

Region 2 Area Agency on Aging
Minutes of a Regular Meeting of the Board of Directors
August 22, 2019 at 1:08 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: Glen Ashlock, Russ Graves, Kara Lorenz-Goings, Tim Miller, Margaret O'Malley, 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 1:08 p.m. on August 22, 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 schedule Unfinished Business after New Business and to include Closed Session Regarding CEO Contract Negotiation, and Union Contract Negotiation Updates under Unfinished Business, Matt Dame 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 July 18, 2019 as presented, Tony Bair seconded. Motion carried with no one opposed.
6. Public Comment: None
7. Presentation
Glen Ashlock, Assistive Technology and IT Manager, presented an overview of Assistive Technology (AT), and Information Technology (IT), at Region 2 AAA that included the history of the AT program, manager's responsibilities, a plan for sustainability of the AT program, and recommendations for increased effectiveness of both programs.
8. Reports
 - a. Michigan Aging and Adult Services Agency (AASA)
Sherri King reported that the AASA office is involved with the multi-year plan process, noting that the Area Agencies on Aging are presenting their plans to the Commission on Services to the Aging. Sherri also reported that the federal Older Americans Act is up for reauthorization and that the AASA is recommending a "lump sum" for nutrition funding; Phil Lewis, a former AASA staff member, is now

working for the Michigan Health Endowment Fund—interviews for his AASA position are taking place; and work is beginning on the AASA three-year plan. ~~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 also reported that two new staff members started at Region 2 AAA, noted the importance of the finalization of the state and federal budgets, and reauthorization of the Older Americans Act, and reported that Region 2 AAA staff, a Board member, and an Advisory Council member met earlier this month to review proposals submitted by contractors for Aging and Adult Services Agency (AASA) funded services. Julie added that she recently spoke with the director of veterans affairs for Hillsdale County at the request of Mark Wiley, Chair of the Hillsdale County Board of Commissioners. We also received a veteran referral for Region 2 AAA's veteran directed program.

d-c. Advisory Council

The Board members reviewed a report of the Advisory Council meeting that took place on August 20, 2019 (attached). Julie announced that Helen Borton (Lenawee County) has resigned from the Council after 25 years. Julie added that Helen will receive recognition at the September Council meeting, and a card for Helen for Board members to sign will be available at the next Board meeting. Julie also reported that the Advisory Council Nominating Committee will meet to prepare a slate of candidates for FY 2020 officers.

9. Committee Business

a. Executive Committee

Stephen Rajzer reported the following:

The Executive Committee met on August 15, 2019 with himself, Curtis Gale, Megan Kiser, and Bob Knoblauch in attendance.

The Committee members reviewed proposals for repair and replacement of one (possibly two) of the AC units on the south side of the building and accepted the proposal from Mechanical Extremes to repair the broken unit.

The Committee reviewed information regarding a change in meal funding for the nutrition providers in each of the three counties due to a C-1 to C-2 Nutrition Fund Transfer Request that was not finalized.

Bob Knoblauch moved to approve the revised statements of contract award for home-delivered and congregate meals in each of the three counties (attached), Keith Williams seconded. Motion carried with no one opposed.

The Committee members met in a closed session for CEO contract negotiation.

10. New Business

- a. FY 2020 Meeting Schedule (attached) The Board Members reviewed a proposed schedule of Committee, Advisory Council, and Board Meetings for FY 2020, and
- Tony Bair moved to approve the schedule as presented, Bob Knoblauch seconded.
- Bruce Caswell, after discussion, moved to amend the schedule to change the February meeting of the Personnel Committee to February 18, 2020 at 1:00 p.m., Tony Bair seconded. Motion carried with no one opposed.
- Tony Bair moved to approve the schedule as amended, Bob Knoblauch seconded. Motion carried with no one opposed.
- b. Annual IRS Form 990 (attached) The Board Members reviewed a draft of the 2017 Form 990, and
- Tony Bair moved to approve the 2017 Form 990, Curtis Gale seconded. Motion carried with no one opposed.

11. Unfinished Business

- a. FY 2020 Budget (attached) The Board Members reviewed a proposed FY 2020 budget for Region 2 AAA, and information presented by Julie Wetherby and Tim Miller. The presentation included success stories from participants and staff, changes from the current budget, needs not included in the proposed budget, status of finance department staffing, factors that will affect the budget (known and unknown), possible revenue sources, input from managers, Waiver revenue projections, and major differences in total expenses. Changes suggested by the Board Members included:
- Removing the wage increase for all staff
 - Increasing staff contribution to cost of benefits to state recommended amount
 - Not including additional IT support
 - Removing wage increase but including additional IT support
- Matt Dame and Bruce Caswell excused themselves from the meeting at 3:32 p.m.
- b. Closed Session Regarding CEO Contract Negotiation, and Union Contract Negotiation Updates
- The Board Members began a closed session for CEO contract negotiation, and union contract negotiation updates after a motion by Tony Bair, and second by Chris Wittenbach. Motion carried after a roll call vote: Matt Dame-absent, 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-absent

12. Board Member Comments and Questions

Bob Knoblauch commented on participating in the multi-year plan proposal review committee, and expressed gratitude to the county directors, and others in the field working for the elder population.

Julie Wetherby thanked the Board Members for reviewing the proposed budget, and noted that the management team spent a significant amount of time preparing the budget presentation.

Curtis Gale asked if the manager to worker ratio at the Region 2 AAA had been reviewed recently.

- ~~• 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.~~

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13. Adjournment

The Board members adjourned the meeting at ~~4:07~~4:27 p.m. after a motion by Tony Bair and second by Chris Wittenbach, no one opposed.

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Next meeting: ~~March 21~~ September 19, 2019 at 2:00 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 September 19, 2019.