

BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

June 27, 2022

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	Rick Cain Stuart Peet	
GRAND RAPIDS, CITY	Milinda Ysasi Jane DeVries	
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	Chuck Havekamp	Kathy Bresnahan
NEWAYGO COUNTY	Kenneth DeLaat	
OSCEOLA COUNTY	Tim Michell	

Staff Present: Jackie O'Connor, Vince Lambert, Suzanne Filby-Clark, Kendrick Heinlein, Cassie Caple, Brandon Beck, Sheri Harris, Jessica Torpey

Guests Present: Justin Hawkes, Senior Manager and Roxanne Page, Partner of Beene Garter, Ashley Ellsworth Field Representative of Bureau of Aging and Community Living and Supports

I. Roll Call and Agenda Approval

Vice Chair Marilyn Burns called the meeting to order at 1:32 pm.

Ron Bacon moved and Carol Hennessy seconded the approval of the Agenda. Motion carried.

II. Minutes of the April 25, 2022 Meetings

Ron Bacon moved and Betty Dermeyer seconded the motion to approve the April 25, 2022 Minutes. Motion carried.

III. Reports

A. Advisory Council Report

Sheri Harris, Advocacy Coordinator, gave a report of the June 6, 2022 Advisory Council Meeting. Sheri shared the agency's sorrow over the unexpected death of Bob Sundholm. He had been involved in the Advisory Council for over 30 years.

Cassie Caple spoke to the Advisory Council about the Elder Abuse Prevention Coalition and Brandon Beck presented the various Oral Health programs that he is involved in. Sheri read a portion of the advocacy letter sent to members of the Michigan Appropriations Committee that specified the funding recommendations for senior advocates.

B. Financial Reports

Justin Hawkes, Senior Manager and Roxanne Page, Partner from Beene Garter were in attendance. They complimented Vince and the finance staff for their great work during the audit, especially because most of the finance staff were not employed at AAAMW in FY 2021.

The standard Communication letter was reviewed. There was no disagreements between AAAMW staff and auditors.

Justin stated it was a clean or unmodified audit. There were no issues within the statements. Revenue is up over \$5 million and the Paycheck Protection Program loan was forgiven.

The Balance Sheet shows \$11 million in CD reserves. Page ten shows a positive cash flow. Justin voiced no concerns. On pages 11-18, the general disclosures showed no changes and were straight forward

Single Audit – Page 22 shows under Schedule of Expenditures of Federal Awards that there is \$4.5 million in the aging cluster that is tested by auditors.

Compliance Report was good for most major federal programs. There were two late reports submitted. This include the final fiscal report which was submitted correctly, but had several extensions and was still late. The suggested improvement is also a process improvement that is currently in place. The temporary fiscal staffer was not aware of all deadlines.

Betty Dermyer moved and Ron Bacon supported the acceptance of the Audit. Motion carried.

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

Report 1- Balance Sheet shows a very healthy level of cash investments with no cash flow problems. Accounts Payable runs go smoothly and there is no major debt.

Report 5 – Summary Expense Report – At 66% of the fiscal year, Administration or operating expenses are at 62.14%. All Older Americans Act Service Partners expenses are more than a month behind at 52.33%. Kent County Senior Millage expenses are 58.78% for the fiscal year.

C. Care Management Department

Suzanne Filby-Clark, Deputy Director and Director of the Care Management Department discussed the MI Choice Waiver Clinical Quality Assurance Review (CQAR) for FY 2021. The CQAR review included participant home visits and a record review of 29 participants. AAAM's overall compliance rate was 95.3% for 82 standards in the record review. For the home visits, AAAM had a 99.87% compliance for 58 standards. Two critical incidents require an improvement. One compliance issue involved a late upload of data one month. The second incident involved a medication review that was not always updated as soon as it was made to the participant. Additional education was provided to all Supports Coordinator. AAAM ranked 6th among the 20 MIChoice Waiver agents for CQAR. Suzanne answered questions about the process to get ready for the assessment and to respond to any questions and issues.

D. Supportive and In-Home Services

Kendrick Heinlein, Director of Contract Services, described the plan for Service Partners to use American Rescue Plan Act (ARPA) funds to increase their service unit rates in order to address staff shortages and purchase equipment. The first award of the ARPA funds will allocated in the FY 2023.

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

Kendrick reviewed the recommended changes in Older American Acts (OAA) services. Staff have been monitoring spending and the changes reallocate funds to another service or another Service Provider.

Stuart Peet moved and Ron Bacon seconded the motion to approve the OAA funding changes. Motion carried.

Cassie Caple, Contract Administrator and Elder Abuse Coalition Coordinator provided information about the Kent County Elder Abuse Coalition and that June was World Elder Abuse Awareness month. The next in person meeting of the Coalition will hopefully be in September. Cassie arranged a mandated reporter training that was available to staff across our Region. The training was recorded and is now available to others.

Brandon Beck, Contract Administrator and Dementia Friends Program Coordinator stated that AAAWM is a long-time member of the Kent County Oral Health Coalition and is also involved in the Michigan Oral Health Plan.

E. Advocacy

Action Required: Approval of the FY 2023-2025 Multi-Year Plan

Sheri Harris provided an overview of the Multi-Year Plan that will be submitted to the State Commission on Aging for approval in August. After the Board approved the Plan each county and the City of Grand Rapids is asked for their approval.

Rick Cain moved and Tim Michell seconded the motion to approve the FY 23-25 Multi-Year Plan. Motion carried.

F. Executive Director's Report

Jackie O'Connor, Executive Director, provided a few updates. In May, in celebration of Older Michiganians Day, Jackie attended a program on the State Capital lawn discussing multiple older adult issues and also recognition of two champion older adult volunteers. She brought hundreds of advocacy letters written by older adults for the legislators in our nine county Region. At the same time Sheri Harris was holding a advocacy rally in our office parking lot. There was live music, live streaming of the Capital event, Meals from the local meal provider and COVID vaccinations.

Jackie reported that an evaluation of the office building suggest a potential rental income. Scott Russett, Assistant Finance Director is working with a local realtor. Information on rental opportunities will be available starting in July.

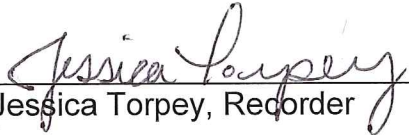
The building is slowing adding public meetings. Review Committees Meetings have been held for Older Americans Act funding, Kent County's Senior Millage Campaign Steering Committee and AAAWM's Board and Advisory Council meetings. Other community councils, trainings and support groups will go back to in-person meetings this September.

IV. Other

A. Executive Director Search Committee

Carol Hennessy gave updates on the Executive Director's Search Committee. They are starting second round interviews. Carol feels they are on track to present a candidate to the Board at the July Board Meeting.

- B. Bureau of Aging Community Living and Supports Comments:** Ashley Ellsworth shared there has been some reorganization and they are now known as BPHASA with Farrah Hanley as the Deputy Director for now. The ACLS Bureau Assessment of AAAWM is scheduled for 7/22/22 and the Plan will be presented to the State Commission on Aging on 8/26/22.
- C. Next Meeting Date:** Vice Chair Marilyn Burns stated the next Board of Directors meeting will be on July 25, 2022 at the AAAWM Office Building. The meeting adjourned at 3:03 p.m.


Jessica Torpey, Recorder


Carol Hennessy, Secretary