

BOARD OF DIRECTORS

MINUTES

AREA AGENCY ON AGING OF WESTERN MICHIGAN

June 26, 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	Lisa Knight Jane DeVries	
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	Dawn Montague	Tim Michell

Staff Present: Kendrick Heinlein, Vince Lambert, Scott Russett, Suzanne Filby-Clark, Holly Williams, Cassie Caple, Sheri Harris, Laura Dobrzelewski, Jessica Torpey

Guests Present: Ashley Ellsworth – Health & Aging Services Agency; Barb Hazlett – AAAWM Advisory Council Chairperson; Justin Hawkes & Zach Medendorp from – BeeneGarter Representatives

I. Roll Call and Agenda Approval

Chair Bill Routley called the meeting to order at 1:31 pm.

Chuck Hazekamp moved and Sharon Bongard seconded the approval of the Agenda. Motion carried.

II. Minutes of the April 24th, 2023 Meeting

Larry Tiejema moved and Ron Bacon seconded the motion to approve the April 24th, 2023 Minutes. Motion carried.

III. Reports

A. Advisory Council Report

Barb Hazlett, Advisory Council Chair, gave a report from the May Advisory Committee Meeting. Beth Swagman presented on wills and how to make changes to them as needed-this was very helpful to the group. Kristyn VanderZouwen spoke to the group about elder abuse and shared that it is Elder Abuse Month. The Ombudsman group from AAAWM also joined and shared what their role does each day, how many facilities they have on their caseload and general updates. Growing support for the Ombudsman program is a major focus this year for the advocates. Kendrick Heinlein and Sheri Harris hand delivered 5,575 signed advocacy letters for OMD-they also met with Senator Outman to reinforce the importance of the initiatives mentioned in the letters. The advocates are regularly tracking these items and looking for updates from local, State and Federal levels. Discussion was had around guardianship initiatives-specifically looking to increase the number of guardians to serve a lower ratio of people they serve regularly. This focus is also advocating to add more rules and regulations around guardianship to safeguard the system.

B. Financial Reports

Vince Lambert, Chief Finance Officer, reviewed the following report:

Report 5 – Summary Expense Report – AAAWM is 67% of the way through the FY and has spent 63.18% of the budget, slightly under budget and keeping spending under control. Over budget line items will be brought to the Board in July for reallocation. OAA Services lag one month behind on the report, no concerns currently. KCSM Services lag behind as well, shows spending under budget but tracking as projected. Vince is very happy overall with how the budget is spending.

Vince introduced Scott Russett, Controller as the interim Finance contact while AAAWM searches for the next CFO.

Bill Routley thanked Vince for moving the Finance Department to the positive standing it is in currently on behalf of the whole BOD.

The FY22 Audit was presented by BeenGarter. Overall, the audit was very good- AAAWM ended the year with a deficit of \$225,000. Considering the agency saw an increase in expenditures of \$3.7 million dollars, this is as close to breaking even as we could expect to land. There was one small finding on the single audit report-a COVID report was turned in late. The next report and previous reports were turned in on time or extensions were requested and granted. While this finding will show as a moderate finding, it's something that can easily be addressed and is not expected to be an ongoing issue.

Action Item: Larry Tiejema made a motion to accept the audit. Ron Bacon seconded, and the others approved the motion. Motion carried.

C. AAAWM Training Update

Holly Williams, VP of HR and Corporate Compliance Officer Holly Williams, provided updates on agency training. The staff training for the year is complete-100% of staff participated. HR did receive feedback they will take into consideration for the training for next year. This training is separate from the trainings that pertain to the Care Management Department. Recently, AAAWM partnered with TEA to provide a training for supervisors on communication-this topic was selected by the supervisor team. Positive feedback was received and AAAWM is looking at scheduling the next training for supervisors in October around the topic of self-care (ex: mental health, life/work balance, etc.). 11 BOD members have completed their annual trainings, those left will be receiving email reminders from HR to register for access to the training program. If you have any questions, contact Jackie or Holly from HR for assistance.

D. Office of Inspector General (OIG) Report

Suzanne Filby-Clark, COO spoke about the Office of Inspector General report. Recently, MiChoice moved from a fee-for-service to a managed care model which means AAAWM is regulated federally due to this change. Medicaid (and Medicare) programs focus greatly on fraud waste/abuse and the Office of Inspector General oversees this compliance. AAAWM's set-up is safeguarded to catch most risk on the front end so the agency isn't recalling money often but occasionally it could happen, but not often. Annual and quarterly reports are stringent with over 73 regulatory components and 45 distinct areas to "prove" how we are safeguarded. If a problem is found (a problem is considered anything above \$5,000), AAAWM must report it to the OIG who will then do their own investigation. Items that were found on the most recent corrective action plan will be noted next year, showing the language updates on policies/procedures that were requested. Suzanne also spoke about the importance of data mining activities to show we're doing our due diligence to look for holes in the systems we've built.

E. Termination of Contract & Transfer of Funds for SarahCare Adult Day Center

Cassie Caple, VP of Contract Services and Program Development shared the request from SarahCare to move any funding from the Metro location to their Knapp location

due to its closure. SarahCare has hopes to relocate as many participants as possible to the Knapp location.

Action Item: Ron Bacon made a motion to move the remaining funding from the Metro SarahCare to their Knapp location. Sharon Bongard seconded, and the others approved the motion. Motion carried.

F. Kent County Senior Millage (KCSM) Funding Recommendations

Cassie Caple, VP of Contract Services and Program Development shared three new requested proposals from the KCSM funding recommendations:

Kent County Community Action has asked for funding for fulfilling emergent needs of clients up to \$350/need.

Hispanic Center requested funding for Outreach and Assistance to connect clients to services they need.

Senior Neighbors requested funding to add daily money management services to their scope, currently under CPA for Seniors which they have elected not to reup. Senior Neighbors will bring the staff member from CPA for Seniors under their wing to do this, Cassie expects a smooth transition.

The total amount of KCSM funds being awarded in the next FY is \$15,483,594.

Action Item: Stuart Peet made a motion to approve the suggested KCSM funding plan for 2023-2024. Ken DeLaat seconded, and the others approved the motion. Motion carried.

G. Annual Implementation Plan (AIP) Approval

Sheri Harris, Director of Advocacy and Planning reviewed the Annual Implementation Plan with the Executive Committee, highlighting advocacy efforts and the FY24 focus topics which can be found in The Plan. A need for an increase in direct care worker wages ringing consistent throughout The Plan.

Action Item: Ron Bacon made a motion to approve the Annual Implementation Plan (AIP). Dawn Montague seconded, and the others approved the motion. Motion carried.

H. CEO's Report

Kendrick Heinlein, CEO covered the following topics:

Needs Assessment Update-kicking off this week, those on the BOD who contacted Kendrick or Sheri to be on the subcommittee will receive more information at the first meeting.

FY24 Annual Meeting Subcommittee-a subcommittee will be formed with the goal to look at the FY24 Annual Meeting and ongoing-what is the mission/goal for AAAWM of the meeting? Kendrick is seeking members from the BOD and Advisory Council who

would like to actively participate in reformatting the vision of this meeting-contact him for details. January 2024 is the target date for changes to be implemented.

Region 4 & 14 Joint Venture Update-a concept paper was submitted, and feedback was received noting only three bullet points to address with the formal grant application. A Michigan Health Endowment Fund grant of \$500,000 will be submitted with an application due date of August. Essential Care at Home was selected as the name of the project. The initiative is on track with necessary steps. More information will be presented to the BOD at a closed portion of the July meeting. Currently, the estimated go-live date is February of 2024.

Kendrick fielded questions from the BOD on progress of the initiative and what other counties will benefit with Regions 4 and 14 coming onboard with the joint venture.

IV. Other

- A. **Bureau of Aging, Community Living and Supports Comments:** Ashely Ellsworth provided the following updates:

On June 21st, Ashley spent the day on-site at AAAMM and completed the ACLS Annual Assessment. She was pleased to report there were no findings and an official letter notating this will be sent soon!

Minimum Standards are still being updated and Ashley will continue to notify the agency when things on it are up for public comment/review.

ACLS has been monitoring the debt ceiling/legislative package and at this time, no ARPA funding that was COVID based will be recalled.

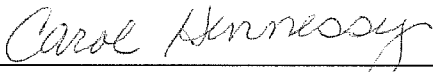
Ashely will not be at next month's meeting but will send any updates to Kendrick to provide to the group.

- B. **Public Comments:** None.

- C. **Next Meeting Date:** Chair Bill Routley stated the next Board of Directors meeting will be on July 24th, 2023 at the AAAMM building. The meeting adjourned at 3:14 p.m.



Jessica Torpey, Recorder



Carol Hennessy, Secretary