

Commission on Services to the Aging (CSA) and  
Michigan Department of Health and Human Services (MDHHS)  
Aging and Adult Services Agency (AASA)  
Lansing Community College West Campus  
5708 Cornerstone Dr, Lansing, MI 48917  
Friday, January 17, 2020

## **MINUTES**

### **CALL TO ORDER**

The meeting of the Michigan Commission on Services to the Aging was called to order at 9:02 by Chair Wishart.

The Pledge of Allegiance was led by Commissioner Duncan.

### **CSA ROLL CALL**

The commission roll call was taken and a quorum was present.

### **CSA MEMBERS PRESENT**

Dona Wishart, Matthew Adeyanju, Mark Bomberg, Renee Cortright, Georgia Crawford-Cambell, Nancy Duncan, Kathleen LaTosch, Peter Lichtenberg, Tene Milton-Ramsey, Linda Strohl,

### **CSA MEMBERS ABSENT** (excused)

William Bupp, Marshall Greenhut, Guillermo Lopez, and Kristie Zamora

### **AASA STAFF PRESENT**

Dr. Alexis Travis, Scott Wamsley, Jen Hunt, Laura McMurtry, Sherri King, Christy Livingston, Tari Muiz, Becky Payne, Lauren Swanson- Aprill, and Danielle Trim

### **VISITORS/GUESTS PRESENT**

Dave LaLumia, Executive Director of the Area Agencies on Aging Association, and several other members of the community

### **APPROVAL OF CSA AGENDA**

Commissioner Wishart requested a motion to approve the CSA agenda.

A motion was made by Commissioner Cortright to approve the agenda. Commissioner Strohl seconded the motion and the motion was approved unanimously with a voice vote.

### **APPROVAL OF CSA MINUTES**

Commissioner Wishart requested for a motion to approve the December 20, 2019, CSA minutes.

A motion was made by Commissioner Duncan to approve the minutes. Commissioner Adeyanju seconded the motion and the motion was unanimously approved with a voice vote.

## **PUBLIC COMMENTS RELATED TO AGENDA ITEMS**

None at this time.

## **CSA CHAIR REPORT**

Commission Chair Wishart welcomed commissioners and staff and extended a welcome to the partners in attendance representing the network of services to the aging.

Chair Wishart shared that work on the triennial State Plan on Aging has begun. There will be community conversations, key informant interviews, and focus groups through the state to seek input regarding the needs and gaps in programs and services. These conversations will help to ensure AASA is better able to support the health and well-being of Michigan's older adult population. A focus group will be available to the commission after the February CSA meeting. Wishart encouraged all commissioners to participate as this is an opportunity to lend our voices and ensure that the new state plan will address the critical needs of older adults in our state.

Wishart also encouraged the commission to save the date for the State Summit on Aging that will take place on October 21, 2020. This will be an opportunity to engage with the Aging Network and continue our education surrounding issues of aging and quality of life for older adults.

Older Michiganians Day will be held on May 12. This event shows support for policies that aid older adults and is a great opportunity to engage with hundreds of seniors, aging service providers, senior advocates, legislators, and key state officials.

The 2020 Aging in America Conference will be taking place March 24 – 27 in Atlanta, Georgia. The theme for the 2020 conference is Aging 2020: Examining the Needs of Today's Diverse Older Adults and will focus on issues impacting our increasingly diverse and multicultural older adult population. This is a national conference and usually draws a very large crowd.

Michigan Assisted Living Association will host its Annual Conference & Dementia Summit on May 11-13 in Lansing, MI. The summit will highlight a variety of different topics surrounding dementia and how it can affect individuals and caregivers who provide supports and services for older adults with dementia.

Wishart would like to acknowledge foundations across Michigan that lend support for services to older adults. Support from organizations like the Michigan Health Endowment Fund, Ralph C. Wilson, and many other community partners allow for diversified funding sources and ensure that we are able to serve communities across Michigan.

## **SAC CHAIR REPORT**

Commissioner Zamora was unable to attend the January commission meeting but sent her update to Commission Chair Wishart for dissemination. Wishart shared that the SAC has begun its research on the 2020 charge regarding social isolation. The council has split into

four workgroups and has already organized the first round of conference calls. The SAC has invited guest speakers who will join these conference calls over the next few months.

Additionally, Council Member Angela Perone shared an article with the SAC that outlines issues surrounding the aging LGBTQ community. That article will be shared with commission members.

Wishart, on behalf of Zamora, would like to extend a word of thanks to AASA staff for all their help. Kelly Cooper has provided tremendous support with the SAC report and coordination of all travel reimbursements for members, while Lauren Swanson-Aprill has been integral in the scheduling and organization of all council meetings. Their dedication and assistance allow the SAC to continue to run effectively and efficiently.

### **ADVOCACY COMMITTEE REPORT**

Commissioner LaTosch shared that the committee has resumed their regular monthly meetings. LaTosch would like to give a special thanks to the commissioners who are currently serving on the committee. In addition, Jen Hunt has joined the calls and is ramping up a toolkit for the Direct Care Workforce workgroup.

The committee would also like to thank Hunt for the policy brief she shared at the Dec. 2019 meeting. They found it informative and helpful and would like to see more briefs as policies continue to roll out.

The committee is continuing to review legislation and look at how they, as well as the CSA, can lend their voices. When considering legislation, the committee reviews if the bill aligns with the overall mission of the commission and if there is a specific question they can address by providing support or guidance.

LaTosch asked Commissioner Adeyanju to provide a brief update on the Direct Care Workforce group. Adeyanju informed the commission that the workgroup has been hard at work preparing a report and hopes that the final product will be presented to the commission at the February meeting.

### **AASA SENIOR DEPUTY DIRECTOR REPORT**

Dr. Alexis Travis, Senior Deputy Director, updated the commission regarding the Office of Attorney General Performance Audit Report. On Thursday, January 16, Travis and Deputy Director Scott Wamsley appeared before the House Oversight Committee and provided an update and additional information regarding the report findings. There were six total findings in the audit. One was listed as a material finding while the other five were labeled reportable.

The Committee focused mainly on finding one, which discussed improvement needed in the monitoring and oversight of subcontracted service provider activities, and finding three, detailing improvement was needed in the policies for and monitoring of criminal background checks for local agency contracted service providers, employees, and volunteers.

In response to finding 1 regarding oversight of subcontracted services providers, Travis reported that AASA has corrected the problem and is hiring more managers to ensure there is more oversight of staff. During the audit period, AASA had one manager in place for field services and fiscal quality management. Additionally, on Oct. 10, 2020, AASA issued policy clarification to area agencies on aging on requirements for subcontractor assessment files and documentation. The guidance will be incorporated into the monitoring, testing and documentation review for spring 2020 onsite AAA assessments. There will also be a standing item to monthly field staff agendas to include discussion of the status/progress of contractor assessments with division management.

In response to finding 3 regarding improving policies regarding criminal background checks, Travis testified that AASA operating standards for service programs currently require local agencies to conduct criminal background checks through the Michigan Department of State Police for all paid staff and volunteers. In addition, AASA policy requires that its field representatives test a random sample of at least 10 percent of employee and volunteer files to evaluate criminal background check documentation during annual on-site local agency assessments.

AASA understands the benefit of enacting consistent background check review guidelines for the area agencies on aging. After consulting legal, AASA recognized it can change the policy through administrative action to standardize criminal background checks and is starting the process to do so. AASA is also working to identify mandatory exclusions, taking into consideration the nature of the felony, the time that has elapsed and nature of employment and/or volunteer opportunity. In addition, AASA will add a requirement that background checks are completed periodically, at set intervals, to ensure that longer-term employees are assessed and remain within the appropriate criteria. The goal is to have new guidance in place for all area agencies on aging by March or April.

AASA has been successful in securing a grant administered by the Division of HIV and STD Programs (DHSP) that will fund home-delivered meals, specifically, to older Michiganders living with HIV. Also, included in the funding is the creation of a peer support group that would connect people living with HIV. These funds are provided via the Ryan White Rebate dollars and at this time there is no reward ceiling. The funding will be awarded in March of 2020. The pilot for this program will begin in the Detroit area in conjunction with Region 1A, Detroit Area on Aging, and in Region 6, Tri-County Office on Aging.

AASA will be administering a survey to the Area Agencies on Aging regarding home and community-based services. This survey will collect baseline data regarding the strategic implementation on a variety of important topics, including the direct care workforce shortage, I&A resources, regional waiting lists, and hospital readmission reduction activities.

Work on the State Plan on Aging is continuing with key informant interviews. Dr. Khaldun, Chief Medical Executive for the State of Michigan, participated this week and Michigan Department of Health and Human Services Director, Robert Gordon, will be interviewed later this month. Additionally, AASA is scheduling community conversations that will be held in each of the area agency's program areas. These conversations will gather key perspectives from

partners and be used to shape the plan. Information on dates and locations for the community conversations, as well as promotional flyers, will be shared with the commission.

Several new positions will be posted within AASA including an Operations & Aging Network Support Division Director and a Health Promotion & Policy Management Division Director. These positions will allow AASA to better align the agency with the MDHHS strategic plan. Once these positions have been posted online AASA will share the links with commissioners.

Alliance of Information and Referral Systems (AIRS) is hosting its annual conference on June 7-10 in Grand Rapids, MI. This national conference aims to provide support and assistance to State Agencies on Aging and Disability, Area Agencies on Aging, Aging and Disability Resource Centers (ADRCs), Centers for Independent Living (CILs) and other I&R/A agencies to enhance the quality of I&R/A systems, partnerships, and service delivery. The planning committee is currently looking for presentation and workshop ideas from Michigan based organizations.

Earlier this week Travis met with Director Gordon, Dave LaLumia, Executive Director of Area Agencies on Aging Associations; Kate Massey, Director of Medicaid; and representatives from local Area Agencies to discuss Long term care, managed services, and MI Choice Waiver. The Director was interested and in the work being done and how we can ensure that all older Michiganians are having their needs met.

### **LEGISLATIVE UPDATES**

Jen Hunt, AASA Staff, shared with the commission that the Senate version of the OAA reauthorization is S. 3057, the Modernization of the Older Americans Act Amendments. It was introduced by Senator Casey and Senator Collins on 12/16 and has no co-sponsors. ADvancing States is encouraging advocates to ask their US Senators to co-sponsor. Like the House version, the Senate version recommends significant funding authorization increases, including 7% in the first year and 6% in the following six years.

AASA is hosting community conversations in each AAA region. Hunt distributed a 1-page document AASA created for the AAAs with frequently asked questions. It explains how the purpose is to inform our state plan on aging. The first community conversation is 1/29 at the Northwest Activity Center in Detroit. Kelly Cooper, AASA staff, is working to finalize the dates/times and locations.

### **FINANCIAL UPDATE**

Scott Wamsley, Deputy Director, shared with the commission that AASA expects updated federal Notices of Award (NoA) for Older Americans Act funds for the remainder of FY 2020 in early February. Current awards to AAAs will expire on 1/31/2020. AASA will issue updated awards notices for both federal and state funds to AAAs the period 2/1/2020 - 2/29/2020 to allow for the receipt of updated federal NoAs. AASA expects to issue updated awards to AAAs for 3/1/2020 once the updated federal NoAs are received in February.

On December 20, 2019, the Governor and legislative leaders came to an agreement to approve several MDHHS budget line items that had been vetoed as part of the FY 2020

budget. This approval included two projects in the AASA budget: 1) \$500,000.00 for a grant program administered by the aging and adult services agency to support health-related senior programs at multipurpose senior citizen centers and 2) \$400,000.00 for a grant to the Alzheimer's Association-Michigan chapter for the purpose of carrying out a dementia care and support program in Allegan, Kent, Lenawee, Macomb, Midland, Monroe, Oakland, St. Clair, St. Joseph, and Wayne Counties. AASA is currently working on the MDHHS grants and contracts office and MDHHS budget office to set up the grant agreements for these funds.

### **Office of Attorney General Performance Audit Report**

Scott Wamsley, Deputy Director, reported on the audit findings from the Office of the Auditor General and the Committee Hearing. AASA responses were well received by the committee and there was good discussion between house members and AASA Leadership.

In addition to the findings, AASA was asked to expand the scope of guidance regarding background checks. Committee members felt that a more standardized process will help the local Area Agency to understand their role in the process. Dr. Travis will be working closely with MDHHS Legal Department to ensure that all administrative policy updates comply.

In our response to the committee, AASA indicated that they anticipate administrative policy changes for background checks and training will be completed by March or April. This means AASA will need to have those policies up for public review and comment in a matter of a few weeks. AASA will then bring those changes and comments to the commission for review and approval. The house oversight committee would like AASA to provide copies of the draft policies to each of the representatives on the committee.

AASA has drafted a transmittal letter responding to an additional finding which addresses ensuring AAA's staff receive required annual in-service training and guidance on the services being relevant and sufficient in relation to training topics that coincide with AASA goals. We plan to issue the transmittal letter within the next week.

Audits are routine and often used to gauge the efficiencies of the agencies. This overall finding of the OAG was low risk, AASA was found to be effective or moderately effective on all measures, and this is considered a normal audit.

### **BUSINESS ITEMS**

#### **CSA Advocacy Committee, Aging Network Waiting List Work Group Funding Recommendations**

Scott Wamsley, Deputy Director, and Commissioner LaTosch presented funding recommendations from the CSA Advocacy Committee, Aging Network Waiting List Work Group. Wamsley and LaTosch provided the group with several handouts that outlined their seven preliminary recommendations for increasing access to in-home services.

A motion was made by Commissioner Adeyanju to approve the CSA Advocacy Committee, Aging Network Waiting List Work Group Funding Recommendations. Commissioner Duncan seconded the motion.

Additional discussion followed, and this motion was approved with a 10-0-0 vote.

**Request for Approval to Reallocate Program Year (PY) 2019-2020 Senior Community Service Employment Program (SCSEP) Funds**

Laura McMurtry, AASA SCSEP Manager, requested the commission's approval for the reallocation of a portion of PY 2019-2020 SCSEP funding in the amount of \$100,000. AASA has received a request from one SCEP subgrantee to reduce its grant award due to the projection of unspent SCSEP funds by the end of the program year.

A motion was made by Commissioner Cortright to approve the Reallocation of Program Year (PY) 2019-2020 Senior Community Service Employment Program (SCSEP) Funds. Commissioner Bomberg seconded the motion.

Additional discussion followed, and this motion was approved with a 10-0-0 vote.

**Request for Approval of Dementia Care and Support Program Funds to the Alzheimer's Association-Michigan Chapter**

Scott Wamsley, Deputy Director, requested the commission's approval to allocate FY 2020 grant funding in the amount of \$400,000. The funds are to be remitted to the Alzheimer's Association-Michigan chapter for the purpose of carrying out a dementia care and support program in Allegan, Kent, Lenawee, Macomb, Midland, Monroe, Oakland, St. Clair, St. Joseph, and Wayne Counties.

A motion was made by Commissioner Strohl for the approval of Dementia Care and Support Program Funds to the Alzheimer's Association-Michigan Chapter. Commissioner Adeyanju seconded the motion.

Additional discussion followed, and this motion was approved with a 10-0-0 vote.

**INFORMATIONAL ITEMS**

**Training Topics for Upcoming Commission on Services to the Aging Meetings**

Wamsley shared with the Commission that AASA is preparing training topics for the upcoming Commission on Services to the Aging meetings. In the past, topics included an overview of the Aging and Adult Services Agency, State Plan on Aging requirements, or the Interstate funding formulary.

After discussion, the Commission agreed that an overview of the Aging and Adult Services Agency, State Plan on Aging requirements, and the Interstate funding formulary would be helpful and should be included as agenda items at upcoming meetings.

**ANNOUNCEMENTS**

The next Commission on Services to the Aging meeting is scheduled for 9:00 am on Friday, February 21, 2020, at Tri-County Office on Aging located at 5303 S Cedar St, Lansing, MI 48911.

**Please note, these meetings are open to the public, and anyone wishing to attend may do so. Those needing accommodations to attend should contact Danielle Trim at (517) 284-0146 at least five (5) days before the meeting date.**

**ADJOURN**

Commissioner Wishart adjourned the meeting at 11:47 A.M.

**BUSINESS MEETING AND DEBRIEFING WORKING LUNCH TO FOLLOW.**