

BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

November 27th, 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	Mark DeYoung Stuart Peet	
GRAND RAPIDS, CITY	Jane DeVries	Lisa Knight
IONIA COUNTY	Larry Tiejema Edna Albert	
KENT COUNTY	Carol Hennessy	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	Kenneth DeLaat Richard Fitzpatrick	
OSCEOLA COUNTY		Tim Michell Dawn Montague

Staff Present: Kendrick Heinlein, Scott Russett, Cassie Caple, Holly Williams, Staci Gerken, Barb Nelson, Bill Boes, Marion McConnon, Laura Dobrzelewski, Jessica Torpey

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

I. Roll Call and Agenda Approval

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

Chuck Hazekamp moved, and Ron Bacon seconded the approval of the Agenda. Motion carried.

II. Minutes of the October 23rd, 2023 Meeting

Larry Tiejema moved and Sharon Bongard seconded the motion to approve the October 23rd, 2023 Minutes with the above addition. Motion carried.

III. Mission Moment: Clay Street Adult Day Services (*video*).

IV. Reports

A. Advisory Council Report

Barb Hazlett, Advisory Council Chair, gave report from the last Advisory Council Meeting. Representative Outman was there to field questions from the group. His answers were clear and straightforward. Andrea Westendorp from AAAWM presented on the Caregiver Resource Network, Family Caregiver University, Respite and other support programs the agency provides. The Advisory Council removed No-Fault Insurance from its advocacy efforts due to perceived controversy as there are non-bipartisan solutions. Their focus and efforts are shifting to better support the need for growth in the Ombudsman program across the state. Two new Advisory Council members from the Disability Network and the LGBTRQ+ Consortium have been added and are settling in nicely. All focus right now is on supporting the AAAWM Needs Assessment. Barb urged the Board get involved in their counties by helping get the survey into local hands as well as collecting and returning them to the agency to ensure the data is captured.

B. Financial Reports

Scott Russett, CFO reviewed the following Financial Reports:

FY23 2nd Closeout-overall the second close on FY23 is coming in as expected. The third and final closeout on FY23 (until audit) will be November 30th, 2023. There are still Waiver expenses coming in and while some line items are showing slightly overbudget, none are a surprise. Anticipated overages, payments still coming in and considerations for the upcoming loss of ARPA funds all play a part in this. The agency is doing a great job controlling what expenses it can. Discussion took place around the Waiver program and sustainability to the agency if reimbursement rates do not increase.

October FY24 Financial Reports

Report 1- Balance Sheet – Overall, all line items are on track for the beginning of the FY. Cash on hand is slightly higher than normal, based on payments still coming in. The FY24 Net Fund Balance is one Waiver payment that was received but the corresponding expenses haven't come in yet due to the lag time. The FY23 Fund Balance Change-Deficit may change based on revenues and expenses still to come.

Scott fielded questions from the Board regarding types of investments the agency currently has and how their value is reported.

Report 2 – Expenses by Program – Total Program Administration Expenses are sitting at 7.54% and the Total Admin & Services Expense is at 1.57% for the FY.

Report 3 – Contractor Expenses – Being the first month of the new FY, contractor expenses will be updated next month with the 30-day lag time in consideration.

Report 4 – Revenues – Total Administration Revenue is at 11.35% spent for the FY, this is on track with what was projected. Total Revenue is showing at 5.28% due to lower activity as the FY kicks off.

Report 5 – Summary Expense Report – Total Admin & Direct Service Expenses are at 9.26%. The amount reflected in the Contractual & Consultants line item will be spread out over the twelve-month FY-this is the full salary for the agency's MDHHS employee. OAA and KCSM Contracted Funds are sitting at 0% but will update after this month. The Total Operating & Service Expenses are at 2.63% which is exactly what should be expected based on the budget.

C. Nutrition Update

Staci Gerken, Contract Administrator Nutrition Program, shared updates from the past year. Overall, AAAWM was able to serve 23,110 more congregate meals and 67,248 more home delivered meals in FY23 than the previous year. The ACLS created a new standard for allowing the continuation of carryout meals with the flexibility allotted to them disbanding in May of 2023. They must be funded through home delivered meal dollars to remain in compliance with the OAA. Notable challenges this past year for the nutrition partners has been lack of staffing (mostly delivery drivers) and the continuing rising cost of food. Staci Gerken and Lisa Wideman from Meals on Wheels of WM participated in an ACLS workgroup to help update the nutrition standards. Currently, the ACLS Bureau is reviewing recommendations and will then send them to the State Commission for approval. Staci answered questions from the Board regarding food preferences of clients based on county, what qualifies a homebound person and types of meals served (frozen, etc.)

D. Engaging Wellness Update

Barb Nelson, Contract Administrator Healthy Aging, gave her annual update to the committee. In the past year, the focus of the Healthy Aging program has been to rebuild the program from the ground up. They have rebranded all programs under the Engaging Wellness umbrella, expanded programs to all counties except one, expanded insurance reimbursement to rural counties, increased the level and frequency of training for instructors, have become a leader in the state to offer wellness programs to older adults and formed a regional engaging wellness partnership team. Online class options and weekend classes are a very important piece to the program for participants who aren't able or comfortable exercising in larger groups.

E. Claims Update

Bill Boes, Claims and Data System Manager and Marion McConnon, Services Manager gave a brief overview of the Claims Authorization Process and how each of their teams

and positions support the process. They fielded questions from the Board regarding Compass and the authorization process.

F. FY24 Policy and Procedure Changes

Cassie Caple, VP of Contract Services & Program Development presented proposed changes for the FY24 P&P Manual. Most changes stem from service definition updates from the State, aligning the waitlist policy across partners, and cost sharing for partners.

Action Item: Stuart Peet made a motion to approve the FY24 policy and procedure changes as presented. Ron Bacon seconded, and the others approved the motion. Motion carried.

G. CEO's Report

Kendrick Heinlein, CEO, gave the following informational updates to the committee:

2024 Board Meeting Schedule-The 2024 schedule was reviewed, highlighting the addition of full Board lunches on designated months, the Annual Celebration at AAAWM on 6/13/24 and the revision of the Annual Meeting in April. This meeting will now be held at the agency, prior to the April BOD meeting, to elect EC members for the next year. Some changes will be made to the Board meeting format starting in the new FY based on input received from staff, the Leadership Team and Board members.

Michigan Health Endowment Fund Grant-AAAWM was awarded the full amount requested from this grant and expects the funding to be doled out over a two-year span. On November 29th, 2023, AAAWM will meet with the other vested agencies to continue building the foundation of Essential Care at Home, specifically shared staffing models or potential for overlap support. Expected posting of positions needed is January of 2024.

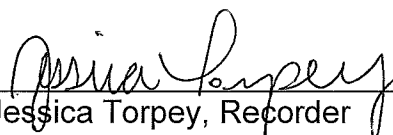
Strategic Planning Revamp-The process to revamp AAAWM's Strategic Plan is beginning Thursday, November 30th, 2023.

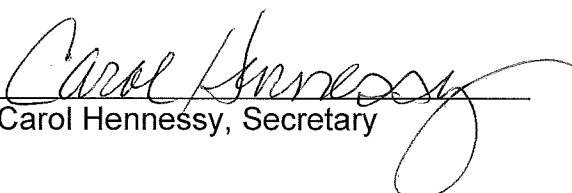
IV. Other

A. Bureau of Aging, Community Living and Supports Comments: Ashely Ellsworth, ACLS Field Representative, gave updates on Federal funding decreasing due to the decline in Michigan's overall declining population. She also shared that the Advisory Council Standards were approved by the CSA.

B. Public Comments: None.

C. Next Meeting Date: Vice Chair, Marilyn Burns, stated the next Board of Directors meeting will be on February 26th, 2024 at the AAAWM building. The meeting adjourned at 3:00 p.m.


Jessica Torpey, Recorder


Carol Hennessy, Secretary