

**Audubon Area Community Services
Community Services Committee Meeting**

MINUTES

September 15, 2009

The Community Services Committee met at 12:00 p.m., on Tuesday, September 15, 2009, in the Senior Service Corps Conference Room in the Elizabeth Munday Senior Center in Owensboro.

Committee Members Present:

Ms. Nelda Barnett

Rev. David Combs

Mr. Thomas Platt

Staff Present:

Ms. Cathy Spires, Counseling Services Director

Ms. Robyn Mattingly, Senior Service Corps (SSC) Director

Mr. Byron Mayes, Chief Financial Officer

Ms. Shirley Spalding, Office Manager, SSC

Rev. David S. Combs opened the meeting with an invocation and lunch was served.

NEW BUSINESS & COMMITTEE OVERSIGHT

Financial Updates. Byron Mayes distributed the fiscal year to date (July 31, 2009) Budget Performance Report. Mr. Mayes reviewed pertinent detail in the respective Counseling Services and Senior Service Corps budgets by account classification. He commented all programs in both departments were in good shape and within budget. In addition, the organization is currently undergoing its annual organization-wide audit.

Counseling Services. Ms. Spires updated the Committee on the status of programs and services under her supervision and direction. There were no items requiring Board Committee action, so the Committee focused on its oversight of programs and services currently operating under the auspices of the Counseling Services Department.

Community Services Block Grant (CSBG) American Recovery and Reinvestment Act of 2009 (ARRA) Contract and Subcontracts. Ms. Spires commented that the agency's CSBG ARRA subcontracts have been awarded. There is still some question about ARRA-related income eligibility requirements, so she said that she is now awaiting confirmation from Frankfort for the Cabinet for Health and Families' "proof of income" requirements for the CSBG ARRA services.

CSBG ARRA Risk Assessment. The Department of Health and Human Services, Administration for Children and Families, Office of Community Services is requiring all Community Action Agencies to perform a CSBG ARRA Risk Assessment and submit that report by October 15, 2009. Mr. Bryan Schneider, Fiscal Support Manager, and Mr. Brad Trivett, AACS Internal Auditor, will compile the risk assessment checklist to be reviewed with each subcontractor agency. Ms. Spires reported all monies from the ARRA funds must be expended by September 2010. Mr. Mayes will create a separate Budget Performance Report for all the agency's ARRA funds.

Daviess and McLean Counties' CSBG Coordinators. Ms. Spires announced that the new McLean County CSBG Coordinator is Angie Kotarek. Ms. Kotarek will begin her new duties on Monday, September 28th.

The Daviess County SCBG Coordinator position was being revised to *Lead* Coordinator. The Lead Coordinator will be responsible for staff training, reporting, compliance, etc. for all other county coordinators. This will, in turn, decrease the number of staff reporting directly to her from 27 to six. She also reported the position of CSBG Supervisor will be reinstated and that person, who will report directly to her, will supervise the CSBG county coordinators and their subordinates.

Owensboro Regional Recovery Center. Resumes for the position of Director of the Owensboro regional Recovery Center (ORR) are currently under review, Ms. Spires reported. Six individuals were selected for interviews this week. After the interview process is successfully completed, the *ad hoc* interview committee will make a hiring recommendation to the Executive Director.

Other Departmental Programs — Updates. Ms. Spires commented all departmental programs were running smoothly.

AmeriCorps*VISTA. Due to the saturation of AmeriCorps members in the area, the VISTA Program will be phased out next year. Four of the eight slots are currently filled. The last AACS VISTA member will complete her year term in August 2010 at which time the program will end.

Senior Service Corps. Ms. Mattingly reviewed business from her department needing Committee review, action and oversight.

2010 Proposed Workplans / Funding Renewals — Foster Grandparent Program (FGP) / Retired and Senior Volunteer Program (RSVP) / Senior Companion Program (SCP). Ms. Mattingly reviewed the 2009-2010 Senior Service Corps budget proposals. Funding requests will be submitted to the Corporation for National and Community Service (CNCS), local United Way agencies, local county fiscal courts and a private foundation, she said, in order to secure the full complement of needed 2010 funding:

FGP — \$297,713 | RSVP — \$178,820 | SCP — \$442,110

Mr. Platt moved to recommend Board approval of the FGP, RSVP and SCP 2010 funding proposals and CNCS grant request. Ms. Barnett seconded. The motion passed unanimously.

2009 FGP/RSVP/SCP Assessments. Ms. Mattingly commented that CNCS requires an internal assessment every year for all three Senior Service Corps (SSC) programs. For 2009, volunteer recruitment was selected for assessment.

Foster Grandparent Program. FPG volunteer recruitment rated excellent in five requirements, with one requirement ranked good. No requirements needed improvement or contained incomplete information, she said.

Retired and Senior Volunteer Program. RSVP volunteer recruitment rated excellent in three requirements, good in one requirement and needs improvement in the demographic diversity requirement. No requirement contained incomplete information, she added.

Senior Companion Program. SCP rated excellent in five requirements and good in one requirement. No requirements needed improvement or contained incomplete information.

Ms. Barnett moved approval of the Senior Service Corps' 2009 programs' assessments. Mr. Platt seconded. The motion passed unanimously.

January-June 2009 Program Progress Reports. Ms. Mattingly also presented the Senior Service Corps' annual progress reports:

Foster Grandparent Program. Ms. Mattingly reported during the second half of the school year 2008-09, sixty-one (61) Foster Grandparents helped to improve academic, behavioral and pre-school management skills for 247 students (of which 222 were evaluated). FGP volunteers contributed 31,316 hours providing one-on-one and small group setting assistance to children in elementary and middle schools, Head Start classrooms, pre-school and day care centers. In three categories (behavioral skills, advancement and social/emotional/cognitive skills) the actual outcome exceeded the projected outcome by an average of over seven percent. In one category (developmentally prepared), the projected outcome ranked two percent higher than was actually achieved, she said.

Retired and Senior Volunteer Program. During the reporting period, RSVP had 564 active volunteers. The volunteers served a total of 52,181 hours at sites such as providing tax assistance, elementary schools, nursing homes, food pantries, local hospitals, thrift stores, congregate meal sites and many other non-profit organizations such as American Red Cross, Habitat for Humanity, libraries, museums, sexual assault victims and community centers.

Senior Companion Program. Also during this time, Senior Companions assisted 254 vulnerable seniors. The volunteers provided meal preparation, assistance with feeding clients, personal grooming, companionship, light housekeeping and respite. In addition, they helped with shopping, errands and medical appointments and provided transportation. Volunteers assisted primary caregivers in remaining healthy, active and freed their time to take care of their own personal needs. In all four categories (daily living activities, remain in their own home, sense of well being and caregivers' ability to care for their loved one), the actual outcome exceeded the projected outcome by an average of over seventeen percent.

2009 Strategic Plan Update. As part of the AACCS 2009 Strategic Work Plan, the Senior Service Corps proposed increasing their volunteer base for each program. To-date, the **Foster Grandparent Program** has added seven (7) new volunteers, but terminated nine (9) volunteers, for a net loss of three percent. **RSVP** has added thirty-six (36) new volunteers which is an increase of five percent and meets the target increase. The **Senior Companion Program** has added fifteen (15) new volunteers and terminated ten (10) volunteers for a net gain of five percent.

Ms. Mattingly commented a new volunteer orientation is scheduled for October 12-16, 2009, and she is confident the goal of increasing the volunteer base for Foster Grandparents and Senior Companions will be met.

2010 Proposed Volunteer Mileage Reimbursement Reduction. Due to SSC budget constraints and the lower cost of fuel, Ms. Mattingly proposed reducing the volunteer mileage reimbursement from \$.38 per mile to \$.34 per mile effective October 1, 2009. She commented if funding is increased at the national level, the mileage reimbursement could be raised back to \$.38 per mile.

*Mr. Platt moved approval of the reduced volunteer mileage reimbursement rate.
Ms. Barnett seconded, and the motion passed unanimously.*

NOTE: The above action is within the purview of the Community Services Committee, as the advisory body for the Senior Service Corps, and does not require Board approval.

Senior Day Out-Towne Square Mall-September 24, 2009, 8:30 a.m. – 2:00 p.m.
Ms. Mattingly invited everyone in attendance to the Senior Day Out at Towne Square Mall in Owensboro to enjoy guest speakers, exhibitors and entertainment. She commented the Senior Service Corps will have an exhibit and invited committee members to stop by.

OTHER BUSINESS

Board Training Update. No additional Board training information was provided at this time.

2009 Committee Meetings. The Community Services Committee will meet in the Senior Service Corps Conference Room in the Elizabeth Munday Senior Center *at noon*

Tuesday, November 17, 2009

2009 SEACAA Conference. Ms. Spires commented the AACS executive director and Senior Staff will attend the Southeastern Association Community Action Agencies (SEACAA) Conference in Biloxi, Mississippi, the first full week in October. Mr. Logsdon is president of SEACAA.

2009 Strategic Planning Retreat. The Senior Staff will hold its annual staff retreat the third week in October.

October 20th Open House. Ms. Spires invited Committee members to the AACS Open House on the afternoon of Tuesday, October 20th. There will be open houses at both the new 1700 West Fifth Street AACS Central Office building and the 1800 West Fourth Street Donald E. Owsley Human Services Building.

Electronic Transmission of Committee Information. Inconsideration for the volume and mailing costs and in an effort to reduce printing and copying costs, Rev. Combs suggested using electronic technology to transmit Committee information for future meetings. The Committee members agreed.

ADJOURNMENT

There being no further business,

Rev. Combs adjourned the meeting at 1:20 p.m.

Rev. David S. Combs
Committee Chair