

Region 2 Area Agency on Aging
Minutes of a Regular Meeting of the Board of Directors
November 20, 2018 at 3:12 p.m.
102 N. Main Street, Brooklyn, Michigan

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Members Present: John Burtka, Matt Dame, Curtis Gale, Megan Kiser, Bob Knoblauch, Stephen Rajzer, Carl Rice, Jr., Keith Williams, Chris Wittenbach

Members Excused: Debbie Eccleton

Members Absent: None

Staff: Russ Graves, Brenda Lang, Kara Lorenz, Margaret O'Malley, Greg Schira, Julie Wetherby

Guests: Sherri King

1. Call to Order
Chair Stephen Rajzer called a regular meeting of the Region 2 Area Agency on Aging Board of Directors to order at 3:12 p.m. on November 20, 2018.
2. Opening Ceremony and Roll Call of Members
The Board members and guests recited the Pledge of Allegiance, after which the executive assistant called the roll.
3. Approval of Agenda
Bob Knoblauch moved to approve the agenda as amended to remove the Presentation, and include Strategic Plan Update under Unfinished Business, Curtis Gale seconded. Motion carried with no one opposed.
4. Guests
Stephen Rajzer invited the guests to introduce themselves.
5. Approval of Minutes
Bob Knoblauch moved to approve the minutes of the regular Board meeting on October 18, 2018 as presented, Carl Rice, Jr. seconded. Motion carried with no one opposed.
6. Public Comment: None
7. Presentation: None
8. Reports
 - a. Michigan Aging and Adult Services Agency (AASA)
Sherri King reported the following: the AASA is in a “holding pattern” due to the pending change in administration, AASA submitted a report to the administration transition team detailing the functions of the aging network, the director at the state level has yet to be named, and lobbyists for the aging network include Betsy Wiehl from the Area Agencies on Aging Association of Michigan, members of the Michigan Senior Advocates Council, and Phil Lewis, an AASA staff person who monitors legislation that is of particular importance to seniors.

b. Agency CEO

The Board members reviewed a report from Julie Wetherby that included updates from the Agency managers on Care Management, Nursing Facility Transition, Quality Improvement, Human Resources, Information Technology, Education, managers' networking and professional development activities in the past month, and general operations of the Agency (attached). Julie highlighted the challenges facing staff with the changes in the NFT program, and that many of the AT services provided by the Agency are paid for by Michigan Rehabilitation Services and other organizations.

Julie also highlighted a calendar of conferences for FY 2019 (attached), and a letter from the Chair of the United Methodist Retirement Communities Board announcing the retirement of CEO John Thorhauer, and the appointment of John Fetyko as Interim CEO (attached).

9. Committee Business

a. Personnel Committee

Greg Schira, Executive Assistant, reported the following from the meeting of the Personnel Committee on November 19, 2018:

1. Present: John Burtka, Megan Kiser, Stephen Rajzer, and Chris Wittenbach.
2. Russ Graves, Compliance Officer for Region 2 AAA, introduced himself and described his role at the Agency.
3. The Committee members approved a timeline for the 2019 Staff Satisfaction Survey, and agreed to use the questions from the 2018 survey on the 2019 survey.
4. The Committee members reviewed the current CEO performance evaluation form, and one developed by Julie Wetherby and Debbie Eccleton, based on the evaluation used at Lifeways, and approved the updated form. The Committee discussed the content of the new form, including the addition of a section for growth opportunities and goals, and agreed to discuss the evaluation procedure in December. Julie was asked to draft a policy for the CEO performance evaluation.

b. Finance Committee

Greg Schira reported the following from the meeting of the Finance Committee on November 20, 2018:

1. Present: Matt Dame, Curtis Gale, Bob Knoblauch, Carl Rice, Jr., and Keith Williams.
2. The Committee recommended approval of the allocation of additional SHIP MMAP funding for FY 2019.

Curtis Gale moved to approve \$1,009 in additional SHIP MMAP funding for in-house MMAP salaries, fringes, and taxes for FY 2019, Bob Knoblauch seconded. Motion carried with no one opposed.

3. The Committee reviewed a Net Asset (Reserves\Fund) Balance Policy, and agreed to table further discussion until the Finance Committee meeting in December.
4. The members of the Committee reviewed a memo from Nichole Baker, AASA Planner and Coordinator, regarding the management of respite funds in the three counties.
5. The members of the Committee reviewed, and recommended approval of, the Agency's financial records for the past reporting period.

Bob Knoblauch moved that the October FY 2019 Financial Report, the October FY 2019 Check Register, the YTD Revenue Detail & Expense Summary Report for the one month ending 10/31/2018, the YTD Expense Detailed Report for the one month ending 9/30/2018, the YTD Revenue & Expense Contractor Report for the 12 months ending 9/30/2018, the YTD Statement of Financial Position for the twelve months ending October 31, 2018, the Credit Card Payments for the statement ending October 25, 2018, the MI Choice Waiver Finance Report, the Care Management Financial Reports, the Grant Purchase of Service Report, and the Capitation and Bills Analysis Summary as of 10/31/2018 be approved, Curtis Gale seconded. Motion carried with no one opposed.

c. Policy Review Committee

Greg Schira reported the following from the meeting of the Policy Review Committee on November 19, 2018:

1. Present: Matt Dame, Curtis Gale, Stephen Rajzer, Chris Wittenbach, Russ Graves, Greg Schira, and Julie Wetherby.
2. Russ Graves, Region 2 AAA Compliance Officer, introduced himself and shared the main responsibilities of his position at the Agency.
3. The Committee members continued reviewing the Region 2 AAA Bylaws, and discussed or recommended the following:
 - a. Add "CEO" wherever "Chief Executive Office" occurs in the document.
 - b. Add "of all members serving" to Article 1, Sections 6, 7, and Article II, Section 8
 - c. Article II Officers, Section 2, Item E: Correct spelling of term *ex officio*.
 - d. Article II Officers, Section 1: "The Chief Executive Officer of the Agency shall be the non-voting Secretary of the Board."
 - e. Article II Officers, Section 6
 - "Election of Board officers..."
 - Remove "and make-up the executive committee."
 - "Chairperson" in place of "Chair", "Vice Chairperson" in place of "Vice Chair".

- f. Article III Meetings, Section 3: “Chairperson” in place of “Chair”
 - g. Article IV Committees, Section 1: Add “and Compliance Committee” to first sentence.
 - h. Article IV Committees, Section 2: “The Board officers of the Agency...”
 - i. Addition of a section on Compliance.
5. Julie Wetherby, Russ Graves, and Greg Schira, at the direction of the Committee, will review the document for consistency of term usage after the most recent changes have been made.

d. Advisory Council

Julie Wetherby provided a report on the meeting of the Advisory Council that took place on November 20, 2018, including the following:

- Kathleen Learman and Sarah Wahtola, Region 2 AAA Supports Coordinators, each described their role at the Agency
- The Council members reviewed a report from Julie that included updates from the Agency managers on Care Management, Nursing Facility Transition, Quality Improvement, Human Resources, Information Technology, Education, managers’ networking and professional development activities in the past month, and general operations of the Agency. Julie highlighted efforts by staff to fill the slots awarded to the Agency by the state, the grants received to benefit Safe Haven, and open enrollment for Medicare Part D taking place until December 16.
- The Council members reviewed an update on the Annual Implementation Plan for October, 2018 (attached). Nichole Baker, AASA Planner and Coordinator, reported that a ceremony to mark the Village of Brooklyn’s designation as a Community for a Lifetime will take place on December 10, 2018 at 6:00 p.m. at the Village Hall during the regular Council meeting.
- Gary Grueneberg reported that he and Mike Butchart attended the October meeting of the Michigan Senior Advocates Council (MSAC).
- Julie reported she is working on getting a new representative on the State Advisory Council for Region 2 approved, and that the members of the Council are finalizing a report on volunteering.
- The members of the Advisory Council recommended that the questionnaires for membership on the Council submitted by Linda Dale, Charles Peart, Merlin Rajala, and Martha Walker be forwarded to the Personnel Committee for approval.
- The Council members participated in a Silent Auction to benefit *Holidays at Home*.

10. Unfinished Business

Strategic Plan Update

The Board members reviewed the Strategic Plan goals and objectives, updated by Agency managers for FY 2019 (attached). The updated plan included Goal 7, Build Out Compliance Program. The Board members discussed reviewing the goals, one at a time, at successive Board meetings in the coming months.

11. New Business: None

12. Board Member Comments and Questions

- Carl Rice, Jr. wished everyone Happy Thanksgiving and noted that it has been a pleasure serving the Board.
- Megan Kiser wished everyone Happy Thanksgiving.
- Chris Wittenbach wished everyone Happy Thanksgiving.
- John Burtka reported that plans to serve dinner on Thanksgiving Day at the restaurant were canceled, and asked for suggestions on how to ensure that the dinner happens next year. Margaret O'Malley offered to provide the phone number of a restaurant owner in Adrian who has had success with this activity.
- Keith Williams was glad to see the great things the Agency is doing.
- Stephen reminded the Board members to not leave documents in the room after the meeting.

13. Adjournment

The Board members adjourned the meeting at 4:05 p.m. after a motion by Bob Knoblauch, and support by John Burtka.

Next meeting: December 20, 2018 at 2:00 p.m.
Region 2 Area Agency on Aging
102 N. Main Street, Brooklyn, Michigan

Greg Schira, Executive Assistant

Julie Wetherby, Board Secretary

Approved by the Board of Directors on December 20, 2018.