

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

Meeting Minutes

Date: Wednesday 9/27/2023

Time: 3:30 pm

Location: ZOOM only

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

Not in attendance: Rebecca Heartz, Cindy Threlkeld, and Jennifer Teague

- 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 Deborah. Motion carried.
 - b. Approve or Revise Meeting Minutes – August
 - i. There were no revisions to the Meeting Minutes.
 - ii. Motion made by Eileen to approve the Meeting Minutes, seconded by Suzanne. Motion carried.

- II. Comments on Fiscal Year End 6/30/2023 Provider Year End Reporting
 - a. Provider Progress Reports follow Results-Based Accountability (RBA). Providers are asked: How much did they do? How well did they do it? Is anyone better off as a result of the service?
 - b. The Provider Year End Report is helpful to committee members and a good way to track/compare from year to year. The funds do have an impact on older adults.

- III. Review and Revise Committee Bylaws
 - a. Determine Co-Chair or Appoint Nominating Committee – The Co-Chair decision will be pushed back until the lunch meeting on October 25.
 - b. Committee members discussed ARTICLE II. MEMBERSHIP, Section 1a Conflict of Interest. Committee members all agreed that members should not prioritize the concerns of one agency over another or promote one agency over another and should treat all agencies impartially and advocate for aging services as a whole.

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

Historic knowledge of services and programs was fine as long as committee members did not show personal preference for one agency over another, again advocating for aging services as a whole.

- c. Dan's suggestion was: 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 conflict, committee members shall not be volunteers of funded agencies. This suggestion will be included in the bylaws and voted on next month.
 - d. ARTICLE II. MEMBERSHIP, Section 3 Appointments was changed to one-year terms (used to be two-year terms) for all members (took out half of the members).
 - e. ARTICLE II. MEMBERSHIP, Section 3a Vacancy had a typographical error. "His" term was changed to "their" term.
 - f. Article III. OFFICERS, Section 1 Election of Officers was changed to eliminate the Secretary position as BCHHS provides support.
 - g. Committee members should consider who wants to be the Co-Chair and eventually step into the Chair position. Members also should think about a nominating committee and members can vote at the next meeting.
 - h. In Article VI. AMENDMENTS TO THE BYLAWS, Section 1, the committee members decided to leave in the last sentence which said, The Buncombe County Board of Commissioners must subsequently approve amendments.
- IV. Review Funding Expenditures – August 2023
- a. Units of Service
 - i. Zack can provide a tutorial to Cindy and Taylor on the Units of Service Report if they would like.
 - ii. The Units of Service Report always runs one month behind. Zack will get the numbers for September in mid-October.
 - iii. Susan briefly explained the Units of Service Report.
 - iv. Zack explained the Units Served But Not Reimbursed Column. Providers enter all their units into ARMS, but each month is capped at 1/12 of their total allocation.
 - v. Mountain Housing Opportunities (MHO) showed 0% funding spent. Zack reached out to Joy Wilcox. MHO has been in the middle of a lot of projects and plan to submit their billing for July, August, and September in the upcoming ARMS run.
 - b. Buncombe County Supplemental Aging Funds (BCSAF)
 - i. MountainCare Transportation showed 0% funding spent. MountainCare was in the midst of finalizing their routes with two providers. They were hopeful to have the routes finalized by early September.

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

- c. Begin discussion of allocation of \$40,578 additional HCCBG funding
 - i. Funding decisions are made before the final amount from the federal government is known. Budget for \$2.2 million dollars. \$40,578 was the additional amount received from the federal government.
 - ii. The committee will decide on where to allocate the extra funding after September's numbers are known in October.
 - iii. Please email Zack at zack@landofsky.org if committee members have any questions or need a tutorial.

- V. Determine Action Items and Next Steps
 - a. Confirm attendance for Member Appreciation lunch at Land of Sky week of October 25th @ noon. Meeting 1:00
 - b. Provider on-site visits?
 - i. Committee members found the on-site visits helpful.
 - ii. Billie will schedule Working Wheels and MAHEC for presentations at future meetings.