

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

**Minutes**

*February 27, 2023, 3:30 pm*

**Members Present:** Patricia Spitzley      Blake Mulder      John Andrews  
Jeanne Pearl-Wright      Irene Cahill      Mark Mudry  
Dwight Washington      Lucianna Solis      Bob Pena  
Monica Schafer      Noel Garcia Jr

**Members Absent:** Ryan Kost      Chris Swope

**Staff:** Andrea Radel      Joe Reeves      Kirsten Laing  
Marilyn Wiley      Robin Webb      Kara Hartenburg  
Casey Cooper      Saray Moreno      Carl Buonodono  
Heidi Dadow

**Guests** Tom Nobach – Advisory Council Member

**Item #1. Call to Order:**

P. Spitzley called the meeting to order at 3:31 pm.

**Item #2. Introductions:**

**Item #3. Approval of the Agenda:**

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

**Item #4. Minutes of January 23<sup>rd</sup> Meeting:**

B. Pena, supported by M. Schafer to accept the minutes for the January 23, 2023 meeting. **Motion carried.**

**Item #5. Public Comment:**

None

**Item #6. Conflict of Interest:**

Andrea Radel reminded Board Members that the conflict-of-interest forms are due.

**Item #7. Election of Officers:**

B. Mulder, supported by J. Pearl-Wright nominated P. Spitzley for Chair. **Motion carried.** B. Mulder, supported by B. Pena, nominated I. Cahill for Vice-Chair. **Motion carried.**

**Item #8. Directors Report:**

A. Radel discussed the informational resources that were recently provided online for Board Members and asked for feedback on what other resources might be helpful. A. Radel then provided an agency wide update including the COVID-19 Public Health Emergency (PHE) wind down, the Governors FY2024 budget presentation including potential impacts to the aging network, the Caregiver Resource Center (CRC) proposal and an upcoming USAging Policy Briefing in Washington, DC in April. Discussion followed.

**Item #9. Community Engagement and Planning:**

**A. Community Engagement Report** – C. Cooper provided an update on upcoming TCOA events which include the Volunteer Appreciation Open House on April 28<sup>th</sup>, 35<sup>th</sup> Annual Meals on Wheels Charity Golf Outing on June 13<sup>th</sup> at Forest Akers West and an Evidence Based Program workshop that begins in March.

**B. Planning Report:** C. Cooper presented the FY 2022 4<sup>th</sup> Quarter Services Report, highlighting key areas. Discussion followed.

**Item #10. Project Choices Report:**

K. Laing provided an update on the wait lists and provided brief information on TCOA Project Choices programs which include MI Choice, Care Management and Case Coordination. Discussion followed.

**Item #11. Quality Report:**

H. Dadow provided an update on TCOA's National Committee for Quality Assurance (NCQA) Quality Assurance Accreditation. TCOA was originally accredited in May 2019 and was reaccredited in March 2022.

**Item #12. Nutrition Report:**

C. Buonodono provided a brief update on the Home Delivered Meals (HDM) program. Discussion followed.

**Item #13. Human Resources Report:**

S. Moreno provided an update on ongoing recruiting efforts and discussed some possible training opportunities for staff. A handbook revision is also being drafted and will be presented at a future meeting for Board approval.

**Item #14. Finance:**

**A. Financial Reports December 2022** - J. Reeves presented the December 2022 financial reports. J. Pearl- Wright, supported by B. Pena, moved to accept the December 2022, financial reports, and place on file. **Motion carried.**

**B. Eaton Community Bank Authorization Signatures Resolution** – J. Reeves presented the Eaton Community Bank Authorization Signatures Resolution.

B. Mulder, supported by D. Washington to accept the Eaton Community Bank Signature Resolution. **Motion carried.**

**Item #15. General Check Ledger Resolution:**

**A. January** - B. Mulder, supported by D. Washington moved to approve the January Check Ledger. **Motion carried.**

**Meeting Adjourned at 4:36pm**  
**Next Meeting March 20, 2023, at 3:30 pm**