

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

Minutes

June 26, 2023, 3:30 pm

Members Present:

Patricia Spitzley, Chair
Mark Mudry
Bob Pena
Dwight Washington

Irene Cahill, Vice Chair
Blake Mulder
Monica Schafer

John Andrews
Jeanne Pearl-Wright
Chris Swope

Members Absent:

Noel Garcia Jr

Ryan Kost

Lucianna Solis

Staff:

Carl Buonodono
Kate Long
Joe Reeves

Casey Cooper
Saray Moreno
Kendra Voelz

Kirsten Laing
Andrea Radel
Robin Webb

Guest:

Annette Gamez – Bureau of Aging, Community Living, and Supports (ACLS Bureau), Field Representative

Lucy Mailette – Advisory Council Member

Item #1. Call to Order:

I. Cahill called the meeting to order at 3:31 pm.

Item #2. Introductions:

Item #3. Approval of the Agenda:

I. Cahill, supported by J. Pearl-Wright to accept and approve the agenda with revisions. **Motion carried.**

Item #4. Minutes of April 17, 2023 Meeting:

B. Pena, supported by I. Cahill to accept the minutes for the May 15, 2023, meeting. **Motion carried.**

Item #5. Public Comment:

I. Cahill shared a flyer for an event occurring on Friday, August 25, 2023, from 4 – 7 pm at Hawk Island County Park titled, “Unity in the Community Picnic.” The event is free to all Ingham County Residents.

Item #6. Directors Report:

A. Radel provided an update on the MSU School of Social Work digital device training that was being tested out at a few TCOA Dining Sites. The focus was to provide digital device training for participants using their own devices. The pilot training program has been successful. MSU has begun the process to pursue funding through the Michigan Health Endowment Fund, Healthy Aging Initiative. The primary focus of the proposal will be to improve the health and quality of life for older adults and caregivers living in rural areas across Michigan. If funded, this collaborative effort will include partners at Antrim County Commission on Aging, Bay County Department on Aging, Otsego County Commission on Aging, TCOA and MI Telehealth Collaborative. The project will be led by MSU School of Social Work. Applications for funding are due by August 9th and awards will be announced November 1st. Additional information will be shared if funding is awarded. The TCOA Executive Director will serve as primary local spokesperson on the project.

A. Radel thanked K. Long for her work on the planning committee for Older Michiganians day that took place on May 17th. Board members, J. Pearl-Wright and B. Pena were also acknowledged for their attendance at the event.

A. Radel then thanked C. Cooper for her steadfast leadership leading up to and on the day of the June 13th 35th Annual TCOA/Meals on Wheels Golf Outing. A special thank you was also extended to the Board Members that volunteered during the event, including J. Pearl-Wright and B. Pena.

C. Swope, supported by J. Pearl-Wright to approve an additional holiday for staff and volunteers on July 3, 2023—this would not be a recurring holiday.

Motion carried.

I. Cahill, supported by J. Pearl-Wright to cancel the July and December Administrative Meetings in 2023. **Motion carried.** The next meeting will be on August 21, 2023.

Item #7. Community Engagement and Planning Report:

C. Cooper provided a brief update on the Golf Outing. The number of golfers increased over previous years, however, sponsorships have decreased. A final update will be provided once all expenses have been paid.

C. Cooper introduced K. Voelz, TCOA’s new Volunteer and Outreach Specialist.

K. Long provided an update on Older Michiganians Day. There were over 200 in person attendees, there were another 620 people that attended through the live stream. Speakers included Governor Gretchen Whitmer, members of the legislature, and advocates from the aging network. 18,600 people were reached through social media throughout Michigan. 14,700 letters were submitted to legislatures across the state. 750 letters were submitted from this region.

K. Long then provided a summary of the Services Report for the period covering October 2022 to March 2023. Discussion followed.

B. Pena, supported by J. Pearl-Wright to approve the 2024 Annual Implementation Plan (AIP). **Motion carried.** The next steps for the AIP will be for it to go to local units of government for review, then to the Commission on Services to the Aging for approval. Once approved the plan will go into effect on October 1, 2023.

Item #8. Project Choice Report:

K. Laing provided an update on the total participants and wait lists for the Case Coordination/Senior Millage, Care Management and MI Choice. There are two job openings - RN Supports Coordinator and Social Work Supports Coordinator.

Item #9. Quality Report:

No report.

Item #10. Nutrition Report:

C. Buonodono provided an update on the total participants for Home Delivered Meals and Congregate Dining followed by an update on Senior Project Fresh coupon distribution for Ingham County. A new Community Nutrition Manager was hired on June 12th.

Item #11. Human Resources Report:

S. Moreno provided an update on the status of the Employee Handbook revision. Once the Leadership Team has finished reviewing, it will be reviewed by legal and presented to the Administrative Board for approval.

Item #12. Finance Report:

Financial Report April 2023: J. Reeves presented the April 2023 financial reports. B. Pena, supported by I. Cahill to accept the April 2023 financial reports. **Motion carried.**
Bank and Credit Card Account Authorization Resolution: J. Reeves then presented a resolution to increase the credit card limit and have cards issued to all members of the Leadership team. B. Mulder, supported by J. Pearl-Wright to approve the Dart Bank Account Authorization. **Motion carried.**

Item #13. General Check Ledger Resolution:

May 2023 – C. Swope, supported by J. Pearl-Wright, moved to approve the May 2023 Check Ledger. **Motion carried.**

Meeting Adjourned at 4:21pm

Next meeting August 21, 2023, at 3:30 pm