



REGION VII AREA AGENCY ON AGING



YVONNE CORBAT, CHAIR

BOB BROWN, EXECUTIVE DIRECTOR

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

TO: All Board Members

FROM: Bob Brown, Executive Director *BB/sg*

DATE: April 27, 2018

SUBJECT: May Board Meeting

The next Board Meeting of the Region VII Area Agency on Aging Board of Director's will be held as follows:

DATE: Thursday, May 3, 2018

TIME: **10:15 a.m.**

PLACE: **Polish American Club
1466 Mertz Road (M-24)
Caro, MI**

The attached material is for your review prior to the meeting. If you have any questions or if you cannot attend this meeting, please contact me at your convenience. Thank you.

BB/sg

Attachments

cc: Sherri King, Aging & Adult Services Agency
Region VII Service Providers (email/website)
Advisory Council Members
County Commissioners/Clerks (on website)

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

AGENDA

DATE: May 3, 2018
TIME: 10:15 a.m.

PLACE: Polish American Club
1466 Mertz Road (M-24)
Caro, MI 48723

Annual Board of Director's Meeting

	<u>Action</u>
I. Call to Order/Pledge of Allegiance	
II. Roll Call	
III. Approval of Agenda	Action Required
IV. Approval of Meeting Minutes	
A. 04-05-18 Board of Director's Meeting Minutes (Pages 3-7)	Action Required
V. Public Comments	
VI. Announcements	
VII. Committees	
A. 04-26-18 Finance/Audit Committee Meeting Minutes (Pages A1-A5) – Board Members Only	Action Required
B. 04-26-18 Planning/Appropriations/Assessment Committee Meeting Minutes (Pages B1-B18) – Board Members Only	Action Required
C. 04-26-18 Committee-of-the-Whole Meeting Minutes (Pages C1-C5) – Board Members Only	Information Only
VIII. New Business	
IX. Reports	
A. Administration/Program Development for March 31, 2018, Cumulative YTD Financial Status Report (Page 8)	Information Only
B. Title V Employment Training Program for March 31, 2018, Cumulative YTD Financial Status Report (Page 9)	Information Only
C. 03-31-18 Monthly Unaudited Balance Sheets (Pages D, E, F)–Board Members Only (no report to be given—for review only)	Information Only
D. Waiver Program Status Report 10-01-17 to 03-31-18 (Page G) – Board Members Only	Information Only
E. FY 2019 RFP Timetable (Pages 10-11)	Information Only
X. Executive Director's Report (To be handed out)	Information Only
XI. Other	
A. AASA Field Representative Comments – Sherri King	Information Only
B. MSAC - Bill Walters	

Board of Directors Annual Meeting Agenda

May 3, 2018

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XII. Treasurer's Report

- A. Resolution #1039-03/FIN-18 Accounts Payable for March 1, 2018
(Pages 12-22) Action Required
- B. Resolution #1040-03/FIN-18 Accounts Payable for March 15, 2018
(Pages 23-31) Action Required
- C. Resolution #1041-03/FIN-18 Accounts Payable for March 31, 2018
(Pages 32-41) Action Required
- D. Credit Card Summary – March 2018 **(Page 42)** Information Only

XIII. Closed Session – *if requested*

XIV. Adjournment

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 **April 5, 2018**, Conference Room 1&2, 1615 S. Euclid Avenue, Bay City, MI 48706.

I. CALL TO ORDER:

The meeting was called to order at 10:02 a.m. by Director Brown, followed by the Pledge of Allegiance led by Yvonne Corbat.

II. ROLL CALL:

PRESENT: Beson, Birgel, Boensch, Corbat, Moffit, Sanders, Timmons, Tobin, Walters, Weitenberner

EXCUSED: Ballosh, Hunt

STAFF: Bob Brown, Sue Gittins, Lisa Pijaszek, Rochel Genge, Stacy Lopez, Annette Jeske, Sherry Rusho, Amanda Ryczek, Stacey Dudewicz, Mike Partlow, Nathaniel Bergman, Tyler Dietlein, Nicole Schram, Tammy Pelletier, Kathy Talaga

AASA: Sherri King, Field Representative

GUESTS: Richard Corbat, Dave Birgel, Melvin McNally, Brian Neuville, HDC; Karli Stevelinck, SW Intern; Cortnee Nye, SW Intern; Deb Rieviet, St. Mary's Guardian Angel; Stacy McIntyre, Golden Horizons

III. APPROVAL OF AMENDED AGENDA:

Director Brown requested the Agenda be amended to move the election of the Board Chair as Item III. B and to move Item VIII. Presentations under Item XI. Director's Report.

MOTION *Walters* moved to **approve the agenda as amended.** *Supported by Boensch, the MOTION carried.*
#6799

Director Brown stated the nominee for Chair is Yvonne Corbat. Director Brown stated the floor is open for additional nominations and asked three times if there were additional nominations from the floor.

MOTION *There being no additional nominations, Birgel* moved that nominations for the office of Chair be closed and a unanimous ballot be cast for Yvonne Corbat. *Supported by Sanders, the MOTION carried.*
#6800

Director Brown congratulated Chair Corbat and turned the meeting over to her.

IV. NEW BUSINESS:

MOTION *Weitenberner* moved to **approve the re-appointment of Thompson Moffit, Isabella County, to Region VII's Board of Directors for a term expiring March 31, 2021.** *Supported by Beson, the MOTION carried.*
#6801

MOTION *Moffit* moved to **approve the re-appointment of Hank Weitenberner, Huron County, to Region VII's Board of Directors for a term expiring March 31, 2021.** *Supported by Beson, the MOTION carried.*
#6802

MOTION *Moffit* moved to **approve the re-appointment of Catherine Timmons, Gratiot County, to Region VII's Board of Directors for a term expiring March 31, 2021.** *Supported by Tobin, the MOTION carried.*
#6803

MOTION *Walters* moved to **approve the re-appointment of Diane Conroy-Kellogg, Gratiot County, to Region VII's Advisory Council for a term expiring March 31, 2021.** *Supported by Weitenberner, the MOTION carried.*
#6804

Board of Directors Meeting Minutes

April 5, 2018

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V. ELECTION OF OFFICERS:

Chair Corbat stated the Membership/Bylaws Committee met on March 29, 2018 and developed nominees for office. The nominees were distributed to all Board members prior to today's election.

Chair Corbat stated the nominee for Vice-Chair is Thompson Moffit. Chair Corbat stated the floor is open for additional nominations and asked three times if there were additional nominations from the floor.

MOTION #6805 *There being no additional nominations, Walters moved that nominations for the office of Vice-Chair be closed and a unanimous ballot be cast for Thompson Moffit. Supported by Sanders, the MOTION carried.*

Chair Corbat stated the nominee for Secretary is Hank Weitenberner. Chair Corbat stated the floor is open for additional nominations and asked three times if there were additional nominations from the floor.

MOTION #6806 *There being no additional nominations, Walters moved that nominations for the office of Secretary be closed and a unanimous ballot be cast for Hank Weitenberner. Supported by Sanders, the MOTION carried.*

Chair Corbat stated the nominee for Treasurer is Patrick Beson. Chair Corbat stated the floor is open for additional nominations and asked three times if there were additional nominations from the floor.

MOTION #6807 *There being no additional nominations, Walters moved that nominations for the office of Treasurer be closed and a unanimous ballot be cast for Patrick Beson. Supported by Sanders, the MOTION carried.*

Chair Corbat stated the nominees for Member-at-Large are Annie Boensch and Cathy Timmons. Chair Corbat stated the floor is open for additional nominations and asked three times if there were additional nominations from the floor.

MOTION #6808 *There being no additional nominations, Walters moved that nominations for the office of Member-at-Large be closed. Supported by Sanders, the MOTION carried.*

There being no additional nominations, written ballots were distributed.

Annie Boensch was elected Member-at-Large.

Chair Corbat requested Board members let her know what Committees they are interested in serving on.

MOTION #6809 *Walters moved to receive and file the Membership/By-Laws Committee Meeting Minutes of March 29, 2018. Supported by Timmons, the MOTION carried.*

VI. APPROVAL OF MEETING MINUTES:

MOTION #6810 *Boensch moved to approve the Board of Directors Meeting Minutes of March 1, 2018, as presented. Supported by Tobin, the MOTION carried.*

MOTION #6811 *Walters moved to receive and file the Advisory Council Meeting Minutes of January 23, 2018, as presented. Supported by Timmons, the MOTION carried.*

VII. ANNOUNCEMENTS:

Director Brown wished a Happy Birthday to Chair Yvonne Corbat.

Director Brown introduced the new pharmacist, Nathaniel Bergman.

Stacey Dudewicz introduced the new community health workers, Tyler Dietlein and Nicole Schram. She also stated that the Care Transistion with St. Mary's Hospital starts April 16th.

Board of Directors Meeting Minutes

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VIII. COMMITTEES:

Pension Committee

Chair Corbat stated the Pension Committee members discussed fee's, retirement plan options, etc. with Region VII's Independent Financial Advisor and CLS Investment's VP of Qualified Plans. Pension Committee members asked for additional information and will meet again after receiving this information.

MOTION #6812 *Boensch* moved to receive and file the **Pension Committee Meeting Minutes of March 22, 2018.** Supported by *Timmons*, the MOTION carried.

Planning/Appropriations/Assessment Committee:

Chair Walters stated there was a discussion on the Strategic Plan.

MOTION #6813 *Walters* moved to **approve a Feasibility Study by Palmetto Health Senior Consulting for a Thumb PACE program and move to Finance/Audit Committee.** Supported by *Boensch*, the MOTION carried.

MOTION #6814 *Walters* moved to **approve the Executive Director be able to sign any additional State Contract Statement of Grant (SGA) funds because of the additional funding awarded in the newly signed Federal budget (approximately \$200,000), not to exceed the SGA, in order to manage and spend funds to try to achieve no carryover funds for Fiscal Year 2018.** Supported by *Sanders*, a roll call vote was taken as follows:

<i>Ballosh</i>	-	<i>Exc.</i>	<i>Hunt</i>	-	<i>Exc.</i>	<i>Tobin</i>	-	<i>Yes</i>
<i>Beson</i>	-	<i>Yes</i>	<i>Moffit</i>	-	<i>Yes</i>	<i>Walters</i>	-	<i>Yes</i>
<i>Birgel</i>	-	<i>Yes</i>	<i>Sanders</i>	-	<i>Yes</i>	<i>Weitenberner</i>	-	<i>Yes</i>
<i>Boensch</i>	-	<i>Yes</i>	<i>Timmons</i>	-	<i>Yes</i>	<i>Corbat</i>	-	<i>Yes</i>

the MOTION carried.

Chair Walters stated Director Brown announced that Rochel Genge, RN was promoted to the Waiver/Care Management Director position.

MOTION #6815 *Walters* moved to receive and file the **Planning/Appropriations/Assessment Committee Meeting Minutes of March 29, 2018.** Supported by *Tobin*, the MOTION carried.

Personnel Committee:

Chair Moffit stated the Committee discussed the Executive Director's Contract, Section 4. B., which states in part "salary shall be reviewed annually during the term of this Agreement..."

MOTION #6816 *Moffit* moved to **approve the salary for the Executive Director discussed in Committee retroactive to January 10, 2018, as a result of his Performance Evaluation, and move to the Finance/Audit Committee.** Supported by *Weitenberner*, the MOTION carried.

Chair Moffit stated Carol Gillis presented Management recommendations for Agency office hours.

MOTION #6817 *Moffit* moved to **approve changing the Agency office hours from 8:30 a.m. – 5:00 p.m. Monday through Friday, to 8:00 a.m. – 4:30 p.m. Monday through Friday, effective as soon as possible.** Supported by *Walters*, the MOTION carried.

MOTION #6818 *Moffit* moved to receive and file the **Personnel Committee Meeting Minutes of March 29, 2018.** Supported by *Weitenberner*, the MOTION carried.

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Finance/Audit Committee:

MOTION #6819 *Beson* moved that funds are available to approve a Feasibility Study by Palmetto Health Senior Counseling for a Thumb PACE program as recommended by the Planning/Appropriations/Assessment Committee. *Supported by Moffit, the MOTION carried.*

MOTION #6820 *Beson* moved that funds are available to approve the salary, as recommended by the Personnel Committee, for the Executive Director, retroactive to January 10, 2018, as a result of his Performance Evaluation. *Supported by Weitenberner, the MOTION carried.*

Chair Beson stated Director Brown reported on the fiscal status of the Agency as of February 28, 2018, which continues to be positive.

Chair Beson reported the Finance Committee members suggested holding a Committee-of-the-Whole meeting after the regular Committee meetings on the last Thursday of the month, when discussing the Strategic Plan.

MOTION #6821 *Beson* moved to receive and file the Finance/Audit Committee Meeting Minutes of March 29, 2018 as corrected. *Supported by Moffit, the MOTION carried.*

IX. REPORTS:

MOTION #6822 *Beson* moved to receive and file the Administration/Program Development Cumulative YTD Financial Status Report, the Title V Employment Training Program Cumulative YTD Financial Status Report, the Monthly Unaudited Balance Sheets for February 28, 2018, and the Waiver Program Status Report for 10-01-17 to 02-28-18. *Supported by Boensch, the MOTION carried.*

X. DIRECTOR'S REPORT:

Director Brown presented his April 2018 Director's report, which is also on the website at www.region7aaa.org.

Director Brown stated a personal Thank You to Yvonne Corbat for starting the communication with Sen. Moolenaar.

Director Brown introduced Tammy Pelletier and Kathy Talaga, who presented a PowerPoint on Information and Assistance (I & A) at Region VII.

Director Brown also introduced Nathaniel Bergman, Pharmacist, who along with Community Health Workers (CHW's) Nicole Schram and Tyler Dietlein, who presented a live demonstration of a med reconciliation, which is part of the Care Transitions (CT) grant.

Stacey Dudewicz did a presentation on the strategic plan.

XI. OTHER:

Sherri King, AASA Representative, reported:

- The Commission on Services to the Aging (CSA) will probably keep the factors the same with the Intersate Funding Formula
- Working on closing out 2017, having technical difficulties, when it's completed they will look at carryover
- Fund Balances – starting to look at all funding sources needing to be allocated
- The Program of All Inclusive Care to the Elderly (PACE) is expanding all over the state – great program
- Dental, if it can be worked in would be wonderful, partnering with the health departments
- Working on charts and data to show insurance companies that there's more to "the iceberg" than what's on top
- The state sees what is happening in Mental Health and doesn't want that to happen to older adults

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Board of Directors Meeting Minutes

April 5, 2018

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Bill Walters, MSAC Representative, reported:

- Meeting on March 28th was abbreviated due to spring break, there are handouts in your packet
- Asking for \$2 million for the Silver Key Campaign

Director Brown stated he would like to invite Ryan Cowmeadow to one of our meetings.

Public Comments:

- Director Brown stated there is a list of places that the management team will present at and welcomes any suggestions on other places to visit.
- Pat Beson suggested that we mail a letter to the homes of seniors of a certain age group regarding our services.
- The COA's will allow us to send a lunch bag with our information out with the home delivered meals.
- Sherri King stated that she will send information to every Senior Project Fresh participant.

XII. TREASURER'S REPORT:

MOTION #6823 **Resolution #1037-02/FIN-18 for February 1-15, 2018.** *Beson* moved to adopt Resolution #1037-02/FIN-18; Accounts Payable for February 1-15, 2018 in the amount of \$241,829.14. *Supported by Moffit, the MOTION carried.*

MOTION #6824 **Resolution #1038-02/FIN-18 for February 16-28, 2018.** *Beson* moved to adopt Resolution #1038-02/FIN-18; Accounts Payable for February 16-28, 2018 in the amount of \$429,669.31. *Supported by Boensch, the MOTION carried.*

MOTION #6825 *Beson* moved to approve, receive, and file the **Credit Card Summary for February 2018 in the amount of \$2,534.70.** *Supported by Weitenberner, the MOTION carried.*

MOTION #6826 *Beson* moved to receive and file the Treasurer's Report. *Supported by Boensch, the MOTION carried.*

XIII. CLOSED SESSION:

None requested.

XIV. ADJOURNMENT:

MOTION #6827 *Beson* moved to adjourn. *With support by Sanders, the MOTION carried and the Board of Director's Meeting adjourned.*

Respectfully submitted,

Hank Weitenberner, Secretary
Region VII AAA Board of Directors

DATE PREPARED: April 5, 2018
DATE APPROVED:

Region VII Area Agency on Aging
Administration&Program Development (Adm, Prog Dev, CM Adm)
Financial Status Report
For the Period Ending March 31, 2018

	Annual Budget 2018	YTD Expenditures 2018	Budget Balance 2018	Percentage of Budget Expended	Percentage of Deviation
Salaries	316,487	146,015	170,472	46%	-4%
Fringes	126,791	63,380	63,411	50%	0%
Legal & Professional	24,685	11,086	13,599	45%	-5%
Audit and Accounting	3,646	0	3,646	0%	-50%
Occupancy	22,637	11,319	11,319	50%	0%
Insurance	4,621	1,279	3,342	28%	-22%
Equipment	0	0	0	#DIV/0!	#DIV/0!
Equipment Maintenance & Repair	5,801	1,993	3,808	34%	-16%
Supplies	4,313	1,190	3,123	28%	-22%
Postage	6,025	2,800	3,225	46%	-4%
Telephone	2,660	1,584	1,076	60%	10%
Staff Travel	8,498	4,327	4,171	51%	1%
Conferences	1,551	110	1,442	7%	-43%
Membership Dues	2,302	1,047	1,255	45%	-5%
Special Events	3,000	0	3,000	0%	-50%
Board/Advisory PerDiem/Travel	36,916	15,790	21,126	43%	-7%
Utilities	2,985	1,084	1,901	36%	-14%
	<u>572,918</u>	<u>263,002</u>	<u>309,916</u>	<u>46%</u>	<u>-4%</u>

Projection Percentage at 50%

Medicare/Medicaid Assistance Program (MMAP)
SMP 2 (HCFA)
MMAP MHEF

	Annual Budget	YTD Expenditures	Budget Balance	Percentage of Budget Expended	Percentage of Deviation
MMAP Services (FY 2018)	63,421	63,421	0	100%	0%
SMP 2 (HCFA) Services (FY 2018)	17,381	14,396	2,985	83%	-1%

MMAP Projection Percentage at 100%
SMP 2 (HCFA) Percentage at 83%

(Grant period 4/1/17-3/31/18)
(Grant period 6/1/17-5/31/18)

TITLE V EMPLOYMENT TRAINING PROGRAM

Financial Status Report

July 1, 2017 through March 31, 2018

Items	Annual Budget 2018	YTD Expenditures 2018	Budget Balance 2018	Percentage of Budget Expended	Percentage of Deviation
T-V Administration	46,844	39,975	6,869	85%	10%
T-V Enrollees	421,596	296,129	125,467	70%	-5%
Total	468,440	336,104	132,336	72%	-3%

Projection Percentage at 75%

FY 2018 Monthly Summary of Slots

Counties	FY 2018 Slots Allocated	SCSEP Monthly Enrollees Served
Bay	11	15
Clare	6	5
Gladwin	2	2
Huron	4	0
Midland	7	2
Saginaw	12	12
Sanilac	5	1
Tuscola	2	1
TOTAL	49 *	38

Slots Pending Per County

Title V Enrollment	36
Estimated employment	2
Entered employment	3

* Number of modified positions per the U.S. Department of Labor is 39. The modified positions are the result of the Federal minimum wage being lower than Michigan's minimum wage.

**Region VII Area Agency on Aging
AIP/RFP Timetable
Fiscal Year 2019**

	<i>Day</i>	<i>Date</i>	<i>Purpose</i>
RFP	Friday	April 6, 2018	Draft FY 2019 Allocation Plan distributed for Review and Comment.
AIP		April 9, 2018	Distribute media release/flyers announcing public hearings*
AIP		April 20, 2018	AIP summary available
RFP	<i>Friday</i>	<i>April 20, 2018</i>	Deadline for written comments on Draft FY 2019 Allocation Plan due at 4 pm.
RFP	Thursday	April 26, 2018	Planning/Appropriation/Assessment Committee meeting to review comments and prepare recommendation for Final Allocation Plan to Region VII AAA Board.
AIP		April 26, 2018	FY2019 AIP/RFP timeline presented to Planning/Appropriation/Assessment Committee.
RFP	Thursday	May 3, 2018	AAA Board action on FY 2019 Final Allocation Plan.
RFP	Friday	May 4, 2018	Notice announcing availability of funds under the RFP, Letters of Intent sent to interested parties on RFP mailing list.
AIP		May 9, 2018	Public Hearing Saginaw – Marie Davis Senior Center 11 a.m.
AIP		May 14, 2018	Public Hearing Harrison – Senior Palace 11 a.m.
AIP		May 17, 2018	Public Hearing Deckerville Senior Dining Site 11:30 a.m.
RFP	<i>Friday</i>	<i>May 25, 2018</i>	Deadline for Letters of Intent to be submitted to AAA.
AIP		May 31, 2018	AIP presented to Planning/Appropriation/Assessment Committee
RFP	Monday Friday	May 7, 2018 thru June 1, 2018	RFP Packets mailed to organizations submitting qualified Letters of Intent.
AIP		June 1, 2018	Deadline for written comments on Draft FY2019 AIP.
AIP		June 7, 2018	AIP presented to Region VII AAA Board of Directors.
RFP	Monday	June 11, 2018	Letter to County Boards of Commissioners advising them of the opportunity to comment on applications.
RFP	Tuesday	June 12, 2018	Deadline for receipt of written questions.
RFP	Monday	June 18, 2018	RFP Workshop – Region VII Conf. Room 2 10:00 am.
RFP	<i>Monday</i>	<i>June 25, 2018</i>	Deadline for completed RFP, copies, & attachments to be submitted to Region VII AAA.
RFP	Tuesday	June 26, 2018	RFP Staff Training – Conf. Room 2 2:00 pm
RFP	Tuesday Friday	June 26, 2018 thru July 13, 2018	Region VII AAA staff review team conducts independent review of applications.
AIP		June 28, 2018	Mail AIP w/request for approval to Counties and SCIT.
AIP		June 29, 2018	Upload FY 2019 AIP to AMPs.
RFP	Tuesday	July 10, 2018	Comments on RFP applications due from County Board of Commissioners.
RFP	Monday Thursday	July 16, 2018 thru July 19, 2018	AAA staff review, comment, and analysis sessions.

RFP	Friday	July 20, 2018	Staff review and recommendations report compiled for Planning/Appropriations/Assessment Committee.
RFP	Thursday	July 26, 2018	Planning/Appropriations/Assessment Committee Meeting
AIP		August 1, 2018	County Commission approval/passive approval due.
RFP	Thursday	August 2, 2018	AAA Board meeting for action on funding awards.
RFP	<i>Friday</i>	<i>August 3, 2018</i>	<i>Notice of Grant Awards & staff review reports mailed.</i>
RFP	Monday Friday	August 6, 2018 thru August 17, 2018	Contract negotiation sessions
AIP		August 17 OR September 21, 2018	Executive Director presents FY2019 AIP to CSA.
RFP	Friday	September 7, 2018	Deadline for corrected contract budgets and/or narrative material to be submitted to AAA.
RFP	<i>Friday</i>	<i>September 28, 2018</i>	<i>All FY 2019 Contracts Finalized.</i>

*Drafts of the flyers and a media release are attached. Flyers will go to our network of contracted and Purchase of Service providers, state lawmakers offices, professional contacts in the planning and service area and to www.region7aaa.org. Media releases will go to the primary newspaper in each of the ten counties, plus the Tribal Observer, and news radio WSGW (Saginaw) WMPX/RX (Midland) and WLEW (Thumb).