

REGION VII AREA AGENCY ON AGING
1615 S. EUCLID AVENUE
BAY CITY, MI 48706

BOARD OF DIRECTOR'S MEETING MINUTES

Following are the minutes of the Region VII Area Agency on Aging Board of Director's meeting held on **October 5, 2017**, Conference Rooms 1 & 2, 1615 S. Euclid Avenue, Bay City, MI 48706.

I. **CALL TO ORDER:**

The meeting was called to order at 10:05 a.m. by Chair Corbat, followed by the Pledge of Allegiance led by Tom Moffit.

II. **ROLL CALL:**

PRESENT: Ballosh, Beson, Birgel, Corbat, Hunt, Moffit, Sanders, Tobin, Walters, Weitenberner

EXCUSED: Boensch

STAFF: Bob Brown, Sue Gittins, Lisa Pijaszek, Kristina Rubis, Stacey Dudewicz, Annette Jeske, Sherry Rusho, Amanda Ryczek

AASA: Sherri King, Field Representative

GUESTS: Brian Neuville, HDC; Stacy McIntyre, Allison Learman, Jasmine Martinez, Golden Horizons; David Birgel, Gladwin; Richard Corbat, Midland County; Sherri Hancock

III. **APPROVAL OF AGENDA:**

MOTION Ballosh moved to **approve the agenda**. *Supported by Weitenberner, the MOTION carried.*
#6678

IV. **APPROVAL OF MEETING MINUTES:**

MOTION Moffit moved to **approve the Board of Directors Meeting Minutes of September 7, 2017, as presented**.
#6679 *Supported by Sanders, the MOTION carried.*

MOTION Walters moved to **receive and file the Advisory Council Meeting Minutes of August 22, 2017, as presented**. *Supported by Ballosh, the MOTION carried.*
#6680

V. **PUBLIC COMMENTS – AGENDA ITEMS:** None

VI. **ANNOUNCEMENTS:**

- Stacy McIntyre from Golden Horizons introduced her two interns, Allison Learman and Jasmine Martinez
- Director Brown stated that the new transportation vans will be shown to the Board Members at the next meeting as they were getting the name of the agency on them at the current time
- Assistant Director Gittins gave an update on her daughter after surgery

VII. **COMMITTEES:**

MOTION Walters moved to **approve the Dollar Amount up to \$135,000 to be used for Local Funding Option and Program Development and move to the Finance/Audit Committee**. *Supported by Ballosh, the MOTION carried.*
#6681

MOTION Walters moved to **approve the FY 2018 Center for Information Management's (CIM's) Contract and move to the Finance/Audit Committee**.
#6682 *Supported by Ballosh, the MOTION carried.*

MOTION Walters moved to **approve the Contingency Plan for FY 2018 Federal Shutdown and move to the Finance/Audit Committee**. *Supported by Hunt, the MOTION carried.*
#6683

MOTION Walters moved to receive and file the **Planning/Appropriations/Assessment Committee Meeting Minutes of September 28, 2017**. *Supported by Hunt, the MOTION carried.*
#6684

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- MOTION #6685** *Moffit* moved to **table the Board Self Evaluation until the next meeting.** *Supported by Walters, the MOTION carried.*
- MOTION #6686** *Moffit* moved to **to table the Full Board Evaluation until the next meeting.** *Supported by Weitenberner, the MOTION carried.*
- MOTION #6687** *Moffit* moved to **approve the Revised Organizational Chart.** *Supported by Walters, the MOTION carried.*
- MOTION #6688** *Moffit* moved to **approve the Proposed Supports Specialist Job Description and move to the Finance/Audit Committee.** *Supported by Tobin, the MOTION carried.*
- MOTION #6689** *Moffit* moved to **approve the Renewal Rate for Dearborn National Insurance for Life, AD&D, Short Term & Long Term Disability, effective January 1, 2018 through December 31, 2018 and move to the Finance/Audit Committee.** *Supported by Tobin, the MOTION carried.*
- MOTION #6690** *Moffit* moved to **approve Option A for Delta Dental, effective January 1, 2018 through December 31, 2018 and move to the Finance/Audit Committee.** *Supported by Weitenberner, the MOTION carried.*
- MOTION #6691** *Moffit* moved to **approve the revision of the Personnel Policy as presented.** *Supported by Weitenberner, the MOTION carried.*
- MOTION #6692** *Moffit* moved to **continue the current Community Blue PPO Plan Option 1, employee health insurance policy. The Board Caps will remain the same as FY 17 with the Employee paying any additional premium differences. Also, continue the current Simply Blue Health Savings Account Plan, Option 3, with the Agency paying the full premium and deductibles for in-network services. The Plans will be in effect from January 1, 2018 through December 31, 2018, and move to the Finance/Audit Committee.** *Supported by Weitenberner, the MOTION carried.*
- MOTION #6693** *Moffit* moved to **approve the Executive Director signing a management letter of intent and accruing a payable in this Fiscal Year to: implement an employee lump sum payment plan based on last Fiscal Year's employee payment plan and a vendor pay out plan, to be developed by management considering 50% to be paid to employees of the vendors, to be capped at \$250,000 and only if the Waiver surplus of the Fiscal Year can fund it and move to the Finance/Audit Committee.** *Supported by Walters, the MOTION carried.*
- MOTION #6694** *Moffit* moved to **receive and file the Personnel Committee Meeting Minutes of September 28, 2017.** *Supported by Walters, the MOTION carried.*
- MOTION #6695** *Beson* moved **that funds are available to support the recommendation of the Planning/Appropriations/Assessment Committee for Region VII Local Cash Funding Options of up to \$135,000 for FY 2018, as presented.** *Supported by Weitenberner, the MOTION carried.*
- MOTION #6696** *Beson* moved to **approve the FY 2018 Center for Information Management's (CIM's) Contract.** *Supported by Ballosh, the MOTION carried.*
- MOTION #6697** *Beson* moved to **approve the Contingency Plan for FY 2018 Federal Shutdown.** *Supported by Weitenberner, the MOTION carried.*
- MOTION #6698** *Beson* moved **that funds are available for the Proposed Supports Specialist Job.** *Supported by Moffit, the MOTION carried.*
- MOTION #6699** *Beson* moved **that funds are available to support the Personnel Committee's recommendation to renew the rate for Dearborn National Insurance for Life, AD&D, and Short Term & Long Term Disability, effective January 1, 2018 through December 31, 2018.** *Supported by Hunt, the MOTION carried.*
- MOTION #6700** *Beson* moved **that funds are available to support the Personnel Committee's recommendation for Option A for Delta Dental, effective January 1, 2018 through December 31, 2018.** *Supported by Moffit, the MOTION carried.*

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MOTION #6701 *Beson* moved that funds are available to continue the current Community Blue PPO Plan Option 1, employee health insurance policy. The Board Caps will remain the same as FY 17 with the Employee paying any additional premium differences. Also, continue the current Simply Blue Health Savings Account Plan, Option 3, with the Agency paying the full premium and deductibles for in-network services. The Plans will be in effect from January 1, 2018 through December 31, 2018. *Supported by Walters, the MOTION carried.*

MOTION #6702 *Beson* moved to approve the Executive Director signing a management letter of intent and accruing a payable in this Fiscal Year to: implement an employee lump sum payment plan based on last Fiscal Year's employee payment plan and a vendor pay out plan, to be developed by management considering 50% to be paid to employees of the vendors, to be capped at \$250,000 and only if the Waiver surplus of the Fiscal Year can fund it. *Supported by Weitenberner, the MOTION carried.*

MOTION #6703 *Beson* moved to receive and file the Finance/Audit Committee Meeting Minutes of September 28, 2017. *Supported by Ballosh, the MOTION carried.*

A discussion of the Draft By-Laws took place. Director Brown stated that this is a work in progress. Assistant Director Gittins stated that she will email the draft By-Laws to the Board Members and they are to email their comments/suggestions to either herself or Amanda Ryczek. Also, the Board Members would like to meet with the Agency's Attorney to go over the By-Laws.

MOTION #6704 *Ballosh* moved to receive and file the Membership/Bylaws Committee Meeting Minutes of September 28, 2017. *Supported by Beson, the MOTION carried.*

Hunt stated that the Committee Meetings are very important to discuss and have explanation on agenda items.

III. NEW BUSINESS:

None.

IX. REPORTS:

MOTION #6705 *Beson* moved to receive and file the Administration/Program Development Cumulative YTD Financial Status Report, and the Title V Employment Training Program Cumulative YTD Financial Status Report, the Monthly Unaudited Balance Sheets for August 31, 2017 and the Waiver Program Status Report for 10-01-16 to 8-31-17. *Supported by Walters, the MOTION carried.*

X. DIRECTOR'S REPORT:

Director Brown gave his October 2017 report, which is in your packet and on the website www.region7aaa.org.

Director Brown reported on the financial status of the Agency, which has improved because of the following reasons for improvements:

- efficiencies in caseload management (via attrition);
- reclassification to appropriate Capitation Categories; and
- Implemented Service analysis tool.

XI. OTHER:

Sherri King, AASA Representative, reported on the following via email:

- 1) We are under a federal continuing resolution which keeps our federal budget at FY 17 levels. As soon as we get notification, we will issue SGAs.
- 2) The 2017 preliminary final budget is due October 15th, and the final final budget due December 15th.
- 3) Steve Betterly has taken a new position working for Wendi Middleton in the LEAN process unit

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Bill Walters, MSAC Representative, stated there were no meetings this summer.

Public Comments: None.

XII. TREASURER'S REPORT:

MOTION #6706 **Resolution #1022-08/FIN-17 for August 1-11, 2017.** *Beson* moved to adopt Resolution #1022-08/FIN-17; Accounts Payable for August 1-11, 2017 in the amount of \$250,519.00. *Supported by Ballosh, the MOTION carried.*

MOTION #6707 **Resolution #1023-08/FIN-17 for August 14-25, 2017.** *Beson* moved to adopt Resolution #1023-08/FIN-17; Accounts Payable for August 14-25, 2017 in the amount of \$366,098.93. *Supported by Moffit, the MOTION carried.*

MOTION #6708 **Resolution #1024-08/FIN-17 for August 28-31, 2017.** *Beson* moved to adopt Resolution #1024-08/FIN-17; Accounts Payable for August 28-31, 2017 in the amount of \$1,972,532.32. *Supported by Ballosh, the MOTION carried.*

MOTION #6709 *Beson* moved to approve, receive, and file the **Credit Card Summary for August 2017 in the amount of \$13,844.51.** *Supported by Weitenberner, the MOTION carried.*

MOTION #6710 *Beson* moved to receive and file the **Treasurer's Report for August 2017.** *Supported by Ballosh, the MOTION carried.*

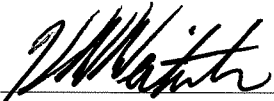
XIII. CLOSED SESSION:

None requested.

IV. ADJOURNMENT:

MOTION #6711 *Beson* moved to adjourn. *With support by Ballosh, the MOTION carried and the Board of Director's Meeting adjourned.*

Respectfully submitted,



Hank Weitenberner, Secretary
Region VII AAA Board of Directors

DATE PREPARED: October 5, 2017

DATE APPROVED: January 4, 2018