

AREA AGENCY ON AGING OF WESTERN MICHIGAN

BOARD OF DIRECTORS

MINUTES

October 25, 2021

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 - Zoom Stuart Peet - Zoom	
GRAND RAPIDS, CITY	Jane DeVries - Zoom	Milinda Ysasi
IONIA COUNTY	Dennis Sitzer - Zoom David Hodges - Zoom	
KENT COUNTY	Carol Hennessy Nancy Nielsen	
LAKE COUNTY	Marilyn Burns	Betty Dermeyer
MASON COUNTY	Ron Bacon - Zoom Kim Halladay	
MECOSTA COUNTY	Sharon Bongard - Zoom Bill Routley	
MONTCALM COUNTY	Michael Beach - Zoom Linda Weger - Zoom	
NEWAYGO COUNTY	Kenneth DeLaat - Zoom Cindy LaBelle	
OSCEOLA COUNTY		Richard Karns Tim Michell

Staff Present (Zoom): Suzanne Filby-Clark, Bob Callery, Staci Gerken, Sheri Harris, Kendrick Heinlein, Bridget McGovern, Jackie O'Connor and Holly Williams.

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

I. Roll Call and Agenda Approval

Chair Bill Routley called the meeting to order at 1:32 pm. Quorum was present.

Linda Weger moved and Ron Bacon seconded the motion to approve the agenda.

II. Minutes of the September 27, 2021 Meeting

Marilyn Burns moved and Jane DeVries seconded the motion to approve the September 27, 2021 minutes. Motion carried.

III. Reports

A. Advisory Council (AC) Report

Bob Sundholm, Advisory Council Chair gave a report of the October 4, 2021 Advisory Council Meeting. Representative Julie Callie joined the meeting to discuss her platform and answer questions provided to her by Harold Mast. Staci Gerken, Nutrition Contract Administrator gave an update on the changes in the nutrition programs during the past year.

B. Financial Report

Jennifer Ludwick, Deputy Finance Director, reviewed the September Financials.

Report 1- Balance Sheet – Assets – Not much of a change here. Less cash in Mercantile bank and more in Grants Receivable.

Liabilities and Fund Balance shows that the Mercantile Bank Paycheck Protection Program (PPP) loan has been forgiven and is listed in the Unrestricted Fund Balance. Fund Balance is still showing a surplus. This is projected to be a deficit of \$750,000. DCW – Direct Care Worker payments are still coming in ahead of the bills.

Report 5 – Summary Expense Report – Administration or operating expenses is at 98.11%. All Service Partners are at 88.4%, primarily representing the Purchase of Service Partners expenses. OAA Partners expenses are 81.86%.

The Senior Millage report shows expenses for 88% of the millage fiscal year shows spending at 82.53%.

Action Item: Approval of the FY 2022 AAAWM Operating Budget

Jackie O'Connor reviewed the 4 sections of the proposed FY 2022 budget that was prepared by Dan Travis. At the time that the budget was prepared we did not have firm figures for the State or Federal funding levels under the Older Americans Act and we have also not received any funding allocations under the American Rescue Plan Act

(ARPA). The Medicaid Waiver capitated rates for FY 2022 have been provided by the State and places us in a much better stance than 2021.

Jackie reviewed the changes from the FY 2021 to FY 2022 budget. Overall an increase of \$1.3 million in revenue over expenses or a 14.49% positive change. The major changes in the Revenue and Expenses were reviewed in detail. Still all projections are depending on the pandemic. The capitated Waiver Summary shows we will not spend all the allocated funds for Administration and Supports Coordination on those categories but those dollars must be used to cover the services purchased for clients. At this time there is a small deficit predicted at \$154,970. The additional ARPA funds and carry over of other Federal monies should eliminate that deficit. Jackie answered questions for Board members.

In regards to fund balance of \$8.8 million, David Hodges recommended the Board look at additional increases for AAAWM employees. Bill Routley agreed to take that into consideration for next year's increases.

Ken DeLaat moved and Linda Weger supported the motion to approve the FY 2022 Operating budget. Motion Carried.

C. FY 2022 Care Management Department Strategic Plan

Suzanne Filby-Clark, Deputy Director discussed the process that her Department went through to develop their Strategic Plan. Her department used consultant Tom Hamp who also works on the Agency's Annual Strategic Plan. Periodic review of the goals is discussed by staff. Seven goals were set for FY 2022

D. Supportive and In-Home Services

Kendrick Heinlein, Director of Contract Services, reviewed the FY 2022 Assessment Schedule of the Service Partners for both Older Americans Act (OAA) funding and the Kent County Senior Millage. Board members were encouraged to attend the assessment in their county. They should contact the listed Contract Administrator for exact dates and time. A new part-timer will be hired for the Contract Administrator position vacated by Kendrick when he took his new position.

E. Nutrition Services

Staci Gerken, Nutrition Contract Administrator, provided information on the updates to the Nutrition services during the past fiscal year. There has been more funding for services but also challenges in providing that service with hiring and retaining staff along with supply chain shortages or delays. Meals provided did show a decrease from the previous fiscal year.

F. Michigan Medicare Medicaid Assistance Program (MMAP)

Bob Callery, MMAP Regional Coordinator, explained that Medicare's Open Enrollment period started on October 15th, which is the busiest time of the year for his department of volunteers. Half of the volunteers are still working from home and the others are in the office and offering a few in-person appointments with the general public. Bob also reviewed Medicare updates that are relevant only to West Michigan. Bob answered questions for Linda Weger, MMAP volunteer, regarding MMAP supplies.

G. Advocacy

Sheri Harris introduced herself as the new Advocacy Coordinator and Planner. She relayed what is beneficial between legislators and the AAAWM funding and Older Adult issues. Her goal is to get advocates to be less social and more intentional. Working with both Advocates for Senior Issues and Advisory Council.

H. Corporate Compliance

Holly Williams, Director of Human Resources, gave the FY 2021 Annual Corporate Compliance Report. She reviewed the various topics on her report. She will give EEO-1 report to Board in the future.

Holly also addressed a required form needed for our NCQA accreditation. The Fraud, Waste and Abuse form was emailed to everyone yesterday. Please review and sign the document and return it to Holly at HollyW@aaaawm.org faxed to 616.456.5692 or mailed to AAAWM, 3215 Eaglecrest Drive NE, Grand Rapids MI 49525.

I. Executive Director's Report

Jackie reviewed the summary of the Board Evaluations. The results give her direction on providing more information for the staff reports. Today you heard from Sheri Harris the new Advocacy Coordinator and how working with our regional State and Federal legislators ties into the AAAWM funding and the issues of the local advocates.

IV. Other

A. Other

Bill Routley reported that Dan Travis, Finance Director, resigned suddenly. Mr. Travis expressed disapproval with the letter that had gone out to Board prior to his resignation. AAAWM auditor, Beene Garter was contacted and will be utilized while Finance Director replacement is found.

Executive Committee has investigated complaints from AAAWM employees and have taken steps to address issues and make changes within AAAWM, including adding the Human Resource Director to the leadership team and offering trainings for leadership team, employees and Board members.

B. Aging and Adult Services Agency:

Laura McMurtry offered support of AASA to AAAWM and leadership team through period of current transitions.

AASA has restructured per executive order and is being integrated with Medicaid. Bureau of Aging Community Living and Supports, under Health Aging Services Administration. Scott Wamsley is the Bureau Director.

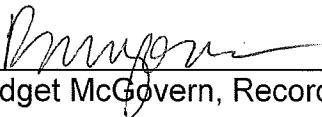
C. Public Comments

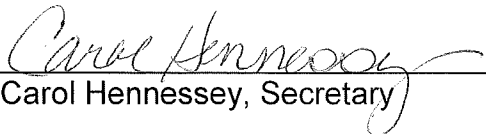
Linda Weger offered additional information shared at the October Advisory Council meeting.

D. Next Meeting Date:

Bill announced Board members scheduled to attend November 1, 2021 Advisory Council meeting via Zoom are Kim Halladay and Ron Bacon.

Next Board of Directors meeting will be November 22, 2021. Meeting adjourned at 2:38 p.m.


Bridget McGovern, Recorder


Carol Hennessey, Secretary