

**Metropolitan Area Agency on Aging
Board of Directors Meeting
September 18, 2008**

Present: Board: Wayne Takeshita, Jan McCulloch, Gayle Degler, Jean Greener, Jerry Hennen, Virginia Lanegran, Dick Lang, Jess Luce, Jan Olson, Jan Parker, Bob Roepke, Mark Skeie, Jamie Warndahl, Marcia Wielinski, Laura Waterman Wittstock, Kerri Pierce Ruch for Commissioner Dorfman

Staff: Dawn Simonson, Beth Wright, Bob Anderson, Gail Hernandez

Absent: Gail Dorfman, Kathleen Gaylord, Allen Miller, Dolores Zeller

Guests: Jon Gutzmann, Lyle Schumann, Kim Nguyen, St. Paul Public Housing

The meeting was held at the MAAA offices, 2365 N. McKnight Rd. North St. Paul, MN 55109, and was called to order at 9:30 a.m. by Chair Wayne Takeshita.

Welcome and Announcements

Chair Wayne Takeshita reported that he, Commissioner Lang and Bob Roepke attended VAN's Vital Aging/Vital Communities forum in Bloomington on Sept. 17. MAAA co-sponsored the event. Mark Skeie returned from a meeting sponsored by The Atlantic Philanthropies (AP) focused on reframing perceptions of aging. AP is a major funder of VAN.

Consent Agenda

A motion was made to accept the consent agenda including the August 21, 2008 minutes as written. The motion was seconded and carried.

Chair's Report

Chair Wayne Takeshita noted that in the interest of time no executive director or information and assistance report was included on the agenda and that the written reports are in the Board members' folders.

Committee Reports

Executive Committee: Wayne Takeshita reported that the Committee discussed the results of the compliance review conducted of Community Action Partnership of Ramsey and Washington Counties (CAPRW), and staff recommendations formulated as a result of that audit. After discussion, the Executive Committee slightly modified the recommendations and voted to bring the revised compliance review report to the full Board for approval. The Executive Committee also reviewed the proposed 2009 budget.

Audit/Finance Committee: Jamie Warndahl reported that the A/F Committee met on August 28 to review the proposed 2009 budget.

Planning Committee: Jan Olson reported that the Planning Committee will meet in early October to review Special Access funding policy.

Nominating Committee: Gayle Degler reported that the Nominating Committee met last month and identified several potential candidates for Board service. The Committee will meet again prior to the October Executive Committee meeting.

Communities for a Lifetime: Bob Roepke reported that the Communities for a Lifetime Survey Findings report is complete, and the Committee will pursue partnership opportunities for MAAA.

Diversity Action Council: Dawn Simonson reported that the DAC is scheduled to meet on Sept. 30 to review the Council's mission and purpose.

A motion was made to accept the committee reports. The motion was seconded and carried.

Action Item

Recommendations for Community Action Partnership of Ramsey and Washington Counties (CAPRW): Bob Anderson reviewed the written report forwarded by the Executive Committee outlining the results of the compliance audit of CAPRW conducted in August and September, 2008 and MAAA's resultant proposed actions. The most significant recommended actions in the report are that MAAA not renew CAPRW's contract for nutrition services in 2009 and that CAPRW reimburse MAAA, via a reduction in future payments, for ineligible meals served in 2008 for which CAPRW collected Title III funds.

Dawn Simonson described the history of the situation related to the initial issue of serving persons under age 60 with disabilities. Bob explained that the major findings of MAAA's compliance audit are that CAPRW violated federal accounting standards as applied to Title III Older Americans Act contracts. A total of 7,928 meals was submitted to MAAA for reimbursement without the documentation required by OAA policy or for which the documentation indicated that the person did not receive the meal. The second finding is that CAPRW violated MAAA's reimbursement policy. CAPRW submitted to MAAA for Title III reimbursement 22,626 ineligible evening and weekend Assisted Living Program/ALP meals (Wilder Foundation participants) and 22,704 ineligible evening and weekend Congregate Housing Services Program/CHSP meals (St. Paul Public Housing participants) during the period of January 1, through July 31, 2008.

A motion was made to approve the Summary of Compliance Review report. The motion was seconded and carried, with Jan Parker abstaining.

A motion was made to not enter into a contract with CAPRW in 2009 for nutrition services. The motion was seconded and carried, with Jan Parker abstaining.

A meeting is scheduled with the CAPRW Executive Director, Clarence Hightower, at 1 p.m. today to relay today's Board action and to review the compliance review report. MAAA has also requested time on the CAPRW board's agenda.

The Board discussed the process for Request for Proposals to begin immediately to secure one or more vendors to provide nutrition services and emphasized that MAAA would act to be certain that no persons eligible for Title III meals will go un-served.

Dawn reported that the Executive Committee had directed her at the September 4, 2008 meeting to engage a communications consultant to assist in managing communications resulting from the situation with CAPRW. MAAA has engaged C.E.L. Communications as they are well versed in Title III issues and MAAA's role.

Resolutions

Approval of the 2009 Area Plan: Kate Houston reviewed the Area Plan Summary with the Board and noted that the Area Plan is due to the MBA on October 10, 2008. The Summary was previously reviewed by the Executive Committee who made minor changes to the document. The document for consideration today is the revised Summary. The Board reviewed all comments received from the public for the use of Program Development and Coordination funds, and all who supplied comments were thanked for their input.

The 2009 Area Plan is very similar to last year's Area Plan, with some additional activities including development of an enhanced monitoring system of MAAA's contractors and grantees. Kate also noted that the Dementia Identification Project has transitioned to work directly with clinics. A Nutrition Task Force has been convened by the MN Board on Aging (MBA) that may redefine contract practices and requirements. MAAA will be looking at next steps to serve minority elders via the organizations that serve them and will be working with Special Access grantees to develop 1-2 high impact partnerships with mainstream organizations to improve services to minority elders. MAAA received a grant in 2008 from the MBA for the Data Management Project to manage data integrity functions of MinnesotaHelp.info. On the community side, MAAA will integrate Minnesotahelp.info network strategies into the existing health insurance counseling service delivery network which will improve access to community care services overall. MAAA will strengthen its partnership with the Metropolitan Center for Independent Living and other organizations serving persons with disabilities. MAAA will also partner with the MBA and others to define the elements and scope of Long-Term Care Options Counseling.

A motion was made to approve the resolution titled Approval of the 2009 Area Plan. The motion was seconded and carried.

Approval of the 2009 Direct Service Waiver Requests: Dawn explained that waivers to provide direct services are required by the MBA of area agencies on aging. In the case of Information and Assistance services (Senior LinkAge Line® & health insurance counseling services), the MBA concurrently requires area agencies on aging to provide these services.

The Board requested that the following changes be made to the resolution for provision of nutrition services:

- that Community Action Partnership of Washington Counties be modified to include Ramsey County;
- the word “temporary” in the sixth paragraph be changed to “interim;” and
- the last paragraph be amended to include the dates covered as January 1 through December 31, 2009.

A motion was made to approve the resolutions titled Approval of Direct Service Waiver Requests 2009 for Information and Assistance Services and the resolution titled Authorization to Seek Direct Services Waiver for Nutrition Services in 2009, as amended. The motion was seconded and carried.

Approval of the 2009 Budget: Dawn Simonson outlined the proposed Area Plan budget and the total organizational budget. Both were previously discussed and approved by the Audit/Finance Committee and the Executive Committee. Dawn noted the changes to staffing including that administrative staffing is reduced by .5 FTE and the addition of non-Title III funded staff for the Data Management Project; she noted small capital expenditures for technology; and noted projected increases in expenses for utilities and for repairs and maintenance. The Board discussed funding for the Area Agency’s Program Development and Coordination activities that include evidence-based health promotion services, caregiver support initiatives, and Communities for a Lifetime/Transform 2010 education and assistance efforts. The MBA requires that area agencies on aging undertake activities to best meet the outcome requirements they have established for PD&C.

A motion was made to approve the resolution titled Approval of the 2009 Budget. The motion was seconded and carried.

The meeting adjourned at 11:45 a.m.

Minutes respectfully submitted by Gail Hernandez