

ACCOA MINUTES

JANUARY 27,2020

President Delores Schlicker: Meeting called to order at 10:05 a.m.

The Pledge of Allegiance

Delores:

Roll Call: Delores Schlicker, Mike Maturen, Dan O'Connor Bev Zorn, Roger Schulte, Stan Wojnar, Rolland Lynch, Pame Ashford; Lenny Avery Exe Director.

Delores Schlicker: Welcome new Executive Director, Lenny Avery. Would you like to introduce yourself? Lenny spoke of his excitement/plans to make ACCOA continue to be of service and enlarge the scope of the previous year and get on track with many continued and new programs for the workers and the community participation in the programs. He also mentioned the new programmable large screen TVs in both the gathering hall and the board room for use with Power Point programs etc. as computer access for the seniors for classes etc. in the dining hall. We have an open door policy so anyone wanting to stop and ask questions etc. please come in.

Delores then requested that due to her lack of "presidential" ability specifically the computer/technological communications necessary to be on par with the board needs she would prefer to step down and relinquish the seat to Mike Maturen who has graciously agreed to pick up the reins. Any other nominations X3? Motion made by Don O'Connor and 2nded by Rolland Lynch and was put to the board for a vote for Mike, all Ayes. He has now become the board president. The new president then brought to the board's attention we were without a vice president with him stepping to the president's position and motioned that the board vote in Delores Schlicker; Rolland Lynch again 2nded said motion all Ayes and she is now Vice President of the ACCOA board.

Mike: Observing that we are still missing one board member asked the board to consider Stephanie Walker, she has expressed an interest in filling the vacancy. At this point Stephanie said she very much wanted to be considered but would need to be approved at her workplace to attend meetings and asked we wait until

next meeting to proceed. Mike turned to the secretary position and treasurer's position. Rolland spoke up and let everyone know he did have a hearing deficit and would no longer feel comfortable recording suggested Pame Ashford, Delores made the motion for Pame Ashford for secretary and Rolland seconded the motion. All agreed. The treasurer's position would be continued as Rolland Lynch. Completed board requirements.

Katie Rousseau of MI Works, was then introduced by Mike M. as a business network and success coach for employee assistance program to increase workplace retention. She will be presenting a Power Point next meeting if agreed upon approximately 20 minutes long.

President Mike asked if anyone has anything to add or anyone wants to present/address the board? Are there were any additions to the agenda? Delores said yes, regarding the commodities report under the fund raising group. Do we need to approve new employee handbook or the subcommittee of Personnel committee? Rolland made a motion to accept the additions and Dan 2nded the motion, any discussion? Motion carried and the new agenda was approved. Approval of the DEC 19 minutes will be set aside until copies provided.

FINANCIALS:

Lenny mentioned in today's packet there was a summary budget for 2020 turned in previous to the new executive director including the operational numbers, which are a month behind so these number are December's numbers yet to be compiled and audited we have a 3rd person company doing our financials and are completing our last year's audit which will be completed and would be available in February's meeting packet. With current up to date budget. What we do have for you is a current 2020 budget also prepared previous to my administration and provided to the County Commissioners and NEMSCA. Page 1 has the periods through October 1,2019-September 30 of 2020 covering cost of supplies, staff salaries, equipment, service contracts, services, fringe benefits, occupancy. This includes funding via federal, state, program income, cash match and in-kind finances etc., these are projections of what our estimates are going to be, and continued through page 2, another snapshot of page in greater detail, again compiled from projections of 2018 and 2019. Page 3 has the breakdowns of salaries and wages from homemaking, respite care and in home services also

congregate meals and also home delivered meals. Page 4 again same as page 3 different style thanks to the EXCEL page 5 is a continuation page 7, (interruption) +Lenny this is the NEMSCA funds these are funds received through NEMSCA this does not include your millage etc., this is not your whole operating budget so when we give you the statement or grant awards this is the statement that we annualize them and we use these estimates to give you the funding. AAA funding.

Page 7. (Mr. Wnuk, where are the funds projected from the county?) Lenny responded, that report is not here now we will send out the rest of the itemized report for the millage. During the Feb 25th financial presentation I will have those with the December and January numbers. (Mr. Wnuk), we just need to know what the county is contributing.

Lenny; It will also be in the in-home service report etc.

That is all for this time

Dan; School report. Quiet at this time, very few snow days. three projects 1) researching day care/preschool possibilities for the school to support, licensing feasibility studies, talking to stakeholders etc. trying to build a birth to 5 pipeline for daycare health services etc. also choices for preschool. Trying to make it feasible seeing if it is still a pipedream. 2) year 5 sinking fund program, software programs for each room to be projected and windows need replacement etc. 3) conversations about ballot proposals for either August or the fall. We also had received a couple of great grants for behavioral health and therapists for Alcona so now between the school itself and Alcona Heath Center the schools have access to three therapists, we have behavioral health needs in the school system, which seem to be challenging. We have written another grant for a psychologist to help the students, maybe to dig into students' needs. The school received a grant for installing a tiered entrance to protect our students and schools. 3)we are hoping for a Behavioral specialist for our young learners in the elementary school, it is one grant we are working on this week. Our wrestling program is off the ground and we are excited about that. Trying to find out different opportunities including video gaming teams for sport. Staff heading to programs to investigate. At the Superintendents' association I was selected to give a 10-minute speech, everyone was blown away by all the community partnering, and the programs we were working on, they were really interested that our small community, with our

demographics and isolation are so interested. That was great to share with everyone. Thank you. If anyone knows of anyone willing to go and get “special education degrees” we are looking for creative ways to get more people here. I would love to have a conversation with people regarding those interests.

Mike questions for Dan? Okay thank you, Gary Wnuk, Commissioner’s report.

Mr. Wnuk. Not a lot new; Craig Johnston is chairperson of the committee and Adam Brege is vice chair. New committee placements have shaken things up a bit. New information, we are planning addressing the discussion of “privatizing” mental health. We will be objecting at this time. We know that Iosco is also fighting it at this time. Lastly the flu shot is 58% effective per District health.

Mike: Thank you Gary. NEMSCA report

Lenny did you share the letter. I am Gena Bey associate director of NEMSCA we have been here a number of times in the past few months trying to work with the “community based care” homemaking programs, personal care and respite care, that sort of things, discrepancies are troubling with a number of things from previous reviews with many citations. Lenny came to Alpena and met with Yvette, myself and Laurie Sauer our Director, biggest discrepancies a number of these findings were from previous reviews and were supposed to be corrected, and no follow through these have to do with education of the staff etc. Lenny has been working on it, I have had many emails and calls from Brittnie who is working diligently on this to correct the situation. Some of the biggest problems are billing vs services there is still such a difficulty finding appropriate back up for the funding. After the finish of the audits we will go forward with setting up new parameters, we do not believe these errors were intentional more that training errors occurred and become compounded as the weeks progressed. With 3 different in home service coordinators which adds to the problems. We would like to be involved in any real choices you make to change things to make sure protocols are kept. (Dan O’Connor) asks, are we fighting an uphill battle without enough educational checklists, background checks etc. simple things that people not paying attention to, the reviewing of the contracts will change. Lenny: we will have a corrective action report by February 10,2020 with a policy manual for staff and others. We will have hired an internal auditor to do each and every penny will be audited going forward. Clear lines of distinction will be met going forward

Mr. Wnuk: clarification and also new developments?

Mike: any more for NEMSCA

Lenny: We are asking for time and improvement.

Gena: new trainings both Feb 18th and March 4th that some of the staff will attend.

Lenny: Let us know via email.

Dan O'Connor; Brittnie's efforts very, helpful etc.

Gena: Brittnie was/is exemplary

MIKE: in home care reports

Lenny: In home care client's assessments, 14 new for November 3 closed two to nursing home one passed away. Starting now there will be reassessments received for each client upon closure for any reason.

2533 home meals delivered and 750 congregate meals; 153 in Glennie and 597 in Lincoln.

Hours in homemaking are 422.65

Respite care hours are 122

Number of personal care hours is 81.

December 4 new client's total assessments 12 current 1 no longer needs services and one passed away.

2377 home delivered meals and congregate meals 671 with 563 Lincoln and 108 in Glennie. Difference in Numbers are holidays and snowbirds.

Total homemaking hours 262.75

Respite hours total 65.75

Total personal care hours 42.5

Mike Lenny your warmed up going forward with the Executive Director report:

Lenny:

- 1) NEMSCA helpful letting us get our feet under us and fixing step by step each item
- 2) job descriptions etc. including streamlining in home services starting with Brittnie, she has been working a lot of extra services, getting new hires to fill in
- 3) Updated employee files making sure current paperwork fits their situation
- 4) attending board meetings etc. will be happening now over community partnerships going forward
- 5) Updating accounting procedures and NEMSCA giving us a 30-day extension for reports helpful
- 6) Ne HPPA updates and classes
- 7) CHANGES our new "Hercules" power point user friendly for all presenters
- 8) Putting together a computer lab to help with Medicaid and social security requirements for seniors. Starting labs and classes to get people comfortable with computers.
- 9) two more grants working on for the Community Foundation to become a liaison for housing and partnering with consumers to answer questions.
- 10) Community Fund is wanting to encourage us to understand the importance of the Census our needs to fill out the whole form NO REQUIREMENT FOR S.S. NUMBERS on the census
- 11) new cameras for safety and security we need to add at least 4 to protect our seniors from falling or possible negative situations. Our building and the patrons deserve and need a safe protected environment. Monitored by 3 people at all times
- 12) A more robust tracking system for inventory tracking etc. new protocols as we go forward into the new year. Knowing who has which clients on the trucks where the trucks are, how many meals each time more trucking

13) With new hires we will have new positions new guidelines for tracking and safety new trainings and investment in employees Excel/ CHW and Micro office training

Delores I want to make a comment Stan and I both here lots of good things that staff and congregates are all pleased and you are working hard

BUILDING AND GROUNDS: Stan, we need volunteers for painting, Jim from lumber yard in Harrisville offering to give free paint. Need volunteers

Discussion re Volunteers MIKE anything else Stan

Mike Delores: TFAP commodities for all people with volunteers

Senior commodities for senior only always need volunteers

MIKE: Delores; Personnel Committee well employee handbook, meetings also going over by laws to update?

Mike: maybe needs to be addressed, 2018 board's pleasure? Table bylaws until done with handbook

MIKE: Rolland any new nominations? Rolland not at this time.

Not forgetting Stephanie Walker

Mike: approve minutes of December 19.2019

Deletions changes? Bev Zorn is not Ben Zorn Dan motion to approve 2nd Delores minutes approved

Old Business

None

NEW BUSINESS

Mike and Delores (discussing)

Both the board president and the Executive director would be on all committees as "ex official" non-voting members

Different committees 8 committees 9 board members

2 committees instead

Committee 1 is Finance/Policy Procedures/Personnel

w/Rolland, Dan and Delores on Committee 1

Committee 2 Building and Grounds/ Program and Planning/Fund Raising/Nominating

Stan, Bev and Roger on Committee 2

Mike to Delores; Discussed a thank you card to Suzan Krey and the kids that sang.

Discussion of freezers to give to the school, Coles' Appliance agreed they worth using good shape if not the school /or NEMSCA

90's party the 4 FFA members came and waited on the people served their food etc. also Lenny MC'd with some narration of what was happening during the 90+ group when they were young, favorite songs movies etc.

Mary Weber to Board: I would like to encourage advance notice for coverage in the paper with special gatherings meetings etc.

Public Comment??

11:35 A.M. Roger Schulte 1st motion to adjourn Bev Zorn 2nd motion all agree

Mike adjourned the meeting until February 25th at 10:00 a.m.