

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

Minutes

March 15, 2021 3:30 pm

Note: Meeting held remotely via Zoom

Members Present: Ken Mitchell, Chair Jeanne Pearl-Wright Adam Hussain- Vice Chair
Dwight Washington Bryan Crenshaw Randy Schafer
Mark Mudry Patricia Spitzley

Members Absent: Jessy Gregg Blake Mulder Chris Swope

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

Guests: Becky Payne-Field Rep, Aging and Adult Services Agency, MDHHS
Annette Gamez- Field Rep, Aging and Adult Services Agency, MDHHS
Aaron Stevens- Maner Costerisan
Deb Wiese- Advisory Council Member

Item #1. Call to Order:

K. Mitchell called the meeting to order at 3:33 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 February 22, 2021 Meeting:

Motion by J. Pearl-Wright, supported by A. Hussain to accept the minutes for February 2021. **Motion carried.**

Item #5. Public Comment:

Becky Payne will be attending an assessment with T. Smith for CACS-Eaton County as part of her role at AASA. The \$2/hour direct care worker increase has been extended until September 30, 2021.

Item #6. Conflict of Interest forms-

J. Reeves reminded Board members to turn in their Conflict of Interest forms and email to him at reevesj@tcoa.org.

Item #7. FY20 Audit Presentation:

Aaron Stevens presented the FY2020 Audit with a PowerPoint. The audit process, he reported went well, assets to liabilities strong. The staff was very cooperative. The pension system (MERS) is doing very well and is at 87% funded. The state requires 60%. The firm issued an unqualified opinion related to the financial statements for FY 2020. There was one finding related to budget variances, a corrective action plan has been submitted by management to address the finding, but agency is doing well financially. Motion by Jeanne Pearl-Wright, supported by B. Crenshaw to accept the FY 2020 Audit Report. **Motion carried.**

Item #8. Directors Report:

I. COVID-19 Update:

- Staff and volunteers have been busy assisting older adults navigating through the vaccine process, we have helped over 500 persons with scheduling appointments and transportation to obtain vaccine shots.
- AARP tax service has started but is operating on a limited basis (drop off service only). This means less people served and more concern for those needing to file Home Heating and Homestead Credits. Other tax programs available. (VITA through 2-1-1 and United Way)
- USDA Boxes of fresh fruit, meat, dairy and vegetables are being delivered to 60 persons every 2 weeks and Q-Boxes are available with shelf stable meals.
- We have revised the TCOA COVID-19 Preparedness and Response Plan to update changes according to the directives from the state. Andrea Radel explained that the change reflects the latest MDHHS local health department changes to employee travel.

II. Other:

- Permanent \$2/hour wage increase for direct care workers is extended to September 30, 2021. There are plans to include this in the FY2022 budget, making it permanent.
- There are significant increases in funding for the Older Americans Act from the national COVID relief legislation. Also included are increases for the Medicaid home and community-based Waiver programs, including MI Choice or Project Choices. The Older Americans Act programs include delivered meals, in-home supports, adult day care, respite services for caregivers and other critical programs.
- TCOA Project Choice program received excellent scores on the quality reviews from the Michigan Department of Health and Human Services. H. Dadow, Quality Manager will provide an overview. Heidi and Kirsten Laing were instrumental in consistently improving overall quality.

Item #9. Clinical Quality Assurance Review Results FY20:

Heidi Dadow, Quality Manager for Project Choices, presented the results of the TCOA score for the agency. 100% for the client reviews, 95.22% on the chart reviews, 3.92 out of 4 overall rating. The reviews are conducted by MDHHS and are very extensive and thorough. TCOA reviews have improved each year and staff have worked hard and have been diligent.

Item #10. Planning, Advocacy & Development:

A. Meals on Wheels Golf Outing:

C. Cooper reminded everyone of the Annual Golf Outing on June 9th at the Forest Akers Golf West. Encouraged all to pass along to friends and family the Facebook page and website information.

Item #11. Finance:

A. January 2021 Financial Report:

J. Reeves presented the January 2021 Financial Reports. Motion by B. Crenshaw supported by A. Hussain to accept the January 2021 Financial Reports. (see exhibit 11.A.1-11.A.17). **Motion carried.**

B. Credit Card Purchasing Policy Update:

J. Reeves gave an update on the Credit Card Purchase policy adding the Finance Director as a signer on the credit card request up to \$500. Motion by D. Washington, supported by J. Pearl-Wright to place on file the updated Credit Card Purchase policy. **Motion Carried.**

C. Resolution to Designate Executive Director and Finance Director as Authorized Signers

Motion by B. Crenshaw, supported by A. Hussain to authorize the Executive Director and the Finance Director to sign any documents from Vanguard to receive a distribution from the Theresa A. Lynch Trust. **Motion carried by roll call.**

Item #12. General Check Ledger Resolution:

A. February:

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

Meeting Adjourned at 4:43 pm

NEXT MEETING: April 19th, 2021 3:30 pm