

**Members Present:** Bruce Caswell, Matt Dame, Debbie Eccleton, Curtis Gale, Megan Kiser, Stephen Rajzer, Keith Williams, Chris Wittenbach

**Members Excused:** Bob Knoblauch

**Members Absent:** None

**Staff:** Russ Graves, Brenda Lang, Kara Lorenz-Goings, Greg Schira, Anne-Marie Smith, Julie Wetherby

**Guests:** Katena Cain, Sherri King, Marce Wandell

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 2:06 p.m. on February 21, 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 presented, Megan Kiser seconded. Motion carried with no one opposed.

4. Guests

Stephen Rajzer invited the guests to introduce themselves.

5. Approval of Minutes

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

6. Public Comment: None

7. Presentation

Katena Cain, from Nonprofit Network, presented a summary of the Inclusion and Equity Assessment (attached), and the Staff Survey (attached).

8. Reports

a. Michigan Aging and Adult Services Agency (AASA)

Sherri King reported the following: AASA Director Richard Kline has resigned and accepted a position in Kalamazoo, MDHHS Director Robert Gordon has initiated a plan to reorganize the department into three tiers: Management, Public Health, and AASA and Medicaid, the Commission on Services to the Aging has created an Advocacy Committee involving the State Advisory Council on Aging, the Older Americans Act is up for reauthorization next year, and CMS is considering adding more home-delivered meals to the Medicare Advantage Plan. Sherri distributed a

brief on the Older Michiganians Act and Michigan's Aging Network drafted by the Commission on Services to the Aging (attached).

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 651 slots have been filled as of the day of the Board meeting, and the members of the Area Agencies on Aging Association of Michigan continue to work on developing a body to contract with insurance companies.

9. Committee Business

a. Personnel Committee

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

1. Board Members Present: Bruce Caswell, Matt Dame, Megan Kiser, Stephen Rajzer, and Chris Wittenbach.
2. Julie Wetherby reported that she and Margaret O'Malley are working on a proposal regarding the possible restructuring of the Agency.
3. 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~~ Jackson County. Motion carried with no one opposed.

4. 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.
5. 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.

6. 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.

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

b. Finance Committee

Curtis Gale reported the following from the meeting of the Finance Committee on February 19, 2019:

1. Board Members Present: Matt Dame, Curtis Gale, Bob Knoblauch, Stephen Rajzer, and Keith Williams.
2. Julie Wetherby, and Anne-Marie Smith, reported that preparations for the FY 2018 Financial Audit are on track for March 11, 2019.
3. 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.
4. 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.

5. 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.

6. 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.
7. 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, from the meeting of the Policy Review Committee on February 21, 2019, that all Committee members were present, work on the Bylaws is moving along, and the Committee hopes to finish “in a month or so”.

10. Unfinished Business: None

11. New Business

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.

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.

13. Adjournment

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

**Next meeting: March 21, 2019 at 2:00 p.m.**  
**Region 2 Area Agency on Aging**  
**102 N. Main Street, Brooklyn, Michigan**

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Greg Schira, Executive Assistant

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Julie Wetherby, Board Secretary

Approved as amended by the Board of Directors on March 21, 2019.