

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

Minutes

September 19, 2022, 3:30 pm

Members Present: Blake Mulder Bryan Crenshaw Chris Swope
Mark Mudry Irene Cahill Brian Daniels

Members Absent: Ken Mitchell Mayor Ron Bacon Patricia Spitzley
Randy Schafer Dwight Washington Lucianna Solis
Jeanne Pearl-Wright

Staff: Marion Owen Joe Reeves Carl Buonodono
Marilyn Wiley Robin Webb Casey Cooper
Tom Smith Kirsten Laing Andrea Radel
Kara Hartenburg

Guests: Lucy Maillette – Advisory Council Member
Annette Gamez -Field Rep from ACLS (remotely)

Item #1. Call to Order:
B. Mulder called the meeting to order at 3:31 pm.

Item #2. Introductions:

Item #3. Approval of the Agenda:
C. Swope, supported by I. Cahill to accept and approve the agenda. **Motion carried.**

Item #4. Minutes of July 18th Meeting:
I. Cahill, supported by C. Swope to accept the minutes for July 18th meeting. **Motion carried.**

Item #5. Public Comment:
None

Item #6. Directors Report
I. COVID-19 Update
• The Public Health Emergency (PHE) was extended until October. However, it will be extended to perhaps mid-January. The flexibilities provided to programs funded through Bureau of Aging, Community Living and Supports (ACLs) will continue.

- There have been no significant cases of staff COVID-19 cases and clients are not experiencing any increases as well. Older adults are encouraged to have all vaccinations including the most recent available. Staff will continue to assist clients in obtaining their vaccines. This also includes regular flu shots.

II. State and Federal Budgets

- The state FY 2023 budget has passed with moderate increases for ACLS programs including Nutrition (\$1.5 million) and MI Choice (Project Choices) 2-2.5% increase.
- The federal FY 2023 budget is still in continuing resolution status. There is a threat of government shutdown at the end of the month if the budget has not been resolved but unlikely to occur.

III. TCOA Staff Restructuring:

- We have completed our changes to staff duties and restructure process. With the departure of Tammy Lemmer, staff including Leadership, met and discussed what changes would improve and enhance the services we provide and utilize the talents of existing staff. Andrea Radel will provide an overview of the changes. Andrea Radel was very valuable and creative during the whole process.

IV. Other:

- The annual ACLS assessment of TCOA is complete with positive results. Kate Long will provide more information.
- The TCOA 2023-2025 Multi Year Plan (MYP) was presented Friday, September 16, 2022. The Commission on Services to the Aging consisted of governor appointed representatives from all AAA regions in the state to listen to an overview of each AAA's plan and ask questions before they approve the plan. Annette Gomez, our Field Representative assists with the presentation. Kate Long, who is the staff primary responsible for the plan and the Executive Director present as well. The Plan was approved

Item #7. Compliance Team Update:

Kirsten Laing gave an update on the activity within the Compliance team. Explained the procedures and responsibilities of the compliance team. There is a written report in the Board packet.

Item #8. Reorganization Update:

Andrea Radel provided an update on the recently completed reorganization. Kate Long was promoted as the Planning & Program Development Manager. Casey Cooper was promoted as the Community Engagement & Fundraising Director. Heidi Dadow was promoted as the Quality Assurance Director. Two new positions were also created: Volunteer & Outreach Specialist and Quality Analyst. These changes will allow for streamlined processes and strengthen TCOA for the future.

Item #9. Planning, Advocacy & Development:

- A. TCOA Quarterly Report FY22 3rd Qtr:** C. Cooper presented the FY 22 3rd Quarter Report highlighting some of the significant sections.
- B. ACLS Bureau Annual Assessment:** C. Cooper reported no findings from the ACLS Annual Assessment. ACLS had a couple recommendations to document how we measured progress and entering our desired outcomes.
- C. FFI FY23 Funding Allocation Resolution:** C. Cooper presented the FFI FY23 Funding Allocation Resolution. B. Crenshaw, supported by C. Swope to support the FFI FY23 Allocations. **Motion Carried.**
- D. Dinner & Auction November 16th at Kellogg Center:** C. Cooper gave an update on the upcoming Dinner & Auction.

Item #10. Nutrition

- A. City of Lansing Conflict of Interest form:**
Carl Buonodono passed out a conflict of interest form to Board members required by the City of Lansing to complete and return.
- B. Nutrition Software Update:**
Carl Buonodono gave an update on the purchase of the new Nutrition software that will be purchase for FY2023 with ARPA funds.

Item #11. Finance:

- A. Financial Reports June:**
- B. Financial Reports July:**
With permission of the Board, since the reports are accumulative, J. Reeves presented the July Financial reports. B. Crenshaw, supported by M. Mudry moved to accept the July Financial report and place on file. **Motion carried.**
- C. FY22 Budget Revisions:**
J. Reeves presented the FY 2022 Budget Revisions and Resolutions. B. Crenshaw, supported by I. Cahill moved the approve the budget revisions and resolution for FY 2022. Roll call vote. **Motion carried**
- D. FY23 Budgets**
J. Reeves presented the FY23 Budgets. C. Swope, supported by M. Mudry, moved to approve the FY23 Budgets. Roll call vote. **Motion carried.**
- E. Investment Resolution:**
J. Reeves presents the Investment Resolution. I. Cahill, supported by B. Daniels moved to adopt the Investment Resolution. **Motion carried.**
- F.** There was a discussion updating the members on the status of hiring the new Executive Director.

Item #12. General Check Ledger Resolution:

- A. July-**
- B. August-** C. Swope, supported by I. Cahill moved to approve both the July and August Check Ledger. Roll call vote. **Motion carried.**

Meeting Adjourned at 4:50pm
Next Meeting Held on October 17, 2022, at 3:30 pm