

HUMAN SERVICES COMMITTEE

Martin D. Marshall
County Administrator

301 N. Main St. Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

Dawn Bales, Chris Wittenbach, Nancy Jenkins-Arno

MEETING LOCATION

*Committee Room, 2nd Floor
Annex Building, 113 W. Front Street, Adrian, MI*

AGENDA: Tuesday, June 9, 2020 – 1:30 p.m.

**In compliance with the State of Michigan authorization of electronic meetings, this meeting will be held via ZOOM*

Join Zoom Meeting

<https://us02web.zoom.us/j/88260798332>

Meeting ID: **882 6079 8332**

Phone In

877 853 5247 US Toll-free
888 788 0099 US Toll-free

Meeting ID: **882 6079 8332**

- I. Approval of Minutes – February 11, 2020
- II. Department Highlights
- III. 2020 Legislative Dinner
- IV. Updates / Other Business
- V. Plan Objectives
 - A. County employee wellness programs
 - B. County financial wellness program
- VI. Adjournment



LENAWEE COUNTY

DEPARTMENT ON AGING

1040 S. Winter Street, Suite 3003
Adrian, MI 49221

Phone | 517-264-5280
Fax | 517-264-5299
LenaweeSeniors.org

June 2020 Elder Abuse and Neglect

June is the month we raise awareness of elder abuse in our world. During this pandemic, caregiver stress and reduction in home care assistance has the potential to put older adults at risk for abuse or neglect. Alongside Region 2 Area Agency on Aging, the Lenawee Department on Aging is working to educate our community on the various types of elder abuse and the resources available for assistance.

Elder Abuse is any action or inaction that threatens the health or well-being of an older adult. Men and women of all races or economic levels, regardless of physical or mental health, can be victims of mistreatment. Most frequently, the perpetrator is someone the elder knows: neighbor, adult child, family member, or care provider.

There are several different types of elder abuse:

Physical abuse is the non-accidental use of force that results in physical pain or injury.

Financial abuse is the illegal or improper use of an elder's resources for profit or gain.

Neglect is the failure of caregivers, either intentionally or unintentionally, to provide needed care.

Self-neglect is when individuals may threaten their own health or safety by failing to provide for their own basic daily needs.

Older adults are also subject to experience sexual abuse and domestic violence.

Should you or someone you know be in need of assistance, the following resources are available:

Legal hotline for seniors, Elder Law of Michigan, 1-800-347-5297

Adult Protective Services, to report suspected abuse or neglect of an older adult, call the statewide 24/7 hotline at 855-444-3911

Michigan Protection and Advocacy provides assistance and advocates for the rights of individuals with disabilities. 1-800-288-5923

Long Term Care Ombudsman helps long-term care residents and concerned relatives with complaints and long-term care issues in licensed nursing facilities. 1-866-485-9393

Lenawee Department on Aging and Region 2 Area Agency on Aging are available to facilitate connections to these resources as well. 517-264-5280 and 800-335-7881 respectively.

ADMINISTRATOR'S OFFICE

Beverly K. Kampmueller

Human Resources Coordinator

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Date: June 8, 2020
To: Human Services Committee
From: Beverly K. Kampmueller, Human Resources Coordinator
Subject: **FINANCIAL WELLNESS PROGRAM**

July, 2019 the SmartDollar Financial Wellness Program was introduced to all employees.

The SmartDollar Program is a proven step-by-step common sense approach to handling money. It's an easy to follow program to help individuals reach their financial goals.

The SmartDollar program is based on the money principles taught in Financial Peace University specifically designed for the work place. This program can be done independently but we have also held monthly workshops for those employees who wished to attend.

There are currently 97 employees who have participated with the program. Participants have realized a Total Financial Turnaround of \$61,990. (Debt eliminated \$36,870, Savings added \$25,120)

2,765 Total Activities

- Budgeting 1,106
- Debt Snowball 817
- Videos 301
- Quizzes 152
- Wellness Surveys 131
- Emergency Fund Planner 119
- Audio Clips 59
- Baby Step Updates 56
- Retirement IQ Tool 13
- Downloads 11 (audio lessons or forms downloaded for offline use)

Ramsey Solutions donated 10 Total Money Makeover books to be give away to employees in May of this year. Just a few things I've heard from the book giveaway alone – *"I love the book, it is very motivational. I've passed the book along to two other co-workers", "I do really enjoy the program and try to explain it to everyone who will listen"*.

Overall it is a very good program and I am glad Lenawee County could make this available to employees.

Thank you.

Members Present: Tony Bair, Bruce Caswell, Matt Dame, Debbie Eccleton, Megan Kiser (excused at 3:12 p.m.), Curtis Gale, Bob Knoblauch, Stephen Rajzer, Keith Williams

Members Excused: Chris Wittenbach

Members Absent: None

Staff: Russ Graves, Kara Lorenz-Goings, Tim Miller, Margaret O'Malley, Greg Schira, Julie Wetherby

Guests: Tom Hamp, Laura McMurtry

1. Call to Order and Roll Call of Members

Chairperson Stephen Rajzer called a regular meeting of the Region 2 Area Agency on Aging Board of Directors to order via conference call at 2:02 p.m. on April 23, 2020 after which the executive assistant called the roll. Stephen reminded the Board Members that the call was open to the public, had been publicized according to the revised Open Meetings Act as allowed by the Governor's Executive Order, and that members of the media could be on the call and possibly recording it. Stephen encouraged the Board Members to ask questions, and to mute themselves when not speaking to limit the distraction of background noise.

2. Approval of Agenda

Bob Knoblauch moved to approve the agenda as adjusted with the removal of 11.a. FY 2019 Audit, Megan Kiser seconded. Motion carried after a roll call vote, with no one opposed: Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-yes, Curtis Gale-yes, Megan Kiser-yes, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes.

3. Guests

Guests and staff members introduced themselves.

4. Approval of Minutes

Bob Knoblauch moved to accept the minutes of the regular Board Meeting held on February 20, 2020 as amended to include the text "as amended" in the last paragraph of item 9.d.3., Tony Bair seconded. Motion carried with no one opposed after a roll call vote: Matt Dame-yes, Debbie Eccleton-yes, Curtis Gale-yes, Megan Kiser-yes, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes, Bruce Caswell-yes

5. Public Comment: None

6. Presentation

Tom Hamp of Advicoach of Mid-Michigan, presented the results of the Region 2 AAA staff survey beginning with the survey for the non-exempt staff. Tom addressed each question with a general review of the comments. Board Members noted that "communication" and "listening" occurred several times in response to Question 14 on the non-exempt survey, and that communication with staff needs to be a priority. Board Members discussed surveys in

general with one member suggesting that all Area Agencies on Aging use the same survey. Tom reported that follow-up workshops for staff, one for managers, one for non-exempt staff and one for everyone together, have been scheduled.

7. Reports

a. Michigan Aging and Adult Services Agency (AASA)

Laura McMurtry, the new field liaison from the AASA, shared information regarding her background, including that she previously held the position of field liaison.

b. Agency CEO

The Board members reviewed a report from Julie Wetherby that included updates from the Agency managers on Care Management, Nursing Facility Transition, Quality Improvement, Human Resources, Information Technology, Community Education, grant funding, managers' networking and professional development activities in the past month, and general operations of the Agency (attached). Julie reported that staff continue to meet participants' needs, address referrals, and coordinate services for participants even though the Agency building is closed to the public. Julie said she would check on posting the videos made for JTV on the Agency's YouTube channel, in response to a suggestion by Matt Dame.

c. Advisory Council: The Board Members reviewed a report of the Advisory Council meeting that took place on April 21, 2020 (attached).

8. Committee Business

a. Executive Committee

Stephen Rajzer reported the following from a meeting of the Executive Committee that took place on April 10, 2020:

1. Members present: Curtis Gale, Megan Kiser, Bob Knoblauch, and Stephen Rajzer
2. The Committee members approved extending the date for the CEO performance appraisal to August 31, 2020.
3. The Committee members approved a plan to focus on necessary Board and Committee actions during the April meetings.
4. The Committee members suspended Article III Section 7 of the Region 2 AAA Bylaws until the Governor's Executive Order to stay home is lifted.

b. Building Committee

Tony Bair reported the following from a meeting of the Building Committee that took place on April 21, 2020:

1. Members present: Tony Bair, Matt Dame, Curtis Gale, Stephen Rajzer, Keith Williams
2. Julie Wetherby reported that she received notice from the Agency realtor, and the Village of Brooklyn Manager, that Frontier Communications has filed for Chapter 11 bankruptcy.
3. Tony reported that the Selection Committee recommended accepting the architectural services proposal from Progressive AE. The members of the

Building Committee supported this recommendation and agreed to forward the proposal to the Finance Committee for further approval.

4. Tony also reported that the Finance Committee approved forwarding the proposal from Progressive AE to the full Board. The next step will be to negotiate the delivery, start, and completion time with Progressive and confirm the cost. The cost quoted in the proposal is \$29,200 plus reimbursables up to \$1,400 for a total cost of \$30,600.

c. Personnel Committee: No report

d. Finance Committee

Bob Knoblauch reported the following from a meeting of the Finance Committee that took place on April 21, 2020:

1. Members present: Tony Bair, Matt Dame, Curtis Gale, Bob Knoblauch, and Keith Williams
2. The Committee members recommended approval of Statements of Contract Award for the period October 1, 2019 – September 30, 2020 per Statement of Grant Award 2020-4.

Bob Knoblauch moved, by the direction of the Finance Committee, that the award to the Hillsdale County Senior Services Center in the amount of \$196,584.00, the Jackson County Department on Aging in the amount of \$595,429.00, the Lenawee County Department on Aging in the amount of \$413,144.00, Catholic Charities in the amount of \$21,104.00, and Legal Services of South Central Michigan in the amount of \$27,664.00 be approved, Matt Dame seconded. Motion carried with no one opposed: Debbie Eccleton-yes, Curtis Gale-yes, Megan Kiser-yes, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes.

3. The Committee members recommended approval of Statements of Contract Award for the period October 1, 2019 – September 30, 2020 per Statement of Grant Award 2020-5.

Bob Knoblauch moved, by the direction of the Finance Committee, that the award to the Hillsdale County Senior Services Center in the amount of \$8,524.00, the Jackson County Department on Aging in the amount of \$49,819.00, and the Lenawee County Department on Aging in the amount of \$39,914.00 be approved, Keith Williams seconded. Motion carried with no one opposed: Curtis Gale-yes, Megan Kiser-absent, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-yes.

4. The Committee members recommended approval of Statements of Contract Award for the period March 20, 2020 – September 30, 2020 per Statement of Grant Award 2020-COVID19.

Bob Knoblauch moved, by the direction of the Finance Committee, that the award to the Hillsdale County Senior Services Center in the amount of \$34,163.00, the Jackson County Department on Aging in the amount of

\$98,457.00, and the Lenawee County Department on Aging in the amount of \$66,517.00 be approved, Tony Bair seconded. Motion carried with no one opposed: Megan Kiser-absent, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-yes, Curtis Gale-yes.

5. The members of the Committee reviewed a proposal to apply for a Small Business Administration Paycheck Protection Program loan.
Bob Knoblauch moved, by the direction of the Finance Committee, that Tim Miller be permitted to apply for the Small Business Administration Paycheck Protection Program loan, Matt Dame seconded. Motion carried with no one opposed: Chris Wittenbach-absent, Stephen Rajzer-yes, Keith Williams-yes, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-yes, Curtis Gale-yes, Megan Kiser absent, Bob Knoblauch-yes.
6. The Committee members reviewed a proposal to switch to one rate plus mileage for payment of service providers. The proposal included projected impact of the cost on the remainder of the current fiscal year, and on Fiscal Year 2021, with an increased rate of \$4.75, and with a rate of \$5.00. The Committee did not act and agreed to discuss the proposal during the Board Meeting.
7. The members of the Committee recommended acceptance of the financial reports for the month ended February 29, 2020.
Bob Knoblauch moved, by the direction of the Finance Committee, that the Statement of Financial Position dated February 29, 2020, the Income Statement for the month ended February 29, 2020, the report of Income by Division as of January 31, 2020, and the Statement of the Credit Card 2684 ending March 27, 2020, be accepted, Tony Bair seconded. Motion carried with no one opposed: Keith Williams-yes, Christ Wittenbach-absent, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-absent, Curtis Gale-yes, Megan Kiser absent, Bob Knoblauch-yes, Stephen Rajzer-yes.
8. The Committee members reviewed a recommendation from the Building Committee to accept a proposal for architectural services from the firm of Progressive AE, and agreed to forward it to the full Board for final approval.
Bob Knoblauch moved, by the direction the Finance Committee, to accept the proposal from Progressive AE for the cost of \$30,600, Bruce Caswell seconded. Motion carried with no one opposed: Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-absent, Curtis Gale-yes, Megan Kiser absent, Bob Knoblauch-yes, Stephen Rajzer-yes. Keith Williams-yes, Chris Wittenbach-absent.

e. Compliance Committee

Curtis Gale reported the following from a meeting of the Compliance Committee that took place on April 23, 2020 by conference call:

1. Members present: Bruce Caswell, Matt Dame, Curtis Gale, Stephen Rajzer
2. The Committee members finished reviewing the Board Communication policy and recommended approval by the full Board.

Curtis Gale moved, by the direction of the Compliance Committee to approve the Board Communication Policy, Matt Dame seconded. Motion carried with no one opposed: Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-absent, Curtis Gale-yes, Megan Kiser-absent, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes.

3. Russ Graves presented an update on the fraud case brought forward during the November, 2019 Committee meeting.
4. Russ presented a summary of the Compliance Work Plan for FY 2020.
5. The Committee members reviewed the Nonprofit Network Board Recruitment Policy.

9. Unfinished Business: None

10. New Business

- a. Strategic Plan Survey Julie Wetherby provided an update on the Region 2 AAA Strategic Plan and reminded Board Members to complete and send in the survey form.
- b. Annual Meeting The Board Members considered a proposal to hold the Board Meeting scheduled for May 21, 2020 at 12:30 p.m. to accommodate the Annual Meeting which was scheduled for 2:00 on May 21. The Board agreed to hold the Board Meeting at 2:00 p.m. and the Annual Meeting at 4:00 p.m., both on May 21, 2020 as Zoom Meetings. Stephen Rajzer requested updated calendar invitations.

11. Board Member Comments and Questions

- a. Bob Knoblauch reported that Chris Wittenbach is home and that his health is improving after a quadruple bypass, and stroke, in February
- b. Bruce Caswell asked Bob to say hi to Chris and to tell him to keep fighting.
- c. Julie Wetherby was glad to hear that Chris is home, and thanked the Board Members for their support.

12. Adjournment

The Board members adjourned the meeting at 4:05 p.m. after a motion by Matt Dame, and second by Bob Knoblauch. No one opposed the motion: Curtis Gale-yes, Megan Kiser-absent, Bob Knoblauch-yes, Stephen Rajzer-yes, Keith Williams-yes, Chris Wittenbach-absent, Tony Bair-yes, Bruce Caswell-yes, Matt Dame-yes, Debbie Eccleton-absent.

Next Board Meeting: May 21, 2020 at 2:00 p.m.

<https://us02web.zoom.us/j/6179436372>

Annual Meeting: May 21, 2020, 4:00 p.m.

<https://us02web.zoom.us/j/95387731006>

Greg Schira, Executive Assistant

Julie Wetherby, Board Secretary

Approved by the Board of Directors on May 21, 2020.