



Policy Board Meeting Minutes
Monday, November 29, 2021

Meeting Location: Held electronically via Zoom

Board Members Present: Jim Baldwin, Lyn Briel, Al Byam, Steve Marzolf, Corally O’Dell, Jose Orozco, Jr., Sherii Sherban, Deana Spencer, Thomas Unger, Linda Whitfield

Board Members Absent: Barb Frederick, Nancy Mullett, Glin Winsor

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

Guests Present: Annette Gamez, AASA Field Representative and Helen Guzzo, Senior Services of Calhoun County

I. Call to Order and Approval of Consent Agenda: Chair Marzolf called the meeting to order at 5:32 p.m. **Motion by Baldwin, supported by Briel, to approve the November 29, 2021, Consent Agenda and approval of the October 25, 2021, Policy Board meeting minutes, with the addition of the approval of Deanna Spencer’s Policy Board application and moving the Closed Session regarding CEO Review Discussion and the slate of officers’ discussion to the end of the meeting, Motion approved.**

II. Introductions and Public Comment: CEO Fales introduced new member Orozco and prospective member Spencer.

III. Action Item: Approval of Deana Spencer to the Policy Board – Spencer went over the highlights of her application. CEO Fales noted Spencer will be a great asset to our board with all her volunteerism efforts in the Calhoun County community. **Motion by Sherban, supported by Baldwin, to approve the application of Deana Spencer and appoint her to the Policy Board. Motion approved.**

IV. Executive Reports:

A. Partnership Survey: CEO Fales shared the survey came back with more information than expected. She is going to condense it into a document highlighting the major themes.

B. Strategic Planning: Peter Dams has been hired as the facilitator. Three sessions will be held via Zoom from 5pm-7pm, on January 17, 24, and 31. CEO Fales told members to keep an eye on their email the week before for documents pertaining to the sessions.

C. Heritage Commons update: CFCO DeSmet shared the progress that has been made since the last meeting. Right now, we are looking at a February grand opening. The community match has been met for the grant Senior Services of Calhoun County awarded to Heritage Commons.

D. DEI Staff training: CEO Fales, HR & IT Coordinator Talaski and COO Wines participated in three sessions via Zoom, with two more to complete. She is not certain yet if we will provide the training to our staff, providers, and AASA contract grantees or if we will hire an outside firm to conduct the training.

E. COVID-19 grant updates: A brief review of the grant updates were given by CEO Fales as well as the expectations from the state with more funding/supplies for COVID.

F. CCSDI/MEHEF Grant update: CPO Porter discussed how this grant was paused back in the March. It was for the Apprenticeship Institute from the Caregiver Career Support and Development Initiative. She shared the status of the grant going forward and what that means for CWS.

G. Innovation in Action RFP: CPO Porter shared we received several requests. The Innovation in Action RFP Review Committee will be looking at the proposals and make their recommendations. She hopes to have the recommendations available at the next board meeting.

H. Staff updates: COO Wines announced Mary Peterson is back with CWS working as our BeWell Program Coordinator. CCO Frost will be retiring no later than January 2022. She may be working in a contracted capacity to draft policies and procedures.

I. MYP Planning Process: COO Wines shared staff will be meeting on a regular basis to have a successful MYP launch. AASA should release a transmittal letter in January for guidance.

V. Policy Board Committee Reports:

A. Executive/Personnel Committee:

1. Action Item: Affirm appointment of Lyn Briel as Advisory Council Chair and Sherii Sherban as member appointee to the Advisory Council – CEO Fales shared Advisory Council Chair Armstrong has successfully served in his capacity for many years and is ready to step down. Briel’s term on the Policy Board will be ending and she is willing to serve in this capacity. Sherban’s term on the Policy Board is ending as well. Placement of Sherban on the Advisory Council would be beneficial for both CWS and our community. **Motion by Baldwin, supported by Byam, to approve the appointment of Lyn Briel as Advisory Council Chair and Sherii Sherban as a member of the Advisory Council. Motion approved.**

B. Finance/Audit Committee:

1. Action Item: Approval of Financial Statements – Interim CFCO DeSmet presented financials through October 31, 2021, along with the Balance Sheet. He entertained questions from members. **Motion by Sherban, supported by Unger, to approve the Financial Statements through October 31, 2021. Motion approved.**

2. Benchmark Report: Interim CFCO DeSmet discussed the Benchmark Report through October 2021.

3. MI Health Link Contract Updates: CFCO DeSmet reported Aetna terminated our contract as of the end of January 2022. Our relationship with Centene has improved since they are making payments in a timely manner. We are starting negotiations with Centene.

4. Action Item: Resolution for Employer Match Contribution for 401(k) – Gelletich noted this is a simply a formality and must be done on an annual basis. **Motion by Briel, supported by Baldwin, to approve the Region 3B Area Agency on Aging Retirement Plan for the plan year ending December 31, 2022, for a dollar for dollar match up to 3% of gross wages. Motion approved.**

C. Quality/Compliance Committee: CFCO DeSmet directed members to Attachment H in their packets. He presented the information and entertained any questions.

VI. Closed Session pursuant to MCL 15.268(H) to discuss CEO Performance and Slate of Officers: Chair Marzolf requested to go into closed session for MCL 15.268. **Motion by Briel, supported by Sherban, to go into closed session to discuss CEO Compensation/Performance and Slate of Officers. Roll call taken. Motion passed 10-0:**

Jim Baldwin	Yes
Lyn Briel	Yes
Al Byam	Yes
Barb Frederick	Absent
Steve Marzolf	Yes
Nancy Mullet	Absent
Corally O'Dell	Yes
Jose Orozco, Jr.	Yes
Sherii Sherban	Yes
Deana Spencer	Yes
Thomas Unger	Yes
Linda Whitfield	Yes
Glin Winsor	Absent

**Motion by Briel, supported by Unger, to come out of closed session at 7:20 p.m.
Roll call taken. Motion passed 10-0:**

Jim Baldwin	Yes
Lyn Briel	Yes
Al Byam	Yes
Barb Frederick	Absent
Steve Marzolf	Yes
Nancy Mullet	Absent
Corally O'Dell	Yes
Jose Orozco, Jr.	Yes
Sherii Sherban	Yes
Deana Spencer	Yes
Thomas Unger	Yes
Linda Whitfield	Yes
Glin Winsor	Absent

VII. Adjournment: Motion by Sherban, supported by Baldwin to adjourn the meeting at 7:20 p.m. Motion approved. Meeting adjourned.

Respectfully submitted,

Stacy Wines, CPO
for Nancy Mullett, Policy Board Secretary