

AREA AGENCY ON AGING OF WESTERN MICHIGAN

BOARD OF DIRECTORS

MINUTES

March 28, 2022

Area Agency on Aging of Western Michigan Office  
3215 Eaglecrest Drive NE, Grand Rapids MI 49525

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UNIT OF GOVERNMENT	MEMBERS PRESENT	MEMBERS ABSENT
ALLEGAN COUNTY	Rick Cain Stuart Peet	
GRAND RAPIDS, CITY	Milinda Ysasi Jane DeVries	
IONIA COUNTY	Dennis Sitzer	Ally Cook
KENT COUNTY	Carol Hennessy	Nancy Nielsen- on Zoom
LAKE COUNTY	Marilyn Burns Betty Dermeyer	
MASON COUNTY	Kim Halladay	Ron Bacon
MECOSTA COUNTY	Bill Routley	Sharon Bongard
MONTCALM COUNTY	Kathy Bresnahan Chuck Hazekamp	
NEWAYGO COUNTY	Kenneth DeLaat Cindy LaBelle	
OSCEOLA COUNTY	Tim Michell	

**Staff Present:** Jackie O'Connor, Vince Lambert, Suzanne Filby-Clark, Kendrick Heinlein, Morgan Lambert, Jessica Torpey

**Guests:** Robert Sundholm-AAAWM Advisory Council Chairperson; Carol Hanulcik-Administrator of Ionia County Commission on Aging; Anne Domanski-Public Attendee

### **I. Roll Call and Agenda Approval**

Chair Bill Routley called the meeting to order at 1:28 pm. Quorum was present.

Betty Dermyer moved and Jane DeVries seconded the approval of the Agenda. Motion carried.

### **II. Minutes of the February 28, 2022 Meeting**

Dennis Sitzer called for a correction to the February 28 Minutes. He indicated that Ally Cook is the Elected Official and he is the Consumer representative from Ionia County. Stuart Peet moved and Betty Dermyer seconded the motion to approve the February 28, 2022 minutes with this correction. Motion carried.

### **III. Reports**

#### **A. Advisory Council Report**

Bob Sundholm, Advisory Council Chair gave a report of the March 7, 2022 Advisory Council Meeting. Michigan Senator John Bizon was the legislative guest. Questions are sent to the Senator ahead of time.

The Attorney General task force, a coalition formed to recognize the Direct Care Workers (DCW), and Nursing Homes using more than 50% of our Medicaid budget were topics discussed. Death with Dignity was discussed and the consensus was that this was a very personal issue and not a topic that has limited background support.

Morgan Lambert, AAWM Contract and Funding Specialist reviewed the client and service unit data for FY 2021 Older Americans Act services. Rachel Morgan, AAWM Supports Coordinator discussed services in Ionia county.

#### **B. Financial Reports**

Vince Lambert, Finance Director, reviewed the FY 2022 February Financials.

Report 1- Balance Sheet – There are no major changes from last month and the agency has a healthy cash position. Currently we are showing a \$500,000 fund deficit for the year because of a delay in payments.

Report 5 – Summary Expense Report – Administration or operating expenses are at 37%. All Service Partners are at 33%, primarily representing the Purchase of Service Partners expenses. Kent County Senior Millage expenses are 35% for the fiscal year.

Vince is preparing for the auditors coming on April 11.

### **C. Care Management Department**

Suzanne Filby-Clark, Deputy Director and Director of the Care Management Department discussed the Quality Management Plan that was developed to meet the State requirements. The Plan includes quality assurance and quality improvement using measurable goals and indicators. Two items that were lax during the assessment are now indicated on the Quality Management Plan. Six other topics will be stressed during staff trainings this coming year.

Recently we were informed that we'll receive 125% of Quality withhold funds as compared to the 50% we had budgeted. This was a nice surprise of increased funding. AAAWM is ranked sixth out of twenty in the state when compared to the quality indicators. Suzanne passed around a copy of a participant book that is given out at the first visit from Supports Coordinators.

Suzanne answered questions from the Board regarding lower nursing home bed counts due to staffing shortages in some counties. She sees some trending in piecing together care for those in-home and the need to think outside of the box and collaborate with other entities at times.

### **D. Supportive and In-Home Services**

**Action Item:** Approval of the FY 2023-2025 Older Americans Act (OAA) Proposal Minimum Funding Criteria

Kendrick Heinlein, Director of Contract Services, described the 3-year proposal process required for the Older Americans Act funding. The proposal must be reviewed and rated according to a Board approved Minimum Funding Criteria

Kim Halladay moved and Betty Dermeyer seconded the motion to approve the FY 2023-2025 OAA Proposal Minimum Funding Criteria. Motion carried.

Kendrick answered questions from Board members.

Morgan Lambert, Contract and Funding Specialist, reviewed the client and service units for fiscal year 2021 Older Americans Act services. FY 2021 was a full year impacted by the COVID pandemic. The decrease in clients served was equal across the region, with most from the congregate meal sites which were closed part of the year. Outreach and Assistance clients more than doubled in 2021 over 2020. 51% of the \$8.2 million of funding is used for nutrition services. Spending was down 15% across the array of services. Adult Day Service units were up 7% because of the enhanced service definition which allowed phone check-ins. There was also a 22% increase in the use of assistive devices. Legal services increased 42% addressing unmet needs.

Morgan and Kendrick answered questions about the outreach and assistance service line and what it provides.

Kendrick Heinlein spoke in place of Barb Nelson-Jandernoa, Healthy Aging Contract Administrator, and introduced Carol Hanulcik, the Administrator of the Ionia County Commission on Aging who presented to the Board. The Ionia services funded through

AAAWM are homemaker, respite, senior center staff, transportation, and health promotion services. Carol shared three main stories around thinking outside of the box:

1) For home delivered meals they had to pivot and use only staff and volunteers who were not considered high-risk for COVID (this sent 70% of their staff home). With their kitchen closed, they purchased frozen meals which increased cost substantially and funding from the CARES Act through AAWM helped cover this additional cost.

2) Drive-through congregate meals in place of meals served at senior centers, increased from 20 to 60 meals a day. This continued to be a safe and welcoming way to provide food and hands-off socialization to clients during the pandemic. Five out of six meal sites are now open for in-person meals again with the last site hoping to open soon.

3) In-home services and the need for wellness checks has increased. The Direct Care Worker premium pay from the State helped them push for an increase in grade for payment for their staff and they will be advocating for a 5% wage increase for their staff this year. Making sure their staff can pay bills is essential to their ability to continue to serve clients.

#### **E. Executive Director's Report**

##### **Action Item:** Approval of the FY 2023 Local Match Requirement

Jackie O'Connor, Executive Director, reviewed the annual Local Match request from all the governmental bodies represented on the Board. The total match dollars of \$35,000 has not changed in decades. The population factor will be adjusted for FY 2024 when the 60+ population census data is available.

Betty Dermeyer moved and Rick Cain seconded the motion to approve the FY 2023 Local Match Requirement. Motion carried.

##### **Action Item:** Approval of the AAWM Board Bylaws Revision

Jackie O'Connor presented the changes needed to the Board Bylaws in order to come into compliance with the Open Meetings Act. She is still hoping that further adjustments will be made to the Act yet this year per discussions with Michigan legislators.

Kim Halladay moved and Ken DeLaat seconded the motion to approve the Board Bylaws revisions. Motion carried.

Jackie O'Connor shared that the agency has 890 at-home COVID tests available from the State of Michigan for staff, clients and partners. She also shared information about new at-home drug disposal packs from Ferris State that are available in a few counties with hopes that further grants will expand their availability.


#### **IV. Other**

##### **A. Executive Director Search Committee**

Carol Hennessy gave an update on the Executive Director's Search Committee. A search firm was selected - Amy Cell out of Ypsilanti. The search committee had an

introductory meeting with Amy. Questions on the survey of staff and Service Partners were discussed. Timeline is in flux and changes with discussion. Carol answered questions from the Board about the planned recruiting zone for the position and reported that they would discuss this more at their next committee meeting.

- B. Committee Comments:** Tim Michell shared that Osceola County purchased an old elementary building and will be turning it into a Senior Center for the area. There are talks about doing the same with a second building in the county as well.
- C. Next Meeting Date:** Chair Bill Routley stated the next Board meeting will be the Annual Meeting on April 25, 2022 at the Prince Center. The meeting adjourned at 2:50 p.m.

  
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Jessica Torpey, Recorder

  
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Carol Hennessy, Secretary