

**Region 2 Area Agency on Aging  
Minutes of a Regular Meeting of the Board of Directors  
June 20, 2019 at 2:08 p.m.  
102 N. Main Street, Brooklyn, Michigan**

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**Members Present:** Tony Bair, Bruce Caswell, Matt Dame, Debbie Eccleton, Curtis Gale, Bob Knoblauch, Stephen Rajzer, Keith Williams, Chris Wittenbach

**Members Excused:** Megan Kiser

**Members Absent:** None

**Staff:** Nichole Baker, Russ Graves, Kara Lorenz-Goings, Tim Miller, Claire Warner, Greg Schira, Julie Wetherby

**Guests:** Sherri King, Marce Wandell

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 2:08 p.m. on June 20, 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  
Bob Knoblauch moved to approve the agenda as amended to include "CEO Performance Evaluation" under Unfinished Business, Curtis Gale seconded. Motion carried with no one opposed.
4. Guests  
Stephen Rajzer invited the guests and staff to introduce themselves.
5. Approval of Minutes  
Curtis Gale moved to accept the minutes of the regular Board Meeting held on May 23, 2019 as corrected, Keith Williams seconded. Motion carried with no one opposed.  
Matt Dame moved to accept the minutes of the Policy Review Committee held on May 20, 2019 as presented, Curtis Gale seconded. Motion carried with no one opposed.
6. Public Comment: None
7. Presentation  
Nichole Baker, AASA Planner & Coordinator, presented the process for developing the FY 2020-2022 Area Plan.
8. Reports
  - a. Michigan Aging and Adult Services Agency (AASA)  
Sherri King reported the following: Alexis Travis is the new Director of the Aging and Adult Services Agency. Travis will be going on a "listening tour" of the Area Agencies on Aging in Michigan. The annual assessment of Region 2 AAA has been completed with all compliance measures met. Proposed cut of \$100 million from state budget for aging network will be restored. Reauthorization of the Older Americans

Act may include a combined budget for nutrition to be allocated by the states and Area Agencies on Aging. Sherri suggested that the director of the Adult Protective Services unit of AASA be invited to Region 2 AAA to give an update on current activities. ~~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 highlighted Ryan Cowmeadow's address at the Region 2 AAA Annual Meeting, and the advocacy of members of the aging network against proposed cuts to the Waiver program in the State budget. Julie also reported that she spoke with a member of Representative Bronna Kahle's staff about long-term services and supports, she received thank-you letters from State representatives for meeting with them on Older Michiganians Day, and Region 2 AAA staff continue to work to fill slots.

d-c. Advisory Council

The Board members reviewed a report of the Advisory Council meeting that took place on June 18, 2019 (attached).

9. Committee Business

a. Personnel Committee

Stephen Rajzer reported the following from the meeting of the Personnel Committee on ~~February 19~~ June 17, 2019:

1. Board Members Present: Bruce Caswell, ~~Megan Kiser~~Debbie Eccleton, Stephen Rajzer, Chris Wittenbach
2. The members of the Committee reviewed a proposal to create a non-union Staff Accountant position, and agreed to forward it to the Finance Committee for further approval.
3. The Committee members reviewed the Agency CEO Succession Plan, which included discussion about the Assistant Director heading the Agency when the CEO is absent, and agreed to forward the plan to the Board Compliance Committee for further review.
4. The members of the Committee reviewed a request to hire overlapping staff for cross-training for a part-time receptionist/data-entry position, and agreed to forward it to the Finance Committee for further approval.
5. The members of the Committee met in closed session to discuss the CEO Performance Evaluation.

~~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 County. Motion carried with no one opposed.~~
5. ~~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.~~
6. ~~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.~~
8. ~~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.~~

~~i.b. 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~~ June 18, 2019:

1. Board Members Present: Tony Bair, Matt Dame, Curtis Gale, Bob Knoblauch, ~~Stephen Rajzer~~, Stephen Rajzer, Keith Williams.
2. The Committee members reviewed a spreadsheet showing the average cost per Waiver participant per month for the period October 2017 – April 2019.

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3. The Committee members reviewed a budget development calendar for Fiscal Year 2020. Discussion included scheduling a budget workshop for Board Members in August, and preparing a budget with all desired items showing which items would need to be cut for the budget to balance.
4. The members of the Committee reviewed the Region 2 AAA funding formula policy and procedure, and the Michigan Intrastate Funding Formula Factors by Planning and Service Area (PSA) from the Aging and Adult Services Agency, and  

Bob Knoblauch moved, by the direction of the Finance Committee, to adopt the new Weighted and Geographic Formulas for distributing funds, Keith Williams seconded. Discussion. Motion carried with no one opposed.
5. The Committee members reviewed a report of Gaps/Tips for Fiscal Years 2017-2018 and Fiscal Year 2019 to date showing the amount spent in unpaid claims for those years.
6. The Committee members reviewed the amended VOCA and PREVNT budget and a proposal to lease two rental units, and  

Bob Knoblauch moved, by the direction of the Finance Committee, to approve a one-year lease agreement for a two-unit house at the cost of \$1,300 per month and an additional cost of an estimated \$837.50 per month for amenities, Matt Dame seconded. Motion carried with no one opposed.
7. The members of the Committee reviewed a recommendation from the Personnel Committee to create a non-union Staff Accountant position, and agreed to forward the recommendation to the full Board.  

Bob Knoblauch moved, by the direction of the Finance Committee, to create a non-union Staff Accountant position with a wage-range of \$44,500-\$57,500, and that Julie Wetherby be allowed to negotiate within that range, Tony Bair seconded. Motion carried with no one opposed.
8. The members of the Committee reviewed a recommendation from the Personnel Committee to hire overlapping staff for cross-training for a part-time receptionist/data-entry position, and agreed to forward the recommendation to the full Board.  

Bob Knoblauch moved, by the direction of the Finance Committee, to hire overlapping staff for the part-time receptionist/data-entry position at a cost of \$1,740.85, Tony Bair seconded. Motion carried with no one opposed.

~~10. Julie Wetherby, and Anne Marie Smith, reported that preparations for the FY 2018 Financial Audit are on track for March 11, 2019.~~

~~11. 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.~~

~~19. 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.~~

~~20. 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.~~

~~22. 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.~~

~~23. 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. Board Compliance Committee~~

~~Curtis Gale reported from the meeting of the Board Compliance Committee held on June 20, 2019 that all members were present, and that they discussed minutes of meetings, and the Region 2 AAA compliance policy and risk analysis.~~

10. Unfinished Business

CEO Performance Evaluation

Chris Wittenbach moved, at 3:30 p.m., to begin a closed session for the purpose of discussing the CEO Performance Evaluation, Debbie Eccleton seconded. Motion carried after a roll call vote: Matt Dame-yes, Debbie Eccleton-yes, Curtis Gale-yes, Megan Kiser-absent, Bob Knoblauch-yes, Keith Williams-yes, Chris Wittenbach-yes, Stephen Rajzer-yes, Tony Bair-yes, Bruce Caswell-yes.

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Bruce Caswell moved, after the Board Members resumed the open meeting, to approve the CEO Performance Evaluation and Growth and Goals as presented, Bob Knoblauch seconded. Motion carried after a roll call vote: Debbie Eccleton-yes, Curtis Gale-yes, Megan Kiser-absent, Bob Knoblauch-yes, Keith Williams-yes, Chris Wittenbach-yes, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes.

11. New Business: None

12. Board Member Comments and Questions: None

- ~~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 4:07:38 p.m. after a motion by Bob Knoblauch and second by Bruce Caswell, no one opposed.

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Next meeting: ~~March 21~~ July 18, 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 by the Board of Directors on July 18, 2019.