

Region 2 Area Agency on Aging
Minutes of a Regular Meeting of the Board of Directors
July 18, 2019 at 2:03 p.m.
102 N. Main Street, Brooklyn, Michigan

Page 1 of 6

Members Present: Tony Bair, Matt Dame, Curtis Gale, Megan Kiser, Bob Knoblauch, Stephen Rajzer, Chris Wittenbach

Members Excused: Bruce Caswell, Debbie Eccleton

Members Absent: Keith Williams

Staff: Russ Graves, Margaret O'Malley, Greg Schira, Julie Wetherby, Martha York

Guests: None

1. Call to Order

Chairperson 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 July 18, 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, Bob Knoblauch seconded. Motion carried with no one opposed.

4. Guests

Stephen Rajzer invited the guests and staff to introduce themselves.

5. Approval of Minutes

Bob Knoblauch moved to accept the minutes of the Annual Meeting held on May 23, 2019, Megan Kiser seconded. Motion carried with no one opposed.

Tony Bair moved to accept the minutes of the regular Board Meeting held on June 20, 2019 as presented, Megan Kiser seconded. Motion carried with no one opposed.

6. Public Comment: None

7. Presentation

Martha York, Community Education Coordinator, presented a second-year progress report on the Community Education program (attached).

8. Reports

a. Michigan Aging and Adult Services Agency (AASA)

Julie noted the appointment of Alexis Travis as the new Senior Deputy Director of the AASA, and reported that the AASA is seeking a marketing director. ~~as Executive Director~~

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 asked for comments regarding the functionality of the report. She reported that the Thome PACE is experiencing a decrease in enrollment due to death of participants, the Area Agencies on Aging Association of Michigan (4AM) has entered into a contract with TBD Solutions regarding the strategic initiative, and the 4AM has extended an offer for the position of Executive Director. Julie added that she is arranging a tour of the Thome PACE facility.

9. Committee Business

a. Executive Committee

Stephen Rajzer reported that he chaired an Executive Committee meeting on July 8, 2019 where the members discussed Board communication and the CEO performance evaluation. Stephen added that the majority of the meeting took place in a closed session where he, Curtis Gale, Bob Knoblauch, and Megan Kiser reviewed Julie's contract, and that the Compliance Committee has been encouraged to make creating a Board Communication Policy a priority.

b. Personnel Committee

Megan Kiser reported the following from the meeting of the Personnel Committee on ~~February 19~~ July 15, 2019:

1. Board Members Present: Bruce Caswell, ~~Megan Kiser~~Debbie Eccleton, Megan Kiser, Stephen Rajzer (call-in), Chris Wittenbach
2. The members of the Committee reviewed an updated organizational chart for Region 2 AAA. Julie noted that the Special Projects/Training Manager will supervise the AASA Planner & Coordinator, and the Care Management Team. The Committee recommended that the chart be approved by the full Board.

Megan moved, by the direction of the Personnel Committee, to approve the updated organizational chart for Region 2 Area Agency on Aging dated July 15, 2019, Bob Knoblauch seconded. Motion carried with no one opposed.
3. The Committee members reviewed the Region 2 AAA Problem Resolution/Grievance and Arbitration Procedures.
4. The members of the Committee reviewed a request from Julie to attend a Health Management Associates conference and did not take any action.
5. Julie reported on the exit interviews of three staff who resigned in May and June, 2019.

~~3. Julie Wetherby reported that she and Margaret O'Malley are working on a proposal regarding the possible restructuring of the Agency.~~

- ~~4. 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.~~

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6. ~~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.~~

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9. ~~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.~~

~~j.c. Julie Wetherby reported that a Region 2 AAA manager resigned on the day of the Board meeting. Finance Committee~~

~~Curtis Gale~~ Bob Knoblauch reported the following from the meeting of the Finance Committee on ~~February~~ July 16, 2019:

1. Board Members Present: Tony Bair, Matt Dame, Curtis Gale, Bob Knoblauch, ~~Stephen Rajzer~~, Stephen Rajzer
2. Julie reported that the Region 2 AAA directors are meeting weekly to prepare the FY 2020 Budget. A rate meeting with Milliman concerning MI Choice Waiver rates will take place next week. Committee members discussed devoting scheduled meeting time in August to working on the budget. They

recommended canceling the Committee meetings and starting the Board Meeting at 1:00 p.m.

3. Tim Miller presented information about a new automated CD sweep account.
4. The Committee members considered a request to add a credit card in Greg's name, and
Bob Knoblauch moved, by the direction of the Finance Committee, to add a credit card in Greg's name as part of the corporate credit card account, Curtis Gale seconded. Motion carried with no one opposed.
5. The Committee members reviewed the financial statements for the eight months ended May 31, 2019, and
Bob Knoblauch moved, by the direction of the Finance Committee, to accept the Statement of Financial Position, Income Statement, Capitation and Bills Analysis Summary, Grant Spend Down Analysis, and Julie's Credit Card Statement ending June 4, 2019, Curtis Gale seconded. Motion carried with no one opposed.
6. Julie reported that renovations are being completed in the rental house approved for use in the Safe Haven program, the lease will begin on September 1, 2019, and the Safe Haven team is working on obtaining supplies and furniture for the house.

The Board members discussed the recommendation of the Finance Committee to cancel Committee meetings in August and begin the Board Meeting at 1:00 p.m.

Bob Knoblauch moved to dispense with the Committee meetings in August and to begin the full Board at 1:00 p.m. and that it be devoted primarily to the FY 2019-2020 budget, Megan Kiser seconded. Motion carried with no one opposed.

- ~~11. Julie Wetherby, and Anne Marie Smith, reported that preparations for the FY 2018 Financial Audit are on track for March 11, 2019.~~
- ~~12. 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.~~

- ~~20. 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.~~
- ~~21. 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.~~
- ~~23. 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.~~
- ~~24. 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.~~

y-d. Board Compliance Committee

Curtis Gale reported from the meeting of the Board Compliance Committee held on July 18, 2019 that all members were present, and reviewed the Compliance Work Plan Summary for FY 2019 prepared by Russ Graves.

10. Unfinished Business: None

11. New Business: None

12. Board Member Comments and Questions

Chris Wittenbach encouraged the Board Members to read the Compliance Work Plan Summary and Risk Analysis.

- ~~• 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.~~

13. Adjournment

The Board members adjourned the meeting at ~~4:07~~3:05 p.m. after a motion by Bob Knoblauch and second by Chris Wittenbach, no one opposed.

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Page 6 of 6

Next meeting: ~~March 21~~ August 22, 2019 at 1:00 p.m.
Region 2 Area Agency on Aging
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Greg Schira, Executive Assistant

Julie Wetherby, Board Secretary

Approved by the Board of Directors on August 22, 2019.