

TRI-COUNTY AGING CONSORTIUM
ADMINISTRATIVE BOARD MEETING

Minutes

November 21, 2022, 3:30 pm

Members Present: Ken Mitchell Blake Mulder Bryan Crenshaw
Chris Swope Mark Mudry Dwight Washington
Jeanne Pearl-Wright

Members Absent: Brian Daniels Mayor Ron Bacon Patricia Spitzley
Randy Schafer Irene Cahill Lucianna Solis

Staff: Andrea Radel Joe Reeves Kirsten Laing
Marilyn Wiley Robin Webb Kara Hartenburg
Casey Cooper

Guests: Sue Hoffman – Advisory Council Member
Bob Pena- Ingham County Commissioner

Item #1. Call to Order:

K. Mitchell called the meeting to order at 3:34 pm.

Item #2. Introductions:

Item #3. Approval of the Agenda:

B. Mulder, supported by C. Swope to accept and approve the agenda. **Motion carried.**

Item #4. Minutes of October 17th Meeting:

C. Swope, supported by J. Pearl-Wright to accept the minutes for the October 17th meeting. **Motion carried.**

Item #5. Public Comment:

None

Item #6. Directors Report:

I. COVID-19 and Related Updates:

- It is anticipated that the Public Health Emergency (PHE) will be extended for another 90 days but as of this report, there have been no official announcements. The flexibilities provided to programs funded through the Bureau of Aging, Community Living and Supports (ACLS) will continue.
- ACLS is in the process of establishing workgroups to plan for the PHE unwind. The workgroups will discuss possible modifications to the standards including what if any

of the COVID flexibilities will continue such as Grab n Go meals and virtual/telephonic assessments. TCOA has started to resume some in person visits as we prepare for the PHE to end.

II. ACLS Standards:

- ACLS has identified operating standards that are slated for review. It's been many years since this has been done. Workgroups are being formed to review and offer input on the standards. TCOA has identified key staff that will participate in the workgroups. The standards that have been identified as high priority will come first with others to follow at a later time. The high priority standards are:
 - A-6: Transportation
 - A-5: Outreach
 - A-7: Options Counseling and I&A
 - C-20: Caregiver Education, Support, Training and Supplemental Services and Kinship Support Services.

III. Other:

- The 37th Annual Dinner & Auction was held on Wednesday, November 16th at the Kellogg Center. It was an amazing night. Casey Cooper will provide an update.
- The 1st round interviews have been conducted for the HR Manager. Of the 5 candidates interviewed, only one was qualified to be moved on for a 2nd interview. The 2nd round interview will take place after Thanksgiving and the Leadership Team will conduct the interview. We will continue to keep the posting active in an attempt to draw more qualified applicants. Until then, the Director and HR Coordinator are covering all HR duties.
- Several weeks ago, several staff members met with a representative from Smart Homes, Smart Offices to discuss meeting room technology upgrades. The upgrades will allow for greater accessibility (for virtual/hybrid meetings) and audio visual capabilities in the Community Rooms and Board Room. A proposal was recently received and is in the process of being reviewed.
- Currently the TCOA Administrative Board meets each month of the year with the exception of August and December when the meetings have historically been cancelled. According to the TCOA Charter, only 8 Administrative Board meetings are required each year. Director is interested in Board Member input on meeting frequency. (For example, holding meetings on the 1st two months of each quarter meaning no meetings would be held in March, June, September and December unless a special meeting needs to be called.)
- At the next Board Meeting, the Election of Officers will need to take place. Followed by Committee Appointments the following month. There will be some new Board Members that will be appointed so there may be committees with vacancies.

Item #7. Planning, Advocacy & Development:

C. Cooper gave an update on the Dinner and Auction, that was a huge success. The raffle brought in \$10,500.00. Final numbers will be presented in the next Board meeting.

Item #8. Finance:

J. Reeves presented the September Preliminary Financial reports. B. Mulder, supported by J. Pearl-Wright, moved to accept the September Preliminary Financial report and place on file. **Motion carried.**

Item #9. General Check Ledger Resolution:

B. Crenshaw, supported by D. Washington moved to approve the October Check Ledger. **Motion carried by roll call.**

Meeting Adjourned at 4:03pm
Next Meeting December 19, 2022, at 3:30 pm - Cancelled