



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*

DATE: July 28, 2017

SUBJECT: August 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, August 3, 2017

TIME: **10:00 a.m.**

PLACE: **Region VII Area Agency on Aging
Conference Center
1615 S. Euclid Avenue
Bay City, MI 48706**

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: August 3, 2017
TIME: 10:00 a.m.

PLACE: **Region VII Area Agency on Aging**
1615 S. Euclid Avenue
Bay City, MI 48706

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. 07-06-17 Board of Director's Meeting Minutes
(Pages 4-7) | Action Required |
| V. Public Comments | |
| VI. Announcements | |
| VII. Committees | |
| A. 07-27-17 Membership/By-Laws Committee Meeting Minutes
(Pages A) – Board Members Only | Action Required |
| B. 07-27-17 Finance/Audit Committee Meeting Minutes
(Pages B-1 to B-4) – Board Members Only | Action Required |
| C. 07-27-17 Planning/Appropriations/Assessment Committee Meeting Minutes
(Page C-1 to C-48) – Board Members Only | Action Required |
| VIII. Reports | |
| A. Administration/Program Development for June 30, 2017, Cumulative YTD
Financial Status Report (Page 8) | Information Only |
| B. Title V Employment Training Program for June 30, 2017, Cumulative YTD
Financial Status Report (Page 9) | Information Only |
| C. 06-30-17 Monthly Unaudited Balance Sheets
(D, E, & F)–Board Members Only (No Report to be Given—for review only) | Information Only |
| D. Waiver Program Status Report 10-01-16 – 6-30-17
(Page G) – Board Members Only | Information Only |
| IX. Director's Report
(Page 10) | |
| X. Other | |
| A. AASA Field Representative Comments – Sherri King | Information Only |
| B. Public Comments | |

2

Board of Directors Meeting Agenda

August 3, 2017

Page two

XI. Treasurer's Report

- | | | |
|----|--|------------------|
| A. | Resolution #1018-06/FIN-17 Accounts Payable for June 1-15, 2017
(to be handed out) Board Members Only | Action Required |
| B. | Resolution #1019-06/FIN-17 Accounts Payable for June 16-30, 2017
(to be handed out) Board Members Only | Action Required |
| C. | Credit Card Summary – June 2017 (Page 11) | Information Only |

XII. Closed Session – *if requested*

XIII. Adjournment

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 **July 6, 2017**, Conference Rooms 1 & 2, 1615 S. Euclid Avenue, Bay City, MI 48706.

I. CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by Chair Corbat, followed by the Pledge of Allegiance led by Leonard Ballosh.

II. ROLL CALL:

PRESENT: Ballosh, Beson, Corbat, Moffit, Tobin, Walters, Weitenberner

EXCUSED: Birgel, Humm, Sanders

ABSENT: Boensch, Hunt

STAFF: Bob Brown, Kristina Rubis, Lisa Pijaszek, Stacey Dudewicz, Annette Jeske, Loren Fischer, Sherry Rusho

AASA REPRESENTATIVE: Sherri King

GUESTS: Dick Corbat, Midland County; S. Hancock, Guest; Mel McNally, Advisory Council; Deb Rievert, Guardian Angel Adult Day Care; Stacy McIntyre, Golden Horizons Adult Day Care

III. APPROVAL OF AGENDA:

MOTION *Tobin* moved to **approve the agenda**. *Supported by Walters, the MOTION carried.*
#6606

IV. APPROVAL OF MEETING MINUTES:

MOTION *Moffit* moved to **approve the Board of Directors Meeting Minutes of June 1, 2017**. *Supported by Weitenberner, the MOTION carried.*
#6607

MOTION *Walters* moved to receive and file **the Advisory Council Meeting Minutes of May 4, 2017**. *Supported by Ballosh, the MOTION carried.*
#6608

V. PUBLIC COMMENTS – AGENDA ITEMS: None.

VI. ANNOUNCEMENTS:

Director Brown wished Mike Tobin a Happy Belated Birthday (with Sue's deepest apologies!!!). Mike celebrated a June Birthday.

VIII. COMMITTEES:

Chair Walters stated Sue Gittins reported the Agenda items for the SMP Amendment 2 contained incorrect dates and requested Committee members update them.

Staff discussed the FY 2016 Carryover Funding and additional new funding available for FY 2017 from AASA. After contacting our providers, they were able to spend all but approximately \$36,000. Staff suggested utilizing that funding to begin a home safety, assistive services and technology closet for loan to qualifying, in-need clients. Some of the items include hooyer lifts, AC window units, generators, incontinence supplies, etc.

MOTION *Walters* moved to **approve the allocation of FY 2016 Carryover Funding and additional AASA funding available for FY 2017, as presented**. *Supported by Moffit, a roll call vote was taken as follows:*
#6609

Ballosh	-	Yes	Humm	-	Excused	Tobin	-	Yes
Beson	-	Yes	Hunt	-	Excused	Walters	-	Yes
Birgel	-	Absent	Moffit	-	Yes	Weitenberner	-	Yes
Boensch	-	Absent	Sanders	-	Excused	Corbat	-	Yes

the MOTION carried.

Board of Directors Meeting Minutes

July 6, 2017

Page two

MOTION #6610 *Walters* moved to **approve the Priority Health Ancillary Services Participation Agreement (Medicare Advantage), as presented.** *Supported by Moffit, the MOTION carried.*

MOTION #6611 *Walters* moved to **approve imposing a probationary status of 6 months on Midland Area Homes, Inc., due to irregularities in fiscal operations, beginning July 6, 2017.** *Supported by Ballosh, the MOTION carried.*

MOTION #6612 *Walters* moved to **approve imposing a probationary status of 12 months on Council on Aging – Gladwin, due to irregularities in fiscal operations, including payment of expenditures outside of the approved Region VII AAA budget, beginning July 6, 2017.** *Supported by Moffit, the MOTION carried.*

MOTION #6613 *Walters* moved to **approve the Senior Medicare Patrol (SMP) Contract - Amendment 2, Gratiot County - June 1, 2015 through May 31, 2018.** *Supported by Beson, the MOTION carried.*

MOTION #6614 *Walters* moved to **approve the Senior Medicare Patrol (SMP) Contract - Amendment 2, FY 17/18 Budget - June 1, 2017 through November 30, 2017, by Funding Formula.** *Supported by Ballosh, a roll call vote was taken as follows:*

Beson	-	Yes	Hunt	-	Absent	Walters	-	Yes
Birgel	-	Excused	Moffit	-	Yes	Weitenberner	-	Yes
Boensch	-	Absent	Sanders	-	Excused	Ballosh	-	Yes
Humm	-	Excused	Tobin	-	Yes	Corbat	-	Yes

the MOTION carried.

P/A/A Committee Chair Walters stated Director Brown informed the Committee that CMU Healthcare terminated their geriatric evaluation contract in Saginaw County effective June 30, 2017.

P/A/A Committee Chair Walters also stated staff discussed non-emergency medical transportation (NEMT) and the possibility of purchasing either one or two handicap-equipped vans to help support unmet needs of clients with short notice ride-of-last resort medical transportation, in response to their needs that are otherwise not being met. There will be a Public Hearing on July 28, 2017 at 4:00 p.m. at Region VII.

MOTION #6615 *Walters* moved to receive and file **the Planning/Appropriations/Assessment Committee Meeting Minutes of June 29, 2017.** *Supported by Moffit, the MOTION carried.*

MOTION #6616 *Moffit* moved to **approve the Title V/Senior Community Service Employment Program (SCSEP) Procedure Protecting Personal Identifying Information of TV/SCSEP Participants, as presented.** *Supported by Walters, the MOTION carried.*

MOTION #6617 *Moffit* moved to **approve Board members filling out the Board Self Evaluation Form and return to the Board Coordinator, as required by CARF yearly.** *Supported by Weitenberner, the MOTION carried.*

MOTION #6618 *Moffit* moved to **approve Board members filling out the Board Evaluation Form and return to the Board Coordinator, as required by CARF yearly.** *Supported by Ballosh, the MOTION carried.*

MOTION #6619 *Moffit* moved to **approve the Interim Organizational Chart, as presented.** *Supported by Weitenberner, the MOTION carried.*

Personnel Chair Moffit stated Director Brown updated the Committee on the progress of the Board By-Laws revision. Director Brown informed the Committee that the attorney will be calling in to the next Membership/By-Laws Committee meeting.

MOTION #6620 *Moffit* moved to **approve a four (4) year renewal of the EyeMed Vision Care insurance at the current rates, which includes the guarantee to maintain those rates for 48 months, effective January 1, 2018, and move to the Finance/Audit Committee.** *Supported by Ballosh, the MOTION carried.*

Personnel Chair Moffit stated Kristina Rubis, Human Resources, updated the Committee on the progress of the Personnel Policy revision. Kristina reported the Policy is 75% complete, and plans to have it to the Personnel Committee in the next month or two.

Personnel Chair Moffit also stated that Director Brown reported we are reviewing the healthcare benefit for employees.

MOTION #6621 *Moffit* moved to receive and file **the Personnel Committee Meeting Minutes of June 29, 2017.** *Supported by Walters, the MOTION carried.*

Board of Directors Meeting Minutes

July 6, 2017

Page three

Finance/Audit Committee Chair Beson stated Director Brown informed the Committee that Michigan Department of Health & Human Services (MDHHS) took back over \$500,000 from our last payment, which included FY 2015 and FY 2016. These funds are in dispute and staff are continuing to work on re-couping them. Therefore, staff requested not to renew the CD's at this time in order to keep our cash flow.

Finance/Audit Committee Chair Beson also stated Director Brown reported that the deficit for FY 2017 was reduced again this month.

MOTION #6622 *Beson* moved to **approve not renewing the CD's that will be coming due from now until the end of September, 2017, with the understanding the interest from the CD's (except for those earmarked for a specific reason) will continue to be deposited for local funding.** *Supported by Ballosh, a roll call vote was taken as follows:*

Birgel	-	Excused	Moffit	-	Yes	Weitenberner	-	Yes
Boensch	-	Absent	Sanders	-	Excused	Ballosh	-	Yes
Humm	-	Excused	Tobin	-	Yes	Beson	-	Yes
Hunt	-	Absent	Walters	-	Yes	Corbat	-	Yes

the MOTION carried.

MOTION #6623 *Beson* moved that funds are available to approve a four (4) year renewal of the EyeMed Vision Care insurance at the current rates, which includes the guarantee to maintain those rates for 48 months, effective January 1, 2018. *Supported by Weitenberner, the MOTION carried.*

MOTION #6624 *Beson* moved to receive and file the Finance/Audit Committee Meeting Minutes of June 29, 2017. *Supported by Walters, the MOTION carried.*

X. REPORTS:

MOTION #6625 *Beson* moved to receive and file the Administrative/Program Development Cumulative YTD Financial Status Report, the Title V Employment Training Program Cumulative YTD Financial Status Report, the Monthly Unaudited Balance Sheets for May 31, 2017, and the Waiver Program Status Report 10-01-16 – 05-31-17. *Supported by Moffit, the MOTION carried.*

XI. REGION VII AAA DIRECTOR'S REPORT:

Director Brown gave his July 2017 Directors Report as handed out, and on the website.

XII. OTHER:

Sherri King, AASA Representative, was unable to attend.

MSAC Report – Bill Walters:

No summer meetings.

Public Comments.

Leonard Ballosh discussed how Congress votes. He stated the House creates the budget. Nervous for Older Americans Act (OAA) funding.

XIII. TREASURER'S REPORT:

MOTION #6626 **Resolution #1016-05/FIN-17 for May 1 - 15, 2017.** *Beson* moved to adopt Resolution #1016-05/FIN-17; Accounts Payable for May 1 - 15, 2017 in the amount of \$331,274.19. *Supported by Weitenberner, the MOTION carried.*

MOTION #6627 **Resolution #1017-05/FIN-17 for May 16 - 31, 2017.** *Beson* moved to adopt Resolution #1017-05/FIN-17; Accounts Payable for May 16, 2017 in the amount of \$2,260,433.66. *Supported by Ballosh, the MOTION carried.*

MOTION #6628 *Beson* moved to approve, receive, and file the Credit Card Summary for May 2017 in the amount of \$1,783.95. *Supported by Weitenberner, the MOTION carried.*

6

Board of Directors Meeting Minutes

July 6, 2017

Page four

MOTION *Beson* moved to receive and file the **Treasurer's Report for May 2017**. *Supported by Ballosh, the #6629 MOTION carried.*

XIII. **CLOSED SESSION:**

None requested.

XIV. **ADJOURNMENT:**

MOTION *Ballosh* moved to adjourn. *With support by Walters, the MOTION carried and the Board of Director's #6630 Meeting adjourned.*

Respectfully submitted,

Hank Weitenberner, Secretary
Region VII AAA Board of Directors

DATE PREPARED: July 6, 2017

DATE APPROVED:

Region VII Area Agency on Aging
Administration & Program Development (Adm, Prog Dev, CM Adm)
Financial Status Report
For the Period Ending June 30, 2017

	Annual Budget 2017	YTD Expenditures 2017	Budget Balance 2017	Percentage of Budget Expended	Percentage of Deviation
Salaries	320,947	254,755	66,192	79%	4%
Fringes	148,476	110,946	37,530	75%	0%
Legal & Professional	33,784	17,206	16,578	51%	-24%
Audit and Accounting	3,556	1,765	1,791	50%	-25%
Occupancy	24,119	18,089	6,030	75%	0%
Insurance	3,787	1,831	1,956	48%	-27%
Equipment	3,200	0	3,200	0%	-75%
Equipment Maintenance & Repair	7,349	2,600	4,749	35%	-40%
Supplies	3,862	2,964	898	77%	2%
Postage	5,838	4,627	1,211	79%	4%
Telephone	3,585	1,966	1,619	55%	-20%
Staff Travel	7,994	8,024	(30)	100%	25%
Conferences	440	2,221	(1,781)	505%	430%
Membership Dues	2,489	1,978	511	79%	4%
Special Events	3,500	2,780	720	79%	4%
Board/Advisory PerDiem/Travel	38,000	21,376	16,624	56%	-19%
Utilities	3,200	1,252	1,948	39%	-36%
	614,126	454,380	159,746	74%	-1%

Projection Percentage at 75%

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

	Annual Budget	YTD Expenditures	Budget Balance	Percentage of Budget Expended	Percentage of Deviation
MMAP Services (FY 2018)	22,193	15,249	6,944	69%	-6%
SMP 2 (HCFA) Services (FY 2017)	8,691	0	8,691	0%	-17%

MMAP Projection Percentage at 75%
SMP 2 (HCFA) Percentage at 17%

(Grant period 4/1-7/31/17)
(Grant period 6/1-11/30/17)



TITLE V EMPLOYMENT TRAINING PROGRAM

Preliminary Financial Status Report

July 1, 2016 through June 30, 2017

Items	Annual Budget 2017	YTD Expenditures 2017	Budget Balance 2017	Percentage of Budget Expended	Percentage of Deviation
T-V Administration	53,584	53,584	0	100%	0%
T-V Enrollees	482,259	482,259	0	100%	0%
Total	535,843	535,843	0	100%	0%

Projection Percentage at 100%

FY 2017 Monthly Summary of Slots

Counties	FY 2017 Slots Allocated	SCEP Monthly Enrollees Served
Bay	13	14
Clare	6	8
Gladwin	2	1
Huron	4	2
Midland	7	2
Saginaw	15	10
Sanilac	5	0
Tuscola	2	1
TOTAL	54 *	38

Title V Enrollment	37
Estimated employment	2
Entered employment	6

* Number of modified positions per the U.S. Department of Labor is 45. The modified positions are the result of the Federal minimum wage being lower than Michigan's minimum wage.



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

Directors Report

August 2017

Advocacy continues this month:

- Met with Rep. Canfield
- Met with St. Mary's and Northview Medical Calls regarding MHEF Grant
- Met with Physicians Association
- Meet & Greet with Gladwin Mayor Darlene Jungman
- Attended Legislative Day at Mid MI Community College – spoke with a number of Legislators/Aides

Region VII continues to co-partner with Valley AAA – Region 5, Ascension Mid-Michigan, and Northview Medical Calls on a Care Transitions Initiative. Attended many meetings regarding the Grant we plan to submit.

Region VII continues to co-partner with SAGE, two other AAAs (Region 8 & 11) and the LBGT community on an MHEF approved grant regarding policy and cultural changes.

Continue to advocate for the Medicare and Medicaid Assistance Program (MMAP), also known nationwide as the State Health Insurance Plan (SHIP). Our MMAP Counselors help many seniors region-wide navigate the Medicare and Medicaid system, especially the Part D prescription program in the fall.

IT has developed a printer/copier plan for Region VI and installation is taking place.

The Waiver program continues to reduce its' deficit, and we are continuing to look at efficiencies. Moving forward to develop and implement a new self-determination process.

10