

TRI-COUNTY AGING CONSORTIUM
ADMINISTRATIVE BOARD MEETING

Minutes

April 20, 2020 3:30pm

Members Present: Ken Mitchell, Chair Dwight Washington Chris Swope
Blake Mulder Jeanne Pearl-Wright Patricia Spitzley
Bryan Crenshaw

Members Absent: Robin Naeyaert Matt Bowen

Staff: Marion Owen Sara Aikman Kate Long
Kirsten Laing Joe Reeves Tammy Lemmer
Tom Smith Carl Buonodono Robin Webb
Andrea Radel Casey Cooper

Guests: Becky Payne-Field Rep, Aging and Adult Services Agency, MDHHS
Cheryl Mask, Advisory Council Member
Aaron Steven, Manor Costerisan
Judy Fryer- Visitor

Item #1. Call to Order:

K. Mitchell called the meeting to order at 3:35 p.m.

Item #2. Approval of the Agenda:

Agenda item 13.A. Audit Presentation move to the beginning of the meeting. Motion by B. Mulder, supported by B. Crenshaw to accept the amended and approve the Agenda. **Motion carried by role call.**

Item #3. Audit Presentation- Aaron Stevens, from Manor Costerisan, presented the Audit report highlighting the opinion of “presents fairly in all material respects”. This is the highest level of assurance. Auditors only noted significant finding that was corrected. Aaron Stevens reported TCOA’s “excellent financial position”. Motion by B. Mulder, supported by supported by J. Pearl-Wright to receive the Audit to file. **Motion carried by role call.**

Item #4. Minutes of February & March 2020 Meeting:

Motion by B. Crenshaw, supported by J. Pearl-Wright to accept the minutes for February and March 2020 Meeting. **Motion carried by role call.**

Item #5. Public Comment: J. Fryer inquired about the Annual Report /Audit

Item #6. Election of Officers: B. Mulder nominated A. Hussian to be Vice-Chair. Supported by B. Crenshaw. **Motion carried by role call.**

Item #7. Committee Appointments: P. Spitzley volunteered to serve on the Personnel Committee. P. Spitzley and A. Hussain volunteered to serve on the Grievance Committee. Motion by B. Mulder, supported by C. Swope to accept these volunteers to each respective committee.
Motion carried by role call.

Item #8. Conflict of Interest forms:
S. Aikman reminded the Board that forms are due.

Item #9. Director Report: Marion Owen

This update will center on the COVID-19 Crisis

TCOA is continuing to provide essential services to older adults and persons with disabilities during the COVID-19 crisis. There are a few essential staff still working in-office and in the kitchen. Others are working from home if feasible.

Nutrition Program:

- Meals are continuing to be delivered to Meals on Wheels participants with the difference being that they are delivered once per week. There are 5-7 meals delivered and second cold meals if necessary.
- Meals are delivered by volunteers and we have had a significant increase in volunteers which Casey Cooper will be reporting on.
- Assessments and Reassessments are being conducted over the phone as is allowed by AASA (Aging and Adult Services of Michigan) during the crisis.
- All the AAA's received funding through AASA from the federal CARES Act for senior nutrition programs (Older Americans Act) in the amount of \$285,000 for COVID-19 related expenses. There will be other funding from the CARES Act for Community Services. Funds are distributed according to the AASA funding formula for AAA's.
- AASA is also sending 350 shelves stable "quarantine food boxes" to be delivered soon. These boxes are for older adults who have signed up through the AASA website and other older adults who are able to prepare their own meals but who are isolated in the homes. Volunteers will be delivering the boxes once they are delivered.

Carl Buonodono will be providing an update on the ongoing activities in the Nutrition program.

Community-Based Services, Project Choices and Community Services:

- Care Managers are continuing to regularly contact clients and conduct reassessments remotely, as allowed by the Michigan Department of Health and Human Services (MDHHS). Services to clients continue to be monitored, specifically in-home, personal care services.
- Home care agencies continue to provide services. TCOA has contracts with over 45 provided and with a few exceptions, they are able to sustain their direct care staff. TCOA increased the hourly rates for Home Care providers to support them in retaining their staff who are facing many challenges and are at-risk. The \$.50 per hour increase is to be paid directly to the direct care staff. We hope to provide another increase in a few months.
- TCOA staff have secured 1000's of PPE items from various sources including AASA, local Emergency Operations Centers (mainly Clinton County and City of Lansing). Most recently gloves, masks, mask shields, gowns and hand sanitizer were distributed to many of the

home care agencies and Adult Foster Care facilities. Staff assembled items in individual boxes. Staff involved are Kirstin and Tom. Joe has been helpful in picking up PPE's and distributing. A big thanks to them.

- AASA granted TCOA a waiver to provide funds to the Adult Day Care centers for the time they are spending on contacting their clients and providing assistance even though the centers are closed. The waiver allows TCOA to change the definition of "service".
- AASA has a section on their web site for older adults to fill out a short form if they need food. Tammy Lemmer and Casey Cooper will provide an update.
- AASA has also has volunteers willing to provide direct assistance to clients in their homes. These are health related volunteers and there are Home Care agencies interested in securing these services.
- AASA has also provided volunteers who have signed up on their web site. Casey will provide an update of this.
- Telephone reassurance/well-being calls continue to be made to older adults and persons with disabilities. So many older adults live alone, and these calls are critical. Many are from Project Choices and Meals on Wheels but there are many from other sources. Tammy Lemmer and Casey Cooper will provide an update on this.
- The 24/365 Crisis Services for the elderly is the back-up for Project Choices with staff on-call rotating coverage.
- Staff are also contacting Adult Fosters Care facilities where we have clients residing to offer assistance (PPE's) and get a sense of how they are doing.

Information and Referral (I&A), options Counseling, MMAP and Crisis Services:

- Information and Referral staff are working from home and handling calls forwarded from the main number by the Receptionists who are monitoring the calls.
- MMAP and the Options Counselor are working from home and having regular contact with persons calling the agency.
- The main TCOA phone #, the 800# and the Crisis Services line have a recording directing callers what number to push leave messages. Staff are monitoring and the receptionists are monitoring the messages to the main number.
- Staff continue to provide needed services such as medications, transportation, medical supplies. Fortunately, heat and electrical companies have a moratorium of shut offs and water must be restored for those without water.

Staff and Operations;

- Finance support staff continue to work on-site a couple of days a week to process bills and submit invoices to funding sources. Other days the finance support staff work from home as do the data entry and claims processing staff for Project Choices. Joe Reeves, Finance Director, is on-site daily as is Tammy Lemmer and Carl Buonodono. Also, on-site daily are the kitchen staff including the Food Production Manager, Antoine Johnson, and a small group of his staff as they continue to assemble and deliver food to the various senior dining sites for pick-up.
- Other Leadership staff continue to work from home and are in regular communication. TCOA has a committee for COVID-19 which has been meeting since early March to

exchange information, develop and implement plans, The Committee is an extension of the TCOA Safety Committee and consists of the following staff:

- Carl Buonodono (Nutrition Director)
- Joe Reeves (Finance Director)
- Kirsten Laing (Director Project Choices/Care Management)
- Tom Smith (Contract Manager)
- Andrea Radel (Human Resources Manager)
- Andria Platte (Office Manager)
- Kate Long (Planner)
- Judy Wernert (RN Supervisor, Project Choices)
- Alesha Cavanaugh (Social Work Supervisor, Project Choices)
- Ruth Pell (Community Services Coordinator/Crisis Services staff)
- Sara Aikman (Assistant Director)
- Marion Owen (Director)

TCOA and this Director are so fortunate to have the dedicated, creative and talented staff who have gone well over their job descriptions to provide services and support to our clients, their co-workers and the community. All have gone the extra mile and yet maintain a positive outlook. Hats off to all of them!! They are all very appreciated.

One last news which is good and bad--Sara Aikman is retiring after over 26 years of dedication to TCOA. Good—because she will move on to more adventures and with more time and freedom to do what she desires. Bad—because we shall miss her. She contributed so much to TCOA and made it a better place. We wish her luck and happiness!!!

Item #11. AASA Programmatic Assessments Updates: T. Smith gave an update on the Programmatic Assessment on our Subcontractors. Due to the COVID-19 pandemic, could only complete half of them before halted by the Covid-19 Crisis. Motion by C. Swope and supported by A. Hussain to accept and place on file the programmatic assessments. **Motion carried by role call.** (see exhibit in board packet)

Item #12. Planning, Advocacy & Development:

- A. **Event dates-**C. Cooper gave an update on the postponing of the Annual Golf Outing to August 25 as well as the Volunteer Appreciation event, scheduled on April 25. It will be announced later. Volunteer update of 180 volunteer application through the website and 202 volunteers through AASA. Casey has conducted over 382 new background checks. Approximately 100 volunteers calling approximately 2000 clients weekly. Volunteers are helping at the food pick up sites, at senior dining sites. The fundraising has seen an uptick of donation due to the COVID-19 crisis.
- B. **AIP Timeline and Public Hearing-** K. Long gave an update on the timeline for AIP (Annual Implementation Plan) for FY 2021 and is waiting for direction from AASA. Board will see the plan for review. The public hearing is May 14 at Advisory Council meeting.

Item #13. Nutrition Program Update/Covid-19: C. Buonodono gave an update on meals. The Home Delivered Meals are being delivered once a week, 7-day supply, frozen, cold plus shelf stable food. 10 new routes have been added to accommodate over 200 new clients over the past few weeks. Client increase from 1084 to 1346, as of April 17th. Tasha Stetler has coordinated

24 pickup sites, including the dining sites, for people to pick up food by driving up and getting their food loaded for them. Site include: 17 in Ingham County serving 479 people with 3353 meals, 3 in Eaton County serving 25 people with 175 meals, and 4 sites in Clinton County serving 160 with 1120 meals. Also, working with quarantined homeless adults in 4 hotel locations serving 13 seniors.

Item #14. Finance:

- A. FY Audit Presentation-** move to Item #3
- B. Accounting Supervisor Update-**J. Reeves gave an update on the new Accounting Supervisor, Richard Child.
- C. COVID-19 expense and funds through the Federal and Family First CARES ACT-** J. Reeves gave an update on the new funding sources that will be used to help fund the nutritional expenses related to COVID -19.
- D. Financial Report January -**
- E. Financial Report February-** J. Reeves with permission to skip January and go right to February's Financial Reports, presented the February financial reports. Motion by B. Mulder, supported by J. Pearl-Wright to accept the February reports. (see exhibit 13.E1-13E15).

Item #14. General Check Ledger Resolution:

- A. February**
- B. March- -** Motion by B. Crenshaw, supported by D. Washington to accept the February and March Check Ledger Resolutions, with heading changes (see exhibit 13.A and 14.B).**Motion carried.**

Motion by J. Pearl-Wright supported by D. Washington moved to adjourn the meeting. The meeting was adjourned at 5:00 pm. **Motion carried**

NEXT MEETING: May 18th at 3:30 pm