

**Metropolitan Area Agency on Aging
Board of Directors Minutes
November 16, 2006**

Present: Board Members: Wayne Takeshita, Jerry Hennen, Marcia Wielinski, Jan Parker, Charlene Dickerson, Jamie Warndahl, Gayle Degler, Jackie Stewart, Dolores Zeller, Eileen McHugh

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

Guest: Ann Long

Absent: Gail Dorfman, Dick Lang, Jan McCulloch, Jean Greener, Kathleen Gaylord, Mark Skeie, Jan Olson, Bob Roepke, Laura Waterman Wittstock

The meeting was held at the South Washington County Program Center, 8400 East Point Douglas Drive South, Cottage Grove, MN 55016 and was called to order at 9:30 a.m. by Chair Wayne Takeshita.

Announcements

Wayne Takeshita announced that MAAA's Annual Providers Meeting arranged by Bob Anderson will be held tomorrow, November 17, and that Board members are invited to attend. The MN Leadership Council on Aging (MNLCoA) will be holding an Aging Policy Exchange on December 11th at the International Institute, 1694 Como Avenue, Saint Paul. Wayne also congratulated Gayle Degler and Jerry Hennen on winning their elections to their county Boards, and announced that this will be Charlene Dickerson's last Board meeting. Charlene will continue to serve on MAAA's Planning Committee.

Consent Agenda

A motion was made to approve the Consent Agenda. The motion was seconded and passed.

Chair's Report

Wayne Takeshita reported that he attended the MAAA Diversity Action Council's mental health training on October 20, and that it was a very good session. He mentioned that there was still time for Board members to write their legislators to thank them for reauthorizing the Older Americans Act. With the help of the Executive Committee, he completed Dawn Simonson's annual performance evaluation noting that her leadership through the last year in dealing with the Agency's move and the challenges of Medicare Part D enrollment has been impressive. Dawn thanked her staff for their help.

Executive Director's Report

Dawn Simonson began by informing the Board of MAAA's property tax situation. The tax assessor has contacted MAAA again and requested that Hospice MN (MAAA's tenant) must also apply for exemption. Although the assessor seems more amenable, MAAA is still waiting for a decision. Should MAAA receive a favorable decision, all property taxes over paid will be refunded.

Advocacy and Education: More than 550 family caregivers attended the Honoring Caregivers dinner sponsored by the MS Society, Cerebral Palsy Association, MAAA, MN Board on Aging and others. MAAA provided much support in organizing this event.

Fund Development: MAAA staff met with United Way staff at their request to provide more specific information about the needs of older persons and family caregivers. MAAA is preparing a report detailing United Way match to Older Americans Act funds, as United Way was not aware that their funds provide a critical match to leverage federal dollars. MAAA is concerned that United Way will shift their focus away from senior services.

Systems Change: The regional falls prevention meeting of DHS, MDH, health plans, service providers, MAAA, a UMN researcher and others was held to determine interest in cross-systems work to support the MBA's falls prevention initiative. MAAA has responded to the MBA's Request for Proposals related to developing and disseminating education materials and assessment tools on a statewide basis.

Capacity Building: The *Sustaining Minority Elders in their Communities* project is continuing, with ongoing coaching and consultation with the three partners in their development of business plans for new eldercare services. Continued progress is evident. Business plans are 75% - 95% complete.

Information and Assistance: MAAA has submitted a request to the MN Board on Aging for funds resulting from their receipt of a Performance Award from the Centers for Medicare and Medicaid Services. This request will not be reviewed by the MBA until their next regularly scheduled meeting on December 8. MAAA is using volunteers as much as possible during the open enrollment period for Medicare Part D which began yesterday.

Other: Dawn reported that the MN Network on Abuse in Later Life (MNALL) has received \$450,000 over three years under contract with the MN Coalition for Battered Women via federal funding to train officers of the Saint Paul Police department. Jean Wood was appointed Executive Director of the MBA and the Aging and Adult Services Division of the DHS. Wayne and Dawn plan will meet with Jean in her new role. MAAA staff is meeting with the Hmong-American Partnership to discuss and promote the Listening to Leaders dialogue sessions. Pam Zimmerman will speak to the Board in January about the elder abuse project.

Committee Reports

Executive Committee: Wayne Takeshita referred Board members to the written minutes. He did note that he will be leaving for Honolulu on November 20, and will return in January to chair the next Board meeting. He has requested that Jan McCulloch chair the December and January Executive Committee meetings.

Nominating Committee: Gayle Degler reported that one person selected by the Nominating Committee has declined the invitation to join the Board. Both Wayne and Jean Greener had met with both potential candidates and found them to be excellent nominees.

Planning Committee: Wayne reported that the Planning Committee will reconvene in April and will be looking at nutrition services.

Audit/Finance Committee: Dawn Simonson reported that the Committee discussed eliminating Board per diems, paying for out-of-pocket expenses instead. The Committee will also recommend that reimbursement of out-of-state staff travel expenses go to a per diem basis. Early in 2007, the Audit/Finance Committee will present an updated set of financial policies and procedures for the Board's consideration.

Diversity Action Council: Marcia Wielinski reported that the DAC reviewed training evaluations and found that the mental health training was helpful to staff. The Council is also developing new staff orientation materials related to diversity issues.

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

Information and Assistance Update

After presenting the October statistics, Pam Zimmerman began by noting that Medicare Part D open enrollment began yesterday with increased calls starting Monday. The higher volume of calls has created a backlog of 200 calls, which, while significant, is much lower than backlog levels of the prior open enrollment period. There has been excellent volunteer support, with up to six volunteer coming in on any given day. Part D plans have changed from last year when 40+ plans were offered. This year there are 56 plans available. CMS is strongly recommending that people enroll by December 8 to ensure their prescriptions would be available on January 1, 2007. The Senior Federation is also helping with Medicare Part D enrollments, and they've just published the new "Health Care Choices." Gail will send copies to the Board members.

Election of Board Members/Election of Officers

The ballot was presented to the Board and a motion was made to approve the ballot as presented and elect the members and officers as presented. Motion was seconded and carried.

Elected to three year term for 2007-2009: Allen Miller, Wayne Takeshita, Jan Olson, Laura Waterman Wittstock.

Elected as Treasurer for two year term for 2007-2008: Kathleen Gaylord.

Resolutions

Approval of Recommendation for Termination of Funds and Authorization to Award Funds for Chore Services

Bob Anderson provided background on the lack of performance of the North East Senior Citizen Resource Center (NESCRC) under their grant for chore service provision and asked the Board to end funding as of December 31, 2006 and subsequently approve funding in 2007 to the Greater Minneapolis Council of Churches to serve residents of north east Minneapolis.

Approval of Chore Service Grant Awards for 2007

Bob Anderson reviewed the remaining Chore Service Grant Awards for 2007.

A motion was made to approve the above resolutions. The motion was seconded and carried.

Approval of Senior Nutrition Contract Grant Awards

Bob Anderson stated that this resolution is for renewals for five contractors and Elderberry Institute Consumer Directed/Community Support programs for 2007. There are no changes to report.

A motion was made to approve the resolution. The motion was seconded and carried with no further discussion.

Approval of State Health Insurance Counseling Awards for 2007

Bob Anderson reported that this resolution was for the second year renewal of these three-year grants with no changes to report from last year.

A motion was made to approve this resolution. The motion was seconded and carried.

Presentation

There was a presentation on newly developed overnight and weekend respite services in an adult day service center by Ann Long of the MN Adult Day Services Association.

Meeting adjourned at 11:25 a.m.

Minutes respectfully submitted by Gail Hernandez