

BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

September 23rd, 2024

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	Mark DeYoung	Mary Campbell
GRAND RAPIDS, CITY		Jane DeVries Lisa Knight
IONIA COUNTY	Larry Tiejema Edna Albert	
KENT COUNTY	Carol Hennessy	Nancy Nielsen
LAKE COUNTY	Kristine Raymond	Marilyn Burns
MASON COUNTY	Ron Bacon	
MECOSTA COUNTY	Sharon Bongard	Bill Routley
MONTCALM COUNTY	Chuck Hazekamp Ron Baker	
NEWAYGO COUNTY	Kenneth DeLaat Richard Fitzpatrick	
OSCEOLA COUNTY	Dawn Montague	Tim Michell

Staff Present: Kendrick Heinlein, Scott Russett, Cassie Caple, Holly Williams, Suzanne Filby-Clark, Laura Dobrzelewski, Zakia Ambrose, Sabrina Minarik, Sheri Harris, Jessica Torpey

Guests Present: Barb Hazlett – AAAWM Advisory Council Chairperson, Ashley Ellsworth – ACLS Bureau Representative

I. Roll Call and Agenda Approval

Co-Chairperson, Carol Hennessy called the meeting to order at 1:32 pm.

Ken DeLaat moved, and Larry Tiejema seconded the approval of the Agenda. Motion carried.

II. Minutes of the July 23rd, 2024 Meeting

Kristine Raymond moved and Ron Bacon seconded the motion to approve the July 23rd, 2024 Minutes with the above addition. Motion carried.

III. Mission Moment: Will begin again in October

IV. Reports

A. Advisory Council Report

Barb Hazlett, Advisory Council Chair, gave report from the September Advisory Council Meeting. AAAWM staff, Julie Wagner and Laura Dobrzelewski attended the meeting to discuss the Client Satisfaction Survey as well as the National Committee for Quality Assurance renewal survey. Sabrina Minarik led discussion about the challenges the LGBTQ+ seniors face as they age. AAAWM recently earned a two-year, MIGEN accreditation through her efforts. The Advisory Council's primary focus point this FY will be the MI Choice program. The group approved a new Advisory Council appointment policy at the meeting. The OAA still has not been reauthorized and is currently in the hands of the House. The Advisory Council sent a letter urging them to reauthorize the OAA. Barb announced the retirement of an Advisory Council member, a card will be passed around for signature.

B. Financial Reports

Scott reviewed the FY 2024 August Financial Reports and fielded questions from the Board of Directors:

Report 1- Balance Sheet – this report is consistent with past months', minus the cash flow being lower than normal. AAAWM withdrew a small amount from our investments to keep a healthy cash flow. There is a 1.8M deficit currently, Scott anticipates this trend downward with the remainder of the FY. Service costs to the CM and Waiver programs are the main drivers for this.

Report 2 – Income Statement Report – we are 92% through the FY and program income is trending on target. The Waiver program is the largest deficit. Special Grants/Others is anticipated to breakeven or close to breaking even. There continues to be deferred revenue in the Caregiver Resource Center and the Joint Venture income is lower based on lack of expenses.

Report 3 – Contractor Expenses – OAA – the program is 84% spent due to the one-month lag time. A few partners are showing over 100% spent, this is due to caregiver expenses/wages. No concerns noted at this time.

Report 4 – Summary Expense Report – we are 92% through the FY and we are at 90.5% on track for budget with one month left in the FY. OAA is at 82.5% spent, KCSM is at 82.8% spent. Purchase of Service programming is slightly overbudget at 93.9% based on the Waiver Program.

Scott Russett, CFO also presented on the FY25 Operating Budget proposal and some of the key take aways. With Federal and State funding, ARPA funds have expired, the OAA program is planning a continuing resolution for the first 2-3 months of the year-the budget will be updated with any changes. The same goes for the MiChoice Waiver program-the agency is still waiting on the final rate from the State. The KCSM contract increased. \$150,000 of our investment income has been included in the budget for this FY. Budget reductions have been made in fringes, travel (projected on actual FY24 expenses), and contracts/consultants. Potential revenue opportunities include any OAA carry forward from FY24, potential rental income, ARPA carry forward or one-time funding, the \$3M in Ombudsman funding, and a one-time Waiver funding application.

Action Item: Larry Tiejema made a motion to approve the FY25 Operating Budget as presented. Ron Bacon seconded, and the others approved the motion. Motion carried.

C. OAA Funding Changes

Cassie Caple, VP of Contract Services and Program Development, shared the following OAA Funding Changes: the Alzheimer's Association would like a funding swap \$5,000 from their caregiver support program to their caregiver education program. WellSpring would like an additional \$3,500 to cover new clients and sustain them through the end of the year.

Action Item: Chuck Hazekamp made a motion to approve the OAA Funding Changes as presented. Ron Bacon seconded, and the others approved the motion. Motion carried.

D. Review & Update of Information and Assistance Department

Zakia Ambrose, Access Supervisor presented an update of what the Information and Assistance Department does, specific trainings they go through and how they help people address their specific needs. To date in the FY, they have received 100 post-call surveys back and overall, there is overwhelmingly positive feedback. The department is in the process of revamping their follow-up survey to better capture data. She fielded a few questions from the committee.

E. DEI Update

Sabrina Minarik, Contract Administrator and DEI Advisor shared that AAAWM recently received accreditation through MiGen (formerly known as SAGE) as an LGBTQ+ friendly association. This accreditation is valid for two years and included an audit on AAAWM's policies and procedures and an all-staff training. They require 70% staff to be in attendance, AAAWM had close to 92% staff in attendance.

F. AAAWM Advisory Council Appointment Policy

Sheri Harris, Director of Advocacy and Planning, presented the Advisory Council Appointment Policy. This policy was developed to help give guidance/expectations to

the COA and/or Board of Commissioners in each county to help fill vacancies and connect interested parties to the AAAMW Advisory Council.

Action Item: Dawn Montague made a motion to approve the Advisory Council Appointment Policy as presented. Ron Bacon seconded, and the others approved the motion. Motion carried.

G. CEO's Report

Kendrick Heinlein, CEO, touched on the following and answered questions from the BOD:

Office Space Leasing and Relocation Plans-the new layout/map of the agency and rental sections were reviewed with the Board, along with anticipated income in doing so. Staff culture, value of the lower level to the mission of the agency, and open office spaces were taken into consideration when making this decision. Kendrick answered questions from the Board.

Annual Meeting Subcommittee-anyone interested in joining the committee should email Kendrick Heinlein by Monday, October 21st.

Dual Eligible Special Needs Plans (D-SNPS)-Kendrick walked the Board through the documents included in the BOD packet. Mi Health Link will be transitioning to the DSNP program in 2026. 12 AAA's in Michigan, including AAAMW, are creating a unified presence moving forward in the process with the health plans. Kendrick took questions from the Board.

IV. Other

- A. Bureau of Aging, Community Living and Supports Comments:** Ashley Ellsworth, ACLS Field Representative shared the following updates:
- On August 16th, Kendrick, Cassie, and Sheri presented the Annual Implementation Plan, it was approved by their board.
 - The Federal Budget was confirmed to be acting on a continuing resolution until 12/20/24. Two months of funding will be released due to this.
 - The Ombudsman Funding was approved last Friday and will be included in the funding release at the two-month amount.
 - The ACLS Bureau is continuing to watch the OAA final ruling and working on implementation.
 - Cindy Masterson will be retiring at the end of the year.

B. Public Comments: None.

C. Next Meeting Date: Co-Chairperson, Carol Hennessy, stated the next Board of Directors meeting will be on October 28th, 2024 at the AAAMW building. The meeting adjourned at 2:53 p.m.



Jessica Torpey, Recorder



Ron Bacon, Secretary