

**Metropolitan Area Agency on Aging  
Board of Directors Minutes  
May 15, 2008**

Present: Board Members: Wayne Takeshita, Jean Greener, Kathleen Gaylord, Gayle Degler, Jerry Hennen, Virginia Lanegran, Dick Lang, Jess Luce, Allen Miller, Jan Olson, Jan Parker, Kerri Pierce Ruch for Commissioner Dorfman, Bob Roepke, Jamie Warndahl, Dolores Zeller

Staff: Dawn Simonson, Bob Anderson, Kate Houston, Terry Nielsen, Pam Zimmerman, Leanna Smith, Lisa Sawyer, Vanessa MacCallum, Gail Hernandez

Absent: Jan McCulloch, Gail Dorfman, Eileen McHugh, Laura Waterman Wittstock, Marcia Wielinski, Mark Skeie,

The meeting was held at the MAAA offices, 2365 N. McKnight Rd, N. St. Paul, MN 55109, and was called to order at 9:40 by Chair Wayne Takeshita.

**Welcome and Announcements**

Wayne Takeshita welcomed Board members and guests, and then asked for announcements. Dolores Zeller informed the Board of upcoming Advocacy Leadership for Vital Aging (ALVA) classes scheduled to begin in the fall.

**Consent Agenda**

A motion was made to accept the Consent Agenda consisting of the April 17 Minutes. The motion was seconded and carried.

**Committee Reports**

Executive Committee: Wayne complimented Dawn on her leadership in the MN Gerontological Society Conference held April 25 and noted that former Board member Jan Hively received this year's Dutch Kastenbaum Award during the conference.

Audit/Finance Committee: Kathleen Gaylord reported that the Audit/Finance Committee met just prior to this Board meeting to review the final draft of the MAAA 2007 Audit. MAAA is in a good financial position and this was a very clean audit. There are new changes to the auditing procedures for 2007 around risk-based factors of internal controls. MAAA auditors made some recommendations about further separation of duties in the finance department, which the Management Team will review and implement as feasible given the small size of the agency. Kathleen expressed her appreciation to Terry Nielsen and Beth Wright for their work.

Terry Nielsen added that there was a \$16,000 change in net assets from prior year; the audit was consistent with last year's; cash flow is good; there are higher receivables due to State funding schedules; some grant income was reduced primarily related to the call center.

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

**Space Update**

Terry Nielsen informed the Board that MAAA has retained JB Realty to lease the space now occupied by First Site Staffing, Inc. JB Realty had the lowest fee (4%) of potential realtors, and the agreement with them is a 6-month, renewable contract. First Site Staffing will be placed on a month-to-month lease through December 31, 2008. Either party can terminate the lease by giving a 60 day notice to vacate.

## Action Items

Response to Data Management RFP: Dawn Simonson reported that this RFP is for a significant new program to manage the database and ensure data integrity within MinnesotaHelp.info. This RFP could mean a significantly new relationship with the MN Board on Aging (MBA), and would require that MAAA hire 4-5 new staff members for the project. Pam Zimmerman added that staff would gather, code and enter data into MinnesotaHelp.info, perform regular data maintenance, and establish good community relationships. The project will require experienced project management skills. Michael Cherney has offered to write the proposal on a pro bono basis. The project would be a two-year contract with options to renew for up to three additional years.

A motion was made to respond to the RFP. The motion was seconded and carried.

2009 Allocation: Bob Anderson reported that funding amounts for Title III Funding Allocations are brought to the Board each spring. Five RFPs will be going out shortly for Supportive Services, Nutrition Services, Health Promotion and Family Caregiver Support. The estimated total allocation for FY 2009 totals is \$5,996,083.

A motion was made to approve the Resolution for Approval of 2009 Title III Funding Allocations. The motion was seconded and carried.

Direct Service Waiver – Nutrition: Bob Anderson reported on the status of nutrition services under contract with Community Action Partnership of Ramsey and Washington Counties (CA). The situation stems from CA's auditor questioning provision of Title III meal services to under age 60 persons with disabilities in public housing settings. The auditor advised the CA Board to seek an opinion from the relevant federal agency. The Administration on Aging issued a policy clarification in March 2008 at the request of the MAAA and MBA. In buildings with less than 50.1% older persons, younger disabled persons can no longer receive Title III funded meals. With MBA's approval, MAAA gave CA 60 days to transition these clients.

The resulting financial review and work of the involved partners: Ramsey County, Wilder Community Services for the Elderly, St. Paul Public Housing, MAAA and CA has resulted in several other business relationship, payment and record-keeping issues coming to light. CA is in violation of MAAA policy related to multiple daily meals attached to assisted living programs and similar programs. MAAA staff members Terry Nielsen and Lisa Sawyer have conducted a partial audit of CA's meal program and will return for at least one additional review visit to further understand the scope and significance of the issues.

CA Interim Executive Director Kirk Hayes sent MAAA a letter informing MAAA that pending Board approval, CA will close their senior nutrition program completely on August 31, 2008. Since receipt of the letter, the CA Board and a newly formed CA Ad Hoc committee have met to determine possible courses of action to continue providing services. MAAA is participating in the Committee and has attended Board meetings. MAAA is also convening working sessions of the affected agencies to develop solutions that will continue to provide meals and food resources. It is unlikely that any age 60 and over persons will lose access to meal services; however, for the under age 60 disabled population living in the impacted buildings, the partner group cannot identify ready sources of payment for meals.

The MAAA staff recommends to the MAAA Board that given CA's notice to MAAA to close their senior dining program, that MAAA seek a direct service waiver from the MBA for MAAA to provide nutrition services on a temporary basis if no other provider can be identified.

A motion was made to accept the Resolution for Authorization to Seek a Direct Service Waiver for Nutrition Services. The motion was seconded and carried.

A motion was made for the Executive Committee and staff to undertake an evaluation process of the internal review and audit procedures for nutrition services. The motion was seconded and carried.

Carry-Over Plan – Executive Committee: Bob Anderson requested permission from the Board to bring to the Executive Committee options for the use of carry-over funds and for the Executive Committee to act for the Board in finalizing the options.

A motion was made to bring to the Executive Committee options for the use of carry-over funds and for the Executive Committee to act for the Board in finalizing the options. The motion was seconded and carried.

The meeting adjourned at 9:50 a.m.

*Minutes respectfully submitted by Gail Hernandez*