

**MICHIGAN COMMISSION ON SERVICES TO THE AGING MEETING**  
**Michigan Department of Health and Human Services**  
**Aging and Adult Services Agency**  
**South Grand Tower, 333 S. Grand Avenue, Conf. Room 1L; Lansing, MI 48933**  
**December 15, 2017**

**MINUTES**

**CALL TO ORDER**

Commissioner Wishart called the meeting to order at 9:25 A.M.

**COMMISSION ROLL CALL**

The Commission roll call was taken and a quorum was present. This was followed by the Pledge of Allegiance, led by Commissioner Mast.

**COMMISSION MEMBERS PRESENT**

Dona Wishart, John Briggs, Harold Mast, Donna Murray-Brown, Laura Newsome, Amy Tripp and Kristie Zamora, with Matthew Adeyanju and Peter Lichtenberg participating via conference call.

**COMMISSION MEMBERS ABSENT** (excused)

Joan Ilardo, Gerald Irby, Kathleen LaTosch, Margot Roedel, Michael Sheehan and Linda Strohl.

**AGING AND ADULT SERVICES AGENCY (AASA) STAFF PRESENT**

Richard Kline, Scott Wamsley, Cindy Albrecht, Shirley Bentsen, Eric Berke, Steve Betterly, Amy Colletti, Kelly Cooper, Carol Dye, Annette Gamez, Dawn Jacobs, Sherri King, Gloria Lanum, Phil Lewis, Michelle McGuire, Laura McMurtry, Wendi Middleton, Tari Muniz, Becky Payne, Sally Steiner, Lauren Swanson-Aprill, Rachel Telder and Julia Thomas.

**VISITORS/GUESTS PRESENT**

Michael Karson, John Krueger and Jim McGuire of AAA 1-B, Juanita Vorel, Priority Health, Carl Gibson and several other members of the public.

Commissioner Wishart announced that because of extenuating circumstances, some commissioners couldn't be physically present and are being allowed to participate by phone, and she referenced CSA By-law, Article III, Section 3.4 - Member Participation by Alternate Means, that states, in part, participation by phone is allowed for quorum to exist and votes can be cast when it is in the best interest of the Commission to do so.

**APPROVAL OF AGENDA**

Commissioner Wishart requested a motion to approve the agenda.

A motion was made by Commissioner Mast to approve the agenda. Commissioner Murray-Brown seconded the motion. This motion was approved unanimously with a voice vote.

## **APPROVAL OF COMMISSION MINUTES**

Commissioner Wishart asked for a motion to approve the October 20, 2017 minutes.

A motion was made by Commissioner Newsome to approve the minutes. Commissioner Mast seconded the motion. This motion was approved unanimously with a voice vote.

## **PUBLIC COMMENT RELATED TO AGENDA ITEMS**

Commissioner Gerald Irby, speaking as a member of the public, informed the CSA that he was not reappointed, and expressed gratitude for allowing him to represent all the folks of Michigan, for allowing his voice from above the bridge to be heard, and to CSA members, he expressed concerns that no commissioners from the UP are serving on the CSA.

Commissioner Wishart stated on behalf of the CSA, it has been a pleasure serving with him, and appreciated his passion and commitment that have been extraordinary, and noted they will continue to represent all of Michigan, and that there is still work being done related to the CSA appointments.

## **COMMISSION CHAIR REPORT**

Commissioner Wishart stated the next State Advisory Council on Aging meeting will be held March 15, 2018, and asked if anyone can volunteer to attend the next meeting, to let her know before leaving.

Commissioner Wishart stated various update topics that have been requested be presented at CSA meetings are being worked on, such as transportation issues, and updates from the Dementia Coalition and Michigan Health Endowment Fund updates.

Commissioner Wishart showcased a framed certificate to honor and respect Commissioner Sheehan for his work on the SAC, noting it will be presented to him when he returns.

## **AGING AND ADULT SERVICES AGENCY SENIOR DEPUTY DIRECTOR REPORT**

Director Kline stated he visited with one of the smallest AAAs, Region 3-C, and expressed how impressed he was with the great job they do with so few staff on the diverse programs they oversee with the funding, sustainability and great partnerships they've built.

Director Kline stated he and Mr. Wamsley participated in a Silver Key advocacy meeting, and thanked Jim McGuire of AAA 1-B for his leadership and the advocacy committee's effort to cut the home delivered meals waiting list by almost 50 percent over the past four years.

Director Kline stated AASA provided 2017 progress highlights to the Governor's office, including the cut to home delivered meals wait list, Gatekeeper Program, BOLD Council's award for their efforts to significantly cut non-emergent transportation waiting time from two weeks to 27 minutes, and their many other interdepartmental quality improvement design team projects.

Director Kline stated AASA is working on the Annual Report, as well as a new resource guide directory listing all of Michigan's 83 county's services and information.

Director Kline introduced Kelly Cooper, AASA's newest staff member, administrative and office support to the Deputy Director.

### **FINANCIAL UPDATE**

Scott Wamsley, Deputy Director, provided an overview on AASA's fourth quarter preliminary financial report of Federal and State grants and expenditures, noting an updated final report will be provided at a future meeting.

Commissioner Wishart requested a motion to accept AASA's fourth quarter financial report as the preliminary financial report, as presented.

A motion was made by Commissioner Briggs to accept AASA's fourth quarter financial report as the preliminary financial report. Commissioner Mast seconded the motion. This motion was approved unanimously with a voice vote.

Mr. Wamsley stated the current continuing resolution on the federal funds runs through December 22, 2017. AASA has voiced its concerns to the feds at ACL and the National Association of States United for Aging and Disabilities about difficulties for local programs trying to plan for services throughout the year, and discussed contingency planning with the AAAs and possible state funding flexibilities if there is a disruption in federal funding.

### **LEGISLATIVE UPDATE**

Phil Lewis, AASA's public affairs staff, stated he is tracking the continuing federal resolution.

Mr. Lewis stated the Affordable Care Act in the tax bill will be eliminated should it pass.

Mr. Lewis provided information on several state bills, and will continue to track them, and provide updates as they progress.

### **ADVOCACY COMMITTEE REPORT**

Commissioner Murray-Brown, chair of the Advocacy Committee, stated they've had several dynamic speakers present to their Committee, noting Commissioner Tripp recently provided her expertise on policies impacting seniors and long term care, which was extremely helpful in assisting with their process to research and prioritize the top five issues they are planning to refine and recommend to the CSA once they connect with Commissioner Zamora, SAC Chair, for the SAC's review. Once agreed upon, they will present their recommendations to the CSA for their review, consideration and approval to move forward with activities and strong support of a focused agenda that will be proactive and reactive.

Director Kline introduced Michael Karson, AAA 1-B's new CEO, the largest AAA in the state.

Mr. Karson introduced John Krueger, AAA 1-B's CFO.

The CSA took a break at 10:24 AM, and resumed business at 10:34 AM.

### **BUSINESS ITEMS**

**Request for Approval of Creating Confident Caregivers® Master Trainer Re-Certification**  
Sally Steiner, AASA staff, requested approval of three Creating Confident Caregivers®

Master Trainer re-certifications who tested well and met all other requirements. A motion was made by Commissioner Mast to approve Creating Confident Caregivers® Master Trainer re-certifications, as presented. Commissioner Tripp seconded the motion.

This motion was approved with a voice vote.

**Request for Approval of Revised Fiscal Year (FY) 2018 Developing Dementia Dexterity (DDD) Funds**

Ms. Steiner requested approval of revised allocations of the DDD project, which reflect year one project unspent funding to be added to year two awards, and to amend contracts.

A motion was made by Commissioner Briggs to approve the revised FY 2018 DDD funds, as presented. Commissioner LaTosch seconded the motion.

This motion was approved with a 9-0-0 vote.

**Request for Approval of Michigan Health Endowment Fund (MHEF) Diversity in Dementia Care Grant**

Ms. Steiner requested approval of first year MHEF funding for the Diversity in Dementia Care project to partner with selected entities to improve dementia caregiving education to under-served populations in a culturally-aware format with the Grand Traverse Band of Ottawa and Chippewa Indians, who will pilot an American Indian adaptation of Savvy Caregiver, an evidence-informed program.

A motion was made by Commissioner Tripp to approve the MHEF Diversity in Dementia Care grant, as presented. Commissioner Murray-Brown seconded the motion.

This motion was approved with a 9-0-0 vote.

**Request for Approval of Fiscal Year (FY) 2014-2017 Grant for Medicare Improvements for Patients and Providers Act, State Health Insurance Program (MIPPA SHIP) and Area Agencies on Aging (MIPPA AAA) No-Cost Extension**

Tari Muñoz, AASA staff, stated the three-year grant she is seeking approval to extend had unspent funds in the final grant year because of delayed awards, and in contracts going out to the grantees to provide outreach, education and enrollment into the Medicare Part D, Low-Income Subsidy and Medical Savings Programs. This no-cost extension will allow grantees to continue providing these same services with the unspent funds.

A motion was made by Commissioner Briggs to approve FY 2014-2017 grant for MIPPA SHIP and MIPPA AAA no-cost extension, as presented. Commissioner Mast seconded the motion.

Additional discussion followed, and this motion was approved with a 9-0-0 vote.

**Request for Approval for Fiscal Year (FY) 2014-2017 Grant for Medicare Improvements for Patients and Providers Act, Aging and Disability Resource Collaboration (MIPPA ADRC) No-Cost Extension**

Ms. Muñoz stated of the four ADRC grantees, there was one who didn't utilize all their

funding and decided to pass on what was left, so AASA is seeking a no-cost extension of the remaining grant funding to award it to Disability Network of Mid-Michigan, who will continue providing seniors with outreach, education, and enrollment into the Medicare Part D, Low Income Subsidy and Medical Savings Programs.

A motion was made by Commissioner Zamora to approve the FY 2014-2017 grant for MIPPA ADRC no-cost extension, as presented. Commissioner Briggs seconded the motion.

This motion was approved with a 9-0-0 vote.

Ms. Muñiz stated regarding the CSA's previous inquiry of how the MIPPA FY 2017-2018 funding cuts would impact seniors, MMAP, Inc.'s response was it could result in between 737 and 1105 fewer available enrollments.

**Request for Approval of AASA's Recommendation on Region 1-B Area Agency on Aging Probation Status**

Mr. Wamsley stated in April 2017, AASA came to the CSA with a recommendation for probation of AAA 1-B due to some deficiencies and difficulties in finances and operations identified through AASA's monitoring and single audit processes required of all AAAs.

Mr. Wamsley provided a detailed overview of the ongoing process, and AASA's efforts to work with AAA 1-B in meeting the requirements to have their probation status removed, and he made a recommendation to extend their probation another 30 days to allow additional time to address the development of new policies and procedures, to add staffing, and to complete and meet all other requirements not yet finalized.

Mr. Wamsley stated progress is being made in meeting the requirements with several completed, but there are still some concerns with those not yet met, and he noted another on-site assessment will be completed on January 8, 2018, and will be reviewed. Results, recommendations and follow up will be returned to the CSA's January 2018 meeting for review, determination and decision.

A motion was made by Commissioner Newsome to extend AAA 1-B's probation for an additional 30 working days, as presented. Commissioner Briggs seconded the motion.

Additional discussion followed, and this motion was approved with an 8-0-1 vote.

Commissioner Newsome noted being from AAA 1-B's region, she's been watching closely, and through this turmoil, seniors have seen no decline in service.

Mr. Michael Karson, AAA 1-B Executive Director, addressed the CSA and expressed his appreciation, noting the last FSR that AAA 1-B turned in was approved with no adjustments, their reporting systems are in place, operationally they are sound, and they have excellent financial staff. While he understands the probation process, progress has been made, but remain under probation status makes it difficult for them to get grants and have been denied for some, and feels the progress they've made has them in a good enough position to be removed from probation.

Commissioner Wishart asked if there could be some messaging from AASA that could help mitigate the challenges AAA 1-B faces with respect to seeking grants.

Mr. Wamsley stated there's no issue with commentary with the progress being made, but as the state office on aging, our fiduciary responsibility is singular, and it is federal and state funds brought to the CSA, and while AASA is supportive and understand outside funding is important, that is not AASA's focus with respect to the terms of probation, nor the focus of our operations with regards to monitoring the financial operations of AAAs.

Mr. Wamsley respectfully disagreed and stated the AAA 1-B's fourth quarter report was done in a way that AASA would typically want to monitor and correct, noting although there was progress, it is the responsibility of AASA to bring a unanimous recommendation to the CSA of their need to fully correct all the deficiencies, and they are not there yet.

Commissioner Wishart asked everyone to join in personal messaging a celebration of AAA 1-B's progress, they are part of our team doing great work, providing quality service, and during this difficult time, they are excelling in taking on this challenge and are almost to the finish line, and she congratulated them on their progress and appreciates the staff support.

Mr. Karson stated he appreciates AASA staff's support and feels they have the same goal.

### **INFORMATIONAL ITEMS**

#### **Presentation on Fiscal Year 2019 Intrastate Funding Formula (IFF)**

Mr. Wamsley stated the process AASA uses to update the IFF to allocate funding to the AAAs, as required by the Older American's Act (OAA), will be brought before the CSA for review and approve, and is associated with about 85 per cent of AASA's funding. The IFF was reviewed in 2013 and at that time, it was determined AASA would return in 2014 with new and updated census information. The CSA approved five-year updates, as opposed to 10-year updates, and will be done next in FY 2019. The US Census Bureau was contacted to identify and assess the best, most current data sets that meet OAA's criteria, and AASA will return soon after building and updating the IFF for review and approval.

### **ANNOUNCEMENTS**

Commissioner Wishart stated the CSA meetings are open to the public and anyone wishing to attend may do so. Those needing accommodations to attend should contact Carol Dye, CSA Secretary, at 517-284-0146 at least five (5) days prior to the meeting.

The next State Advisory Council meeting will be held at 9:30 on Thursday, March 15, 2018, and she asked for a volunteer commissioner to attend and represent. This meeting will be held at the Ramada Conference Center located at 7501 W. Saginaw in Lansing.

### **ADJOURN**

Commissioner Wishart asked for a motion to adjourn the meeting.

A motion to adjourn was made by Commissioner Mast. The motion was seconded by Commissioner Murray-Brown. This motion was approved unanimously with a voice vote.

Commissioner Wishart adjourned the meeting at 11:27 AM.