



**Policy Board Meeting Minutes  
Monday, October 24, 2022**

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

**Members Present:** Lyn Briel, Allen Byam, Steve Marzolf, Corally O'Dell, Jose Orozco, Jr., Sherii Sherban, Deana Spencer, Thomas Unger, Linda Whitfield

**Members Absent:** Jim Baldwin, Barbara Frederick, Nancy Mullett

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

**Guests Present:** Helen Guzzo, Senior Services of Calhoun County

**I. Call to Order/Public Comment**

Chair Marzolf called meeting to order at 5:33 pm. Quorum was met. Wines noted additional documents for the Board's review provided as additional handouts: Annual Conflict of Interest Disclosure Form FY 2022-2023, FY 2022-2023 Open Meetings Calendar, and PTO Buydown Request.

**II. Action Items**

A. Approval of Consent Agenda for October 24, 2022, and Approval of Policy Board Meeting Minutes for September 26, 2022

**Motion to approve Consent Agenda for October 24, 2022, and Approval of Policy Board Meeting Minutes for September 26, 2022, supported by Sherban; seconded by Byam.  
Motion: CARRIED.**

**I. Public Comment/Open Meeting**

Helen Guzzo, Senior Services of Calhoun County in attendance. Guzzo reported Senior Services is busy with open enrollment for MMAP.

**II. Executive Team Reports/Updates**

A. CEO Report

1. Conflict of Interest Forms

Wines reported Annual Conflict of Interest Disclosure Forms for FY 2022-2023 have been passed out and will need to be completed after the meeting. Completed, assigned forms will be collected by assistant.

2. Caregiver Resource Center

Wines reported on the Caregiver Resource Center attachment from the Michigan Area on Aging Association. This is a proposal supporting Michigan caregivers by establishing Area Agency on Aging caregiver resource centers. A sample letter was included outlining support for an estimated 1.73 million Michigan caregivers who provide unpaid care to family members and friends, and a \$16.8 million investment to create caregiver resource centers to be utilized as resources for respite care, training, and support. Wines noted if any Board member is interested in writing to state senators and representatives, the sample letter is attached.

3. Update on USAging Region V Meeting

Wines and Porter attended the USAging Region V meeting in Chicago on October 17, 2022. Hot topics at this meeting included housing, transportation, and workforce development. The April 25-26 USAging 2023 Policy Board Briefing was announced at this meeting. It will be held in Washington, DC. Also noted, CareWell is excelling in its grant work collaboration with Home Care Transitions curriculum of “Train the Trainer Module.” The curriculum is designed to train caregiver staff on providing initiatives for better care, as well as boosting recruitment retention.

4. Bylaws Update

Wines reported drafting of the new Bylaws continues. The Executive Board anticipates completion of the revised Bylaws within the six-month deadline (March 2023).

5. 4am Concept Paper

Wines provided the 4AM concept letter which outlines background information on Area Agencies on Aging. Wines noted information outlined in the concept paper can be used as a reference particularly for members that are associated in advocacy work.

6. Collaborations

Wines reported she is continuing to collaborate with various agencies, most recently she was met with Brenda Hunt and discussed providing more programming at the Kool Family Community Center (KFCC). Members of the community have expressed interest in having the KFCC to resemble more of a senior center, similar to Heritage Commons Senior Enrichment Center (HCSEC) in Marshall, which has excelled in both membership and activities.

The Board discussed challenges of maintaining the building as the previous owners of the building. CareWell now leases space in the building, which is owned by the Burnham Brook Title Holding Corporation. Any additional programming would have to be approved per the current contract agreement. Wines also noted Battle Creek Foundation’s CEO is open to more programming at KFCC— particularly since CareWell’s previous CEO began discussion with the Foundation regarding additional programming at the Center. The Board also discussed what services are currently being offered at the Center, which include exercise classes and Lunch & Learn sessions every Friday. Wines noted at the appropriate time, letters of support from the Board, as well as members of the community will be welcomed.

#### IV. Policy Board Committee Reports

##### A. Executive/Personnel Membership Committee

###### 1. Open Meetings Act Calendar

CareWell's Notice of Open Meetings for Fiscal Year 2022-2023 was distributed to the Board via email under separate cover for review and approval. **Motion to approve the Open Meetings Act Calendar supported by Sherban; seconded by Briel. Motion: CARRIED.**

###### 2. Approval of Employee Handbook

Wines reported that Winsor developed an updated Employee Handbook for Board's review and approval. The Handbook consists of fifteen pages of policies and procedures developed from the original Policies and Procedures Employee Manual. The Manual will have pages that can be adjusted as policies change, as related to holidays, health policies, and safety policies. **Motion for approval of Employee Handbook supported by Sherban; seconded by Briel. Motion: CARRIED.**

##### B. Finance/Audit Committee

###### 1. Approval of Financial Statements for month ending September 2022

Gelletich reported the Agency continues to reflect steady growth at over \$10 million, with the Financial Statement reflecting Waiver at \$250,000 surplus. Also noted, MI Health Link has an impact of loss due to AETNA dollars of non-participating with CareWell. In the area of Grants, \$222,000 consisted primarily of MMAP and the Heritage Commons Senior Enrichment Center's continuing operations, including the overrun of construction the Agency absorbed. The Innovation in Action Grant continues to remain at \$1,163, as within the last months. **Motion for approval of the Financial Statements for month ending September 2022, supported by Unger; seconded by Byam. Motion: CARRIED.**

###### 2. Benchmarking Report

Gelletich reported year-to-date actual Waiver new starts reflects a total of 119. Benchmark fell below its goal of revenue, as reflected on the report. The issue of Marian E. Burch Adult Day Care continues to have an impact in AASA revenue.

###### 3. PTO Buydown Request (Added Item for Agenda)

Winsor provided a handout for the Board's reference that was discussed at the Executive Committee meeting prior to Board meeting. Current active employees have an option of buying down their accrued PTO hours at the rate of 85% of their current base salary. Finance will disperse checks on November 24, 2022.

Employees should carry over at least a minimum balance of 80 hours for the following year; 120 hours are carried over into long-term care in the event of long-term illness. Employees will lose any time accrual exceeding 120 hours. Additionally, it is policy all

employees should always carry at least 24 hours in their PTO bank. If an employee slips under the 24 hours, their manager will counsel them. **Motion for approval of PTO Buydown supported by Briel; seconded by Spencer. Motion: CARRIED.**

4. Innovation in Action Grant (Added Item for Discussion)

Wines noted the RFP to be sent to Barry County went out last week. Briel will forward the RFPs to churches in the county, in addition to any additional Barry County organizations that would be of interest. The deadline for RFPs for Barry County is the end of January 2023.

Porter also noted she has continued to conduct site visits to review projects related to the Innovation in Action Grant and will supply an update at the next scheduled Board meeting.

The Board also discussed the issue of divesting the asset of CareWell's Kiosk bus. The bus, built in 1998, requires extensive cost to repair and has not been successfully utilized. Chair Marzolf proposed to the Board divesting the bus (approximate value of \$500) as a donation. Gelletich also noted the bus would not qualify for a tax break since the bus was obtained at zero cost, and will be donated at zero cost, and the amount valued in assets is not an amount that is continued on CareWell's financial books. **Motion for approval to divest CareWell's bus as an asset supported by Briel; seconded by O'Dell. Motion: CARRIED.**

C. Compliance, Quality, Waiver

Aucunas reported on the Waiver demographics based on data obtained through September 18, 2022. The actual waiting list now consists of wait list numbers based on an audit for CareWell only. The report reflects a total wait list of 129.

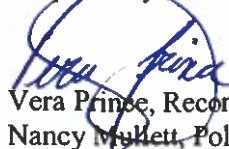
D. Advocacy and Outreach Updates

1. Michigan Senior Advocates Council: O'Dell and Whitfield were both in attendance and had no Advocacy and Outreach updates to report at this time.
2. Outreach Activities: Porter reported outreach activities are still ongoing and had no new updates to report at this time.

V. **Adjournment**

Motion for Policy Board to adjourn moved to approve by O'Dell; supported by Spencer. With no additional items to discuss, meeting adjourned at 7:13 pm.

Respectfully submitted,



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