

Metropolitan Area Agency on Aging, Inc.
Board of Directors Meeting
September 15, 2011

Board Present: Kathleen Gaylord, Bob Roepke, Autumn Lehrke, Dave Menden, Gayle Degler, Virginia Lanegran, Jamie Warndahl, Mark Skeie, Luis Ortega, Kerri Pearce-Ruch, Jim McDonough

Board Absent: Dan Erhart, Allen Miller, Sally Staggert, Jan McCulloch, Jess Luce, Jan Olson.

Staff Present: Dawn Simonson, Bob Anderson, Terry Nielsen, Kate Houston, Pam Zimmerman, and Beth Wright.

The meeting was held at the Oak Grove Senior Residence at 114 Reform Street N., Norwood Young America, MN 55368 and was called to order at 9:38 a.m. by Chair Kathleen Gaylord. New board member, Jim McDonough, Ramsey County Commissioner, replacing Jan Parker, was introduced. Retirement of board member Laura Waterman Wittstock was also announced.

Consent Agenda

A motion was made by Gayle Degler to approve the consent agenda consisting of the August 18, 2011 Board Meeting Minutes. The motion was seconded by Virginia Lanegran. Motion carried.

Financial Report

Terry Nielsen reported on the Agency financials as of July 31, 2011. The Agency has a significant cash surplus of approximately \$1.4 million as a result of drawing down as much funding as possible prior to the State shutdown in order to meet payment obligations to contractors and grantees, and to maintain Agency operations in the event of an extended shutdown. Both Agency operations and Senior LinkAge Line programs are favorable so far for the year with spend-out anticipated by December.

A motion was made by Gayle Degler to accept the financial report and was seconded by Mark Skeie. Motion carried.

Presentation

Katy Boone, Public Health Planner, Office of Aging in Carver County introduced Tom Simmons, Norwood Young America City Administrator for an overview of senior housing services available in the city as well as presentations from housing managers Brenda Schmitz, Laurie Hilgers and Jane Sherack on their respective senior residences. Katy Boone also presented an overview and demonstration of the CarFit Initiative being used in Carver County.

Action Items

Approval of 2012 Area Plan on Aging:

Dawn Simonson provided an overview of the process of completing the 2012 Area Plan on Aging for submission to the Minnesota Board on Aging including the Program Development and Coordination requirements, Access and Long-term Care Options Counseling services and Public Hearing requirements. Dawn also reviewed the goals of the Agency's strategic plan, which are to increase the visibility of the Agency, recognition of the knowledge resource the Agency provides in the Community, and being leaders in shaping aging policy and practice in the seven county metro area and how these goals align with the Program Development and Coordination elements of the 2012 Area Plan.

Kate Houston reviewed the specific initiatives that make up the Program Development and Coordination portion of the 2012 Area Plan. Most activities have not changed significantly from the prior year as 2012 is the final year of a 3-year plan with the Minnesota Board on Aging (MBA). Kate reminded the Board that the MBA establishes the broad outcomes to be achieved by all Minnesota AAAs in the area of Program Development and Coordination. She noted that while MAAA had a small number of attendees at its Public Hearing, no one offered formal written or verbal comments on the Plan.

Pam Zimmerman provided an overview of Access and Long-term care Options counseling.

A motion was made by Autumn Lehrke for approval of the 2012 Area Plan. Motion was seconded by Bob Roepke. Motion carried.

Approval of 2012 Budget

Terry Nielsen and Jamie Warndahl provided an overview of the 2012 Proposed Budget as approved by the Finance Committee and reviewed by the Executive Committee. Since the Executive Committee met, notice has been received from the MN Board on Aging of an approximate \$20,00 increase in federal Administrative funding.

Terry addressed the payroll funding question raised by the Executive Committee during its review concerning average budgeted merit increase percentage. As requested, contact was made with two other non-profits and one county to compare projected budgeted increases. Results were that some have increases planned; others do not or in process of making decisions.

Benefit expense increase for 2012 is budgeted at 4%, any increase above that will be assumed by the employees. Agency capital reserve has been increased for 2012 from \$8,400 to \$15,000 to provide for future replacement of building roof. Mileage reimbursement has also been increased from \$.40 to \$.45 per mile.

Discussion

After extended discussion related to employee salary rates by job category, it was recommended that the average budgeted merit increase be reduced from 3% to 1.5%. The expense surplus adjustment from this change should be allocated and the change in line items approved by the Executive Committee.

A motion was made by Virginia Lanegran to approve the 2012 Budget with above noted changes to be finalized by the Executive Committee. Motion was seconded by Gayle Degler. Motion carried.

Approval of 2012 Direct Service Waivers

Bob Anderson reviewed the waiver request process for providing direct service of information and assistance and health promotion services in 2012.

A motion was made by Bob Roepke for approval of the Information and Assistance Direct Service Waiver request. Motion was seconded by Autumn Lehrke. Motion carried.

A motion was made by Virginia Lanegran for approval of the Direct Service Waiver request for Health Promotion Services. Motion was seconded by Gayle Degler. Motion carried.

Discussion Items

Communication Plan Development

Kathleen Gaylord provided an update on the development of a communications plan. Dawn will work with the Executive Committee in working session to identify current activities and gaps in preparation for work with the consulting firm on plan development.

Senior One-Stop Launch

Pam Zimmerman provided an update on the launch of the One-Stop Shop for Seniors initiative and how it works with the current Senior Linkage Line function at the Agency. Elements of the One Stop in place currently include liaisons with state agencies for problem resolution and expanded information about volunteer opportunities and volunteer matching organizations. The creation of the One-Stop was championed by Lt. Governor Yvonne Prettner-Solon.

Hearing no other business, a motion was made by Gayle Degler, seconded by Luis Ortega and carried to adjourn the meeting. The meeting adjourned at 12:08 p.m.

Minutes respectfully submitted by Beth Wright