

AREA AGENCY ON AGING OF WESTERN MICHIGAN

BOARD OF DIRECTORS

MINUTES

October 26, 2020

Zoom meeting

UNIT OF GOVERNMENT	MEMBERS PRESENT (VIA Zoom)	MEMBERS ABSENT
ALLEGAN COUNTY	Rick Cain Stuart Peet	
GRAND RAPIDS, CITY	Milinda Ysasi Jane DeVries	
IONIA COUNTY	Larry Tiejema Dennis Sitzer	
KENT COUNTY	Carol Hennessy Nancy Nielsen	
LAKE COUNTY	Marilyn Burns Betty Dermeyer	
MASON COUNTY	Ron Bacon Peggy Dittmer	
MECOSTA COUNTY	Sharon Bongard Bill Routley	
MONTCALM COUNTY	Linda Weger	Betty Kellenberger
NEWAYGO COUNTY	Kenneth DeLaat Cindy LaBelle	
OSCEOLA COUNTY	Larry Emig Richard Karns	

Staff Present: Emily Armstrong, Bob Callery, Lacey Charboneau, Anne Ellermets, Suzanne Filby-Clark, Stacy Gerken, Jackie O'Connor, Dan Travis and Carly Whetstone.

Guest: Bob Sundholm, AAAWM Advisory Council

I. Roll Call and Agenda Approval

Chair Bill Routley called the meeting to order at 1:32 pm.

Note: that Strategic Plan Priorities and Goals will be listed on the back of every agenda going forward.

Betty Dermeyer moved and Linda Weger seconded the motion to approve the agenda. Motion carried.

II. Minutes of the September 28, 2020 Meeting

Larry Emig moved and Rick Cain seconded the motion to approve the September 28, 2020 Minutes. Motion carried.

III. Reports

A. Advisory Council Report

Representative Rachel Hood was the scheduled speaker. A letter was sent to the USDA about the positive reception to the Farmers to Family produce boxes. Letters were sent in support of wearing masks to help curb the spread of COVID-19. A letter was sent to the Governor and all our legislators thanking them for the leadership in handling COVID-19. Jackie O'Connor updated the council on the federal continuing resolution for FY 2021 funding. Bob Callery spoke about the Medicare Enrollment period starting in October.

B. Financial Report

Dan Travis, Finance Director, reviewed the first close for September 2020 Financials.

Report 1- Balance Sheet – The Fund Balance indicates a deficit at \$446,285. Grants receivable at \$3.9 million will increase as we finalize the reports for the fiscal year. Accounts payable will also increase as expenses come in from Service Partners. The deficit of \$446,285 will fluctuate as the last invoices are received from Purchase of Service providers. The deficit is related to Mi Choice Waiver unit rates paid for services to participants. Dan answered questions about the Paycheck Protection Program Loan which we expect will be forgiven.

Report 2 – Expenses by Program – Administration expenses are 102% at 100% of the year. Anything over 100% will be adjusted before the final report. Unspent Federal Administration funds may be carried over into 2021. Service funding is at 94%. We will definitely spend out State sources and carryover a large amount of Federal funding.

Report 5 – Summary Expense Report - At 100% of the fiscal year, total Administration expenses were at 97% of the Operating Budget. Two line items are over budget in order to spend out Administration funds. We had a large postage expense after mailing out over 1,500 masks to AAAMW clients. We also stocked up on office supplies. Service expenses were at 94% which is normal at this time of year. We do expect several Service Partners will be under spent by more than 5%. There is a large amount of unspent/unallocated funds which will be carried over to FY 2021 and some will be allocated today. All the unspent funds should be awarded back to AAAMW for distribution in 2021.

Dan answered Kent County Senior Millage questions about report 5.

C. Medicare Medicaid Assistance Program (MMAP)

Bob Callery, MMAP Regional Coordinator spoke about the busiest time of his year, Medicare Enrollment. This year is even more challenging with very few in-person counseling appointments. Preparation has been in process for the last six months. True volunteers had to be provided an updated Resource Binder, cell phones, office supplies and additional training with multiple opportunities for refreshers, since it has been six months since they last counseled individuals. Recreating in-person experiences with virtual counseling includes much more mailing of documents to individuals. No big changes in the Medicare benefit this year.

D. Medicaid Waiver/Care Management Program

Carly Whetstone, Outreach Specialist discussed her outreach efforts for the past year. The COVID Pandemic decreased the number of outreach events and modified the ones she was able to provide. The plan is to pick up outreach efforts as COVID restrictions ease in 2021.

Other highlights of Carly's work during this time not captured on the Outreach Summary reports included: involvement on the Board of the LGBTQIA+ Healthcare Consortium; establishment of a SAGE Center in Grand Rapids; distribution of Produce Boxes - The Farmers to Families program; Kent County Community Health Needs Assessment; working with Nursing Facility Transition (NFT) cases; and providing a two-part Community Resources series hosted for the (FCU) Family Caregiver University.

SAGE stands for Services and Advocacy for Gay/Lesbian/Transgendered Elders

E. Supportive and In-Home Services

Anne Ellermets, Director of Contract Services and Program Development reviewed the FY 2021 Assessment Schedule of the OAA Service Partners. Board members are welcomed to participant in all or part of the assessment process. Contact the appropriate Contract Administrator for the exact date and time of the assessment. If you are interested in any assessment reports from this past year, please contact Bridget McGovern bridgetM@aaawm.org and indicate if you want a paper or electronic copy.

F. Action Item: FY 2020 OAA Nutrition Funding Changes

Staci Gerken, Nutrition Contract Administrator reviewed the final NSIP funding award. The Nutrition Services Incentive Program (NSIP) is a funding source based on previous years meal counts. Dollars are allocated by formula based on the number of meals each Service Partner provided.

Richard Karns moved and Betty Dermeyer seconded the approval of the FY 2020 NSIP Funding allocation. Motion carried.

G. Advocacy

Lacey Charboneau, Advocacy Coordinator and Planner reviewed the Advisory Council advocacy efforts over the past year. Two months of meetings were cancelled at the beginning of Covid-19 emergency and resumed in June via Zoom. Many legislative letters sent throughout the year. Each MI legislator has been given two updates during the pandemic showing what is being done for seniors in their area. Lacey continues to serve on various committees that relate to advocacy for older adults. The Advocates For Senior Issues also took a brief hiatus and has resumed meetings now via ZOOM.

H. Public Relations and Communication

Emily Armstrong, Public Relations and Communication Specialist presented a Power Point reviewing her Marketing efforts during the Coronavirus pandemic and how they tie in with the Strategic Plan. Copies of the presentation are available.

I. Executive Director's Report

Jackie O'Connor, Executive Director reviewed the results of the annual Board evaluation form that was in the packet. It was good to see that Board members felt positive about their evaluation of the Board involvement and their personal knowledge of the AAAWM function in the nine county Region. This month she talked about how each Board member could represent AAAWM to their own community.

IV. Other

A. Board Member Comments:

None

B. Public Comments:

None

C. Next Meeting Date:

Chair Bill Routley stated the next Board of Directors meeting will be on November 23, 2020. The meeting adjourned at 2:33 p.m.

The next Advisory Council Meeting is scheduled for November 2, 2020
Linda Weger and Betty Kellenberger are invited to attend.


Suzanne Filby-Clark, Recorder


Richard Karns, Secretary