

**Metropolitan Area Agency on Aging
Board of Directors Minutes
January 17, 2008**

Present: Board Members: Jan McCulloch, Dolores Zeller, Bob Roepke, Kathleen Gaylord, Dick Lang, Gayle Degler, Marcia Wielinski, Jerry Hennen, Jan Olson, Jean Greener, Eileen McHugh, Jamie Warndahl, Jan Parker, Kerri Pierce Ruch for Commissioner Dorfman, Virginia Lanegran, Jess Luce

Staff: Dawn Simonson, Bob Anderson, Lisa Sawyer, Pam Zimmerman, Tom Hyder, Gail Hernandez

Absent: Gail Dorfman, Laura Waterman Wittstock, Wayne Takeshita, Mark Skeie, Allen Miller

Guest: Hal Freshley, MN Board on Aging

The meeting was held at the MAAA offices, 2365 N. McKnight Rd, N. St. Paul, MN 55109, and was called to order at 9:35 by Vice-chair Jan McCulloch.

Welcome and Announcements

New Board member Jess Luce was introduced.

Consent Agenda

A motion was made to accept the November 15, 2007 minutes as written. The motion was seconded and carried.

Chair's Report

No report, as Chair Wayne Takeshita was absent and there was no Executive Committee meeting held in January.

Executive Director's Report

Dawn Simonson informed the Board that the MN Board on Aging (MBA) has requested that the AAAs hold public hearings throughout Minnesota to gather input on Planning and Service Areas established by the MBA in 2005. MAAA is organizing a hearing on behalf of the MBA on January 22, 2008 at the St. Paul Council of Churches, and Board members are encouraged to attend.

The MBA has approved MAAA's 2008 Area Plan which Dawn Simonson presented to their Program Operations Committee in December. The Plan was well received.

MAAA hosted a press conference and community meeting for Senator Amy Klobuchar on November 20, with the meeting focusing on seniors' experience with Medicare Part D and family caregiving. Dolores Zeller participated in the meeting. The MN Senior Federation co-hosted.

MAAA organized the 2nd annual Aging Policy Summit on behalf of the MN Leadership Council on Aging, with 280+ persons attending. Speakers included Sean Kershaw from the Citizen's League, DHS Commissioner Cal Ludeman, Senator Linda Berglin, Representative Patti Fritz, Steve Larson from the Consortium for Citizens with Disabilities, Margaret Donohoe from the MN Transportation

Alliance, Jean Wood, Executive Director of MBA and Dawn Simonson representing the MN Leadership Council on Aging.

MAAA has worked with AARP MN to encourage them to replicate a study conducted by AARP's Knowledge Management Center in other states of working caregivers. AARP MN will conduct the study in 2008. Results of this survey of employers should be available by April or May 2008 and MAAA is very pleased by AARP MN's generous sponsorship of the study.

I & A Program Director's Report

Pam Zimmerman reported that between September and December of 2007 calls increased by 53%. Many of these calls required a high level of advocacy and assistance, and over 11,000 calls lasted between 30-60 minutes. On 12/31/07 (Medicare Part D open enrollment deadline) every caller had been helped.

Weekly conference calls with the MBA, AAAs and Revation staff continue to be held to problem-solve recurring issues with the call center distribution software and instant messaging system. Misrouted calls continue to be a problem, but other quality issues have significantly declined over the past few weeks.

The MAAA Information and Assistance staff and volunteers held 755 events in 2007; 113 Senior Surf Days, 181 educational presentations, 77 health/senior fairs, 354 health insurance counseling sites, and 31 major print outreach initiatives, with an estimated 331,808 people reached.

The Elder Refugee Initiative Project, which ended 12/31/07, has completed a web-based tool kit which can be accessed on MAAA's website on the Diversity page. Pam would welcome any suggestions for improvement from Board members.

Dawn Gibson, a Metro State University student, is scheduled to begin her SLL internship on Tuesday, January 22.

Transitioning State Health Insurance Counseling (SHIP) services in Carver, Hennepin and Scott Counties is well underway, and MAAA is in the process of recruiting new volunteers and connecting with organizations that are partner host sites for health insurance counseling. Anoka County will continue to provide SHIP services as a volunteer organization of MAAA, as they have designated funding to maintain its SHIP Coordinator's position. The Board requested that a copy of Pam's report be mailed to them.

Committee Reports

Executive Committee: No report

Nominating Committee: No report

Planning Committee: No report.

Audit/Finance Committee: Kathleen Gaylord reported that the Committee met in December to discuss lease space, as First Site Staffing's lease is up for renewal. The Committee discussed lease terms, and Terry Nielsen will be negotiating either a lease renewal or will be looking for another organization to lease the space.

Communities for a Lifetime Committee: Bob Roepke will report later on the agenda.

Diversity Action Council: No report. The DAC will meet again in January.

A motion was made to approve the Committee reports. The motion was seconded and carried.

MBA Staff Presentation and Discussion

Hal Freshley, Coordinator of Policy, MBA, presented information about the upcoming MBA public hearings. The purpose of the hearings is to gather feedback about the new AAA Planning and Service Areas created by the MBA in 2005.

Discussion

Status of 2008 Nutrition Contracts:

Volunteers of America (VOA) has two sub-contractors which have not signed contracts, but the contracts are expected to be signed and VOA's contract back to MAAA by next week. CAP and HSI contracts are complete. Community Action (CA) Partnership's contract has not been returned due to an issue identified during CA's audit related to service to eligible persons residing in public housing who are under age 60. MAAA is working with the CA staff and board for clarification. The Senior Services Consortium of Ramsey County has not signed its contract. The Consortium disagrees with the limit the MAAA has placed on the administrative expenses of the Consortium.

The Board discussed the Consortium's position and restated its decision to limit the use of Title III funds by the Consortium for administrative expenses given that the subcontractors perform a significant level of the administrative work for the nutrition program and that the dollars should be allocated at the subcontractor level to reflect their role. The Board directed staff to work with the Consortium on an open, clear communication process. Bob noted that a meeting is scheduled with Consortium representatives. Bob stated that Title III funds were not meant to be the sole support for administration of Title III programs, that administrative duties had been shifted to subcontractors over the years with no reduction in funds at the Consortium level; rather there have been steady increases, and that it is essential to separate funding for administration of the Elderly Waiver program from the Title III program.

Board members asked if expectations have been outlined for providers and Dawn Simonson replied that measurable outcomes have been set for providers via the contracts from MAAA.

Resolutions

Approval of Hard to Reach Nutrition Services for 2008: Lisa Sawyer reported that there were two applicants for the Hard to Reach Nutrition funds. Following the review process, the Hard to Reach funds were awarded to Volunteers of America (VOA). VOA plans to partner with a private meal program, Dinner at Your Door, to begin service in St. Louis Park and Hopkins with possible expansion to Crystal, New Hope and South Minneapolis. Historically participants not able to pay the per meal charge are turned away or limited to the number of meals they can afford to purchase each month. Low income clients not able to participate with Dinner at Your Door will now be referred to VOA. VOA plans to deliver a combination of five to seven fresh and frozen meals to eligible clients once per week.

MAAA anticipates additional funding on July 1, 2008 that could be considered for award to the Elderberry Institute's consumer directed nutrition program.

A motion was made to pass the Approval of Hard-to-Reach State Nutrition Services for 2008 resolution. The motion was seconded and carried. Jan Parker abstained.

Ratification of Metropolitan Foundation for Aging (MFA) Board Members: Dawn Simonson reviewed with the Board the process of transitioning the MFA to an organization independent of the MAAA. The first step is for MAAA's Board to ratify the directors elected to the MFA board. The second is to approve the officers of the MFA Board, and the third step is the approve changes in MFA's bylaws. Kathleen Gaylord requested that the title of the Resolution be changed to "Ratification of Board Members to the Metropolitan Foundation for Aging."

A motion was made to ratify the directors elected to the MFA Board and to change the title of the resolution to "Ratification of Board Members to the Metropolitan Foundation for Aging." The motion was seconded, and carried.

Discussion

Communities for a Lifetime Survey Results: This discussion will be moved to the February 21 Board meeting. The Board requested that they be provided a report with a breakdown of urban vs. rural communities responding to the survey.

Transportation Funding Schedule: Bob Anderson stated that the MBA is considering a request from MAAA to delay its RFP process for transportation services for one year due to changes in the provision of senior transportation services and anticipated policy change from funders. The MBA will make a decision in February.

The meeting adjourned at 11:40 a.m.

Minutes respectfully submitted by Gail Hernandez