

Metropolitan Area Agency on Aging
Board of Directors Minutes
April 20, 2006

Present: Board Members: Wayne Takeshita, Jackie Stewart, Mark Skeie, Dolores Zeller, Gayle Degler, Charlene Dickerson, Kathleen Gaylord, Jan Hively, Dick Lang, Eileen McHugh, Jan Olson, Jan Parker, Bob Roepke, Jamie Warndahl and Marcia Wielinski

Staff: Dawn Simonson, Pam Zimmerman, Gail Hernandez

Guests: Rachel Kuenzel, MAAA Intern

Absent: Gail Dorfman, Jan McCulloch, Jean Greener, Jerry Hennen, Esther Ruiz

The meeting convened at 9:32 a.m. in the conference room of the MAAA offices located at 2365 N. McKnight Road, North St. Paul, MN 55109. After the Board members introduced themselves, Chair Wayne Takeshita gave the announcements. He mentioned that the MN Gerontological Society awards banquet to be held this evening was honoring Jeanette Metz as the winner of the Outstanding Gerontologist Award for 2006. Wayne also mentioned the MAAA News Bulletin which highlighted many of the events being held to honor Older Americans Month and encouraged the county commissioners on the Board to promote aging events in their own counties as well.

Consent Agenda: A motion was made to approve the February 16, 2006 minutes, the Special Access Funding Policy and the 2007 Allocations Resolution. Dawn Simonson told the Board that the Executive Committee had already reviewed the 2007 allocations, but pointed out that the figures used were based on best estimates and could be subject to change. Wayne stated that the allocations passed at the Executive Committee level, but if someone had questions the item could be pulled. The motion was seconded and approved without further discussion.

Chair's Report: Wayne thanked Dolores Zeller for her leadership and work during her term as Chair. He thanked staff for all their work on the Resolution to the Pharmacists Association recognizing their efforts during the Medicare Part D enrollment initiative. Dawn added that, as a result of our Resolution, Julie Johnson of the Pharmacists Association printed our Resolution and a summary of the Senior LinkAge Line™ services in their newsletter. Wayne also recognized Terry Nielsen's efforts in coordinating MAAA's move to the new location.

Executive Director's Report: Dawn began by informing the Board that, today, Bob Anderson and Kate Houston were giving a presentation to MBA Diversity Committee at their request, and that Terry Nielsen wasn't at the Board meeting as he would be working late dealing with computer server issues. A meeting was held with HealthPartners to discuss AAA roles and how MAAA can partner with them in the Sustaining Minority Elders in their Communities project and other initiatives. Dawn noted that the MN Gerontological Society will be holding their awards banquet. Pam Zimmerman, MAAA Information and Assistance Director, has been awarded the Jerry Bloedow Scholarship. Pam is a graduate student at Bethel. The National

Association of Area Agencies on Aging (N4A) will be holding their legislative briefing session in Washington, DC the end of April, and Dawn will be attending the briefing and the N4A Board meeting. Dawn is an alternate to this board.

Committee Reports

Executive Committee: Wayne Takeshita reported that Special Access Funding policy for competitive funding was discussed and approved at the April 6 meeting prior to today’s Special Access Funding Resolution vote. Wayne also recognized Board member Jackie Stewart’s upcoming graduation from Metro State on May 4th, and Charlene Dickerson’s retirement from the Wilder Foundation.

Nominating Committee: Jan Hively reported that the Nominating Committee has reviewed Laura Waterman Wittstock’s application to the Board (replacing Jan’s seat), and will bring her nomination to the May Executive Committee meeting for discussion. The Nominating Committee has also identified and will nominate a health plan expert at the same meeting.

Planning Committee: Jan Olson reported that the Planning Committee met twice this spring; and will reconvene in the fall. The Special Access Funding policy was discussed at the last spring meeting, with good provider participation.

Audit/Finance Committee: Kathleen Gaylord reported that the audit document is close to complete and that the Committee will meet to review, once received... She noted that the move to the new building was within budget.

Diversity Action Council: No report

A motion was made, seconded and approved to accept the committee reports as given.

Board Committee Assignments:

Wayne Takeshita made the following committee assignment recommendations:

Audit/Finance	Nominating	Planning	(Proposed) Community Outreach	Diversity Action Council
Kathleen Gaylord, Chair	Gayle Degler, Chair	Jan Olson, Chair	Bob Roepke, Chair	Marcia Wielinski, Board Liaison
Jan Parker Jamie Warndahl Dick Lang	Jerry Hennen Wayne Takeshita Jean Greener (Jackie Stewart)	Jan McCulloch Esther Ruiz Mark Skeie Charlene Dickerson Dolores Zeller	Eileen McHugh Gail Dorfman Jackie Stewart	

Finance Report: Dawn reported for Terry Nielsen. MAAA is on budget with an \$8,000 positive balance at the end of February. Final invoices related to the move are expected shortly

and should be reflected in the next financial report. The 2005 audit is expected back from the auditors shortly.

Building Update: Dawn invited the Board members to tour the new building at the conclusion of the Board meeting. Several things are still unfinished, including the conference room lights and the installation of lights in the parking lot. The audio/visual equipment has been installed, and the conference will work extremely well for conducting trainings and community outreach. The signage is expected in approximately two weeks. Part of the delay is that MAAA needs to get permission from Target and the City of North St. Paul to use the Target sign at the entrance to the Target parking lot.

One significant issue is that the new phone system didn't have enough capacity to support the call center and staff Internet use. MAAA added ½ T1 line to increase capacity. MAAA experienced no disruption of service, but did have to limit the size of email attachments during the low capacity period.

There will be an Open House on May 25th, and invitations will be sent to Title III providers, City of North St. Paul staff, health insurance counseling volunteers, state staff and MN Board on Aging members, foundations, and others. There will be an announcement of the Open House in the MAAA newsletter to be published mid-May.

Dawn also noted that MAAA has 15 staff at the Spruce Tree building, 2 of which are full-time, permanent staff. The lease at Spruce Tree ends June 30th, as do most of the staff positions working at that location. It is uncertain at this point if MAAA will continue to lease space from the Spruce Tree Centre, or attempt to relocate some staff to the new location if ongoing funding for Medicare Part D is produced through the Legislature. The planning needs to be based on Medicare Part D funding, and that funding is uncertain right now.

Strategic Planning Process: Dawn reported that the Strategic Planning Session is scheduled in place of the May 18th Board meeting. The Agency will look at the entire framework and address changes to the Strategic Plan over the next 3 years. Former Board member, Olivia Mastry, has agreed to facilitate the meeting. There will be a brief overview of the planning process, a review of the MBA's role in establishing outcomes and a short summary of MAAA's current work. Following that, a question and answer session will give the Board members an opportunity to clarify any information. MAAA has done an environmental scan which identified four possible areas of work in the upcoming year; Elder Abuse competency, coordination of aging and disability services, planning for livable communities and leadership development/civic entrepreneurship.

Through discussion it was noted that the Board prefers to not put internal capacity building and sustainability in the Strategic Plan and directed staff to continue an internal process with ongoing reports to the Board.

Wayne Takeshita requested that the Board of Directors review the current Strategic Plan prior to the May meeting, and stated that he believes the current Plan would keep MAAA in good stead

over the next several years. Gail Hernandez agreed to email the current Strategic Plan to Board members prior to the May 18th meeting.

Legislative Update: Dawn reported on the status of current Legislative initiatives affecting seniors and caregivers including the Long Term Care Investment Study, Assisted Living Definition legislation, and Medicare Part D funding.

Medicare Part D Update: Pam Zimmerman reported that the LinkAge Line Call Center is being operated out of two locations. MAAA has 17 staff in temporary positions currently slated to end on June 30, 2006. Over the last two months there has been a decline in call volume overall, and specifically on Saturdays. After hours on weekdays, the call volume is remaining steady. Major issues continue to be clients experiencing highly complicated situations, pharmacy and health plan problems. Governor Pawlenty's Executive Order designating Minnesota as the payer of last resort for prescriptions for dually eligible beneficiaries expired last weekend so the Call Center expects the call volume to increase in the next couple of weeks, and expects a major spike in volume toward the May 15 enrollment deadline. MAAA staff is working on creating a manual for Appeals and Exceptions Processes related to Part D plans that would be comprehensive for all health plans sold in Minnesota. Pam noted that the transition period required by the Centers for Medicare and Medicaid Services (CMS) is expiring and clients and physicians will need help to file appeals.

SHIP volunteers have contributed a high volume of time and effort in the Part D enrollment process, providing 2000+ hours of service.

Pam provided an overview of the minority outreach priority around Medicare and services. Louise Olson, MAAA's Senior Outreach Specialist, is working closely with Vietnamese Social Services, Korean Service Center, the Mpls., American Indian Center, Hispanic organizations and others to forge relationships. A new Project Manager, Malena Vang, has been hired for the Elder Refugee Initiative. Malena is fluent in English and Hmong. This is a two-year project that started in November 2005 and will end in December 2007.

Pam noted that MAAA's lead assistance to the MBA and CMS in coordinating a Medicare enrollment event the first week of April for the US Secretary of Health and Human Services, Mike Leavitt, resulted in a successful event. More than 130 people were served at the Brookdale Resource Center. Hennepin County staff members were also very helpful in organizing and hosting the event.

Meeting adjourned at 10:45 a.m.

Minutes respectfully submitted by Gail Hernandez