

**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza**  
**Rescheduled City Council Meeting Agenda**  
**Monday, July 11, 2011**  
**7:30 p.m.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA
  
6. PRESENTATION
  - A. Cadet Candidate in the U.S. Coast Guard Academy  
Scholar Program Proclamation – Nicole Debra Strickland
  
7. MINUTES
  - A. Council 06/20/11
  - B. Planning Commission 05/24/11, w/recommendations:
    1. 2011/12 Capital Improvement Program
      - a. Memo 04/28/11 – Mayor/City  
Administrator
    2. Consignment Businesses, Sec. 50.370(2)(h)
  - C. Beautification Commission 03/09/11, 04/13/11, 05/11/11  
w/recommendation:
    1. By-Law Amendment
      - a. BAC By-Laws - Revised
  - D. Beautification Commission Excerpt 06/08/11  
w/recommendation:
    1. Appointment (Mayoral)
      - a. Biographical Sketch – Christine Briggs
  - E. Tree Commission 05/04/11
  
8. COMMUNICATIONS
  - A. Department of Public Services Position
    1. Memo 05/20/11 – Director of Public Services
    2. Sec. 2-129.3,c – Jurisdiction and responsibilities
  
  - B. Detroit Area Agency on Aging (DAAA) FY 2012 Annual  
Implementation Plan
    1. Memo 06/29/11 – City Administrator
    2. Letter 06/14/11 – DAAA, P. Bridgewater
    3. FY 2012 Annual Implementation Plan Approval  
Form
    4. 2012 Annual Implementation Plan
  
9. ORDINANCE
  - A. An Ordinance Amending Chapter Two Administration,  
Article IV Employee Benefits, by Adding New Sections  
2-326 through 2-350, To Provide For The Establishment  
Of A Retiree Health Care Benefits Plan and Trust
    1. Letter 06/20/11 – City Attorney

2. Proposed Ordinance
  3. Committee-of-the-Whole Excerpt 06/13/11
  4. Pension Board Excerpt 06/09/11
  5. Affidavit of Legal Publication
10. PROCLAMATION
  - A. Cadet Candidate in the U.S. Coast Guard Academy Scholar Program Proclamation – Nicole Debra Strickland
11. RESOLUTION
  - A. State House Redistricting Plan
12. CLAIMS/  
ACCOUNTS
  - A. Tax Attorney
    1. Clark Hill 06/22/11
  - B. Labor Attorney
    1. Keller Thoma 06/01/11
  - C. City Attorney
    1. Don R. Berschback 06/30/11
    2. Charles T. Berschback 06/30/11
13. NEW BUSINESS
14. ADJOURNMENT

**Lisa Kay Hathaway, MMC**  
**City Clerk**

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)  
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.



COUNCIL  
06-20-11 – 68

**MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, JUNE 20, 2011, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.**

The meeting was called to order at 7:30 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke  
Council members: Bryant, Granger, Howle, Ketels, McConaghy, Sucher  
Absent: None

Also Present: City Administrator Fincham  
City Attorney C. Berschback  
Director of Public Works Ahee  
Building Inspector Tutag  
City Treasurer/Comptroller Irby  
Recording Clerk St. Peter

The following Commission members were in attendance:

Angelo DiClemente, Beautification Commission

Motion by McConaghy, seconded by Ketels, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Granger, seconded by Bryant, that the following minutes be approved as submitted:

1. City Council Minutes dated June 6, 2011.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Granger, seconded by Ketels, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting on June 13, 2011, that the retiree health care plan and trust be adopted by ordinance and that the requisite publication and procedures for adopting same be implemented by the City Clerk and City Attorney for placement on the July 11, 2011, Council agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Howle, seconded by Granger, that the City Council concur with the recommendation of the Committee-of-the-Whole at their meeting on June 13, 2011, and adopt the water/sewer rates as proposed by Anderson, Eckstein & Westrick, for consumption commencing July 1, 2011.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by McConaghy, seconded by Bryant, that the City Council concur with the Citizen's Recreation Commission at their meeting on May 10, 2011, and appoint Richard Rozycki to the Citizen's Recreation Commission with a term to expire December 31, 2011.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None



Motion by Howle, seconded by Granger, that the Lake Front Park Chronology be referred to the Public Relations Committee for review at their next available meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Howle, seconded by Bryant, that the City Council concur with the recommendation of the Historical Commission at their meeting on June 9, 2011, and authorize an amount not to exceed \$12.00 for Memorial Day Photos and CD, to be paid from Historical Commission Account No. 101-105-880.300.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

THE MEETING WAS THEREUPON OPENED AT 7:39 P.M. FOR A PUBLIC HEARING IN ACCORDANCE WITH CHAPTER 8, BUILDINGS AND BUILDING REGULATIONS, ARTICLE IX, FENCES, TO HEAR THE APPLICATION OF MICHAEL AND ERIN GORMELY, 19958 E. EMORY CT., GROSSE POINTE WOODS, REQUESTING PERMISSION TO ERECT A 6' SOLID PRIVACY FENCE, WHICH HAS BEEN DENIED DUE TO NONCOMPLIANCE WITH SECTION 8-284(1) WITH RESPECT TO RECEIVING CONSENT FROM THE ADJOINING NEIGHBORS AND SECTION 8-279(1) WITH RESPECT TO A LACK OF OPENINGS THROUGH THE LENGTH AND HEIGHT OF THE FENCE.

Motion by McConaghy, seconded by Ketels, that for purposes of the public hearing the following items be received and placed on file:

1. Application for Fence Permit 04/08/11
2. Memo 04/07/11 – M. Gormely
3. Fence Brochure
4. Mortgage Survey 06/10/03
5. Memo 06/14/11, w/attachments – Building Official

6. Memo 06/10/11 – Director of Public Services
7. Aerial View 06/13/11
8. Affidavit of Legal Publication/Property Owners Notified

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Building Official Tutag provided an overview of the application and recommended approval with conditions.

The Chair asked if anyone from the audience wished to speak in favor of the proposed request. The following individuals were heard:

David Jennings  
19982 E. Emory Ct.

Michael Gormely  
19958 E. Emory Ct.

Motion by Granger, seconded by Howle, that the following items be received and placed on file as presented by the Petitioner at tonight's meeting:

1. Six Photographs – M. Gormely

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

The Chair asked if anyone from the audience wished to speak in opposition to the proposed request. The following individual was heard:

Kirkland W. Garay  
1224 Elford Ct.

Motion by Granger, seconded by Bryant, the following items be received and placed on file as presented by Mr. Garay at tonight's meeting:

1. Two Photographs – K. Garay

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Granger, seconded by Ketels, that the public hearing be closed at 7:51 p.m.  
PASSED UNANIMOUSLY.

(Mayor Novitke, with the concurrence of Council, tabled this matter for ten minutes.)

Motion by Bryant, seconded by Granger, regarding **Application for Permit/License: Refuse Vendor**, that the City Council approve Timothy A. Williams, 26076 Waverly, Roseville, MI, for a 2011 Refuse Vendor License.

Motion carried by the following vote:

Yes: Bryant, Granger, Ketels, McConaghy, Novitke, Sucher  
No: Howle  
Absent: None

Mayor Novitke requested that the issue of I.D. tags and/or vehicle markings for City approved vendors, be referred to the Committee-of-the-Whole.

Motion by Bryant, seconded by Sucher, regarding Ghesquiere Park Gazebo, that the City Council approve demolition of the existing gazebo, without replacement.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Howle, seconded by Bryant, regarding **Bike Decorating Contest – Grosse Pointe Business & Professional Association of Mack Avenue (GPBPAMA)**, that the City Council approve the GPBPAMA's request to hold the Summer Bike Decorating Contest in front of City Hall on Thursday, July 14, 2011, and to provide the equipment as requested.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by McConaghy, seconded by Bryant, regarding **Resignation – Recreation Commission, Nick Rennpage**, that the City Council accept the resignation of Nick Rennpage from the Recreation Commission and direct the City Clerk to send appropriate thanks and recognition to Mr. Rennpage.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Howle, seconded by Bryant, regarding **Budget Amendment/Transfer of Funds – E-911 Monies**, that this item be removed from the Council agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Sucher, seconded by Howle, regarding **Monthly Financial Report – May 2011**, that the City Council refer this report to the Finance Committee.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by McConaghy, seconded by Bryant, regarding **Contract: Family Restrooms, Lake Front Park**, that the City Council approve a total amount not to exceed \$13,738.00 for the following:

1. Enter into a contract with Ashor Associates to complete the construction phase of the family restroom project at Lake Front Park in an amount not to exceed \$11,230.00.
2. Authorize an amount not to exceed \$500.00 for City of St. Clair Shores permit fees and plan review;
3. \$2,000.00 for contingency;
4. A transfer from the FY 2010/11 General Fund Balance to Lake Front Park contractual services general ledger Account No. 101-774-818.000.
5. This project to be held off until after the pool closes on Labor Day.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Howle, seconded by Bryant, regarding **Contract: Janitorial Services – Municipal Building**, that the City Council award a contract to Triple F Commercial Cleaning in an amount not to exceed \$13,000.00 for the period July 1, 2011, through June 30, 2012, including an option to extend for one additional year at a cost to be negotiated at the time of extension, to be paid from the FY 2011/12 budget, Account No. 101-444-818.000.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Sucher, seconded by Howle, regarding **Actuarial Valuation for OPEB**, that the City Council award a contract to Rodwan Consulting to perform an OPEB actuarial study at a cost of \$8,300.00, to be taken from Account No. 101-223-818.000.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Motion by Granger, seconded by McConaghy, regarding **2007 Asphalt Resurfacing Program**, that the City Council authorize payment in the amount of \$39,461.37 to Ajax Paving Industries, Inc. for payment of the 2007 Asphalt Resurfacing Program, funds to be taken from the General Fund Fund Balance.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

Mayor Novitke thereafter reopened Item 7A, Fence Variance: Michael and Erin Gormely, 19958 E. Emory Ct., Grosse Pointe Woods, requesting permission to erect a 6' solid privacy fence. The parties, Michael and Erin Gormely and Kirkland W. Garay, reached an agreement whereby a 4" cyclone fence will be erected along Mr. Gormely's lot line, with landscaping for privacy. The parties have agreed to split the cost of both the fence and landscaping.

Motion by Howle, seconded by Sucher, that Agenda Item 7A will be tabled until the October 3, 2011, City Council Meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher  
No: None  
Absent: None

No New Business was discussed.

Motion by Bryant, seconded by Howle, to adjourn tonight's meeting at 8:40 p.m.  
PASSED UNANIMOUSLY.

Approved by Commission  
95 amended 0 7B

PLANNING COMMISSION  
05/24/11 – 020

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, MAY 24, 2011, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:32 p.m. by Chair Vaughn.

Roll Call: Chair Vaughn  
Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson

Absent: Nederhood, Vitale

Also Present: Building Official Tutag  
City Attorney C. Berschback  
Recording Secretary Babij Ryska

Also in Attendance: Council Member Ketels, Planning Commission Representative  
Council Member Sucher

Motion by Evola, seconded by Gilezan, that Planning Commission Members Nederhood and Vitale be excused from tonight's meeting.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson, Vaughn  
NO: None  
ABSENT: Nederhood, Vitale

The Commission, Administration, and audience Pledged Allegiance to the Flag.

Motion by Evola, seconded by Dickinson, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson, Vaughn  
NO: None  
ABSENT: Nederhood, Vitale

Chair Vaughn welcomed Council Member Ketels, as Planning Commission Representative, and Council Member Sucher for being in attendance at tonight's meeting.

PLANNING COMMISSION  
05/24/11 – 021

Motion by Richardson, seconded by Evola, regarding **Approval of Minutes**, that the Planning Commission Meeting minutes dated April 26, 2011 be approved.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson, Vaughn  
NO: None  
ABSENT: Nederhood, Vitale

The next item on the agenda was **Schedule a Public Hearing: University Liggett School Renovations, 1045 Cook Road**. Building Official Tutag recommended that a public hearing be scheduled for June 28, 2011, at which time the Planning Commission will make a recommendation to City Council.

Motion by Dickinson, seconded by Fuller, that the Planning commission schedule a **Public Hearing: University Liggett School Renovations, 1045 Cook Road for June 28, 2011**.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson, Vaughn  
NO: None  
ABSENT: Nederhood, Vitale

The next item on the agenda was **Discussion: 2011/2012 Capital Improvement Program**. Building Official Tutag relayed to the Planning Commission that due to budgetary constraints, there are no Capital Improvements scheduled for the 2011/2012 Fiscal Year.

Motion by Gilezan, seconded by Dickinson, that the Planning commission accept the **2011/2012 Capital Improvement Program** report and forward it to Council for final adoption.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson, Vaughn  
NO: None  
ABSENT: Nederhood, Vitale

The next item on the agenda was **Discussion: Consignment Businesses in Grosse Pointe Woods**. Building Official Tutag gave an overview of Section 50-370(2)(h) regarding regulations of a consignment business and does not recommend any changes.

Motion by Dickinson, seconded by Fuller, that the Planning Commission recommend to Council that no changes be made to **Section 50.370(2)(h)** of the City Code regarding **consignment businesses**.



PLANNING COMMISSION  
05/24/11 – 022

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Richardson, Vaughn

NO: None

ABSENT: Nederhood, Vitale

The next item on the agenda was the **Building Official's Monthly Report**. Mr. Tutag reported the following:

- Vacancy rate on Mack is slightly over 7%, which is good in these economic times.
- A neighborhood pub is interested in opening on Mack.
- Bow Wow Bake Shoppe is now open for business.
- Precisions Blades will open soon.
- Building Department is handling numerous complaints of high grass which is due to the rainy season.
- Homes sales in the City have increased.
- Permits for home improvement projects have increased.
- Code Enforcement is working in conjunction with Public Safety and is now issuing tickets to illegally parked landscaping vehicles.

Commission Member Hamborsky gave the **May 2, 2011 Council Report**:

- Nothing to report concerning the Planning Commission.

In Commission Member Hamborsky's absence, Building Official Tutag gave the **May 16, 2011 Council Report**:

- A fence variance was issued to 1780 Broadstone.

The following **Subcommittee Reports** were provided:

- **2020 Plan** – Commission Member Hamborsky stated that the subcommittee has not yet met and has nothing to report.
- **Business & Development** – Nothing to report.
- **Special Sign Ordinance** – Chair Vaughn stated that the subcommittee met before tonight's meeting and will reconvene after. A proposed study group will likely consist of 7 members: 2 Planning Commission members; 2 Residents; and 3 Business Owners. The subcommittee will report back at the June meeting.

There was no additional **New Business** to report.

Motion by Evola, seconded by Richardson, to adjourn the Planning Commission meeting at 8:03 p.m. Passed unanimously.




8.

**CITY OF GROSSE POINTE WOODS  
MEMORANDUM**

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**DATE:** April 28, 2011

**TO:** Tom Vaughn, Planning Commission Chair  
Gene Tutag, Building Official

**FROM:** Mayor Robert E. Novitke  
Al Fincham, City Administrator 

**SUBJECT:** Adoption of Capital Improvement Program

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In keeping with the revised Planning Enabling Act and our City Code, we are notifying the Planning Commission that the Capital Improvement Program being proposed in the 2011-12 FY budget does not include any new capital improvements as defined by our ordinance. Instead, only maintenance items will be included.

Please place this on your next agenda for review and comment prior to final approval by the City Council.

If you have any questions, please feel free to contact either of us.

City of Grosse Pointe Woods  
Beautification Advisory Commission  
Lake Room – GPW City Hall  
Meeting March 9, 2011

Approved by Commission  
**RECEIVED**  
APR 11 2011  
CITY OF GROSSE POINTE WOODS

**Present:** Allemon, Cook, DiClemente, Hage, Hagen, Hilton, Hyduk, McCarthy, Reiter, Sterr, Rozycki

Also present: Council representative Granger, DPW representative Mathews

**Excused:** Martin-Rahaim, Sauter, Schwartz

**Call to order:** Meeting was called to order by A. DiClemente at 7:32pm in the Grosse Pointe Woods Community Center, Lake Room.

**Minutes from previous meetings:** October 2010 minutes were reviewed and approved. Hagen made a motion to approve. Cook seconded. Minutes from the January 2011 meeting were reviewed. Reiter made a motion to approve. Rozycki seconded.

**Treasurer's Report:** Treasurer's report reviewed. Hyduk made a motion to approve. Hagen seconded.

**Chairperson's Report:** Reviewed City of Gibraltar BAC invitation to spring quarterly meeting and luncheon March 17, 2011.

**Council Report:** Review March 21<sup>th</sup> public comment regarding former Children's Home site and design. Discussed outcome of neon sign ordinance vote.

**DPW Report:** No report.

**Flower sale:** Hilton reviewed new flower list from Justco's. 500 copies of order forms are being printed for GPNews and local business. Event date is May 6 & 7, with Sunday being a rain date. Pre-sale delivery occurring on April 18<sup>th</sup>.

**Tile / Mug Programs:** The 2011 tile image was reviewed. Image to be rotated so flags are flying to the right. Hyduk made a motion to approve the tile with noted edit. Hilton seconded. Design and order of coffee tumblers was reviewed. The committee selected the rushed stainless design with City seal and a clear cover. Cost is \$3.70 per mug included detail with a \$75 setup charge, plus shipping. Cost not to exceed \$680. Cook made a motion to approve design, seconded by Hagen. Motion for immediate certification made by Sterr. McCarthy seconded. Expense to be charged to account 205870675310. Allemon to create letter to City requesting budget approval and immediate certification.

**Awards Night:** No update.

**Old Business:** No old business.

**New Business:** The Council agreed to amend the GPW BAC Bylaws as follows; Article IV – MEETINGS item A . "The Beautification Commission shall hold regular meetings on the second (2<sup>nd</sup>) Wednesday of each month in January through October." Item C shall have

deleted “....my mail...” Rozycki made a motion to approve. Hagen seconded. Councilman Hyduk is a member of the GPW Foundation and requested approval to place promotional brochures at flower sale. The Council agreed.

There was a motion to adjourn the meeting by Hagen with second by Sterr. The motion was carried with all in favor and meeting ended at 8:52m.

Bill Allemon  
GPW Beautification Commission Recording Secretary  
3/9/2011

**RECEIVED**

**MAY 12 2011**

**CITY OF GROSSE POINTE WOODS**

City of Grosse Pointe Woods  
Beautification Advisory Commission  
Lake Room – GPW City Hall  
Meeting April 13, 2011

*Approved at  
5-11-11 Mtg.*

**Present:** Cook, DiClemente, Hage, Hagen, Hilton, Hyduk, McCarthy, Reiter, Sterr, Rozycki, Martin-Rahaim, Sauter

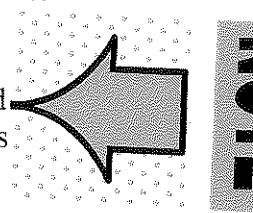
Also present: Council representative Granger

**Visiting:** George McMullen

**Excused:** Allemon, Mathews

**Call to order:** Meeting was called to order by A. DiClemente at 7:33pm in the Grosse Pointe Woods Community Center, Conference Room.

**Minutes from previous meetings:** February and March 2011 minutes were reviewed and approved. McCarthy made a motion to approve. Cook seconded. The following changes were submitted to the Bylaws:



- BAC shall hold regular meetings on the second Wednesday of each month in January through October.
- The BAC Awards Program will be held at a location to be determined on the second Wednesday in November. No meeting in December.
- Item C: The chair shall notify all members via email of the time and date of all regular and special meetings at least five days prior to such meeting.

Hyduk made a motion to approve, Hilton seconded. Motion passed.

“Keep Michigan Beautiful” membership renewal approved. McCarthy made motion to approve. Hage seconded. Motion passed.

**Treasurer’s Report:** Treasurer’s report reviewed. One tile sold, and \$325 paid to the Grosse Pointe News for the flower sale flyers. 28 flower orders have been received to date. Cook made a motion to approve. Hagen seconded.

**Chairperson’s Report:** Resignation was received from Walter Schwartz. Rozycki to attend April 18th City council meeting and Cook to attend the May 2nd meeting.

**Council Report:** Continue to work on budget. Public hearing for the Cook Road retirement development is coming up. Memorial Day Ceremony is coming up. Budget meeting is May 16.

**DPW Report:** No report.

**Flower sale:** Gloria from GPN has been trying to get helpers. Drivers needed Friday, May 18<sup>th</sup> to deliver flowers. Delivery day for pre-orders is May 18<sup>th</sup>. GP News is sponsoring us

again this year. Coloring contest rules are changing this year. Anyone entering the contest will need to be present in order to win.

**Tile / Mug Programs:** 144 mugs at CHM waiting for payment. Tiles will take approximately 10 days to be made once the payment is approved. Hyduk made motion to recommend to city council to approve the purchase of artwork and 100 2011 Circle of Honor tiles not to exceed \$1,200. Hage seconded. Motion was approved. Hyduk made motion to immediately certify the previous motion. Sauter seconded. Motion was approved.

Sauter received a call from the Grosse Pointe Baptist Church. They are changing their name and may be interested in purchasing all of the existing tiles featuring the church.

**Awards Night:** November 9<sup>th</sup> date for awards banquet is secured at Lochmoor Club. The areas for residential nominees were distributed.

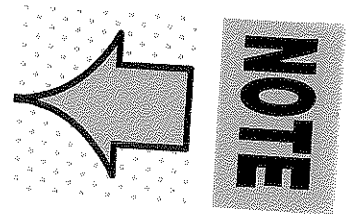
**Old Business:** No old business.

**New Business:** The mayor has suggested that one of our members serve on the Moross Greenway Project. The group meets once a month on Friday mornings at 8:30am.

There was a motion to adjourn the meeting by Hage with second by Sterr. The motion was carried with all in favor and meeting ended at 8:45pm

Eric Reiter  
GPW Beautification Commission  
4/13/2011

**BEAUTIFICATION  
ADVISORY COMMISSION  
BY-LAWS**



*Authority: Adopted 1975*

*Revised February, 1980*

*Revised July, 1987*

*Revised July 11, 2011*

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**ARTICLE I. PURPOSE:** To initiate, promote and coordinate beautification efforts within the City of Grosse Pointe Woods.

**ARTICLE II. MEMBERSHIP:** The Commission shall be composed of 15 qualified members. Each member is to be appointed by the Mayor of Grosse Pointe Woods for a term of three years, beginning January 1 and ending December 31.

Requirements for active membership; Members must demonstrate a genuine interest in the beautification activities of the Commission as evidenced by; A. Attending regular and special meetings. B. Accepting and executing assignments. C. Initiating and promoting to the best of their ability beautification programs that tend to strengthen the overall efforts of civic interest within the City of Grosse Pointe Woods.

**ARTICLE III. OFFICERS AND DUTIES; MODE OF NOMINATING AND ELECTIONS:**  
The officers of the Beautification Commission shall be:

- A. Chair
  - B. Vice Chair
  - C. Recording secretary
  - D. Corresponding secretary
  - E. Treasurer
- 
- A. The Chair will preside at all regular and special meetings.
  - B. The Vice Chair, in the absence of the Chair, shall act in his/her place. The Vice Chair shall also be in charge of public relations.
  - C. The Recording Secretary shall record all pertinent information of each and every meeting. Copies of the minutes shall be forwarded to the Chair and Deputy Clerk, no later than one week (1) following each meeting.
  - D. The Corresponding Secretary will conduct all correspondence of the Commission as needed.
  - E. The Treasurer shall keep the financial records of the Commission and submit a report at each meeting. The Treasurer shall make up the budget.

#### Election of Officers:

- A. A slate of officers will be prepared by a three member nominating committee which is chaired by the immediate past chairperson of the Beautification Advisory Commission.
- B. The slate is prepared after polling all members of the commission.
- C. The officers shall be elected by a majority of the membership present. Terms of office shall be for one (1) year. Such election to be held at the first regular meeting of the year.

#### **ARTICLE IV. MEETINGS:**

- A. The Beautification Commission shall hold regular meetings on the second (2<sup>nd</sup>) Wednesday of each month in January through October.
- B. The BAC Awards program will be held at a location to be determined on the second Wednesday in November. No meeting in December.
- C. Special meetings shall be called by the Chair whenever necessary.
- D. The Chair shall notify all members via email of the time and date of all meetings at least five (5) days prior to such meeting.
- E. Fifty percent (50%) plus one (1) shall constitute a quorum for the transaction of business.
- F. It shall be the duty of the Chair to provide an agenda for each meeting. Such agenda to consist of:
  - 1. Roll call
  - 2. Approval of minutes
  - 3. Pertinent business and reports
  - 4. New business
  - 5. Setting time and date of next meeting, followed by adjournment.
- G. All matters appearing on the agenda must be submitted to the chair at least ten ( 10) days prior to the meeting.
- H. All matters appearing on the agenda must first be read in the form of a motion, seconded and discussed.
- I. A simple majority of members present and voting will be considered adequate for the adoption of a motion.

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ARTICLE V. COMMITTEES: The Chairperson shall appoint a member or members to serve on ad hoc committees whenever necessary. Each member of the ad hoc committee shall be responsible for reporting to the membership within a specified amount of time.

\* \* \*

City of Grosse Pointe Woods  
Beautification Advisory Commission  
Lake Room – GPW City Hall  
Meeting May 11, 2011

*Approved by Commission 06/08/11*  
**RECEIVED**  
JUN 26 2011  
CITY OF GROSSE POINTE WOODS

**Present:** Cook, DiClemente, Hage, Hagen, Hilton, Reiter, Sterr, Rozycki, Martin-Rahaim

**Also present:** Council representative Granger, DPW Representative Mathews

**Excused:** Allemon, McCarthy, Hyduk

**Call to order:** Meeting was called to order by A. DiClemente at 7:37pm in the Grosse Pointe Woods Community Center, Conference Room.

**Minutes from previous meetings:** Motion to approve April 2011 minutes as corrected made by Hage, Seconded by Hagen. Motion passed.

**Treasurer's Report:** Motion to approve Treasurer's report made by Sterr. Seconded by Rozycki. Motion approved.

**Chairperson's Report:** The Grosse Pointe Woods Historical Commission has invited our committee to attend the Circle of Honor ceremony on Monday, May 30, 2011.

Biographical sketch received from Christine Briggs.

Members are encouraged to participate in the Moross Greenway Project. The group meets on Friday mornings.

**Council Report:** Planning Commission approved the "Rivers of Grosse Pointe" continuing care retirement community.

Hage will attend the May 16 council meeting and Cook will attend the June 6 council meeting.

**DPW Report:** No report.

**Flower sale:** Thank you to everyone that volunteered. Volunteers needed next week to deliver the pre-orders. Flyers will not be distributed next year due to a low response.

**Tile / Mug Programs:** Circle of Honor tile and new travel mug is available for sale.

**Awards Night:** Guidelines for residential beautification awards were distributed. Members are encouraged to begin reviewing homes in their respective areas. Please make an effort to have all of your residential submissions at the June BAC meeting.

**Old Business:** No old business.

**New Business:** Cook received an e-mail from Suzanne Kent, a member of the Historical Commission. The Historical Commission is interested in learning about the BAC's involvement in the creation of the Circle of Honor, located at Vernier and Mack Avenue.

There was a motion to adjourn the meeting by Hagen with second by Hage. The motion was carried with all in favor and meeting ended at 8:52pm

Eric Reiter  
GPW Beautification Commission  
5/11/2011

- Excerpt Only -

City of Grosse Pointe Woods  
Beautification Advisory Commission  
Lake Room – GPW City Hall  
Meeting June 8, 2011

**RECEIVED** 7D  
JUN 22 2011  
CITY OF GROSSE POINTE WOODS

**Present:** Cook, DiClemente, Hage, Hagen, Hilton, McCarthy, Reiter, Sterr, Rozycki, Sauter

**Also present:** Council representative Granger, DPW Representative Mathews

**Excused:** Allemon, Martin-Rahaim, Hyduk

**Visitor(s):** George McMullen, Christine Briggs

**Call to order:** Meeting was called to order by A. DiClemente at 7:32pm in the Grosse Pointe Woods Community Center, Lake Room.

**Minutes from previous meetings:** March, April and May 2011 minutes were reviewed and approved. McCarthy made a motion to approve. Cook seconded. Motion passed.

The following changes were recommended for the March and April 2011 meeting minutes:

“The Commission recommends that City Council approve the following changes to the Commission Bylaws:

Article IV, Meetings:

- A. The Beautification Advisory Commission shall hold regular meetings on the second Wednesday of each month in January through October.
- B. The BAC Awards Program will be held at a location to be determined on the second Wednesday in November. No meeting in December.
- C. The chair shall notify all members via email of the time and date of all meetings at least five days prior to such meeting.”

Hage made motion to approve A, Hagen seconded. Motion passed.

Cook made motion to approve B, Hilton seconded. Motion passed.

Sauter made motion to approve C, Rozycki seconded. Motion passed.

Hage made motion to amend April minutes. Hilton seconded. Motion passed.

Cook made motion to approve May minutes. Cook made motion to approve, Hagen seconded. Motion passed.

**Treasurer’s Report:** Treasurers report was reviewed. Hagen made motion to approve. McCarthy seconded. Motion passed.

**Chairperson’s Report:** Two biographical sketches were reviewed to fill the commission’s vacant position.

**Council Report:** Hage attended the May 16<sup>th</sup> council meeting. The budget was approved. Cook attended the May 30<sup>th</sup> meeting and the Rivers of Grosse Pointe was approved. A public meeting was held during the meeting. DiClemente will attend the council meeting on June 20. The July 11 meeting will be attended by Hage. The July 18 meeting will be attended by Reiter.

**DPW Report:** The city received a low interest loan through the State of Michigan. Water mains on five streets will be repaired. It will take approximately one month to repair each street.

**Flower sale:** The flower sale delivery day was a success, thanks to many GP North parents volunteering.

**Tile / Mug Programs:** The former Grosse Pointe Baptist Church is still interested in purchasing the remaining tiles featuring the church. Sauter will explore opportunities to sell the remaining tiles.

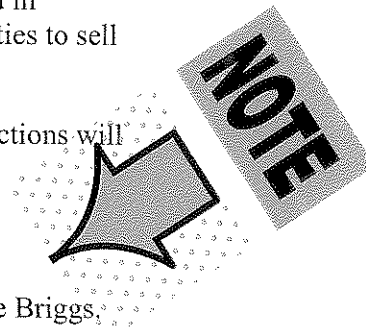
**Awards Night:** Several residential selections were submitted. The remaining selections will be submitted in July.

**Old Business:** No old business.

**New Business:** Motion by Hage to recommend to the Council to appoint Christine Briggs. Sauter seconded. Motion passed. Rozycki made motion for immediate certification to approve the previous motion. Hilton seconded. Motion passed. Christine Briggs' term will expire 12/31/2011.

There was a motion to adjourn the meeting by Sterr with second by McCarthy. The motion was carried with all in favor and meeting ended at 9:00pm

Eric Reiter  
GPW Beautification Commission  
6/8/2011





# CITY OF GROSSE POINTE WOODS

20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RECEIVED

MAY 10 2011

CITY OF GROSSE POINTE WOODS

## BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

<input checked="" type="checkbox"/> Beautification Commission	Board of Canvassers
Board of Review	Building Authority
Citizens' Recreation Commission	Community Tree Commission
Construction Board of Appeals	Downspout Board of Appeals
Fireworks Committee	Historical Commission
Local Officers' Compensation Commission	Mack Avenue Business Study Committee
Pension Board	Planning Commission
Senior Citizens' Commission	Other:

NAME: Christine Briggs

ADDRESS: 562 North Rosedale Ct.

TELEPHONE: Home: 313-399-7452 Office: 313-845-6458

E-mail: cbriggs625@yahoo.com

OCCUPATION: English professor at Henry Ford Community College

# OF YEARS RESIDENT OF GROSSE POINTE WOODS: My husband and I have resided in Grosse Pointe Woods for nearly eight years, but I grew up in Grosse Pointe Park. My mom resided in the Farms for thirty years until her death in 2008.

### PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

I could write and edit brochures for events, assist with marketing and help at the Mother's Day sale.

EDUCATION: Graduate degrees from University of Detroit

PROFESSIONAL/SERVICE CLUB AFFILIATIONS: Most of my volunteer work has occurred at HFCC. I have served as College Senate Chair, Associated Dean, and chair of eight committees, ranging from Assessment to Enrollment Management. In 1998, I won a national award for outstanding service/leadership at a community college. I support the DIA, the Detroit Symphony, and Stratford among other organizations.

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: As a 2005 Beautification Award winner, I recognize the power of your organization to reinforce beautiful and well-manicured landscapes, thereby enhancing the value of a neighborhood and enriching its community. As the newest member of the commission, I would welcome the opportunity to listen to and learn from the more seasoned members. My appreciation for Grosse Pointe, which was cultivated in my youth, is deeply rooted. Finally, my best friend was named Oakland County Volunteer Gardener in 2009. I am a novice in the world of flowers, but I can always draw upon her expertise.

Signature of sponsor

Ph. 11450

Signature of applicant

Date:

May 9, 2011

Approved by Committee  
**RECEIVED**  
MAY 13 2011  
CITY OF GROSSE POINTE WOODS

GROSSE POINTE WOODS TREE COMMISSION  
Meeting Minutes of May 04, 2011

**Chairman, Robert Greening, called the meeting to order at 7:28 p.m.**

**Present:** Bryant, Council Representative, Sullivan, Greening, Rogers, Chan, Malley, Profeta, Durney, Paavola, Meredith

**One Guest:** George R. McMullen, Jr.

**Absent:** Christopoulos, DiCicco.

**Approval of the Agenda for May 04, 2011.**

Motion by Malley and seconded by Chan to approve the agenda as presented with the addition of the word 'meeting' after the word Commission on the second line of item 4. All members present approved the agenda with this addition.

**Approval of the meeting minutes of 03/02/11.**

Motion by Sullivan and seconded by Profeta to approve the minutes as presented. All members present approved the motion.

**Approval of the summary of Tree Commission activity for April, 2011.**

Motion by Chan and seconded by Malley to approve the summary as presented to show the correct spelling of the last word of the first paragraph to read Treiter. All members present approved this summary as presented with this one correction.

No regular Tree Commission meeting was held in April

**Treasurer's Report:**

Cash Reserve 03/02/2011      \$12,253.52

No report available.

(Balance carries forward)

Approved budget 07/01/10      \$1,795.00

No report available.

Balance thru 03/02/11      \$1,707.88

(Balance does not carry forward.)

.All expenses require prior Council approval.

The proposed Tree Commission budget for the period of July 2011 through June 2012 is under review by the Council.

**Old Business:**

**Community Tree Booklet:**

Jan Treiter has completed the required preparatory work to purchase two sets of labels (one set showing the names of the current Council members and the second set showing the names of the current Tree Commission members) at a cost of \$20.00 for a limited supply. After discussion Durney made a motion and seconded by Meredith that we purchase the labels so that some of the current supply of the 2004 booklets can be updated and distributed to community residence. All members present approved the motion.

Motion by Sullivan and seconded by Profeta that the previous Motion be immediately certified before our next meeting in June.

All members present approved this Motion for immediate certification. Council approval of the expenditure is requested.

**Memorial Tree Program:**

The general feeling was that the program was well received. Carolyn Skaff was invited to take the usual photographs of the donors. This task was handled by the City photographer. Other details about this program may be found in the summary of member's activity for April. Item still open is the distribution of the photographs and thank you letter to the donors.

**Arbor Day Program:**

The University Liggett third graders do not participate in the poster contest by their choice. Attached is a copy of the **Third Grade Arbor Day Project** lesson plan for the third graders of University of Liggett School to use as a guide to show that **Trees are Life**. This year the Liggett students participated in a walking tour of the Edsel Ford estate. Ken Peterson (former Tree Commission member and very knowledgeable about trees) conducted the tour along with R. Greening and L. Sullivan. The tour was very effective in helping the students to complete their Arbor Day project.

**Membership vacancy**

The Council has approved the appointment of Christopher DiCicco and David Durney as new members of the Community Tree Commission. Their appointments complete our membership roster.

**New Business:**

A Memorial tree dedication article appeared in the May issue of the update community newsletter. For the August issue we need to list the names of 2011 Arbor Day poster contest winners.

**Replacement plates for five school  
plaques listing current & future Arbor  
Day Poster Contest Winners.**

The 60 plates recently purchased for use on the expanded section of the original plaque do not match the plates on the original section of each plaque. The supplier, Woods Trophy, can obtain 60 new matching plates and engrave five of them with the names of the 2011 poster contest winners at a cost of \$60.00.

After discussion Sullivan made a motion and seconded by Chan that we obtain the new plates for each plaque and provide a proper material display of each school plaque.

All members present approved the motion. Motion by Sullivan and seconded by Profeta that the previous Motion be immediately certified.

All members present approved the motion. Our guest, George McMullen, suggested that a description of the Community Tree Commission be placed on the city website.

**Adjournment:** Motion by Meredith and seconded by Sullivan that the meeting be adjourned at 8:30 p.m. All members present approved the motion.

Submitted by



Wilson G. Rogers  
Secretary (313) 886-7660



MEMO 11 - 31

RECEIVED

JUN 28 2011

CITY OF GROSSE PTE. WOODS

TO: Alfred Fincham, City Administrator  
FROM: Joseph J Ahee, Jr., Director of Public Services *JA*  
DATE: May 20, 2011  
SUBJECT: Department of Public Works Position

Since the retirement of Superintendent Joe Shock in late December of 2010, the DPW has been operating with a Director (me) and a Foreman (Jim Kowalski). In an effort to reduce costs, the vacant Superintendent position was not filled. In order to provide support for Foreman Kowalski, I made a lateral move with Foreman John Salter from the Division of Parks & Recreation to the Division of Public Works. Both Kowalski and Salter now share supervisory duties over both the division of Public Works and division of Parks & Recreation.

The city code sec. 2-129.3,c states, "the Director of Public Services may appoint and designate a person to be known as the Assistant Director of Public Services, who shall perform such duties as shall be delegated to him by the Director of Public Services." I am requesting a change in the title for Kowalski from Foreman to Assistant Director of Public Services with no additional increase in salary. As you know, I oversee the division of Public Works, Parks & Recreation and the Community Center and in my absence need an assistant who is capable of carrying out the duties of the Director. I am confident that James Kowalski is that person.

Thank you in advance for considering my request. If you have any questions concerning this matter please contact me.

c.c. O/F  
JA/dm

I concur with the above recommendation.

*Al Fincham*  
Al Fincham, City Administrator

Date 6-28-11

**Sec. 2-129. - Jurisdiction and responsibilities.**

(a)

The department of public services shall have jurisdiction over and responsibility for, among other things, but not limited to, the following divisions:

(1)

Public works division. The public works division of the department of public services shall be headed by the director of public services, or his designated representative, who shall be responsible for the following:

a.

Construction, maintenance and repair of all present and future physical and tangible properties and assets of the city.

b.

Water mains and water distribution system.

c.

Stormwater structures and pumping stations.

d.

Sanitary sewer system.

e.

Streets, alleys, sidewalks, curbs, gutters, sewers, drains, buildings, parking meters, municipal parking lots.

f.

Operation and maintenance of the refuse collection system.

g.

Operation and maintenance of the rolling stock and mechanical equipment of the city.

h.

Investigation of any alleged violation of local ordinances and the Code of the city pertaining to public works and any other applicable rules and regulations.

i.

Control and regulation of the planting of trees, shrubs, flowers.

j.

Planning, development, maintenance, management and operation of all playgrounds and public medians.

k.

Maintenance schedules for all trees and lawn areas located on public land.

l.

Coordinating reforestation and landscape projects.

m.

Investigation of any alleged violation of local ordinances and the Code of the city pertaining to forestry and any other applicable rule and regulations.

(2)

Community center division. The community center division shall be headed by the director of public services, or his designated representative, who shall be responsible for the following:

a.

Providing cultural, educational, recreational and social activities for residents of the city.

b.

All matters relating to the management, maintenance and operation of the community center.

c.

Investigation of any alleged violation of local ordinances and the Code of the city pertaining to the community center and any other applicable rules and regulations.

(3)

Parks and recreation division. The parks and recreation division shall be headed by the director of public services, or his designated representative, who shall be responsible for the following:

a.

Recreational services for all recreation areas and facilities.

b.

All matters relating to the management, maintenance and operation of the municipal parks.

c.

Investigation of any alleged violation of local ordinances and the Code of the city pertaining to parks and recreation and any other applicable rules and regulations.

(b)

The city administrator may be the director of public services.

(c)

The director of public services may appoint and designate a person to be known as the assistant director of public services, who shall perform such duties as shall be delegated to him by the director of public services.

(d)

The director of public services shall plan, schedule, correlated and supervise all departmental activities and the use of personnel and equipment in connection with the various functions described in subsection (a) of this section.

(e)

The director of public services shall keep such records, documents, files and materials and shall prepare such reports as requested by the city administrator.

(f)

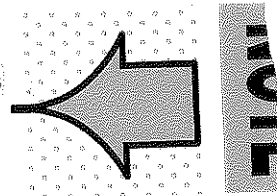
The director of public services may encumber funds and authorize services, labor and materials according to established procedures. The director shall make all purchases through the city purchasing agent as required and shall not obligate the city except through established procedures.

(g)

The director of public services shall perform such other duties as may be prescribed by the city administrator or by provisions of this Code.

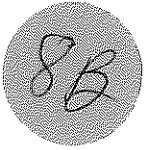
(h)

Notwithstanding anything to the contrary contained in this division, the jurisdiction and responsibilities set forth in this section shall be subject to and shall be controlled by the provisions of the city Charter.





**CITY OF GROSSE POINTE WOODS**  
**MEMORANDUM**



**DATE:** June 29, 2011

**TO:** Mayor and City Council

**FROM:** Al Fincham, City Administrator *AF*

**SUBJECT:** DAAA FY 2011 Annual Implementation Plan

**RECEIVED**  
JUN 29 2011  
CITY OF GROSSE PTE. WOODS

The DAAA FY 2012 Annual Implementation Plan has been reviewed and recommended for acceptance by the Services for Older Citizens Executive Director, Sharon Maier.

I've reviewed the DAAA 2012 Annual Implementation Plan and concur with the recommendation from Sharon Maier to accept the 2012 Annual Implementation Plan as submitted.

Paul Bridgewater  
President/CEO

Wayne W. Bradley, Sr.  
Chair, Board of Directors

RECEIVED

JUN 17 2011

CITY OF GROSSE PTE. WOODS



1333 Brewery Park Blvd.  
Suite 200  
Detroit, MI 48207-4544  
[www.daaa1a.org](http://www.daaa1a.org)  
(313) 446-4444  
Fax (313) 446-4445

June 14, 2011

The Honorable Robert E. Novitke  
Mayor, City of Grosse Pointe Woods  
Grosse Pointe Woods City Hall  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

Re: Request for Approval of DAAA FY 2012 Annual Implementation Plan

Dear Mayor Novitke:

Enclosed for your review is a draft of the Detroit Area Agency on Aging (DAAA) proposed FY 2012 Annual Implementation Plan. DAAA is requesting that your city submit its acceptance or disapproval of this enclosed plan prior to July 29, 2011 by reviewing the document, and faxing or mailing the Review and Approval Form with your comments and appropriate signature.

DAAA is a private non-profit organization responsible for planning, coordinating, developing and funding services for older adults in Region 1-A, which includes the communities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods, and Highland Park. It receives federal, state and local funding to coordinate services for older adults and their caregivers in this planning and service area.

This draft plan has been developed with the input from our Long Range Planning Committee, Advisory Council, and Board of Directors. In addition, we have sought input from the community at the May 4, 2011 public hearing. Public testimony from the public hearing has been incorporated into this enclosed document.

Frances Schonenberg or Mark Wollenweber of our Board of Directors will be following up with your municipality in the next several weeks. If you require additional information or have further questions, you may contact Anne Holmes Davis, Senior Director of Planning and Economic Security at 313-446-4444, extension 5803.

Sincerely,

Paul Bridgewater  
President and CEO  
PB/AHD/njs  
Attachments

Cc: Frances Schonenberg, Mark Wollenweber

Administration\admin2011\paul b\060711 FY 2012 AIP letter\_mayors

TO EDUCATE, ADVOCATE AND PROMOTE HEALTHY AGING TO ENABLE PEOPLE TO MAKE CHOICES ABOUT HOME  
AND COMMUNITY-BASED SERVICES AND LONG TERM CARE THAT WILL IMPROVE THEIR QUALITY OF LIFE.

Serving: Detroit • the five Grosse Pointes • Hamtramck • Harper Woods • Highland Park

The Detroit Area Agency on Aging is an Equal Opportunity Employer  
Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities  
The Michigan Relay Center Number is 1-800-649-3777 (Voice and TDD)



**DETROIT AREA AGENCY ON AGING  
FY 2012 Annual Implementation Plan  
APPROVAL FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

City:    ☐ City of Detroit                      ☐ Grosse Pointe Shores  
         ☐ Grosse Pointe                        ☐ Hamtramck  
         ☐ Grosse Pointe Farms               ☐ Harper Woods  
         ☐ Grosse Pointe Park                ☐ Highland Park  
         ☐ Grosse Pointe Woods

\_\_\_\_\_ I hereby acknowledge receipt of and approve FY 2012 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

\_\_\_\_\_ I hereby acknowledge receipt of and approve FY 2012 Annual Implementation Plan (AIP) for Planning and Service Area I-A with recommended revisions. (Please see the proposed revisions on the back of this form.)

\_\_\_\_\_ I hereby acknowledge receipt of and indicate that plans are underway for review of FY 2012 Annual Implementation Plan (AIP) for Planning and Service Area I-A.

\_\_\_\_\_ I hereby acknowledge receipt of and disapprove FY 2012 Annual Implementation Plan (AIP) for Planning and Service Area I-A. (Please see the reasons for disapproval on the back of this form.)

Please describe your method of review and approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Date for Approval Vote: \_\_\_\_\_

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
Date

## COMMENTS ON THE FY 2012 ANNUAL IMPLEMENTATION PLAN

Please describe any recommendations that your city proposes for consideration in the proposed plan:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Please mail or fax this form to DAAA no later than July 29, 2011.**

**To fax:** Fax this form to the DAAA Office at (313) 446-4445.

**To mail:** Mail this form to Detroit Area Agency on Aging, 1333 Brewery Park Blvd., Suite 200, Detroit, Michigan 48207-4544.

For further information, please contact Anne Holmes Davis, Senior Director of Planning & Economic Security at (313) 446-4444, ext. 5803.

## Detroit Area Agency on Aging – The Senior Solution



**MICHIGAN OFFICE OF SERVICES TO THE AGING**  
**ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPS)**

# **2012 ANNUAL IMPLEMENTATION PLAN**

## **DETROIT AREA AGENCY ON AGING 1-A**



**Areas Served**

City of Detroit, Highland  
Park, Hamtramck, Harper  
Woods, Grosse Pointe, Grosse  
Pointe Farms, Grosse Pointe  
Park, Grosse Pointe Shores,  
Grosse Pointe Woods

**1333 BREWERY PARK BOULEVARD, SUITE 200**  
**DETROIT, MICHIGAN 48207-4544**  
**313-446-4444**  
**313-446-4445 (Fax)**  
**PAUL BRIDGEWATER, PRESIDENT & CEO**  
**[www.daaa1a.org](http://www.daaa1a.org)**

Office of Services to the Aging Field Representative  
Jan Bowlin, 517-241-3864  
[Bowlinj1@michigan.gov](mailto:Bowlinj1@michigan.gov)





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Table of Contents

County/Local Unit of Government Review	2
Plan Overview	3
Public Hearings	6
Available Resources & Partnerships	21
Access Services	23
Service Provision Request	26
Program Development Objectives (State)	27
Program Development Objectives (Regional)	35
Advocacy Strategy	38
Community Focal Points	40
Community Living Program	44
Aging and Disability Resource Center/MMAP	46
Other Grants	48
Appendices	49
Assurance & Certificates	58



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### County/Local Unit of Govt. Review

##### Rationale

All Area Agencies on aging (AAA) must seek approval of the draft Annual Implementation Plan (AIP) as submitted to the Michigan Office of Services to the Aging (OSA) from each county Board of Commissioners within their respective Planning and Service Area (PSA).

The AAA must send a letter requesting approval of the final AIP by June 30, 2011, as well as a copy of the final AIP, with delivery and signature confirmation, to the chairperson of each county Board of Commissioners within the PSA requesting approval by July 29, 2011. For a PSA comprised of a single county or portion of the county, approval of the AIP is required from each local unit of government within the PSA. If the AAA does not receive a response from the county or local unit of government by July 29, 2011, the AIP is deemed passively approved. The AAA must notify their OSA field representative by August 2, 2011 whether their counties or local units of government formally approved, passively approved, or disapproved the AIP.

##### Instructions

Describe below the AAA efforts to distribute the AIP to, and gain support from, the appropriate county or local units of government.

##### **AAA Response:**

Acquiring support for the review and approval of the proposed FY 2012 Annual Implementation Plan from the municipalities within Region 1-A is of critical importance to the Detroit Area Agency on Aging. To obtain input and approval of the Fiscal Year 2012 Annual Implementation Plan, DAAA will distribute a letter, a draft plan and an Approval and Review Sign Off Form to all nine communities explaining the process. In addition, flyers inviting representatives from each municipality to the public hearing on the plan will be mailed to them. This will be followed up by a call to municipalities to determine the process to be used for the review of the plan as well as the name and contact information of the city representative assigned to seek review and approval. eee

After development of the final plan, a letter, Review and Approval Form and final plan will be sent by certified mail to each mayor of the municipalities requesting approval of the plan. The Planning Department staff will follow up with the assigned city official within two weeks of the mailing to obtain the Review and Approval Forms. Board members from the targeted areas will be deployed to encourage feedback from unresponsive communities including the establishment of meetings or conference calls with the appropriate parties. Revisions will be made within the plan, if deemed appropriate. After the July 29, 2011 deadline, DAAA staff will draft a letter to the OSA Field Representative at the Michigan Office of Services to Aging noting the status of the municipal sign-off process. This including noting if communities formally approved, passively approved, or disapproved the AIP. The letter will be submitted by August 2, 2011.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Plan Overview

##### Rationale

Older Americans Act (OAA) of 1965, as amended, Section 306(a) states, "Each area agency on aging designated...shall, in order to be approved by the State agency, prepare and develop an area plan for a planning and service area." The purpose of the Plan Overview is to provide a succinct description of the priorities being set by the Area Agency for the use of OAA and State funding in FY 2012.

##### Instructions

The Plan Overview should, in 825 words or less, include the following:

- A summary of services to be provided under the plan.
- Highlights of accomplishments for program development objectives.
- A description of goals and strategies for accomplishing them.
- A description of special projects and partnerships.
- Highlights of any substantive changes from the FY 2011 AIP.

Please specifically note if there are not substantive changes from the FY 2011 AIP.

##### **AAA Response:**

The Executive Summary provides an opportunity for AAAs to describe major sections and highlights of the FY 2011 AIP. At a minimum, this section must include: 1) the mission, role and functions of the Area Agencies on Aging (AAAs); 2) background information on the OAA and the Older Michiganians Act (OMA); and 3) the purpose of the AIP. There should be a summary of services provided by the agency, highlights of accomplishments, description of future goals, and description of special projects and partnerships.

The narrative should include the minimum information outlined above, but also focus on accomplishments in the first year of the Multi-Year Plan (2010), and expected accomplishments during the second year (2011).

DAAA's mission is to educate, advocate and promote healthy aging to enable people to make choices about home and community-based services and long term care that will improve their quality of life for seniors, adults with disabilities and caregivers the cities of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park – Region 1-A.

Founded in 1980, DAAA is one of 16 AAAs in Michigan. The private, non-profit agency makes an array of services available to consumers through public and private funding made available through the Older Americans Act of 1965 (as amended), the Older Michiganians Act of 1981, the Medicaid Home and Community-Based Waiver and other resources. The planning and service area consists of 147,806 older residents.

DAAA is governed by a 27-member Board of Directors and a 35-member Advisory Council. Through its governance and administrative structure, DAAA offers information and services to the community directly and through nearly eighty agencies in the local Aging Services Network with Older Americans Act, Older Michiganians Act and other funding. DAAA administers the following services within the organization to help services run efficiently and effective in the community:



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

- § Information and Assistance
- § Healthy Aging
- § Care Management
- § Mature Workers Program
- § Medicare & Medicaid Advocacy Assistance
- § Nutrition Services

#### Key Accomplishments during FY 2011 Annual Implementation Plan

During FY 2011, DAAA has been able to achieve success in a number of areas to move its agenda for providing a safety net to its consumers. These key accomplishments include:

##### Health and Nutrition Services

§ Continued to work with established three wellness centers and other satellite locations to make PATH, Enhance Fitness and Diabetes Self-Management Project. programs available to older persons. These wellness Centers include Matrix Human Services, St. John Health System and St. Patrick Senior Center as Wellness Center Support providers. Also expanded healthy aging programs to include Matter of Balance programs. Continued to work with congregate meal sites to make Project Fresh and Mi CAFÉ resources available.

##### Access to Information and Services

§ Expanded I & A services to increase access to information and services enhancement of intake and screening, information and assistance and assessment functions through AIRS certification and training, expansion of the Community Resource database and ADRC development.

##### Abuse and Exploitation: Protect Older Adults from Abuse and Exploitation

§ Continued to participate in Wayne County Elder Abuse Advisory Group to educate consumers and key stakeholders about elder abuse and exploitation. Sponsored seminars during Elder Abuse month.

##### Service Provider Capacity Building/Quality Improvement:

§ Continued capacity building work with core service providers to expand their performance based business.

##### Caregiver Assessment & Referral

§ Utilized three care managers to provide TCARE within the Long Term Care Services Division.

##### Transportation Services

§ Continued to advocate for expanded and improve routed and door-to-door transportation services



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

through the DDOT Local Advisory Council and Para-Transit Task Force meetings.

#### **Long Term Care System Change**

Continued to work on long term care system reform through the publishing of the policy recommendations for the Long Term Care System Change Task Force. Currently working with a number of partners to implement the following:

**Aging and Disability Resource Center** – Working with Disability Network and other partners to develop a no wrong door strategy for access to community resources that support aging in place.

**Affordable Assisted Living** – Working with Henry Ford Health System, Presbyterian Villages of Michigan and United Methodist Retiree Communities to establish expanded PACE, Affordable Assisted Living and Independent Living options near the Detroit River.

**Care Transition Services** – Working with MPRO and local hospitals to develop a strategy for Care Transition Services.

**Senior Campus** – Partnering with Lutheran Social Services of Michigan to develop a campus that includes a nursing care facility, wellness center and adult services.

**Detroit Works Project** – A series of forums culminating in a Senior Summit to develop an Elder Friendly blue print for action.

**MMAP** - Expanded services through MIPPA and MSP.

During FY 2012, DAAA will continue its current program development efforts without significant changes.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Public Hearings

##### Rationale

Older Americans Act, Section 306 (6) "provide that the area agency on aging will: (a) take into account in connection with matters of general policy arising in the development and administration of the area plan, the views of recipients of services under such plan;"

##### Instructions

In order to gather information regarding the needs of older adults in the PSA, a public hearing on the AIP must be held in the PSA. The hearing should be held in an accessible facility. Persons need not be present at the hearing in order to provide testimony; e-mail and written testimony must be accepted for at least a thirty (30) day period beginning when the summary of the AIP is made available. The public hearing notice should be available at least thirty (30) days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the AIP at least fifteen (15) days prior to the hearing, and information on how to obtain the summary. Persons who should be notified of the public hearing include elected officials, service providers, older adults, Native Americans both on and off reservation, and the general public. All components of the AIP should be available for the input forums and public hearings.

Complete the chart below regarding your public hearing. Include the date, time, location and accessibility of the public hearing, the number of attendees and complete the narrative section. Please scan any written testimony as a PDF and upload on this tab.

##### AAA Response:

Date	Location	Time	Is Barrier Free	No of Attendees
05/04/2011	Northwest Activities Center	10:00 AM	Yes	144

##### Narrative:

The Public Hearing on the proposed FY 2012 Annual Implementation Plan was held on Wednesday, May 4, 2011 from 10:00 a.m. – 12:30 p.m. at the Northwest Activities Center, 18100 Meyers Road, Detroit, MI 48235 with 144 individuals in attendance.

##### I. Welcome and Introduction/ Purpose of the Public Input Session

Dr. Marcella Wilson, Co-Chair of the Long Range Planning Committee, opened up the public hearing welcoming and thanking the public for attending and introducing the Detroit Area Agency on Aging Board of Directors, the Advisory Committee, and the Long Range Planning Committee.

Dr. Wilson introduced Paul Bridgewater, President and CEO of the Detroit Area Agency on Aging, Co-Chair Dr. Fay Martin and Anne Holmes Davis, Sr. Director – Planning & Economic Security.

##### II. Remarks

Mr. Bridgewater introduced Jerutha Kennedy, Chair of Michigan Commission on Aging. She is the voice



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

for the Area Agencies on Aging in Lansing for the past eight years.

Mr. Bridgewater informed the audience that the public hearing is designed to provide the agency with an opportunity to obtain input from consumers, service providers, family members and seniors on the proposed FY 2012 Annual Implementation Plan and to give an update on the current plan. He said an update on the funding challenges and reduction cuts due to the loss of population in the City of Detroit was also going to be shared.

Mr. Bridgewater gave highlights on the funding issues and difficult challenges of various senior networks programs and services, which include the following:

#### Federal and State Funding

Congress made historic cuts totaling \$38.5 billion and programs providing jobs and housing for vulnerable older adults were not spared. The Senior Community Service Employment Program (SCSEP) was cut by 45% (from \$825 million to \$450 million). Section 202 Housing for the Elder program was cut by 51% (from \$825 to \$400 million).

#### Funding Formula Campaign

The City of Detroit has lost 28% of its population; while the recent Census estimates a projected 5.6% increase in senior population. DAAA has asked all service providers to join in proposing an adjustment in the Intra-State Funding Formula since it is tied almost exclusively to population and not need.

#### Community Needs Assessment – Detroit Works

There were 385 delegates in attendance at the Senior Summit held on March 18th. About 95% of the senior delegates need some home repairs and modifications and the majority said that the repairs/modifications were the number one service that could help them.

#### Information & Assistance (I&A)

It is proposed that DAAA direct a portion of its Older Americans Act and State funding to support community-based I&A Services in order to have neighborhood-based access to information through the ADRC focal points within the community.

#### Nutrition Services

Funding for the Nutrition program supports approximately: 239,000 congregate meals at 37 congregate sites annually, 596,200 meals to 3,400 homebound clients annually. Projected reduction will be \$267,680 and \$88,976 increase in expenses for Nutrition services beginning October 1, 2011. Currently there are approximately 2,000 people on the Wait List for home-delivered meals.

#### Mature Workers Program



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

Beginning in July 1, 2007, the United States Department of Labor (DoL) instituted a 48-month maximum lifetime participation limit for enrollees in the Senior Community Service Employment Program (SCSEP). Currently, there are 139 participants in the programs. The first group of participants impacted by the duration limit will be exited on June 30, 2011. Additional participants will be exiting in the following months. Based on funding reduction, the program will only be able to serve 71 participants after July 1, 2011.

#### Long Term Care Ombudsman/Advocacy

The Agency is planning to issue a Request for Proposal (RFP) for Long-Term Care Ombudsman/Advocacy Services for FY 2011-2012. All applications for Long-Term Care Ombudsman/Advocacy Services will be forwarded to the State Long-Term Care Ombudsman (SLTCO).

#### Detroit Works Update

DAAA is an active participant in the Detroit Works Project with Mayor Bing. The DAAA received lots of positive feedback about the 18 forums and senior summit it sponsored and the Mayor's Task Force wants to replicate the structure and process that we used. The Mayor realizes how difficult it is to provide adequate services along with the funding cuts.

Mr. Bridgewater concluded by saying we must stay on target and redefine this service delivery system strategy for the elderly – "just because we have the budget shortfall don't mean that we have to retreat."

Dr. Marcella Wilson thanked Mr. Bridgewater for his highlights and encouraged the audience that we all must stand up and fight for our senior population in the City of Detroit because no one else is going to. She also shared her motto: "a behavior unchallenged is a behavior unchanged."

Dr. Wilson introduced her Co-Chair of the Long Range Planning Committee, Dr. Fay Martin who had to leave at attend a graduation at Wayne State University.

#### III. Highlights of Proposed FY 2012 Annual Plan

Anne Holmes Davis, Senior Director of Planning, presented to the audience the FY 2012 Annual Implementation Plan.

All Area Agencies on Aging are required to develop a three year plan, called the FY 2009-2012 Multi-Year Plan. This is the third year of the plan. During 2010, some of its Progress Report as follows:

- Designated as a pre-Emerging ADRC.
- Developed a Resource Library to consumers and stakeholders to access information about long-term care.
- Provided Person-Centered Training to DAAA staff and providers
- Trained older workers in LTC Navigator/Consumer Advocates, Home Health Aides, Office Professionals and Certified Nurse Assistants.





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

- Secured additional resources for MMAP through MIPPA for LIS-Extra Help and Senior Medicare Patrol to lessen Medicaid fraud.
- Worked on development on Senior Campus.
- Published Final Report of Detroit Long-Term Care System Change Task Force.
- Completed work on Nursing Care Facility Enhancement Program.

#### Proposed Funding for FY 2012

The Agency is trying to best allocate the limited total of \$9,233,109\* in the proposed funding as follows unless proposed funding cuts are implemented:

#### Variances from FY 2011 – 2012

DAAA is proposing the following for Purchased Services -- \$298,218:

- Home Care Assistance
- Home Delivered Meals
- Respite Care
- Adult Day Services

DAAA is proposing the following for Contracted Services: -- \$7,663,524:

- Information & Assistance\
- Home Care Assistance
- Respite Care
- Adult Day Services
- Congregate Meals
- Assistance to the Hearing Impaired & Deaf
- Legal Assistance
- Vision Services
- Programs for Prevention of Elder Abuse, Neglect & Exploitation
- Kinship Support Services
- Caregiver Education, Support, & Training
- Outreach & Assistance
- Long Term Care Ombudsman/Advocacy
- MAFT Administration

Two Direct Services that are required by the Older Americans Act are Care Management and Information & Assistance -- \$1,271,367:

- Care Management
- Information & Assistance
- Outreach

\*Total funding includes federal and state funds, program income and local match.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

DAAA has four State Goals under Program Development for FY 2012

- Work to improve the Health and Nutrition of Older Adults.
- Ensure that Older Adults have a Choice in Where They Live through Increased Access to Information and Services.
- Protect Older Adults from Abuse and Exploitation.
- Improve the Effectiveness, Efficiency and Quality of Services Provided Through the Michigan Aging Network and its Partners.

DAAA has three Regional Goals under Program Development for FY 2012

- Develop a Caregiver Assessment and Service Referral Strategy to Assist At-Risk Caregivers.
- Improve Transportation Services to Support Independent Living with Dignity.to support Independent Living with Dignity.
- To support Long Term Care System Change in Region 1-A to promote consumer choice.

#### Advocacy Strategy

- Resource Development – Public and Private
- Expansion of Home & Community-Based Services
- Expansion of Long Term Options
- Improving Access to Medicare and Medicaid
- Increased Access to Health & Nutrition Services
- Residential Care Options with Supportive Services
- Promotion of Livable Communities – Detroit Works
- Advocate for more Caregiver Support for family caregivers.
- Advocate for Economic Security of Older Persons and Adults with Disabilities
- Work with the Medicare Peer Review Organization (MPRO) and other community stakeholders to advocate for the reduction of hospital admissions

#### Community Focal Points

- Community Focal Points remain the same as FY 2011.
- Designated Corinthian Baptist Church and Services for Older Citizens are proposed Community Focal Points for Older Persons and Caregivers.

#### Community Living

- Person-Centered Thinking Philosophy
- Self Determination Program – MI CHOICE
- Veterans Directed Home and Community Based Care
- Incorporation of Options Counseling under Aging and Disability Resource Center.

#### Aging & Disability Resource Center



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

- Continue to identify needs of long term care consumers
- Continue to identify roles, assets and needs of collaborative partners.
- Further develop sustainable program model using input from consumers and community stakeholders.
- Continue to identify gaps in services for consumers.
- Coordinate to expand and enhance long term care programs and services
- Leverage public and private resources

#### Medicare and Medicaid Assistance Program (MMAP)

- Continue to expand Medicare – Medicaid Assistance Program including fraud prevention and collaboration with economic security.
- Integrate MMAP into Aging and Disability Resource Centers as well as Wellness Centers.
- Continue to increase MMAP volunteer pool
- Meet nine contract benchmarks.
- Increase marketing and outreach for MMAP.

#### Grants

- Economic Security Service Center
  - ☐ National Council on Aging -- \$50,000 (April 1, 2010 – March 31, 2012).
  - ☐ Community Foundation of Southeast Michigan -- \$25,000 (Local Match: Economic Security Grant)
  - ☐ Bank of America -- \$25,000 (Local Match)
- Center of Medicare and Medicaid Service
  - ☐ MIPPA Grant
- Grants supporting Detroit Meals on Wheels.

#### IV. Ground Rules – Public Hearing Testimony

Dr. Wilson reviewed the Ground Rules for the audience, please limit testimonies to two minutes.

#### Oral/Written Testimony

Tom Cervanak, Peoples Community Services (Adult Day Care Center, Closed Recreation Centers)

Thanked the DAAA for being supportive over the years. He would like to know the chances of getting some increased funding to establish additional Adult Day Care Centers. The centers help seniors get outside and participate in various group activities outside of their homes. It also provides a feeling of independence.

Special emphasis should be given to private, non-profit organizations to re-open the city of Detroit's closed recreation centers. If the centers are taken over by credible organizations, i.e., Little Rock Baptist Church the centers could become a viable institution and make a huge difference to the seniors in the community.

Juanita Strickland (Information)



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

I am interested in some information on Reverse Mortgage for my home as well available jobs for seniors who are able to work. She has lived in the City of Detroit for 65 years and a homeowner for 35 years.

Willie Mae Hampton (Information)

Meeting notices and announcements of senior citizens and older adult forums should be mailed out to the churches and the block clubs throughout the city of Detroit.

Peoples' Movement Assembly and Michigan Association of Service Coordinators were two other groups that would benefit from the notices regarding the forums.

Teeanolis Curry (High Homeowner's and Car Insurance Rates)

I am a 35-year resident of the city of Detroit and recently I turned 60 years old. I received a letter informing me that my car insurance is being increased and because I have grandchildren in my home my homeowner's insurance has also been increased. She has friends that have moved out of the city to Macomb County because of the insurance is more affordable. They can afford to drive Cadillac and she has to drive a Focus. What can the residents of Detroit do about the insurance rates?

Dr. Wilson

Behavior unchallenged is behavior unchanged. Detroiters must become an active voice over some of these issues over the next 12 months.

Mary Perkins (Economic Security)

After I pay the taxes on my home, I barely have any money left. I don't mind working with organizations to help raise money, but I don't have any money left to contribute.

Mildred Ray (Advisory Committee Member – Volunteering)

I am a Registered Nurse and in order to renew my license I am expected to perform a certain number of hours to renew my license. I would like to know if DAAA has any type of program that would provide you with credit hours for nurses volunteering their services. I would be willing to volunteer my nursing capabilities in order to decrease the registered nurse renewal fee.

Dr. Davis (Volunteerism)

It was advised that Registered Nurse volunteer services are recognized through World Medical Relief organization.

Cynthia Bantom and Sharon Ford (Adaptive Equipment for Independent Living)

We need more safety awareness and adaptive equipment education for older adults to reduce falls in the



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

home for increased independent living.

Yolanda Brantley (Friendly Visiting/Home Delivered Meals)

When aging some seniors get fearful and lonely, I think that it's a good thing to have the Meals on Wheels and other programs where you can check on seniors and make them a part of something by just being kind.

Dr. Wilson (Meals on Wheels)

During Mr. Bridgewater's speech, I did some math when he said that there are 2,000 people on the Wait List at \$5.00/day at 365/days per year that would add up to approximately 3.5 million dollars. Today, there are a lot of food service organizations making millions of dollars in the city of Detroit. Dr. Wilson is offering to work with DAAA and go and knock on their doors of those food service companies and say, "we need your help with Meals on Wheels." She is willing to accept that challenge.

Leon Cooper (Meals on Wheels)

Good Morning Everyone, Ross Perot said something a long time ago that made a lot of sense to me, referencing to a big snake crawl, some people wanted to know what color was the snake, how much did the snake weigh, was it male or female, what does it eat? Ross Perot looked out at all his committees and said pick up the stick and kill the "damn snake." That's the bottom line – Kill the snake. Meals on Wheel is so vital to this community and I know that Paul Bridgewater and his committee have done an excellent job trying to keep this going, we cannot and will not and shall not afford to let this happen.

I am sure that we all can remember our days back in school and the best subject that I always loved was Visual Aids. In Visual Aids, I learned more from that class than all the lectures in the world some days. As a suggestion, let's take some cameras to these senior citizens and let them see how happy to be enjoying the friendship when the Meals on Wheels come to them.

Mr. Cooper and the Nutrition partners explained how vital some of these folks are because for some this is the only good meal they will receive for the day. You cannot tell me that some of these entrepreneurs in the city (although some of them are fleecing the heck out of us) cannot give back because our seniors are a precious gift. I am like Paul, I have my little Social Security that I am looking at, but I still want to give back to this community. I was born and raised in Detroit. I love my city; I don't like what's happening to it; however I think we can band together and help keep this program going. I apologize for going over my time; I think we should keep involved and definitely fight to keep the Meals on Wheels Program.

Dr. Wilson

Mr. Cooper represents your interest very firmly and very assertively as he sits with me on Mayor Bing's Senior Citizens Commission. He is a very strong advocate for seniors in the city of Detroit.

Flo Parker (Adult Day Care, Caregiver Support, and Better Communication)



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

I would like to thank DAAA for all of their support. I have been a provider for the Area Agency for approximately 15 years and I am so happy to see an increase in your budget for Adult Day Care, My question is: Are there any new measures being implemented to reduce the wait-time seniors' encounter before being approved for adult day care services. Whatever DAAA can do will be greatly appreciated. Advocate to use closed police stations as a congregate meal site and call centers as well as:

- Promote jobs for seniors
- Promote volunteers participation
- Support for community and senior population
- Enhance communications for everyone.

Delores Dumas (Grandparenting Issues/Health Care Insurance)

I am a grandmother raising my grandchildren and nutrition is at the top of my concerns; however insurance is pretty close as well. For those of us who chose to get our grandchildren, I applaud you.

I quit my job and I came home. They are adults now; I have one in high school. I am 63 years old, born and raised in the city of Detroit and I have worked all of my life. It seems that the way the insurance is being changed to a spend down ridiculous, deduction which those of us who do not work cannot meet, so what is left for us to do but go to the emergency room on a daily or monthly basis or go without healthcare insurance.

This is my concern because the information is just not out there. It just so happen that I was blessed to come across information regarding an organization that will purpose to help keep us healthy. This is not just designed for seniors; young people are experiencing this as well. So if the information could be more readily available then I would not have gone over a year and one-half without seeing a primary physician.

We are supposed to be proactive in keeping ourselves healthy with current tests regarding our blood pressure, cholesterol, healthy eating and exercise; but at some point we must have a primary physician. That is my concern.

Dr. Wilson

The research is clear the Number one factor affecting health in our country is poverty. So if you treat the disease of poverty the natural outcome is improved health. To Ms. Dumas's point, I want to encourage everyone here today to grab the DAAA Resource Guide Senior Solution. It is a Resource Guide for a lot of the needs that you and your families are facing. I encourage you to get a copy and if you have other people that you can distribute a copy to, please do.

In response to the health care need, there are organizations in the city of Detroit called federally qualified health plans they are required by federal law to provide you and your families with health care with or without insurance coverage. If you are not sure where the local qualified health plan is located in your area, contact the Detroit Area Agency on Aging and they will get you that referral.

Marsha Laurent, DHS City of Detroit Senior/ Consumer Advocacy & Outreach -



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

(Title V and Other Funding Cuts)

With all the budget cuts to senior services what happens to all the senior workers? Will the seniors be relocated to other areas or just disbanded or just let go? The department that I work for provides resource information for seniors. They receive all types of questions for referrals; however now this department is being eliminated. I am asking all seniors to contact your legislators and state senators and ask them to protect your senior rights.

Janis McKinney, PMA (Information)

I believe that we should put the squeeze on the legislators. When (Governor) Snyder first came out with putting a tax on people's pension that is when approximately 5,000 seniors went up to Lansing. It caused him to back down a little bit. We need to go back up there also what happened was the seniors started to put the squeeze on the individual legislators who help write the legislation because it is not Snyder by himself.

The last time I was up there (to Lansing), I saw our individual senators. Some of them were saying, you know we are Democrats and its all of these Republicans regardless put the squeeze on them too. Even if you cannot win the fight continue to fight. So you have to let everyone of them know that your job is on the line if you don't take care of us. We are the ones who voted for you not the corporation that throwing money in your pockets.

We can do this by sitting in front of our television set just dialing on the telephone, just be the grit in somebody's undergarment -- just keep irritating people That's how I got my street fixed after Bobby Ferguson messed it up. I got upset and went to each house and gave out the paperwork of all the numbers that I had called. That was on a Thursday and that Monday Bobby Ferguson was in front of my house because we had tied up his line with all the phone calls so that other calls could not come through.

Just by using the telephone alone sometimes you can get something done you don't necessarily have to go somewhere else to get something done. You can do something now is not the time to sit around and not do anything. It's too important.

Dr. Wilson

Announced to the audience the information on Older Michiganiaan Day. A rally taking place in Lansing on Wednesday, June 15, 2011, 10:00 A.M. to 2:00 P.M. on the East lawn of the State Capitol. For information contact Anita Kanakaris at (313) 446-4444, extension 5841.

Beverly Stephens (Housing, Healthy Agency, Home Care, Car Insurance)

- 1) Help with home repair.
- 2) Class on healthy eating, Health pill information.
- 3) Information on how to get help with home help care.
- 4) Don't agree with AAA basing auto insurance on age and your credit report and not solely on your driving record.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Carlotta Coggins, Senior Services (Senior Citizens Dept. Unit)

Why are 'we' as seniors have no say in keeping the Detroit Senior Citizens Department or Unit open? We are the ones as voters who put the Detroit City Council men and women into office and all political seats in the city of Detroit. Where will seniors go to (get) assistance in their everyday life situations, especially when the seniors have to choose to eat, pay mortgages, rent, and medical bills. Seniors taking care of love ones, assisting in raising grandchildren? Where will senior go! Our Council doesn't understand. Seniors need to write City Council President Pugh and our representatives and rally for our Unit to continue to give outreach and assistance for our seniors.

Shirley Gipson (Home Repairs)

I am 68 years old and I have been trying for over a year to get help with home repairs. My roof is leaking badly. "I need help." The state (FIA) denied me, Northwest Activities Center put me on a waiting list again. Please help!

Robert L. Hayes, Sr., Lektronix Express, LLC (Volunteer/ Personal Advocate)

There must be a focus on helping seniors remain in their homes independently without service provider exploitations and funding abuses.

Juanita Strickland (Reverse Mortgages and Jobs for Mature Workers)

I need information on Reverse Mortgage and jobs for seniors.

Dorothy Shipp (General Comment)

All of the items listed are so important to our seniors – keep up the good work.

Pauline Robinson (Need to Lower Taxes)

Interested in my taxes to go down.

#### V. QUESTIONS FOR PUBLIC INPUT

##### Information and Assistance

1. How would this region benefit from having an Aging and Disability Resource Center (ADRC) partnership that would provide neighborhood access to Information & Assistance?

Feedback from Question #2:





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Karen Bisdorf, Matrix Human Services (ADRC)

Suggested putting the ADRC library on wheels so that it will be accessible for seniors areas. Targeting seniors who may not have suitable activity centers in their areas. At this point there is a big group of people who you are leaving out are the families of seniors and the persons who are about to become seniors citizens officially. Part of being able to get involved and result in something is being proactive in covering with those persons who have a vested interest in getting involved for themselves, or their families who do not know what to do to help for their loved ones.

Mildred Ray (ADRC)

Has DAAA done any outreach with any of the churches in the neighborhood? I am sure that there are some churches that would be willing to help out.

Implications: Two good comments: 1) collaboration bringing in the families of the seniors and start working with the people prior to them becoming part of the senior population and 2) getting the news out to faith-based communities and get the troops together.

#### Nutrition Services

1. To address the reduction in funding, how should Home Delivered Meals for at-risk clients and Congregate Meals be prioritized?
2. If the Congregate Meal Program is reduced, what are the suggested criteria for prioritizing sites?
3. Should DAAA consider using local resources to augment funding for the Nutrition Program?

Feedback from Question #3:

Dr. Wilson

I would like to recommend that all homebound seniors, who are unable to leave their homes through illnesses or disabilities should be at the top of the Priority List.

Elaine Williams, Chair, DAAA Nutrition Committee

Ms. Williams agreed that the homebound seniors must be priority. When she accepted the responsibility of Chair of the Nutrition Committee she would not be satisfied until there are no seniors on the Waiting List. The Congregate Meal clients have other resources they can reach out to and get a meal; however the homebound seniors don't have this option. Anyone who has any ideas on fundraising, talk to me I'm open to any suggestions you may have because I will not rest until the 2,000 on the Wait List is down to zero.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Mildred Ray

Could DAAA collaborate with Detroit Public School and create a teaching program with the two Culinary Arts Schools in Detroit.

Implications: 1) Recommend some assistance from the two DPS Culinary Arts. 2) Look at the Census tracks and identify the areas that have the largest population of seniors so that we can get the biggest bang for our buck. 3) Ensure that those sites are on public transportation lines, and 4) Identify the senior service centers that have the highest utilization by our senior population so that we can service as many senior population as possible with the funding that we have.

Feedback (Clarification) from Question 3

Anne Holmes Davis

There a number of things that communities use to tap into local resources organizations across Michigan, local fundraising, increasing programing income or cost sharing as ways to expand resources for meals.

Implication: Yes, we should consider using all the resources to support funding for the Nutrition Program.

One attendee said that DAAA should not leave the faith-based organizations and churches out. Once a month a donation could be collected and the entire congregation could contribute \$1.00.

Question #4 – Long Term Care Ombudsman/Advocacy

Long Term Care Ombudsman/Advocacy Services:

1. How can the Long Term Care Ombudsman/Advocacy services be provided more effectively in the community?
2. How can the service be used to improve the quality of all long term care services?

Clarification: The Long Term Care Ombudsman Advocacy Services allow us to have individuals in this community who have been older adults in nursing facilities or are searching for a nursing home and basically includes an organization that has to meet the state requirements for being able to carry out that service as defined in Appendix D in the Proposed Plan. It is defined as a provision of assistance to residents of licensed and unlicensed long-term care facilities or recipients of services to resolve complaints about nursing homes so that the ombudsman can assist people to find a quality of care and educate them about how to do that and also take care of complaints. We want the ombudsman to monitor the Medicaid Waiver Program, Adult Foster Care, and Home for the Aging in addition to nursing care facilities.

Feedback:



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Patricia Watkins (Volunteer, Detroit Area Agency on Aging)

I have been going out to the nursing homes and I advocate for the residents; and I notice that we need more follow up. We need more volunteers to go visit the residents whether you're a guardian or a friend just go into the nursing homes and the adult foster care and then go back and let DAAA know what's going on. Talk with the residents and if they have complaints report the complaints and follow up.

Implication: Dr. Wilson encourages everyone to volunteer. She shared some research information on volunteerism regardless of your age, your race, or your culture people who volunteer live longer have better overall health and suffer less from depression and social life situations.

Have your church adopt a senior citizens home. Once a month, my church go to this particular nursing home and that's how the follow up comes, they know that we are coming every month.

Feedback: (Question 4-2)

Dr. Wilson

I have ran facilities across this country for the chronic and mentally ill population and the key to improving the quality of long term care services, particularly in the city of Detroit where some of the facilities are deplorable, are the unannounced site visits. With a framework of exactly what we were going to be looking for and when the facilities failed depending on their failure, we would shut down the facility. We would give them a 30-day action plan and we would stop admissions until they met the letter of the law.

Whenever I had to shut down a facility arrangements were made immediately for the transfer of those residents to other long term care facilities. It is very difficult not to shut down facilities but to help the facilities meet the letter of the laws in providing clean safe environment for the clients.

Implication: To improve the quality of services:

- Do inspections
- Let supervisors know what is expected of them and hold them accountable.

Laura Serguichi, (DAAA, Vice President/Long Term Care Services)

In Detroit there was a nursing home that closed last year, and within DAAA we have a transition team that swoops into a facility that is being closed down and helps to find housing for those residents and help the families meet their needs based on what they want. DAAA has social workers, housing specialists, we call the state and call the ombudsman and they all work together to make a move work.

#### VI. Next Steps

Mr. Paul Bridgewater made final comments on the session and the Plan.

- Write to DAAA with your concerns and how we can best address the



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

needs of our community.

- Mr. Bridgewater thanked everyone for coming to the session.

The session adjourned at 12:25 p.m.

Respectfully submitted,

Nancy Sheppard



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Available Resources & Partnerships

##### Instructions

Describe planned efforts to create new partnerships and identify new resources in the PSA during FY 2012. List current partnerships as well as those that are under consideration. If counties within your PSA have millages or other senior specific funding sources, discuss the amount of funds generated annually and the type(s) of services supported by millage funds. Describe how these resources relate to the services provided under the AIP.

##### **AAA Response:**

DAAA plans to work with a variety of partners and community stakeholders to implement its goals and objectives during the next planning cycle. Key planned initiatives appear below:

- ☐ AAAs of Southeast Michigan Collaborative and Michigan Association of Area Agencies on Aging – This four Area Agency on Aging collaborative have been meeting for nearly two fiscal years in order to identify ways to seek additional funding and to generate cost savings.
- ☐ Aging & Disability Resource Center – DAAA is planning to partner with collaborative partners to develop an Aging and Disability Resource Center in order to increase access to long term care services through a no wrong door approach.
- ☐ Aging Network of Region 1-A – DAAA will convene the service provider network to promote joint marketing and outreach, resource development, quality service delivery, and collaborative advocacy efforts.
- ☐ Alzheimer's Disease Association's Dementia Wraparound – Work with Alzheimer's Association and other partners to provide support to families caring for loved ones with dementia.
- ☐ Blue Cross-Blue Shield Senior Advisory Council - Continue to advocate for Medigap, Medicare Advantage and other healthcare products that meet the needs of older people in Region 1-A.
- ☐ Care Transitions -- DAAA is partnering with Independent Living Services and Molina to enter into a managed care contract with to provide Care Transition Services.
- ☐ Community Advocacy Network – Continue to advocate for system change and the expansion of long term care services once the Detroit Long Term Care System Change Task Force stops meeting. A senior millage will also be examined.
- ☐ Detroit Economic Security Collaborative Network -- DAAA will continue to nurture the collaborative partnership in collaboration with NCOA, Community Foundation of Southeast Michigan, ElderLaw of Michigan and AARP Michigan to make economic security wraparound services available to the 55 years old and over, low income residents of the City of Detroit.
- ☐ DDOT Local Advisory Council – Continue to work with DDOT, Smart, SEMCOG and other transportation providers and planners to expand transportation services for consumers. Currently, DAAA is represented on the LAC as well as a newly established ParaTransit Task Force and Mobility Advisory Council.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

- ☐ Nursing Care Facilities - Plan to work with local nursing facilities to improve quality of care through advocacy, technical support and training and other strategies to ensure that there is a strong continuum of care within the community.
- ☐ Partnership for Healthy Aging Consortium – Plan to continue working with the Detroit Health and Wellness Promotion Department and other partners on building a public health agenda for healthy aging.
- ☐ Wayne County Elder Abuse Task Force – Continue to work with Prosecutor's Office and other partners to prevent elder abuse and neglect.
- ☐ United Way Senior Regional Collaborative Network – Working with United Way Community Services and other aging-focused organizations to secure data and additional resources for eldercare services.
- ☐ Veterans-Directed Home and Community-Based Care - DAAA has initiated a contract with the John A. Dingell Veterans Administration Center to provide self-directed home and community based services to veterans.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Access Services

Some Access Services may be provided to older adults directly through the AAA without a service provision request. These services include: Care Management, Case Coordination and Support, Disaster Advocacy and Outreach Program, Information and Assistance, Outreach, and MATF Transportation.

Place a checkmark in the box next to the name of the service and complete the chart for each Access Service your agency plans on providing under this plan. Additional documents for Care Management are located in the Document Library. Please complete and upload on the "Budget and Other Documents" tab.

If your agency is planning on providing TCARE caregiver assessment and care planning, then include under I & A: "This includes Caregiver Information and Assistance" and under Care Management: "This includes Caregiver Case Management".

If you are not planning to provide access services directly during the Plan years, please leave it blank.

#### Care Management

<u>Starting Date</u>	10/01/2011	<u>Ending Date</u>	09/30/2012
Total of Federal Dollars	\$0.00	Total of State Dollars	\$804,721.00

#### Geographic area to be served:

Region 1-A: City of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park

#### List each goal for the program, including timeline and expected outcome:

Goal 1: Improve skill set of care managers by increasing their knowledge base of available community resources and programs.

#### Activities:

1. Facilitate in-service and other trainings as needed.
2. Provide resource information to care managers.

Expected Outcome: Care managers will serve as effective advocates for their clients.

Goal 2: To collaborate with community agencies, health care providers and academia.

#### Activities:

1. Collaborate with partners to generate service arrangements and referrals
2. Educate community agencies about home and community-based care.

Expected Outcome: Enhance community awareness of DAAA's home and community-based services.

Goal 3: Utilize data and information technology to improve management and effectiveness of Care Management program.

#### Activities:



# MICHIGAN OFFICE OF SERVICES TO THE AGING

## ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

1. Review data from MICIS, WISP and other sources
2. Monitor quality indicators
3. Develop strategies to improve services

Expected Outcome: Quality improvement activities will be focused around performance indicators and structured to enhance services to clients.

Number of client pre-screenings:	Current Year:	200	Planned Next Year:	200
Number of initial client assessments:	Current Year:	125	Planned Next Year:	125
Number of initial client care plans:	Current Year:	125	Planned Next Year:	125
Total number of clients (carry over plus new):	Current Year:	275	Planned Next Year:	275
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:12	Planned Next Year:	1:12

### MATCH:

Source of Funds	Cash Value:	\$719,734.00	In-kind	\$0.00
Source of Funds	Cash Value:	\$0.00	In-kind	\$0.00
Source of Funds	Cash Value:	\$0.00	In-kind	\$0.00

### OTHER RESOURCES:

Source of Funds	Cash Value:	\$0.00	In-kind	\$0.00
Source of Funds	Cash Value:	\$4,987.00	In-kind	\$0.00
Source of Funds	Cash Value:	\$0.00	In-kind	\$0.00

### Information and Assistance

<u>Starting Date</u>	09/01/2011	<u>Ending Date</u>	09/30/2012
Total of Federal Dollars	\$550,675.00	Total of State Dollars	\$0.00

### Geographic area to be served:

Region 1-A: City of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park

### List each goal for the program, including timeline and expected outcome:

Goal 1: Continue to expand and enhance functions of Community Access through integration of information and services.

#### Activities:

1. Streamline, integrate and enhance centralized intake, screening and assessment functions of the department.
2. Integrate screening processes for MI CHOICE Waiver, Project CHOICE, Veteran's Directed Home and Community Based Services, MMAP, Economic Security and other programs.
3. Work with partners to integrate Aging and Disability Resource Center functions into Community Access, if feasible.
4. Continue to incorporate long term care options counseling, community living consultation, T-CARE and other front-end functions into Community Access.

Expected Outcome: Streamline access to long term care services and supports for targeted consumers through a person-centered customer service approach.





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Goal 2: Increase community access to information and services they require through adoption, development and maintenance of a community resource database.

Activities:

1. Identify new resources for the community resource database.
2. Submit new resources to Service Point for inclusion in the community resource database
3. Work with provider network to facilitate new referrals to I & A and to obtain resource information.
4. Continue the call Monitoring process to insure quality.
5. Prepare monthly data reports reflecting service delivery
6. Expand implementation of client satisfaction and quality assurance measures.
7. Increase the number of follow up calls to verify acquisition of services.
8. Continue to explore the relationship with local 2-1-1 and 3-1-1 systems to identify methods of increasing speed of information and assistance.

Expected Outcome: Increase access of consumers to information and assistance by operating an efficient and effective I & A Program.

Goal 3: Continue to plan, develop and further implement Information & Assistance system improvements and enhancements for consumers in PSA 1-A.

Activities

1. Identify barriers and gaps in services and resources needed to enhance I & A services.
2. Develop a resource development strategy to secure other resources (i.e., training, workshops, seminars and in-services)
3. Explore AIRS certification requirements for the agency and prepare work plan to pursue this if approved.

Expected Outcome: Expand and enhance Information and Assistance Service by identifying additional (monetary and/or in-kind resources) to support program expansion in order to better services older adults, caregivers, service providers and others.

#### Outreach

<u>Starting Date</u>	10/01/2011	<u>Ending Date</u>	09/30/2011
Total of Federal Dollars	\$35,880	Total of State Dollars	\$81,372

#### Geographic area to be served:

Region 1-A: City of Detroit, the five Grosse Pointes, Hamtramck, Harper Woods and Highland Park

#### List each goal for the program, including timeline and expected outcome:

Goal 1: Expand reach into the community to vulnerable populations with emphasis on economically insecurity and Asian Americans.

Activities:

- a) Work collaboratively with Outreach and Assistance providers to reach isolated elderly and caregivers.
- b) Develop relationships with other agencies to identify other elderly who are currently receiving services.
- c) Coordinate efforts with ADRC partners and other community stakeholders.
- d) Implement other initiatives that support outreach.

Expected Outcome: Reach vulnerable and isolated elderly to inform them about services and resources.

Goal 2: Promote DAAA-funded services to consumers in Region 1-A.

Activities:



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

- a) Promote services at all appropriate DAAA sponsored events.
- e) Disseminate service information at outreach events scheduled within Region 1-A.
- f) Promote services on Senior Solutions Radio Show, Generations Magazine, Michigan Chronicle and other media outlets.
- b) Reach out to vulnerable elderly through the NCOA Economic Service Center, MMAP, nutrition services
- c) Train a cadre of Advisory Council members, Community Advocacy Network and others to promote services in the community.

Expected Outcome: Disseminate information to isolated and at-risk elderly.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Service Provision Request

Per Older Americans Act (OAA) and Older Michiganians Act (OMA) requirements, in-home services, community services, and nutrition services should be provided under a contract with community-based service providers. Examples of these services are: Chore, Home Care Assistance, Homemaking, Home-Delivered Meals, Congregate Meals, Respite Care, Long Term Care Ombudsman, Elder Abuse Education, and Personal Care.

When appropriate a "service provision request may be approved by the State Commission on Services to the Aging". A service provision is defined as "providing a service directly to a senior, such as preparing meals, doing chore services, or working with seniors in an adult day setting". Service provision by the area agency can be appropriate when in the judgment of OSA: (1) provision is necessary to assure an adequate supply; (2) the service is directly related to the area agency's administrative functions; or, (3) a service can be provided by the area agency more economically than any available contractor, and with comparable quality. AAAs that request to provide an in-home service, community service, and/or a nutrition service must complete the section below for each service category. Please place a mark in the box next to the service and enter the required data.

If you are not planning on offering In-home, Community, or Nutrition Services directly, please skip this tab. If a service provision request has already been approved with the FY 2010-2012 MYP, it does not have to be requested again for FY 2012. However, a FY 2012 work plan and budget are still required for each service provided.

Starting Date

Ending Date

Total of Federal Dollars

Total of State Dollars

Geographic area to be served:

List each goal of the program, including the timeline and expected outcome of the program:

Work plan including activities and expected outcome:

Rationale: Why is it appropriate for the Area Agency to provide this service?



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Program Development Objectives (State)

There are two parts to the FY 2012 Program Development section. Part I is for Program Development Objectives related to State Plan Goals. Suggested, but not required, areas that may be considered include the following:

Transportation. Working with the local transit authority to create "senior friendly" service, such as free trips to the farmers market, more on-demand door-to-door services, more door-to-door center/medical facility service, etc.

Evidenced Based Disease Prevention Program (EBDP). Engaging in new private and public partnerships; working with the medical community to promote programs; leader training, exploration of new EBDP programs and sustainability projects: i.e. requiring contractors to do EBDP as a contractual part of providing other services.

Improvement of the Assessment and Services Referral Process for Caregivers. Begin or expand TCARE and Savvy Caregiver.

Adaptive/Assistive Technologies (AT). Training/educating aging network providers on AT, and integration of AT into existing programs.

Nutrition. Expanding offerings at meal sites to include activities; second meal options; expansion of nutrition education; partnerships with local restaurants and/or chef/culinary schools in the area to provide new opportunities, exploration of other meal options.

You do not need to re-state program development objectives that are related to State Plan Goals unless there are new objectives or changes or updates to efforts planned for FY 2012. However, if there are new objectives or changes or updates, please identify for each objective:

- Resources to be mobilized.
- Who will benefit.
- Programs to be established.
- Staff positions and time to be allocated to the objective.
- The desired outcome.
- What is expected to be learned.
- Changes to the area agency's infrastructure necessary to achieve the objective.

You will have an opportunity to enter other objectives not related to the State Plan Goals under the tab marked "Regional Program Development Objectives".

Part II is a narrative that should explain what the program development efforts are intended to do to improve the quality of life of older adults in the PSA, whether older persons will receive what they want, and identify the effort and expense involved. The FY 2012 AIP should include this narrative even if there are no new objectives or changes or updates. It is OSA's expectation that program development efforts be meaningful to older adults within the PSA.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### State Plan Goal: Goal 1

Work to Improve the Health and Nutrition of Older Adults.

#### AAA Response:

##### Objective:

Objective 1.1: Wellness Centers

Objective 1.2: Evidence-Based Programming

Objective 1.3 - Engage Congregate Meal Site Management in promoting the optimal health of older adults.

Objective 1.4 - Promote Improved Nutrition for Seniors in Region 1-A.

##### Timeline:

October 1, 2011 - September 30, 2012

##### Activities:

###### 1.1: Wellness Activities

1. Maintain funding for a region specific service definition for wellness centers.
2. Expand partnerships with other organizations to facilitate the expansion of programming at the Wellness Centers.
3. Continue to support MMAP counselors at the Wellness Centers.
4. Provide technical assistance regarding programming modifications to attract baby-boomers.

###### 1.2 Evidence-Based Health Promotion and Chronic Disease Self-Management Programming

1. Continue to require and support evidence-based programs at the three (3) new Wellness Centers.
2. Facilitate the development of evidence-based programs at Congregate Meal sites.
3. Support the implementation of PATH and EnhanceFitness.
4. Continue to support the implementation of Diabetes Self-Management Training.

###### 1.3 - Engage Congregate Meal Site Management in Promoting the Optimal Health of Older Adults Activities

1. Continue to promote wellness activities, including activities attractive to baby-boomers, at Congregate Sites.
2. Enhance nutrition education provided at Congregate Sites.
3. Expand partnerships with other organizations to expand programming at Congregate Sites.

###### 1.4: Promote Improved Nutrition for Seniors in Region 1-A Activities

1. Implement Project FRESH in Region 1-A.
2. Facilitate expanded nutrition education at the three (3) Wellness Centers.
3. Coordinate with Elder Law Center to support MI Café Bridge Card outreach.
4. Enhance home delivered meal assessment/reassessment processes.

##### Expected Outcome:

1.1 - Expected Outcome: Provide a minimum of 325 older persons and baby boomers with evidence-based health promotion, chronic disease self-management and benefits counseling at the three (3) local Wellness Centers in Region 1-A.

1.2 - Expected Outcome: Improve health status of participants in selected programs as a result of



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

increased physical activity, proper diet and/or improved disease self-management.

1.3 - Expected Outcome: Increased health promotion and participation in nutrition programs.

1.4 - Expected Outcome: Improve nutrition status of seniors through increased access to nutrition services.

#### State Plan Goal: Goal 2

Ensure That Older Adults Have a Choice in Where They Live Through Increased Access to Information and Services.

#### AAA Response:

##### Objective:

Objective 2.1: Increase access of consumers to information and services they require through adoption, development and maintenance of a Community Resource Database.

Objective 2.2: Continue with system improvements and enhancements for consumers in PSA 1-A.

Objective 2.3: To continue to develop and expand service strategies.

##### Timeline:

(October 1, 2011 - September 30, 2012)

##### Activities:

#### 2.1 Access to Information and Services:

Focus will be on the following:

1. Access to an expanded and inclusive Resource Database
2. Intake/Screening Processes
3. Intake / Eligibility interface
4. Referral processes
5. Long Term Care Options Counseling / I&A Interface
6. Staff Training, AIRS Certification and Adopted Standards
7. Optimal Staffing Levels
8. Identifying quality assurance issues that need to be addressed, with the goal of creating "No Wrong Door" and enhancing standards
9. Enhancement of Customer Satisfaction

#### 2.2: Information & Assistance System Improvements and Enhancements

1. Collaboration with Service Provider Network and other community organizations to ensure the development of an inclusive, updated and accurate Community Resource Database.
2. Develop a resource strategy to secure financial and other resources.
3. Identify and develop a system for tracking and reporting identified unmet needs and gaps in community services.
4. Continue to enhance Customer Satisfaction involvement.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

2.3: Development and Expansion of I & A Service strategies.

1. Develop strategies that lead to enhanced expansion of services inclusive of those included in the Project 2020 initiative and ADRC models:

- A. Person-Centered Information and Assistance
- B. Best Practice Models such as the TCARE or Savvy Caregiver models.
- C. Integration of the Veteran's Directed Home and Community Based Services
- D. Integration of the Economic Security grant initiative to support economic security wraparound services for targeted individuals on the Waitlist.

Expected Outcome:

2.1 - Expected Outcome: Develop a network of local I & A service providers to address key barriers regarding community awareness about services and resources for consumers.

2.2 - Expected Outcome: Development strategy for enhancing the process for populating and auditing the Community Resource Database.

2.3 - Expected Outcome: Implementation of best practice service strategies included in the Project 2020, ADRC model, Economic Security and TCARE models.

**State Plan Goal: Goal 3**

Protect Older Adults From Abuse and Exploitation

**AAA Response:**

Objective:

Objective 3.1: Coordinate elder abuse education and prevention efforts with the Wayne County Elder Abuse Advisory Group consisting of Wayne County Prosecutors' Office, Wayne County Neighborhood Legal Services and other partners.

Objective 3.2: Educate consumers about elder abuse, neglect and exploitation.

Timeline:

October 1, 2011 - September 30, 2012

Activities:

3.1 Elder Abuse Education and Prevention Activities

- 1. Continue to send a DAAA representative to the coordination meetings.
  - 2. Work with partners to prevent elder abuse and neglect through coordinated efforts.
  - 3. Encourage the Detroit Police Department and other law enforcement partners to get involved.
- Expected Outcome: Coordination of elder abuse education and prevention activities and services.
- 3.2: Activities - Educate consumers about elder abuse, neglect and exploitation.

Activities

- 1. Utilize Blue Cross-Blue Shield-funded DVD and other materials to educate bank tellers and others about elder abuse.
- 2. Co-sponsor workshops and other educational sessions about elder abuse.
- 3. Participate in World Elder Abuse Day each June of every year to promote education and coordination of



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

services.

#### Expected Outcome:

- 3.1 - Expected Outcome: Coordination of elder abuse education and prevention activities and services.
- 3.2 - Expected Outcome: Increase knowledge about elder abuse, neglect and exploitation.

#### **State Plan Goal: Goal 4**

Improve the Effectiveness, Efficiency, and Quality of Services Provided Through the Michigan Aging Network and its Partners

#### **AAA Response:**

#### Objective:

- Objective 4.1: Continue to improve the quality of home and community-based services for the care management program.
- Objective 4.2: Provide quality home and community based services that are responsive to the needs of frail, at-risk older persons and adults with disabilities in Region 1-A.
- Objective 4.3 – Engage targeted service providers within the Aging Services Network in capacity building.

#### Timeline:

October 1, 2011 - September 30, 2012

#### Activities:

##### 4.1 - Improve Quality of Home and Community-Based Care Activities

1. Work cooperatively in accordance with Board approved quality management plan.
2. Report progress to Long Range Planning Committee.
3. Enforce penalties for non-participation, non-compliance and lack of performance.
4. Continue to monitor and track performance against established standards and benchmarks to determine the need for and/or impact and effectiveness of established quality indicators.
5. Continue analysis of measurements to determine whether (a) other agency services or service oversight are also affected; (b) improvements put in place are effective or ineffective, (c) the appropriate measurement tool is being utilized.

##### 4.2 Activities:

1. Continue to monitor performance and quality measures.
2. Research incentive programs.
3. Institute incentives for good performance and adherence to quality measures.

##### 4.3 Aging Services Network Capacity-Building Activities

1. Continue to support new funding strategies for bundling core supportive services in order to strengthen providers through concentrated funding and through the promotion of multi-disciplinary core services.
2. Provide technical assistance as we continue to recommend new sources of revenue as well as the required core competencies needed to pursue new revenue streams.





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

3. Continue to support the development and expansion of providers' entrepreneurial planning and other positioning that may be necessary in order to capitalize on new markets and new revenue generating opportunities.

4. Provide requested assistance as we move traditional core service providers to a Direct Purchases of Service model. Requested assistance may include best practices, staffing and service delivery, quality assessment and capturing the voice of consumers through Customer Satisfaction Surveys.

#### Expected Outcome:

4.1 - Expected Outcome: Improve the client satisfaction of care management and home and community based services.

4.2 - Expected Outcome: Improved performance of care managers and home and community-based service agencies.

4.3- Expected Outcome: A stronger service provider network with multi-disciplinary providers that deliver high quality services, based on best practices, with an emphasis on customer service and consumer choice.

#### **State Plan Goal: Narrative**

This Narrative should explain what the program development efforts are intended to do to improve the quality of life of older adults in the PSA, whether older persons will receive what they want, and identify the effort and expenses involved. The FY 2012 AIP should include this Narrative even if there are no new objectives or changes, or updates. It is OSA's expectation that program development efforts be meaningful to older adults within the PSA. Complete the Narrative under the Objective box below. Enter n/a in Timeline, Activities, and Expected Outcome boxes.

#### **AAA Response:**

##### Objective:

As the Detroit Area Agency on Aging plans for the next three years, it will advocate for long term care system change through modernizing the AAA and its local Aging Services network in alignment with the Older Americans Act, and implement the philosophy of Project 2020 in order to expand and enhance information and assistance, evidence-based health promotion and home and community-based services and integrating OAA-supported services with the long term care system. In addition, DAAA will examine how it can target resources and services to its key target population, older persons, adults with disabilities and family care giving.

The agency is anticipating additional decline in population in some of our co-horts while some increases in the baby boomer population if the economic environment improves. To provide services with limited resources, it has proposed to target these resources to the at-risk elderly with social and economic needs; make sure that it pursues resources that can expand other entrepreneurial services to serve additional populations and start to put systems in place to address the needs of a burdened caregiver population. Possibilities for caregiver services include Tailored Caregiver Assessment Referral (TCARE) and Savvy Caregivers among other models.

Some of the hallmark activities planned over the next three years in this economic and political



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

environment include pursuing managed care products and services and building our capacity to acquire contracts with non-traditional organizations. In addition, we will build partnerships with organizations that can help pursue care management services in new areas through expansion of home and community-based services, expanded nursing transition services and fee-for-service opportunities. These efforts will be augmented by examining a senior millage.

DAAA also hopes to collaborate with other partners to ensure that there is a strong continuum of care that can address the needs of consumers whether they age in place or need assisted living or residential care options with supportive services. We will also continue to advocate for quality nursing care facilities, expanded Program for All Inclusive Care for the Elderly (PACE) as well as MI CHOICE resources to insure that there is a safety net for the population that we serve.

As the Detroit Area Agency on Aging plans for the next three years, it will advocate for long term care system change through modernizing the AAA and its local Aging Services network in alignment with the Older Americans Act, and implement the philosophy of Project 2020 in order to expand and enhance information and assistance, evidence-based health promotion and home and community-based services and integrating OAA-supported services with the long term care system. In addition, DAAA will examine how it can target resources and services to its key target population, older persons, adults with disabilities and family care giving.

The agency is anticipating additional decline in population in some of our co-horts while some increases in the baby boomer population if the economic environment improves. To provide services with limited resources, it has proposed to target these resources to the at-risk elderly with social and economic needs; make sure that it pursues resources that can expand other entrepreneurial services to serve additional populations and start to put systems in place to address the needs of a burdened caregiver population. Possibilities for caregiver services include Tailored Caregiver Assessment Referral (TCARE) and Savvy Caregivers among other models.

Some of the hallmark activities planned over the next three years in this economic and political environment include pursuing managed care products and services and building our capacity to acquire contracts with non-traditional organizations. In addition, we will build partnerships with organizations that can help pursue care management services in new areas through expansion of home and community-based services, expanded nursing transition services and fee-for-service opportunities. These efforts will be augmented by examining a senior millage.

DAAA also hopes to collaborate with other partners to ensure that there is a strong continuum of care that can address the needs of consumers whether they age in place or need assisted living or residential care options with supportive services. We will also continue to advocate for quality nursing care facilities, expanded Program for All Inclusive Care for the Elderly (PACE) as well as MI CHOICE resources to insure that there is a safety net for the population that we serve.

#### Timeline:

N/A



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Activities:

N/A

Expected Outcome:

N/A



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Program Development Objectives (Regional)

List Regional Program Development Objectives that you are including in the plan. You do not need to re-state regional program development objectives unless there are new objectives or any changes or updates to efforts planned for FY 2012. However, if there are new objectives or changes or updates, please identify for each objective the following:

- Resources to be mobilized.
- Who will benefit.
- Programs to be established.
- Staff positions and time to be allocated to the objective.
- The desired outcome.
- What is expected to be learned.
- Changes to the area agency's infrastructure necessary to achieve the objective.

The information should address what the efforts are intended to do to improve the quality of life of older adults in the PSA, whether older persons will receive what they want, and identify the effort and expense involved. It is OSA's expectation that program development efforts be meaningful to older adults within the PSA.

#### Goals/Objectives

##### **AAA Response:**

##### **Goal #5: Caregiver Assessment & Service Referrals**

Objective 5.1: Explore best practices for integrating caregiver assessment and service referrals into service delivery system in Region 1-A.

##### **Activities**

1. Pilot Caregiver Assessment and Service Referral Model.
2. Evaluate and refine operational procedures, staffing, program design, and other program components.
3. Seek approval to implement, if feasible.
4. Identify public and private resources to fund and sustain the program.
5. Seek public and private resources to fund program services.

Expected Outcome: Pilot Caregiver Assessment and Service Referral Program for Region 1-A.

##### **Goal #6: Improve transportation services to support independent living with dignity.**

Objective 6.1: Partner with DDOT, SMART, SEMCOG and other partners to coordinate and expand transportation resources in Region 1-A.

##### **Activities**

1. Continue to advocate for specialized and routed transportation at DDOT Local Advisory Council, SMART and/or Mobility Workgroup meetings.
2. Continue to coordinate transportation strategies with wellness centers to ensure access to healthy aging, medical appointments and benefits counseling.
3. Work with Southeast Michigan Council of Government's (SEMCOG) Transportation staff and Task



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Force to expand community awareness regarding the need for these services.

4. Jointly promote public and private funded transportation services for escort, door-to-door and other modes of transportation.

Expected Outcome: Increased availability, promotion and coordination of transportation services in Region 1-A.

Goal #7: To support long term care system change in Region 1-A to increase consumer choice.

Objective 7.1 – Continue to improve the quality of long term care options and nursing facility care in Region 1-A.

#### Activities

1. Continue to maintain the Community Advocacy Network to advocate for long term care system reform.
2. Advocate for consumers rights across long term care settings.
3. Sponsor ongoing advocacy special events, activities and trainings to empower consumer advocates and constituents.
4. Explore use of advocacy network to launch senior millage campaign.

Expected Outcome: System Change and development of strategies to expand community resources for long term care services.

Objective 7.2 – Continue to work with area nursing facilities to improve the clinical care, operations and physical plants of the facilities.

#### Activities

1. Continue to work on capital improvements needed in nursing facilities.
2. Continue to improve occupancy rates of facilities.
3. Continue to work with facilities on quality of care issues.

Expected Outcome: Improved quality of nursing facility services.

Objective 7.3 – Work with partners to improve independent living options in the community to support aging in place and nursing home transition.

#### Activities

1. Continue to collaborate with partners to make affordable assisted living, residential care options available
2. Make consumers aware of assisted living and residential care options.
3. Target some housing options to nursing home transition consumers to support expanded housing option.

Expected Outcome: Improved consumer choice in housing options with supportive services.

Objective 7.4 - Expand housing options for consumers to assist them to age in place.

Continue to collaborate with partners to make affordable assisted living, residential care options available.

2. Make consumers aware of assisted living and residential care options.
3. Target some housing options to nursing home transition consumers to support expanded housing option.

Expected Outcome: Improved consumer choice in housing options with supportive services.

#### Timeline/Activities

#### **AAA Response:**



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

The Detroit Area Agency on Aging will continue to integrate person centered thinking and self determination within care management, information and assistance, economic security and other programs and services targeted for older adults and individuals with disabilities through standards, training, policy development and program operations.

#### Expective Outcome

#### **AAA Response:**

Long Term Care Ombudsman/Advocacy services which are currently being implemented by the Detroit Area Agency on Aging will be put out for bid in order to contract these services out during FY 2012.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Advocacy Strategy

Describe the AAA's comprehensive advocacy strategy for fiscal year 2012. Describe how the agency's advocacy efforts will improve the quality of life of older adults within the PSA and how they will help older persons receive what they want.

#### AAA Response:

The following advocacy strategies are recommended based upon input from the community and recommendations from the Detroit Long Term Care System Change Task Force:

1. Resource Development - Advocate for public and private resources to meet the needs of the elderly in Region 1-A.
2. Expansion of Home and Community-Based Services for Older Persons and Adults with Disabilities – The current economic recession threatens the maintenance and expansion of home and community based services DAAA and its consumers and service provider network supports advocating for additional resources to help maintain or expand services for the at-risk population that it serves, the under and uninsured, individuals with disabilities, and low-income residents who need basic services to survive and remain independent.
3. Expansion of Affordable Long-Term Care Options including Quality Nursing Homes and Licensed Assisted Living – Advocating for additional LTC options will address nursing home closures, self-determination and the lack of housing alternatives in the community.
4. Expanded Transportation Options for Older Persons – Continue to advocate for affordable and accessible escort, door-to-door medical and better line-haul transportation services through collaborative partnerships with the Detroit Department of Transportation (DDOT), SMART and/or Regional Elderly Mobility Alliance (REMA).
5. Strengthen and Improve Access to Medicaid and Medicare Programs for Seniors - Development of the LTC Single Point of Entry will place additional demands on Medicaid-funded Services. The health status of consumers in PSA 1-A require Medicare, Medicaid and Medicaid Waiver program benefits to be increased.
6. Increased Access to Health and Nutrition services for older persons – The overall poor health status of older persons make access to health care, nutrition and medical benefits critical.
7. Residential Care Options with Supportive Services and Affordable Assisted Living – Advocate for affordable assisted living, residential care options and home modifications and repairs for those aging in place.
8. Livable Communities – Promote the concept of livable communities in Region 1-A to ensure accessibility, safety and a responsive continuum of care.
9. Caregiver Support – Advocate for resources for caregivers providing support to older persons, adults with disabilities and grandchildren.
10. Work with MPRO and other community stakeholders to advocate for reductions in hospital



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

admissions.





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Community Focal Points

Review the listing of Community Focal Points in the Document Library and update as necessary. Please specifically note whether or not updates have been made.

Describe the rationale and method used to assess the ability to be a community focal point, including the definition of community.

Explain the process by which community focal points are selected.

The U.S. Administration on Aging multi-purpose center service descriptions, [www.aoa.dhhs.gov/factsheets/seniorcenters.html](http://www.aoa.dhhs.gov/factsheets/seniorcenters.html), along with DAAA's vision for the aging network, provide a basis for identifying that the following services are needed in local community focal points:

- A. Congregate
- B. Home Delivered Meals
- C. Education/Training
- D. Computer Training
- E. Information & Assistance/Referral
- F. Outreach
- G. Social & Recreational Activities
- H. Counseling
- I. Telephone Reassurance
- J. Transportation/Escort
- K. Arts & Crafts
- L. Health Clinic
- M. Health Screening
- N. Health Education
- O. Exercise
- P. Medicare/Medicaid Assistance Counseling
- Q. Employment
- R. Volunteer Opportunities
- S. Advocacy Activities
- T. Legal Services
- U. Housing Related Assistance
- V. Other(s)

DAAA and collaborating partners conducted a survey of local senior service facilities to evaluate their capacities to become CFP's, including provision of the above services. Survey results provided a basis for selection of CFP's. Selection as a community focal point does not lessen the importance of other facilities. Selected focal points will be encouraged to coordinate services with nearby senior centers and service providers in order to insure that all area seniors have access to a continuum of services which met their needs.

Proposed CFP's for FY 2010-2012 (with services reported by facility staff included below. The Caregiver Community Focal Point is Corinthian Baptist Church.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

Provide the following information for each focal point within the PSA. List all designated community focal points with name, address, telephone number, website, and contact person. This list should also include the services offered, geographic areas served and the approximate number of older persons in those areas. List your Community Focal Points in this format.

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Name: Adult Well-Being Services  
Address: 7737 Kercheval  
Website: <http://www.awbs.org/>  
Telephone: (313) 925-1135  
Contact Person: Ms. Karen Schrock  
Persons: 17,306  
Service Area: Sector 3  
Services: A, B C, D, E, F, G, H, J, L, M, N, O, P, Q, R, S, T, U

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Name: Association of Chinese Americans, Inc.  
Address: 4750 Woodward Avenue, Detroit, MI 48202  
Website: <http://www.acadetroit.org/main.php?p=home>  
Telephone: (313) 831-1790  
Contact Person: Shenlin Chen  
Persons: 12,535  
Service Area: Sector 4  
Services: A, C, D, E, F, G, H, K, N, V

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Name: Brightmoor Community Center  
Address: 14451 Burt Road  
Website: <http://brightmoorcommunitycenter.org/>  
Telephone: 531-0305  
Contact Person: Cassandra Gaines  
Persons: 9,343  
Service Area: Sector 8  
Services: A, C, F, G, L, M, N, O, P, R, U

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Name: Farwell Recreation Center  
Address: 2711 E. Outer Drive  
Website: <http://www.detroitmi.gov/DepartmentsandAgencies/RecreationDepartment/Recreation>  
Telephone: (313) 628-2028  
Contact Person: Gabrielle Green  
Persons: 128,400  
Service Area:  
Services: A,C,E,G,M,O,R

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Name: Franklin Wright Settlements  
Address: 3360 Charlevoix  
Website:  
Telephone: (313) 579-1000  
Contact Person: Ms. Denise Lacy-Layton  
Persons: 12,535  
Service Area: Sector 4  
Services: A, B, G, J, K, L, M, N

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## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

Name: Latin-Americans for Social and Economic Development  
Address: 7150 W. Vernor  
Website: <http://www.lasedinc.org/obsportal/>  
Telephone: 841-8840  
Contact Person: Edith Colon  
Persons: 10,635  
Service Area: Sector 5  
Services: A, C, D, E, F, G, H, J, K, M, N, O, P, Q, R, S, T, U

Name: North American Indian Center  
Address: 22700 Plymouth Road  
Website:  
Telephone: 535-2966  
Contact Person: Sharon George  
Persons: 147,806  
Service Area: Sector 7  
Services: A, C, E, F, G, I, K, M, N, P, R, S, U, V

Name: St. Patrick's Senior Center  
Address: 58 Parsons  
Website: <http://www.stpatseniorcenter.com/programs/overview.htm>  
Telephone: 831-2520  
Contact Person: SaTrice Coleman-Betts  
Persons: 147,806  
Service Area: Sector 4  
Services: A, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U

Name: Hannan House Senior Center  
Address: 4750 Woodward Avenue  
Website: <http://www.hannan.org/>  
Telephone: (313) 833-1300  
Contact Person: Tim Wintermute  
Persons: 12,535  
Service Area: Sector 4  
Services: C, D, E, G, H, J, K, L, M, N, O, P, Q, S, T, U

Name: Joseph Walker Williams Community Center  
Address: 8431 Rosa Parks Blvd.  
Website: <http://www.detroitmi.gov/DepartmentsandAgencies/RecreationDepartment/Recreation>  
Telephone: 894-2830  
Contact Person: Maude Freeman  
Persons: 16,497  
Service Area: Sector 6  
Services: C, D, E, F, G, H, J, L, M, N, O, P, Q, R, S, T, U

Name: Northwest Activities Center  
Address: 18100 Meyers Road  
Website: <http://local.yahoo.com/info-16238065-northwest-activity-center-detroit>  
Telephone: 578-7500  
Contact Person: James Stevenson  
Persons: 12,790  
Service Area: Sector 10



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

Services: A, D, E, F, G, K, M, O, R, S, T, U

Name: Patton Recreation Center  
Address: John J. Villa Senior Center (site)  
Website: <http://www.detroitmi.gov/Department of Health & Wellness Promotion>  
Telephone: 628-2000  
Contact Person: Beatrice Harris  
Persons: 10,635  
Service Area: Sector 5  
Services: A, C, D, E, F, G, H, I, M, N, O, P, Q, R, S, T, U, V

Name: Corinthian Baptist Church-Caregivers  
Address: 1725 Caniff Avenue  
Website: <http://councilbaptistpastors.org/index.html>  
Telephone: (313) 868-7664  
Contact Person: Patricia Simpson  
Persons: 6,397  
Service Area: Sector 11  
Services: A, C, F, G, J, L, M, N, O, P, U

Name: Delray United Action Council  
Address: 275 W. Grand Boulevard  
Website: <http://www.lsa.umich.edu/psych/di/partners/delray.asp>  
Telephone: 297-7921  
Contact Person: Jacqueline Bolden  
Persons: 10,635  
Service Area: Sector 5  
Services: A, E, F, G, H, I, J, K, L, M,

Name: Hartford Memorial Baptist Church  
Address: 18700 James Couzens  
Website: [www.hartfordbaptistchurch.com](http://www.hartfordbaptistchurch.com)  
Telephone: 861-1288  
Contact Person: Ms. Flossy  
Persons: 12,790  
Service Area: Sector 10  
Services: A, D, E, F, G, J, K, M, Q, R, S

Name: Latino Family Services  
Address: 3815 W. Fort Street  
Website: [www.latinofamilyservices.org](http://www.latinofamilyservices.org)  
Telephone: 313-841-7380  
Contact Person: Maria Thacker  
Persons: 10,635  
Service Area: Sector 5  
Services: A, C, E, F, G, H, L, M, N, Q, U



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

#### Detroit Area Agency on Aging

FY: 2012

Name: People's Community Services of  
Address: 2339 Caniff Avenue  
Website: [www.pecose.org](http://www.pecose.org)  
Telephone: 365-6260  
Contact Person: Grace Holiness  
Persons: 6,397  
Service Area: Sector 11  
Services: A, E, G, J, K, O, P, R, U, V

Name: Services for Older Citizens, Inc  
Address: 17150 Waterloo  
Website: <http://socservices.org/>  
Telephone: (313) 882-9600  
Contact Person: Sharon Maier  
Persons: 13,009  
Service Area: Sector 12  
Services: A, B, C, E, F, G, I, J,



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Community Living Program

In this section of the AIP the Area Agency should describe its planned efforts to integrate components of the Community Living Program (CLP) into the comprehensive coordinated service delivery systems developed to implement the Area Plan. It is expected that area agency partners in the CLP demonstration programs will continue efforts begun during the demonstration grant period. Describe your planned efforts to integrate CLP into service delivery systems supported by the Area Plan. The description should address at a minimum:

--How many person-centered planning (PCP) master trainers you have on staff and how you plan to provide PCT/PCP training to service providers throughout the PSA.

--Your plans for developing community living consultation (CLC), options counseling services, throughout the PSA.

--How and when persons at risk of nursing home placement will be identified and referred to programs, offering flexible service options, to assist them in avoiding or delaying nursing home placement.

--How the area agency will, or prepare to, participate in the Veterans Directed Home and Community-Based Services Program. (Incorporating self-direction and Community Living Consultation.)

--How the area agency intends to work with the emerging ADRC partnerships to assure the availability of unbiased Information and Assistance services and Community Living Consultation for both the aging and disability communities.

1. A comprehensive work plan must be developed that supports the CLP project goals of fully embracing and supporting PCT and SD, re-engineering the existing services infrastructure to support PCT and SD and directing the use of federal, state and local funding sources to serve CLP eligible individuals and their caregivers. The work plan must address at a minimum: Independent Living Consultation (ILC); use of OAA/VA/State/Local resources to support services for program participants; use of flexible service options (including self-determination); planned outreach efforts; and, integration of CLP and PCT into existing

#### AAA Response:

The Detroit Area Agency on Aging will continue to integrate person-centered thinking and self directed care throughout its organizational structure and service provider network. DAAA has initiated including person-centered customer service in all job descriptions. It will also recruit staff with this expertise and further incorporate PCT into staff orientation, training, coaching and mentoring. PCT is also being incorporated into Performance Now standards, service provider capacity building and policies, procedures and protocols. As DAAA further expands MI CHOICE and Project CHOICE Care Management, Veteran's Directed Home and Community-Based Services, T-CARE, Economic Security Service Center as well as Call Center and Nutrition Assessment services, it will embrace self determination.

DAAA has one manager trained as a Master trainer and has partnered with AAA 1B and The Senior Alliance 1C to conduct PCP/PCT training jointly to staff. Plans to include training for Providers are under development.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

DAAA will incorporate community living consultation within its organization and also promote incorporation of this function into the Aging and Disability Resource Center partnership for the Detroit region.

Individual at risk of nursing home placement will be identified during Intake and Screening, outreach efforts and other means and referred to Nursing Home Transition Services after they are provided with person-centered options counseling.

DAAA will extend its current Self Determination program to private pay clients as demand warrants.

DAAA currently serves over 20 Veterans through this program, the majority electing self-determination. DAAA is renewing its Provider agreement as of March 2011 with the John Dingell VAMC.

As DAAA and the Disability Network-Wayne/Detroit works will work with ADRC partners to assure the availability of unbiased information and assistance services, it will integrate community living consultation and long term care options counseling for both aging and disability communities.

2. At your discretion, a separate program narrative may also be included.

**AAA Response:**

N/A

3. The area plan grant budget, on page 2 of 3, includes a row to identify grant resources, program income, and local match to be used for support services for CLP participants. Please be reminded that funds used for CLP matching purposes may not be used as match for any other program. The CLP Appendix budget asks for detail regarding the specific service categories to be funded with these resources.

**AAA Response:**

See Area Agency Budget - The VA operates with a retroactive payment claims processing.

4. Both the project budget and schedule of match and other resources, Budget Form (A), must be completed.

**AAA Response:**

See Budget Form A.

5. The CLP appendix budget is for planning information, not accounting purposes. Please be as detailed as possible. Revisions to the CLP appendix budget will be handled as administrative revisions.

**AAA Response:**

N/A



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Aging & Disability Resource Center/MMAP

Aging and Disability Resource Center Partnerships (ADRC). The Office of Services to the Aging was awarded a grant from the Administration on Aging (AoA) in FY 2010 to develop Aging and Disability Resource Center (ADRC) partnerships statewide by 2014. Michigan's ADRC Partnerships will build on a "no wrong door" (decentralized) model that recognizes all stakeholders as equal partners. ADRC Partnerships are highly visible and trusted sources in the community that empower persons of all ages and income levels to navigate the full range of long term care support options according to their cultures, values, and preferences. ADRC Partnerships provide person-centered planning; comprehensive information and assistance; appropriate referrals; follow-up; and seamless access on available long term support options. For more information on ADRC Partnerships, please visit:

<http://www.adrc-tae.org/tiki-index.php?page=HomePage>. Please describe the role the Area Agency will play in the development of ADRC partnerships within the PSA.

Medicare/Medicaid Assistance Program (MMAP). This section of the AIP is for the Area Agency to describe its planned efforts for implementing MMAP within its respective PSA. The description should address at a minimum the following:

- Specific goals related to MMAP activities including fraud prevention activities, outreach and counseling.
- Volunteer management and recruitment goals and challenges.
- Training plan needs and recommendations.
- MMAP and ADRC partnership coordination.

Also note the specific MMAP budget information which must be included for the FY 2012 Area Agency on Aging Operating Budget.

#### ADRC

Indicate if the AAA will participate in the development of ADRC partnership(s) in the PSA. If yes, please describe the anticipated role the AAA will play in the partnership(s).

#### AAA Response:

- Work with key partners to collectively design a decentralized model that best addresses the needs of all consumers, older adults and adults and children with disabilities, regardless of income.
- Begin to identify an I&A component within each partner structure to provide no wrong door approach. Provide training to those partners that request it.
- Continue to develop database records with the goal of utilizing a statewide resource database. Work with 2-1-1 partner to assist with database development.
- Continue to participate in the IT and Definitions Workgroup to establish standardized data collection elements as related to ADRC activities and to develop a resource database for service provision among partners.
- Continue to participate in the Standards and Definitions Workgroup to develop shared definitions for each ADRC function and minimum standards that will be adopted by each ADRC.





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

- Invite key partners to participate in the Workgroup meetings. Invite input from partners regarding definitions of their specific functions and services they provide and invite feedback on resources in the database.
- Finalize operational business plan and implement programs and services.
- Utilize the expertise of each partner to develop skills among the partnership. For example, the AAA can offer and provide PCT training to partners. The Disability Network can provide an overview of their role in service provision and meeting their consumer's needs to assist the partnership.

#### MMAP

If your Agency is a MMAP agency, provide an overview of your program, including numbers of persons served, volunteer recruitment and innovative ways of getting the information to residents.

#### AAA Response:

- Maintained an average of 50 volunteers in our volunteer pool
- Served 3,128 participants YTD since October 1, 2010
- Met seven of nine contract benchmarks from April 2010 to February 2011.
- Maintained partnership with the Detroit Wayne County Disability Network to serve those with disabilities
- Received state recognition for conducting the highest number of Medicare Fraud and Abuse workshops in the State of Michigan
- Received state recognition for having exemplary performance contact with low income beneficiaries by Centers for Medicare & Medicaid Services Low Income Subsidy Outreach events
- Received state recognition for having the greatest improvement on performance measures overall for a Large Central Metro region
- Maintained partnerships with our local Health Systems
- Provided training for the Navigators and Consumer Advocates in preparation for roll out of the ADRC & ESI initiatives
- Enrolled 213 low income beneficiaries into the Low Income Subsidy (LIS) and/or Medicare Savings programs (MSP).

#### Barriers

- Lack of active counselors reporting on counseling related activities

#### Plan of Action

- We plan to continuously recruit volunteers to serve our PSA. We will maintain and continue providing regular update trainings on reporting to existing pool of volunteers. We will continue to work with our provider network, Wellness Centers, and Congregate meal programs to disseminate information through trained counselors as well as provide outreach to their audience.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Other Grants

Use this section to identify any other grants or initiatives that your AAA is participating in with OSA and other partners. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA. Further, describe how these other grants and initiatives reinforce the Area Agency's planned program development efforts for FY 2012.

Grants or initiatives to be included in this section may include TCARE, Savvy Caregiver, Creating Confident Caregivers (CCC), Chronic Disease Self-Management Programs, such as PATH, and programs supporting persons with dementia. For CCC initiatives, provide the following information:

- Will you be providing CCC training during FY 2012?
- How many persons do you anticipate training?
- What fund sources will be used to support staff providing the training?
- Breakdown the percentage of each fund source supporting the training staff.
- What fund sources will be used to provide materials, provide snacks/food and respite for the trainee's friend or family member?
- The name of the person who is the agency contact for CCC.

If you will be providing CCC training during FY 2012, it is expected that you will report to OSA the number of caregivers served on a quarterly basis to demonstrate sustainability.

1. Describe other grants and/or initiatives the area agency is participating in with OSA and other partners.

#### AAA Response:

2. Describe how these grants and other initiatives will improve the quality of life of older adults within the PSA.

#### AAA Response:

3. Describe how these grants and other initiatives reinforce the area agency's planned program development efforts for FY 2012.

#### AAA Response:

4. Describe the area agency's Creating Confident Caregivers initiative for FY 2012.

#### AAA Response:



## **MICHIGAN OFFICE OF SERVICES TO THE AGING**

### **ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)**

Detroit Area Agency on Aging

FY: 2012

#### **Appendices**

The Appendices are presented under individual tabs to be completed in this section. Previous electronic versions should not be used or uploaded as separate documents. All Area Agencies must complete the following Appendices:

Appendix A: Board of Directors Membership

Appendix B: Advisory Board Membership

Appendix C: Current Provider Demographics

Appendix G: Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments



# MICHIGAN OFFICE OF SERVICES TO THE AGING

## ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

### APPENDIX A

#### Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	18	1	1	1	14	35
Aged 60 and Over	0	13	1	1	1	9	25

Name of Board Member	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Barbara Atkins-Smith	Detroit	Retired Teacher			Yes
Wayne W. Bradley, Sr.	Detroit	Detroit Community Health Connection, Inc.			Yes
Kathleen Carlson	Harper Woods	Harper Woods Representativ e		Yes	
Patricia Carter	Detroit	Retired, Great Atlantic and Pacific Tea Company		Yes	
Denise Christy	Troy	President, Humana Michigan			Yes
Carol Coulon	Detroit	Council of Native Americans			Yes
Marvin Davis, Ed.D.	Detroit	Self-Employe d			Yes
Julliette Okotie Eboh, Ph.D.	Detroit	Vice President, Community Affairs MGM Grand-Detroit			Yes
Lorretta France	Detroit	Community			Yes



# MICHIGAN OFFICE OF SERVICES TO THE AGING

## ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

		Service Representative			
Lorenzer Frazier	Detroit	Optimist Club			Yes
Louis Green	Detroit	UAW Retiree			Yes
Ronald J. Hewitt	Detroit	Retired, City of Detroit, Director of Housing Commission, Planning, D-DOT, CEDD		Yes	
Mildred Madison	Detroit	Madison & Madison, International			Yes
Fay Martin, DL, MSW, MLS	Detroit	Wayne State University - School of Social Work			Yes
Dorothy Stone Montgomery	Detroit	Arthritis Foundation, Medicare and Medicaid Assistance Program			Yes
Frances Schonenberg	Grosse Pointe Area	City of Grosse Pointe Farms		Yes	
Hedy Shulgon	Hamtramck	City of Hamtramck		Yes	
Alice G. Thompson	Detroit	CEO, Black Family Development		Yes	
Elaine Williams	Detroit	DTE Energy Metro Detroit Community Involvement Task Force			Yes
Mark Wollenweber	Grosse Pointe Park, City of Grosse Pointe Farms, Woods and Shores	Retired, Local Government Administrator and Planner		Yes	
Nancy Allen	Detroit	Retired		Yes	
Henry Conerway, Jr.	Detroit	Ambassador Nursing		Yes	



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

		Rehabilitation Centre			
Juanita Hernandez	Detroit	Retired, Building and Safety Engineering/H ousing Inspector		Yes	
William C. Sharp, M.D.	Detroit	St. John/Providen ce Hospital		Yes	
Sharon R. Williams	Detroit	Chief Executive Officer, CareSource		Yes	



# MICHIGAN OFFICE OF SERVICES TO THE AGING

## ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

### APPENDIX B Advisory Board Membership

	Asian/ Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	19	0	1	1	22	43
Aged 60 and Over	0	13	0	1	1	17	32

Name of Board Member	Geographic Area	Affiliation
Maudestine Bell	Detroit	
Marion Bloye	Detroit	Bridging Communities
Sandra Booker	Detroit	
Tom Cervenak	Detroit	People's Community Services of Metro Detroit
Leon Cooper	Detroit	Retired Teamster
Beverly Hamlar	Detroit	Retired Teamster
Melanie Harris	Detroit	Catholic Social Services (Retired)
Avis Holmes	Detroit	Detroit Non-Profit Housing
Mae E. Holmes	Detroit	
Mary Kraatz	Detroit	
Marilyn Lawson	Detroit	Community Service Legislation/Senior Centers
Leo Manning, Sr.	Detroit	Prince Hall Shriners
Gina Polley, Esq.	Detroit	Legal Aid and Defender Association
Willie Mae Pope	Detroit	Healthy Generations, National Caucus and Center on Black Aged, Secretary - AARP 5291
Mildred Ray	Detroit	Chair of Shelton & Louise Tappes Advocacy Club,



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

		Secretary to Detroit Metropolitan Council of Senior Citizens, Trustee Michigan State Council of Senior Citizens, Sr. Commissioners for City of Detroit
Jannie Scott	Detroit	Presbyterian Villages of Michigan
Flossie Thomas	Detroit	Bridging Communities
Joan Thornton	Grosse Pointe	Services for Older Citizens
Catherine Wells, Ph.D.	Detroit	Retired Professor, City of Detroit Senior Citizens Commissioner
Maggie Brown White	Detroit	
Gloria Wise	Detroit	AARP, Black Nurses Association, Women's of Concern, Wayne County Community College District Nursing Alumni





## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### APPENDIX C

##### Current Provider Demographics

	Asian/ Pacific Island	African American	Arab/ Chaldean	Native American/ Alaskan	Hispanic Origin	Persons with Disabilitie	Female	TOTAL (all contractors) (all employees)
Number of Contractors by Demographics	0	66	0	1	2	2	54	125
Number of Contractor Employees by Demographics	0	1,165	66	2	23	13	1,443	1,490

The above table should reflect contractors/staff that are funded by the AAA only. Number of employees of contractors should reflect a specific point in time. For example, report the numbers as of April 1, 2011. The data collection date should be the same for all contractors.

The information gathered from this report will be used in the cultural competency work that is being conducted by OSA. Please contact your field representative for more information.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### APPENDIX D

##### Proposal Selection Criteria

The Detroit Area Agency on Aging (DAAA) is planning to issue a Request for Proposal (RFP) for Long-Term Care Ombudsman/Advocacy Services for FY 2011/12.

**Service Definition:** Long-Term Care Ombudsman/Advocacy Services is defined as a provision of assistance to residents of licensed and unlicensed long-term care facilities or recipients of services to resolve complaints through problem identification and definition, education regarding rights, provision of information on appropriate rules, and referrals to appropriate community resources. The service also involves assistance to prospective long-term care facility residents and their families regarding placement, financing and other long-term care options. Identification and sharing of best practices in long-term care service delivery, with an emphasis on promotion of the Eden Alternative, is also part of the service.

**Eligible Applicants:** A public, private non-profit, for-profit corporation or organization/ institution which is incorporated in accordance with State statutes and which is authorized to conduct business in the State of Michigan is eligible to apply, providing the following conditions are also met:

- ✓ The applicant agency has been in existence for a minimum of three (3) years;
- ✓ The applicant agency must be financially viable, as evidenced by a positive fund balance or net worth in its financial position;
- ✓ The applicant agency is current on all Federal, State and Local taxes, or is current on any payment arrangements for previously delinquent taxes.

**Criteria for Review and Acceptance of Application:** In addition to the standard criteria which will be included in the RFP (i.e. timely submission, complete package, insurance certificate, etc.), applications for Long Term Care Ombudsman/Advocacy must include an Ombudsman Services Plan, including a plan to use Certified Local Long Term Care Ombudsman staff to provide Ombudsman/Advocacy services.

Only organizations that have met the Michigan Office of the State Long Term Care Ombudsman's pre-qualification criteria are eligible to apply. Those criteria are set forth in the State Long Term Care Ombudsman Agency Designation policy and are available from the State Long Term Care Ombudsman Program.

**Review Process:** The application process will be coordinated by the DAAA. All applications for Long Term Care Ombudsman/Advocacy Services will be forwarded to the State Long Term Care Ombudsman (SLTCO). The SLTCO shall designate any eligible applicants and submit this information back to DAAA.

The funding recommendations will be forwarded to the DAAA Board of Directors for approval.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### APPENDIX G

##### Agreement for Receipt of Supplemental Cash-In-Lieu of Commodity Payments for the Nutrition Program for the Elderly

The above identified agency, (hereinafter referred to as the GRANTEE), under contract with the Michigan Office of Services to the Aging (OSA), affirms that its contractor(s) have secured local funding for additional meals for senior citizens which is not included in the current fiscal year (see above) application and contract as approved by the GRANTEE.

Estimated number of meals these funds will be used to produce is:

913,213

These meals are administered by the contractor(s) as part of the Nutrition Program for the Elderly, and the meals served are in compliance with all State and Federal requirements applicable to Title III, Part C of the Older Americans Act of 1965, as amended.

Therefore, the GRANTEE agrees to report monthly on a separate OSA Financial Status Report the number of meals served utilizing the local funds, and in consideration of these meals will receive separate reimbursement at the authorized per meal level cash-in-lieu of United States Department of Agriculture commodities, to the extent that these funds are available to OSA.

The GRANTEE also affirms that the cash-in-lieu reimbursement will be used exclusively to purchase domestic agricultural products, and will provide separate accounting for receipt of these funds.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

#### Assurance & Certificates

#### ASSURANCE OF COMPLIANCE

Assurance of Compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

#### ASSURANCES AND CERTIFICATIONS

The undersigned agency, designated by the Michigan Commission on Services to the Aging to act as the Area Agency on Aging within a given planning and service area, agrees to the following:

1. That the Annual Implementation Plan shall cover the current Fiscal Year 2011.
2. To administer its Annual Implementation Plan in accordance with the Older Americans Act, the Older Michiganders Act, federal and state rules, and policies of the Michigan Commission on Services to the Aging as set forth in publications and policy directives issued by the Michigan Office of Services to the Aging.
3. To make revisions necessitated by changes in any of the documents listed in point two in accordance with directives from the Michigan Office of Services to the Aging.
4. That any proposed revisions to the Annual Implementation Plan initiated by the Area Agency on Aging will be made in accordance with procedures established by the Michigan Office of Services to the Aging.
5. That funds received from the Michigan Office of Services to the Aging will only be used to administer and fund programs outlined in the Annual Implementation Plan approved by the Michigan Commission on Services to the Aging.
6. That the Area Agency on Aging will undertake the duties and perform the project responsibilities described in the Annual Implementation Plan in a manner that provides service to older persons in a consistent manner over the entire length of the Annual Implementation Plan and to all parts of the planning and service area.
7. That program development funds will be used to expand and enhance services in accordance with the initiatives and activities set forth in the approved Area Implementation Plan.
8. That all services provided under the Annual Implementation Plan are in agreement with approved service definitions and are in compliance with applicable minimum standards for program operations as approved by the Michigan Commission on Services to the Aging and issued by the Michigan Office of Services to the Aging, including Care Management.
9. That the Area Agency on Aging will comply with all conditions and terms contained in the Statement of Grant Award issued by the Michigan Office of Services to the Aging.
10. That the Area Agency on Aging may appeal actions taken by the Commission on Services to the Aging with regard to the Annual Implementation Plan, or related matters, in accordance with procedures issued by



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

the Michigan Office of Services to the Aging in compliance with the requirements of the Older Michiganians Act and Administrative Rules.

11. That the AAA will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and with agencies that develop or provide services for individuals with disabilities.

12. That the AAA has in place a grievance procedure for eligible individuals who are dissatisfied with or denied services.

13. That the AAA will send copies of the Annual Implementation Plan to all local units of government seeking approval as instructed in the Annual Plan Instructions.

14. That the AAA Governing Board and Advisory Council have reviewed and endorsed the Annual Implementation Plan.

15. That the Area Agency on Aging will comply with all conditions and terms of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

16. That the Area Agency on Aging will comply with all conditions and terms of The Elliot Larsen Civil Rights Act, PA 453 of 1976 and the Persons With Disabilities Civil Rights Act, PA 220 of 1976. The Applicant provides this assurance in consideration of and for the purpose of obtaining State of Michigan Federal grants, loans, contracts, property, discounts or other State and Federal financial assistance from the Michigan Office of Services to the Aging.

The signatory on the Signature Page indicates that the Area Agency on Aging is submitting the current Fiscal Year Annual or Multi-Year Implementation Plan that describes the initiatives and activities which will be undertaken on behalf of older persons within the planning and service area. We assure that these documents and subsequent Annual Implementation Plans represent a formal commitment to carry out administrative and programmatic responsibilities and to utilize federal and state funds as described.

### **ASSURANCE OF COMPLIANCE WITH THE ELLIOT LARSEN CIVIL RIGHTS ACT**

Assurance of compliance with the Elliot Larsen Civil Rights Act, PA 453 of 1976 and the Persons With Disabilities Civil Rights Act, PA 220 of 1976.



## MICHIGAN OFFICE OF SERVICES TO THE AGING

### ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPs)

Detroit Area Agency on Aging

FY: 2012

The Applicant provides this assurance in consideration of and for the purpose of obtaining State of Michigan Federal grants, loans, contracts, property, discounts or other State and Federal financial assistance from the Michigan Office of Services to the Aging.

The Applicant hereby agrees that it will comply with:

Non-Discrimination: In the performance of any grant, contract, or purchase order resulting here from, the Contractor agrees not to discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Contractor further agrees that every subcontract entered into for the performance of any grant, contract, or purchase order resulting here from will contain a provision requiring non-discrimination in employment, service delivery and access, as herein specified binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101 et seq, and any breach thereof may be regarded as a material breach of the grant, contract, or purchase order.

FY 2012 Planned Services Summary Page for PSA: 1A					
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 804,721	8.72%			X
Case Coordination & Support	\$ -	0.00%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 550,675	5.96%		X	X
Outreach	\$ 117,252	1.27%			X
Transportation	\$ -	0.00%			
IN-HOME SERVICES					
Chore	\$ -	0.00%			
Home Care Assistance	\$ 756,081	8.19%	X	X	
Home Injury Control	\$ -	0.00%			
Homemaking	\$ -	0.00%			
Home Delivered Meals	\$ 3,203,882	34.70%	X	X	
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ -	0.00%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 456,409	4.94%	X	X	
Friendly Reassurance	\$ -	0.00%			
COMMUNITY SERVICES					
Adult Day Services	\$ 695,512	7.53%	X	X	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 1,065,118	11.54%		X	
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ -	0.00%			
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ 18,397	0.20%		X	
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 90,563	0.98%		X	
Long Term Care Ombudsman/Advocacy	\$ -	0.00%			
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ 24,241	0.26%		X	
Programs for Prevention of Elder Abuse,	\$ 22,871	0.25%		X	
Counseling Services	\$ -	0.00%			
Specialized Respite Care	\$ -	0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 36,217	0.39%		X	
Caregiver Education, Support, & Training	\$ 46,804	0.51%		X	
PROGRAM DEVELOPMENT					
	\$ 225,590	2.44%			
REGION-SPECIFIC - Wellness Centers					
Outreach & Assistance	\$ 450,378	4.88%		X	
Long Term Care Ombudsman/Advocacy	\$ 106,984	1.16%		X	
MATF administration	\$ 37,814	0.41%		X	
TOTAL PERCENT		100.00%	3%	83%	14%
TOTAL FUNDING*		\$ 9,233,109	\$298,218	\$ 7,663,524	\$1,271,367

\*Total funding includes federal and state funds, program income and local match.



**FY 2012 SERVICE BUDGET  
VARIANCES FOR FY 2012 SERVICE BUDGET COMPARED TO FY 2011**

**Access Services**

**Information & Assistance** – Funding increased by 57% to support, to extend funding to neighborhood-based organizations for Information & Assistance.

**In-Home Services**

- Funding for **Home Care Assistance** decreased by 13% to make funds available for expanded I & A Services.
- Funding for **Respite Care** decreased by 18% to make funds available for expanded I & A Services.

**Community Services**

- **Adult Day Services** – 92% increase reflects actual local match and program income realized in the previous fiscal year.
- **Assistance for Hearing Impaired** – 23% increase reflects actual local match and program income realized in the previous fiscal year.
- **Legal Assistance** – 40% decrease reflects actual local match and program income realized in the previous fiscal year.
- **Vision Services** – 21% increase reflects actual local match and program income realized in the previous fiscal year.

**Region-Specific Services**

- 208% increase in **Wellness Center Support** reflects actual local match and program income realized in the previous fiscal year.
- 13% increase in **Outreach & Assistance** reflects the increased allocation for Economic Security.

# FY 2012 AREA PLAN GRANT BUDGET

Rev. 2/2010

Agency: Detroit Area Agency on Aging

Budget Period: 10/01/11 to 09/30/12

PSA: 1A

Date: 02/28/11

Rev. No.: 0 Page 1 of 3

## SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	1,127,950		1,127,950
2. Fed. Title III-C1 (Congregate)		730,343	730,343
3. State Congregate Nutrition		25,796	25,796
4. Federal Title III-C2 (HDM)		1,320,371	1,320,371
5. State Home Delivered Meals		934,030	934,030
8. Fed. Title III-D (Prev. Health)	80,063		80,063
9. Federal Title III-E (NFCSP)	479,660		479,660
10. Federal Title VII-A	13,449		13,449
10. Federal Title VII-EAP	18,612		18,612
11. State Access	81,372		81,372
12. State In-Home	268,143		268,143
13. State Alternative Care	317,128		317,128
14. State Care Management	719,734		719,734
16. State N.H. Ombudsman	52,855		52,855
17. Local Match			
a. Cash	-	150,000	150,000
b. In-Kind	766,778	336,000	1,102,778
18. State Respite Care (Escheat)	100,840		100,840
19. Merit Award Trust Fund	420,158		420,158
20. NSIP		704,960	704,960
21. Program Income	517,367	67,500	584,867
<b>TOTAL:</b>	<b>4,964,109</b>	<b>4,269,000</b>	<b>9,233,109</b>

## ADMINISTRATION

Revenues	Local Cash	Local In-Kind	Total
Federal Administration	415,376	65,000	480,376
State Administration	72,182		72,182
MATF Administration	37,814		37,814
Other	401,908		401,908
<b>Total:</b>	<b>927,280</b>	<b>65,000</b>	<b>992,280</b>

## Expenditures

	FTEs	
1. Salaries/Wages	9.39	537,616
2. Fringe Benefits		190,656
3. Office Operations		264,008
<b>Total:</b>		<b>992,280</b>

## Cash Match Detail

Source	Amount
City of Detroit	65,000
<b>Total:</b>	<b>65,000</b>

## In-Kind Match Detail

Source	Amount
<b>Total:</b>	<b>-</b>

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

President & CEO

Title

Date

## FY 2012 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Detroit Area Agency on AgingBudget Period: 10/01/11to 09/30/12

Rev. 2/2010

PSA: 1ADate: 02/28/11Rev. No.: 

page 2 of 3

SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Ail. Care	State Care Mgmt	State NHO	St. Respite (Escheat)	Merit Award Trust Fund	Medicaid CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management								719,734					4,987		80,000	804,721
b. Case Coord/supp																-
c. Disaster Advocacy																-
d. Information & Assis	425,675		125,000													550,675
e. Outreach	233,115		164,849		81,372								32,488		55,806	567,630
f. Transportation																-
2. In-Home																
a. Chore																-
b. Home Care Assis	41,992					268,143	317,128						128,818			756,081
c. Home Injury Cntrl																-
d. Homemaking																-
e. Home Health Aide																-
f. Medication Mgt																-
g. Personal Care																-
h. PERS																-
i. Respite Care			132,552							100,840	116,192		15,635		91,190	456,409
j. Friendly Reassure																-
3. Legal Assistance	73,316												4,187		13,060	90,563
4. Community Services																
a. Adult Day Care											266,152		36,741		392,619	695,512
b. Dementia ADC																-
c. Disease Prevent																-
d. Health Screening																-
e. Assist to Deaf	15,000												750		2,647	18,397
f. Home Repair																-
g. LTC Ombudsman	13,325			13,449					52,855			20,691			6,664	106,984
h. Sr Ctr Operations																-
i. Sr Ctr Staffing																-
j. Vision Services	20,000												712		3,529	24,241
k. Elder Abuse Prevnt				18,612									975		3,284	22,871
l. Counseling																-
m. Spec Respite Care																-
n. Caregiver Supplmt																-
o. Kinship Support			28,630												7,587	36,217
q. Caregiver E,S,T	10,000		28,629										1,750		6,425	46,804
5. Program Develop	225,590															225,590
6. Region Specific																
a. Wellness Centers	69,937	80,063											269,633	-	103,967	523,600
CLP Services																-
MATF administration											37,814					37,814
<b>SUPPRT SERV TOTAL</b>	<b>1,127,950</b>	<b>80,063</b>	<b>479,660</b>	<b>32,061</b>	<b>81,372</b>	<b>268,143</b>	<b>317,128</b>	<b>719,734</b>	<b>52,855</b>	<b>100,840</b>	<b>420,158</b>	<b>20,691</b>	<b>496,676</b>	<b>-</b>	<b>766,778</b>	<b>4,964,109</b>

# **FY 2012 AREA PLAN GRANT BUDGET- NUTRITION SERVICES DETAIL**

Rev. 2/2010

Agency: Detroit Area Agency on Ag Budget Period: 40817 to 09/30/12  
 PSA: 1A Date: 02/28/11 Rev. Number 0

page 3 of 3

SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	730,343		25,796		223,979			85,000	1,065,118
2. Home Delivered Meals		1,320,371		934,030	480,981	67,500	150,000	251,000	3,203,882
3. Nutrition Counseling									-
4. Nutrition Education									-
5. AAA RD/Nutritionist*									-
Nutrition Services Total	730,343	1,320,371	25,796	934,030	704,960	67,500	150,000	336,000	4,269,000

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA.

# **FY 2011 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL**

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	13,325	13,449		52,855	20,691	-	-	6,664	106,984
2. Elder Abuse Prevention	-		18,612			975	-	3,284	22,871
3. Region Specific	69,937							103,967	173,904
LTC Ombudsman Ser. Total	83,262	13,449	18,612	52,855	20,691	975	-	113,915	303,759

# **FY 2011 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL**

SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore									-
2. Homemaking									-
3. Home Care Assistance		248,196					10,192	47,882	306,270
4. Home Health Aide									-
5. Meal Preparation/HDM									-
6. Personal Care									-
Respite Service Total	-	248,196	-	-	-	-	10,192	47,882	306,270



# **AREA AGENCY ON AGING--OPERATING BUDGET**

PSA: 1A  
Agency: DAAA

Budget Period: 10/01/11

to: 09/30/12

Date of Budget:

02/28/11

Rev. No.:

Page 1 of 2

Operations		Program Services/Activities													
Admin	Program Develop	Care Management	Waiver	In Home Access	Congregate Meals	Home Del. Meals	Hol. Meals on Wheels	Mature Workers	NFTS	Veteran's Administrator	Sr. Solutions Home Rep.	Program Services	TOTAL		
<b>REVENUES</b>															
Federal Funds	614939	225590		15208853		954322	1790706	10646	1059281	3092027	339413		1458264	24754041	
State Funds	109996		719734		81372	25796	934030			193448			1142001	3206377	
Local Cash	89938						150000						159813	399751	
Local In-Kind			80000			85000	251000						766778	1182778	
Interest Income	75000													75000	
Fund Raising/Other	102407		4987				67500	321000					496676	992570	
<b>TOTAL</b>	<b>992280</b>	<b>225590</b>	<b>804721</b>	<b>15208853</b>	<b>81372</b>	<b>1065118</b>	<b>3193236</b>	<b>331646</b>	<b>1059281</b>	<b>3285475</b>	<b>339413</b>	<b>0</b>	<b>4023532</b>	<b>30610517</b>	

<b>EXPENDITURES</b>															
Contractual Services	27479			700		122044	5404			61700			3329583	3546910	
Purchased Services				11452634			15000			2277926	231524		282855	14259939	
Wages and Salaries	537616	133663	400014	2005292	50942	61333	273212	83861	142459	526789	73949	0	232965	4522095	
Fringe Benefits	136088	33016	112846	576757	12815	18740	103557	18203	36993	141623	19936	0	68836	1279410	
Payroll Taxes	54568	13567	40601	203537	5171	6225	27731	8512	14460	53469	7506	0	23646	458993	
Professional Services	0			120553				9000						129553	
Accounting & Audit Services	4650		4100	18100	150	700	4500	700	5000	3000	500		2600	44000	
Legal Fees	30000		2000	36000		1000	1000			5000				75000	
Occupancy	65100	20000	56700	269200	4800	7400	45000	11000	23000	70000	5400		39500	617100	
Insurance	3500	1000	4000	17249	400	1000	4000	500	2500	5000			2500	41649	
Office Equipment	1000		2000	6000		1500	2500			2000				15000	
Equip Maintenance & Repair	7200	2500	9000	122000	1500	4000	12000	2000	8000	38000			7000	213200	
Office Supplies	7909	1844	6783	48687	1044	7778	7806	2120	4000	18635	598		2847	110051	
Printing & Publication	7500	1000	4000	16500	800	4500	10500	6000	250	5500			5500	62050	
Postage	4550		4000	14500	500	1000	5000	1500	1500	5000			1700	39250	
Telephone	7800	1000	12000	39000	900	4000	8000	1500	3500	13000			4000	94700	
Travel	26850		6000	25000	250	1000	11500		1500	11000			2600	85700	
Conferences	40700	10000	5500	19000	600	9500	8000	4000	3427	5000			9200	114927	
Memberships	5600	2000	3500	12500		5000	7000	500	1500	6000			2400	46000	
Special Events/Comm Mtgs	7700	3000	5000	32600	1000	2500	5000	1000	1750	12000			4000	75550	
Advertising/Outreach	8050	3000	2800	7500	500	2000	2500	250		4500			1800	32900	
Meal Cost/Distribution	0					713898	2374026	94000						3181924	
Fundraising	0							87000						87000	
Other	8420		38890	165544		90000	260000		809442	20333				1392629	
<b>TOTAL</b>	<b>964801</b>	<b>225590</b>	<b>719734</b>	<b>3755519</b>	<b>81372</b>	<b>943074</b>	<b>3172832</b>	<b>331646</b>	<b>1059281</b>	<b>945849</b>	<b>107889</b>	<b>0</b>	<b>411094</b>	<b>12718681</b>	

**FY 2012 Annual Implementation Plan  
Direct Service Budget Detail**

AAA: Detroit Area Agency on Aging

FISCAL YEAR: 2011

SERVICE: Care Management

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries			400,014					400,014
Fringe Benefits			153,447					153,447
Travel			6,000					6,000
Training			5,500					5,500
Supplies			6,783					6,783
Occupancy			56,700					56,700
Communications			16,000					16,000
Equipment			11,000					11,000
Other (e.g., raw food costs):			25,400					25,400
Administration			38,890					38,890
Purchased Services				4,987		80,000		84,987
								0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>719,734</b>	<b>4,987</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>804,721</b>

SERVICE AREA: PSA 1A

(List by County/City if service area is not entire PSA)

**I certify that I am authorized to sign on behalf of this agency.**

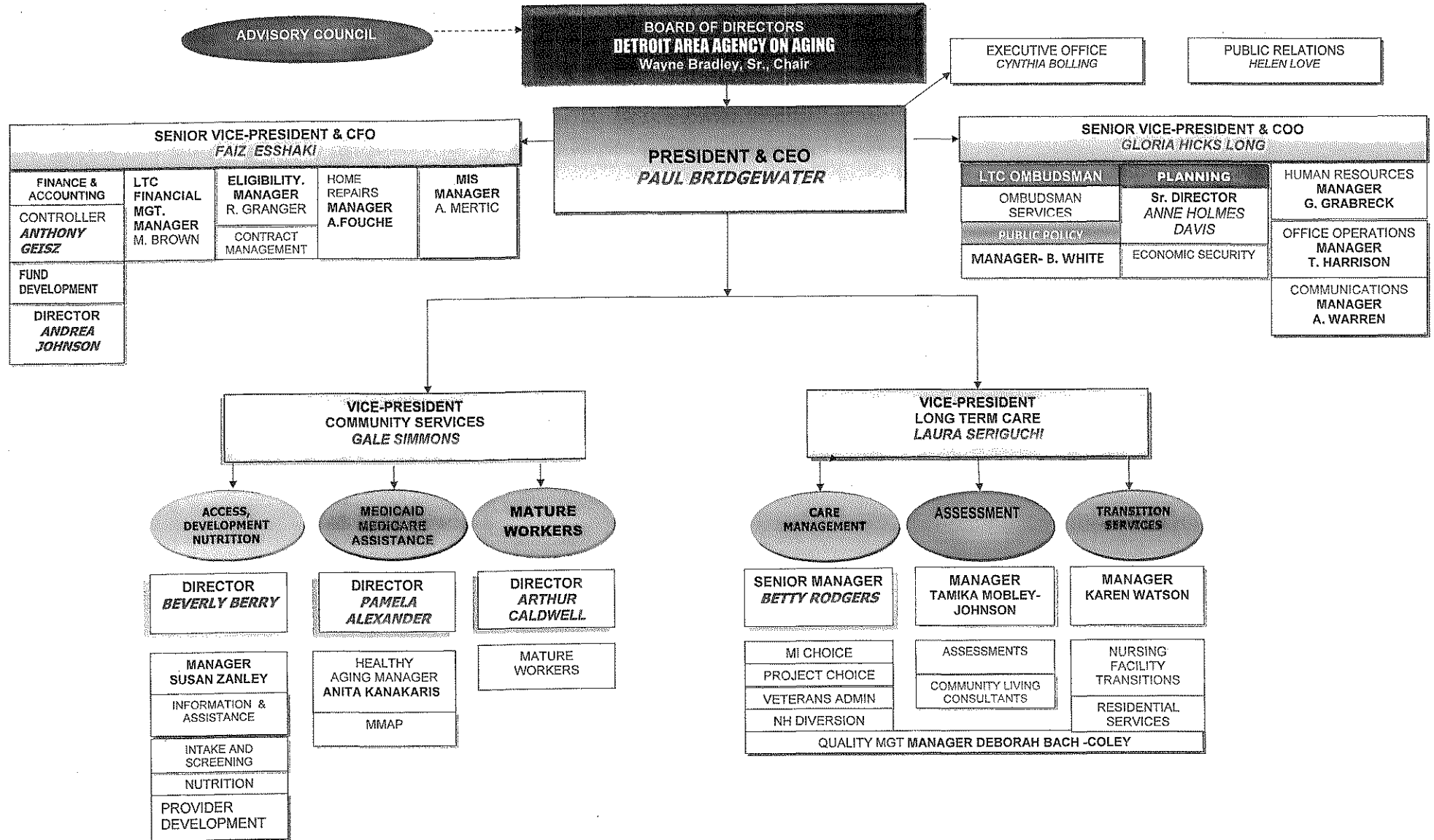
**The budgeted amounts represent necessary and proper costs for implementing the program.**

\_\_\_\_\_  
Name

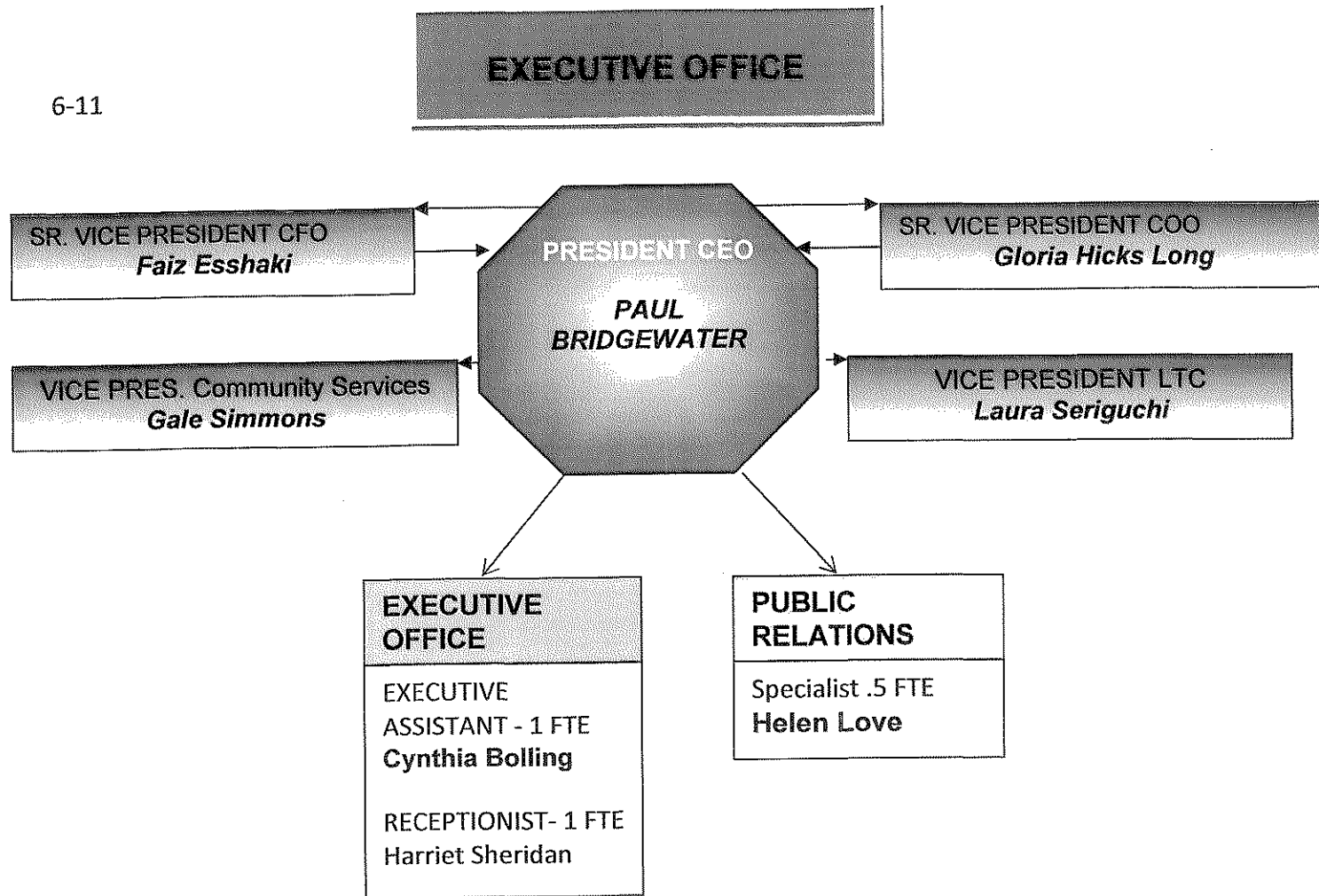
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Date

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Title

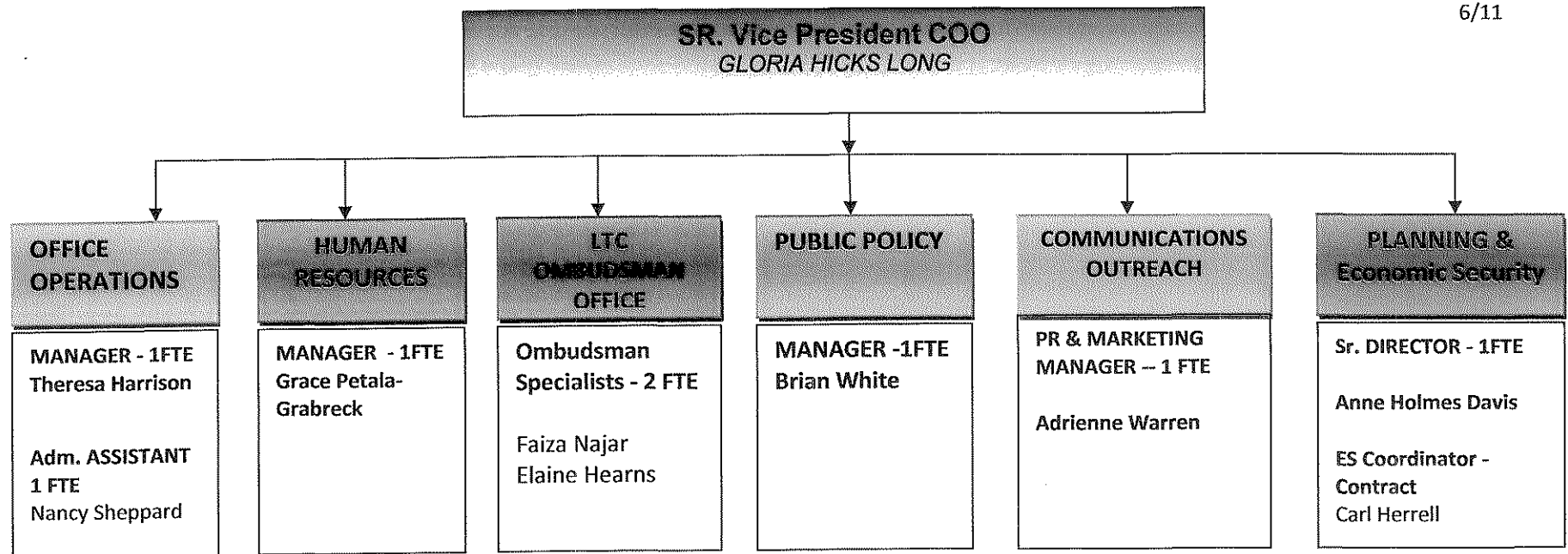
GLOBAL OVERVIEW (Proposed 6/16/11)



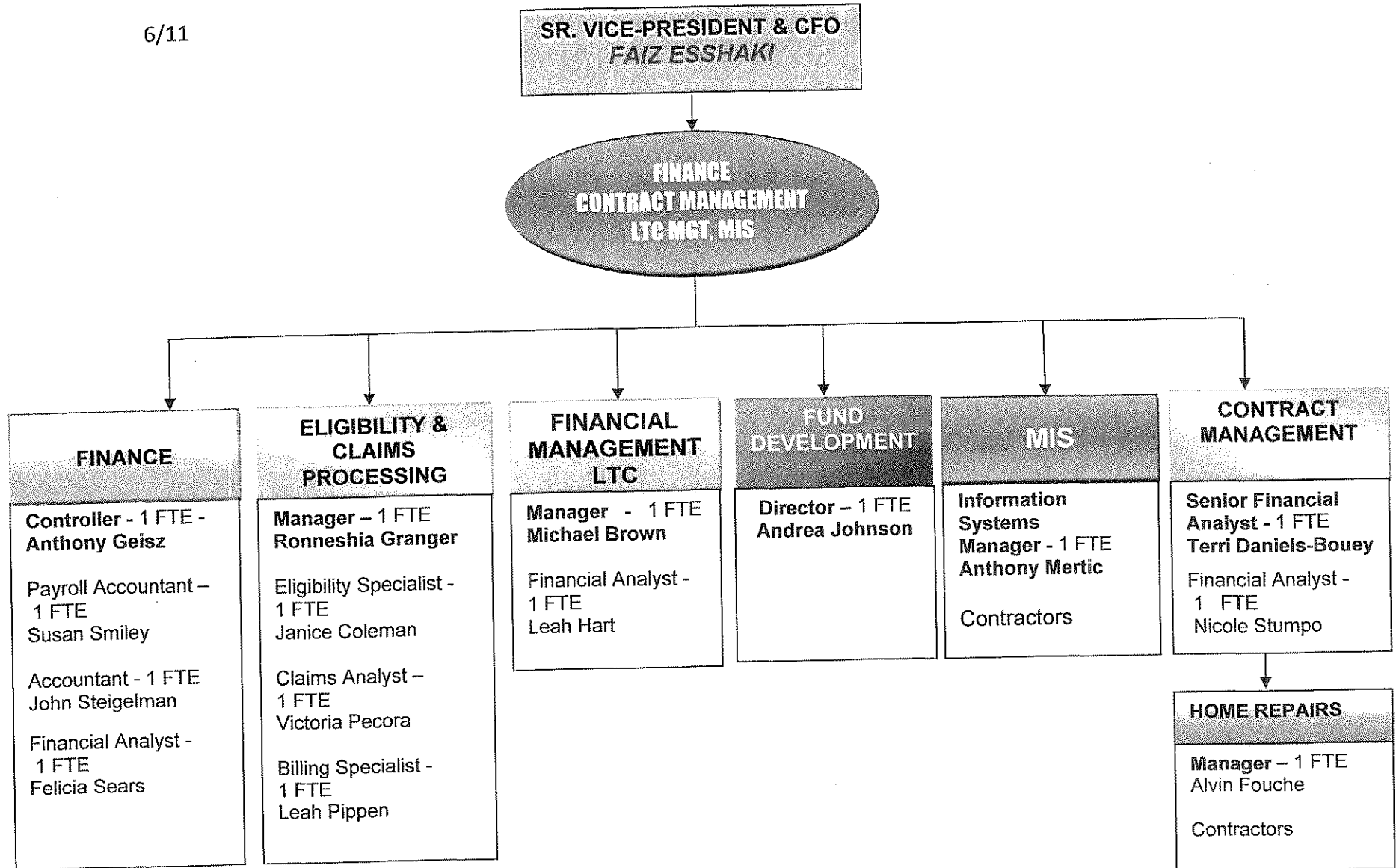
6-11

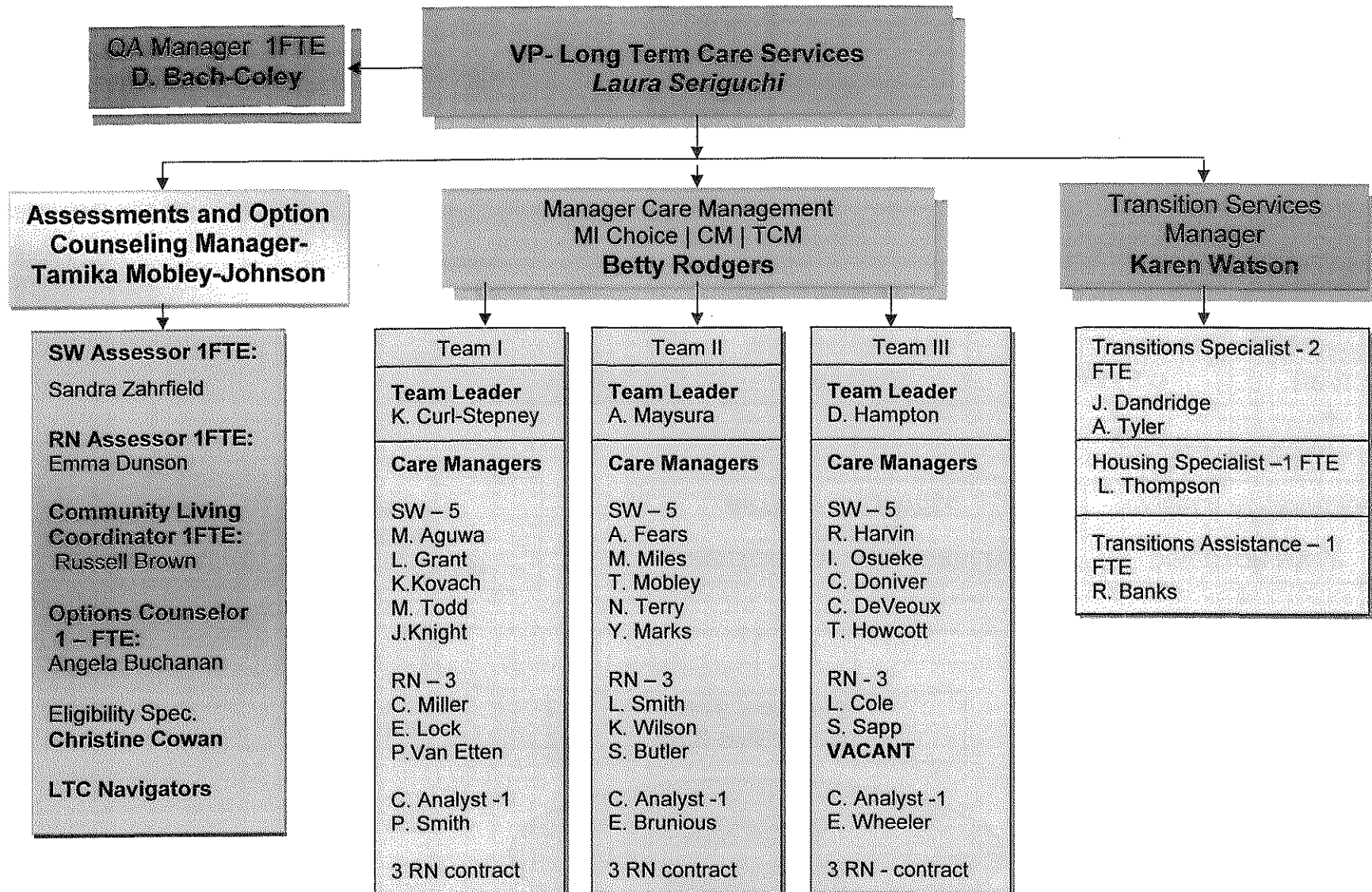


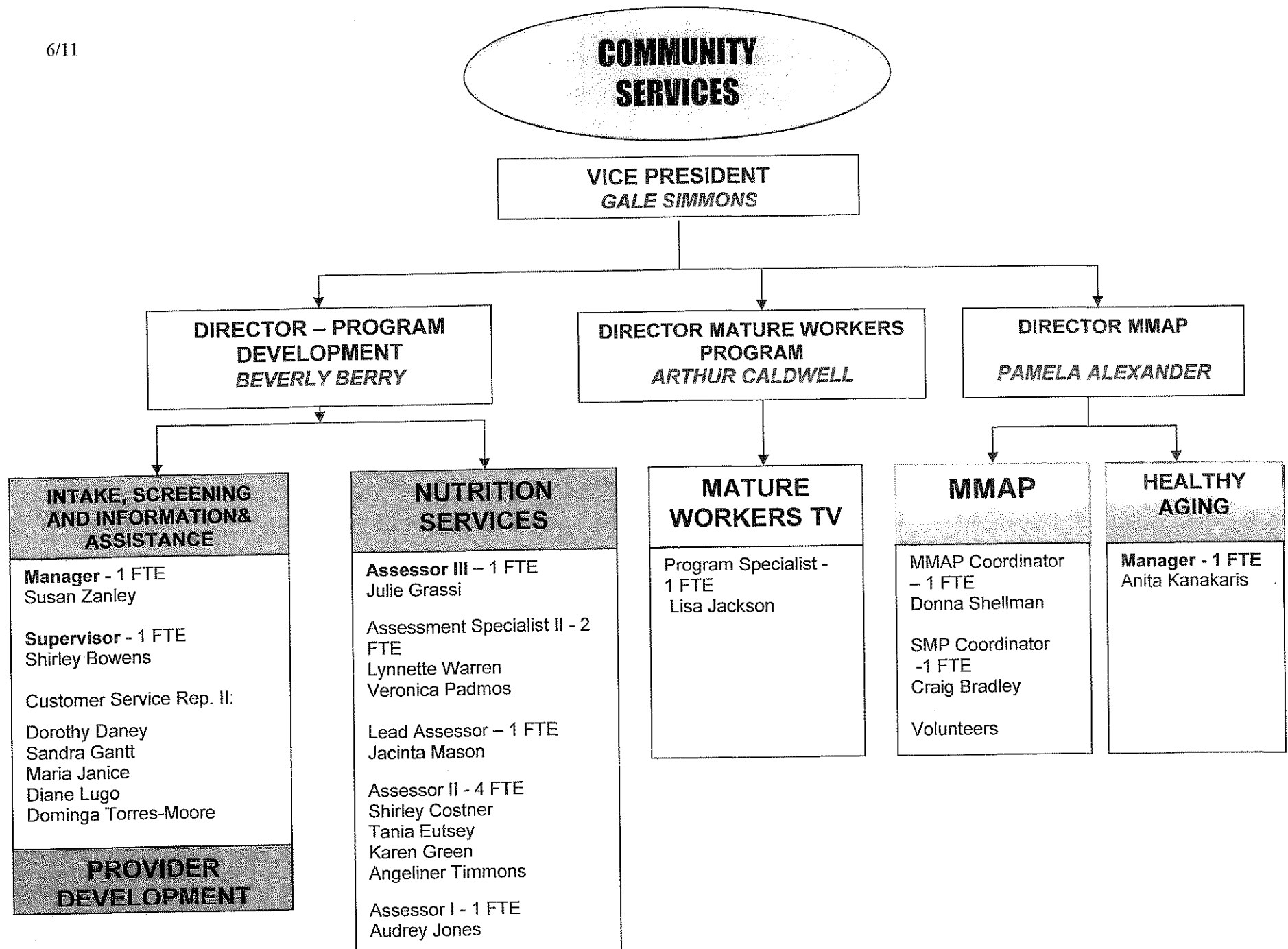




6/11







**DETROIT AREA AGENCY ON AGING  
PUBLIC HEARING FY 2012  
ANNUAL IMPLEMENTATION PLAN**

NAME: Carlotta Coggins

ORGANIZATION: Senior Svc/DHS (Senior Citizens (Dept) Unit

ADDRESS: 18100 Meyers Road

CITY: Detroit STATE: MI ZIP CODE: 48235

TELEPHONE: 313.350.1484 E-MAIL: carlottjc@hotmail.com

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> HOUSING | <input type="checkbox"/> HOME CARE     | <input type="checkbox"/> KINSHIP SERVICES  |
| <input type="checkbox"/> HEALTHY AGENCY     | <input type="checkbox"/> NUTRITION     | <input type="checkbox"/> ADULT DAY CARE    |
| <input type="checkbox"/> TRANSPORTATION     | <input type="checkbox"/> INFORMATION   | <input type="checkbox"/> CAREGIVER SUPPORT |
| <input checked="" type="checkbox"/> INCOME  | <input type="checkbox"/> FUNDING _____ | <input type="checkbox"/> OTHER _____       |

**COMMENTS:**

Why are 'we' as seniors has no say in keeping this dept or unit open - We are  
the ones as voter who put the council men & women into office & all political  
seats in Det,MI. Where would they go to assist them in everyday life situation  
especially when the seniors have to choose to eat, pay mortgages, rent, and  
medical bills - Seniors taking care of love one, assisting in raising grand-  
children? Where would they go!!! Our council doesn't understand. Seniors  
need to write Pres - Pugh & our respresentative and rally for our unit to  
continue to give outreach and assistance for our seniors.

Detroit Area Agency on Aging  
1333 Brewery Park Boulevard, Suite 200  
Detroit, MI 48207  
Telephone: (313) 446-4444 - Fax: (313) 446-4445  
[www.daaa1a.org](http://www.daaa1a.org)

**THE SENIOR SOLUTION**

Planning\2011 Public Hearing\061411 FY 2012 COMMENT CARD\_AHD/njs

**DETROIT AREA AGENCY ON AGING  
PUBLIC HEARING FY 2012  
ANNUAL IMPLEMENTATION PLAN**

NAME: Shirley Gipson

ORGANIZATION: \_\_\_\_\_

ADDRESS: 14000 Grandville

CITY: Detroit STATE: MI ZIP CODE: 48223

TELEPHONE: 313.836.3368 E-MAIL: shirleygipson@live.com

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> HOUSING        | <input type="checkbox"/> HOME CARE     | <input type="checkbox"/> KINSHIP SERVICES                    |
| <input type="checkbox"/> HEALTHY AGENCY | <input type="checkbox"/> NUTRITION     | <input type="checkbox"/> ADULT DAY CARE                      |
| <input type="checkbox"/> TRANSPORTATION | <input type="checkbox"/> INFORMATION   | <input type="checkbox"/> CAREGIVER SUPPORT                   |
| <input type="checkbox"/> INCOME         | <input type="checkbox"/> FUNDING _____ | <input checked="" type="checkbox"/> OTHER <u>Home repair</u> |

**COMMENTS:**

I am 68 years old - I have been trying for over a year to get help with home  
repairs. My roof is leaking badly. "I need help." FIA (state) denied me,  
Northwest Activities Center put me on a six month waiting list again. Please  
help!!

Detroit Area Agency on Aging  
1333 Brewery Park Boulevard, Suite 200  
Detroit, MI 48207  
Telephone: (313) 446-4444 - Fax: (313) 446-4445  
[www.daaa1a.org](http://www.daaa1a.org)

**THE SENIOR SOLUTION**

Planning\2011 Public Hearing\061411 FY 2012 COMMENT CARD\_AHD/njs

**DETROIT AREA AGENCY ON AGING  
PUBLIC HEARING FY 2012  
ANNUAL IMPLEMENTATION PLAN**

NAME: Dorothy Shipp

ORGANIZATION: DAAA

ADDRESS: 3283 Pingree

CITY: Detroit STATE: MI ZIP CODE: 48206

TELEPHONE: 313.894.2409 E-MAIL: shippd145@yahoo.com

<input checked="" type="checkbox"/> HOUSING	<input checked="" type="checkbox"/> HOME CARE	<input checked="" type="checkbox"/> KINSHIP SERVICES
<input checked="" type="checkbox"/> HEALTHY AGENCY	<input checked="" type="checkbox"/> NUTRITION	<input checked="" type="checkbox"/> ADULT DAY CARE
<input checked="" type="checkbox"/> TRANSPORTATION	<input checked="" type="checkbox"/> INFORMATION	<input checked="" type="checkbox"/> CAREGIVER SUPPORT
<input checked="" type="checkbox"/> INCOME	<input checked="" type="checkbox"/> FUNDING _____	<input checked="" type="checkbox"/> OTHER _____

**COMMENTS:**

All of the above is so important to our seniors. Keep up the good work.

Detroit Area Agency on Aging  
1333 Brewery Park Boulevard, Suite 200  
Detroit, MI 48207  
Telephone: (313) 446-4444 – Fax: (313) 446-4445  
[www.daaa1a.org](http://www.daaa1a.org)

**THE SENIOR SOLUTION**

Planning\2011 Public Hearing\061411 FY 2012 COMMENT CARD\_AHD/njs

## **GLOSSARY OF ACRONYMS**

<b>AAA</b>	Area Agency on Aging
<b>AAAAM</b>	Area Agency on Aging Association of Michigan
<b>AARP</b>	American Association of Retired Persons
<b>AD</b>	Alzheimer's Disease
<b>ADC</b>	Adult Day Care
<b>ADRC</b>	Aging and Disability Resource Center
<b>ADS</b>	Adult Day Service
<b>ADL</b>	Activities of Daily Living
<b>AFC</b>	Adult Foster Care
<b>AG</b>	Attorney General
<b>AIM</b>	Aging in Michigan (OSA Publication)
<b>AIP</b>	Annual Implementation Plan
<b>AIS</b>	Aging Information System
<b>ALF</b>	Assisted Living Facility
<b>4AM</b>	Area Agencies on Aging Association of Michigan
<b>AoA</b>	Administration on Aging
<b>APS</b>	Adult Protective Services
<b>BEAM</b>	Bringing the Eden Alternative to the Midwest
<b>ASA</b>	American Society on Aging
<b>CAP</b>	Community Action Program
<b>CBC</b>	Citizens for Better Care
<b>CM</b>	Care Management
<b>CMIS</b>	Client Management Information System
<b>CMS</b>	Center for Medicare & Medicaid Services (formerly HCFA)
<b>CNS</b>	Corporation for National Service
<b>COA</b>	Commission on Aging/Council on Aging
<b>CPHA</b>	Community Public Health Agency
<b>CR</b>	Caregiver Respite (state)
<b>CSA</b>	Commission on Services to the Aging



<b>DCH</b>	Department of Community Health
<b>DCIS/CIS</b>	Department of Consumer and Industry Services
<b>DHHS/HHS</b>	U.S. Department of Health and Human Services
<b>DHS</b>	MI Dept. of Human Services (formerly the Family Independence Agency)
<b>DMB</b>	Department of Management and Budget
<b>DoE</b>	Department of Education
<b>DoL</b>	Department of Labor
<b>DoT</b>	Department of Transportation
<b>DWCLTCC</b>	Detroit Wayne County Long Term Care Connection
<b>DV</b>	Domestic Violence
<b>EPIC</b>	Elder Prescription Insurance Coverage
<b>ELM</b>	ElderLaw of Michigan
<b>FGP</b>	Foster Grandparent Program
<b>FTC</b>	Federal Trade Commission
<b>FY</b>	Fiscal Year
<b>GAO</b>	General Accounting Office
<b>HB</b>	House Bill (state)
<b>HCBS/ED</b>	Home & Community Based Services for the Elderly and Disabled Waiver (HCBS/ED) program commonly known as MI CHOICE
<b>HDM</b>	Home Delivered Meals
<b>HMO</b>	Health Maintenance Organization
<b>HR</b>	House Bill (federal)
<b>HSA</b>	Health Systems Agency
<b>I&amp;A</b>	Information and Assistance
<b>I&amp;R</b>	Information and Referral
<b>IADL</b>	Independent Activities of Daily Living
<b>IM</b>	Information Memorandum
<b>IoG</b>	Institute of Gerontology
<b>LEP</b>	Limited English Proficiency
<b>LSP</b>	Legal Services Program
<b>LTC</b>	Long-Term Care

<b>MADSA</b>	Michigan Adult Day Services Association
<b>MCO</b>	Managed Care Organization
<b>MHSCC</b>	Michigan Hispanic Senior Citizens Coalition
<b>MIACoA</b>	Michigan Indian Advisory Council on Aging
<b>MICIS</b>	MI Choice Information System
<b>MIS</b>	Management Information System
<b>MLSC</b>	Michigan Legal Services Corporation
<b>MMAP</b>	Medicare/Medicaid Assistance Program
<b>MSA</b>	Medical Services Administration
<b>MSAC</b>	Michigan Senior Advocates Council
<b>MSC</b>	Michigan Senior Coalition (formerly Senior Power Day)
<b>MSHDA</b>	Michigan State Housing Development Authority
<b>MSG</b>	Michigan Society of Gerontology
<b>MQCCC</b>	Michigan Quality Community Care Council
<b>MYP</b>	Multi-Year Plan
<b>N4A</b>	National Association of Area Agencies on Aging
<b>NAPIS</b>	National Aging Programs Information System
<b>NASUA</b>	National Association of State Units on Aging
<b>NCBA</b>	National Center on Black Aged
<b>NCOA</b>	National Council on Aging
<b>NCSC</b>	National Council of Senior Citizens
<b>NF</b>	Nursing Facility
<b>NFA</b>	Notification of Financial Assistance
<b>NFCSP</b>	National Family Caregiver Support Program
<b>NIA</b>	National Institute on Aging
<b>NISC</b>	National Institute of Senior Citizens
<b>NSSC</b>	National Senior Service Corps
<b>OAA</b>	Older Americans Act
<b>OAVP</b>	Older American Volunteer Program
<b>OHDS</b>	Office of Human Development Services
<b>OMB</b>	Office of Management and Budget (federal)

<b>OSA</b>	Office of Services to the Aging
<b>OWL</b>	Older Women's League
<b>PA</b>	Public Act
<b>PI</b>	Program Instruction
<b>PRR</b>	Program Revision Request
<b>PSA</b>	Planning and Service Area
<b>PY</b>	Program Year
<b>RFP</b>	Request For Proposal
<b>RSVP</b>	Retired & Senior Volunteer Program
<b>SAC</b>	State Advisory Council
<b>SB</b>	Senate Bill (state)
<b>SCP</b>	Senior Companion Program
<b>SCSEP</b>	Senior Community Service Employment Program
<b>SEAQRT</b>	Senior Exploitation and Abuse Quick Response Team
<b>SGA</b>	Statement of Grant Award
<b>SMSA</b>	Standard Metropolitan Statistical Area
<b>SNF</b>	Skilled Nursing Facility
<b>SPE</b>	Single Point of Entry
<b>SR</b>	Senate Bill (federal)
<b>SS</b>	Social Security
<b>SSA</b>	Social Security Administration
<b>SSI</b>	Supplemental Security Income
<b>SUA</b>	State Unit on Aging
<b>TA</b>	Technical Assistance
<b>TCARE</b>	Tailored Caregiver Assessment and Referrals
<b>TCM</b>	Targeted Case Management
<b>TSR</b>	Tobacco Settlement Respite (state)
<b>USDA</b>	United States Department of Agriculture
<b>VA</b>	Veterans' Administration
<b>WHCoA</b>	White House Conference on Aging

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

DON R. BERSCHBACK  
OF COUNSEL

June 20, 2011

Honorable Mayor and Council  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RE: Retiree Healthcare Benefits Ordinance/Agenda Item July 11, 2011

Dear Mayor and Council:

The Pension Board has recommended adoption of an ordinance to establish a Retiree Healthcare Benefits Plan and Trust. The Committee of the Whole recommended to the City Council that this ordinance be adopted. Given the technical nature of this ordinance and the fact that the Committee of the Whole has already reviewed it, Administration is recommending waiver of the normal first and second reading procedures. An appropriate notice will be placed in the Grosse Pointe News which would allow adoption of this ordinance at the July 11, 2011 meeting.

If you have any questions please call.

Very truly yours,



CHARLES T. BERSCHBACK

DRB:gmr

cc: Al Fincham

Lisa K. Hathaway ✓

Don R. Berschback

ORDINANCE # \_\_\_\_\_

AN ORDINANCE AMENDING  
CHAPTER TWO ADMINISTRATION,  
ARTICLE IV EMPLOYEE BENEFITS,  
BY ADDING NEW SECTIONS 2.326 THROUGH 2.350,  
TO PROVIDE FOR THE ESTABLISHMENT OF A  
RETIREE HEALTH CARE BENEFITS PLAN AND TRUST

THE CITY OF GROSSE POINTE WOODS ORDAINS:

GENERAL PROVISIONS

**Sec. 2-326. Purpose and Short Title.**

This Retiree Health Care Plan (the "Plan") and the Retiree Health Care Trust (the "Trust") are created, under the authority of the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999 (MCL §38.1211 et seq.). The Trust shall constitute a governmental trust pursuant to Section 115 of the Internal Revenue Code of 1986, as amended. The Trust is established to allow the City of Grosse Pointe Woods (the "City") to fund required retiree health care benefits as provided by the Plan - an essential governmental function. The Plan is created for the exclusive purpose of providing, through a group health and insurance benefits plan, health care, optical and life insurance benefits or such other benefits approved by the City Commission or the applicable Collective Bargaining Agreements for the welfare of certain Retirees of the City who are eligible to receive a retirement benefit from the City of Grosse Pointe Woods Employees Retirement System and the eligible Spouses and eligible Dependents of such Retirees.

This Plan may be known and cited as the City of Grosse Pointe Woods Retiree Health Care Benefits Plan and Trust ("Plan").

**Sec. 2-327. Definitions.**

For the purposes of this Plan and Trust, the following words shall have the meanings respectively ascribed to them by this section:

- (1) *Base Plan* means the benefits in effect at the time of the employee's retirement for the applicable collective bargaining unit, as provided by the policy or the comprehensive program in place at the time of retirement (exclusive of HMO, PPO and other alternative plans) or by any such higher benefit, offered by the City, at the discretion of the City. Pursuant to the terms of an applicable Collective Bargaining Agreement, upon the retiree or spouse's attainment of Medicare eligibility, the Base Plan shall be a secondary, complimentary plan to Medicare which shall be the primary plan.

- (2) *City* means the City of Grosse Pointe Woods.
- (3) *Code* means the Internal Revenue Code of 1986, as amended. Reference to any section or subsection of the Code includes reference to any comparable or succeeding provision of any legislation which amends or replaces such section or subsection and any regulations thereto.
- (4) *Collective Bargaining Agreement(s)* means any written agreement, supplemental agreement, memorandum of understanding, final arbitrator's decision, judicial decision or decision of any public board or agency, by and between applicable Collective Bargaining Associations and the City, and any amendments, continuations, or renewals, which require the City or any other entity to make payments into group health insurance programs for employees of the City.
- (5) *Collective Bargaining Associations* means those associations which have negotiated to participate in this Plan.
- (6) *Contributions* means the payment to be made to the Trust by the City under the terms of the Plan and Trust or payment to be made to the Trust by Employees pursuant to the terms of an applicable collective bargaining agreement or City personnel policy for the purpose of providing group health insurance for Retirees and beneficiaries covered by the Plan.
- (7) *Dependent* generally means a Participant's or Retiree's unmarried child until the end of the year in which he or she reaches age 18 and a Participant's or Retiree's unmarried child who is totally and permanently disabled by either a physical or mental condition prior to age 18. (The Base Plan definition of Dependent above applies unless the Participant or Retiree selects an alternate insurance policy offered by the City, in which case the definition is controlled by the insurance policy covering the Participant or Retiree, which may or may not vary from the definition listed above.)
- (8) *Effective Date* means April 18, 2011.
- (9) *Employee* means a person employed by the City on a full-time basis who meets one of the following requirements:
  - (a) A non-union person employed by the City; or
  - (b) A person employed by the City who is a member of a Collective Bargaining Association which has negotiated to participate in this Plan.

Part-time employees, retired employees, and persons employed on a retainer or fee basis are not to be considered Employees for purposes of this Plan.

- (10) *Employer* means the City of Grosse Pointe Woods, Michigan.
- (11) *Family Continuation Dependent* shall be defined in the Participant's or Retiree's applicable insurance policy offered by the City.

- (12) *Health Care Benefits* means group health care benefits as currently provided and any other future health care related benefits as may be determined to be part of the Plan pursuant to City decisions and Collective Bargaining Agreements.
- (13) *Insurance Agreement* means the health insurance plan(s) and any amendment(s) thereto, including any substitute insurance agreement with a commercial insurance carrier, health maintenance organization, preferred provider organization, or any other qualified entity currently existing or created for the purpose of providing benefits under the Plan. The term "Insurance Agreement" shall include the plural where applicable.
- (14) *Insurance Carrier* means a commercial health insurance carrier, health maintenance organization, preferred provider organization or other qualified entity designated by the City to provide benefits under the Plan.
- (15) *Investment Fiduciary* means the Board of Trustees of the Retiree Health Care Benefits Plan and Trust.
- (16) *Major Life Event Changes* means birth of a child, legal adoption, legal separation, divorce, legal guardianship, death, or marriage of a dependent child.
- (17) *Participant* means an Employee who is either: (a) a member of the City of Grosse Pointe Woods Employees Retirement System and whose participation has not terminated under other applicable provisions of the Plan; or (b) an employee granted health coverage under a separation agreement, settlement or court order. No person shall be considered a Participant of the Plan who is compensated for services to the City on a fee or independent contractual basis. In all cases of doubt, the Board of Trustees shall decide who is a Participant within the meaning of the provisions of this Plan and Trust provided such decision is consistent with any established City policy.
- (18) *Plan* means the City of Grosse Pointe Woods Retiree Health Care Benefits Plan and Trust as described in this document and any subsequent amendments, and any Insurance Agreement(s), Collective Bargaining Agreements, personnel policies, or other applicable insurance policy documents incorporated by reference into the Plan. A description of the health benefits provided to Retirees, Spouses and Dependents under this plan is maintained by the Plan Administrator.
- (19) *Plan Administrator* means the person, persons, firm, corporation or insurance company or companies, appointed by the Board of Trustees to administer the Plan. The Plan Administrator shall be responsible for the day-to-day operations of the Plan and shall carry out the directives of the Board of Trustees.
- (20) *Plan Year* means the period commencing on July 1 and ending on June 30 of each year.

- (21) *Qualified Beneficiary* means any person satisfying the benefit eligibility requirements of the Plan and shall be in accordance with the resolutions and decisions of the Trustees.
- (22) *Retiree* means an individual who meets the following requirements or who satisfies the requirements of a collective bargaining agreement, personnel policy or personal services contract.
- (a) For members of Benefit Group Police Officers Bargaining Unit - an individual receiving a retirement benefit allowance from the City of Grosse Pointe Woods Employees Retirement System.
  - (b) For members of Benefit group Command Officers Bargaining Unit - an individual receiving a retirement benefit allowance from the City of Grosse Pointe Woods Employees Retirement System.
  - (c) For members of Benefit group Fire, EMT, Dispatch Bargaining Unit - an individual receiving a retirement benefit allowance from the City of Grosse Pointe Woods Employees Retirement System.
  - (d) For members of Benefit group DPW & Clerical Workers Bargaining Unit - an individual receiving a retirement benefit allowance from the City of Grosse Pointe Woods Employees Retirement System.
  - (e) For members of Benefit group Non-union employees - an individual receiving a retirement benefit allowance from the City of Grosse Pointe Woods Employees Retirement System.
- (23) *Retirement Plan* means the City of Grosse Pointe Woods Employees Retirement System.
- (24) *Spouse* means a Participant's or Retiree's spouse by legal marriage who is the Participant's spouse on the date the Participant retires from employment with the City.
- (25) *Trust* means the Declaration of Trust of the City of Grosse Pointe Woods Retiree Health Care Benefits Plan as provided for in this Plan.
- (26) *Trustee(s) or Board* means the Board of Trustees of the Trust or a member of the Board of Trustees of the Trust as provided for in this Plan.

**Sec. 2-328. Interpretation and law; Construction.**

- (1) The Plan and Trust are established in accordance with the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999 (MCL §38.1211 et seq.), and shall be administered consistent with applicable Federal and Michigan law. The Plan is intended to qualify as an accident and health plan and a group health plan under applicable provisions of



the Code, (Sections 105, 106, and 162), the regulations promulgated under each, and applicable Federal and Michigan law.

- (2) The Trust shall constitute a governmental trust pursuant to Section 115 of the Code, as amended and shall be construed, enforced and administered and the validity thereof determined in accordance with the Code and the laws of the State of Michigan. If any provision of the Trust is held to violate the Code or to be illegal or invalid for any other reason, that provision shall be deemed to be null and void, but the invalidation of that provision shall not otherwise affect the Plan or Trust.
- (3) Neither the establishment of the Plan and Trust, nor any modification thereof, nor the creation of any fund or account, nor the payment of any benefits, shall be construed as giving to any person covered under the Plan, or any other person, any legal or equitable right against the City, its elected or appointed officials or employees, the Trustees or any individual Trustee, except as may otherwise be provided in this Plan and Trust.
- (4) Neither the City nor the Trustees shall be responsible for the validity of any Insurance Agreement issued in connection with the Plan or for the failure on the part of the Insurer to make payments provided by such Insurance Agreement, or for the action of any person which may delay payment or render an Insurance Agreement wholly or partially void.
- (5) The headings and subheadings in this Plan and Trust are inserted for convenience of reference only and are not to be considered in the construction of any provision of the Plan and Trust.
- (6) Words herein in the masculine gender shall be construed to include the feminine gender where appropriate, and words used herein in the singular or plural shall be construed as being in the plural or singular where appropriate.
- (7) In resolving any conflict among provisions of this Plan and Trust or any uncertainty as to the meaning or intention of any provision of this Plan and Trust, the interpretation that causes both the Trust to be exempt from tax and the Plan and Trust to comply with all applicable requirements of the Code shall prevail over any different interpretation.
- (8) This Plan and Trust shall be binding upon all Participants and Qualified Beneficiaries under the Plan, or their applicable heirs, executors, administrators, successors, and assigns.

**Sec. 2-329. Collective Bargaining Agreements, Policies, Notice, Reporting and Amendments.**

- (1) The benefit provisions of this Plan are subject to relevant provisions of applicable Collective Bargaining Agreements between the City and the various Collective Bargaining Associations of the City. The provisions of a Collective Bargaining Agreement relative to retiree health care benefits are controlling in the event of a conflict between the terms of the Collective Bargaining Agreement and the Plan.

Nothing contained in this Plan shall be deemed to modify or limit in any way the rights that the parties to a Collective Bargaining Agreement may have, any supplements or memoranda thereto, or any arbitrator's award to enforce the terms of the Plan, inclusive of the collection of any amounts due to the Plan and the right of the parties to sue for same.

- (2) Personnel Policies. The benefit provisions of this Plan are subject to relevant provisions of any personnel policies that the City may have for Non-Union Employees or personal service contracts between the City and an individual employee. The provisions of any personnel policies for Non-Union Employees or personal service contracts relative to retiree health care benefits are controlling in the event of a conflict between the terms of the Personnel Policies or applicable personal service contract and the Plan.
- (3) Notice. Notice given to all interested parties shall, unless otherwise specified in this Plan, be sufficient if in writing and delivered or sent by prepaid first class mail. Except as otherwise noted, the distribution or delivery of any statements or documents required under the Plan and Trust shall be sufficient if delivered in person or prepaid first class mail.
- (4) Reporting and Disclosure. The Board and the Plan Trustees, or their respective designees, shall complete and provide to Participants, Retirees, Spouses and/or Dependents and to the appropriate government agencies any reports as may be required by the Code, applicable federal, state or local law.
- (5) Amendments. The provisions of the Plan and Trust may be amended at anytime by the City Council in accordance with applicable law.

## **HEALTH CARE BENEFIT PLAN**

### **Sec. 2-330. Health Care Plan and Benefit Groups.**

- (1) Retiree health care benefits shall be provided through policies issued by a duly licensed commercial insurance company, through a fund of self-insurance, or through any other lawful means of providing group health insurance in accordance with City decisions and in accordance with any and all Collective Bargaining Agreements between the City and applicable Collective Bargaining Associations and personnel policies or personal services contracts for any non-union employees who are eligible to participate in accordance with the Plan. Dental insurance shall be available only to those eligible Retirees and Spouses who have purchased a rider for such coverage.

The City intends the benefits to be provided by the establishment and maintenance of a Plan in conformance with all applicable federal statutes and regulations, state and local law. The Plan is intended to qualify as an accident and health plan and a group health plan under applicable provisions of the Code, (Sections 105, 106, and 162), the regulations promulgated under each, and applicable Federal and Michigan law.

The City reserves the right to enter into insurance agreements, and to modify, alter or amend such agreements from time to time, with commercial insurance carriers, health maintenance organizations, preferred provider organizations or any other qualified entity currently existing or created for the purpose of providing benefits under the Plan.

- (2) Benefit Groups/Composition. The following benefit groups are designated for the purpose of determining benefit eligibility conditions, benefit amounts, including co-pay amounts, and member contribution rates.
- (a) Benefit group *Police Officers Bargaining Unit* - All employees of the City who are members of the Police Officers Bargaining Unit in the Police Officers Association of Michigan (POAM).
  - (b) Benefit group *Command Officers Bargaining Unit* - All employees of the City who are members of the Command Officers Association in the Police Officers Labor Council (POLC).
  - (c) Benefit group *Fire/EMT/Dispatch Bargaining Unit* - All employees of the City who are members of the Fire/EMT/Dispatch Bargaining Unit in the Police Officers Labor Council (POLC).
  - (d) Benefit group *DPW & Clerical Workers Bargaining Unit* - All employees of the City who are members of the Department of Public Works and Clerical Workers Bargaining Unit in the Technical, Professional and Office Workers Association of Michigan (TPOAM).
  - (e) Benefit group *Non-union Employees* - All employees of the City who are not a part of a collective bargaining unit as described above who are eligible for benefits under this Plan.

In case of doubt, the Board of Trustees shall determine the benefit group that applies to a particular member.

- (3) Benefit eligibility conditions shall be those applicable to the member=s benefit group at the time of that member=s termination of employment.

**Sec. 2-331. Eligibility.**

In order to be eligible for post-retirement health care benefits during any Plan Year, an individual must:

- (1) Be a Retiree of the City that had been a Participant of this Plan; and
  - (a) had been an Employee on the date preceding the effective date of the Retiree=s retirement and commencement of benefits from the City; or

- (b) met the requirements of the member's benefit group as described in Section 2-327(22); or
- (2) Be a Retiree, who was a Participant of the Plan, receiving duty or non-duty disability benefits from the Retirement Plan; or
- (3) Be a Retiree who was in receipt of benefits as of the Effective Date of this Plan; or
- (4) Be a Spouse of an individual who meets the eligibility requirements in subsection (1), (2), or (3) above.

The cost of Spousal coverage shall be in accordance with Section 2-335 unless otherwise provided by an applicable Collective Bargaining Agreement or decision of the City; or

- (5) Be a Dependent of an individual who meets the eligibility requirements in subsection (1), (2), or (3) above.

The cost of Dependent coverage shall be in accordance with Section 2-335 unless otherwise provided by an applicable Collective Bargaining Agreement or decision of the City; or

- (6) Be a Family Continuation Dependent of an individual who meets the eligibility requirements in subsection (1), (2), or (3) above.

The cost of Family Continuation Dependent coverage shall be in accordance with Section 2-335 unless otherwise provided by an applicable Collective Bargaining Agreement or decision of the City; or

- (7) Be an individual granted health coverage under a settlement agreement between the City and the individual; or
- (8) Be an individual granted health coverage under a court order entered pursuant to applicable law, provided that:

- (a) the individual produces satisfactory documentation at the time of application for benefits and satisfies plan eligibility requirements, and
- (b) the City reserves the right to challenge the validity of the court order and, if such a challenge proves successful, the cost of any benefits provided be reimbursable to the Trust.

#### **Sec. 2-332. Commencement of Benefit.**

Subject to all applicable provisions of the Plan and/or Insurance Agreement, a Participant shall commence eligibility for benefits from the Plan on the first day he or she satisfies the eligibility requirements of Section 2-331 provided the Participant has enrolled for coverage on such date.

**Sec. 2-333. Enrollment.**

- (1) The City shall give each Participant timely written notice of his or her eligibility and his or her right to enroll for coverage under the Plan. A Participant or Retiree may enroll for coverage on a form or forms provided by and filed with the City. In connection with his or her enrollment for coverage, the Participant or Retiree shall furnish all pertinent information requested by the City, Plan Administrator and the Insurance Carrier. The Plan Administrator or the Insurance Carrier may rely upon all such forms and information furnished. The Participant, Retiree, Spouse, and eligible Dependent may be held responsible for costs for the false or incorrect information reported.
- (2) The Retiree shall enroll for coverage at the time of retirement or within the time periods as specified by the provisions of the applicable Collective Bargaining Agreement or policy.
- (3) Spouse and Dependents shall be eligible for coverage as provided in the Plan or Insurance agreement and in Section 2-331 above. Spouse and Dependents shall be enrolled for coverage under the Plan by the Participant or Retiree at the time the Participant or Retiree enrolls for coverage under the Plan or as provided for in subsection (4).
- (4) Participants or Retirees must report Major Life Event Changes to the City within thirty (30) days of the event in order to change persons covered by their benefit plans (health insurance). Major Life Event Changes may impact eligibility for benefits. If failure to report the event within thirty (30) days results in additional benefit costs by the Plan and Trust due to non-termination of benefits, the Participant or Retiree may be held responsible for such costs.
- (5) In the event a Participant, Retiree, Spouse or Eligible Dependent elects not to receive benefits as provided in the Plan, such individual may enroll for coverage at any time due to a Major Life Event Change provided they satisfy the eligibility requirements for coverage as provided in the Plan pursuant to provisions of any applicable Collective Bargaining Agreement or personnel policy.

**Sec. 2-334. Suspension of Benefits, Termination of Benefits, COBRA Coverage.**

- (1) Suspension. Except as provided in Sections 2-334(2) and 2-334(3), Participation in the Plan shall be suspended in accordance with the Plan and Insurance Agreement or Applicable Collective Bargaining Agreement in the event of:
  - (a) Non-payment of any required Participant or Retiree Contributions.
  - (b) A Retiree, Spouse, or Dependent fails or refuses to give notice of other health care coverage, the Plan Administrator shall suspend entitlement to benefits under this Plan until and unless the individual reimburses the Trust for any and all excess costs incurred.

- (2) Termination. Except as provided in Section 2-334(1) participation in the Plan shall terminate in accordance with the Plan, Insurance Agreement, or applicable Collective Bargaining Agreement, on the earliest of:
- (a) termination of the Plan;
  - (b) non-payment of any required Participant or Retiree contributions;
  - (c) death of the individual receiving benefits under the Plan;
  - (d) a Participant's or Retiree's election in writing to cease coverage under the Plan;
  - (e) in the case of a Spouse or Dependent, the date the Spouse or Dependent ceases to be a Spouse or Dependent as defined in this Plan; or
  - (f) in the case of a Retiree, if that individual had a contractual agreement with the City to provide health benefits at retirement which did not include benefits for a surviving spouse or surviving dependents, upon the death of the Retiree.
- (3) COBRA Continuation Coverage. Notwithstanding the provisions of Section 2-333, continuing coverage shall be provided under the Plan to eligible Participants, Retirees, their Spouses and Dependents in accordance with Internal Revenue Code provisions (currently Section 4980B, and Title XXII of the Public Health Services Act ("COBRA continuation coverage"), as amended.

**Sec. 2-335. Health Care Benefits, General Provisions and Costs.**

- (1) General. Beginning on the Effective Date, the City shall provide Health Care Benefits to each eligible Retiree and, if elected, to his or her eligible Spouse and, eligible Dependents, unless modified by an applicable Collective Bargaining Agreement or decision of the City. The benefits provided under the Plan are those set forth in the Plan, Insurance Agreement(s), Collective Bargaining Agreements, personnel policies, personal services contracts and decisions of the Board of Trustees. The Insurance Agreement(s), Collective Bargaining Agreements, personnel policies, and personal services contracts are incorporated herein by reference. A complete description of benefits provided under the Plan and the Insurance Agreement(s), inclusive of those set forth in the Collective Bargaining Agreements, personnel policies, and personal services contracts, shall be maintained by the City or the Plan Administrator.

In accordance with the Plan and Insurance Agreement with the Insurance Carrier, Retirees and their Spouses and Dependents will be entitled to the benefits in effect at the time of such Retiree's retirement from employment with the City ("Base Plan"). The City, at its discretion, may offer Retirees a different benefit. All Retirees, Spouses, and Dependents in receipt of Health Care Benefits at the time of enactment of this Plan and Trust shall continue to be eligible for benefits and shall continue to receive those benefits until the benefits are

altered or terminated pursuant to the health care provisions in effect at the time of the Retiree's retirement.

- (2) Costs. Collective Bargaining Agreements, personnel policies, or personal services contracts may modify this section. In the event of a conflict between this section and a collective bargaining agreement, personnel policy or a personal services contract, the collective bargaining agreement, personnel policy or personal services contract will control.
  - (a) For members of Benefit group Police Officers Bargaining Unit - upon retirement, the applicable portion of the cost for the applicable medical, optical and dental coverage for the Retiree, Spouse, and eligible Dependents as delineated in the applicable Collective Bargaining Agreement shall be paid by the Plan and Trust.
  - (b) For members of Benefit group Command Officers Bargaining Unit - upon retirement, the applicable portion of the cost for the applicable medical, optical and dental coverage for the Retiree, Spouse, and eligible Dependents as delineated in the applicable Collective Bargaining Agreement shall be paid by the Plan and Trust.
  - (c) For members of Benefit group Fire/EMT/Dispatch Bargaining Unit - upon retirement, the applicable portion of the cost for the applicable medical, optical and dental coverage for the Retiree, Spouse, and eligible Dependents as delineated in the applicable Collective Bargaining Agreement shall be paid by the Plan and Trust.
  - (d) For members of Benefit group DPW & Clerical Workers Bargaining Unit - upon retirement, the applicable portion of the cost for the applicable medical, optical and dental coverage for the Retiree, Spouse, and eligible Dependents as delineated in the applicable Collective Bargaining Agreement shall be paid by the Plan and Trust.
  - (e) For members of Benefit group Non-union employees - upon retirement, the applicable portion of the cost for the applicable medical, optical and dental coverage for the Retiree, Spouse, and eligible Dependents as delineated in the applicable Personnel Policy shall be paid by the Plan and Trust.

**Sec. 2-336. Alternative Policies or Programs, Duplicate Coverage.**

- (1) Alternative Policies. The City, in its discretion, may offer alternative policies or benefit structures to Participants, Retirees, Spouses and Dependents in addition to the Base Plan. In the event that the City chooses to offer alternative policies or benefit structures, Participants or Retirees and their Spouses and Dependents may transfer from one policy or benefit structure to another policy or benefit structure during open enrollment periods. However, any additional cost above the Base Plan shall be borne by the Participant or Retiree or the Participant's or Retiree's Spouse or Dependents.
- (2) Duplicate Coverage. In the event that there are two or more Participants or Retirees who (a) are each independently eligible for health care benefits from the City or the Plan, (b) are each

also eligible for health care benefits from the City or the Plan as a Spouse or Dependent of a Participant or a Retiree, and (c) wish to receive coverage under this Plan, said parties shall each receive individual coverage as a Retiree. If said Retirees also have eligible Dependents, then both Retirees and all eligible Dependents shall be eligible to participate in only one policy or program so that one party participates in the one policy or program as the principal insured and the other party(ies) participates in the same policy or program as a Spouse or Dependent of the Participant or Retiree. The Dependent shall suffer no detriment as a result of the disallowance of duplicate coverage.

If the cost to provide separate, individual coverage for two parties who are eligible to receive coverage as both a Retiree and as a Spouse or Dependent exceeds the cost to cover both parties under one policy or program so that only one party participates as the principal insured and the other party participates as a Dependent or Spouse, duplicate coverage may not be provided. The City may, in its sole discretion, require that said parties shall be eligible to participate in only one policy or program so that one party participates in the one policy or program as the principal insured and the other party(ies) participates in the same policy or program as a Spouse or Dependent of the Participant or Retiree. The Dependent shall suffer no detriment as a result of the disallowance of duplicate coverage.

**Sec. 2-337. Medicare Eligibility, Coordination of Benefits.**

- (1) Medicare Eligibility. Upon attaining the age of Medicare eligibility, pursuant to the terms of the applicable Collective Bargaining Agreements and personnel policies, those eligible Retirees and Spouses shall enroll in both Medicare A and B, and are obligated to pay for Medicare Parts A and B. Once a Retiree is in receipt of Medicare A and B coverage, this Plan will provide medical coverage on a substantially equivalent basis as that coverage provided prior to Medicare eligibility, which shall supplement coverage from Medicare. The Retiree may be required to enroll in any other federal government Medicare program.
- (2) Coordination of Benefits. The City intends that the Plan shall provide each Retiree with payment for health care expenses incurred by the Retiree and, if eligible, his or her Spouse and his or her Dependents, as provided in the Plan and Insurance Agreement. The City does not intend that payment under this Plan shall exceed the amount of the expenses incurred. For this reason, the Plan coordinates benefits with other insurance policies according to industry standards and applicable laws.
  - (a) Reimbursement. If an expense is paid under the Plan by the Plan Administrator on behalf of a Retiree, his or her Spouse or Dependents, and such expense subsequently is paid from any other source, in whole or in part, the Retiree, his or her Spouse or Dependents, shall remit to the Plan an amount equal to the duplicated benefits. In addition, the Plan Administrator may reimburse any other Plan, person or entity that has paid an expense on behalf of a Retiree, his or her Spouse or Dependents which expense was payable under this Plan. In such event, the Plan, Plan Administrator, and the Insurance Carrier shall be relieved of all further responsibility with respect to that expense.



- (b) Subrogation. In the event any payment is made by the Trust under the Plan, the Plan and the Trust shall be subrogated and shall succeed to the rights of any Retiree, his or her Spouse and Dependents against any other plan, person or entity for recovery of health care expenses for which such other plan, person or entity legally is liable. All amounts so recovered, by settlement, judgment or otherwise, shall be paid to the Trust. Retirees, their Spouses and Dependents shall furnish such information, execute and deliver such assignments, documents or other instruments, and take whatever steps are necessary to secure the rights of the Plan. Retirees, their Spouses and Dependents shall take no action to prejudice the rights and interests of the Plan hereunder.
- (c) Effect of Exclusions. The provisions of this Section shall not be construed to create any independent right to payment of any benefit under this Plan. Any exclusion or limitation contained in the Plan or Insurance Agreement shall supersede any provision of this Section regarding coordination of benefits.

**Sec. 2-338. Plan Administration.**

- (1) City Duties. The City shall be responsible for complying with the Code's reporting and disclosure requirements and for the purpose of fulfilling such other Plan administrative functions as are not specifically assigned to the Plan Administrator or Insurance Carrier. The City may employ a Plan Administrator or Insurance Carrier who will be responsible for the interpretation, administration and the payment of health care claims under the Plan.
- (2) The City also shall be responsible for the performance of its duties as employer and Plan sponsor under applicable Code Sections. The City may delegate all or any part of its Plan administration responsibilities. Any such delegation shall be done in writing.
- (3) The City may employ one or more persons to render advice with regard to any responsibility such fiduciary has under the Plan. Any fiduciary, agent, representative or other person performing services to or for the Plan shall be entitled to reasonable compensation for services rendered, unless such person is employed by the City and already receives full pay from the City, and to reimbursement for expenses properly and actually incurred.
- (4) The City shall furnish the Plan Administrator or Insurance Carrier, while this Plan is in effect, any information as may be required, at intervals and in the form prescribed by the Plan Administrator or Insurance Carrier, for the enrollment of Retirees, Spouses and/or Dependents for coverage under the Plan and for the processing of terminations or other changes in coverage of Retirees, Spouses and Dependents and also shall furnish to the Plan Administrator or Insurance Carrier such other information required for the administration of the Plan.
- (5) Insurance Carrier Duties. Each Insurance Carrier shall have the responsibility for interpreting and administering its respective Insurance Agreement and for processing and

paying benefit claims thereunder, and shall provide the City with such information as the City may deem necessary to permit the timely filing of all reports required by law. The Insurance Carrier also shall provide a description of the benefits provided under its respective Insurance Agreement to the Retirees, Spouses and Dependents, or to the City for distribution to Retirees, Spouses and Dependents.

- (6) Plan Administrator Duties. The Plan Administrator as set forth in Section 2-327(19) shall have the responsibility for interpreting and administering the Plan and for processing and paying benefit claims thereunder, and shall provide the Trustees with such information necessary to permit the timely filing of all reports required by applicable laws or regulations governing the Trust.

#### **Sec. 2-339. Health Care Benefits, Claims Procedures.**

A claim for benefits under the Plan must be submitted in writing to the Plan Administrator or Insurance Carrier in accordance with procedures established by the Plan Administrator or the Plan or Insurance Carrier as communicated in writing to Retirees, Spouses and Dependents. The Plan Administrator or Insurance Carrier shall provide written notice within 30 days to any Participant or Qualified Beneficiary whose claims for benefits under this Plan have been denied, setting forth the specific reasons for such denial, written in a manner calculated to be understood by the party. The Plan Administrator or respective Insurance Carrier has responsibility for the resolution of disputes involving payment of benefits under the portion of the Plan assigned to the Plan Administrator or Insurance Agreement with the Insurance Carrier. The Plan Administrator or Insurance Carrier shall afford a reasonable opportunity to any Participant or Qualified Beneficiary whose claim for benefits has been denied for a full and fair review of the decision denying the claim.

### **DECLARATION OF TRUST**

#### **Sec. 2-340. Irrevocable Trust, Established.**

The Trust, established in accordance with the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999, as amended (MCL §38.1211 et seq.), shall be an irrevocable trust administered consistent with applicable federal and Michigan law, and shall constitute a governmental trust under Section 115 of the Code, as amended, Revenue Rulings 77-261 and 90-74, and other relevant guidance. The Trust is intended to fund the City's accident and health plan, which is a group health plan established under applicable provisions of the Internal Revenue Code, the regulations promulgated under each, and applicable federal and Michigan law. The Trust shall conform to all applicable sections of the Internal Revenue Code, the applicable Collective Bargaining Agreements, the statement of purpose in this Trust, and all statutes, ordinances, rules, regulations, arbitrators' awards and judicial decisions interpreting the foregoing provisions.

The Trust shall consist of City Contributions, any Contributions which may be paid by Employees, Retirees and other Qualified Beneficiaries due pursuant to the provisions of an applicable Collective Bargaining Agreement or City personnel policy, all investments made or held under Trust, and all income therefrom, both received and accrued, and any other property, which may

be received or held by reason of this Trust. Any funds paid by Retirees and other Qualified Beneficiaries as a result of premium sharing required pursuant to an applicable Collective Bargaining Agreement or City policy, shall be paid directly to the City and/or the applicable Insurance Carrier and shall not be paid into the Trust.

**Sec. 2-341. Use of Trust Assets, Funding.**

- (1) No part of the net earnings of the Trust may inure to the benefit of any Participant, Retiree or other beneficiary other than by benefit payments or for services provided to the Trustees in their administration of the Trust. The Trust assets shall not be used for or diverted to purposes other than to provide the benefits contemplated under the Plan for the exclusive benefit of Retirees and their eligible Spouses and eligible Dependents, except any administrative expenses for which the Trust is liable. A portion of net earnings may be used for payment for reasonable and necessary professional services, costs and expenses related to assisting the Trustees in the operation of the Trust.
- (2) All income, profits, recoveries, contributions, forfeitures and any and all monies, securities and properties of any kind at anytime received or held by the Trustees hereunder, shall become part of the Trust when received, and shall be held for the use and purposes hereof.
- (3) For the purpose of creating and maintaining a fund for the payment of health care benefits payable as provided in this Plan, the City will pay to the Trust an amount consistent with the actuarial valuations and calculations made by the Actuary for the Trust to result in a pre-funded plan. The City reserves the right to fund these health care benefits on a "pay-as-you-go" basis and the right to provide such lesser amount as the City determines. Such contributions shall also be made in accordance with any regulations of the Board of Trustees as are not inconsistent with the authority stated in this Plan and any Collective Bargaining Agreements between the Collective Bargaining Associations and the City regarding this Plan.
- (4) Commencing at such date as shall be determined by City Council, all active, non-union Participants shall contribute a percentage of their applicable wages to the Trust. The percentage shall be set by resolution of the City Council, or an applicable personnel policy, and may be amended by resolution of the City Council, or an applicable personnel policy. The Participants will pay such contributions, to the extent allowable under applicable law, to the Trust on a post-tax basis.
- (5) Participants who are members of a Collective Bargaining Association shall make contributions to the Trust in such amounts as required pursuant to the provisions of their applicable Collective Bargaining Agreement.
- (6) The officer or officers responsible for making up the payroll shall cause the contributions provided for in this subsection to be deducted from the compensation of each Participant on each and every payroll, for each and every payroll period, so long as he or she is a Participant of the plan. The Participant's contributions provided for in this subsection shall be made notwithstanding that the minimum compensation provided by law for any Participant is

thereby changed, each Participant shall be deemed to consent and agree to the deductions made and provided for in this subsection. When deducted, the contribution shall be paid to the trust and shall be credited to the Participant's individual account from whose compensation such deduction was made.

- (7) Participants who cease employment prior to satisfying the eligibility requirements for the receipt of health care benefits payable as provided in this Plan, or who are otherwise ineligible for receipt of the health care benefits payable as provided in this Plan, shall receive a refund of his or her Participant contributions standing to his or her credit in the Trust upon his or her demand in writing on forms furnished by the Board. No interest shall be credited or paid on Participant contributions.
- (8) Qualified Beneficiaries shall contribute those amounts required for additional coverage as required by an applicable Collective Bargaining Agreement and/or City personnel policy, and otherwise as determined by the Trustees.
- (9) Subject to the tax provisions of applicable ordinances, resolutions and state law, the Trustees may, to the extent matters are not set forth in the Trust, in their discretion decide the manner and means of payments, the procedures to be followed in making the payments, and the forms required to accompany the payments to the Trust. Upon determination by the Trustees of these matters, the Trustees shall provide written notice to the City and will provide for payments by the City to be made pursuant to the rules and regulations of the Trust.
- (10) Time is of the essence in making and processing all payments to the Trust. The parties recognize that the regular and timely payments of Contributions are essential to the operation of the Trust and the providing of benefits under various insurance programs.

**Sec. 2-342. Board of Trustees.**

- (1) The Board of Trustees shall consist of five (5) trustees which shall be the same elected and appointed individuals that serve on the City of Grosse Pointe Woods Employees Retirement System Board of Trustees, as follows:
  - (a) The Mayor, by virtue of his/her position.
  - (b) A member of the City Council as selected by the Council, and serving at the pleasure of the Council.
  - (c) A citizen, who is an elector and taxpayer of the City and who is not a member, retiree or beneficiary of the Retirement System, appointed by the mayor with the consent of Council.
  - (d) A public safety member elected by the public safety members.
  - (e) A general member elected by the general members.

- (2) The general administration, management and responsibility for the proper operation of the Trust and for making effective and construing the provisions of the Trust shall be vested in the Board of Trustees established by this Section, consistent with applicable state and federal laws and regulations. A Trustee or other fiduciary under the Trust shall discharge his or her duties with respect to the Trust solely in the interest of the Participants and Qualified Beneficiaries for the exclusive purpose of providing benefits to Participants and Qualified Beneficiaries and paying reasonable expenses of administering the Trust. A Trustee shall discharge his or her duties with the care, skill, and caution under the circumstances then prevailing which a prudent person, acting in a like capacity and familiar with those matters, would use in the conduct of an activity of like character and purpose.
- (3) The election of the Trustees as provided in subsection (1) of this section shall be held under such rules and regulations, as the Board of Trustees shall adopt.
- (4) Terms of Office. The regular terms of office of the Trustees shall be as follows:
  - (a) The Mayor, for the duration of his/her position as Mayor of the City.
  - (b) The member of City Council, for the duration of his/her position, or if earlier, until such time as City Council selects another member of City Council.
  - (c) The citizen Trustee shall have a three (3) year term of office.
  - (d) The public safety Trustee shall have a three (3) year term of office.
  - (e) The general member Trustee shall have a three (3) year term of office.

The term of the Trustees shall be identical to and coincide respectively with the term each Trustee serves as a member of City of Grosse Pointe Woods Employees Retirement System Board of Trustees. Upon expiration of his or her term, each Trustee shall continue to serve until a successor has been appointed.

- (5) Each Trustee shall serve until the expiration of his or her term of office or until his or her death, incapacity, resignation or removal.
- (6) In the event an employee member Trustee leaves the employ of the City, he or she shall be considered to have resigned from the Board. The Board shall, by resolution, declare his/her office of Trustee vacated as of the date of such resolution. Any vacancy occurring in the office of Trustee shall be filled within sixty (60) days following the date of the vacancy, for the unexpired portion of the term, in the same manner in which the office was previously filled.
- (7) If a Trustee as provided in Section 2-342(1)(b)-(e) shall fail to attend schedule meetings of the Board for three consecutive meetings, unless in each case excused for cause by the

remaining Trustees attending such meeting, the Trustee shall be considered to have resigned from the Board, and the Board shall, by resolution, declare the office of the Trustee vacated as of the date of adoption of such resolution. Any vacancy occurring in the office of Trustee shall be filled within sixty (60) days following the date of the vacancy, for the unexpired portion of the term, in the same manner in which the office was previously filled.

- (8) A vacancy or vacancies in the office of the Trustees shall not impair the powers of the remaining Trustees to administer the affairs of the Trust, provided there are sufficient Trustees to constitute a quorum.

**Sec. 2-343. Officers and Administration.**

- (1) At its first meeting in the calendar year, the Trustees shall elect a chairperson, a vice chairperson, and a secretary. The chairperson, vice chairperson, and secretary shall serve a term of one (1) year or until a new chairperson, vice chairperson, and secretary are elected.
- (2) Consistent with applicable state and federal laws and regulations, the Trustees shall have the power to promulgate rules and regulations for the day-to-day management of the Trust, the investment of monies held by the Trust, to determine all questions regarding the interpretation of the Trust, and such other Trust related subjects as shall be deemed necessary and proper by the Trustees. If any rule or regulation of the Trust or part thereof is found to be in conflict with any law, statute, judicial decision, arbitration decision or any other competent body or tribunal, such rule or regulation or part thereof shall be deemed voided and, all other rules and regulations of the Trust shall remain in full force and effect.
- (3) Whenever the signature of a Trustee is required on any document, signature of the chairperson or the vice chairperson, only as authorized by the Board of Trustees, shall be required.
- (4) In the event of any suit brought against the Trustees arising out of the acts within the scope and powers and duties of the Trustees, or in the event of any lawsuit brought by the Trustees as authorized by the Plan and Trust, the cost of defense or prosecution of such lawsuit shall be charged to the Trust, and shall be paid directly from the Trust, provided such costs are not incurred by reason of bad faith, gross negligence, or breach of a fiduciary obligation to the Trust or to the beneficiaries thereof.
- (5) The Board of Trustees may employ such other clerical staff or administrative staff to perform whatever administrative activities are required in the proper performance of the Trust. In addition thereto, the Trustees may, if they desire, utilize other staff to perform such clerical and administrative duties as they may, in their sole discretion, determine is reasonably and prudently necessary to carry out the Trust's activities and purposes. Under no circumstances shall said staff have control or authority with respect to the management of the Trust or its assets. The said staff shall not be clothed with any type of authority or power which will constitute the staff as a fiduciary. Said staff will not have the power or authority to act as an investment counselor or manager and will not be authorized to furnish investment advice.

- (6) The Board of Trustees may utilize City staff for such functions as personnel administration, accounting, banking and purchasing and will comply with all established City control procedures and policies related to these services. The Board will annually reimburse the City for actual costs of these services as determined by a method jointly agreed upon by the Board of Trustees and the City.
- (7) Employees of the City, upon the request of the Board of Trustees, may also be assigned to the Trust for the proper operation of the Trust. Said employees shall be subject to the supervision of the Board of Trustees. The Board of Trustees shall have the authority to establish job descriptions and promulgate rules and regulations appropriate for the Trust in addition to those adopted by the City. The Board will annually reimburse the City for the actual costs of these employees as determined by a method jointly agreed upon by the Board and the City.
- (8) The Board of Trustees may employ an investment manager(s) to manage the assets of the Trust. Such investment manager(s) must be registered under the Investment Advisor's Act of 1940, as amended, (15 USCS 80b-1) and must meet any applicable state and federal requirements to act as an investment manager. The Trustees may, if they deem proper in their discretion, or if the circumstances require it, appoint such investment manager, managers, banks or insurance companies as fiduciaries and enter into an agreement with such institutions, naming it a fiduciary and conveying to such fiduciary all or a portion of the assets of the Trust, so that said fiduciary may handle, manage and hold those assets conveyed to it. All assets conveyed to said fiduciary shall be subject to the provision of the agreement or agreements between the Trustees and the fiduciary.
- (9) The Board of Trustees may employ legal counsel with whom they may seek advice, consult, require attendance at meetings, and to otherwise represent the Trustees in matters relating to the Trust. The City attorney shall also be legal advisor to the Board of Trustees.
- (10) The Board of Trustees may authorize the purchase of insurance for the Trust and for the Trustees to cover liability or losses occurring for any reason, including but not limited to, an act or omission (errors or omissions) of a fiduciary, including the Trustees; provided however, that such insurance policy permits recourse by the insured against the fiduciary, including the Trustee or Trustees involved, in case of breach of fiduciary obligation by the fiduciary.
- (11) The Board of Trustees shall appoint an Actuary who shall advise the Trustees on the actuarial operation of the Plan and Trust. The Trustees shall, from time to time, adopt such mortality and other tables of experience and a rate or rates of regular interest as are necessary in the operation of the Trust on an actuarial basis.

#### **Sec. 2-344. Board Meetings, Compensation.**

- (1) Meetings. The Trustees shall meet at least once quarterly. The Trustees shall determine the time for the regular meetings of the Trustees and the place or places where such meetings shall be held. The Plan Administrator or his or her designee shall be responsible for giving notice of the time and place of such meetings to the other Trustees.
- (2) Notice and conduct of all meetings of the Trustees, both regular and special, shall be given in accordance with applicable law including the Michigan Open Meetings Act (MCL 15.261 et seq.).
- (3) The Board of Trustees shall adopt its own rules of procedure and shall keep a record of its proceedings. Three (3) Trustees shall constitute a quorum at any meeting of the Board of Trustees. Each Trustee shall be entitled to one vote on each question before the Board of Trustees and at least three (3) concurring votes.
- (4) Compensation. All Trustees shall serve without compensation as members of the Board of Trustees, except that employee Trustees shall suffer no loss in compensation on account of their services as Trustees.

#### **Sec. 2-345. Trustees - Powers and Responsibilities.**

The Trustees shall hold all the powers that are necessary to carry out the purposes of the Trust and are generally available to Trustees under the laws of the State of Michigan, except as limited by the Trust and by federal law and regulations. It is intended that the Plan and Trust shall be tax exempt and shall qualify under the Internal Revenue Code and any amendments of the Code applicable to plans of this type. The Trustees shall have the continuing duty to propose, to the City, amendments to this Plan to the extent it becomes necessary to qualify said Plan under the Internal Revenue Code and to continue the tax exempt status of the Trust. The Trustees shall take no action nor make any determination inconsistent with any qualification or ruling of the Internal Revenue Service, an arbitrator or the courts with respect to the Trust. In the case of amendments to the Internal Revenue Code or changes of regulations by the Internal Revenue Service or the Labor Department, the Trustees are empowered to take all necessary action(s) authorized by the Plan and Trust, federal and state law and regulations, to continue the qualification of the Trust as a qualified Trust. In carrying out the purposes of the Trust, the Trustees shall have the following powers and duties:

- (1) The Trustees shall, in order to effectuate the purposes of the Trust, be bound by the terms of the Plan and any applicable Collective Bargaining Agreements between the City and the Collective Bargaining Associations, or applicable personnel policies.
- (2) Consistent with applicable state and Federal laws and regulations, the Trustees shall have the power to promulgate rules and regulations for the day-to-day management of the Trust, the investment of monies held by the Trust, to determine all questions regarding the interpretation of the Trust, and such other Trust related subjects as shall be deemed necessary



and proper by the Trustees. If any rule or regulation of the Trust or part thereof is found to be in conflict with any law, statute, judicial decision, arbitration decision or any other competent body or tribunal, such rule or regulation or part thereof shall be deemed void and all other rules and regulations of the Trust shall remain in effect.

- (3) Whenever the signature of a Trustee is required on any document, signature of the chairman or the Plan Administrator, only as authorized by the Board of Trustees, shall be required.

#### **Sec. 2-346. Investment of Trust Assets.**

Except as otherwise provided, the Board shall have complete control of the management and administration of the Trust and shall have all powers necessary or convenient to enable it to exercise such control.

- (1) The Trustees shall be authorized, pursuant to the Public Employee Health Care Fund Investment Act, Public Act 149 of 1999, as amended, (MCL §38.1211 et seq.) to invest the assets of the Trust in accordance with the provisions of the Public Employee Retirement System Investment Act, Public Act 314 of 1965, as amended (MCL §38.1132 et seq.).
- (2) The Board shall invest and reinvest the principal and income of the Trust, without distinction between principal and income, in its sole discretion. The Board in its sole discretion may keep such portion of the Trust in cash or cash balances as the Board may from time to time deem to be in the best interests of the Trust.
- (3) To the extent permitted by law, the Board may commingle the investment of the Trust with other funds that it administers.

#### **Sec. 2-347. Board Liabilities.**

The Board's responsibilities and liabilities shall be subject to the following limitations and other limitations as set forth in the Trust:

- (1) The Board shall have no duties other than those expressly set forth in this Trust and those imposed on the Board by applicable laws.
- (2) The Board shall be responsible only for money and property actually received by the Board, and then to the extent described in this Trust.
- (3) The Board shall not be responsible for the correctness of any determination of payments or disbursements from the Trust.
- (4) The Board shall have no liability for the acts or omissions of any predecessor or successor in office.

- (5) The Board shall have no liability for the acts or omissions of any (i) Investment Manager or Managers; (ii) insurance company; (iii) investment fund; or (iv) contractor.
- (6) In the event of any suit brought against the Trustees arising out of the acts within the scope and powers and duties of the Trustees, or in the event of any lawsuit brought by the Trustees, the cost of defense or prosecution of such lawsuit shall be charged to the Trust, and shall be paid directly from the Trust, provided such costs are not incurred by reason of bad faith, gross negligence, or breach of a fiduciary obligation to the Trust or to the beneficiaries thereof.
- (7) The Board may authorize the purchase of insurance for the Trust and for the Trustees to cover liability or losses occurring for any reason, including, but not limited to, an act or omission (errors or omissions) of a fiduciary, including the Trustees; provided however, that such insurance policy permits recourse by the insured against the fiduciary, including the Trustee or Trustees involved, in case of breach of fiduciary obligation by the fiduciary.

**Sec. 2-348. Trust Liabilities.**

- (1) The City shall not be liable for payment to the Trust of any amount. Neither the City, nor any Participant or Qualified Beneficiary or Trustee shall be liable for any debts, liabilities or obligations of the Trust except as provided for in this Chapter. Neither the City nor any Participant or Qualified Beneficiary shall have any right to the return of any money properly paid into the Trust, except as otherwise specifically provided in this Plan and Trust, or to money improperly paid which has already been invested or distributed. Any contribution improperly paid into the Trust by the City or on behalf of a Participant or Qualified Beneficiary shall be returned by the Trustees upon the request of the City, the Participant or the Qualified Beneficiary or upon discovery by the Trustees that such monies have been improperly paid into the Trust, unless those monies have already been invested or distributed.
- (2) Neither the City nor the Board or its Trustees shall be responsible for the validity of any Insurance Agreement issued in connection with the Trust or for the failure on the part of the Insurer to make payments provided by such Insurance Agreement, or for the action of any person which may delay payment or render an Insurance Agreement null and void or unenforceable in whole or in part. Notwithstanding the establishment of the Trust or anything contained in this agreement, the Trustees shall not be empowered to interpret the rights and obligation of the City or any Collective Bargaining Agreements.
- (3) No part of the Trust or any benefits payable by the Trustees shall be subject to alienation, sale, transfer, assignment, pledge or encumbrance charge by any person. No Participant or Qualified Beneficiary shall be entitled to receive any part of the Contributions made by the City or payments required to be made by the Trust, in lieu of such benefits provided under the Plan as determined by the Trustees in accordance with the Trust.

**Sec. 2-349. Reports.**

- (1) The Trustees, or their respective designees, shall establish a uniform system for the timely transmission of required reports and contributions.
- (2) The Trustees, in accordance with the requirements of law, may direct an impartial firm of independent certified public accountants to act as agent of the Trustees to examine the payroll records and reports as may be necessary to determine the monies due on behalf of a Participant or Qualified Beneficiary covered by this Trust and to make a written report to the Trustees.
- (3) The Trustees shall maintain, or cause to be maintained, proper books of accounts and records of and for the administration of the Trust, including the minutes of all meetings, make them available for inspection during reasonable business hours by the City, or any Participant or Qualified Beneficiary covered by the Plan and Trust.
- (4) The financial records of the Trust shall be subject to the annual audit of the City. The Trustees shall fully comply with all applicable statutory and municipal budgetary and accounting procedures and provide access to or documentation of all assets and liabilities of the Trust and a resume of the operations of the Trust for the preceding year together with such other data as may be required by law or as part of the City's annual financial report.
- (5) The records of the Trust shall be maintained to protect the confidentiality of Participants and Qualified Beneficiaries. The following shall be excluded from the above reporting requirements, except with the written authorization of the individual concerned:
  - (a) An individual's statement of previous service and other information that must or may be kept confidential under Michigan or Federal law;
  - (b) The amount of a benefit paid from the Trust for an individual's Medical Expenses;
  - (c) The individual's personal history record, which means information maintained by the Plan Administrator on an individual who is a Participant or Qualified Beneficiary, that includes the address, telephone number, social security number, record of contributions, correspondence with the Plan Administrator, or other information the Plan Administrator determines to be confidential.
  - (d) For purposes of this section, all medical reports and recommendations required by the Plan are privileged, except that copies of such medical reports or recommendations shall be made available to the personal physician, attorney, or authorized agent of the individual concerned upon written release from the individual or the individual's agent, or when necessary for the proper administration of the Plan, to the physician or medical personnel assigned by the Plan Administrator.

**Sec. 2-350. Termination of the Trust.**

- (1) Subject to the limitations of this Plan and Trust, the parties hereby contemplate that new employment benefit decisions may be made by the City and new Collective Bargaining Agreements may be entered into which continue or modify the provisions of the Trust. The Trust shall continue during such period of time as may be necessary to carry out the provisions of any Plan or Collective Bargaining Agreement requiring payment to the Trust and the fact that such Collective Bargaining Agreements or employment benefit decisions are not extended, shall not by itself terminate the Trust, which shall continue for a period of time sufficient to wind up the affairs of the Trust.
- (2) Provided there are no longer any retirees or Qualified Beneficiaries eligible for benefits from the Trust, the Trust may be terminated at any time by the Trustees so long as the termination is not inconsistent with any then existing City decisions. It shall not be necessary for the City to execute such an agreement for the Trust to terminate.
- (3) If the Trust shall terminate, the Trustees shall notify any Insurance Carrier or Carriers then providing insurance to Retirees and Qualified Beneficiaries in the Trust as soon as administratively feasible.
- (4) In the event of the termination of the Trust, the remaining funds available after providing for all the outstanding obligations, shall be used in a manner as will, in the opinion of the Trustees, best effectuate the purposes of the Trust, including, but not limited to, the purchase of insurance benefits.

Committee-of-the-Whole Excerpt  
06-13-11

The first item on tonight's agenda was regarding the Pension Plan and Trust, which was recommended by the Pension Board for adoption by ordinance. Mr. VanOverbeke provided an overview of the proposed City of Grosse Pointe Woods Retiree Health Care Benefits Plan and Trust, which is designed to support the funding of health care costs for employees hired prior to 2008.

Motion by Granger, seconded by Bryant, that the Committee-of-the-Whole recommend to City Council that the Retiree Health Care Plan and Trust be adopted by ordinance, and that the requested publication and procedures for adopting same be implemented by the City Clerk and the City Attorney for placement on the July 11, 2011, Council Agenda.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher

No: None

Absent: None

**RECEIVED**  
JUN - 9 2011  
CITY OF GROSSE PTE. WOODS

FOR IMMEDIATE CERTIFICATION – EXCERPT FROM 06/09/2011 PENSION  
MINUTES:

Motion by Granger supported by Zarb that the Pension Board recommend to City  
Council the adoption of the Retiree Health Care Benefits Plan and Trust, by Ordinance.

Motion CARRIED by the following vote:

YES: Novitke, Crook, Zarb, Crook

NO: None

ABSENT: Chalut

Motion by Granger supported by Zarb to immediately certify the portion of the minutes  
of the Pension Board meeting dated 06/09/2011 for the Retiree Health Care Benefits Plan  
and Trust.

Motion CARRIED by the following vote:

YES: Novitke, Crook, Zarb, Crook

NO: None

ABSENT: Chalut

F

AFFIDAVIT OF LEGAL PUBLICATION

# Grosse Pointe News

96 Kercheval

Grosse Pointe Farms, Michigan 48236

(313) 882-3500

COUNTY OF WAYNE  
STATE OF MICHIGAN, SS.

Joe Warner

being duly sworn deposes and says that

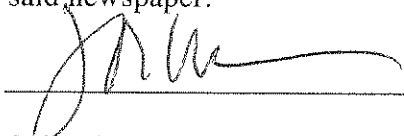
City of Grosse Pointe Woods

was duly published in accordance with  
the following date:

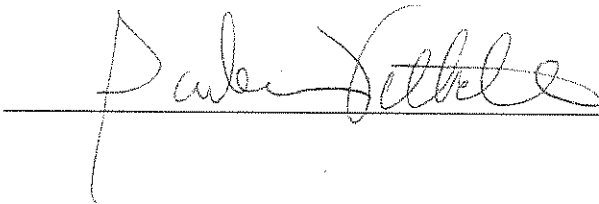
June 30, 2011

#3 GPW 6/30 AMEND CHAPTER 2

and knows well the facts stated herein, and that he is the General Manager and Editor of  
said newspaper.



Subscribed and sworn to before me this 30th day of June A.D., 2011



Notary Public, Macomb County, Michigan  
Acting in Wayne County

My Commission Expires April 26<sup>th</sup>, 2013

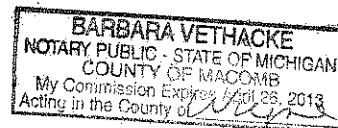
City of **Grosse Pointe Woods**, Michigan

NOTICE IS HEREBY GIVEN that the Council will be considering the following proposed ordinance for adoption at its meeting scheduled for Monday, July 11, 2011, at 7:30 p.m. in the Council Room of the Municipal Building. The proposed ordinance is available for public inspection at the Municipal Building, 20025 Mack Plaza, between 8:30 a.m. and 5:00 p.m., Monday through Friday. The above Council meeting is open to the public. All interested persons are invited to attend.

An Ordinance amending Chapter 2, Administration, Article IV Employee Benefits, by adding new sections 2-326 through 2-350 to provide for the establishment of a retiree health care benefits plan and trust.

**Lisa K. Hathaway, MMC**  
City Clerk

G.P.N.: 06/30/2011



10A

## CITY OF GROSSE POINTE WOODS

### PROCLAMATION

WHEREAS, **NICOLE DEBRA STRICKLAND**, a resident of Grosse Pointe Woods and a 2011 graduate of Grosse Pointe North High School has been awarded an appointment as a Cadet Candidate in the United States Coast Guard Academy Scholar Program; and

WHEREAS, **NICOLE DEBRA STRICKLAND** not only excelled academically, as a member of the National Honor Society but was an outstanding athlete while at Grosse Pointe North, participating on the Field Hockey Team, the Girl's Softball Team and the Girl's Basketball Team; and

WHEREAS, **NICOLE DEBRA STRICKLAND** was inducted into the National Honor Society in 2009 and in 2010 received the University of Iowa "Silver Key" High School Scholastic Arts and Writing Award; and

WHEREAS, the Grosse Pointe North Athletic Club and the Coaches Club voted **NICOLE DEBRA STRICKLAND** "Most Dedicated Norsemen Athlete" for 2011, presenting her with an accompanying scholarship in recognition of her role in leading the Girls' Basketball Team to a District 32 Championship and winning accolades as the Most Valuable Player of the tournament, as well as leading the Girl's Basketball team to the Final Eight in the State Tournament in 2010; and

WHEREAS, **NICOLE DEBRA STRICKLAND's** athletic talent extended to Field Hockey as Captain of the 2010-2011 Field Hockey Team, Most Valuable Player - Defensive Player of the Year 2009-2010, along with a First Team All MAC - Honorable Mention Softball in 2010 and in 2009 was a key player on the 17 and Under AAU Softball team, taking them to an undefeated season; and

WHEREAS, along with her exemplary involvement in sports and academics, **NICOLE DEBRA STRICKLAND** found time to give back to the community as a member of an American Cancer Society Relay For Life Team in 2009 and 2010.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, hereby commend **NICOLE DEBRA STRICKLAND** for her dedication to education and community service and her impressive talents in sports, and do extend best wishes on behalf of the City Council and the residents of the City of Grosse Pointe Woods in her endeavors as a Cadet Candidate in the United States Coast Guard Academy.

Mayor Robert E. Novitke  
July 11, 2011





# CLARK HILL

P.L.C.

ATTORNEYS AT LAW

500 Woodward Avenue  
Suite 3500, Detroit, Michigan 48226-3435  
Telephone (313) 965-8300  
Fed.ID # 38-0425840

## INVOICE

Invoice # 418607

City of Grosse Pointe Woods  
Attn: Ms. Sheila Kenny  
20025 Mack Ave.  
Grosse Pointe Woods, MI 48236

June 22, 2011  
Client: 27446  
Matter: 110689

12A  
**RECEIVED**  
JUN 23 2011  
CITY OF GROSSE POINTE WOODS

=====

RE: Property Tax Appeal

FOR SERVICES RENDERED through May 31, 2011

Total Services: \$4,066.00

FOR EXPENSES INCURRED OR ADVANCED:

Motion Fee \$350.00

Total Expenses: \$350.00

STATEMENT TOTAL \$4,416.00

TOTAL AMOUNT DUE \$4,416.00

=====

PAYABLE UPON RECEIPT IN U.S. DOLLARS

# CLARK HILL P.L.C.

City of Grosse Pointe Woods  
Property Tax Appeal  
June 22, 2011  
INVOICE # 418607  
Page 2

## DETAILED DESCRIPTION OF SERVICES

05/02/11 TSN	.40	Conference with Tribunal Judge Smith regarding disposition of joint motion; conference with D. Berschback regarding same.
05/04/11 TSN	.30	Conference with D. Berschback regarding forthcoming settlement conference.
05/05/11 TSN	2.60	Preparation for, travel to, and attendance at settlement conference with City Managers and City Attorneys of Grosse Pointe Woods and St. Clair Shores.
05/06/11 TSN	.30	Preparation of motion to add 2011 tax year.
05/10/11 TSN	1.30	Review and analysis of final opinion and judgment in 2006-2007 case; conference with D. Berschback regarding same; preparation of revised settlement offer; conference with D. Berschback regarding same; forwarding same to opposing counsel; exchange of emails regarding same.
05/13/11 TSN	.60	Attention to docket in 2008 case relative to disposition of joint motion; conferences with D. Berschback regarding same and also regarding strategy for City Council meeting; exchange of emails with opposing counsel regarding status of discovery.
05/16/11 TSN	2.10	Conferences with D. Berschback and C. Berschback regarding presentation to City Council; preparation for and attendance at City Council meeting; exchange of emails with opposing counsel regarding St. Clair Shores City Council meeting.
05/17/11 TSN	1.10	Conclusion of settlement negotiations with counsel for Respondent; conference with D. Berschback regarding same; correspondence to Michigan Tax Tribunal advising of settlement and suspension of further activity.

## CLARK HILL P.L.C.

City of Grosse Pointe Woods  
Property Tax Appeal  
June 22, 2011  
INVOICE # 418607  
Page 3

05/18/11 TSN	.80	Conference with D. Berschback regarding agenda for City Council; preparation of draft stipulation to entry of consent judgment.
05/19/11 TSN	.20	Memorandum to opposing counsel forwarding form of stipulation.
05/23/11 TSN	.40	Exchange of emails with opposing counsel and D. Berschback regarding form of stipulation.
05/25/11 TSN	.30	Conference with D. Berschback regarding form of stipulation; memorandum forwarding same to opposing counsel.
05/26/11 TSN	.30	Attention to filing of stipulation.

\$4,066.00

### TIMEKEEPER SUMMARY

TSN	Thomas S. Nowinski	10.70 hours at	\$380.00 =	\$4,066.00
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**KELLER THOMA**  
*A PROFESSIONAL CORPORATION*

COUNSELORS AT LAW  
440 EAST CONGRESS  
5TH FLOOR  
DETROIT, MICHIGAN 48226  
313.965.7610  
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RECEIVED  
JUN 22 2012

CITY OF GROSSE PTE. WOODS

FEDERAL I.D. 38-1996878

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza

Grosse Pointe Woods, MI 48236

Attention: Mr. Al Fincham, City Administrator

June 01, 2011


Client: 000896

Matter: 000000

Invoice #: 94596

REGARDING: GENERAL MATTERS

For professional services rendered and expenses incurred relative  
to the above matter:



TOTAL

\$2,964.15

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CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

June 01, 2011

Client: 000896

Matter: 000000

Invoice #: 94596

Attention: Mr. Al Fincham, City Administrator

Page: 1

RE: GENERAL MATTERS

For Professional Services Rendered through May 31, 2011

DATE	ATTY	DESCRIPTION	HOURS
05/04/2011	DBD	Attention to preparation of materials for pending contract negotiation matters.	0.75
05/04/2011	DAH	Attention to preparation of TPOAM contract.	1.25
05/06/2011	TLF	Attendance at City Hall for Labor Law Seminar with management staff.	2.50
05/06/2011	DBD	Attention to preparation for and attendance at contract mediation session with COAM (PSO Command Unit).	4.25
05/09/2011	TLF	Attention to receipt and review of correspondence from Mr. Fincham with conditional offer of employment forms; telephone call to Mr. Fincham regarding same.	0.50
05/12/2011	DBD	Attention to review of contract draft with the TPOAM.	1.25
05/12/2011	DAH	Attention to preparation of TPOAM collective bargaining agreement.	2.00
05/13/2011	DAH	Attention to preparation TPOAM collective bargaining agreement.	3.25
05/18/2011	DBD	Attention to preparation for and attendance at contract mediation session with the Public Safety Officers.	4.50
Total Services			\$2,918.75

ATTORNEY	HOURS	RATE	AMOUNT
DAH DEBRA A. HOOPER	6.50	\$100.00	\$650.00

**KELLER THOMA**  
A PROFESSIONAL CORPORATION

CITY OF GROSSE POINTE WOODS  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

June 01, 2011  
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Matter: 000000  
Invoice #: 94596

Attention: Mr. Al Fincham, City Administrator

Page: 2

RE: GENERAL MATTERS

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DBD	DENNIS B. DuBAY	10.75	\$165.00	\$1,773.75
TLF	THOMAS L. FLEURY	3.00	\$165.00	\$495.00

**DISBURSEMENTS**

05/25/2011	Document Reproduction			\$45.40
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Total Disbursements	\$45.40
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<b>Total Amount Due</b>	<b>\$2,964.15</b>
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12C

**DON R. BERSCHBACK**  
ATTORNEY AND COUNSELOR AT LAW  
24053 JEFFERSON AVENUE  
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400  
FAX (586) 777-0430  
E-MAIL donberschback@yahoo.com

OF COUNSEL  
CHARLES T. BERSCHBACK \*  
\* ALSO ADMITTED IN FLORIDA

June 30, 2011

Skip Fincham, City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

**RE: June 2011 Billing/DRB**

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
5/31/2011	Work on CC agenda items (1.00); election work (.50); ordinance work (.50)	2.00
6/1/2011	Attendance at Municipal Court (2.00); warrant review (.25); citizen complaints (.50); meetings with SF, DAI and LKH on City matters and follow up (1.25); work on Court agreement (.50)	4.50
6/2/2011	Work on miscellaneous City matters (1.00)	1.00
6/6/2011	Election work (.25); review of weekend packet and attention to CC matters (1.00); FOIA work (.25)	1.50
6/7/2011	Historical Commission and OMA work (.50); emails, TCs, faxes and follow up and attention to general City matters (1.00)	1.50
6/8/2011	Meeting with SF on personnel matters (.25); ordinance work (.50); FOIA and warrant review (0.25)	1.00
6/9/2011	Work on GPW/GPS matters (1.00); meeting with SF on labor and employment matters (.75); citizen complaints (.25); Detective Bureau work (.50)	2.50
6/10/2011	Review of Court cases and follow up (1.00); business license matters (.50); TCs and follow up on SF and DAI matters (1.00); work on Court agreement (.50); miscellaneous City and Administration matters (1.00); FOIA (.25)	4.25
6/13/2011	Review of weekend packet, TCs, emails and follow up (1.00); warrant review (.25)	1.25
6/15/2011	Attendance at Municipal Court (3.50); meeting on GPS contract matter and preparation thereto (1.50); FOIA review and drafting of memo (.50); work on CC and COW matters (1.00)	6.50
6/16/2011	Continued work on GPW/GPS Court agreement (1.00)	1.00
6/20/2011	Review of weekend packet, TCs and follow up (1.00); work on miscellaneous City matters (0.50)	1.50

6/21/2011	Work on all contractual matters (1.25); Court contractual work (.50)	1.75
6/27/2011	Review of weekend packet and follow up (1.00); work on miscellaneous City matters (.75); continued work on Employee Handbook (.50)	2.25
6/28/2011	TC with SF and preparation of job sharing agreement and follow up on job sharing agreement (1.25); review of claims notice and follow up (.75)	2.00
6/29/2011	Attendance in Municipal Court (1.00); meetings with SF, LKH and DAI on City matters and attendant follow up (2.00); warrant review, approvals, denials, and follow up TCs (1.00)	4.00
6/30/2011	Work on Court plan and job sharing agreement (.50); review of letter correspondence on cafeteria plan (.25); FOIA review (.25); preliminary insurance review (.25)	1.25

**DRB = 39.75 hours x \$155.00**

**BALANCE DUE:**

**\$6,161.25**

**Breakdown**

General	31.25 hours
Municipal Court	7.50 hours
Bldg/Planning Comm.	1.00 hours

TC - Telephone

CTB - Charles T. Berschback

DRB - Don R. Berschback

DAI - DeeAnn Irby

GPCORDA - Grosse Pointe Clinton Refuse Disposal Authority

LKH - Lisa K. Hathaway

CC - City Council

PC - Planning Commission

C&E - Comp and Eval

GT - Gene Tutag

CEW-Conference of Eastern Wayne

SF - Skip Fincham

LFP - Lakefront Park



**CHARLES T. BERSCHBACK**

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

blbwlaw@yahoo.com

DON R. BERSCHBACK

OF COUNSEL

June 30, 2011

Alfred "Skip" Fincham  
City Administrator  
City of Grosse Pointe Woods  
20025 Mack Plaza  
Grosse Pointe Woods, MI 48236

RE: June 2011 Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
5/27/2011	Election law research, AG Opinions (.75)	0.75
5/31/2011	TC DAI, research, preparation of resolution for use of credit cards (.50)	0.50
6/1/2011	Municipal Court docket, review of warrants, meetings on business licenses and personal property taxes (3.75)	3.75
6/2/2011	Municipal Court matters, business licenses, work on pending issues for Council meeting, preparation of hold harmless agreement for fireworks public safety; review of medical marijuana updates, TC GT (1.00); further research and finalized response to motion to dismiss in Municipal OWI case (.50)	1.50
6/3/2011	Research and email re: Commission appointments (.25); email from Ginger - work on TT cases (.50); TC GT, review of partial Liggett plan (.25)	1.00
6/6/2011	Review of Council packet, review of user agreement for Register of Deeds (.50); all calls and emails on business licenses and Municipal Court matters (.50); TCs GT, BN, LH re: agenda items (.25); work on TT cases (.50); attendance at Council meeting (2.00)	3.75
6/7/2011	Follow up on business licenses and Municipal Court matters (.75); prepare for and attendance at Matouk FOIA meeting with Romain and attorneys (2.50)	3.25
6/8/2011	TC domestic violence victim (.25); letter to Court, redraft CMC order (.25); TCs GT, Dir. Paz re: Liggett and Matouk (.50)	1.00
6/9/2011	Reply to all emails re: status of pending ordinances, etc (.25); TCs re: Liggett (.25)	0.50
6/10/2011	TCs SF, GT (.25)	0.25
6/13/2011	TCs on LCC license issue (.50)	0.50
6/15/2011	Municipal Court Docket and review of warrants (2.00); Trip to Wayne County, entry of Order in CMC case (1.25); TCs ANK and review of TT stipulation (.25)	3.50
6/16/2011	Work on pension ordinance (.75); review of LCC letters and request for license, research, TCs Dir.	

	Paz, GT and Liggett (1.25)	2.00
6/17/2011	TCs Municipal Court matters (.25); TC Liggett, work on retirement ordinance (1.00)	1.25
6/20/2011	TC LH, TC Dir. Paz, work on Liggett, review of Council package, work on pension ordinance; TCs re: CMC collection (3.25); calls on Municipal Court (.25); attendance at Council meeting, meeting with SK (1.75)	5.25
6/21/2011	Meeting with SF, GT & Public Safety re. Liggett (1.25)	1.25
6/22/2011	Work on Liggett resolutions and calls (1.25); preparation of Amendment to Herdon Trucking Agreement and review of janitorial contract (.25); calls on Municipal Court matters (.50); letter on car dealer license; TC SF, GT; review of Midland Circuit Court Medical Marijuana Opinion (.50)	2.50
6/23/2011	TC SF, Municipal Court, two AT&T matters, work on Liggett (1.50); TCs p.m. re: new domestic violence case, meeting with officer, authorization of warrant (.25)	1.75
6/24/2011	TC Detective; 2nd new domestic violence case; review of warrant (.25); calls re: CMC; meeting with Court Officer; TCs re: emails, Liggett (.75)	1.00
6/27/2011	Calls and emails re: Municipal Court; preparation of CC notice; TC attorney for Liggett, emails re: TT cases (1.25); review of PC packet and traffic reports (.50)	1.75
6/28/2011	Review of Municipal Court docket, calls with domestic violence victims and litigants (1.50); calls re: PC meeting, Liggett and Neighborhood Club (.25); preparation of response to CMC Motion for bond pending appeal (1.25); appearance at PC meeting (2.25)	5.25
6/29/2011	Appearance in Municipal Court a.m. docket (4.00); p.m. preparation of Independent Contractor Agreement for Court Collections/Court Officer (.75); follow up Municipal Court work following Wednesday docket (.25); preparation of LFP Permit (.25)	5.25

CTB = 47.50 hours at \$140.00 per hour \$ 6,650.00  
**TOTAL DUE: \$ 6,650.00**

TC - Telephone	GT - Gene Tutag
CTB - Charles T. Berschback	LH - Lisa Hathaway
DRB - Don R. Berschback	Det. Bur. - Detective Bureau
SF - Skip Fincham	PC - Planning Commission
ST - Susan Tobin	TT - Tax Tribunal
DAI - DeeAnn Irby	GS - Ginger Soles

#### **Breakdown**

General	28.25 hours
Municipal Court	15.00 hours
Building/Planning Commission	3.00 hours
Tax Tribunal	1.25 hours