

**Metropolitan Area Agency on Aging  
Board of Directors Minutes  
June 19, 2008**

Present: Board Members: Jan McCulloch, Kathleen Gaylord, Jerry Hennen, Allen Miller, Jean Greener, Jamie Warndahl, Virginia Lanegran, Jess Luce, Dick Lang, Bob Roepke, Jan Olson, Jan Parker, Laura Waterman Wittstock, Dolores Zeller

Staff: Dawn Simonson, Bob Anderson, Lisa Sawyer, Gail Hernandez, Terry Nielsen

Absent: Wayne Takeshita, Gayle Degler, Marcia Wielinski, Mark Skeie, Gail Dorfman, Eileen McHugh, Kerri Pierce Ruch for Commissioner Dorfman

Guest: Tom Hyder, Vital Aging Network

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.

**Consent Agenda**

A motion was made to accept the Consent Agenda consisting of the May 15 Minutes; the Approval of the May Financial Report and the Recommendations for Title III Carry-Over Funds. The motion was seconded and carried.

**Chair's Report**

No report.

**Executive Director's Report**

Dawn Simonson reported as follows. Building signage was installed yesterday, and that landscaping will be done later in the year. The new sign is visible from Highway 36. The National Association of Area Agencies on Aging (n4a) will hold its 2009 national conference in Minneapolis.

MAAA participated in a forum held earlier this week by the Citizens League and sponsored by Ecumen. The goal was to bring stakeholders together to identify and develop tangible actions to improve services for older adults and their families. MAAA also participated in a meeting arranged by United Way (UW) to discuss UW's funding focus areas which are likely to include transportation and caregiver support.

Training and update sessions were held for coaches and trainers for the EnhanceFitness and Matter of Balance projects. The MN Falls Prevention Partnership has received a small amount of funding to help pay for materials and other miscellaneous expenses related to the project.

MAAA accepted Mary Braun's resignation.

**I & A Program Director's Report**

Pam Zimmerman presented her written report. She noted that calls from caregivers have significantly increased over the last year. MAAA has been selected by the MN Board on Aging as the vendor to provide data maintenance and management of the MinnesotaHelp.info database. A consultant, Michael Cherney, has been retained to oversee the project, and MAAA anticipates that 4-5 additional staff members will be hired.

**Committee Reports**

Executive Committee: Jan McCulloch reported that the Committee met on June 5 to discuss the status of Community Action Partnership (CA) nutrition program, a mileage reimbursement adjustment due to the rising cost of fuel, the Communities for a Lifetime initiative, and the need for better grantee and contractor monitoring systems. Discussion on the Metropolitan Foundation for Aging's bylaws discussion has been tabled to the next meeting.

Nominating Committee: The Nominating Committee is scheduled to meet prior to the August Board meeting.

Planning Committee: No report.

Audit/Finance Committee: No report.

Communities for a Lifetime Committee: Bob Roepke reported that the CFL survey is in its final edits and will go out shortly to municipalities and community planners. The next step will be to develop a strategy going forward which uses information gathered from the survey to relay the importance of community planning which not only focuses on infrastructure and economic policies, but also on people and the human side of community.

Diversity Action Council: Gail Hernandez reported that the DAC met to finalize a topic for MAAA's fall diversity training and will focus on issues of society related to gay and lesbian persons.

A motion was made to accept the Committee Reports as given. The motion was seconded and carried.

### **Action Items**

#### **Recommendations-Community Action Partnership (CA):**

Bob Anderson presented the following recommendations of the staff and Executive Committee:

1. Effective September 1, 2008, MAAA will routinely reimburse for meals served to Title III eligible persons up to 5 days per week/one-meal-per-day. For persons assessed at high nutritional risk, MAAA will reimburse for meals served up to 7-days-per-week/1-meal-per-day.
2. Effective September 1, 2008, MAAA will routinely reimburse for meals served to eligible persons up to 5 days per week/one-meal-per-day to individuals who also receive Assisted Living Program (ALP) or Congregate Housing Program Services (CHPS). For persons at high nutritional risk, MAAA will reimburse for meals served up to 7-days-per-week/1-meal-per-day.
3. Allow MAAA to renegotiate the per meal reimbursement rate with Community Action Partnership (CA).
4. Require CA to pay back any funds MAAA paid to them for meals served since January 1, 2008 that have no documentation proving eligibility or proving that meals were actually received.
5. MAAA may contract with an independent auditor to conduct an audit of CA's senior nutrition program to determine scope and significance of MAAA's initial program and financial review findings.
6. If the outside audit proves verifiable negligence or fraud on the part of CA staff, require that responsible staff be relieved of those duties immediately or termination of the service contract with CA will be initiated by MAAA. Subsequent steps include submitting findings to Minnesota Board on Aging for its review and any additional action they deem necessary.

Bob also noted that MAAA had requested that the MBA allow the use of Title III funds to conduct a compliance audit of CA. This is not possible as the federal Office of Management and Budget (OMB) prohibits use of federal funds in this manner. Should MAAA move forward with a third party auditor MAAA would need to identify another funding source.

A motion was made to accept the recommendations, amended to read “up to 5 days a week/1 meal per day” or “up to 7 days a week/1 meal per day.” The motion was seconded and carried.

Mileage: Due to the increasing cost of fuel, a motion was made to change the Agency’s staff and volunteer mileage reimbursement rate from \$.38/mile to \$.45 effective July 1, 2008. The motion was seconded and carried.

**Discussion Items**

Nutrition Issues Update: Lisa Sawyer gave an overview of issues around the pending closing of North Anoka Meals on Wheels (NA) and retirement of its executive director. The North Anoka program is a subcontractor of Volunteers of America (VOA). NA’s executive director gave a media interview in which it was implied that people would be losing meal services and would not have alternatives. MAAA has been working with media sources, legislators and others to provide accurate information. VOA will continue to serve persons in need through ready to heat or consumer directed services and a private program will take on the majority of clients.

The MN Board on Aging has convened a Nutrition Task force on which Dawn will serve and which is scheduled to meet in July. The Task Force will examine the current challenging environment of nutrition services including the issues of declining participation in congregate dining, declining volunteer force, targeting, and rising fuel and food costs.

Transfer Funds-Roseville Seniors at Home: Dawn reported that Roseville Seniors at Home Living at Home Block Nurse Program is closing its doors and divesting its assets. They intend to transfer some of their assets to MAAA with the request that the funds be used for discussions with stakeholders about the future of services to seniors in suburban Ramsey County. A Memorandum of Understanding was presented to the Board for review.

A motion was made to accept the funds and sign the Memorandum of Understanding. The motion was seconded and carried.

**Presentation**

Tom Hyder, Vital Aging Network Coordinator, gave an overview of VAN’s work and progress; and included information about the upcoming Advocacy Leadership for Vital Aging classes which will begin in the fall.

A motion was made to adjourn the meeting; the motion was seconded and carried.

The meeting adjourned at 11: 21 p.m.

*Minutes respectfully submitted by Gail Hernandez*