

MIDLAND AREA AGENCY ON AGING

Meeting Minutes from October 20, 2022

KC Salem Extension Center, Salem, Illinois– 1:00PM

THOSE PRESENT: Susan Elke, Michele Garrison, Janice Gahagan, Brien Guy, Amy Harrison, Gerald Herring, Sue Heth, Jimmie Page, Chloe Page, Rosanna Perkins, Ferrel Seaman, and Karen Walsh

EXCUSED: Sue Kramer

MEETING CALLED TO ORDER & WELCOME:

The October 20, 2022 Board Meeting was called to order by Board President Ferrel Seaman, followed by Judy Kleine calling the Roll Call, and the reciting of the Pledge of Allegiance.

INTRODUCTION OF GUESTS: The only Guest in Attendance was Beverlee Hiestand from SWAN.

PUBLIC REMARKS: There was nothing to report.

PRESIDENTS REMARKS:

President Ferrel Seaman thanked the Midland Staff for the nice lunch they provided that day for the Board.

BUSINESS MEETING:

SECRETARY'S REPORT:

The Sept. 15, 2022 Secretary's Report was approved with a motion by Michele Garrison and was second by Rosanna Perkins.

TREASURER'S REPORT:

The Treasurer's Report for September 2022 was approved to be filed for Audit.

STAFF REPORTS:

This month each Staff Member of Midland stood up and gave an oral report as to what their duties were and what they had been doing since the last time the Board had meant.

Nancy Hinton reported that she had been working on quarterly reports, that she had held an ADRC Meeting, along with attending the quarterly I&A Meeting where she spoke about the Legal Services that the Agency provides. Nancy went on to state she was now SHIP certified, and was working on being trained for T-Care and becoming an SMP representative so she would be able to go out with Judy and Lori and do Medicare Fraud and Scam presentations. Nancy reported that Salem was now officially on the State Registry as a Dementia Friendly Community. Nancy stated that she along with Tracy and Judy she would be attending the Pioneer Coalition Conference on Nov. 2nd to speak on Dementia Friends, and that she would be

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attending the County Conversation that's going to be held at the Bryan-Bennett Library in Salem, Illinois on November 4th.

Lori Cummins reported she had held an I&A meeting on October 5th at the office where they had gone over reporting and that they discussed the 3 upcoming Medicare Part D Open Events that were going to be held in Vandalia, Flora, and Effingham. Lori went on to report about the other programs she works with such as the Caregiver Program, the Veterans Affairs Program, and also the Nutrition Program and about how well the Farmers Market Coupons had gone over. Lori then ended her report on a very happy note, saying that on October 29th, she would be attending the marriage of her youngest son.

Joni Kroeger reported that in her position, she takes care of the Staff Timesheets, along with the cash requests, updating program reports, helps with the monitoring, along with many other duties that have to do with the money between the agency, providers as well as the state. Joni also reported she will be attending the Marion County Conversation on November 4th in Salem, and that she'd soon be getting ready for the upcoming audit.

Jodene Carpenter reported she'd been with the agency a year as of October 1st, and that she works with Quick books, pays the monthly bills, handles the ordering of supplies, along with doing the quarterly fiscal reports and submitting the quarterly tax forms. Jodene finished her report by thanking Heather for all her patience as she still continues to learn new things daily.

Heather Fontanez thanked both the Board and Tracy for their support since she moved into her new position as Fiscal Manager. Heather reported that within the past year, she had finished the FY21 audit, completed a revision, helped with the new Area Plan, along with keeping up with reporting and helping the two new fiscal staff members. Heather continued to say that she was proud of both Joni and Jodene at how they both dived into their new positions and at how well they had done. Heather went on to report that she was working on FY22 closeout, preparing for the audit at the end of November and then thanked the agency's State Regional Coordinator, Phyllis Roate, for all her assistance she had given her. Heather finished by stating that she along with the rest of the agency hoped that the internet problems that the office had been having in the past, would soon be changing for the better since we were in the process of having Clear Wave fiber optic internet installed.

Stephanie Hawkins reported that she's the I&A Specialist and that she had been very busy with doing the Benefit Access Applications (which is the license sticker discount), along with starting the Medicare Part D Open Enrollment. She reported that both her and Judy were a bit worried this year because one of the local pharmacy's who had a pharmacist who had helped them previous years, had recently retired, and that she and Judy were both worried that after the first of the year that the clients that were helped by the pharmacist in the past, may not

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remember to check their plans and that by the time they do remember, that it will be too late. Stephanie reported she also works with Walgreens when people need to set up scheduled appointments such as COVID testing, a COVID vaccine, along with flu and shingles vaccines.

Judy Kleine reported that she had attended a SHIP training in Springfield on Sept. 29th and had done the virtual training on October 4th. Judy stated that Open Enrollment was in full swing as of October 15th, that it runs until December 7th and that it was CHOCOLATE time at the office until the Open Enrollment Period was over. Judy went on to report that she had attended the Alzheimer Convention that was held in Effingham on the 18th. Judy stated that she continues to work with Tracy and Nancy on the Dementia Friends Community Program on November 18th, she would attend a meeting at Sharon's Café' in Salem with the Dementia Salem Task Force. Judy finished with stating that she'd be attending the Pioneer Coalition Conference in Marion on November 2nd with Tracy and Nancy and the Marion County Conversation with the whole Midland staff on November 4th.

After the Staff Reports had all be given, Tracy said that she hoped that everyone in attendance recognized one thing, and that was that every staff member mentioned how they worked together. She stated that there was a time at the office when that was not the case and that it is VERY important that everyone works together as a whole and know that they can feel comfortable coming to her when there may be an issue come up.

AREA PLAN DEVELOPMENT: Tracy Barczewski

Tracy reported that we were now in a new fiscal year, that a new Area Plan had begun and how each program had to be submitted separately through Amplifund. Tracy stated that all of the state grants except for a couple have been approved, along with all the Federal. Tracy also reported that a meeting with the Department was scheduled for the upcoming week.

EXECUTIVE DIRECTORS REPORT: Tracy Barczewski

Tracy reported that she had taken a week off and had also worked some remotely due to her husband's recent knee replacement surgery. Tracy went on to state that even though she hadn't been in the office, that she made herself available and had checked in daily to see how things were going. Tracy reported that she continues to have monthly staff meetings and how much she appreciated her staff while she had been out of the office. Tracy stated that her goal between the November and the next Board meeting which will be in March of 2023, was to update some of the agency policies that hadn't been update for many years.

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ADVISORY COUNCIL REPORT:

There was no Advisory Council Report due to the fact there hadn't been a meeting since the last Board Meeting in September.

IDOA REPORT- Phyllis Roate, Regional Coordinator

Phyllis Roate reported there had been changes that had taken place on the Napis form for this year, and that she would be setting up a brief call with the agency shortly to discuss them since it was a new fiscal year.

STANDING COMMITTEES:

FINANCE COMMITTEE: Susan Elke, Chairperson – No Report

PERSONNEL COMMITTEE- Sue Kramer, Chairperson – No Report

PROGRAM DEVELOPMENT COMMITTEE-Michele Garrison, Chairperson

Michele reported that the Program Development Committee had met that morning to discuss the Focal Point Designation in the Funding Cycles. Michele then turned the report over to committee member Jimmie Page to continue and read the Recommendation and Motion to the Board. Jimmie continued to say he'd like to make the motion to remove the designation of the Focal Points from the regular funding cycle of the Midland AAA grants to prevent the hardship on Seniors it poses in obtaining needed services. In the event there is a problem with a Focal Point a special designation process will be complete. The motion was then seconded by Gerald Herring, there were no opposed, and the motion was carried.

MEMBERSHIP COMMITTEE-Chloe Page, Chairperson- No Report

BY-LAWS COMMITTEE-Brien Guy, Chairperson- No Report

AD-HOC COVID-19 COMMITTEE- Sue Kramer, Chairperson – No Report

UNFINISHED BUSINESS: Nothing to Report

NEW BUSINESS:

Ferrel Seaman asked the Board of Directors if any of them had any suggestions on how they could show their appreciation to Tracy and the rest of the Midland Staff members for all that they had done in the past and continue to do today. After some discussion, it was decided to table this until the November meeting and perhaps get together as a group to discuss it between the meeting that day and the November meeting.

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ADJOURNMENT:

A motion to adjourn the October Board Meeting was made by Rosanna Perkins, and the meeting was adjourned.

NEXT MEETING:

The next Midland Area Agency on Aging Board meeting will be held on November 17, 2022 at 1:00pm. The Meeting will be held at the Salem KC Extension, located at 1475 W. Whittaker, in Salem, Illinois.