

WellWise Services
Board of Directors
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 May 23, 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. Reports**
 - a. Aging, Community Living, and Supports (ACLS) Bureau
 - b. WellWise Services Chief Executive Officer *
- 8. Committee Business**
 - a. Personnel Committee (H)
 - b. Finance Committee (H)
 - c. Compliance Committee
- 9. Unfinished Business**
- 10. New Business**

Election of 2024-2025 Officers
- 11. Board Member Comments and Questions**
- 12. Adjournment**

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

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

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

WellWise Services Annual Meeting: May 23, 2024, 3:30 p.m.

WellWise Services 50th Anniversary Celebration: May 29, 2024, 2:00 – 5:00 p.m.

Next Board of Directors Meeting: June 20, 2024, 2:00 p.m.

Safe Haven Benefit: June 27, 2024, 4:00 p.m. (ticketed event)

Members Present: Tony Bair, Curtis Gale, Bob Harvey, Brent Leininger, Aimrie Ream-Taylor, Cynthia Richardson, Debbie Shepard, Keith Williams, Chris Wittenbach, Ken Wyatt

Members Excused: None

Members Absent: None

Staff: Nichole Baker, Bill DeSmet, Kara Lorenz-Goings, Greg Schira, Claire Warner, Julie Wetherby, Jeff Willet

Guests: Ashley Ellsworth

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

Chairperson Brent Leininger called a regular meeting of the WellWise Services Area Agency on Aging Board of Directors to order at 2:06 p.m. on May 23, 2024. All recited the Pledge of Allegiance, Brent read the WellWise Services mission statement, and the executive assistant called the roll. Brent welcomed Bob Harvey and Cynthia Richardson to the Board.

2. Approval of Agenda

Curtis Gale moved to approve the agenda as presented, Tony Bair 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 April 18, 2024 Board Meeting as presented, Chris Wittenbach seconded. Motion carried with no one opposed.

5. Public Comment: None

6. Reports

a. Bureau of Aging, Community Living and Supports (ACLS)

Ashley Ellsworth reported the following:

- Still waiting on full year grant award from ACL. The award will include increase in C1, C2 funds, and decrease in the Nutrition Services Incentive Program (NSIP).
- The Commission on Services to the Aging has approved the supplemental nutrition services operating standards for service programs.
- Ashley's new position title is Regional Aging Representative, and the section to which she reports is now called the Aging Network Supports section
- The annual WellWise Services onsite assessment will take place on June 6, 2024.
- The next meeting of the Commission on Services to the Aging will take place on June 21, 2024 in Three Rivers; the public hearing will begin at 1:00 p.m.

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 items:

- Ticketed Safe Haven event will take place on June 27, 2024 at WellWise Services.
- The WellWise Services 50th Anniversary Celebration will take place on May 29, 2024 at 2:00 p.m.
- WellWise Services NCQA accreditation (National Committee for Quality Assurance) has been renewed for three years.
- Danielle Pequet, Director of the Jackson County Department on Aging, reported that a client is grateful for the services offered at the Department on Aging.

7. Committee Business

a. Personnel Committee: Keith Williams reported the Personnel Committee met on May 20, 2024 with Curtis Gale, Bob Harvey, Brent Leininger (*ex officio*), Keith Williams, Chris Wittenbach, and Ken Wyatt attending in person.

1. The Committee members reviewed the report of Julie's performance evaluation and recommended that it be approved by the full Board. The Committee members also directed Keith to report back to the Committee the substance of his conversation with Julie relative to certain points of the evaluation summary. Keith Williams and Julie Wetherby met yesterday, and Keith has informed the Committee members of the meeting.
2. The Committee members recommended that a proposal to renew the contract with the Michigan Department of Health and Human Services for the Donated Worker Position for the period October 1, 2024 – September 30, 2025, be forwarded to the full Board for final approval.
Keith Williams moved to renew the contract with the Michigan Department of Health and Human Services for the donated worker position for the period October 1, 2024 – September 30, 2025, Curtis Gale supported. Motion carried after a roll call vote: Brent Leininger-yes, Aimrie Ream-Taylor-yes, Cynthia Richardson-yes, Debbie Shepard-yes, Chris Wittenbach-yes, Keith Williams-yes, Ken Wyatt-yes, Tony Bair-yes, Curtis Gale-yes, Bob Harvey-yes.

The Board Members entered into a closed session at 2:23 p.m. to discuss the CEO performance evaluation after a motion by Keith Williams and support by Curtis Gale. Roll call vote: Aimrie Ream-Taylor-yes, Cynthia Richardson-yes, Debbie Shepard-yes, Chris Wittenbach-yes, Keith Williams-yes, Ken Wyatt-yes, Tony Bair-yes, Curtis Gale-yes, Bob Harvey-yes, Brent Leininger-yes.

The Board Members resumed the open meeting at 2:42 p.m.

b. Finance Committee: Tony Bair reported the Finance Committee met on May 21, 2024 with Tony Bair, Brent Leininger, and Debbie Shepard attending in person, and Aimrie Ream-Taylor and Cynthia Richardson participating virtually.

1. The Committee members reviewed a proposal for a long-term donor partnership with American 1 Credit Union, and an agreement for naming rights and recommended that WellWise Services enter into a contract with American 1 for \$50,000 for 25 years.

Tony Bair moved that the Board finalize the contract with American 1 Credit Union for \$50,000 for a twenty-five year period to include:

- Two main room signs with the American 1 logo and “Community Room” beneath the logo
- Two slide-in, branded name plaques at the interior door entrances of Room 103
- One branded element in the south garden that could include either one garden flag or one bronze plaque attached to a boulder at the south entrance in the picnic park area
- Two picnic table umbrellas or two adhered picnic table signs with partner logos
- WellWise Services will extend the necessary effort to finalize the agreement so that American 1 may have marketing items in place for the WellWise 50th anniversary celebration.

Debbie Shepard seconded. Motion carried after roll call vote: Cynthia Richardson-no, Debbie Shepard-yes, Chris Wittenbach-yes, Keith Williams-yes, Ken Wyatt-yes, Tony Bair-yes, Curtis Gale-no, Bob Harvey-yes, Brent Leininger-no, Aimrie Ream-Taylor-yes.

2. The Committee members reviewed Statements of Contract Award (SCA) 2024-6 for Older Americans Act funds for the period October 1, 2023 – May 31, 2024, and recommended approval.
Tony Bair moved that the Statement of Contract Award in the amount of \$35,402 for the Hillsdale County Senior Services Center, \$105,664 for the Jackson County Department on Aging, \$76,658 for the Lenawee Department on Aging, \$3,128 for Catholic Charities, and \$6,060 for the Michigan Advocacy Program Legal Services of South Central Michigan, be approved, Aimrie Ream-Taylor seconded. Motion carried with no one opposed.
3. The members of the Committee reviewed the financial reports for the month ended March 31, 2024, and recommended approval.
Tony Bair moved to approve the Statement of Financial Position, the Income Statement, the Income Statement by Program, the Grant Spend Down Analysis, and Julie Wetherby’s credit card statement for the month ended March 31, 2024, Aimrie Ream-Taylor seconded. Motion carried with no one opposed.
4. The Committee members recommended that a proposal from the Personnel Committee for an additional Supports Coordinator RN position for the MI Choice Waiver Program for the annual cost of \$94,203 be approved.
Tony Bair moved that the proposal for an additional Supports Coordinator RN position for the MI Choice Waiver program at the annual cost of \$94,203 be approved, Ken Wyatt supported. Motion carried with no one opposed.

The Board Members entered into a closed session at 3:12 p.m. to discuss attorney client privileged information after a motion by Brent Leininger and support by Keith Williams. Roll call vote: Debbie Shepard-yes, Chris Wittenbach-yes, Keith Williams-yes, Ken Wyatt-yes, Tony Bair-yes, Curtis

Gale-yes, Bob Harvey-yes, Brent Leininger-yes, Aimrie Ream-Taylor-yes, Cynthia Richardson-yes.

The Board Members resumed the open meeting at 3:23 p.m. and Curtis Gale moved to accept the recommendation discussed during the closed session, Ken Wyatt seconded. Motion carried with no one opposed.

- c. Compliance Committee: Curtis Gale reported that the Compliance Committee met on May 23, 2024 with Curtis Gale, Brent Leininger, Chris Wittenbach, and Ken Wyatt present in person.
1. The Committee members reviewed a report provided by Claire Warner, Chief Compliance Officer.
 2. The Committee members finished reviewing the Advisory Council Bylaws and will forward them to the Board for final approval in June.
 3. The members of the Committee are still reviewing the Board Bylaws.

8. Unfinished Business: None

9. New Business

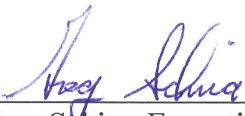
Election of 2024-2025 Officers

- a. Curtis Gale nominated Brent Leininger for the position of Chairperson, Tony Bair for the position of Treasurer, and Keith Williams for the position of Vice Chairperson, Tony Bair seconded. Brent Leininger called for other nominations, with none forthcoming.
Curtis Gale moved to close the nominations, Keith Williams supported. Motion carried with no one opposed.
- b. Brent Leininger asked for a vocal affirmation of Brent Leininger for Chairperson, all in favor.
- c. Brent Leininger asked for a vocal affirmation of Tony Bair for Treasurer, all in favor.
- d. Brent Leininger asked for a vocal affirmation of Keith Williams for Vice Chairperson, all in favor.

10. Board Member Comments and Questions: None

11. Adjournment: The Board Members adjourned the meeting at 3:28 p.m. after a motion by Tony Bair and support by Bob Harvey, with no one opposed.

Next Board Meeting: June 20, 2024 at 2:00 p.m.



Greg Schira, Executive Assistant



Julie Wetherby, Board Secretary

Approved as amended by the Board of Directors on June 20, 2024