



LENAWEE COUNTY ADMINISTRATOR'S OFFICE  
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## HUMAN SERVICES COMMITTEE

*Jim Driskill, Chair - Chris Wittenbach, Vice Chair  
Dawn Bales, Member*

## MEETING LOCATION

*Committee Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI*

AGENDA: WEDNESDAY, MARCH 8, 2017 – 10:00 A.M.

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- I. APPROVAL OF MINUTES – February 8, 2017
- II. DEPARTMENT HIGHLIGHTS
- III. UPDATES / OTHER BUSINESS
  - A. 2017 Scholarship
  - B. Legislative Dinners (6/29 & 11/30)
- IV. PLAN OBJECTIVES
  - A. County employee wellness programs
- V. ADJOURNMENT



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## February 2017 Department on Aging Update

Main office: We are working through a high frustration from clients that are unable to schedule an appointment for their taxes. There are far less appointments this year due to reduced volunteer enrollment and a new software program that is challenging even the best volunteers.

Kitchen Staff: This amazing group has taken on 63 new starts for meals in the month of January without the blink of an eye! The HDM program benefited from a number of donations throughout the holidays. We put these donations together and were able to utilize them to purchase new thermal bags for the HDM routes. A much needed and appreciated gift for the staff and volunteers.

In-home Services: The January in service was provided by 3DPT. Jessica Chesser provided an hour long presentation on transfer and gait assistance for clients.

Senior Centers: Numbers seem to be a bit down with average daily attendance. We are reviewing this issue to determine if this is a loss-of-clients or a clients-are-not-available issue.

Daybreak Adult Day Care: Daybreak staff is anticipating a relief in staffing with the availability to hire one additional and one replacement staff member in the near future.

Special Interest: Cari is working to collaborate with Adrian Area Chamber on presenting a unified Senior Expo this year. More details to come.

Issue of concern: Not so much a concern but a look at the future: LDA Senior Center boards and center participants are preparing a 5 year long range look. This information will be shared with the LDA Board at the March meeting for a start of an agency wide 5 year long range look.

LENAWEE DEPARTMENT ON AGING BOARD MINUTES  
February 23, 2017

1	Carol Zawacki	x		9		
2				Commissioner	KZ Bolton	x
3	Joyce Woerner	x		Commissioner	John Lapham	x
4	Josh Nieto			Senior Network	Sandy Porter	x
5				Senior Network	Russ Amo	x
6	Burt Fenby	x		Senior Network	Grace Hanke	x
7	Art Liewert	x		Senior Network	Jeannine Johns	x
8	Bob Oliver	x		Community At Large	Darwin Vandevender	x

Chairperson, Art Liewert, called the meeting to order with a quorum present at 1:31 pm. Staff represented by Cari Rebottaro.

Minutes of January 26, 2017

A motion was made by Commissioner KZ Bolton to accept the minutes as written. Motion was seconded by Commissioner John Lapham. Motion was voted upon and passed.

Introductions were made with newest board member, Russ Amo present.  
Open positions continue in Districts 2, 5, and 9.

Updates for Senior Centers and Daybreak

- Centers are working together to plan a dance in September.
- A fun county wide picnic will be planned for June.
- LDA is collaborating with Adrian Area Chamber of Commerce to present a vendor event.
- LDA is hosting the Positive Approach to Care training in May.
- The Annual Selma Larson Caregiver Conference will be held on May 10<sup>th</sup>.

Office:

- Numbers are increasing in requests for all services: meals, home maker, and personal care.

Budget:

- Underspent in the Respite area of the budget. Hoping to increase the units of service in the next few months.
- Kinship grant is also underspent. Board members offered suggestions for spreading the word about these grant dollars for those over 60 years of age caring for a relative under the age of 18.

Director's Report

- Van now has three volunteer drivers.
- Long term plan worksheets were distributed for next month's meeting.

- The March meeting in Blissfield will be postponed to April to allow for space to work on the long range plan.
- The August meeting will be held in Tecumseh.

A motion was made by Joyce Woerner and seconded by Jeannine Johns. Meeting adjourned by Art Liewert, Chair, at 2:20 pm.

Respectfully submitted,  
Cari Rebottaro

**Members Present:** Ruth Brown, Curtis Gale, Bob Gilmore, Howard Griffis, Bob Knoblauch, Stephen Rajzer, Carl Rice, Jr., Chris Wittenbach

**Members Excused:** Debbie Eccleton, Pat Spink

**Members Absent:** None

**Staff:** Hannah Ainsworth, Glen Ashlock, Sandy Camron, José Delossantos, Brenda Lang, Kara Lorenz, Tim Niyonsenga, Margaret O'Malley, Greg Schira, Julie Wetherby

**Guests:** None

1. Call to Order

Chairperson Howard Griffis called a regular meeting of the Region 2 Area Agency on Aging Board of Directors to order at 2:01 p.m. on January 19, 2017. The executive assistant called the roll after the members recited the Pledge of Allegiance.

2. Introduction of Guests

Howard invited the guests to introduce themselves.

3. Approval of Minutes

Curtis Gale moved to approve the minutes of the Board meeting on December 22, 2016 as presented, Bob Knoblauch seconded. Motion carried with no one opposed.

4. Presentations

Hannah Ainsworth, Contracted Education Coordinator, presented the process used to evaluate classes offered by the Agency. Those taking a class are asked to complete a survey at the beginning of the course, at the end of the course, and three months after the course has ended. Hannah distributed a report of pre-class, and post-class data from all classes (attached).

Kara reported how Relias has been utilized to date at the Agency. Training started July 1, 2016. General elective trainings, the Agency's assessment software, and supports coordinator meeting agendas are available in Relias. The FY 2017 MI Choice Waiver contract, as well as I&R trainings, Eligibility trainings, and electives for CEUs are also attached to Relias. All department trainings will eventually be available in Relias.

5. Reports

a. Agency Executive Director

The Board members reviewed a report from Julie Wetherby that included updates from the Agency managers on Care Management, Nursing Facility Transition, Quality Improvement, Human Resources, Information Technology, Marketing, Advocacy, managers' networking and professional development activities in the past month, and general operations of the Agency. Julie highlighted the efforts that are underway to designate the Village of Brooklyn as a Community for a Lifetime, and also spoke about the Mega Rule, a new set of guidelines issued by the CMS (Centers for Medicare and Medicaid Services) for providing long term supports and services.

b. Michigan Aging and Adult Services Agency (AASA)

Sherrri King, Field Representative for the AASA, was not present to give a report.

c. Personnel Committee

Chris Wittenbach, Chair of the Personnel Committee, reported the following from the Committee meeting on January 16, 2017:

- The selection of an alternative insurer is on hold, and an additional agency has been contacted.
- The committee charged with revising the Code of Ethics policy has made progress on a draft and will meet at 1:00 pm this Thursday.
- Approval by the Teamsters of the collective bargaining agreement is pending.
- The Committee members reviewed a spreadsheet showing managers' wage ranges adjusted for inflation, and recommended that the upper ranges of the wages be adjusted as proposed and the lower ranges be kept at the current amounts.
- The Committee members reviewed the Executive Succession Plan Policy & Procedure approved at the December Personnel meeting.
- The Committee members agreed to hold the next regular meeting of the Personnel Committee on Tuesday, February 21, 2017 at 1:00 pm since the Agency will be closed on Monday, February 20, 2017 in observance of Presidents' Day.
- The Committee members reviewed a proposal to add the position of Finance Coordinator for the total cost of \$52,104.86 plus insurance, and recommended that the proposal be forwarded to the Finance Committee.
- Julie Wetherby requested that the Board participate in an education session as part of the Agency's accreditation by the National Committee for Quality Assurance. The Committee discussed scheduling the session before the Board meeting on March 23, 2017.

d. Finance Committee

Ruth Brown, Chair of the Finance Committee, reported the following from the Committee meeting on January 17, 2017:

- The Committee members discussed a proposal brought before the Hillsdale County Commissioners that the Region 2 Area Agency on Aging, rather than the county, pay the Commissioners who serve on the Region 2 AAA Board.
- The Committee members reviewed a report of the Region 2 AAA holiday expenses for 2016.
- The members of the Committee reviewed the Agency's financial records for the past reporting period and recommended that they be approved.

Ruth Brown moved, by the direction of the Finance Committee that the December FY 2017 Financial Report, the Check Register for the period

December 1-31, 2016, the Revenue & Expense Summary Report for the three months ending December 31, 2016, the Revenue & Expense Detailed Report for the three months ending December 31, 2016, the YTD Revenue & Expense Contractor Report for the 2 months ending November 30, 2016, the Credit Card Payments for the 31 days ending December 27, 2016, the MI Choice Waiver Finance Report, the Care Management Financial Reports and the Grant Purchase of Service Report as of December 31, 2016, be approved, Bob Knoblauch seconded. Motion carried with no one opposed.

- The Committee members reviewed a spreadsheet showing managers' wage ranges adjusted for inflation, and a recommendation from the Personnel Committee that the upper ranges of the wages be adjusted as proposed and the lower ranges be kept at the current amounts. The members of the Finance Committee agreed to forward the recommendation to the full Board for final approval.

Ruth Brown moved, by the direction of the Finance Committee, that the upper ranges of the managers' wages be adjusted as proposed and the lower ranges be kept at the current amounts, Curtis Gale seconded. Motion carried with no one opposed.

- The Committee members reviewed a proposal, forwarded by the Personnel Committee, to add the position of Finance Coordinator for the cost of \$52,104.86 plus insurance, and recommended that it be approved.

Ruth Brown moved, by the direction of the Finance Committee, that the proposal to add the position of Finance Coordinator, for the cost of \$52,104.86 plus insurance, be approved, Carl Rice, Jr. seconded. Motion carried with no one opposed.

e. Advisory Council

A report from the Advisory Council was not available. The Council meeting was canceled due to poor road conditions.

6. Unfinished Business

*Board Handbook* Updated copies of the Board Handbook were available for each Board member after the meeting.

7. New Business

*Annual Meeting* Julie reported that information regarding the 2017 Annual Meeting will be available at the February Board meeting.

*Conference Attendance* Nothing new.

*Board Member Compensation* Board members discussed the fact that the stipend paid to County Commissioners on the Region 2 AAA Board by the respective counties is an amount different from that paid to non-Commissioner Region 2 AAA Board members by the Region 2 AAA.

Curtis Gale moved that each Region 2 AAA Board member be paid a stipend and mileage directly through the Region 2 AAA, Ruth Brown seconded. Discussion.

Chris moved to table the item for a month, Curtis Gale seconded. Motion carried with no one opposed.

*Collective Bargaining Agreement*

Bob Gilmore moved, at 3:05 pm, to begin a closed session, Carl Rice, Jr. seconded. Motion carried: Ruth Brown, yes; Debbie Eccleton, absent; Curtis Gale, yes; Bob Gilmore, yes; Bob Knoblauch, yes; Stephen Rajzer, yes; Carl Rice, Jr., yes; Pat Spink, absent; Chris Wittenbach, yes; Howard Griffis, yes.

Chris Wittenbach, after the Board members resumed the open meeting, moved to approve the Collective Bargaining Agreement contingent upon its approval by the union, Carl Rice, Jr. seconded. Motion carried unanimously by the Board: Debbie Eccleton, absent; Curtis Gale, yes; Bob Gilmore, yes; Bob Knoblauch, yes; Stephen Rajzer, yes; Carl Rice, Jr., yes; Pat Spink, absent; Chris Wittenbach, yes; Howard Griffis, yes; Ruth Brown, yes.

*Board Education Session* Julie Wetherby requested that the Board members respond to Greg Schira, Executive Assistant, regarding their availability on the dates proposed for a Board education session.

*Jackson Junior Welfare League Gala* The Board members reviewed handouts regarding the annual gala hosted by the Jackson Junior Welfare League, noting that the benefits will be distributed equally to the Region 2 AAA and the Jackson Friendly Home. Howard encouraged the Board members to promote the event in the community.

*FY 2016 Audit* The Board members reviewed a letter of understanding from Rehmann Robson (attached) for the audit of the FY 2016 financial statements.

8. Announcements: None.
9. Public Comment: None.
10. Adjournment: The Board members adjourned the meeting at 3:27 p.m. upon a motion by Stephen Rajzer, and support by Bob Gilmore.

**Next meeting: February 23, 2017 at 2:00 p.m.**  
**Region 2 Area Agency on Aging**  
**102 N. Main Street, Brooklyn, Michigan**

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Greg Schira, Executive Assistant

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Julie Wetherby, Board Secretary

Approved at the \_\_\_\_\_ Board of Directors meeting.