

BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

September 26, 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	Jane DeVries	Milinda Ysasi
IONIA COUNTY	Larry Tiejema	Dennis Sitzer
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	
OSCEOLA COUNTY	Tim Michell	

Staff Present: Jackie O'Connor, Vince Lambert, Suzanne Filby-Clark, Kendrick Heinlein, Holly Williams, Sheri Harris, Jessica Torpey

Guests Present: Barbara Hazlett-Advisory Council Representative, Ashley Ellsworth-ACLS Bureau Representative, Erik Burkee

I. Roll Call and Agenda Approval

Chair Bill Routley called the meeting to order at 12:45 pm.

Bill Routley opened the meeting honoring Jackie O'Connor for her 38 years of service. He presented Jackie with a card from the Board and called Suzanne Filby-Clark and Kendrick Heinlein up to help present her official agency portrait and a plaque.

Betty Dermeyer moved and Ron Bacon seconded the approval of the Agenda. Motion carried.

II. Minutes of the July 25, 2022 Meetings

Stuart Peet moved and Ken DeLaat seconded the motion to approve the July 25, 2022 Minutes. Motion carried.

III. Reports

A. Advisory Council Report

Barbara Hazlett, Advisory Council Chair, gave a report of the September 12, 2022 meeting. No legislator was available because of campaigns. Kendrick Heinlein shared that there will be a technical support with some tablets to give away in Scottsville on Sept 27. Staci Gerken, Nutrition Contract Administrator, reviewed some of the requirements of the two main nutrition services – Congregate meals and Home Delivered Meals. Sheri will send letter to MDHHS about Medicare dental coverage

B. Financial Reports

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

Report 5 – Summary Expense Report – At 92% of the fiscal year, Administration or operating expenses are at 86.44%. (Rename rent/lease line item to building depreciation.) All Older Americans Act Service Partners expenses are at 79.78%. Kent County Senior Millage expenses are 82.99% for the fiscal year but new funding is still coming for the calendar year.

Action Item: Approval of FY 2023 AAAMW Operating Budget

Vince passed out a one-page narrative about the FY 23 budget.

Vince reviewed how he and his staff developed the Operating Budget based primarily on the FY 2019 expenses since that was pre-pandemic. FY 20 and FY21 were reviewed for expenses not influenced by COVID-19. It was a good learning experience for the whole department. Vince, Kendrick, Holly and Suzanne fielded questions regarding contractual consultants, payments to partners, Veterans programs and staffing benefit costs.

Larry Tiejema moved and Rick Cain seconded the motion to approve the FY23 Operating Budget. Motion carried.

C. Care Management Department

Action Item: Approval of FY 2023 Strategic Plan

Suzanne Filby-Clark, Deputy Director and Director of the Care Management Department began by expressing gratitude for Jackie during their tenure together. She then explained the development of the FY 23 Strategic Plan. The committee members who worked on the Plan included Board members Bill Routley and Carol Hennessy along with The Leadership Team, Jackie O'Connor, Suzanne Filby-Clark, Kendrick Heinlein, Vince Lambert, and Holly Williams; Ross Ekdorn, CM Dept Compliance Manager; Laura Dobrzelewski, Assistant Director CM Services, and Sheri Harris – Advocacy Coordinator/Planner. An outside consultant led the discussion. Suzanne reviewed the main goals for FY 2023 and Kendrick provided information regarding developing a database for partners to eliminate mistakes, streamline information sharing and payment of partners.

Betty Dermeyer moved and Sharon Bongard seconded the motion to approve the FY23 Strategic Plan. Motion carried.

D. Supportive and In-Home Services

Action Item: Approval of the Service Partner Policy and Procedure Manual

Kendrick Heinlein, Director of Contract Services, shared his appreciation for working with Jackie over the years and her open-door policy and willingness to concisely share information. He reviewed the main changes in the Policy and Procedure Manual for Service Partners who provide Older Americans Act (OAA) and Kent County Senior Millage services. The Service Partners and the Aging and Community Living Services (ACLS) Bureau field representative reviewed the changes and had the offer to make comments that were considered in the changes.

Chuck Hazekamp moved and Jane Devries seconded the motion to approve the Service Partner Policy and Procedure Manual. Motion carried.

Action Item: Approval of FY 2022 Older American Acts (OAA) funding changes

As usually, AAAWM received their last Statement of Grant Award for FY 2022 in mid-September. The prepared funding changes also include reallocation of funds between low spending services to the services that were exceeding budget.

Betty Dermeyer moved and Kathy Bresnahan seconded the motion to approve the funding changes for FY 2022. Motion carried.

Action Required: Approval of Advisory Council Reappointments

E. Sheri Harris, Advocacy Coordinator and Planner, provided a list of current Advisory Council members who wish to serve another term. Sheri reviewed the names and answered questions. Sheri also urged the Board to rally more members for the Advisory Council from their counties. She provided them with an application and the Functions of Activities for those who may be interested. Applications can be forwarded to her at any time.

Ken DeLaat moved and Betty Dermeyer seconded the motion to approve the Advisory Council Reappointments. Motion carried.

F. Executive Director's Report

Jackie expressed her thanks and privilege to have worked for such a great agency most of her professional career and again indicate that the current Leadership Team as strong and very capable of continuing to lead AAAWM into its future goals and challenges. She opened the floor for any questions the Board may have.


Bill Routley expressed his gratitude again on behalf of the Board and the staff at AAAWM and wished Jackie a great retirement.

IV. Other


A. Committee Comments: None.

B. Public Comments: Ashley Ellsworth from ACLS shared that the State budget was passed and the direct caregiver wage was approved. They are still waiting on Federal budget approval. She gave kudos to Kendrick and Sheri for presenting the MYP and shared that it was accepted. Erik Burkee thanked Jackie for being a strong voice when needed in the industry and he was confident in AAAWM and the services the agency provides.

C. Next Meeting Date: Chair Bill Routley stated the next Board of Directors meeting will be on October 24, 2022 at the AAAWM Office Building. The meeting adjourned at 1:49 p.m.



Jessica Torpey, Recorder



Carol Hennessy, Secretary