



AGENDA – POLICY BOARD
Monday, July 26 following the Public Hearing
Lew Boyd Room at the Kool Family Community Center

Zoom option:

Join Zoom Meeting

<https://zoom.us/j/94875866445?pwd=SkRwRGVYNnlrcU0zQjNZSmszbzZXZz09>

Meeting ID: 948 7586 6445

Passcode: 339649

Dial by your location

+1 312 626 6799 US (Chicago)

OUR MISSION: *Promoting health, independence, and choice
for seniors, persons with disabilities and caregivers*

OUR VISION: *A community where people are cared for with dignity and respect*

OUR VALUES: *Integrity, quality, commitment, financial responsibility, and advocacy*

- I. Call to Order and Approval of Consent Agenda
 - A. **Action item:** Approval of July 26, 2021, Policy Board Agenda and June 28, 2021, Policy Board Meeting Minutes – *Attachment A*

- II. Policy Board Committee Reports
 - A. Executive/Personnel Committee (Chair: Steve Marzolf; Staff support: Karla Fales, CEO)
 - B. Finance/Audit Committee (Chair: Jim Baldwin; Staff support: Bill DeSmet, Interim CFO)
 - 1. **Action item:** Approval of Financial Statements – *Attachment B*
 - 2. Benchmark Report – *Attachment C*

- III. Adjournment

Next meeting Public Hearing, August 23, 2021 @ 5:00 pm
Lew Boyd Room, Kool Family Community Center or Via Zoom
Please call or email **Sherri Leeper at 269-441-0903** to RSVP



Policy Board Meeting Minutes

Monday, June 28, 2021

Meeting Location: Kool Family Community Center, Lew Boyd Room, 200 W. Michigan Avenue, Battle Creek, MI, and held electronically via Zoom

Board Members Present in Person: Lyn Briel, Al Byam, Thomas Unger, Glin Winsor
Board Members Present via Zoom: Barb Frederick, Steve Marzolf, Nancy Mullett, Corally O'Dell, Sherii Sherban, Linda Whitfield

Board Members Absent: Jim Baldwin

Staff Present: Karla Fales, Bill DeSmet, Stacy Wines, John Gelletich

Guests Present: Annette Gamez, AASA Field Representative (Zoom), Helen Guzzo, Calhoun County Senior Services

- I. Call to Order and Approval of Consent Agenda: Vice Chair Briel called the meeting to order at 5:34 p.m. **Motion by Unger, supported by Marzolf, to approve the June 28, 2021, Consent Agenda and May 24, 2021, Policy Board meeting minutes. Motion passed.**
- II. Introduction and Public Comments: Gamez announced changes at AASA. Guzzo informed members of reopening of the County Building, projects and SMAC funding for Heritage Commons.
- III. CEO Report: CEO Fales reviewed her report which was contained in the Board packet, giving special attention to the Heritage Commons Senior Enrichment Center Grow With Us! Committee handout.
- IV. Policy Board Committee Reports:
 - A. Executive/Personnel Committee:
 1. **Approval of PDD Innovations in Action Special Projects Fund**
Marzolf introduced the PDD, and CEO Fales presented it in detail. In an effort to support growth, innovation, expansion, and improvement within aging and disability services in Barry and Calhoun counties, this PDD has been developed. To fund this effort, up to \$1 million would be earmarked from operating reserves to create a board-designated fund. **Motion by Unger, support by Winsor, to support the concept of commitment of \$1 million from operating reserves to support an Innovations in Action Special Projects Fund to be spent out over three years to support innovative programs, one-time capital support and program development activities of grantees in Barry and Calhoun counties,**

with the establishment of policies/procedures and protocols for the operations of the funds. Roll call taken. Motion passed 11-0

Jim Baldwin	Yes
Lyn Briel	Yes
Al Byam	Yes
Barb Frederick	Yes
Steve Marzolf	Yes
Nancy Mullet	Yes
Corally O'Dell	Yes
Sherii Sherban	Yes
Thomas Unger	Yes
Linda Whitfield	Yes
Glin Winsor	Yes

B. Finance/Audit Committee:

1. Approval of Financial Statements: CFCO DeSmet presented financials through May 31, 2021, along with the Balance Sheet. **Motion by Byam, supported by Winsor, to approve the Financial Statements through May 31, 2021. Motion passed.**

2. Benchmark Report: CFCO DeSmet discussed the Benchmark Report through May 2021. CEO Fales expressed how valuable these reports have been and thanked CFCO DeSmet for his hard work.

3. Approval of Recommendation to Change Banks: The Finance Committee discussed switching banks due to the cost structure being on the higher side and not overly impressed with customer service with our current financial institution. The Finance Committee recommends moving to Comerica Bank where we currently have one account with them and have a positive relationship already established. The process will be vetted through the Finance Committee to determine how this will proceed with keeping controls in check. **Motion by Winsor, supported by Byam, to switch CareWell Services checking account currently at PNC Bank, to Comerica Bank with the signors of the checking account being: Board - Steve Marzolf, Sherii Sherban and Glin Winsor; and Internally - Karla Fales, John Gelletich and Stacy Wines. Roll call taken. Motion passed 9-0.**

Jim Baldwin	Yes
Lyn Briel	Yes
Al Byam	Yes
Barb Frederick	Yes
Steve Marzolf	Yes
Nancy Mullet	Yes
Corally O'Dell	Abstained (due to connectivity issues)
Sherii Sherban	Abstained (due to connectivity issues)
Thomas Unger	Yes
Linda Whitfield	Yes
Glin Winsor	Yes

- C. Advocacy and Outreach: Vice-Chair Briel noted there was no Advisory Council meeting the month of May; however, the Public Hearing will be held on July 26, 2021, at 4:30 p.m., joint with the Advisory Council. It will be held in person at the Kool Family Community Center and via Zoom.

Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Stacy Wines, CPO
for Nancy Mullett, Policy Board Secretary

Region 3B Area Agency on Aging

Income Statement

Fiscal 2021 - Year to Date through June 30, 2021

	Waiver	AASA	Millage	MI Health Link & Contracts	Grants	Other Programs	Total All
REVENUES							
Administrative Revenue				\$134,856		\$59,962	\$194,818
Interest Income						\$9,441	\$9,441
Donations/Program Income					\$1,125		\$1,125
Grants				\$1,288,052	\$359,211	\$175,587	\$1,822,849
Medicaid Waiver	\$11,699,564						\$11,699,564
Aging & Adult Services Agency		\$1,192,679					\$1,192,679
Calhoun County Millage			\$606,852				\$606,852
MMAP					\$27,242		\$27,242
Accrued/(Deferred)					(\$6,567)		(\$6,567)
Total REVENUES	\$11,699,564	\$1,192,679	\$606,852	\$1,422,908	\$381,011	\$244,990	\$15,548,003
EXPENSES							
Salaries	\$1,243,390	\$181,060	\$27,969	\$30,755	\$247,521	\$145,257	\$1,875,951
Fringes	\$348,447	\$49,212	\$5,979	\$9,269	\$43,013	\$43,331	\$499,251
Telephone	\$1,550				\$1,710		\$3,260
Postage	\$223				\$87		\$310
Printing					\$27		\$27
Professional Fees	\$120	\$9,864	\$325		\$2,613		\$12,921
Supplies	\$1,157	\$12,615			\$50,590		\$64,362
Technology	\$343				\$977		\$1,320
Travel, Meals, Event Meals	\$991	\$1,610			\$2,617		\$5,218
Occupancy, Room Rentals	\$61,354	\$7,442	\$1,576	\$1,909	\$2,321	\$9,583	\$84,185
Vehicle Expense					\$106		\$106
Advertising	\$3,925	\$66,274	\$3,125		\$8,786		\$82,110
Misc Expense	\$40	\$200			\$7,947	\$2,239	\$10,425
Temp Fees/Casual Labor					\$248		\$248
Allocated Travel	\$1,476	\$72					\$1,549
Allocated Professional	\$634	\$30					\$665
Allocated Contractual	\$108,583	\$7,785	\$1,010	\$1,259	\$1,437	\$6,238	\$126,312
Other Allocated Costs	\$123,493	\$11,215	\$2,166	\$2,660	\$3,124	\$13,294	\$155,951
Indirect Admin	\$432,992	\$42,625	\$22,514	\$10,703	\$18,989	\$39,627	\$567,448
Purchase of Services	\$8,237,541	\$150,544	\$83,484	\$1,220,010	\$1,000	\$22,613	\$9,715,192
Contracted Services		\$652,132	\$458,705		\$7,078		\$1,117,914
Total EXPENSES	\$10,566,258	\$1,192,679	\$606,852	\$1,276,564	\$400,189	\$282,181	\$14,324,723
NET SURPLUS/(DEFICIT)	\$1,133,307	(\$0)	(\$0)	\$146,344	(\$19,179)	(\$37,191)	\$1,223,280

Region 3B Area Agency on Aging Balance Sheet

	6/30/2021
Assets	
Current Assets	
Cash	\$11,213,959.37
Receivables	\$469,605.43
Prepaid Expenses	\$114,606.86
Total Current Assets	\$11,798,171.66
Fixed Assets	
Software	\$64,457.25
Leasehold Improvements	\$63,577.80
Furniture and Equipment	\$363,933.56
Capital in Progress	\$7,474.71
Less: Accumulated Depreciation	(\$407,538.82)
Total Fixed Assets	\$91,904.50
Other Assets	
Investments - Long Term	\$104,701.14
Total Other Assets	\$104,701.14
Total Assets	\$11,994,777.30
Liabilities & Net Assets	
Liabilities	
Current Liabilities	
Accounts Payable	\$1,330,868.14
Payroll Accruals and Liabilities	\$379,383.99
Deferred Revenues	\$890,065.62
Total Current Liabilities	\$2,600,317.75
Total Liabilities	\$2,600,317.75
Net Assets	
Unrestricted Net Assets	
Unrestricted Net Assets 10/1	\$9,394,459.55
Total Unrestricted Net Assets	\$9,394,459.55
Temporarily Restricted Net Assets	
Temporarily Restricted Net Assets	\$0.00
Total Temporarily Restricted Net Assets	\$0.00
Total Net Assets	\$9,394,459.55
Total Liabilities & Net Assets	\$11,994,777.30

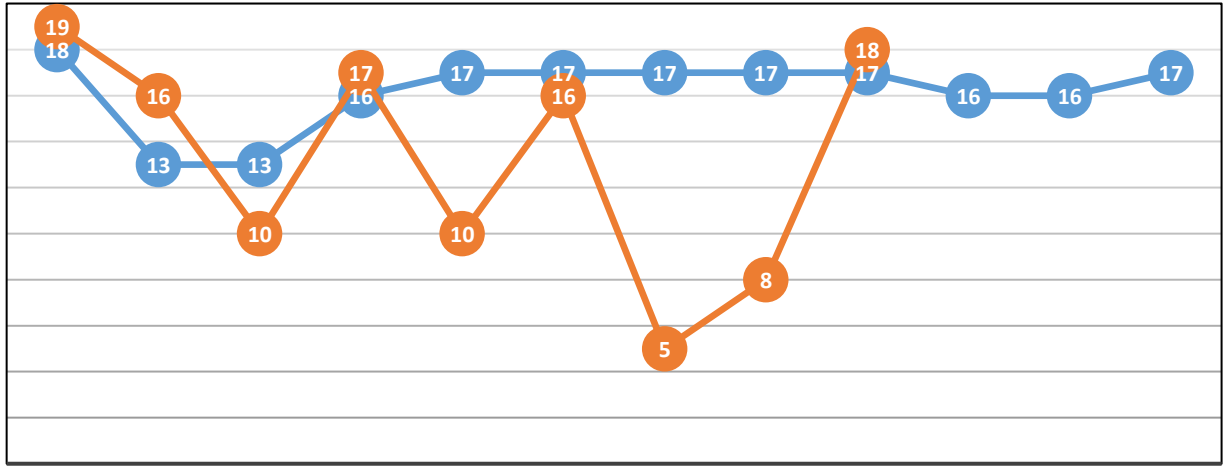


BENCHMARK REPORT

June 2021



Waiver New Starts - FYTD 20-21 Actual versus Budget



OCT '20 NOV '20 DEC '20 JAN '21 FEB '21 MAR '21 APR '21 MAY '21 JUN '21 JUL '21 AUG '21 SEP '21

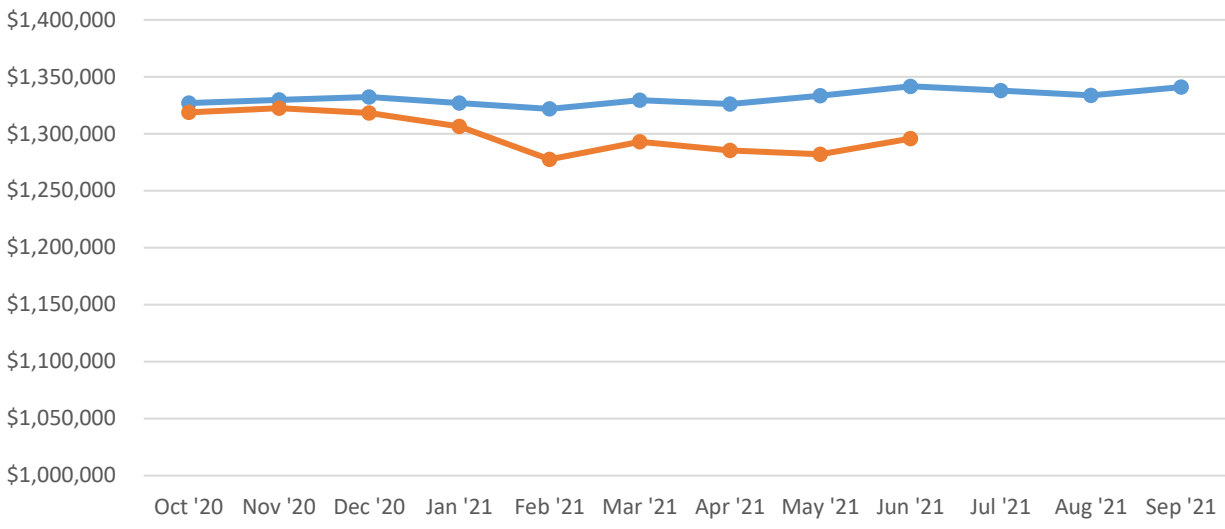
Goal YTD = 145

● Goal ● Actual

Actual YTD = 119



MI Choice Waiver - FYTD 20-21 Budget versus Actual Revenue



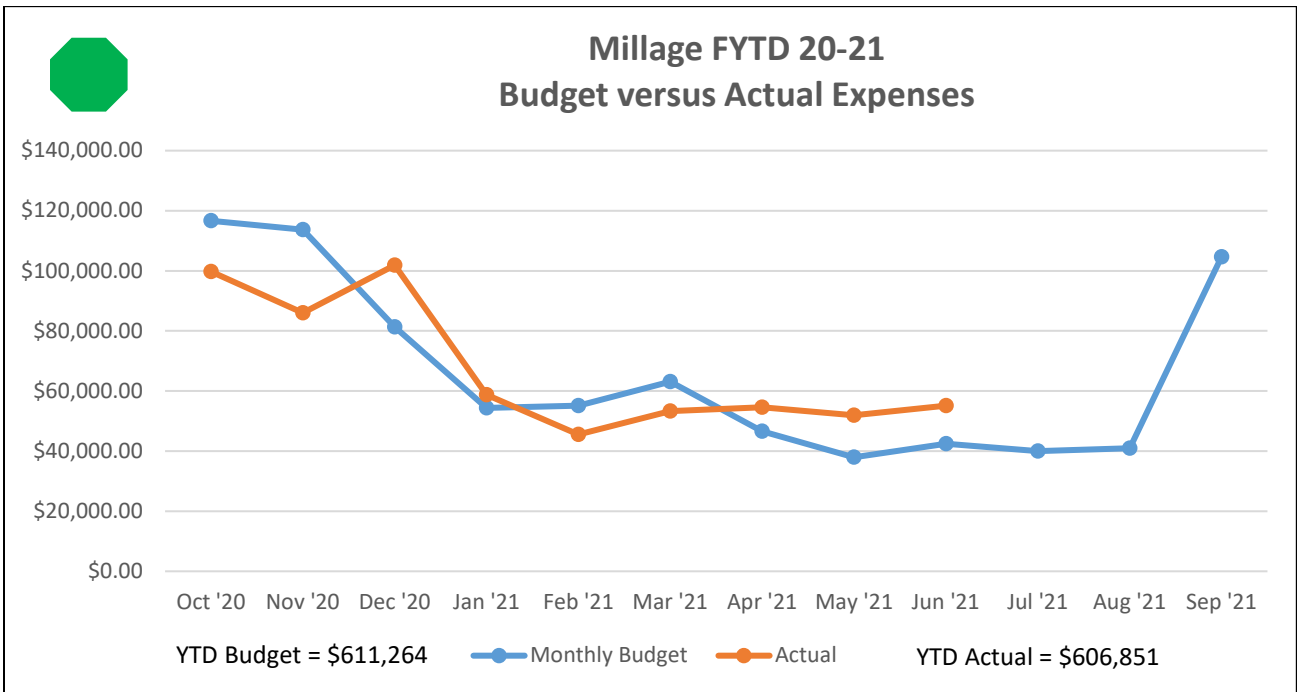
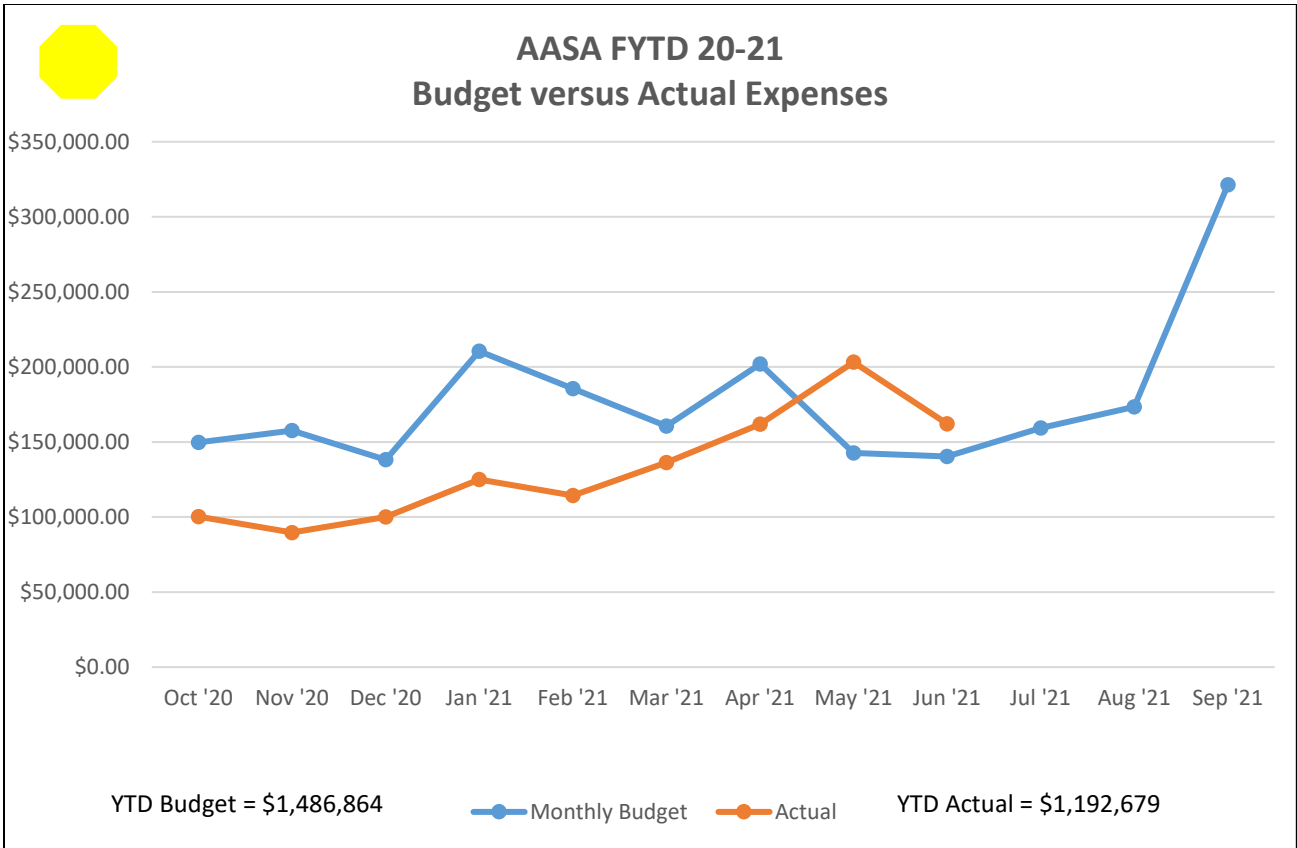
Oct '20 Nov '20 Dec '20 Jan '21 Feb '21 Mar '21 Apr '21 May '21 Jun '21 Jul '21 Aug '21 Sep '21

YTD Budget = \$11,968,854

● Monthly Budget ● Actual Payment

Actual = \$11,699,564

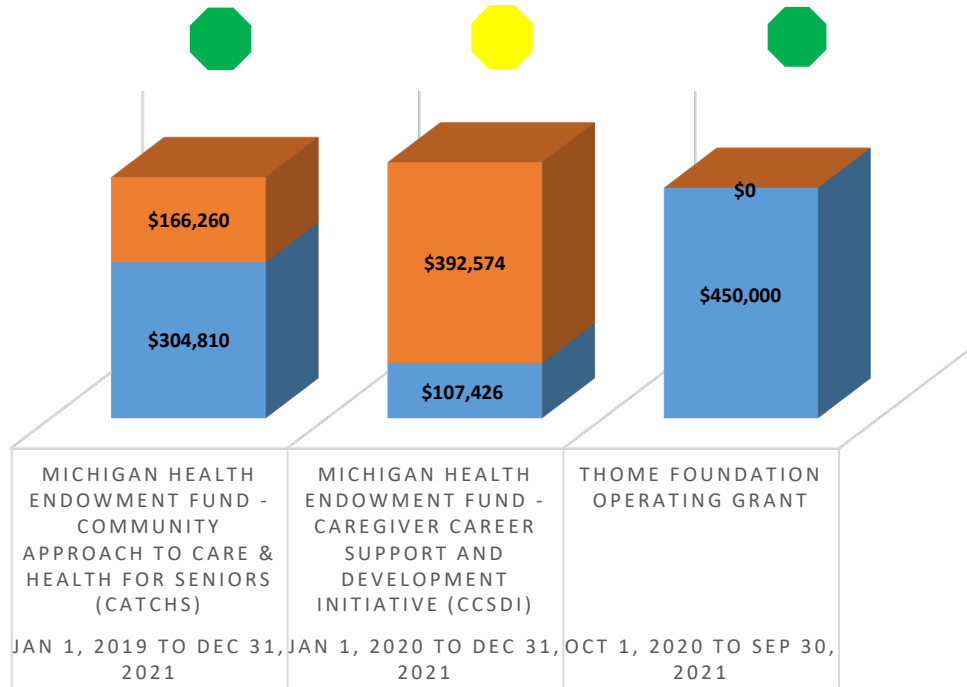
June was a strong month for us on new starts. We are hopeful that this puts us back on track for the remaining months this fiscal year.



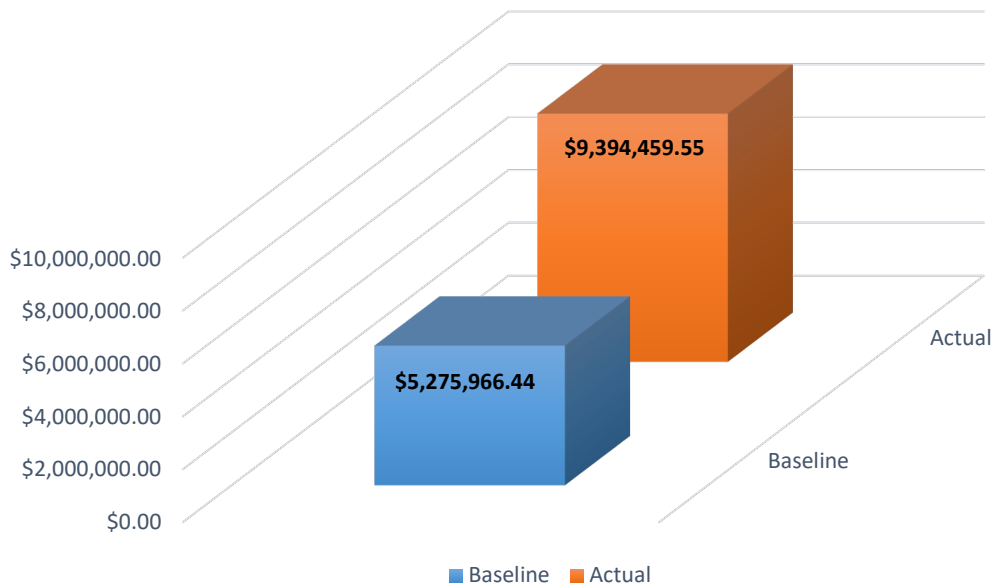
We are watching our AASA numbers closely as we head to the end of the fiscal year.

GRANT STATUS THROUGH JUNE 2021

■ Spend To Date ■ Amount Remaining



Operating Reserves through June 2021



We do not have any new updates on the grants.