



**Policy Board Meeting Minutes
Monday, January 23, 2023**

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

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

Members Absent: Allen Byam, Barbara Frederick, Linda Whitfield

Staff Present: Colleen Acker, Brandy Aucunas, Karen Courtney, John Gelletich, , Paulette Porter, Luann Sommers, Vera Prince, Stacy Wines, Glin Winsor

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

I. Call to Order and Approval of Action Items

Chair Marzolf called meeting to order at 5:31 pm. Quorum was met.

- A. Approval of Consent Agenda for January 23, 2023, and Approval of Policy Board Minutes of November 28, 2022, Meeting

**Motion to approve Consent Agenda for January 23, 2023, and Approval of Policy Board Meeting Minutes for November 28, 2022, supported by Baldwin; seconded by Unger.
Motion: CARRIED.**

II. Public Comment/Open Meeting

Helen Guzzo of Calhoun County Senior Services reported CareWell’s Waiver, Quality and Compliance Director, Brandy Aucunas, will be presenting “Calhoun Professionals in Aging Network” for professional networking and education. Aucunas will explain how the program provides person-centered care as an alternative to nursing home placement for older adults and people with disabilities. This meeting is open to all and is also available remotely via Zoom. The presentation will be held on Thursday, January 26, 2023, at 8:30 AM – 9:45 AM in the Lew Boyd Room at the Kool Family Community Center.

Annette Gomez, Field Representative of ACLS, reported ACLS will be addressing the community to discuss older adults in Michigan needs. The agency anticipates identifying gaps in services and programs affecting the quality of life of the state’s older adults. Gomez stated that information obtained from the community will aid in developing a draft to be submitted to Michigan’s Commission on Services to the Aging for approval. If approved, the draft will be

presented to the Federal Administration for Community Living in late summer and will be implemented for this fiscal year through 2026.

Also reported, the Interstate Formula is updated every five years and will be updated again in FY 2024. A team is working on nutrition standards for congregate meals; a service standards draft has been written and will be posted for public comment and review.

The Annual Implementation Plan has been presented for approval last week from the CSA . The criteria has been forwarded to the next levels of leadership. Gomez stated she anticipates approval within next several weeks, including instructions. The agency is also working on assessment modules, as well as the DEI questionnaires; she will provide updates as they become available. ACLS has a link on the website that includes DEI training if anyone wants to review.

CareWell's BeWell Activities Coordinator, Colleen Acker, was introduced to the Policy Board. Acker noted she provides both well-being and evidence-based programs for the Agency, and plans to add new programs throughout the year.

III. Forks Senior Center Presentation

Luann Sommers, Executive Director at Forks Senior Center in Albion, presented a presentation on the Forks Senior Center, and distributed the center's current newsletter and activity calendar of events. Sommers also provided the Board with an event statistics report for the previous year for Heritage Commons in Marshall, and the Forks Senior Center in Albion. Both centers are performing well with 461 members served in Albion, and 258 members served at the Marshall location.

IV. CEO Report

Wines provided an outline of updates regarding the Agency, including:

- Wines and Porter attended the 4AM's Annual Retreat meeting in Lansing on January 10-11, 2023.
- CareWell was able to assist local community in an emergency water crisis due to a main water break. True Care Living, located in Springfield, had no water available for their residents (no bathing or drinking water). The Agency was able to provide water for multi-purpose use with the help of three volunteer firefighters, and staff from the agency (Becca Rodriguez, Brandy Aucunas, Glin Winsor, Shannon Lundberg, and Stacy Wines).
- The Agency has a current staff of 54. Seven positions have been filled since the last meeting, including the Receptionist position, Marketing Outreach Coordinator, Data Specialist (in-house staff member transferred into this role), Accounting Coordinator, MMAP Regional Coordinator, Senior Center Assistant at the Heritage Commons Senior Center in Marshall (this is a part-time position), and Clinical Director (in-house position with Amber Logsdon serving as Director managing both RN Supports Coordinators and Social Work Coordinators).
- Heritage Commons will host a conversation with the community on February 8, 2023, at 1:46 pm, to address the needs of older adults. This event is part of the Michigan Department of Health and Human Services, Bureau of Aging, community Living, and Supports (ACLS).

The information gathered from this event will be combined with other discussion groups being held throughout the state and will be drafted into the agency's state plan for approval.

- CareWell gained \$24,000 in interest from the \$3 million dollar deposit into CD accounts at Honor Credit Union. The CDs accrue at the rate of 3.5% interest on a 21-month term. The original Motion for Approval for the deposit was held at the September 26, 2022, Policy Board Meeting.
- The next Strategic Planning Meeting will take place the end of February. This will be an in-person meeting in the Burnham Brook Boardroom.

V. Policy Board Committee Reports

A. Executive/Personnel Membership Committee

1. Update on Employee Incentives: Wines reported the Agency is reviewing salary ranges and working on goal settings since the last meeting. The Committee also discussed the exemption of the Executive Team receiving the COLA issue. Members of the Executive Team were hired within the salary range for their perspective positions. Also noted, the bonus remained the same at:

\$100.00 for 0-6 months
\$200.00 for 6 months to 1 year
\$400.00 for 1 to 5 years
\$500.00 for 5 years or more

The Executive Team will write a policy for the Agency's Policies and Procedures Handbook outlining cut-off months for new hires receiving cost of living adjustments for future reference.

B. Finance/Audit Committee

1. Approval of Financial Statements for month ending December 31, 2022

Gelletich reported the Agency's cash remains strong in assets with a slight decrease from last fiscal year. Waiver continues to show a net loss in the third month deficit, which is contributed to a decrease in the total number of participants in the program. Also noted, ASA and Millage grants are based on fee for services. CareWell is in the process of forwarding a letter to Senior Millage to request funds for several programs that have exceeded its funding expenses—PERS and Hearing and Vision.

Motion for approval of the Financial Statements for month ending December 31, 2022, and September 2022, supported by Briel; seconded by Sherban. Motion: CARRIED.

C. Compliance, Quality, Waiver

Aucunas reported on the Waiver demographics based on data obtained through January 13, 2023. The report reflects 8 closures and a total wait list of 145. Aucunas also reported on the challenge of not being able to reduce the number on the wait list due to a shortage of staffing.

The Compliance and Quality Report for the period October 1, 2022, through December 31, 2022, was also distributed to the Board for review. Compliance reported a total of 15 critical incidents for the three-month period, and Quality data indicates the Agency continues to be below the State's percentage in reports of neglect or abuse, falls, and injuries.

D. Advocacy and Outreach Updates

1. Outreach Activities: Courtney reported on upcoming activities at the Kool Center, Heritage Commons, and Forks Senior Center. Board and staff also discussed the challenge of adding more activities and programs for seniors that would reflect more utilization of the Kool Center in Battle Creek, similar to the full range of activities in both the Albion and Marshall senior centers. One option discussed would be to review a possible collaboration with North Pointe Woods' residents to be able to use the Kool Family Center, and participate in Well-Being Programs and Lunch & Learns.
2. Advocacy and Outreach Updates: Porter reported she has met with the Clinical Director, Amber Logsdon, and Waiver, Quality and Compliance Director, Brandy Aucunas, to develop a process to utilize more staff to assist with the Waiver waiting list efforts. Phase I of this process will be rolled out within the next several weeks.

Porter provided a flyer regarding a listening session and a Press Release the State of Michigan sent out. The listening sessions will be held at Heritage Commons on February 8, at 1:45 pm. Also reported, Round II of the Innovation Grant deadline is January 31, 2023. CareWell has received three grant applications from the Barry County Commission on Aging, and an email of interest from Thornapple on how to apply for the grant; CareWell has responded on instructions regarding how to apply. Also noted, the Agency has developed an Application Review Committee consisting of two members from the Advisory Council teams to review the grants that have been submitted.

Also reported, the Agency has received a \$2,500 grant from Comcast and matched for the same amount from the Battle Creek Community Foundation for a total of \$5,000. The grant will provide eligible residents with internet access in the Battle Creek area. The criteria for eligibility will be based on income and age; detailed eligibility requirements are outlined in the grant.

Also noted, Porter will be presenting a brief presentation on Advocacy at the next Policy Board meeting on February 27, 2023, at 5:30 pm.

Porter also provided an update on CareWell's Kiosk Bus. An employee of MidWest Transit has reached out to his supervisor to ask if the bus can be purchased for \$7,000. Porter will provide update if kiosk is sold.

O'Dell also reported the first Advocacy meeting for this year will be held next Wednesday, January 25, 2023. This will not be an in-person meeting.

V. **Adjournment**

Motion for Policy Board to adjourn moved to approve by Sherban; supported by Baldwin.
With no additional items to discuss, meeting adjourned at 6:53 pm.

Respectfully submitted,

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