\$3,795				\$8,627			\$12,422
<b>Total REVENUES</b>	<b>\$1,211,910</b>	<b>\$156,615</b>	<b>\$67,962</b>	<b>\$227,708</b>	<b>\$18,187</b>	<b>\$0</b>	<b>\$1,334</b>	<b>\$1,683,715</b>
<b>EXPENSES</b>								
Salaries	\$149,587	\$22,742	\$4,168	\$3,485	\$6,783		\$2,999	\$189,764
Fringes	\$44,093	\$5,905	\$1,344	\$1,043	\$1,071		\$1,495	\$54,951
Telephone	\$40			\$51				\$90
Postage	\$35				\$89			\$124
Professional Fees					\$950			\$950
Supplies	\$83				\$1,225			\$1,308
Technology				\$52	\$51			\$102
Travel, Meals, Event Meals					\$1,027			\$1,027
Lease Hold Expenses					\$431			\$431
Occupancy, Room Rentals	\$11,453	\$1,424	\$2,100	\$339	\$9,086		\$651	\$25,054
Vehicle Expense					\$30			\$30
Advertising	\$2,488				\$4,464			\$6,953
Misc Expense					\$165		\$191	\$356
Community Support (Innovation Grant)								\$0
Temp Fees/Casual Labor								\$38
Allocated Travel	\$239	\$10				\$38		\$248
Allocated Professional	\$38	\$2						\$40
Allocated Contractual	\$13,883	\$995	\$91	\$169	\$133		\$325	\$15,595
Other Allocated Costs	\$15,781	\$1,523	\$190	\$349	\$275		\$669	\$18,786
Indirect Admin	\$64,874	\$6,909	\$2,701	\$1,542	\$2,021		\$375	\$78,421
Purchase of Services	\$987,982		\$2,343	\$209,259			\$24	\$1,199,608
Contracted Services		\$117,107	\$55,023		\$458			\$172,588
<b>Total EXPENSES</b>	<b>\$1,290,576</b>	<b>\$156,616</b>	<b>\$67,962</b>	<b>\$216,288</b>	<b>\$28,295</b>	<b>0</b>	<b>\$6,728</b>	<b>\$1,766,465</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>-\$78,666</b>	<b>-\$1</b>	<b>\$0</b>	<b>\$11,420</b>	<b>-\$10,109</b>	<b>\$0</b>	<b>-\$5,394</b>	<b>-\$82,750</b>



# WAIVER

Attachment F

## Waiver Demographics - Data pulled on 11.20.22

	# of Parts	American Indian or Alaskan Native	Asian	Black or African American	White or Caucasian	Hispanic or Latino	Native Hawaiian or other Pacific Islander	Client Refused	Female	Male
BARRY	34	0	0	0	34	0	0	0	25	9
BERRIEN	84	0	0	20	63	1	0	0	55	29
BRANCH	21	0	1	0	20	0	0	0	9	12
CALHOUN	187	0	8	38	132	4	0	5	133	54
CASS	7	0	0	2	5	0	0	0	5	2
KALAMAZOO	79	4	1	12	61	1	0	0	50	29
ST. JOSEPH	22	0	1	2	18	1	0	0	11	11
VAN BUREN	26	1	0	3	19	3	0	0	17	9
<b>TOTALS</b>	<b>460</b>	<b>5</b>	<b>11</b>	<b>77</b>	<b>352</b>	<b>10</b>	<b>0</b>	<b>5</b>	<b>305</b>	<b>155</b>

## Medicaid/Intake Waitlist - as of 11.14.22 -CAREWELL ONLY

	PSA 3 (Barry, Branch, Calhoun, Kalamazoo, St. Joseph)	PSA 4 (Berrien, Cass, Vanburen)	Total on Wait List
EA Completed	20	2	22
EA Pending	12	0	12
Financially Questionable - IN PROCESS WITH MA DEPT	9	1	10
Wait List	92	0	92
No Contact Letter	4	0	4
<b>TOTAL ON WAIT LIST</b>	<b>137</b>	<b>3</b>	<b>140</b>

### CLOSURES- OCT 2022

Moved Out of Service Area	1
Refused Services	0
NH Placement	1
Transferred to PACE	1
Dealth	6
<b>TOTAL</b>	<b>9</b>





**Innovations in Action Grant**  
**Status Report to Policy Board of Directors**

**November 28, 2022**

10 reports received – 2 reports not needed - 6 site visits needed and completed

**Burma Center** – ADA Compliance - The goal for 2022 was to secure funding, confirm contractors, get accurate numbers on quotes, and finish changing the 160 doorknobs to levers. Several factors put us behind schedule. One was funding. We applied for multiple grants, and we didn't feel comfortable initiating any of the projects until we had a confirmed budget. The second reason was contractor availability. The construction managing company that we are working with had some staff changes, and we were told that because of supply and people availability in the industry, things were taking longer than usual. Despite behind a bit behind, by the end of December, we will accomplish the goals created for 2022. Completed

**Albion Healthcare Alliance** - With the money granted to the Albion Health Care Alliance by CareWell Services, we were able to have the Cram Building repainted this Summer (it looks great) and have our outside sign updated. The building needed new paint and repair. Also, we've had a couple new tenants move in this past year and the outside sign needed significant improvements. The sign also turned out great and looks very professional. When negotiating price for both projects, we agreed the price would not exceed the amount of money received through the grant. In both cases, the cost of the project and the money granted were in alignment. (photo) Completed

**Village of Mill Creek** - A June 15, 2022, email from Shouldice Electrical Division Project Manager, and a verbal contact with the Project Manager in August 2022, indicated "the generator will not be shipped until the end of the year." While there are other facets of the project that could have been completed, the concern on the part of the contractor, is the cost of permits that are expensive and time sensitive. Thus, the plan is to not proceed at this time and wait until a definite date for the generator shipment is known. Outstanding

**Kingdom Builders** – 50% payment was sent directly to Otis Elevator Company. No amount was given directly to Kingdom Builders Worldwide. This being our first time having an elevator installed we were not knowledgeable about it. Unfortunately, we assumed that the \$145,000 amount to Otis Elevator Company was for the elevator and its installation. That amount was only for the actual elevator, and the building of the shaft is a separate task. This process has taken some time, permits required, weather conditions, and now hunting season [contractors are not always available. In progress. Balance will be paid to Otis upon completion.

**Substance Abuse Prevention Services** - The Color of Health OWLS Program (Older and Wiser Living Support) Program is a wellness and prevention program operated by Substance Abuse Prevention Services, Inc. (SAPS) that focuses on older

adults in the Albion community It is designed to help them celebrate healthy aging, make healthy lifestyle choices, and establish connections and relationships with available resources. The overarching purpose of the Color of Health OWLS Program is to enhance the physical and mental welling of older adults, with a special emphasis on the African American population. The three primary goals of the program are: 1) Reduce Isolation of Seniors; 2) Enhance the Physical and Mental Well-Being of Older Adults; and 3) Reduce Abuse, Neglect, and Exploitation of Older and/or Vulnerable Adults (photos) Completed

**Washington Heights United Methodist Church Hub of Hope** - With the seeds CareWell Services has provided together we been very instrumental in having a positive impact on the Washington Heights Community. We used the funding to improve the quality of life for seniors, vulnerable adults, and the residents in Battle Creek located in Calhoun County. The quality-of-life improvements include providing space where seniors, vulnerable adults, and the community can get physically fit in the form of an outdoor fitness area to include a walking track. (photos) Completed

**Family Support Services of Barry County** - The purpose of this request was for capital funding for technology hardware and standard software for staff and Kinship parents. Many of our Kinship families found it difficult to attend the in-person training sessions we offered or review our social media or website information. It was our goal to expand this pool of resources as well as create a training program that accompanies the technology. Our second goal was to update our very old hardware that limited our ability to utilized interactive software. With updated hardware and software, we forecasted that 16-22 Kinship families (32-44 senior adults) will benefit from the increased capability to share parenting information, resource information, educational videos, and meet with them from our office and remote teaching sites. Many families in the Kinship model need parenting education. They benefit with stronger families and safer home environments, as we build our capacity to deliver our programs. Completed

**First Congregational Church of Battle Creek** - On Tuesday, November 1, 2022, installation of ADA accessible door openers began at FCCBC. At the time of reporting, the openers have been installed and plans are made to install electric hookups to the openers between November 7-11. We had been patiently awaiting the installation of the door openers for many months. The contractor on the project had trouble in securing parts for the project due to supply chain issues with manufacturers. However, as soon as the parts arrived, the contractors were able to begin installation. Completed

**Trinity Community Center** - Our original program objectives included the proposed upgrade of our kitchen from its current status to that of a commercial kitchen, allowing us to support in-house meal preparation, as well as becoming a congregant meal site, serving neighborhood and area seniors. After receiving the commercial kitchen cost information, we began research regarding the requirements for a congregant meal site kitchen. We consulted with other organizations, with Ms. Paulette Porter of CareWell Services and toured the kitchen at Heritage Commons Senior

Enrichment Center in Marshall, MI. Cost estimates for upgrading the kitchen to the requirements for congregant meal service have been gathered and we are requesting modification of our grant to allow this change. The goals for this objective have not changed. Initial planning for meeting space improvements to transform the current “sanctuary” space in our building to a multi-use space allowing us to expand our ability to provide programming space has been completed. However, completion of this portion of the project was placed on hold while the kitchen issue was addressed. Goals for this objective have not changed.

**Share Center** – Site visit conducted. ADA compliant doors installed.  
Completed

**The Arc** - Since January, The Arc has made great strides toward creating the curriculum and finalizing the framework and processes for the Supported Employment Program. In addition, much of the classroom equipment and supplies have been purchased. Our Community Skills Coordinator spent much of the year working on these projects, however, in September she left The Arc to pursue other endeavors. She was able to complete most of the project needs within that time frame, including our Client Interest Form, Program Agreement, Interview Process, Goal Sheet, and Assessments. The completed curriculum includes slideshow presentations for Introduction to Supported Employment, Community Safety and Transportation, Self-Management, Social Skills, Workplace Skills, Application and Interviewing, and Starting and Retaining Employment. Each slideshow course has a quiz and a certificate of completion. The Arc was able to purchase new computers, a copier, TV, and other equipment for a small classroom in our building. Clients are able to complete the courses, search for jobs, create cover letters and resumes, and perform dexterity and skill building activities in the classroom. We were able to purchase a fabrication pegboard, screwdriver and wrench board, and a pegboard manipulation test with testing forms, to help better assist clients with placement. Alicia also created a grocery sorting activity with grocery bags and items for that specific job skill.

**Milestone Senior Services** – No response after 3 attempts to date.

**Barry COA** – My Senior Center purchase. Completed



Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Play OBIE 10:00 Lunch & Learn 11:30 Of Christmas Past MoveWell 1:00
5	6 Strong Bones 1:00	7	8	9 Play OBIE 10:00 Lunch & Learn 11:30 Help Home Program MoveWell 1:00
12	13 Strong Bones 1:00	14 Holiday Sing Along! 10:00 	15	16 Play OBIE 10:00 Lunch & Learn 11:30 Holiday Hazards MoveWell 1:00
19	20 Strong Bones 1:00	21	22	23 <b>Closed for the Holidays!</b> 
26 <b>Closed for the Holidays!</b> 	27	28	29	30 <b>Closed for the Holidays!</b> 

*Lunch & Learn registration: call 269-441-0930 by Wednesday at 3pm (\$6 per person)*

## **MONTH 2022 Lunch & Learns**

*Call 269-441-0930 to register by the Wednesday prior at 3pm (\$6 per person)*

**Friday, December 2--Of Christmas Past--** Where do we get some of our current holiday traditions? Shannon Pinkster, Curator at Historic Charlton Park, will discuss the history of some of the traditions and decorations of the holidays, and their roots in the Victorian era.

**Friday, December 9—Home Help Program—**Are you a caregiver? Do you have a loved one that you are concerned about? Learn how these ID Bracelets can identify you or a loved one in case of emergency and relay critical information to responders. Sherii Sherban of Senior Times will be here to discuss this innovative safety program.

**Friday, December 16-- Poison Control: Holiday Hazards—**Learn about medication safety, overdose, and marijuana use. This is a virtual, interactive presentation by Denise Kolakowski of Michigan Poison and Drug Information Center.

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## **Exercise Classes at Kool Family Community Center**

*Registration not required...drop in and join us in the second-floor activity room!*

### **Strong Bones: Tuesdays at 1:00pm**

Repetitive movements with weights, standing and sitting. Designed to strengthen bodies for better fitness.

### **MoveWell: Fridays at 1:00pm**

Work through several different exercises using weights and bands, standing and sitting. A versatile class ending with a calming cool down.

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## **Holiday Sing Along: Wednesday December 14 at 10:00am**

Join us as we celebrate the holidays with song. Lyrics will be on the screen with recorded music and guide vocals. Fun holiday treats and festive company!

## **REPORT FOR WERQ!**

Have you tried our new cardio dance fitness class, WERQ? It's so much fun you won't even know you are exercising! Fresh choreography to hip hop and pop tunes. Fiercely fun and wildly addicting! Call 269-441-0930 to sign up. The six-week session will begin January 11 at 3:00pm.

# December 2022

Heritage Commons Senior Enrichment Center  
15885 West Michigan Avenue, Marshall

Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1 9:00a-4:00p</b> Veteran Services 9:00 Strong Bones 10:00 Music Hour 11:30 CongregateMeal 12:00 Painters Group 1:00 MoveWell 1:00 <b>Casual Cards 2:00</b> East End Art 3:00 <b>Men's Exercise 3:00</b>	<b>2 9:00a-4:00p</b> <b>Bingo 9:00</b> <b>Bunco 10:00</b> <b>Book Club 11:30</b> <b>Cooking Class 12:00</b> Music Hour 2:00
<b>5 9:00a-4:00p</b> <b>Bingo 9:00</b> Strong Bones 10:00 <b>Euchre 11:00</b> CongregateMeal 12:00 MoveWell 1:00 <b>Men's Exercise 3:00</b>	<b>6 9:00a-9:00p</b> Scale Tippers 9:00 <b>Beyond the Plate 10:00</b> Chess Players 10:00 CongregateMeal 12:00 <b>Dominos 1:00</b> WERQ Exercise 3:00 <b>Cooking Class 4:30</b> <b>Euchre 6:30</b>	<b>7 9:00a-4:00p</b> <b>Euchre 9:30</b> <b>Lunch &amp; Learn 12:00</b> <b>Bingo 1:00</b> Tai Chi 2:30 <b>Craft 3:00</b>	<b>8 9:00a-4:00p</b> Veteran Services 9:00 Strong Bones 10:00 Music Hour 11:30 CongregateMeal 12:00 Painters Group 1:00 MoveWell 1:00 <b>Casual Cards 2:00</b> East End Art 3:00 <b>Men's Exercise 3:00</b>	<b>9 9:00a-4:00p</b> <b>Bingo 9:00</b> <b>Bunco 10:00</b> <b>BP Checks 11:00-1:00</b> <b>Cooking Class 12:00</b> Music Hour 2:00 <b>Holiday Dance 7:00</b>
<b>12 9:00a-4:00p</b> <b>Bingo 9:00</b> Strong Bones 10:00 <b>Euchre 11:00</b> CongregateMeal 12:00 MoveWell 1:00 <b>Men's Exercise 3:00</b>	<b>13 9:00a-9:00p</b> Scale Tippers 9:00 Chess Players 10:00 CongregateMeal 12:00 <b>Dominos 1:00</b> <b>Cooking Class 4:30</b> <b>Euchre 6:30</b>	<b>14 9:00a-4:00p</b> <b>Euchre 9:30</b> <b>Lunch &amp; Learn 12:00</b> <b>Bingo 1:00</b> Tai Chi 2:30 Craft 3:00	<b>15 9:00a-4:00p</b> Veteran Services 9:00 <b>Foot Clinic 9:00</b> Strong Bones 10:00 Music Hour 11:30 CongregateMeal 12:00 Painters Group 1:00 MoveWell 1:00 <b>Casual Cards 2:00</b> East End Art 3:00 <b>Men's Exercise 3:00</b>	<b>16 9:00a-4:00p</b> <b>Bingo 9:00</b> <b>Bunco 10:00</b> Music Hour 2:00 <b>Holiday Party 3:00</b>
<b>19 9:00a-4:00p</b> <b>Bingo 9:00</b> Strong Bones 10:00 <b>Euchre 11:00</b> CongregateMeal 12:00 MoveWell 1:00 <b>Men's Exercise 3:00</b>	<b>20 9:00a-9:00p</b> Scale Tippers 9:00 Chess Players 10:00 CongregateMeal 12:00 <b>Dominos 1:00</b> <b>Steering Comm TBD</b> <b>Cooking Class 4:30</b> <b>Euchre 6:30</b>	<b>21 9:00a-4:00p</b> <b>Euchre 9:30</b> <b>Lunch &amp; Learn 12:00</b> <b>Bingo 1:00</b> Tai Chi 2:30 Craft 3:00	<b>22 9:00a-4:00p</b> Veteran Services 9:00 Strong Bones 10:00 Music Hour 11:30 CongregateMeal 12:00 Painters Group 1:00 MoveWell 1:00 <b>Casual Cards 2:00</b> East End Art 3:00 <b>Men's Exercise 3:00</b>	<b>23 CLOSED</b> 
<b>26 CLOSED</b> 	<b>27 9:00a-9:00p</b> Scale Tippers 9:00 Chess Players 10:00 CongregateMeal 12:00 <b>Dominos 1:00</b> <b>Cooking Class 4:30</b> <b>Euchre 6:30</b>	<b>28 9:00a-4:00p</b> <b>Euchre 9:30</b> <b>Lunch &amp; Learn 12:00</b> <b>Bingo 1:00</b> Tai Chi 2:30 Craft 3:00	<b>29 9:00a-4:00p</b> Veteran Services 9:00 Strong Bones 10:00 Music Hour 11:30 CongregateMeal 12:00 Painters Group 1:00 MoveWell 1:00 <b>Casual Cards 2:00</b> East End Art 3:00 <b>Men's Exercise 3:00</b>	<b>30 CLOSED</b> <b>See you next year!</b>

Unless otherwise indicated, all programs and activities are for Heritage Commons members only

**Lunch & Learns - Wednesdays at 12:00pm**

Call 269-558-6150 to register by the Tuesday prior (\$6 for members, \$10 for non-members)

**December 7 – XX – XX. Lunch: XX**

**December 14 – Dental and Prescription Programs** – MJ Byrne from the Fountain Clinic will be presenting about the dental and prescription programs available through the Calhoun County Senior Millage. *Lunch: XX*

**December 21 – XX – XX. Lunch: XX**

**December 28 – XX – XX. Lunch: XX**

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**Arts & Crafts - See newsletter for class descriptions!**

Call 269-558-6150 to register by the day prior at 3pm (\$10 each for non-members)

**December 7 at 3:00pm – Rosemary Wreaths**

**December 14 at 3:00pm – Personalized Christmas Ribbon Ornaments**

**December 21 at 3:00pm – Photo Coasters**

**December 28 at 3:00pm – Wine Glass Charms**

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**Cooking Classes - See newsletter for class descriptions!**

Call 269-558-6150 to register by the day prior at 3pm (\$10 each for non-members)

**December 2 at 12:00pm – Heart Healthy 400 Calorie Recipes**

**December 6 at 4:30pm – Culinary Gifts for the Holidays**

**December 9 at 12:00pm – High Protein Winter Soup Recipes**

**December 13 at 4:30pm – Christmas Cookies**

**December 20 at 4:30pm – 30 Minute Appetizers**

**December 27 at 4:30pm – DASH Diet Lunch Ideas**

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**Music Hour - Fridays at 2:00pm**


**December 2 – XX**

**December 9 – XX**

**December 16 – XX**



# DECEMBER 2022 ACTIVITIES CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
AR Activity Rm CR Conf. Rm FL Front Lobby MP Multipurpose SR Social Rm			<b>1</b> 9:30 Fitness & Fun <b>12 Lunch and Learn MP</b> 1 Cribbage SR	<b>2</b> 9 Ping Pong MP 9:30 Penny Bingo 10 Silver Sneakers <b>Close at Noon</b>
<b>5</b> 8:30 Early Risers 10 Silver Sneakers 1 Euchre SR 	<b>6</b> 8:30 Ping Pong MP <b>10 MoveWell MP</b> <b>11 Art Journaling AR</b> 1 Euchre SR 1 Sit 'n Stitch MP	<b>7</b> 8-4 Vets Rep 8:30 Early Risers MP 9:30 Grocery Bingo <b>10:30 SSnkr Yoga</b> 1 Long Game CR 1 Bid Whiz AR <b>Open Enrollment Ends</b>	<b>8</b> 9:30 Fitness & Fun <b>10:30 Healthy Eating Group AR</b> 1 Cribbage SR 2 Book Club CR <b>3 FSC Annual Meeting</b>	<b>9</b> <b>9 Ping Pong MP</b> 9:30 Penny Bingo 10 Silver Sneakers <b>Close at Noon</b>  7-9:30 <b>Heritage Commons Dance @ HC</b>
<b>12</b> 8:30 Early Risers 10 Silver Sneakers 1 Euchre SR	<b>13</b> <b>8:30 Breakfast Club</b> 8:30 Ping Pong MP <b>10 MoveWell MP</b> 1 Euchre SR 1 Sit 'n Stitch MP	<b>14</b> 8-4 Vets Rep 8:30 Early Risers MP 9:30 Grocery Bingo <b>10-12:30 Footcare</b> <b>10:30 SSnkr Yoga</b> <b>1 Bunco MP</b> 1 Bid Whiz AR	<b>15</b> 9:30 Fitness & Fun 1 Cribbage SR  6 Potluck	<b>16</b> 9 Ping Pong MP 9:30 Penny Bingo 10 Silver Sneakers <b>Close at Noon</b>
<b>19</b> 8:30 Early Risers 10 Silver Sneakers 1 Euchre SR	<b>20</b> 8:30 Ping Pong MP <b>10 MoveWell MP</b> 1 Euchre SR 1 Sit 'n Stitch MP	<b>21</b> 8-4 Vets Rep 8:30 Early Risers MP 9:30 Grocery Bingo <b>10:30 SSnkr Yoga</b> <b>1 Game Day MP</b>	<b>22</b> 9:30 Fitness & Fun 1 Cribbage SR	<b>23</b> Closed for Christmas Holiday 
<b>26</b> Closed for Christmas Holiday 	<b>27</b> 8:30 Ping Pong MP <b>10 MoveWell MP</b> 1 Euchre SR 1 Sit 'n Stitch MP	<b>28</b> 8-4 Vets Rep 8:30 Early Risers MP 9:30 Grocery Bingo <b>10:30 SSnkr Yoga</b> 1 Long Game CR 1 Bid Whiz AR 1 Board Meeting CR	<b>29</b> 9:30 Fitness & Fun 1 Cribbage SR <b>3 Coloring FL</b>	<b>30</b> 9 Ping Pong MP 9:30 Penny Bingo 10 Silver Sneakers <b>Close at Noon</b>

