

BAY AGING

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

March 25, 2021

Board Members Present: Mr. Jimmie Carter, Chairman, Lancaster County; Barry L. Gross, M.D., Vice-Chair, Gloucester County; Ms. Vera Lee, Secretary, Lancaster County; Mr. Stanley Clarke, Treasurer, Essex County; Mr. Ron Saunders, Gloucester County; Mr. Bruce Craig, Northumberland County; Mr. James Dudley, Middlesex County; Ms. Belinda Johnson, Westmoreland County; Ms. Marcia Jones, Middlesex County; Ms. Lynda Smith, Mathews County; Ms. Karen Lewis, Westmoreland County; Ms. Cynthia Talcott, Richmond County; Rev. Maria Harris, King William County; Mr. Charles Adkins, Esq., King & Queen County; and Mr. Bill Doyle, Northumberland County

Other Board Members Present: Mr. William Massey, Peninsula Agency on Aging, Inc. President & CEO, Bay Aging Apartments Boards

Staff Present: Ms. Kathy Vesley, President/CEO; Ms. Angie Alley, Resident Service Coordinator; Ms. Jennifer Beck, Director of Community Living Programs; Ms. Melissa Blake, Veteran Directed Care Administrator; Ms. Claudia Ferrero, AmeriCorps VISTA Systems Coordinator; Mr. Pat Frere, Director of Development and Planning; Mr. Joshua Gemerek, Sr. VP Housing; Mr. Tinsley Goad, CFO; Ms. Lindsey Huffines, Fiscal Assistant, VDC; Ms. Stephanie Hutton, Executive Assistant & Grants Specialist; Ms. Hunter LeClair, Program Manager; Ms. Esmeralda Lopez, Fiscal Assistant, VDC; Ms. Allison Smith, Filing Clerk, VDC; Mr. Bill Smith, Deputy CFO; Ms. Penny Smith, VP Business Development; Ms. Susan Smith, Assistant Operations Manager, VDC; Mr. Bobby Vassar, Senior Counselor to the President; and Ms. Suzanne Wheeler, Operations Manager, VDC

Call to order: The Bay Aging Board of Directors met via Zoom teleconference, on March 25, 2021. Due to the Coronavirus (COVID 19) pandemic, in person meetings are strongly discouraged by the Commonwealth of Virginia's Governor. Chairman Jimmie Carter called the meeting to order at 9:39 a.m.

Roll Call: Ms. Stephanie Hutton called roll and a quorum was established for the scheduled March 25, 2021 Board of Directors Meeting.

Public Comment: None

Program:

Ms. Beck spoke to Directors about the need for a main office in the Northern Neck region. With the addition of staff and increased need for community programs, the current office space is too small. A new space has been identified and would meet all the needs of office space in addition to the potential for an Active Lifestyle Center and Central Meals Kitchen.

Veteran Directed Care (VDC) staff gave several updates. Ms. Blake stated trays of checks have gone missing from USPS and several checks were fraudulently cashed. Staff quickly reacted to alert the bank and re-issue payments to veterans' employees who did not receive their paycheck. Staff continues to work diligently to resolve the problem and implement measures to avoid future fraud. Ms. Blake introduced her staff: Ms. Lopez, Ms. S. Smith, Ms. Wheeler, Ms. Huffines, and Ms. A. Smith. Ms. P. Smith announced the implementation of FMS Engine in the VDC program, which would replace Excel methods for administering payroll. There will be a trial run the next pay period and staff expects to be fulling using FMS Engine within the next month.

Mr. Frere informed directors of a 102 year old client whose house was in need of repair. The roof was leaking over her bed and impending storms caused great concern for her wellbeing. The Weatherization Crew was able to arrange for a contractor to assess the home within a day and repairs are underway. Mr. Frere also shared a success story of an older adult in Mathews County with severe electrical problems, which were a fire hazard. Crews were able to dispatch an electrician to the home for speedy repairs and to regain heat for the individual.

Mr. Gemerek announced the Commonwealth Council on Aging selected Bay Aging's Older Adults Experiencing Homelessness submission as the First-Place winner for the Best Practices Award. He thanked staff who worked on the award submission: Ms. LeClair, Ms. Ferrero, Ms. Alley, and Ms. Hutton. Ms. LeClair gave a program overview of the homeless preference and shared success stories of homeless clients who now have a Bay Aging apartment to call home.

Consent Agenda:

- Minutes - January 28, 2021
- Agenda - March 25, 2021

Mr. Doyle made a motion to approve the Consent Agenda.  
Seconded by Dr. Gross, the motion was approved unanimously.



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Ms. Vesley updated Directors on the State Unit on Aging placement in the Virginia General Assembly. A study is going to be conducted and Ms. Vesley recommends Bay Aging advocate for a stronger State Unit.

Mr. Carter stated the Executive Committee met last week and discussed the suggested advocacy for a stronger State Unit and recommends the Bay Aging Board of Directors approve same. Seconded by Dr. Gross, the motion was approved unanimously.

Ms. Vesley informed Directors the "Robusto" office building in Urbanna is currently utilized by the Veteran Directed Care program, and they have a growing need for permanent space. Bay Aging currently rents the building, but staff are suggesting purchasing the property. Financing for this property and the Northern Neck property would be obtained through the U.S. Department of Agriculture (USDA), similar to the process used to purchase and renovate the Urbanna Professional Center.

Mr. Carter stated the Executive Committee met last week and reviewed the option to purchase and finance the "Robusto" building through USDA and recommends the Bay Aging Board of Directors approve same. Seconded by Ms. Jones, the motion was approved unanimously.

Ms. Vesley surveyed Directors on their comfort level in sharing their Social Security Number with Centipede, a potential contract for business in home-health. Centipede will not do business with Bay Aging if we do not supply this information. Directors requested more legal research before taking action.

Ms. Vesley informed Directors of the probable need for a historical review for the site of Daffodil Gardens Phase II. A commitment to perform the site review has been received from Data Investigations LLC for \$9,884. The project budget is expected to cover the full expense should the review be necessary.

Mr. Carter stated the Executive Committee met last week and reviewed the potential expenditure of \$9,884 for a historical review and recommends the Bay Aging Board of Directors approve same. Seconded by Mr. Dudley, the motion was approved unanimously.

Ms. Vesley announced the Bay Aging Foundation has chosen to stay with Davenport in response to the recent Request for Proposals from investment firms.

Chief Executive's Report:

Ms. Vesley reviewed the Governance Training document titled *Set and Adhere to Vision and Mission*. This document was shared with Directors in advance of the meeting and is also posted to the internal Board website. She reviewed Bay Aging's vision and mission and the importance they serve in governance of the organization.

Prior to this meeting the Directors received via email and through their internal portal the Board Notes; this document was also mailed to each Director. Board Notes provide programmatic updates relevant to the Strategic Plan, celebrate successes and highlights for new or up and coming programs and services. The Board also receives copies of press releases and other materials that reflect Bay Aging initiatives. Ms. Vesley encouraged Directors to review the materials at their leisure and welcomed any questions they may have.

Ms. Vesley gave several quick and positive updates about priorities of the Foundation, county budgets, and Ground Game Health.

Unfinished Business:

Board Member Comments:

Rev. Harris announced the Hanover NAACP is offering COVID-19 vaccines for those interested. Mr. Carter stated there are several clinics in the Northern Neck and Middle Peninsula for interested individuals. Mr. Dudley stated the VAMCs are now offering vaccines to spouses. Ms. Talcott thanked Bay Aging for including Directors in the recent vaccine clinic.

There was a discussion on May Day activities.

Ms. Vesley thanked Mr. Clarke for helping arrange gifts bags donated by the Essex County-Tappahannock TRIAD.

There was a discussion on Bay Transit buses in Lancaster County.

Next Meeting: The next meeting is scheduled to be held on May 27, 2021 at 9:30 a.m. via Zoom.

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There being no further business, Mr. Carter adjourned the meeting at 11:12 a.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the Bay Aging Board of Directors.



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Mr. Jimmie Carter, Chairman



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Ms. Vera Lee, Secretary