

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

Minutes

January 25, 2021 3:30 pm

Note: Meeting held remotely via Zoom

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

Members Absent: Jessy Gregg Adam Hussain- Vice Chair

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

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

Item #1. Call to Order:

K. Mitchell called the meeting to order at 3:31 pm

Item #2. Introductions:

Item #3. Approval of the Agenda:

Motion by B. Crenshaw supported by J. Pearl-Wright to accept and approve the Agenda. **Motion carried.**

Item #4. Minutes of November 16, 2020 Meeting:

Motion by B. Mulder, supported by B. Crenshaw to accept the minutes for November 2020. **Motion carried.**

Item #5. Public Comment:

N/A

Item #6. Conflict of Interest forms-

Conflict of Interest forms were included in Board packets. J. Reeves asked Board members to update their Conflict of Interest forms and email to him at reevesj@tcoa.org.

Item #7. Directors Report:

I. COVID-19 Update:

- One of the kitchen staff tested positive for Covid-19. All staff working in the kitchen and those who were exposed were directed to go home for 14 days. This included food box

assemblers, van drivers, supervisors (including Carl Buonodono- Nutrition Director, and Antoine Johnson, the Food Production Manager). The following action was taken:

- All Meals on Wheels (MOW) clients were contacted. Clients are receiving 5-7 meals currently on a weekly basis. Clients have shelf stable meals for this type of event. Calls confirming that the client has sufficient food are being made.
- Plans were developed to have out-county MOW staff and volunteers take over assembling and delivering the meals to out-county drop off sites for volunteers to pick up and deliver as usual.
- After thoroughly disinfecting the kitchen, per protocols, meals were delivered to senior housing complexes in Lansing by volunteers.
- The remainder of the meals (400) are being provided and delivered through the Mom's Meals program.
- TCOA is working with local health departments to assist older adults with obtaining the COVID vaccine, specifically those who are medically frail. We are contacting clients receiving services through Project Choice and MOW to assess whether they have received the vaccine, are interested in receiving and what we can do to assist.
- Many of the in-home care and adult foster care providers we contract with to provide services are receiving the vaccines for both direct care staff and clients.
- We distributed another round of KN-95 masks to providers and clients. We received 60,000 masks through AASA (Aging and Adult Services). We have distributed over 200,000 PPE.
- As previously reported, most of the TCOA services and programs continue.

II. Other:

- Office renovations are complete.
- The \$2/hour increase to direct care workers (DCW) providing services through MDHHS programs, including MI Choice (Project Choices) has been extended through the end of February. Advocacy for this increase continues around the state to make this permanent. There are signs that legislatures and the governor are supportive of this increase.
- Ingham County Board of Commissioners passed the resolution to authorize a contract with TCOA for the Elder Services Millage and we are in the process of amending existing contracts with providers and hiring staff pertinent to the Millage services and activities.

Item #8. Planning, Advocacy & Development:

A. FFI Allocation Resolution:

C. Cooper presented the FFI Allocation Resolution to increase the Crisis Program budget by \$5,000 from the additional funds donated.

B. 2021 Advisory Council Appointment Resolution:

T. Lemmer presented the Advisory Council appointment for three-year term beginning of January 1, 2021 and ending December 31, 2023. Motion by B. Crenshaw supported of J. Pearl Wright approved the Advisory Council appointment. **Motion carried.**

Item #9. Finance:

A. FY 20 Budget Amendments:

J. Reeves presented the FY20 Budget Amendments. Motion by B. Mulder supported by J. Pearl-Wright to accept FY20 Budget Amendments. **Motion carried.**

B. FY 20 Financial Report- September- 2020 Final:

J. Reeves presented the FY20 September Final reports.

C. Financial Report October 2020

D. Financial Report November 2020:

The Board approve presenting only the November financial since the reports are accumulative. J. Reeves presented the November 2020 Financial Reports. Motion by B. Mulder supported by J. Pearl-Wright to accept the September -Final, October 2020, and November 2020 Financial Reports. (see exhibit 9.A.1-9.D.17). **Motion carried.**

Item #10. General Check Ledger Resolution:

A. November:

B. December:

Motion by B. Crenshaw, supported by J. Pearl-Wright to accept November and December check ledger resolutions. **Motion carried by a roll call.**

Meeting Adjourned at 4:22 pm

NEXT MEETING: February 22nd at 3:30 pm