



**Policy Board Meeting Minutes
Monday, November 28, 2022**

Meeting Location: In-Person Meeting; Held in Burnham Brook Boardroom, Second Floor

Members Present: Jim Baldwin, Lyn Briel, Allen Byam, Barbara Frederick, Steve Marzolf, Corally O’Dell, Jose Orozco, Jr., Sherii Sherban, Deana Spencer, Thomas Unger

Members Absent: Nancy Mullett, Linda Whitfield

Staff Present: Brandy Aucunas, John Gelletich, Paulette Porter, Vera Prince, Stacy Wines, Glin Winsor

Guests Present: Annette Gomez, Field Representative, State of Michigan Department of Health & Human Services, Bureau of Aging, Community Living, and Supports (ACLS)

I. Call to Order/Public Comment

Chair Marzolf called meeting to order at 5:33 pm. Quorum met for this meeting.

II. Action Items

- A. Approval of Consent Agenda for November 28, 2022, and Approval of Policy Board Meeting Minutes for October 24, 2022

**Motion to approve Consent Agenda for November 28, 2022, and Approval of Policy Board Meeting Minutes for October 24, 2022, supported by Unger; seconded by Briel.
Motion: CARRIED.**

I. Public Comment/Open Meeting

The State of Michigan Department of Health & Human Services Field Representative, Annette Gomez, was present and reported the Public Health’s guidelines have been extended until mid-April. She also reported the Michigan National Annual Progress and Services (NASA) Report is due in April 2023. Also noted, electronic verification system for the State is now implemented to conduct background checks.

II. Executive Team Reports/Updates

- A. CEO Report

Wines reported she has been working with the National Council on Dementia Minds Board. Brenda Roberts is the founder and leading the 3A State of Michigan on educating the community, including the Miles for Memory bracelet, as well as the Black Dementia Minds, an organization that comprises of African Americans living with Dementia. CareWell’s

Dementia & Caregiver Coordinator, Linda Frost, has been working on outreach on caregiving for individuals with Dementia, in addition to attending a 32-week trained Grief Group course.

As previously discussed in the October 24, 2022, Board meeting, the Board approved for CareWell to divest CareWell's bus as an asset. Chief Operating Officer, Paulette Porter, has requested appraisals on the value of the bus that currently ranges from \$8,000 - \$10,000. Porter will provide an update on the final appraisal and sale price upon completion of sale.

Wines also reported CareWell held its first All-Staff Meeting on November 21, 2022. This meeting provided information to all-staff, as well as setting the tone for future All-Staff Meetings.

IV. Policy Board Committee Reports

A. Executive/Personnel Membership Committee

1. Affirmation of Policy of Non-Discrimination

CareWell distributed its Affirmation of Policy of Non-Discrimination as part of the meeting packet (Attachment B), for the Board's review and approval. **Motion to approve CareWell's Affirmation of Policy of Non-Discrimination supported by Unger; seconded by Frederick. Motion: CARRIED.**

2. Employee Incentives

Chair Marzolf reported the Executive/Personnel Membership Committee met prior to the Policy Board meeting to discuss CareWell's Proposed Decision Document (PPD), COLA (Cost of Living Adjustment), and Performance Incentives for Staff. The Agency distributed outlines of the proposed incentives to the Policy Board as part of the meeting packet (Attachment D) for review and approval.

The Executive/Personnel Committee discussed the following items prior to the Board Meeting, and part of the Board meeting's discussion for Board approval:

- 3.5% Cost of Living (COLA) increase for all staff except for the Executive Team. The COLA increase will be effective January 1, 2023.
- Performance reviews for all staff evaluated in accordance with the month of each staff's employment anniversary. Merit increases will be **up to 3.5%** and are contingent upon a satisfactory or above annual performance evaluation.
- An additional \$18,000 bonus distributed between all staff as an end of the year thank you gift. Bonuses will be direct deposited on Friday, December 9, 2022, and distributed to all staff contingent upon their years of service.

B. Finance/Audit Committee

1. Resolution for Employer Matching Contribution

Winsor provided the Region 3B Area Agency on Aging Certified Copy of Resolutions, Adopted by Board of Directors (distributed to the Board prior to meeting as Attachment G of Board meeting packet). The Policy Board's Executive/Personnel Membership Committee met to discuss the resolution for employer matching contribution prior to the Board meeting. No further Board discussion.

Motion for Approval of Resolution of Employer Matching Contribution supported by the Executive/Personnel Membership Committee, and signed by Chair, Steve Marzolf, on November 28, 2022, on behalf of Nancy Mullet, Region 3B Area Agency on Aging Policy Board Secretary.

2. COLA and Performance Incentives

CareWell's Executive/Personnel Membership Committee met to discuss the COLA and Performance Incentives as part of the Executive Committee Meeting held prior to the Board meeting. The Board discussed the proposed 3.5% COLA increase for all staff at the Director level and below and would exclude CareWell's Executive Team. The increase is effective January 1, 2023. Unger also noted that some staff salaries may need to be reviewed and adjusted to retain good staff and compete with the current competitive job salary market.

The Board also discussed annual merit increases for employees up to 3.5%, which will be based on a satisfactory and above job performance evaluation. Annual reviews for merit increases will be scheduled on the month of each employee's employment anniversary date.

Also noted, CareWell will divide an additional \$18,000 between all staff as an end of the year thank you gift. Bonuses will be direct deposited on Friday, December 9, 2022, and distributed to all staff contingent upon their years of service, as outlined below:

Years of Service	Amount of Bonus
0 - 6 months	\$100.00
6 months - 1 year	\$200.00
1 year - 5 years	\$400.00
5 years plus	\$500.00

Motion for approval of the COLA and Performance Incentives by the Policy Board's Executive/Personnel Membership Committee; supported by Frederick. Motion: CARRIED.

3. Approval of Financial Statement for Month Ending October 2022

Gelletich provided a handout for the Board's reference and reported CareWell has remained steady at \$10.2 million dollars. Also noted, the Agency is still awaiting funding for some participants that bill a month and a half versus every month. The

Waiver program continues to reflect a lower number of participants versus the funding to operate the program. The Agency will continue to work on increasing the number of participants. Gelletich also reported the Agency's grant losses continue to be reflected in both the Heritage Commons and MMAP Program.

Motion for approval of the Financial Statements for month ending October 2022, supported by Sherban; seconded by Spencer. Motion: CARRIED.

C. Compliance, Quality, Waiver

1. Waiver Report

Aucunas reported on Waiver Report (also distributed as Attachment F of the Board meeting packet). As reported for data retrieved on November 20, 2022, demographics for waiver totaled 460 with a total waitlist of 140. Aucunas also noted Waiver received 14 new starts in October and is working on a goal of three participants a week. Her goal is to meet weekly with staff to begin working to reduce the Waiver wait list.

D. Advocacy and Outreach Updates

1. Innovations in Action Report

Porter provided a report on Innovations in Action to the Board (supporting documentation distributed as Attachment G of the Board meeting packet). The report outlined the status on each of the recipients that received part of the Innovations in Action Grant. Each of the recipients provided positive reports, including the Barry County Commission on Aging's My Senior Center purchase, which has been completed. A site visit was also conducted at the Share Center, including ADA compliant doors that have been installed. This project has also been completed. Porter also reported to-date she has not received an update from Milestone Senior Services; however, she will provide an update to the Board once it has been received.

2. Outreach Activities

Porter noted that Outreach Activities for each of the Senior Centers were provided for the Board and distributed as Attachment H as part of the Board meeting packet for review.

3. Advocacy Report

Porter reported there was no new information to report regarding Advocacy at this time.

4. Michigan Senior Advocates Council

O'Dell was present at meeting and reported there was no new information to report at this time.

V. **Adjournment**

Motion for Policy Board to adjourn moved to approve by Unger; supported by Sherban. With no additional items to discuss, meeting adjourned at 7:03 pm.

Respectfully submitted,

Vera Prince, Recording Secretary for
Nancy Mullett, Policy Board Secretary