

**WellWise Services Area Agency on Aging**  
**107 Chicago Street**  
**Brooklyn, Michigan**

Mission Statement

Supporting older adults, adults with disabilities and their caregivers to live safely and independently.

Core Values/Beliefs

- We strive to be aging experts and are continuous learners
- We provide quality and efficient care to those we serve
- We are committed to helping older adults and adults with disabilities, make informed decisions about living where and how they choose
- We network and build community partnerships in advocating for those we serve
- We serve with honesty and compassion
- We hold each other to be accountable, ethical and respectful

**Board of Directors**

**Regular Meeting Agenda for March 21, 2024, 2:00 p.m.**

- 1. Call to Order**
- 2. Opening Ceremony and Roll Call of Members**
- 3. Approval of Agenda**
- 4. Guests**
- 5. Approval of Minutes \***
- 6. Public Comment (5 minutes)**
- 7. Presentation**
- 8. Reports**
  - a. Aging, Community Living, and Supports (ACLS) Bureau
  - b. WellWise Services Chief Executive Officer \*
  - c. Advisory Council (H)
- 9. Committee Business**
  - a. Personnel Committee (H)
  - b. Finance Committee (H)
  - c. Compliance Committee
- 10. Unfinished Business**
- 11. New Business**
  - a. Schedule of Spring Events \*
  - b. Board Terms \*
- 12. Board Member Comments and Questions**
- 13. Adjournment**

<https://us02web.zoom.us/j/86359353758>

**Audio Access Only: (312) 626-6799, Meeting ID: 863 5935 3758, Passcode: 652425**

*Next Board of Directors Meeting: April 18, 2024, 2:00 p.m.*

*Key: \* = Attached      (H) = Handout      (P) = Previously distributed*

**Members Present:** Tony Bair, Curtis Gale, Megan Kiser, Brent Leininger (arrived 2:05 p.m.), Aimrie Ream-Taylor, Bill Richardson, Debbie Shepard (via Zoom from Fort Meyers, Florida), Keith Williams, Chris Wittenbach, Ken Wyatt

**Members Excused:** None

**Members Absent:** None

**Staff:** Nichole Baker, Bill DeSmet, Cami Emerson, Mara MacKay, Greg Schira, Claire Warner (via Zoom from Brooklyn, Michigan), Julie Wetherby, Jeff Willet

**Guests:** Ward Wilson

1. Call to Order, Opening Ceremony, and Roll Call of Members

Vice Chairperson Keith Williams called a regular meeting of the WellWise Services Area Agency on Aging Board of Directors to order at 2:05 p.m. on March 21, 2024. All recited the Pledge of Allegiance, Keith read the WellWise Services mission statement, and the executive assistant called the roll.

2. Approval of Agenda (Brent Leininger assumed leadership of the meeting.)

Tony Bair moved to approve the agenda as amended to include Executive Committee under Committee Business, Megan Kiser seconded. Motion carried with no one opposed.

3. Guests

The guests introduced themselves.

4. Approval of Minutes

Tony Bair moved to approve the minutes of the February 22, 2024 Board Meeting as presented, Bill Richardson seconded. Motion carried with no one opposed.

5. Public Comment: None

6. Presentation: Mara MacKay, WellWise Services Donor Development Coordinator, shared Development updates and sponsorship information about the 7<sup>th</sup> annual Safe Haven Benefit. The Benefit this year will include a dinner with a silent auction of donated items that will take place in the WellWise building.

Cami Emerson, WellWise Services Community Health Specialist, presented information about the Community Transition Services (CTS) program (for those with Medicaid and transitioning from a nursing home), and the Care Transition Coordination and Support (CTCS, also called Community Navigation) program (for anyone regardless of insurance type who is transitioning from a medical care facility).

7. Reports

a. Bureau of Aging, Community Living and Supports (ACLS): No report

b. Agency Chief Executive Officer

The Board Members reviewed a report from Julie Wetherby and WellWise Services managers on activities for the past month (attached). Julie added the following:

- Work is continuing on the statewide contracting initiative.
- The federal budget still has not been approved. Older Americans Act funding, when approved, will be flat.

- A coach from JobStar, a program provided by the Department of Health and Human Services, will be in the WellWise building on Wednesday afternoons. She will be available to meet with staff regarding non-work related barriers. The first year of the program is grant funded.

Board discussion included the significant increase in the Waiver waitlist, the support for an increase of the MI Choice Waiver participants' asset limit by the Area Agencies Association of Michigan, the meaning of S.W.O.T (Strengths, Weaknesses, Opportunities, and Threats), and Electronic Visit Verification (EVV).

c. Advisory Council

The Board Members reviewed the attached report from the March 19, 2024 Advisory Council meeting. Ward Wilson, Advisory Council Chairperson, spoke about the WellWise Services overview meeting that took place just prior to the Advisory Council meeting on March 19.

8. Committee Business

- a. Personnel Committee: Keith Williams reported the Personnel Committee met on March 18, 2024 with Curtis Gale, Brent Leininger, Keith Williams Chris Wittenbach, and Ken Wyatt attending in person, and Megan Kiser attending virtually. Keith announced that he will email the tool for Julie Wetherby's performance evaluation, along with a report of her goals and accomplishments, to each Board Member and asked the members to return the completed evaluation to him in two weeks.
- b. Finance Committee: Bill Richardson reported The Finance Committee met on March 19, 2024 with Tony Bair, Brent Leininger, and Bill Richardson present in person, and Aimrie Ream-Taylor attending virtually.
1. The Committee members reviewed Statements of Contract Award (SCA) 2024-4 for Older Americans Act funding for the period October 1, 2023 – March 31, 2024, and recommended approval.  
Bill Richardson moved that the SCA in the amount of \$13,838 for the Hillsdale County Senior Services Center, \$36,051 for the Jackson County Department on Aging, \$30,332 for the Lenawee Department on Aging, \$1,984 for Catholic Charities, and \$1,228 for the Michigan Advocacy Program of Legal Services of South Central Michigan, be approved, Tony Bair supported. Motion carried with no one opposed.
  2. The members of the Committee reviewed the financial reports for the month ended January 31, 2024, and recommended approval.  
Bill Richardson moved to approve the Statement of Financial Position, the Income Statement, the Income Statement by Program, and the Grant Spend Down Analysis dated January 31, 2024, and Julie Wetherby's credit card statement for the month ended January 31, 2024, Tony Bair supported. Motion carried with no one opposed.
- c. Compliance Committee: Curtis Gale reported that the Compliance Committee met on March 21, 2024 with ~~Tony Bair~~, Curtis Gale, Brent Leininger (via Zoom), Bill Richardson, Chris Wittenbach, and Ken Wyatt present in person. The Committee

members reviewed a Meeting Recording Policy and recommended approval as amended.

Curtis Gale moved to approve the Meeting Recording Policy as amended, Bill Richardson supported.

Keith Williams moved to amend the motion to omit the word “and” in the last sentence of the section titled “Policy”, Curtis Gale supported. Motion carried with no one opposed.

The ~~original~~ **amended** motion carried with no one opposed.

- d. Executive Committee: Brent Leininger reported that The Executive Committee met on March 18, 2024 with Brent Leininger, Bill Richardson, and Keith Williams attending in person and Megan Kiser attending virtually. Brent noted that the Executive Committee will meet again, after the Board Meeting, regarding CFO contract negotiations.

9. Unfinished Business: None

10. New Business

a. Schedule of Spring Events: The Board Members reviewed a memo announcing the 2024 WellWise Services Annual Meeting, and WellWise Services 50<sup>th</sup> Anniversary Celebration (attached).

b. Board Terms: The Board Members reviewed a memo noting the expiration of the Board terms of Curtis Gale, Megan Kiser, Aimrie Ream-Taylor, Bill Richardson, Keith Williams, and Ken Wyatt.

11. Board Member Comments and Questions

Tony Bair requested a copy of the Compliance Committee packet.

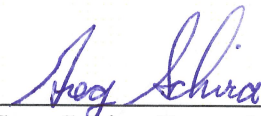
Aimrie Ream-Taylor announced a presentation by PlaneWave Instruments taking place on April 3, 2024 at 6:00 p.m. at the Adrian District Library.

Keith Williams thanked Megan Kiser for her service on the WellWise Services Board

Brent Leininger apologized for being late to the Board Meeting.

12. Adjournment: The Board Members adjourned the meeting at 3:27 p.m. after a motion by Tony Bair and support by Chris Wittenbach, with no one opposed.

**Next Board Meeting: April 18, 2024 at 2:00 p.m.**

  
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Greg Schira, Executive Assistant

 CEO  
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Julie Wetherby, Board Secretary

Approved as amended by the Board of Directors on April 18, 2024.