

BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

October 23rd, 2023

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	Stuart Peet	Mark DeYoung
GRAND RAPIDS, CITY	Jane DeVries	Lisa Knight
IONIA COUNTY	Larry Tiejema Edna Albert	
KENT COUNTY	Carol Hennessy (left the Meeting at 2 PM) Nancy Nielsen	
LAKE COUNTY	Marilyn Burns Kristine Raymond	
MASON COUNTY	Ron Bacon Kim Halladay	
MECOSTA COUNTY	Sharon Bongard Bill Routley	
MONTCALM COUNTY	Ron Baker Chuck Hazekamp	
NEWAYGO COUNTY	Richard Fitzpatrick	Kenneth DeLaat
OSCEOLA COUNTY	Tim Michell Dawn Montague	

Staff Present: Kendrick Heinlein, Suzanne Filby-Clark, Scott Russett, Cassie Caple, Holly Williams, Martha Anderson, Cheryl Christiansen, Emily Armstrong, Liz Barnett, Sheri Harris, Laura

Dobrzelewski, Margie Pettit

Guests Present: Barb Hazlett – AAAWM Advisory Council Chairperson

I. Roll Call and Agenda Approval

Chair, Bill Routley called the meeting to order at 1:30 pm.

Ron Baker moved, and Dawn Montague seconded the approval of the Agenda. Motion carried.

II. Minutes of the September 25th, 2023 Meeting

Barb Hazlett moved and Dawn Montague seconded the motion to approve the July 24th, 2023 Minutes with the above addition. Motion carried.

III. Mission Moment: Scottville Area Senior Center (*video*). This was not able to be shown due to technical difficulties.

IV. Reports

A. Advisory Council Report

Barb Hazlett, Advisory Council Chair, gave report of Barb Hazlett, Advisory Council Chair, gave report from the last Advisory Council Meeting. Brandon Beck, Contract Administrator for Dementia Friends spoke about Dementia. He presented a one-hour training session on how to become a Dementia Friend. The Advisory Council is advocating for more Ombudsman positions by asking the State of Michigan for \$3 million to fund 33 new Ombudsman positions throughout the state. There are currently only 20 ombudsmen in the state who are responsible for 5,166 beds in nursing homes, HFA & AFC homes. There are new operating standards for the Advisory Council. These have been approved by the Council. Many of the bills the Council is tracking have started to move through the legislative process. They will be getting back to having a legislator present at their monthly meetings starting in November with Representative Pat Outman.

B. Financial Reports

Scott Russett, CFO reviewed the following FY 2023 September Financial Reports and fielded questions from the Committee.

Report 1- Balance Sheet - Report 1- Balance Sheet – Scott pointed out that the high level of Cash is intentional. He also stated that a new line has been added – “Accrued Investment Interest”. Prepaids and Fixed Assets are both on track. Chuck Hazekamp asked what the average interest is that the Agency is receiving, and Scott stated around 4%. Scott noted one big change on Page 2 – Accrued Payroll. He stated that the reason that it is \$100 is due to Payroll ending on the last day of the fiscal year. With regards to Net Fund being (\$35,625), Scott stated that this was expected.

Report 5 – Summary Expense Report – 93% through the FY. Scott noted the Volunteer Time & Donations at 237%. Bill Routley commented that tracking is for all 9 counties. OAA Unallocated \$34 Million, 1 month behind. KCSM total contracted 90%. There is still one month to flow through – number expected to be 96-98%. Nancy Nielsen asked about the Programs that are under tracking. Cassie responded that Deaf & Hard of

Hearing, KKCA & KC Probate Court are credited so funds do not have to be transferred twice. They are paid directly by the County. Total Operating & Service Expenses 95%, expected to go up to 98-99%.

C. FY24 OAA & KCSM Assessment Schedule

Cassie Caple, VP of Contract Services and Program Development spoke on the FY24 Assessment Schedule and encouraged the Board to contact the Contract Admins to accompany them on the Annual Assessments that are done for each Partner. She provided a schedule listing each of the Partners, the month that the Assessment will take place and the staff contact listing of the Contract Admins

D. Medicaid Team Update

Martha Anderson, Assistant Director of Care Management Services, and Cheryl Christiansen, Medicaid Supervisor introduced themselves. Cheryl briefly touched on the staff that report to her. A PowerPoint was presented which included a listing of Staff on the Medicaid Team. Martha shared that the MI Choice Waiver Program is the largest in the Agency. Statistics were given regarding the services provided to our clients. A few questions were asked by the Board.

E. Corporate Compliance Report

Holly Williams, VP of Human Resources and Corporate Compliance Officer gave a summary of Corporate Compliance activities and reported that there are no allegations, investigations or complaints relating to fraud, fiscal management, or misappropriation of funds. The Equal Opportunity Commission report is due by December 5, 2023. Notices will be sent to all employees 65 and older regarding Medicare notifications. The System for Award Management (SAM) lists individuals and companies debarred, suspended or excluded from receiving certain funds. No AAAMW contractors, AAAMW Board Members, or AAAMW staff have received any debarment charges. Holly then discussed initial background checks and the Relias training program.

F. Marketing and Outreach Overview

Emily Anderson, Director of Communications, and Liz Barnett, Outreach Specialist showed a PowerPoint Presentation entitled "Tools of the Trade". They provided statistics on Outreach Activity & the AAAMW Marketing Overview. Goals for 2024 were recapped and Liz emphasized that the agency would like to empower the Board to be more involved in their locations with regards to spreading the word about the work of the agency.

G. Advisory Council Bylaw Changes

Sheri Harris, Director of Advocacy & Planning Sheri Harris, Director of Advocacy & Planning discussed the three changes to the AAAMW Advisory Council Bylaws. Kendrick advised these new Bylaws go against the Open Meetings Act and therefore do not refer to Board Meetings.

Action Item: Kristine Raymond made a motion to approve the Advisory Council Bylaw changes as presented. Dawn Montague seconded, and the others approved the motion. Motion carried.

H. CEO's Report

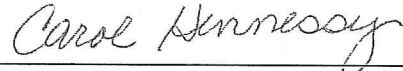
Kendrick Heinlein, CEO opened with thanking the Board for their support. He then discussed two of the Agency's current initiatives – the Essential Care at Home Program and the HMO Plan. He and Suzanne fielded questions from the Board.

IV. Other

- A. Bureau of Aging, Community Living and Supports Comments:** Ashely Ellsworth, ACLS Field Representative, was not present however Kendrick shared that the ACLS is primarily watching for another CR or shutdown of the government.
- B. Public Comments:** None.
- C. Next Meeting Date:** Chair, Bill Routley, stated the next Board of Directors meeting will be on November 27th, 2023 at the AAAWM building. The meeting adjourned at 3:03 p.m.



Margie Pettit, Recorder



Carol Hennessy, Secretary