

**Metropolitan Area Agency on Aging
Board of Directors Minutes
October 19, 2006**

Present: Board Members: Wayne Takeshita, Jan McCulloch, Jerry Hennen, Jean Greener, Kathleen Gaylord, Marcia Wielinski, Jan Parker, Charlene Dickerson, Jamie Warndahl, Gayle Degler, Mark Skeie, Jackie Stewart, Jan Olson, Dolores Zeller, Bob Roepke, Eileen McHugh, Laura Waterman Wittstock

Staff: Dawn Simonson, Pam Zimmerman, Gail Hernandez, Lisa Sawyer, Bob Anderson, Leanna Smith, Terry Nielsen, Rajean Moone

Guests: Nadine Reiser, Joan Lynch, Erica Grant, Barb Arrell, Roxanne Emerson

Absent: Gail Dorfman, Dick Lang

The meeting was held at the MAAA offices, 2365 N. McKnight Rd., North St. Paul, MN 55109 and was called to order at 9:35 by Chair Wayne Takeshita. Wayne reminded the Board members of the Diversity Action Council training to be held tomorrow at 12:00 noon at MAAA.

Consent Agenda

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

Chair's Report

Wayne Takeshita began his report by mentioning the special grant received by the MN Board on Aging and the AAAs based on performance during the Medicare Part D enrollments last fall. Wayne commended Dawn, Pam and the Information & Assistance staff for their hard work. Wayne also thanked Kathleen Gaylord and Dakota County for their excellent initial planning for the aging population being undertaken at the request of the County Board. Wayne announced that the Older Americans Act reauthorization passed and will be in place for another five years and thanked the National Association of Area Agencies on Aging for their strong advocacy. Wayne suggested that MAAA draft a letter thanking congressional representatives for Board members to send. He requested contact information also be provided for Board members. All the Board members and Board Committee Chairs were thanked for all their hard work during the year.

Executive Director's Report

Dawn Simonson referred to her written report, highlighting the following items. Advocacy and Education: Gaoly Yang (MAAA Grants and Contracts Manager) prepared a statement on the needs of minority, immigrant and refugee elders for the Minority Political Summit held at the University of MN on October 2. Dawn and Bob Anderson met with Jan McDaniel, CEO, American Red Cross and her staff about MAAA's mandated roles in disaster preparedness and response. Bob was subsequently invited to attend a meeting of the Metropolitan Emergency Manager's Assn. (MEMA) in October. Both meetings opened doors to other major players in disaster planning, enabling MAAA to obtain information relevant to its own mandated disaster planning. MAAA is under contract with the MN Assn. of Area Agencies on Aging to develop a template for all MN AAAs to use which will address natural and pandemic disasters, and planning for uninterrupted delivery of critical services and information. MAAA held the annual fall meeting of community/senior center

directors on September 26 at the Plymouth Creek Community Center, focusing on coordination and planning. **Fund Development:** Grants and Contracts staff held a day-long internal retreat to evaluate funding procedures, identify areas of improvement, and to develop new tools for 2007 such as web use and a streamlined application procedure. Lisa Sawyer is participating in meetings with Administration on Aging officials, the MBA and MN AAAs to discuss nutrition trends in Title III nutrition services in preparation for competitive RFPs. **Systems Change:** MAAA is participating in Dakota County and City of Bloomington livable communities planning initiatives. MAAA partnered with SE Metro Eldercare Development Partnership to coordinate a training session for Title III providers on Elderly Waiver administration by health plans which was strongly attended and much appreciated by the participants. **Information & Assistance:** MAAA submitted a proposal for use of the performance award funds. Chair Takeshita noted the volunteer phone bank in his report.

Board members were invited to attend the Caregiver Appreciation Dinner to be held November 9. The MN Association of AAAs is a co-sponsor with MN Society, MN Chapter, United Cerebral Palsy, and the MBA.

Third-Quarter Financial Statements: Terry Nielsen presented the third-quarter financials, noting that MAAA's financial position is steady. Current variances are primarily due to reassignment of expenses to more accurately reflect expense categories. Of note is that MAAA is waiting on a decision by the Ramsey County assessor regarding its property tax status.

Committee Reports

Executive Committee: Wayne Takeshita deferred to the written minutes.

Nominating Committee: Gayle Degler reported that the Nominating Committee met this morning to review five applicants for the three open seats on the Board. The Nominating Committee recommends filling two vacancies, leaving one seat open for someone from Dakota County or someone of the Hispanic community. Wayne Takeshita, Jan Olson and Laura Waterman Wittstock are candidates for another three year term. Elections will be held at the November Board meeting.

Planning Committee: Jan Olson reported that the Planning Committee met last Thursday and will meet again today after the Board meeting to finalize funding guidelines for legal assistance programs.

Audit/Finance Committee: Kathleen Gaylord reported that the committee will meet after today's Board meeting to review MAAA's per diem policies for Board members.

Diversity Action Council: Marcia Wielinski requested that her name be added to the last DAC minutes, as it was omitted in error. Wayne reported that the DAC will be holding its fall training tomorrow on mental health issues and invited Board members to attend.

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

Nutrition Services Presentation

This presentation was given by Barb Arrell and Nadine Riser. Guests were Joan Lynch, Erica Grant and Roxanne Emerson.

Discussion

Older Americans Act Reauthorization: Dawn Simonson reviewed the highlights of the reauthorization for the Board members. Per Wayne Takeshita's request, Dawn will draft a template for Board members to use to communicate with federal elected officials regarding the OAA reauthorization.

Information and Assistance Update: Pam Zimmerman reviewed statistics from the Senior LinkAge Line™ for the month of September, noting a volume increase over August. With the upcoming open enrollment period for Medicare Part D, the call center expects a very high volume of calls. Capacity to handle calls is of concern. The I & A staff has been encouraging everyone to re-look at their plans for 2007, as several plans will be discontinued at the end of 2006. The Center for Medicare and Medicaid Services is encouraging people to go on-line and enroll by December 8th to avoid system overload which could prevent them from obtaining medications on January 1, 2007. MAAA has submitted a proposal to the MBA to establish a volunteer phone bank to assist with callers during the open enrollment period.

Meeting adjourned at 11:25 a.m.

Minutes respectfully submitted by Gail Hernandez