

AAA Governing Board Minutes
Wednesday, May 29, 2019 @ 1:00 pm
La Plata County Human Resources - Conference Room - Durango

Attendance: Archuleta: Barbara Asprey, Beverly Arrendell, Alvin Schaaf; Dolores: Margaret Webb, Linda McCart; LaPlata: Nancy Edwards, Joyce Fontana; Montezuma: Keenan Ertel; San Juan: Scottie Peterman and Patti Wipf

Staff: Christina Knoell

Guests: Julie Bingham and Vicki Maestas

Meeting called to order at 1:00 pm

Pledge of Allegiance

Minutes approval

Motion to approve March 2019 minutes

Moved by Keenan Ertel, second by Nancy Edwards

Agenda Approval (no changes recommended)

New Business: Balance Sheet as Apr 30, 2019 & P & L thru 4/30/19. Barbara Asprey/Patti Wipf - a new computer was purchased for Greg and cell phone for Christina. Christina also needs a new laptop and computer for the office. We have funds to pay down on the car leases, room dividers in new office, and we should spend the funds that we have in administration (we are at 60% and should be at 82%).

Matter of Balance – Barbara will talk to Cheryl (ASI) about spending down the remaining funds. Julie B. says that they are having a hard time freeing up the trainer’s schedules to offer classes.

Computer for Greg is in the budget – computer was purchased in May; we have funds in training and travel/office supplies that will be used to pay for computer.

AAA Board wants Christina to spend extra admin funds by the end of June. Here is a list:

- \$6,000 as a down payment towards the car leases;
- \$2,500 towards docking work computer station;
- \$600 for room dividers – (or find free, used or new)

Motion made by Patti, seconded by Barbara – all in favor

Legal Center On-site update. Christina reported that the Legal Center did a site visit and they found no compliance issues.

AAA on-site visits update. Christina has been conducting on-site visits. She started in April and will finalize them in early June. She has two (2) more on-site visits: Dove Creek (5/30) and Mo Co transit (6/6).

Car Lease – Durango Motor Company. (recommendation from Finance Committee) – a sample lease was sent out for review. Car Leases have a 12,000 miles per year; we are looking at a 2019 Prius and 2019 Rav4, both hybrid (good gas mileage). The cars can be traded off between staff, as needed. A motion was made to enter a contract with Durango Motor Co. for the next 3 years. Nancy Edwards would like to see signs on the car, advertising the Agency.

Barbra/Margaret – all in favor; a Board Resolution will be signed by Patti and Barbara. This is a required document from Durango Motor Co.

Call for vote for SFY20 Budget Proposal.

Discussion:

- Christina was approved for a \$1,500 scholarship to go to N4A at the end of June in New Orleans; Christina is a lead coordinator for the state and aging network to Invest in Technology. This will be her focus at the N4A conference in July;
- National Service Incentive Program (NSIP) – the budget (income/expense) is based on current year. It serves as a pass through to nutrition programs;
- Brown Bear meal services will be turned into a voucher program;
- Registered Dietician services will not be needed in Silverton; Jenny Harrison will provide nutrition counseling to older adults who need it. Referrals for nutrition counseling can come from Brown Bear’s staff, board members and the healthcare nurses;
- Christina worked with Vicki on Part E funds – these funds may change when you see the financials in July;
- Keep in mind that at Mid-Year, we will see carry-over funds. We will be able to award additional Part E funds as this year our Part E requests were more than the available funds;
- Christina would like to pursue another intern from a business college.

Executive Session - staff related issues – call for vote (notes were taken by Scottie).

Patti had additional follow up questions (for Christina) from the Board:

Q: Where are you putting the extra Program Manager funds?

A: Would like to discuss funding Medicare Counseling for Dolores County. The amount will be determined at the site visit on 5/30/19. Christina will follow up.

Q: Did the Ombudsman budget change based on Personnel Committee’s recommendations?

A: The bottom-line budget stayed the same. We just moved funds around.

Joyce asked about the history of the Program Manager position.

Christina reminded the board that the Program Manager position had three previous employees: Pam Dollar, Valerie Koehn and Doug Parker. The internship was an experiment for the NWD program. It worked quite well to have Mattie run the NWD program and voucher programs. Hiring Mattie is the recommendation of the AAA director and personnel committee.

Barbara made a motion to approve the SFY20 Proposed Budget with the appropriate changes and follow-up from Christina; Margaret seconded. All in favor.

Provider Updates:

Updates: Dolores County is status quo- services are increasing in transportation and congregate meals; more socializing due to the new senior center. We have a yard sale scheduled as a fund-raising event. There are some new facility issues that we are dealing with.

Vicki- trying to hire a transportation bus driver; it has been challenging to find qualified people. The CDL is a hard to find qualification. We had our caregiver conference. It was a success. We had 80-90 participants.

Christina reported that a Contract Editing training will be held for providers for this Friday.

Meeting adjourned at 2:33pm

Next Meeting: July 10, 2019 at 1:00 pm @ La Plata County Fairgrounds (a request was made to get the Conference Room at 10 Burnett Ct). Christina will see if the room is available, and for the September and November meetings.

Respectfully submitted,

Patti Wipf

(filling in for Julie W.)