

**AAA (AREA AGENCY ON AGING)
GOVERNING BOARD MEETING MINUTES
SEPTEMBER 4, 2019
10 BURNETT CT., DURANGO
HUMAN SERVICES CONFERENCE ROOM, 2ND FLOOR**

Meeting called to order at 1:00 pm

Attendance:

Archuleta –Beverly Arrendell, Barbara Asprey
Dolores - Margaret Webb, Linda McCart
La Plata - Julie Westendorff, Nancy Edwards, Joyce Fontana
Montezuma - Keenan Ertel
San Juan - Patti Wipf (Chair)

Staff: Christina Knoell, Exec Dir.

Service providers:

Julie Bingham, Dolores Co.
Vicki Maestas, Kate Garrett, La Plata Co.

Pledge of Allegiance

Minutes approval

Motion to approve minutes

Moved by Beverly, second by Margaret; unanimous (except Julie W who arrived after the vote)

Agenda Approval (no formal motion, but no changes recommended)

Introduction of Miriam White (new employee) – this occurred at the end of meeting. See notes below.

Financial update (*see 5 attachments* SFY19 Budget v. Actual, SFY19 Balance Sheet, Carry-over breakdown, SFY20 July and YTD); SFY20 YTD Balance Sheet was not reviewed because it was not in packet.

Barbara Asprey reviewed financials.

She noted that voucher programs (other than transportation vouchers) were underutilized by all counties in SFY19; as discussed at last meeting, the senior services directors are trying to market more aggressively.

Barbara observed that Archuleta Co. had underspent line item 6340 health promotion monies; they haven't had classes for some time. So there is money to pay instructors, but there are instructor challenges in that certifications are needed in order to use the 6340 money and there may not be certified instructors.

Christina presented the "Carry-over Balances" – Admin, Part C-1, Part C-2 monies will carry over; Part B and Part E may not be 100% carried over because they were underspent by 13% and 33% respectively. Christina will report later in the year after she finds out with certainty from feds what the carry-over will be.

Late contracts and partial funding are still a problem with the federal monies.

SFY20 Budget v. Actual – Barbara highlighted line items that were vastly out of line with what would be the avg. monthly expense.

SFY20 July shows an overrun in 6017 (office equipment) was for room dividers that couldn't be purchased last year, when budgeted. There was plenty in carryover in Admin so it is not a concern.

Line 6018(a) (legal) is more like a one-time project expense for legal work for the contract work with providers. Travel and meals will be reimbursed for Christina's training in New Orleans.

SocoCAA caregiver meals is very high. *Christina will check with their senior services director to make sure that they are aware of the high rate at which they are spending their allocation.*

La Plata County has seen a large increase in congregate meals in July and a significant decline in home delivered meals. Vicki will monitor.

Christina and Barbara will work to produce the financials earlier so that they can review them together prior to the Board meeting

Motion to accept Financial report Julie W, Second Margaret W; unanimously approved.

Vehicle Policy

Christina introduced a draft vehicle use policy developed from language from another organization's policy.

Christina will send the draft language to our insurance company in order to get their input.

Board members will review and send recommended changes to Christina before the next Board meeting so that she can incorporate into revised draft for Board consideration.

Also, Christina will work on draft language that requires drivers to return the vehicle in clean condition.

In-home Services Voucher Program explanation –

Christina researched more details about in-home services voucher program

She found that long-term users of vouchers are allowed, but the client needs to be re-evaluated regularly in order to qualify.

Focus on short-term care, but long-term may qualify

Miriam will create relationships with hospitals and others to educate about the availability of the vouchers. La Plata County senior services has also reached out directly to other orgs about vouchers (see Provider reports below).

RACoA meeting – RAC met last week. The major discussion was about meal vouchers in San Juan Co.; *Christina needs the notes of people at the meeting to make a recommendation from the RAC to the AAA Board. Miriam is working to contact the RAC members.*

State Unit on Aging (Laura Miller) will be visiting Oct. 9-11. *Christina will send out details and invite the RAC and AAA Board to attend.* Patti Wipf recommends that Board members participate in those meetings.

Financial Auditors will be auditing Sept. 17-19. Our bookkeeper, Joann Howell of Howell Associates, is selling her business, so we should expect to have a new bookkeeper.

State Unit on Aging Cash Advance – when AAAs came into existence in the 1980s, SJBAAA got a cash advance to start up and front salaries of \$49,827.40 for Admin, Part B, Part C-1, Part C-2, Part E federal programs. The state will not allow us to spend it on state fund advancements, but they haven't demanded it back. So it is now just an annual reporting hassle. *At the November meeting, the Board will consider a letter to the SUA that outlines the current situation, the fact that the AAA has had the money for more than 30 years, if the state doesn't ask for the money back on or before a date certain (possibly Jan. 31, 2020), the Board will understand that to mean that the state does not want the money returned and authorizes the AAA to spend the money.*

N4A conference – Christina went to national AAA conference in New Orleans. The focus was on technology. After the conference, Christina participated in a CO statewide conference call on STARS (the federal database for capturing Medicare counseling) which needs to be integrated with PeerPlace (the state's database), which requires duplicate data entry. However, there is a rumor that STARS is going away, so making progress on the integration is delayed. Christina left the conference inspired that the competing database problem be resolved, but now has a setback. *Christina will continue to work with other AAAs to push for integration of the two databases.*

Contracting for professional service – Christina asked initially for authority to contract with David Lieberman for general attorney services. After some discussion, she clarified that she thought that the personnel policies should be reviewed by a professional. There was discussion that perhaps a Human Resources firm could provide the needed services more

affordably and efficiently. *Christina will take the topic to the Personnel Committee and seek input/recommendation from them to the Board.*

Provider updates:

La Plata County - Vicki Maestas – attend the SHIP Medicare training in Denver, there was no conversation about STARS being discontinued, much conversation about STARS and PeerPlace integrating. RAC meeting – Ramona Eagle was going to take notes. Vicki was able to hire a bus driver, which has been a real challenge.

Kate Garrett has been promoting the voucher programs – met with Mercy, AXIS Health and San Juan Basin Public Health.

Dolores County - Julie Bingham – finishing up some facility improvements; 3 congregate meals/week, they are changing so that all meals are at noon (rather than a Monday evening meal) because evening meals have lower attendance, and more staff-intensive).

Archuleta County – Beverly reported that ASI has been paying \$2600/mo in rent. Have paid nearly \$200,000 in rent over the period of the lease. They will be seeking a different arrangement.

Miriam White met the board – she has attended the RAC meeting, a lot of training (Chocolate software, Options Counseling, CRS, QuickBooks, HIPAA and more), trying to meet all the people that she needs to, and has worked on the vehicle policy. Will continue on training, marketing voucher program. Her background – worked with children with autism, and has worked with seniors for 5-6 years, worked for Orange Co. Headstart and more recently with Volunteers of America in Durango in identifying needs and securing services for seniors; she is studying for a masters in the human services. She is bilingual in Spanish and English.

Next AAA Board meeting November 6, 1:00 pm in 10 BURNETT CT., DURANGO
HUMAN SERVICES CONFERENCE ROOM, 2ND FLOOR

Keenan moved adjournment, Barbara seconded; motion passed unanimously.

Meeting adjourned at 3:06 p.m

Italicized language indicates OUTSTANDING action items and action taken in the meeting.

Prepared by Julie Westendorff

The following was approved by AAA Board Members:

Regional Advisory Board recommendation concerning the Vouchers for San Juan Co. Meals. The RACoA meeting took place in Silverton on the 28th of August 2019. These are their recommendations:

1. Must be 60 years of age and over;
2. Priority includes consumers who are registered to vote in San Juan County and/or have a Colorado driver's license. Consumers who do not meet the priority may be placed on a waiting list;
3. Qualified persons will receive up to 5 vouchers a year; each voucher is an \$80 value (includes 10 meals @ \$8.00/meal). Meal vouchers with an inactivity of 45 days or more may be cancelled. AAA Program Manager will contact consumer before deactivation;
4. Vouchers may be redeemed at pre-approved and willing restaurants;
5. Restaurants will be contacted to see if they will accept vouchers
 - a. Brown Bear Restaurant
 - b. Pickle Barrel Restaurant
 - c. Golden Block Restaurant
 - d. Bent Elbow Restaurant
6. Participating restaurants will have a poster in their window, indicating the acceptance of AAA meal vouchers;
7. Vouchers can be used for breakfast, lunch or dinner. Meal voucher does not include the purchase of alcoholic beverages.
8. Vouchers expire on June 30, 2020; any over funds get re-allocated for the next fiscal year;
9. AAA Program Manager will submit a press release in the Silverton Standard and she will contact consumers for required re-assessment;
10. AAA Program Manager will visit Silverton to issue vouchers in person (on an as needed and on-going basis)—location to be determined;
11. Participating & willing restaurants will be given a username and login to redeem meals in the Chocolate software voucher system program; Voucher redemption is by reimbursement and must be submitted on or before the 5th day of the month that follows the service month;
12. Participating & willing restaurants will be given a roster where they record the voucher number and the consumer name;
13. AAA Program Manager will process voucher requests and ensure the data is entered into Peer Place (the database);
14. AAA Program Manager will ensure that the participating restaurants will get paid within 30 days of voucher redemption request.

