

Members Present: Tony Bair, Curtis Gale, Bob Harvey, Brent Leininger, Aimrie Ream-Taylor, Cynthia Richardson, Debbie Shepard (Jackson, Michigan via Zoom), 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, Ahnuh Hayes, Alison Hirschel, Ward Wilson

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 2:00 p.m. on January 23, 2025. All recited the Pledge of Allegiance, Brent read the WellWise Services Area Agency on Aging Mission Statement, and the executive assistant called the roll.

2. Approval of Agenda

Tony Bair moved to approve the agenda as presented, Bob Harvey seconded. Motion carried with no one opposed.

3. Guests

The WellWise staff members, and guests, introduced themselves.

4. Approval of Minutes

Tony Bair moved to approve the minutes of the November 21, 2024 Board Meeting as presented, Ken Wyatt seconded. Motion carried with no one opposed.

Ken Wyatt moved to approve the minutes of the November 21, 2024 closed session as presented, Keith Williams seconded. Motion carried with no one opposed.

5. Public Comment: None

6. Presentation

Alison Hirshel, Director and Managing Attorney of Michigan Elder Justice Initiative, and Ahnuh Hayes, Local Long-term Care Ombudsman presented information about the operation of the Michigan Advocacy Program and responsibilities of a long-term care ombudsman. Ahnuh shared some of the issues she has encountered in cases, and Alison noted that the goal of the Michigan Elder Justice Initiative (MEJI) is systemic advocacy. MEJI staff review cases and try to figure out how to turn them into a systemic solution. Working on guardianship reform across the state is another task of high concern at the MEJI.

7. Reports

Bureau of Aging, Community Living and Supports (ACLS): Ashley Ellsworth reported the following:

- Scott Warner, the new Director of Operations and Aging Network Services, began work on January 6, 2025.
- The federal budget is still operating under a continuing resolution that is in effect through March 14, 2025. The ACLS has issued a Statement of Grant Award through February 28, 2025.

- The ACLS is reviewing the executive orders that were signed on Monday. However, no state policy updates have been issued, and the State will continue to operate under the current Older Americans Act, and criteria from the State Commission on Services to the Aging.

a. Agency Chief Executive Officer

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

- Supporter/Donor referral form available
- WellWise Services Area Agency on Aging has submitted the application for the Grant Funding Opportunity.
- Members of Congressman Tim Walberg's staff will be here next week to discuss legislation regarding needs of older adults.

Julie addressed the following items brought forward by Board Members:

- Final report for Holidays at Home will be available. The preliminary total is \$7,500.
- MMAP offers counseling for Medicare Part D (listen to recording)

b. Advisory Council

The Board Members reviewed a report from the January 21, 2025 Advisory Council meeting. Ward Wilson, Advisory Council Chair, reported that the Council members congratulated Julie on her retirement, and Council member Juan Rodriguez worked with Agency staff to provide WellWise Services Area Agency on Aging promotional materials in Spanish.

8. Committee Business

a. Personnel Committee: Keith Williams reported that the Personnel Committee met on January 20, 2025 with himself, Curtis Gale, Brent Leininger, Cynthia Richardson, Chris Wittenbach, and Ken Wyatt attending in person.

1. The Committee members reviewed a request to add an additional Supports Coordinator RN and forwarded the request to the Finance Committee for further approval.
2. The Committee members reviewed the job description for the position of Information Technology Manager, and recommended approval by the full Board.
Keith Williams moved to approve the job description for the position of Information Technology Manager, Chris Wittenbach seconded. Motion carried with no one opposed.
3. The Committee members reviewed the job description for the position of Assistive Technology Manager and forwarded it to the Finance Committee for further approval.
4. The Committee members reviewed a request for the addition of the Grant Funding Opportunity dependent positions of Clinical Supervisor (Options Counselor), Case Assistant, and Options Counselor, and forwarded the request to the Finance Committee for further approval.
5. The Committee members reviewed a CEO transition timeline, and recommended approval.

Keith Williams moved to approve the CEO transition timeline, Ken Wyatt seconded. The Board Members discussed involving the full Board in the initial interviews depending on the number and quality of the candidates, and scheduling the second interviews with the full Board. Motion carried with no one opposed.

6. The Committee members recommended a salary range of \$125,000 – \$160,000 for the CEO position, and forwarded the recommendation to the Finance Committee.
- b. Finance Committee: Tony Bair reported that the Finance Committee met on January 21, 2025 with himself, Bob Harvey, Brent Leininger, Debbie Shepard, and Chris Wittenbach attending in person, and
1. The Committee members reviewed three options regarding disbursement of deferred funds for direct care worker overtime provided by the State of Michigan that were not used by WellWise Services Area Agency on Aging providers, and recommended increasing the Community Living Supports provider rate from \$5.50 to \$5.87 per unit, resulting in an hourly rate of \$27.08 when the direct care worker hourly rate is included.
Tony Bair moved to allocate the deferred funds for direct care worker overtime by increasing the Community Living Supports provider rate from \$5.50 to \$5.87 per unit, Bob Harvey seconded. Motion carried after a roll call vote: Curtis Gale-yes, Bob Harvey-yes, Brent Leininger-no, Aimrie Ream-Taylor-yes, Cynthia Richardson-yes, Chris Wittenbach-yes, Keith Williams-yes, Ken Wyatt-yes, Tony Bair-yes.
 2. The Committee members reviewed Statements of Contract Award (SCA) 2025-3 for Older Americans Act funds for the period October 1, 2024 – February 28, 2025 and recommended approval.
Tony Bair moved to approve the SCA in the amount of \$62,338 for the Hillsdale County Senior Services Center, \$180,840 for the Jackson County Department on Aging, \$135,684 for the Lenawee Department on Aging, \$6,033 for Catholic Charities, and \$25,406 for the Michigan Advocacy Program of Legal Services of South Central Michigan, Chris Wittenbach seconded. Motion carried with no one opposed.
 3. The Committee members reviewed the financial reports for the month ended November 30, 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 statements for the month ended October 31, 2024, and November 30, 2024, Bob Harvey seconded. Motion carried with no one opposed.
 4. The Committee members reviewed a request forwarded by the Personnel Committee to add an additional Supports Coordinator RN and recommended approval.
Tony Bair moved to approve the request to add an additional Supports Coordinator RN for the total cost of \$95,642, Chris Wittenbach seconded. Motion carried with no one opposed.
 5. The Committee members reviewed a request forwarded by the Personnel Committee to approve the position of Assistive Technology Manager.

6. The Committee members reviewed a request forwarded by the Personnel Committee to approve the Grant Funding Opportunity dependent positions of Clinical Supervisor (Options Counselor), Case Assistant, and Options Counselor (approval based on approval of the GFO) and recommended approval.

Tony Bair moved to approve the GFO dependent positions of Clinical Supervisor (Options Counselor), for the total cost of \$98,618, Case Assistant, for the total cost of \$57,454, and Options Counselor, for the total cost of \$74,605, contingent on receiving the GFO funding, Bob Harvey seconded. Motion carried with no one opposed.

7. The Committee members reviewed a recommendation from the Personnel Committee for a salary range of \$125,000 – \$160,000 for the CEO position, and recommended a range of \$125,000 – \$145,000.

Tony Bair moved to approve a salary range of \$125,000 – \$145,000 for the CEO position, Ken Wyatt seconded.

Curtis Gale moved to amend the motion to a recommended range of \$125,000 – \$160,000, Cynthia Richardson seconded. Motion carried after a roll call vote: Bob Harvey-yes, Brent Leininger-no, Aimre Ream-Taylor-yes, Cynthia Richardson-yes, Chris Wittenbach-yes, Keith Williams-yes, Ken Wyatt-yes, Tony Bair-no, Curtis Gale-yes.

Original motion carried as amended with Tony Bair opposed.

The Board Members discussed revisiting approval of the Assistive Technology position in several months.

- c. Compliance Committee: Curtis Gale reported that the Compliance Committee met on January 23, 2025 with himself, Bob Harvey, Aimrie Ream-Taylor, Brent Leininger, Keith Williams, and Ken Wyatt attending in person, and reviewed a report from Claire Warner, WellWise Services Area Agency on Aging Compliance Officer, continued working on the WellWise Services Bylaws, discussed bring forward candidates for the CEO position to the Board for review, and confirmed the next meeting of the Compliance Committee on March 20, 2025 at 12:30 p.m.

9. Unfinished Business: None

10. New Business

Board Subcommittee for Review of Non-federal and/or State-supported Programs and Donor Fund Activity: The Board Members discussed a proposal submitted by Bob Harvey for the formation of a Subcommittee for the review of non-federal and or state supported programs and donor fund activity (attached). The discussion included the possibility of the Executive Committee meeting monthly before the other standing Committee meetings to facilitate communication between Committees.

Keith Williams moved to change the time of the Personnel Committee meeting scheduled on February 18, 2025 to 2:00 p.m., and the meeting of the Finance Committee scheduled on February 18 to 1:00 p.m., Curtis Gale supported. Motion carried with no one opposed.

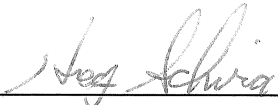
11. Board Member Comments and Questions

Curtis Gale noted that the position description for the IT Manager does not include a DEI statement, but a DEI statement is part of the Grant Funding Opportunity dependent position descriptions, and suggested being consistent whether it is included or not. Bob Harvey suggested that the Board Members find a way to take ownership of new initiatives so they move quickly to the Board, and thanked the Board for the condolences for the death of his wife.

Keith Williams thanked Julie Wetherby for leadership as the CEO.

12. Adjournment: The Board Members adjourned the meeting at 4:32 p.m. after a motion by Tony Bair and support by Bob Harvey, with no one opposed.

Next Board Meeting: February 20, 2025 at 2:00 p.m.



Greg Schira, Executive Assistant



Julie Wetherby, Board Secretary

Approved by the Board of Directors on _____

