

Region 2 Area Agency on Aging
Minutes of a Regular Meeting of the Board of Directors
April 25, 2019 at 2:03 p.m.
102 N. Main Street, Brooklyn, Michigan

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Members Present: Tony Bair, Bruce Caswell (call-in), Matt Dame, Curtis Gale, Bob Knoblauch, Stephen Rajzer, Keith Williams, Chris Wittenbach

Members Excused: Debbie Eccleton, Megan Kiser

Members Absent: None

Staff: Tricia Commet, Russ Graves, Kara Lorenz, Margaret O'Malley, Greg Schira, Angie Shepherd, Anne-Marie Smith, Julie Wetherby

Guests: Ric Scheele

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 2:03 p.m. on April 25, 2019.

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

Curtis Gale moved to approve the agenda as amended to include "Bank Signers" under New Business, Matt Dame seconded. Motion carried with no one opposed.

4. Guests

Stephen Rajzer invited the guests and staff to introduce themselves.

5. Approval of Minutes

Keith Williams moved to approve the minutes of the regular Board Meeting on March 21, 2019 as presented, Bob Knoblauch seconded. Motion carried with no one opposed.

Bob Knoblauch moved to approve the minutes of the closed Board Meeting on March 21, 2019 as presented, Tony Bair seconded. Motion carried with no one opposed.

6. Public Comment: None

7. Presentation

Ric Scheele, Director of Facilities and Fleet for Jackson County, facilitated a discussion about present and future needs for the Region 2 AAA building, based on a walk-through of the building on December 19, 2018 (attached). One of Ric's recommendations was to conduct a facility needs assessment.

8. Reports

a. Michigan Aging and Adult Services Agency (AASA): No report

e-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 also reported that ~~Julie also reported that~~ she met with folks from the Brooklyn Irish Hills Chamber of Commerce about a community center possibly occupying space in the old mill building in Brooklyn, and that Agency staff are continuing to evaluate procedures with Financial One, and working to fill slots. Julie noted the unusually high number of participant closures this year.

d.c. Advisory Council

The Board members reviewed a report of the Advisory Council meeting that took place on April 16, 2019 (attached). Julie Wetherby reported that volunteers are needed to serve on the Michigan Senior Advocates Council.

9. Committee Business

a. Personnel Committee

Chris Wittenbach, Personnel Committee Chairperson, reported the following from the meeting of the Personnel Committee on ~~February 19~~ April 22, 2019:

1. Board Members Present: Curtis Gale, Matt Dame, ~~Megan Kiser~~ Debbie Eccleton, Megan Kiser, Stephen Rajzer, and Chris Wittenbach
2. The Committee members reviewed a request to renew the contract with Michigan Department of Health and Human Services (MDHHS) for the donated worker position and forwarded the request to the Finance Committee for further approval.
3. The Committee members reviewed, and recommended approval of, the questionnaire submitted by Lester Smith for membership on the Advisory Council.

Chris Wittenbach moved, by the direction of the Personnel Committee, that Lester Smith be accepted as a member of the Advisory Council representing Hillsdale County, Curtis Gale seconded. Motion carried with no one opposed.

4. The members of the Committee reviewed a request to reschedule the May meeting of the Personnel Committee and agreed to meet on May 21, 2019 at 12:30 p.m.
5. The Committee members reviewed information from Mutual of America regarding a change in retirement plan hardship distribution rules. Committee action was not required.

—The members of the Committee met in closed session to discuss the CEO Performance Evaluation. Chris added that review of the performance evaluation will continue on May 21, 2019. ~~Julie Wetherby reported that she and Margaret O'Malley are working on a proposal regarding the possible restructuring of the Agency.~~

~~7. The Committee members reviewed, and recommended approval of, the questionnaire submitted by Mark Mann for membership on the Advisory Council.~~

~~— Chris Wittenbach moved, by the direction of the Personnel Committee, that Mark Mann be accepted as a member of the Advisory Council representing Hillsdale County, Curtis Gale seconded. Curtis noted that he spoke with Mark, and that Mark is a veteran and manages a residential facility for men in Hillsdale County. Motion carried with no one opposed.~~

~~7. The Committee reviewed a proposal to hire a Community Health Worker and recommended that the proposal be forwarded to the Finance Committee for further approval.~~

~~7. The Committee members reviewed two updated Employee Handbook policies, and recommended that they be approved.~~

~~— Chris Wittenbach moved, by the direction of the Personnel Committee, that the updated Drug Free and Alcohol Free Workplace Policy, and the updated Paid Time Off Policy, be approved, Keith Williams seconded. Curtis Gale noted, during discussion, the lack of definition of “licensed practitioner” in the Drug Free and Alcohol Free Workplace Policy. Also, in regards to the PTO Policy, Curtis noted the following: 1) non-payment of earned PTO to staff who are terminated for cause, to non-exempt staff who resign without two weeks’ notice, and exempt staff who resign without four weeks’ notice, and 2) using PTO days when PTO has been exceeded. Curtis suggested tabling discussion and sending the item back to the Personnel Committee. Julie stressed that the only change in the PTO Policy is the addition of the last sentence: “This Policy meets or exceeds the mandated requirements of the 2019 State of Michigan Paid Medical Leave Act”, and that making additional changes would constitute a revision of the policy. Stephen clarified that State law defines who determines those who qualify for medical marijuana, that the policies are being updated in an existing Employee Handbook due to new State laws, and that revising the Employee Handbook is not the Board’s task at this time. Motion carried with no one opposed.~~

~~7. The Committee discussed staff attendance at work during extreme weather. Julie Wetherby and Margaret O’Malley reviewed the Agency procedure in regards to staff flexing their time, using PTO, or working from home when road conditions are unfavorable.~~

~~6. Julie Wetherby reported that a Region 2 AAA manager resigned on the day of the Board meeting.~~

b. Finance Committee

~~Curtis Gale~~Bob Knoblauch reported the following from the meeting of the Finance Committee on ~~February~~ April 23, 2019:

1. Board Members Present: Tony Bair, Matt Dame, Curtis Gale, Bob Knoblauch, ~~Stephen Rajzer~~, Stephen Rajzer, Keith Williams.

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2. Anne-Marie Smith introduced Tim Miller, the new Region 2 AAA CFO appointed by Financial One Accounting.
3. The Committee members drafted a Reserve and Overspending Policy (attached) and agreed to present it to the full Board for review.
4. Julie reported that a timeline for financial reporting is still in process.
5. The Committee members reviewed a request to obtain an additional Agency credit card with a limit of \$15,000, and increase the limit on each of the existing cards to \$15,000, and recommended approval.

Bob Knoblauch moved, by the direction of the Finance Committee, to establish an Agency credit limit of \$40,000 and to add Margaret O'Malley as a credit card holder, Tony Bair seconded. Motion carried with no one opposed.

6. The members of the Committee reviewed a draft of the Fiscal Year 2018 audit report (attached).

The Board Members directed that the report be amended to include the \$500,000 capital improvement fund, and the title "CEO" in place of "Executive Director" on page 7. The Board also requested clarification regarding a Board member's membership on a provider Board of Directors as a possible conflict of interest (page 10).

7. The members of the Committee reviewed, and recommended acceptance of, the Agency's financial records for the past reporting period.

Bob Knoblauch moved that the Statement of Financial Position dated March 31, 2019, the Income Statement dated March 31, 2019, the Capitation and Bills Analysis Summary for the period October 1, 2018 – March 31, 2019, the Grant Spend Down Analysis dated March 31, 2019, the CEO's Credit Card Payments for the Statement ending April 4, 2019, and the report of Income by Division dated March 31, 2019, be accepted, Tony Bair seconded. Motion carried with no one opposed.

8. The Committee members reviewed a recommendation from the Personnel Committee to approve a proposal to renew the contract with Michigan Department of Health and Human Services for the Donated Worker Position, and recommended approval.

Bob Knoblauch moved, by direction of the Finance Committee, to renew the contract with Michigan Department of Health and Human Services for the Donated Worker Position for the year 2019-2020 at the cost of \$64,250.00, Curtis Gale seconded. Motion carried with no one opposed.

Bob added that the cost of \$64,250 will be part of the FY 2020 Budget, not the budget for the current fiscal year.

- ~~8. Julie Wetherby, and Anne-Marie Smith, reported that preparations for the FY 2018 Financial Audit are on track for March 11, 2019.~~

4. — The members of the Committee reviewed, and recommended acceptance of, the Agency's financial records for the past reporting period (attached), and Curtis Gale moved, by the direction of the Finance Committee, that the Income Statement for the Four Months Ended January 31, 2019, the Statement of Financial Position dated January 31, 2019, the Grant Spend-Down Analysis dated January 31, 2019, the Capitation and Bills Analysis Summary as January 31, 2019, and the Credit Card Payments for the Old National Bank Statement ending January 25, 2019, and the Huntington Bank Statement ending February 4, 2019, be accepted. Bruce Caswell seconded. Curtis noted during discussion that the reports are being accepted rather than approved due to loss of approximately \$100,000 a month in Waiver. Motion carried with no one opposed.
12. — The Committee members discussed the timeline for preparing the financial reports, including scheduling the Committee meetings and Board meeting during the fourth week of the month. Anne Marie Smith provided clarification for consideration of changes in the timeline.
13. — The Committee members reviewed a recommendation from the Personnel Committee to approve a proposal to hire a Community Health Worker, and recommended that the proposal be approved, with the provision that the Social Worker Supports Coordinator position that is currently part of Care Management would not be filled. Curtis moved, by direction of the Finance Committee, to approve the proposal to hire a Community Health Worker, realizing a potential savings in wages of \$16,000 per year, Matt Dame seconded. Motion carried with no one opposed.
15. — Stephen reported that he attended a meeting of the Jackson City Council where a community member suggested that funds from a Community Development Block Grant be given to Region 2 AAA for housing for seniors.
16. — Stephen reported that he communicates regularly with the chair of the Jackson County Board of Commissioners regarding filling the vacancy on the Region 2 AAA Board.

¶c. Policy Review Committee

Curtis Gale reported the following from the meeting of the Policy Review Committee on February 21 April 22, 2019,

1. All Committee members were present, work on the Bylaws is moving along, and the Committee hopes to finish "in a month or so"; and reviewed a request to reschedule the May Committee meeting. The members agreed to meet on May 20, 2019 at 9:00 a.m.

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2. The Committee members reviewed a final draft of the Bylaws, made several changes, and directed that a new draft be prepared for distribution at the Board Meeting on April 25, 2019.

Curtis asked the Board Members to review the draft of the Bylaws (attached) and submit comments to himself, Julie Wetherby, or Greg Schira in preparation for final approval at the May Board Meeting.

The Board Members discussed asking an attorney to review the Bylaws prior to final approval, and directed that previous versions, showing mark-ups, be uploaded to Box.

10. Unfinished Business: None

11. New Business

Safe Haven Meeting Schedule

~~Stephen noted that he and Julie will discuss the options of moving Board week and adjusting the reports received by the Finance Committee and include further discussion during the Board meeting next month.~~ Angie Shepherd, Elder Abuse Victims Specialist, presented an update on the Region 2 AAA Safe Haven Program for the first and second quarters of Fiscal Year 2019 (attached), noting that twenty-two persons have been served this year to date. Angie also reported that a coalition to prevent elder abuse, neglect, and exploitation has been meeting monthly, usually at Region 2 AAA, and that the Second Annual Safe Haven Benefit will take place on June 11, 2019. She distributed tickets to the event, and asked that Board Members either sell or purchase them. Julie Wetherby announced the Jackson Bar Association will present Kara Lorenz-Goings, Assistant Director of Region 2 AAA, with the Liberty Bell Award for her work with the Safe Haven program. Angie added that the members of the Southern Michigan Chapter of Credit Unions will donate the proceeds of their annual charity golf outing to Safe Haven.

Affordable and Accessible Housing Options Meeting Schedule

~~Stephen noted that he and Julie will discuss the options of moving Board week and adjusting the reports received by the Finance Committee and include further discussion during the Board meeting next month.~~ Tricia Commet, Housing Development Coordinator, presented highlights of the Region 2 AAA Housing Program (attached). These included Project Ramp in Lenawee County, 811 Mainstream Vouchers, a housing database, a Tri-County Housing Coalition, and statistics from the National Low Income Housing Coalition, and Michigan Coalition Against Homelessness.

The Board Members reviewed a proposal to look at affordable housing options for the Safe Haven project and other housing needs for the participants served through Region 2 AAA (attached).

Bank Signers

Julie Wetherby requested approval of Kara Lorenz-Goings as a bank signer for Region 2 AAA.

Bob Knoblauch moved that Julie Wetherby and Kara Lorenz-Goings be authorized as bank signers for Region 2 Area Agency on Aging, and all other signature removed, Keith Williams seconded. Motion carried with no one opposed.

12. Board Member Comments and Questions

- ~~Keith Williams is encouraged by the progress of work of the Board.~~
 - ~~Julie Wetherby thanked the Board members for their support and the Financial One staff for their work.~~
 - ~~Stephen Rajzer reminded the Board about the Advocacy Strategy Session scheduled at Region 2 AAA on March 4, 2019, 9:00-11:00 a.m. Stephen also let the Board members know that he will be out of the country February 28 – March 10, 2019. Tony Bair requested~~ hard copies of Board and Committee meeting documents, and assistance with accessing Box.
 - Stephen Rajzer reminded the Board Members about the following events:
 - Region 2 AAA Open House, May 2, 2019
 - Older Michiganians Day, May 15, 2019
 - Safe Haven Event, June 11, 2019
- Stephen directed that the Board Members absent from the meeting receive the draft audit report, reserve policy, and Safe Haven Event packet.

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13. Adjournment

The Board members adjourned the meeting at ~~4:07~~4:30 p.m. after a motion by ~~Chris Wittenbach~~ Bob Knoblauch, and support by ~~Keith Williams~~ Curtis Gale.

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Next meeting: ~~March 21~~ May 23, 2019 at 12:30 p.m.
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Greg Schira, Executive Assistant

Julie Wetherby, Board Secretary

Approved by the Board of Directors on May 23, 2019.