

**TRI-COUNTY AGING CONSORTIUM**  
**ADMINISTRATIVE BOARD MEETING**

**Minutes**

*September 21, 2020 3:30pm*

**Note: Meeting held remotely via Zoom**

**Members Present:** Ken Mitchell, Chair      Brian Crenshaw      Blake Mulder  
Dwight Washington      Jeanne Pearl-Wright      Patricia Spitzley  
Jessy Gregg

**Members Absent:** Chris Swope      Adam Hussain- Vice Chair      Robin Naeyaert  
Matt Bowen

**Staff:** Marion Owen      Kirsten Laing      Joe Reeves  
Tammy Lemmer      Tom Smith      Carl Buonodono  
Marilyn Wiley      Casey Cooper      Robin Webb

**Guests:** Becky Payne-Field Rep, Aging and Adult Services Agency, MDHHS

**Item #1. Call to Order:**

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

**Item #2. Introductions**

**Item #3. Approval of the Agenda:**

Motion by B. Mulder supported by D. Washington to accept and approve the Agenda.  
**Motion carried.**

**Item #4. Minutes of July 20, 2020 Meeting:**

Motion by D. Washington, supported by B. Mulder to accept the minutes for July 2020. **Motion carried.**

**Item #5. Public Comment: N/A**

**Item #6. Directors Report:**

**I. COVID-19 Update:**

- Although many are delivered differently, services to older adults continue.
- Project Choices has added 100 clients since March and the current caseload is the highest we have ever had.
- TCOA continues to provide PPE items to clients, volunteers, home care agencies and Adult Foster Care facilities.

- Volunteers continue to make friendly reassurance calls to older adults.
- Several TCOA evidence-based wellness programs were changed to an online format including: Chronic Pain PATH, Diabetes PATH and Powerful Tools for Caregivers. Brain Health and Dementia 101 classes and consultations have also shifted to remote delivery and on-line delivery.
- TCOA continues to provide limited grocery assistance where volunteers shop for older adults.
- The \$2/hour increase to direct care workers continues until the end of December.

## **II. Area Agencies on Aging MI Aging Options:**

- As reported at the last meeting, the costs covering the start-up and first year of the MI Aging Options Management Services Organization (MiAO) for each AAA was estimated to be around \$165,000. This was not acceptable to most AAA's including TCOA. After several discussions, MiAO has been scaled back in order for a sufficient number of AAA's to be on board.
- There is a Confidentiality and Non-Disclosure Agreement which each AAA must sign and the TCOA attorney is reviewing this document. Signing the document does not commit TCOA or the other AAA's to the formation of the entity.
- A handout developed by the consultants is attached. A decision from each AAA will need to occur within the next 2 months or so. Joe Reeves, Tom Smith and Kirsten Laing are also involved.

## **III. Other:**

- AASA (Aging and Adult Services Agency) has developed a new criminal background policy and it has been approved by their Commission. The policy takes effect October 1 and is similar to TCOA's policy except checks are to be completed every three years instead of every five years.
- There is a recommended 3% COLA included in the budgets for FY 2021 which Joe Reeves will be presenting.
- TCOA has learned that we have been nominated for Greater Lansing Entrepreneurial Award -2020 WILX People's Choice Award. This year the award is called the "Pivot Award", and will recognize the organization or business that has pivoted best during the Coronavirus crisis. The winner will be announced at the awards event on November 14.

## **Item #7. FY 2021 SGA Grant Funding Resolutions-**

T. Smith presented the SGA proposed Grant Funding Awards for the FY2021 Annual Contractors. In general, the award amount remained the same as FY2020. Motion by B. Mulder, supported by J. Pearl-Wright to accept the proposed Grant Funding Awards for FY2021. **Motion carried.**

**Item #8. Planning, Advocacy & Development:**

- A. Brain Health/Isolation kits** - T. Lemmer gave an update on a new project: Isolation kits the kits are given to individuals and including games, puzzles and books. This is funded by donations from RE Olds foundation and the local TRIAD.
  
- B. Fundraising Update-** C. Cooper gave an update on the Annual Golf Outing held August 25 at Forest Akers West. There were 70 golfer and 30 volunteers. Although there were fewer golfers then in the past, the amount raised (approximately \$34,000) was close the amount raised last year (\$35,000). The next Golf Outing with be June 9, 2021.

The Dinner and Auction will be held as a virtual event with a 1-hour live stream. There will be client testimonies presented. All auction items will be in presented in the Silent Auction. We are unable to do raffle in this format due to State regulations.

- C. Friends For Independence-**C. Cooper presented the Friends for Independence Allocation Resolutions recommendations with an increase of \$100,000. Motion by P. Spitzley supported by J. Pearl-Wright to accept the FFI Allocations for FY2021. Motion carried.
  
- D. AIP 2021 Update-**T. Lemmer gave an update on the Annual Implementation Plan (AIP) for 2021. Enhanced Adult Day Programs and Gap Filing services were added. The ADC (Adult Day Care) are maintaining services making Friendly Assurance calls. The ASSA Commission approved our AIP August 3, 2020.
  
- E. 3<sup>rd</sup> Quarter Service Report-**T. Lemmer presented the 3<sup>rd</sup> Quarter Service Report. The following sections were highlighted: on page 2 under transportation, RSVP was closed for an extended period of time due to Covid-19 and made Friendly Assurance calls as an alternative. On page 3, Adult Day Care pivoted to Friendly Assurance calls. On page 4, Information and Assistance had an increase in calls and in-person appointments. The Wait List has increase by 18 clients. On page 7-8, Evidence Based programs had slowed down due to COVID-19, but have resumed with the use of the on-line Zoom meeting forum. On page 11-12, Client counts have increased significantly for MOW.
  
- F. 2019 Annual Report-** T. Lemmer gave an update on the Annual report that is now available on the website.

**Item #9. Nutrition Program Updates:**

C. Buonodono report that all in home deliveries reduced deliveries to 5 days of meals at a time, due to request from clients. Client number trending down, but still remain higher than average count. Q-Box deliveries are still successful, as well as the produce boxes. The meals that go to drop off sites are still in operation at 24 sites in the Tri-county area. Meals on Wheels are still serving homeless quarantined individuals.

**Item #10. Finance:**

- A. Financial Report June** – Presentation included with July report by approval of the Board.
- B. Financial Reports July-** J. Reeves presented the July financial reports. Motion by B. Mulder, supported by J. Pearl-Wright to accept the June and July reports. (see exhibit 10.A.1-10.B.17). **Motion carried by roll call.**
- C. FY 2021 Budget Resolutions-**J. Reeves presented the 2021 Budget Resolutions with 3% COLA. Motion by B. Mulder, supported by J. Pearl-Wright to accept the 2021 Budget revisions with the 3% COLA. **Motion carried by roll call.**

**Item #11. General Check Ledger Resolution:**

- A. July**
- B. August-** Motion by B. Mulder, supported by Jeanne Pearl-Wright to accept July and August check ledger resolutions. **Motion carried by a roll call.**

**Meeting Adjourned at 5:01pm**

**NEXT MEETING: October 19<sup>th</sup> at 3:30 pm**