

**MICHIGAN COMMISSION ON SERVICES TO THE AGING MEETING**  
**Michigan Department of Health and Human Services**  
**Aging and Adult Services Agency**  
**Radisson Hotel, 111 North Grand Avenue; Lansing, MI**  
**August 19, 2016 @9:00 AM**

**MINUTES**

**CALL TO ORDER**

Commissioner Wishart called the meeting to order at 9:00 A.M. This was followed by the Pledge of Allegiance, led by Commissioner Briggs.

**COMMISSION ROLL CALL**

The Commission roll call was taken and a quorum was present.

**COMMISSION MEMBERS PRESENT**

Dona Wishart, Matthew Adeyanju, John Briggs, Joan Ilardo, Kathleen LaTosch, Donna Murray-Brown, Laura Newsome, Margot Roedel, Michael Sheehan, Linda Strohl, Amy Tripp and Kristi Zamora.

**COMMISSION MEMBERS ABSENT** (excused)

Gerald Irby, Peter Lichtenberg and Harold Mast.

**AGING AND ADULT SERVICES AGENCY (AASA) STAFF PRESENT**

Richard Kline, Scott Wamsley, Sarah Slocum, Wendi Middleton, Eric Berke, Amy Colletti, Steve Betterly, Dan Doezema, Carol Dye, Sherri King, Phil Lewis, Laura McMurtry and Becky Payne.

**VISITORS/GUESTS PRESENT**

Mary Ablan, Executive Director of AAAAM, Jon Mead, Executive Director, UPCAP, Region 11 AAA, Jackie O'Connor, Executive Director, and Sandra Ghoston-Jones of Region 8 AAA, Paul Bridgewater, President & CEO, Faiz Esshaki, and Ann Holmes-Davis of Detroit AAA, Region 1-A, Bob Brown, Executive Director of Region 1C AAA, Lynn Kellogg, Executive Director, and Pam Kahaneck of Region IV AAA, Julie Wetherby, Executive Director, and Margaret O'Malley of Region 2 AAA, Marion Owen, Executive Director and Tammy Lemmer, Joe Reeves, and Kate Long, Carl Buonodono of Tri-County Office on Aging, Region 6 AAA, Karla Fales, Executive Director of Region 3-B AAA, Hollis Turnham of PHI and Cindy Lozon.

**APPROVAL OF AGENDA**

Commissioner Wishart requested a business item, Request for Approval to Grant FY 16 Title VII-A Federal Ombudsman Funding, be added at the beginning of the business items on the agenda, and to move Region 8 AAA's AIP/MYP presentation up to 10:00 AM, after Region 11 AAA's presentation. She asked for a motion to approve the amended agenda.

A motion was made by Commissioner Sheehan to approve the amended agenda. Commissioner Ilardo seconded the motion.

This motion was approved unanimously with a voice vote.

**APPROVAL OF COMMISSION MINUTES**

Commissioner Wishart asked for a motion to approve the July 15, 2016 minutes.

A motion was made by Commissioner Zamora to approve the minutes. Commissioner LaTosch seconded the motion.

This motion was approved unanimously with a voice vote.

**PUBLIC COMMENT RELATED TO AGENDA ITEMS**

Hollis Turnham of PHI, provided a handout on their PREVNT project, “*Beyond Reporting, A Prevention Approach to Elder Abuse and Neglect*,” funded by AASA, and detailed overview on their efforts to bring the Training to Prevent Adult Abuse and Neglect (TPAN) curriculum to home- and community-based services, and on the outcomes study they conducted after.

**COMMISSION CHAIR REPORT**

Commissioner Wishart welcomed and thanked AAA members and AASA staff for their work on the area plans. She thanked parting Commissioners Michael Burri, Douglas Chalgian, and Richard Ortega for their service, and congratulated Commissioners Michael Sheehan and Joan Ilardo on their reappointments, and welcomed newly appointed Commissioners John Briggs, Dr. Peter Lichtenberg, Laura Newsome, Margot Roedel and Amy Tripp.

**AGING AND ADULT SERVICES AGENCY (AASA) ACTING EXEC. DIRECTOR REPORT**

Director Kline stated AASA is actively advocating for additional investment enhancements for Fiscal Year 18, and supplemental proposals for Flint Valley AAA, there’s an impending AASA move this year, and he thanked commissioners for their participation and leadership.

**FINANCIAL UPDATE**

Scott Wamsley, AASA staff, provided a preliminary report and detailed overview on AASA’s quarterly grants and services expenditure for the Fiscal Year’s third quarter.

**LEGISLATIVE UPDATE**

Phil Lewis, AASA’s Public Affairs Specialist, provided an overview of current and ongoing legislative issues.

**ADVOCACY COMMITTEE REPORT**

Commissioner Murray-Brown thanked committee members Commissioners LaTosch, Ilardo and Mast, and Mr. Lewis for their participation. The drafted a mission statement, “The Commission on Services to the Aging advises the Governor, Michigan Legislature and the Aging and Adult Services Agency on matters relating to policies and programs for older adults in Michigan,” and adopted this as their charge. They also drafted guiding principles to help guide their work, to be rooted in and led by this mission and the Older Michiganian’s Act. Their first two principals are to learn, and to be action-oriented, noting the work they’ll advocate for must directly or mostly impact seniors. They will conduct due diligence and analyze issues so they can share how they’ll proceed with the Commission. She stressed the importance of how Commissioners are from different areas of the state, but represent all seniors and elders across Michigan, and all policy that is advocated for must be far-reaching

and must broadly impact all geographic areas of Michigan. Their next steps will be to build an advocacy agenda to ensure everyone is fully engaged and focused on current issues related to policy matters, and to provide actions on how they'll operate with the Commission when issues comes up. She stated as advocacy issues arise between meetings, they have preliminary action steps to address this, which will be shared once they finalize that process.

### **BUSINESS ITEMS**

#### **Request for Approval to Grant FY 16 Title VII-A Federal Ombudsman Funding**

Sarah Slocum, State Long Term Care Ombudsman, stated the CSA approved a grant through a competitive bid process to move the State Long Term Care Ombudsman office from within AASA, to a non-profit bidder, Michigan Advocacy Program (MAP), also known as Legal Service of South Central Michigan, effective October 1, 2016.

Ms. Slocum requested approval to distribute this funding to MAP for start-up costs.

Commissioner Murray-Brown requested a motion to grant FY 16 Title VII-A Federal Ombudsman funding, as presented. Commissioner Adeyanju seconded the motion.

This motion was approved with a 12-0-0 vote.

#### **Request for Approval of Fiscal Year (FY) 2017 Merit Award Trust Fund (MATF) Caregiver Support Program Allocations**

Dan Doezema, AASA's MATF Coordinator, requested approval for this MATF funding to be allocated to the Caregiver Support Programs administered by eight Home- and Community-Based Waiver Agents for FY 2017. He also requested approval to allow AASA's Executive Director to adjust this grant by five percent, based on project fund availability.

Commissioner Zamora requested a motion to approved FY 2017 MAFT Caregiver Support Program allocations, as presented. Commissioner Ilardo seconded the motion.

This motion was approved with a 12-0-0 vote.

#### **Introduction to AIP Presentations**

Eric Berke, AASA's Field Services Support Unit Manager, provided a detailed overview of general information and conditions related to approving the Area Agency on Aging's (AAA's) FY 2017-2019 Multi Year Plans (MYP), and FY 2017 Annual Implementation Plans (AIP).

#### **Request for Approval of Fiscal Year (FY) 2017-2019 MYP and FY 2017 AIP for UPCAP, Inc., UP Area Agency on Aging (AAA), Region 11**

Mr. Doezema introduced Jonathan Mead, President and CEO of the UP AAA/UPCAP Services, Inc., Region 11, and noted there were no outstanding issues, no areas of concern and no special conditions, and he highlighted their current and ongoing activities.

Mr. Mead provided a detailed overview, and highlighted their current and ongoing efforts.

Mr. Doezema requested approval of FY 2017-2019 MYP and FY 2017 AIP for UPCAP, Inc., UP AAA, Region 11.

A motion was made by Commissioner Ilardo to approve the FY 2017 AIP for AAA/UPCAP Services, Inc., Region 11, as presented. Commissioner Sheehan seconded the motion.

This motion was approved with a 12-0-0 vote.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for AAA of Western Michigan (AAAWM), Region 8**

Steve Betterly introduced Jackie O'Connor, CEO of the AAWM, Region 8, and noted there were no outstanding issues, no areas of concern and no special conditions, and he highlighted their current and ongoing activities.

Ms. O'Connor provided a detailed overview, and highlighted current and ongoing efforts.

Mr. Betterly requested approval of the FY 2017-2019 MYP and FY 2017 AIP, including their Appendix E: Waiver of Minimum Percentage Required for a Priority Service Category, for AAWM, Region 8.

A motion was made by Commissioner Sheehan to approve the FY 2017-2019 MYP and FY 2017 AIP for AAWM, Region 8, as presented. Commissioner Murray-Brown seconded the motion.

This motion was approved with a 12-0-0 vote.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for Region 1A, Detroit AAA**

Laura McMurtry introduced Paul Bridgewater, President and CEO, and Faiz Eshaki of the Region 1-A Detroit AAA, and noted there were no outstanding issues, no areas of concern and no special conditions, and highlighted their current and ongoing activities.

Mr. Bridgewater and Mr. Eshaki provided a handout and a detailed overview, and they highlighted their current and ongoing efforts.

Ms. McMurtry requested approval of the FY 2017-2019 MYP and FY 2017 AIP, including their Appendix F: Transfer Request, for Region 1-A AAA.

A motion was made by Commissioner Murray-Brown to approve the FY 2017-2019 MYP and FY 2017 AIP for Region 1-A AAA, as presented. Commissioner Strohl seconded the motion.

This motion was approved with a 12-0-0 vote.

The CSA took a break at 11:07 AM and resumed business at 11:19 AM.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for The Senior Alliance, Inc., Region 1C AAA**

Laura McMurtry introduced Bob Brown, Executive Director of The Senior Alliance, Inc. (TSA), Region 1-C AAA, and noted there were no outstanding issues, no areas of concern and no special conditions, and she highlighted their current and ongoing activities.

Mr. Brown provided a handout and detailed overview, and he highlighted their current and ongoing efforts.

Ms. McMurtry requested approval of the FY 2017-2019 MYP and FY 2017 AIP, including their Appendix F: Transfer Request, for TSA, Inc., Region 1C AAA.

A motion was made by Commissioner Briggs to approve the FY 2017-2019 MYP and FY 2017 AIP for TSA, AAA Region 1C, as presented. Commissioner LaTosch seconded the motion.

This motion was approved with a 12-0-0 vote.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for Region IV AAA**

Mr. Berke introduced Lynn Kellogg, Executive Director and CEO, and Pam Kahanek of the Region IV AAA, and noted there were no outstanding issues, no areas of concern and no special conditions, and he highlighted their current and ongoing activities.

Ms. Kellogg and Ms. Kahanek provided a detailed overview, and highlighted their current and ongoing efforts.

Mr. Berke requested approval of the FY 2017-2019 MYP and FY 2017 AIP, including their Appendix F: Transfer Request, for Region IV AAA.

A motion was made by Commissioner Newsome to approve the FY 2017-2019 MYP and FY 2017 AIP, for Region IV AAA, as presented. Commissioner Ilardo seconded the motion.

This motion was approved with a 12-0-0 vote.

The Commission broke for lunch at 12:11 PM and resumed business at 1:00 PM.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for Region 2 AAA**

Sherri King introduced Julie Wetherby, Executive Director, and Margaret O'Malley of the Region 2 AAA, and noted there were no outstanding issues, no areas of concern and no special conditions, and she highlighted their current and ongoing activities.

Ms. King requested approval of the FY 2017-2019 MYP and FY 2017 AIP for Region 2 AAA.

A motion was made by Commissioner Sheehan to approve the FY 2017-2019 MYP and FY 2017 AIP for Region 2 AAA, as presented. Commissioner Zamora seconded the motion.

Ms. Wetherby provided a handout and detailed overview, and she highlighted their current and ongoing efforts.

Additional discussion followed and this motion was approved with a 12-0-0 vote.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for Tri-County Office on Aging (TCOA), Region 6 AAA**

Mr. Betterly introduced Marion Owen, Executive Director, and Kate Long of Region 6 AAA,

and noted there were no outstanding issues, no areas of concern and no special conditions, and he highlighted their current and ongoing activities.

Mr. Betterly requested approval of FY 2017-2019 MYP and FY 2017 AIP for Region 6 AAA.

A motion was made by Commissioner Roedel to approve FY 2017-2019 MYP and FY 2017 AIP for Region 6 AAA, as presented. Commissioner Ilardo seconded the motion.

Ms. Owen provided a detailed overview, and highlighted their current and ongoing efforts.

This motion was approved with a 12-0-0 vote.

**Request for Approval of FY 2017-2019 MYP and FY 2017 AIP for Region 3-B AAA**

Mr. Betterly introduced Karla Fales, Executive Director and CEO of the Region 3-B AAA, and noted there were no outstanding issues, no areas of concern and no special conditions, and he highlighted their current and ongoing activities.

Mr. Betterly requested approval of the FY 2017-2019 MYP and FY 2017 AIP for Region 3-B AAA.

A motion was made by Commissioner Murray-Brown to approve the FY 2017-2019 MYP and FY 2017 AIP for Region 3-B AAA, as presented. Commissioner Adeyanju seconded the motion.

Ms. Fales provided a detailed overview, and highlighted their current and ongoing efforts.

This motion was approved with a 12-0-0 vote.

**Request for Approval of Contractual Services to Evaluate Pilot Training of the Revised Building Training...Building Quality (BTBQ) Personal and Home Care Aide (PHCA) Training Curriculum (FY16)**

Scott Wamsley, acting AASA Deputy Director, requested approval to award FY 16 AASA administrative funds to the successful bidder, MSU Family Medicine, College of Human Medicine, to evaluate a pilot training for the revised BTBQ PHCA training curriculum.

A motion was made by Commissioner Sheehan to approve contractual services to evaluate pilot training of the revised BTBQ PHCA training curriculum (FY16), as presented. Commissioner Ilardo seconded the motion.

This motion was approved with a 10-0-1 vote. Mr. Wamsley stated AASA will update the CSA on the outcome of the evaluation.

**Request for Approval of Alzheimer's Disease Supportive Services Program (ADSSP) Funds**

Mr. Wamsley, requested approval to award Administration for Community Living funds to six AAA grantees to implement the Developing Dementia Dexterity project to increase dementia capability among aging services, and for provision of training and services in the first year of a three-year grant beginning September 1, 2016. He also requested AASA's acting

Executive Director be allowed to adjust this grant by five percent, based on project fund availability.

A motion was made by Commissioner Tripp to approve the ADSSP funds, as presented. Commissioner LaTosch seconded the motion.

Additional discussion followed, and this motion was approved with a 9-0-2 vote.

**Request for Approval for Grant for Lean Continual Quality Improvement Process**

Wendi Middleton, AASA Program and Partnership Development Division Director, stated AASA is coordinating an interdepartmental project to conduct a Lean Continual Quality Improvement process of long term supports and services, noting this grant will provide consultation on change management, training and support in the amended amount of \$9,999. She stated this request is pending approval from MDHHS to allocate this funding, which will be awarded through an AASA bid and selection process. Ms. Middleton stated staff will return to update the CSA on who the selected grantee is.

Ms. Middleton requested approval for an amended grant amount from \$15,000 to \$9,999 for the Lean Continual Quality Improvement Process.

Commissioner Zamora made a motion to approve the amended grant for the Lean Continual Quality Improvement Process, as presented. Commissioner Murray-Brown seconded the motion.

This motion was approved with a 10-0-1 vote.

**INFORMATIONAL ITEMS**

**Update Previously Approved Funding/Grants on Associated Ongoing Activities**

Mr. Wamsley stated because of the transition of the State Long Term Ombudsman (SLTC) Office from AASA to a community agency, AASA will engage the Michigan Department of Technology, Management and Budget, and work through their policies and procedures with regard to the retention of documents related to the SLTC program, both those that will be stored for the State's records, and those to be transitioned to the new grantee, and AASA will follow those guidelines and handle the documentation appropriately for the transition of that grant to an external organization.

**ANNOUNCEMENTS**

Commissioner Wishart stated the next CSA meeting will be held at 9:00 AM on Friday, September 16, 2016, at the Radisson Lansing Hotel located at 111 N. Grand Ave. in Lansing, with the last eight AAA's AIP. It was noted that this will be a robust meeting and she asked Commissioners to plan to stay until after lunch until all business is completed. These meetings are open to the public and anyone wishing to attend may do so. Those needing accommodations to attend should contact Carol Dye at (517) 373-8268 at least five days prior to the meeting date.

The next SAC meeting will be held at 9:30 AM on Thursday, October 27, 2016, at the Ramada Lansing Hotel and Conference Center located at 7501 W. Saginaw Hwy. in Lansing. Commissioner Zamora has tentatively agreed to attend and represent the CSA.

Commissioner Sheehan suggested and encouraged Commissioners to receive the meeting materials through e-mail versus U.S. Mail.

Commissioner Newsome stated she is impressed with the dedication and innovation of the AAA's in producing these documents, resulting in benefits seniors will receive.

**ADJOURN**

Commissioner Wishart asked for a motion to adjourn the meeting.

A motion to adjourn was made by Commissioner Sheehan. The motion was seconded by Commissioner Ilardo. This motion was approved unanimously with a voice vote.

Commissioner Wishart adjourned the meeting at 2:14 PM.