BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

April 28th, 2025

Area Agency on Aging of Western Michigan Office

3215 Eaglecrest Drive NE, Grand Rapids MI 49525

**UNIT OF GOVERNMENT MEMBERS PRESENT MEMBERS ABSENT**

ALLEGAN COUNTY Mark DeYoung

 Mary Campbell

GRAND RAPIDS, CITY Jane DeVries

 Lisa Knight

IONIA COUNTY Larry Tiejema

 Edna Albert

KENT COUNTY Carol Hennessy

 Nancy Nielsen

LAKE COUNTY Marilyn Burns

 Kristine Raymond

MASON COUNTY Ron Bacon

MECOSTA COUNTY Sharon Bongard

 Bill Routley

MONTCALM COUNTY Nathan Alexander

 Chuck Hazekamp

NEWAYGO COUNTY Richard Fitzpatrick

 Lori Tubbergen-Clark

OSCEOLA COUNTY Dawn Montague

 Russ Nehmer

**Staff Present:** Kendrick Heinlein, Cassie Caple, Scott Russett, Laura Dobrzelewski, Holly Williams, Margie Pettit, Ashley Schwartz, Chris Liscombe Jessica Torpey

**Guests Present:** Barb Hazlett – AAAWM Advisory Council Chairperson, Ashely Ellsworth – ACLS Field Representative, Dan Zar, Kent County Veteran Services

1. **Roll Call and Agenda Approval**

Chairperson, Bill Routley called the meeting to order at 1:36 pm.

Vice Chairperson, Carol Hennessy took over facilitating the meeting as Chairperson, Bill Routley had another engagement.

Kristine Raymond moved, and Ron Bacon seconded the approval of the agenda. Motion carried.

1. **Minutes of the March 24th, 2025 Meeting**

Ron Bacon moved and Sharon Bongard seconded the motion to approve the February 24th, 2025 Minutes. Motion carried.

1. **Mission Moment:** *SarahCare Adult Day Center-Therapy Café Programs*
2. **Reports**
	1. **Advisory Council Report**

Barb Hazlett, Advisory Council Chair, gave report from the April Advisory Council Meeting. Morgan Lambert, Contract and Funding Specialist attended the meeting to provide education around OAA and KCSM funding and the ways that AAAWM utilizes data for each program. Barb shared the Advocacy Toolkit with the Board that was compiled by Sheri Harris, Director of Advocacy and Planning and other staff. She urged them to take extra copies to disperse in other meetings they attend.

* 1. **Financial Reports**

Scott Russett, CFO, presented a budget revision and reviewed the March Financial Reports.

**FY2025 AAAWM Budget Revision**

With it being halfway through FY, the Finance team is proposing an update to the FY25 budget to better capture new funding streams and expenses that have occurred since the start of the FY. These proposed areas include the No Wrong Door Grant, Essential Care at Home, the Michigan State Ombusdman Program, OAA Carryforward Funding, Volunteer Time and Donation, a change in IT management, Staff Travel, Supplies, and Maintenance. These areas and their effects on the budget were presented individually to the BOD.

**Action Item:** Ron Bacon made a motion to approve the FY25 AAAWM budget revision and Dawn Montague seconded, and the others approved the motion. Motion carried.

Report 1- Balance Sheet – AAAWM is at the 6-month mark in the FY. If all progresses as is, the agency will have a healthy cashflow until September of 2025. There has been a loss of $200,000 monthly this year, aside from February. While this sounds promising, February has less days in the month which equates to less time for expenses to accumulate. The state is working on a mid-year rate review, advocating support in this is a current initiative of the agency. AAAWM is completing care plan reviews to ensure the care given to each client is appropriate to their needs.

Report 2 – Income Statement Report – All programs are right around breakeven which is what Scott would hope to see. Changes in programming grouping were made in the AAAWM Reserves and Misc. Programs. There was discussion around how to best capture the full picture of the Engaging Wellness program-Kendrick and Scott will draft something to present at the June meeting.

Report 3 – Contractor Expenses – OAA – considering a one-month lag time, OAA is 42% through the FY and is 37.5% spent. Budget changes next month will give a better well-rounded picture of where the exact numbers are. AAAWM is aiming to have 2-3% budget to carry over next year.

Report 4 – Summary Expense Report – the budget amendment approved at the start of Scott’s report, corrects the budget to show 50% spent, which compliments being 50% of the way through FY. OAA and KCSM are one month behind-both are slightly overspent, but this is not concerning. The Waiver program continues to be overbudget significantly.

* 1. **Options Counseling Update**

Margie Pettit, Options Counselor, gave an overview of the evolution of her position and provided updates on the Options Counseling service that is offered at the agency. This service is open to anyone 18 years or older, focused on long-term care support and services. People participating in the program do not need to be a client of the agency and visits can occur in person, over the phone, or virtually. The agency received a grant through the state to offer Person-Centered Options Counseling, which will very closely mirror the service of Options Counseling that the agency is currently providing. Necessary updates to this program will be shared with the BOD as appropriate.

**D. Care Management Administrative Update**

Chris Liscombe, CM Administrative Coordinator gave an overview of his position and the support he provides to the Care Management team including, but not limited to, assisting the set-up of new staff, daily and bulk mailings, and order supplies.

Ashely Schwartz, Department Administrative Assistant, introduced her position to the committee and provided a high-level of detail on the scope of her role and the departments she supports. This role continues to evolve as it is built with new initiatives being a constant.

**E. CEO’s Report**

Kendrick Heinlein, CEO, provided the following updates to the Board:

**FY25 Advisory Council Schedule-**the new schedule starts in May, there is no invitation needed to attend, and the BOD is encouraged to attend more than just the meeting assigned to them. If there is a scheduling conflict, the BOD is encouraged to find a meeting that works within their schedule to attend.

**Older Michiganians Day (OMD)-**a one-pager and the platform on this event was included in the BOD’s packet. For those who would like to join, the bus will depart AAAWM at 8:20am. For those wishing to ride the bus or drive on their own, please RSVP to Sheri Harris, Director of Advocacy and Planning. This event will set up AAAWM’s advocacy platform for the remainder of the year.

**Board Contact List-**an updated listing of all BOD members, including phone numbers and email addresses is included in the committee’s packet.

**Board By-Law Changes-**Suggested changes from the BOD and Leadership, including terminology, title changes, the Open Meetings Act, and the approval date were compiled and reflected in the changes. Legal was consulted on the draft version of changes, there were no suggestions from them.

**Action Item:** Ron Bacon made a motion to approve the By-Law changes as presented and Jane DeVries seconded, the others approved the motion. Motion carried.

**Federal/State Level Updates-**Kendrick informed the BOD that there are no staffing or funding affects on AAAWM currently. He encouraged the BOD to reach out and ask questions when they see or hear something that is concerning and to look past the newsclip headlines of each story as the news changes so quickly. Kendrick is not going to send out communication on changes unless he is certain of their effects or there are actionable steps that can be taken. Right now his biggest area of focus is the Statement of Grant Award (SGA). Education on cuts to Waiver and Medicaid and those impacts along with what AAA’s are, services provided, and more are hot button advocacy points for the agency. If the BOD hears or sees anything within their scope of influence that they think he should know about, they should email or reach out to him.

**IV. Other**

1. **Bureau of Aging, Community Living and Supports Comments:**

Ashley Ellsworth, ACLS Representative, provided the following updates:

SGA-a continuing resolution budget was passed on 3/14/25 which will mimic FY24’s budget. All federal staff whose roles passed through that funding, were let go by the federal government and recently brought back to pass on the institutional knowledge of this program. They will be working on this handoff through 6/2/25. The state has been told to anticipate a notice of award letter mid to late May.

State Funding-the state was approved to release two more months of funding to help alleviate the burden of federal funding not being released since March.

Advocacy-advocacy right now is imperative. The president’s budget was leaked recently. While it’s not the end all/be all, it is concerning to see some of the proposed cuts to essential programs. Stateside, they are looking at state dollars that can be increased if federal funding changes, specifically to Medicaid changes that would affect rural and smaller towns. Ashley urged the BOD to listen to Kendrick and ask questions, seek education, and advocate on the importance of the agency and the programs it funds.

1. **Public Comments:** BOD member Mary Campbell shared she attended a Housing Summitt in Allegan County and found it to be a well-rounded, interesting presentation. BOD member Dawn Montague updated the group that the new kitchen at the Osceola Commission on Aging is undergoing its final inspection and then it will be clear to begin serving meals out of. She also attended the last AAAWM Advisory Council meeting and found it to be very beneficial-she recommended that all BOD members attend as often as they are able.
2. **Next Meeting Date:** ViceChairperson, Carol Hennessy, stated the next Board of Directors meeting will be on June 23rd, 2025 at the AAAWM building. The meeting adjourned at 2:50 p.m.





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Jessica Torpey, Recorder Ron Bacon, Secretary