

AAAWM BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

July 26, 2021

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

| UNIT OF GOVERNMENT | MEMBERS PRESENT | MEMBERS ABSENT |
|--------------------|---------------------------------|----------------|
| ALLEGAN COUNTY | Rick Cain Stuart Peet | |
| GRAND RAPIDS, CITY | Milinda Ysasi Jane DeVries | |
| IONIA COUNTY | Dennis Sitzer | David Hodges |
| 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 | Linda Weger | Michael Beach |
| NEWAYGO COUNTY | Cindy LaBelle | Kenneth DeLaat |
| OSCEOLA COUNTY | Richard Karns | Tim Michell |

Staff Present: Emily Armstrong- Zoom , Anne Ellermets, Suzanne Filby-Clark, Stephanie Hecksel Jackie O'Connor and Dan Travis.

Guests: Laura McMurtry – Aging and Adult Services Agency (AASA) - Zoom; Robert Sundholm – AAWM Advisory Council Chairperson

I. Roll Call and Agenda Approval

Chair Bill Routley called the meeting to order at 1:40 pm.

Roll Call completed and quorum present.

II. Minutes of the June 28, 2021 Meeting

Richard Karns moved Linda Weger seconded the motion to approve the June 28, 2021 Minutes Motion carried.

III. Reports

A. Advisory Council Report

Bob Sundholm, Advisory Council Chair gave a report of the July 12, 2021 Advisory Council Meeting. The legislative guest was Representative Tommy Brann. He voiced favor of the Direct Care Worker wages staying in place and rebalancing long term care funding so the older adults could age in place. Jackie O'Connor reported attending the Grand Rapids redistricting meeting. She also reported that additional funds are available for potential equipment funding for AAAWM and Partner agencies. The requests were submitted to Aging and Adult Services Agency (AASA). Anne Ellermetts, Director of Contract Services and Program Development reviewed the 2022 Older Americans Act (OAA) funding recommendations from the Proposal Review Committee. Guest Board members were Bill Routley and Sharon Bongard.

B. Financial Reports

Dan Travis, Finance Director, reviewed the June Financials

Report 1- Balance Sheet – Assets and Liabilities – not much change in page 1. Spreading out investments on a calendar ladder. Dan answered some questions

Report 5 – Summary Expense Report – Administration or operating expenses are slightly below target at 72%. Today there will be the second operating budget amendment to correct any large discrepancies. All Service Partners are at 70%. OAA services are 50%, and Kent County Senior Millage (KCSM) is 62% which is a new detailed report this month. Purchase of Service Partners expenses are 78%.

Action Item: Approval of FY 2020 990 Reports

Dan reviewed the 990 Tax Return which is now completed and due August 15 to Federal Government as an informational requirement. Dan answered questions.

Linda Weger moved and Betty Dermeyer seconded the motion to approve the FY 2020 990 Report. Motion carried.

Action Item: Approval of FY 2021 Operating Budget, Revision #2

Dan reviewed the changes in revenue and expenses since the last Operating Budget revision. We still have not received any American Rescue Plan Act (ARPA) funds. It

does have a four year spending period. Page 2 has the details of the changes. Overall surplus of \$2.6 million. Some expenses such as staff travel is still under spent. Maintenance and utilities costs are down since fewer staff are in the building. Staff are using a lot of vacation in the last quarter. Waiver is losing \$1.8 million even with the Administration budget surplus of \$2.6 million put back into Waiver services. Dan answered questions from Board Members.

Betty Dermeyer moved and Nancy Nielsen seconded the motion to approve the FY 2021 Operating Budget Revision #2. Motion carried.

C. Medicaid Waiver/Care Management Program

Stephanie Hecksel, Care Management Access Manger introduced herself and gave an overview of the Care Management Department's Intake, Assistance and Outreach programs. Stephanie highlighted special efforts that the Intake & Assessment (I&A) Team took over the past year to assure I&A services and screening and enrollment continued uninterrupted. She highlighted reaching our FY 21 goal of providing service to 1,000 MI Choice clients per month. Staff have kept in contact through Team meetings and chats which has been working well. Stephanie answered questions pertaining to keeping abreast of resources in all counties, the kinds of things we assess clients for re Activities of Daily Living, coordination with other organizations and networking.

D. Supportive and In-Home Services

Action Item: Approval of FY 2022 Older Americans Act (OAA) funding recommendations

Anne Ellermets, Director of Contract Services and Program Development reviewed the Proposal Review Committee's (PRC) funding recommendation for FY 2022. These funding recommendations were approved by the AAWM Advisory Council on July 12, 2021. She explained the use of a new online funding process and the PRC's meeting with only one third of the OAA service partners. The PRC made one funding condition for the Newaygo County Commission on Aging which was to dedicate \$5,000 of their transportation funding to transporting clients to and from the Wellspring Adult Day Center in Fremont. A total of \$8,208,670 was allocated to services. This year we are using more AAAM reserves at this time with the intent to replace the AAAM reserves with special funding such as the American Rescue Plan Act (ARPA) funds and other COVID carry-over funds. Anne answered questions about the electronic proposal submission process and plans for partner presentations in the future.

Linda Weger moved and Ron Bacon seconded the motion to approve the FY 2022 OAA funding recommendations. Motion carried.

Marketing Report

Emily Armstrong, Public Relations and Communication Specialist shared a Power Point Presentation and spoke about her efforts to increase community awareness and Service Partner coordination of all the available services in the nine-county region. Older adults want to rejoin senior centers and programs that they enjoyed pre-pandemic. AAAM Continues the various media partnerships which have been very

effective. Emily stated that Bill Routley had asked her at the Executive Committee meeting to send all Board members the link to receiving AAAM newsletters.

E. Executive Director's Report

Executive Director Jackie O'Connor reviewed several topics. Recently the State's Aging and Adult Services Agency was collecting equipment requests of \$5,000 or more from each AAA and Service Partner. Jackie shared some of the requests. We hope to hear from AASA about the status of these requests by the end of September. Other ARPA money is expected to be allocated in the future by the State if approved by the Federal government.

Staff and a couple of Board members will be meeting on August 4 to develop the goals and priorities for the FY 2022 Strategic Plan. Other Board members still have the opportunity to join this committee and can contact Jackie to participate.

Jackie also shared the unusual increase in the number of employees leaving the agency and then a reshuffle of staff inside the agency. Two new positions were created and we still have some open positions which we have not filled, one of which has been over a year. This corresponds to what is happening with many other businesses in the community. The pandemic has affected people in different ways. Retirement and considering new employment opportunities are very common this year.

Jackie introduced Holly Williams as Director of Human Resources and member of the Leadership Team. Holly was asked to meet with the Executive Committee to discuss the closure of an ongoing employee issue. Bill complimenting staff for a great fiscal year and would also like to significantly increase the staff development budget for the Leadership Team, all Supervisors, Board and Staff.

IV. Other

A. Public Comments:

Laura McMurtry, AASA Field Representative commented on similar staff changes and work site at AASA. AASA is awaiting ARPA funding information and will be reviewing the AAAM Annual Implementation Plan in August.

B. Next Meeting Date: Chair Bill Routley stated the next Board Meeting will be on September 27, 2021. The meeting adjourned at 3:02 p.m.


Suzanne Filby-Clark, Recorder


Carol Hennessy, Secretary