

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

Minutes

January 23, 2023, 3:30 pm

Members Present: Blake Mulder John Andrews Jeanne Pearl-Wright
Irene Cahill Mark Mudry Dwight Washington
Lucianna Solis Bob Pena

Members Absent: Patricia Spitzley Ryan Kost Chris Swope
Monica Schafer

Staff: Andrea Radel Joe Reeves Kirsten Laing
Marilyn Wiley Robin Webb Kara Hartenburg
Rachael Stohlin Saray Moreno Carl Buonodono
Heidi Dadow Tom Smith

Guests Lucy Mailette – Advisory Council Member

Item #1. Call to Order:

B. Mulder called the meeting to order at 3:33 pm. J. Pearl-Wright nominated Blake Mulder as temporary chair for this meeting, seconded by M. Mudry. Motion carried.

Item #2. Introductions:

Item #3. Approval of the Agenda:

M. Mudry, supported by J. Pearl-Wright to accept and approve the agenda. **Motion carried.**

Item #4. Minutes of November 21st Meeting:

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

Item #5. Public Comment:

None

Item #6. Election of Officers

This item was tabled until next month's meeting.

Item #7. Directors Report:

A. Radel welcomed new Board Members. A. Radel then provided an agency wide update including advocacy priorities as well as information on upcoming initiatives and events. Discussion followed.

Item #8. Planning, Advocacy & Development:

- A. 4th Quarter Service Report 2022:** Tabled until February meeting.
- B. 2023 Sponsorship Booklet:** R. Stohlin announced that the 2023 Sponsorship Booklet is now available. Either electronic copy or hard copy by request.
- C. Volunteers Needed:** R. Stohlin presented the need for volunteers.

Item #9. Project Choices Report:

K. Laing provided information on TCOA Project Choices programs (MI Choice, Care Management, and Case Coordination).

Item #10. Quality Report:

H. Dadow provided a brief update on TCOA Quality Assurance program.

Item #11. Nutrition Report:

C. Buonodono provided a brief update on the Nutrition program and needs.

Item #12. Human Resources Report:

S. Moreno introduced herself and provided a brief update for Human Resources.

Item #13. Finance:

A. Financial Reports September 2022 -Final Unaudited

J. Reeves presented the September 2022 Final, unaudited, financial reports. I. Cahill, supported by D. Washington, moved to accept the September 2022, Final unaudited, financial report and place on file. **Motion carried.**

B. Financial reports - October 2022

C. Financial reports - November 2022 – With the Board’s permission, J. Reeves presented the November 2022 financial reports. I. Cahill, supported by J. Pearl-Wright, moved to accept the financial reports and place on file. **Motion carried.**

D. COLA Resolution - I. Cahill, supported by J. Pearl-Wright moved to accept the 2% increase for employees, effective January 1, 2023. **Motion carried.**

E. In-Lieu of Resolution - J. Pearl-Wright, supported by I. Cahill moved to accept the updates to the In-Lieu of policy. **Motion carried.**

F. Dart Bank Account Resolution - I. Cahill, supported by D. Washington moved to accept the resolution to allow Executive Director (Andrea Radel) and Finance Director (Joe Reeves) authority to make decisions on bank accounts and credit card accounts.

Item #9. General Check Ledger Resolution:

A. November - D. Washington, supported by J. Andrews moved to approve the November Check Ledger. **Motion carried.**

B. December - D. Washington, supported by J. Andrews moved to approve the December check Ledger. **Motion carried.**

Meeting Adjourned at 4:55pm
Next Meeting February 27, 2023, at 3:30 pm