



BOARD OF DIRECTORS MEETING
August 28, 2024, at 10:00 A.M.
Care Connection Conference Room & ZOOM

- I. Call to order
- II. Roll call and establish quorum
- III. Introduction of guests
- IV. Approval of Agenda
- V. Approval of Past Meeting Minutes
- VI. Financial Report
- VII. Old Business
- VIII. New Business
 - A. Vote to readopt Conflict of Interest and Confidentiality Forms
- IX. Executive Director's Report
- X. Board Member County Reports
- XI. Adjournment

Next meeting date: Wednesday, September 25, 2024

Executive Session

Call to Order

Vote to close part of this meeting pursuant to Section 610.021 of the Revised Statutes of Missouri relating to:

1. Legal actions, causes of action or litigation involving the agency and any confidential or privileged communication between the agency and its representatives and its attorneys.
2. Leasing, purchase, or sale of real estate where public knowledge might adversely affect the amount paid in the transaction.



**BOARD OF DIRECTORS MEETING
July 26, 2024**

A meeting of the Board of Directors of Care Connection for Aging Services was held on July 26, 2024, at the Care Connection conference room. Susie Bliss, Chairman, called the meeting to order at 10:00 a.m.

Board members present and comprising a quorum were: Elaine Paxton, Susie Bliss, Judy Stephens, Pam Fidler, Joy Guymon, Pam Osborn, and Joe Aull, Marti Berlin, Stacey Hutton Via Zoom.

Board Members Absent: Terri Bradley

Staff present: Wendy Martin, and Angela Scroggins.

Guests present: None

AGENDA

A motion was made by Elaine Paxton to approve the agenda, seconded by Pam Fidler. The motion unanimously passed.

MINUTES

A motion was made by Stacey Hutton to approve the minutes of June 28, 2024, meeting, seconded by Joy Guymon with corrections to add Stacey Hutton and Joy Guymon to attendance via Zoom. The motion unanimously passed.

OLD BUSINESS

NEW BUSINESS

Nomination Committee Report-Slate of Officers for FY'24

Susie Bliss reported the nominating committee members as follows:

Chair: Susie Bliss
Vice Chair: Pam Fidler
Secretary: Elaine Paxton
Treasurer: Terri Bradley

Joy Guymon made the motion to accept the slate of officers for FY'24, seconded by Elaine Paxton. The motion unanimously passed.

Vote On New Board Member-Pam Osborn

Wendy Martin reported that the election that was held on July 5, 2024, in Benton County resulted in Pam Osborn being the candidate with the most votes for the Executive Board seat. A motion was made by Joy Guymon to accept Pam Osborn as the elected candidate for the Executive Board seat for Benton County, seconded by Pam Fidler. The motion unanimously passed.

Vote On New Advisory Council Members-Janelle Segari and Kathy Ray Smith

Wendy Martin reported that two members were interested in sitting on the Advisory Council Committee. Wendy recommended that Janelle Segari and Kathy Ray Smith be considered for these positions. A motion was made by Joy Guymon to accept Janelle Segari and Kathy Ray Smith as new members of the Advisory Council Committee for FY'24, seconded by Pam Fidler. The motion unanimously passed.

Financial Report

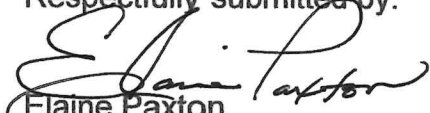
Wendy Martin reported on the financial reports for June 2024. Copies attached and made a part hereof. A motion was made by Pam Fidler to accept the financial reports for June 2024, seconded by Joy Guymon. The motion unanimously passed.

Director's Report

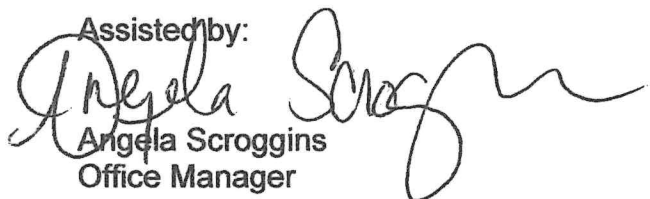
Wendy Martin reported on several items.

A motion was made by Janelle Segari to adjourn the regular meeting at 11:45 A.M., seconded by Susie Bliss. The motion unanimously passed.

Respectfully submitted by:


Elaine Paxton
Secretary

Assisted by:


Angela Scroggins
Office Manager

CARE CONNECTION FOR AGING SERVICES
CONSOLIDATED BALANCE SHEET
PERIOD ENDING 6/30/2024

Assets

Cash	\$5,563,167
Acct. Receivable	\$1,037,215
Inventory	\$65,986
Prepays	<u>\$80,267</u>
TOTAL ASSETS	<u><u>\$6,746,635</u></u>

Liabilities and Net Assets

Accounts Payable	\$298,043
Advance	\$8,420
Accrued Payroll Expenses	\$327,866
Accrued Other Expenses	\$0
TOTAL LIABILITIES	<u>\$634,329</u>
Unrestricted Net Assets	\$5,916,206
Restricted Assets-Temporarily	\$3
Revenues Over (Under) Expenditures	<u>\$196,097</u>
TOTAL NET ASSETS	<u><u>\$6,112,306</u></u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$6,746,635</u></u>

**Care Connection for Aging Services
Revenue/Expenditure Summary
Month Ending 6/30/2024**

	Curr. Month Actual	Curr. Month Budgeted	Variance Bdg-Actual	YTD Actual	YTD Budgeted	Variance Bdg-Actual	Target Budget	YTD Actual 6/30 SFY23	Change from SFY23 YTD
Grant Revenue	\$246,863	\$429,314	(\$182,451)	\$4,886,000	\$5,151,762	(\$265,762)	\$5,151,762	\$5,418,564	(\$532,564)
Program Income	51,358	49,902	1,456	640,307	598,821	41,486	598,821	633,717	6,590
Contracted Services	(3,245)	6,938	(10,183)	71,294	83,251	(11,957)	83,251	67,771	3,523
Special Events	38,144	40,097	(1,953)	403,281	481,161	(77,880)	481,161	336,238	67,043
Contributions	15,976	29,679	(13,703)	316,570	356,147	(39,577)	356,147	452,213	(135,643)
Interest Income	435	93	342	6,284	1,115	5,169	1,115	1,766	4,518
Other Revenue Sources	178,380	206,664	(28,284)	1,839,155	2,479,967	(640,812)	2,479,967	1,350,056	489,099
In-Kind	96,519	100,886	(4,367)	1,175,113	1,210,630	(35,517)	1,210,630	1,070,027	105,086
TOTAL REVENUE	\$624,430	\$863,573	(\$239,143)	\$9,338,004	\$10,362,854	(\$1,024,850)	\$10,362,854	\$9,330,352	\$7,652

	Curr. Month Actual	Curr. Month Budgeted	Variance Bdg-Actual	YTD Actual	YTD Budgeted	Variance Bdg-Actual	Target Budget	YTD Actual 6/30 SFY23	Change from SFY23 YTD
Personnel & Fringe	\$427,563	\$390,333	(\$37,230)	3,902,715	\$4,683,997	\$781,282	\$4,683,997	4,027,396	(\$124,681)
Travel	15,393	14,416	(977)	143,172	172,988	29,816	172,988	117,220	25,952
Building/Utilities/Phone	68,581	57,443	(11,138)	666,274	689,316	23,042	689,316	614,179	52,095
Printing/Supplies/Office	8,228	141,741	133,513	149,969	239,739	89,770	239,739	103,852	46,117
Equipment & Professional Fees	93,551	61,921	(31,630)	672,480	743,055	70,575	743,055	487,373	185,107
Raw Food	84,246	84,381	133	1,040,006	1,012,569	(27,437)	1,012,569	1,137,598	(97,592)
Food Service Supplies	9,900	7,343	(2,557)	79,238	88,111	8,873	88,111	84,805	(5,567)
Home Delivered Meal Costs	15,007	17,278	2,271	210,630	207,338	(3,292)	207,338	223,379	(12,749)
Other Costs	47,238	38,047	(9,191)	393,708	456,563	62,855	456,563	333,545	60,163
Contractual-Outside Provider	27,737	64,924	37,187	708,602	779,092	70,490	779,092	559,688	148,914
In-Kind	96,519	101,512	4,993	1,175,113	1,218,147	43,034	1,218,147	1,070,027	105,086
TOTAL EXPENDITURE	\$893,965	\$979,339	\$85,374	\$9,141,907	\$10,290,915	\$1,149,008	\$10,290,915	\$8,759,062	\$382,845
Rev. over (Under) Expenditures	(\$269,535)	(\$115,766)	(\$153,769)	\$196,097	\$71,939	\$124,158	\$71,939	\$571,290	(\$375,193)

Wage Exp overage +450,760
PAR/CV/NGT overage +8,000
Cong Misc Expense overage +10,000
HDM Misc Expense overage +35,000

More Realistic Gain/Loss Expected 575,699

HOME

Consolidated Totals Actual Per Meal Breakdown FY 2024							
	Cong Program Income	HDM Program Income	Raw Food	Cooks' Wages	Meal Supplies	HDM Packaging	HDM Delivery
Budget	4.12	0.82	2.25	2.62	0.12	0.45	0.35
July	4.46	0.91	2.45	1.59	0.07	0.54	0.34
August	4.66	0.98	2.49	2.31	0.11	0.54	0.41
September	4.39	0.96	2.40	2.71	0.07	0.42	0.46
October	4.42	1.08	2.48	2.34	0.10	0.42	0.41
November	4.61	0.94	2.15	2.43	0.12	0.48	0.43
December	4.74	0.94	2.50	2.46	0.13	0.54	0.38
January	4.81	0.88	2.57	2.33	0.06	0.49	0.37
February	4.45	0.90	2.84	2.57	0.10	0.47	0.38
March	4.61	0.99	2.05	2.44	0.07	0.41	0.36
April	4.82	0.87	2.37	2.36	0.11	0.38	0.33
May	4.59	1.02	3.17	2.15	0.10	0.69	0.41
June	4.77	0.89	2.51	3.24	0.22	0.43	0.50
YTD Average	4.61	0.95	2.50	2.41	0.11	0.49	0.40

Consolidated Totals Units - Budget Vs. Actual				
	Cong Program Units	HDM Program Units	Medicaid Units	Total Units
Budget	8677	15910	13786	38373
July	7873	13508	12728	34109
August	8917	15448	12879	37244
September	7751	13475	11748	32974
October	8877	16100	12268	37245
November	7961	15598	11643	35202
December	7429	15136	12020	34585
January	6944	15564	11903	34411
February	8456	15901	11513	35870
March	8508	16039	12298	36845
April	8503	16385	12148	37036
May	9015	17251	12265	38531
June	7895	14781	11684	34360
YTD Average	8177	15432	12091	35701



Declaration of Confidentiality and No Conflict of Interest

District III Area Agency on Aging, (Care Connection), relies upon its employees to maintain the integrity of its client information. It is a condition of employment with Care Connection that all client information including, but not limited to, client identity, contact information, and protected health information shall remain confidential and shall not be used for other than the business of Care Connection or disclosed to any third party.

No confidential or client information will be removed from the business premises of Care Connection at any time or transmitted through or to any third party other than those involved in the case management process, except for the purposes of transporting documents to and from client visits. Prior written authorization of Care Connection is required before any transfer or release of confidential information to any source, and client consent may also be required.

Client relationships are to remain strictly professional. No personal benefit from a client is to be gained by employees of Care Connection. As such, all situations of real or perceived conflict of interest based on a personal or financial relationship with clients should be avoided.

Care Connection's policy remains that we DO NOT RECOMMEND one person, agency, or product in relation to legal advisors, medical practitioners, medications, etc. Our main function is to listen to clients, help them identify their needs, and, at their request, explore options available in the community without bias.

Violations of this policy are grounds for immediate discipline, including termination of employment. Post-employment violations of this policy can result in civil actions for damages and injunctive relief.

Signature

Date

Revision 7-5-24

Executive Director & Program Report
8.28.24 Board meeting

AAA PROGRAM STAFF REPORTS:

Open staff positions:

Center Coordinator, Odessa
Center Coordinator, Marshall
Assistant Cook, Butler
Assistant Cook, Warrensburg

Employee Training:

Working on policy review and revamp our orientation/training processes

Dir of Family Caregiving & Contracts – Marilyn Gunter

Circle of Friends(CoF) in Carrollton and Sedalia is going strong. Lisa is looking to start a grief group in Carrollton after CoF finishes. She is still working with Paula @ John Knox to start an ALZ and grief group there. The ALZ has a new program coming out in September that is a Navigator to assist families in their dementia journey. I've inquired to see if we can be trained in this program to further assist our participants.

Tammy attended a couple of Back-to-School fairs – Warsaw and Clinton spreading the word about Kinship. We are entertaining the idea of holding this virtual event since we have minimal attendance in the 3 locations, we currently are holding the group. She's working on getting information out to the schools ASAP.

We have received 2 new Veteran Directed Care referrals that Mackenna is working on. That should bring us up to 12.

Lisa and Tammy have scheduled Memory Screenings in all the centers beginning in August through September.

Lisa finished her Matter of Balance training and she and Sheri are holding a class somewhere.

Director of Care Management – Melanie Foster

Unite Us Platform – we are now active on the Unite Us Platform which allows Bothwell and GVMH to send us referrals and possibly receive Medicaid dollars in the future. We are able to refuse any referral we receive and are managing our first referral from GVMH. Mackenna Neale is the point Care Manager. Both Marilyn and I have access to the system.

Director of Special Projects – Rona McNally

Give 5 - We just received funding for another year. Six sessions are being planned for the coming year.

New position: Social Engagement coordinator. This person will work in all our 13 counties to recruit and train volunteers as well as promote programs and activities in our centers. 40 hours a week and reports to Rona.

Public Information Officer - Shannon

Rona and I had a meeting with HelpTexts. This program sends evidence- based, tailored, supportive texts to people dealing with grief, illness and other life challenges. Messages are branded to come from us and we can option in one text per month for advertising purposes.

Director of Health and Wellness – Teresa Etters

Center Coordinators will complete CPR certification certified.

Falls Awareness month is September – CORE 4, working on information at centers, and presentations.

August 8, Shery did a Drums Alive demo in Concordia.

EXECUTIVE DIRECTOR REPORT:

OPEN BOARD POSITIONS:

- *Chariton County
- *Vernon County
- *Saline County

BOARD:

- *Held Board Orientation with new board members and advisory council members.
- *Governance/Exec Committee will meet on 9/4 and discuss charters.

CONTINUING EDUCATION:

- *Will attend ma4 Conference

POLICIES/PORTAL

- *Portal documents project is being worked on by Marilyn Gunter

CASE MANAGEMENT:

- *Met with Melanie and all the case managers. Got to visit with them about their struggles, challenges and opportunities for ways we can support the work they do.

STATE FAIR:

- *Shannon organized activities and vendor registration for Senior Day at State Fair. A group of us worked various tables including water, cookies, AAA information outreach.
- *The seniors played bingo, walked around and visited with resource vendors, held line dance lessons and ended with a dance contest.

CENTERS:

- *Will hold Excel training for center coordinators in Sept and leadership in October
- *At August meeting, they received additional training on client registration form which is the important way we record who and what services are being provided.
- *Melanie discussed how phone calls come into Care Connection and how assigned out to care managers.
- *Shannon went over public information kits and the ways to promote their programs

*Fundraising spotlight was Rebecca, new coordinator, in Carrollton with her "Escape Room fundraiser"

*I attended Clinton board meeting, Nevada board meeting, Butler board meeting and Henry County tax meeting.

*Been working on many lease renegotiations. Have some serious concerns that these building boards are aging and not willing to do the outside events and fundraising on their own to sustain their buildings.

*Excited to start Climb on 8/29

*Started 3rd and 4th Tuesdays split up leadership team of 13 people and having monthly on-on-one meetings.