

Buncombe County NC - Home and Community Care Block Grant (HCCBG) Advisory Committee

Meeting Minutes

Date: Wednesday 10/25/2023

Time: 1:00 pm

Location: In Person

Invitees		
Dan Beerman	Suzanne Booth	Taylor Cox
Melissa Harmon	Rebecca Heartz	Eileen McMinn
Deborah Oldt	Susan Schiemer	Cindy Threlkeld
Greg Zornes		
Billie Breeden (V)	Zack Schmitt	Jennifer Teague

V = virtual

- I. Welcome
 - a. Approve or Revise Agenda
 - i. There were no additions or revisions to the Agenda.
 - ii. Motion made by Suzanne to approve the Agenda, seconded by Greg. Motion carried.
 - b. Approve or Revise Meeting Minutes - September
 - i. There were no revisions to the Meeting Minutes.
 - ii. Motion made by Rebecca to approve the Meeting Minutes, seconded by Dan. Motion carried.
- II. Review and Revise Committee Bylaws
 - a. ARTICLE II. MEMBERSHIP, Section 1a Conflict of Interest. Dan's suggestion was highlighted in red in this section. It read: The Role of the committee members is to advocate for aging services as a whole. Members should be cautious in advocating for one agency. The Chair shall note to the member when excessive advocacy is noticed. To further eliminate appearance of a conflict committee members shall not be volunteers of funded agencies. Committee members agreed if someone has a conflict of interest, they should disclose to the committee. Also, committee members decided to remove the sentence about the Chair. It was decided to say, "If any member has a relationship of any kind with a grantee, they must disclose this to the committee." Committee members will vote to approve this change at the next meeting.

Buncombe County NC - Home and Community Care Block Grant (HCCBG) Advisory Committee

- b. Susan will continue to be the Chair through the next term, the end of 2025. If any committee member wants to consider being the Vice-Chair, please let Susan know.
- III. Revisions to Grant Application
- a. Jen discussed the grant application regarding the unit rate. Staff overlooked providing info about the unit rate, especially with new providers. This discussion was not about anything any providers were doing wrong, but the need to provide more clarity. Providers that have received funding previously put all of their costs (staff, rent, electric bill, etc.) in the unit rate and bill at this unit cost. New providers have broken down their cost of service (staff, rent, etc.), but it is not unit based. Their costs need to be factored into the unit rate. Providing unit rates ensures that providers are not billing without providing a service to clients.
 - b. To make this change to the application, it would be on page 4 under Performance Measures, the first question: Define the unit of service that you use for billing (e.g., hour, day, trip, etc.). Underneath that sentence, it should say unit rate should include all of the costs to run the program, (i.e., the unit rate should include staff time, any administrative costs, etc. and all expenses should roll into your unit rate.) Keep the sentence that is there that says: If the service is something other than unit based, please describe the service and, if funded, how the service will be billed for reimbursement purposes (e.g., by person served, by family served, etc.) Some services aren't unit based and the provider has to describe what that will be.
 - c. On the budget sheet, the sentence that was added that describes how to get to the unit rate: If unit based, your total budget listed should be divided by the units you plan to serve and come up with your unit rate.
 - d. Another recommendation was to allow a 10% administration cost, but with HCCBG funding the administration cost would have to be added to the unit rate because the Aging Resources Management System (ARMS) only allows one unit rate (not the unit rate + 10% admin cost).
 - e. Jen and Billie are available to meet with new providers during the application process.
 - f. Buncombe County always does training on the application process, and it is livestreamed and recorded. The training used to be mandated and this can be started again, especially for new providers. Committee members liked the idea.
 - g. Buncombe County various grant partners (all of the staff who oversee grants) are working to have an in-person grant day in January so that non-profit organizations and providers can meet with all grant funders from the County at one time.
 - h. Per Zack, there have been instances where providers have revised their unit rate mid-year (which has to be approved by the Committee) and the new unit rate is

Buncombe County NC - Home and Community Care Block Grant (HCCBG) Advisory Committee

retroactively applied to the units already provided earlier since ARMS only allows one unit rate.

- i. Committee members should look at the application for any other changes.
 - j. Jen will send out the application with new wording.
 - k. The grant application needs to be finalized in December. The application usually goes live around January 16-17 and closes at the end of February. Committee members can decide on the timeline (e.g., first of January go live and close the middle of February). Recommendations by the Committee have to go to the BC Finance office by the last Friday of April (April 26).
 - l. Discussion ensued about transportation. Mountain Mobility (a contracted partner for the County) does not have the capacity to expand. Committee needs to decide if the County has to apply for FY25. The County does a strict RFP process to pick a contracted provider.
 - m. The Committee needs to have more discussion whether to add an addendum to the application. Per Dan, is this a role the Committee should have setting regulations and how would they prioritize which services are more valuable?
- IV. Review Funding Expenditures - September
- a. Units of Service - Reviewed
 - b. Buncombe County Supplemental Aging Funds (BCSAF) - Reviewed
 - i. The transportation for MountainCare is expensive – a \$50 pickup fee per ride plus \$3.25 per mile. They are serving 4 clients.
 - ii. Three Level III clients are being served through BCSAF funding. Their family members are serving them and can't be paid through HCCBG funding. Buncombe County will exhaust HCCBG funding and then move to BCSAF funding. Buncombe County plans to spend most of the funding, more so than last year. The IHA program will be adding 10 more clients in November so there will be 50 clients total. Historically, the IHA program has not served this many clients. Clients are getting served and have aides.
 - c. Begin discussion of allocation of \$40,578 additional HCCBG funding
 - i. If committee members want to pick a new provider, the application will need to be released again and providers will go through the application process.
 - ii. The decision needs to be made at the December meeting.
 - iii. Buncombe County can send an email out asking providers who needs the money. There may be providers who may relinquish funds, such as the IHA program which can relinquish the HCCBG funding for Level III clients since they are being served with BCSAF funding.

Buncombe County NC - Home and Community Care Block Grant (HCCBG) Advisory Committee

- V. Determine Action Items and Next Steps
 - a. Provider presentations - Susan recommended 15 minute presentations plus 5 minute discussion for provider presentations instead of site visits. Jen handed out the schedule of provider presentations. Presentations will be scheduled by priority of whom the committee has not heard from yet.
 - b. November and December Meeting Dates – The November meeting will be Wednesday, November 15 and the December meeting will be Wednesday, December 13.