

AREA AGENCY ON AGING OF WESTERN MICHIGAN

BOARD OF DIRECTORS

MINUTES

April 25th, 2022

Area Agency on Aging of Western Michigan Office
Prince Conference Center, 1800 E. Beltline SE, Grand Rapids MI 49525

UNIT OF GOVERNMENT	MEMBERS PRESENT	MEMBERS ABSENT
ALLEGAN COUNTY	Rick Cain Stuart Peet	
GRAND RAPIDS, CITY	Jane DeVries	Milinda Ysasi
IONIA COUNTY	Dennis Sitzer	Ally Cook
KENT COUNTY	Carol Hennessy Nancy Nielsen	
LAKE COUNTY	Marilyn Burns Betty Dermeyer	
MASON COUNTY	Ron Bacon Kim Halladay	
MECOSTA COUNTY	Sharon Bongard Bill Routley	
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, Emily Armstrong, Kendrick Heinlein, Holly Williams, Scott Russett, Sheri Harris, Jessica Torpey

Guests: Ashley Ellsworth – Bureau of Aging, Community Living and Supports; Robert Sundholm – AAAMM Advisory Council Chairperson

I. Roll Call and Agenda Approval

Chair Bill Routley called the meeting to order at 1:30 pm. A quorum was present. Bill shared that this would be Cynthia LaBelle's last meeting as she is moving to Montcalm County.

Ron Bacon moved and Dennis Sitzer seconded the motion to approve the agenda. Motion carried

II. Minutes of the March 28, 2022 Meeting

Betty Dermeyer moved and Stuart Peet seconded the motion to approve the March 28, 2022 minutes. Motion carried.

III. Reports

A. Advisory Council Report

Bob Sundholm, Advisory Council Chair, gave a report of the April 4, 2022 Advisory Council Meeting. There was no legislator available for the meeting, but Sheri Harris gave an update on her trip to Washington DC to attend the USAging Policy Briefing. Kendrick Heinlein, Director of Contract Services, reviewed the 2023-25 Older Americans Act proposal funding criteria. Proposals from Service Partners will be submitted for the next three-year contract and must be rated on standard criteria.

There was a discussion on two Senate Bills and the Council agreed to send a letter to Senator Shirkey not support changes in who operates the local Behavioral Health programs. A continuation discussion from last month occurred on the new auto no-fault law.

The next AAAMM Advisory Council meeting will be in person on May 11 celebrating Older Michiganians Day with an outdoor event in the AAAMM parking lot.

B. Financial Reports

Vince Lambert, Finance Director, reviewed the FY 2022 March Financials. Report 5 – Summary Expense Report – At 50% of the Fiscal Year Administration expenses were at 45.6% and all Services were spent at 44.8% of the budget to date.

Introduction of Scott Russett as Deputy Finance Director. There is a full team now at the AAAMM Finance Department. They are going through the annual audit and learning quickly. Stuart Peet had a question about veteran's program and Suzanne Filby-Clark provided an answer regarding qualification for self-determination. The Veterans Administration does not pay expenses in a timely manner and AAAMM has met with them. It is a system issue but reimbursement does happen eventually. Cindy LaBelle had a question about staff travel and training line items since only 10% of the staff travel budget has been used and the training budget is low. Suzanne replied that client

contact has been virtual with COVID. Starting May 1, staff will be going back out into the client homes and travel expenses will rise for the Supports Coordinators. Jackie addressed the training question. There haven't been many conferences in person and a revision to the budget will be coming.

Vince stated that the audit is going well and they expect to wrap things up within the week.

C. Care Management Department

Suzanne Filby-Clark, Deputy Director and Director of the Care Management Department, reviewed the AAAWM's FY 2022 Strategic Plan Action Steps after six months. The Wellness Room Program at AAAWM will no longer exist but the programs will continue through Service Partners across the Region. NCQA accreditation was acquired. Measurable indicators are being analyzed by funding sources. Supervisors continue to improve employee engagement now that a large number of staff are working off site. We have had a Diversity, Equity and Inclusion committee for over a year and they have made suggestions to the Leadership Team to better address issues. The Senior Millage Campaign is under way for Kent County. The Search Committee to hire a new Executive Director is progressing.

D. Supportive and In-Home Services

Sheri Harris shared the Multi-Year Plan update. There will be two public hearings on the draft Plan which is due June 24, 2022 to the State office. The deadline for approval by each County Board of Commissioners is July 14. Cindy LaBelle asked for highlights on the current Plan. Kendrick Heinlein answered that the highlights are to increase technology, support direct care wages, and further develop Diversity, Equity and Inclusion (DEI). The agency will continually work on maintaining the NCQA accreditation. There is Partner support and a marketing push to make sure people know about our services and what we provide outside of Kent County. There was a discussion on the future use of the American Rescue Plan Act (ARPA) funds.

Emily Armstrong gave an overview of her Marketing report. Her goal is to build brand awareness of AAAWM. She utilizes a calendar of various media content to spread this message. This includes the website, social media, email newsletter, articles and event which include highlighting our partners. This past month included Dental Day, Article topics are in her report.

Action Item: Approval of Older Americans Act (OAA) Funding Changes

Kendrick Heinlein, Director of Contract Services reviewed the recommended funding reallocation among OAA Service Partners. Some Partners were underspending, Hope Side by Side program ended and funds were allocated to services or another Partner.

Ron Bacon moved and Betty Dermeyer seconded the motion to approve the OAA funding reallocations. Motion carried.

E. Executive Director's Report

Jackie O'Connor, Executive Director, presented the schedule of Board members attending AAAWM Advisory Council meetings for the next twelve months.

IV. Other

A. Executive Director Search Committee

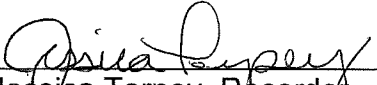
Bill Routley gave an update of the Search Committee. There will be a meeting this afternoon with the search firm consultants to discuss the posting of the Executive Director position. Amy Sell is the Search Firm selected. Stakeholders have already been interviewed. The job posting will be reviewed today. Cindy LaBelle will no longer be a member of the Search Committee since she has moved out of the county she represented.

B. Health & Aging Services Agency Update:

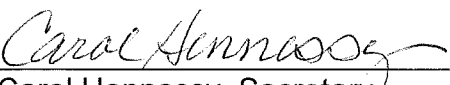
Ashley Ellsworth gave an update about the ARPA that funding has been issued. The FY 2021 carry-over OAA funding is getting ready to be issued. Ashley fielded questions regarding timing on the Multi Year Plan (MYP). Sheri Harris asked if there would be an issue with the June 18th submission deadline for the MYP considering the AAAWM Board does not meet until July 27 to approve it. Ashley Ellsworth said this would not be an issue since she knows about the meeting date being after the deadline.

C. Public Comments: None.

D. **Next Meeting Date:** Chair Bill Routley stated the next Board of Directors meeting will be on June 27, 2022 back at the AAAWM building. The meeting adjourned at 2:28 p.m.



Jessica Torpey, Recorder



Carol Hennessy, Secretary