

BAY AGING

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

May 25, 2023

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

Board Members Absent: Mr. Bill Doyle, Northumberland County

Guests Present: Mr. William Massey, President & CEO, Peninsula Agency on Aging and Director, Bay Aging Apartments Board and Mr. Sidney Johnson, Essex County Board of Supervisors

Staff Present: Ms. Kathy Vesley, President & CEO; Ms. Angie Alley, Assistant Director, Housing Services; Ms. Fran Anderson, Project Manager, Community Integrated Health Network; Ms. Jennifer Beck, Director, Community Living Programs; Ms. Melissa Blake, Director, Veteran Directed Care; Ms. Janice Burse, Assistant Director of Single Family Housing - Weatherization; Ms. MaDena DuChemin, Human Resource Manager; Mr. Pat Frere, Director, Planning & Development; Mr. Joshua Gemerek, Senior Vice President, Housing; Mr. Tinsley Goad, Chief Financial Officer; Ms. Amanda Gravatt, Assistant Director of Planning and Development; Ms. Stephanie Hutton, Manager, Administration & Operations; Ms. Darby Lancaster, Housing Choice Voucher Program Assistant; Ms. Julie Northcott-Wilson, Statistician; Ms. Tiffany Robins, Director of Home & Community Based Programs and Director of Care Coordination; Mr. Bill Smith, Deputy CFO; Ms. Breanna Taylor, Housing Program Support Specialist; Mr. Bobby Vassar, Senior Counselor to the President; Darlene Watson, Housing Navigator; and Elizabeth Whitaker, Finance Manager.

Call to order: The Bay Aging Board of Directors met via hybrid method: in-person at the Bay Aging Main Administration Building (5306 Old Virginia Street, Urbanna, VA) and via Zoom teleconference on May 25, 2023. Chairman, Mr. Carter, called the meeting to order at 9:40 a.m.

Roll Call: Ms. Hutton called roll and a quorum was established for the scheduled May 25, 2023 Board of Directors Meeting.

Public Comment:

None

Program:

Mr. Gemerek provided an overview of the multifamily housing division of Bay Aging, explaining a high-level synopsis of the apartments, Homeless Solutions Program, and Housing Choice Voucher Program (HCVP). Ms. Lancaster provided a detailed explanation of services and the number of clients served through HCVP. Ms. Alley explained the Homeless Solutions program in detail and explained the high need the program experiences. Directors requested a summary of clients served to be provided following the meeting. A follow up meeting will be scheduled in June to go into further detail of the housing needs in the community.

Consent Agenda:

- Minutes - March 23, 2023
- Agenda - May 25, 2023

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

New Business:

Mr. Clarke stated the Finance Committee met last week and reviewed the financials through March 2023.

Mr. Clarke reported the Finance Committee reviewed in depth the Bay Aging Financials through March 2023, including a dashboard instrument, which provides a monthly analysis of programs and services and their outcomes and recommends the Bay Aging Board of Directors approve same. Seconded by Mr. Dudley, the motion was approved unanimously.

Mr. Clarke presented the Bay Aging Foundation financials through March 2023. He reminded Directors that no action is needed since these financials will be approved by the Bay Aging Foundation Board.

There was a discussion on the potential Federal shutdown. Mr. Goad indicated Bay Aging is well positioned to sustain services for a short-term shut down. The Veteran Directed Care program would have the largest impact; however, Bay Aging has several months' worth of

discretionary funds to utilize. If the shutdown persists, an emergency Board meeting would be called.

Ms. Vesley reviewed the Flexible Spending Account (FSA) Plan document. Flexible spending accounts are available to staff who opt for a high deductible health plan to help cover the costs of out-of-pocket healthcare costs and related needs. This benefit has been available to employees at Bay Aging for many years, but the plan requires annual approval from the Board.

Mr. Carter reported the Executive Committee reviewed the Flexible Spending Account (FSA) Plan document and recommends the Bay Aging Board of Directors approve same. Seconded by Dr. Gross, the motion was approved unanimously.

Ms. Vesley shared the Affirmative Action Reports for Quarter 3 and Quarter 4.

Mr. Carter reported the Executive Committee reviewed the Affirmative Action Reports for Quarter 3 and Quarter 4 and recommends the Bay Aging Board of Directors approve same. Seconded by Dr. Gross, the motion was approved unanimously.

Ms. Vesley presented the Bay Transit Drug & Alcohol Policy and proposed updates. These updates are required by the Department of Rail and Public Transit (DRPT). Directors were provided a copy of the policy and proposed updates via the internal portal prior to today's meeting.

Mr. Carter reported the Executive Committee reviewed the Bay Transit Drug & Alcohol Policy and proposed updates and recommends the Bay Aging Board of Directors approve same. Seconded by Dr. Gross, the motion was approved unanimously.

Ms. Vesley announced Bay Aging has recently been awarded over \$265k to begin a Permanent Supportive Housing program. She shared an overview of the proposed program and its goals. A workgroup to develop the program is being formed, and Directors are invited to be members of that group.

Mr. Carter stated there is a need for a by-laws committee to review Bay Aging's current by-laws and make updates, as needed. Mr. Carter called for volunteers to contact him with interest.

Mr. Carter shared a centralized volunteer portal idea that Richmond and the Hampton Roads regions are using to recruit volunteers. He suggested Bay Aging implement something similar for the region. No action was taken.

Chief Executive's Report:

Ms. Vesley reviewed the CSBG Dashboard as the Governance Training for the May 2023 meeting. This document was shared with Directors in advance of the meeting and is also posted to the internal Board website. She reviewed the components of the dashboard and explained the importance of the Organizational Standards relevant to the Governing Board.

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. Hutton provided an update on the Strategic Planning process. Program heads are currently finalizing initiatives under each goal. The Strategic Planning Steering Committee plans to have a draft ready for approval at the July Board meeting.

Unfinished Business:

There was discussion about developing a Succession Planning Committee to ensure plans are in place for when Ms. Vesley retires. Ms. Vesley has not announced retirement plans or a date.

Board Member Comments:

A request for more outreach at festivals and public events was made.

Closed Session:

Next Meeting: The next meeting is scheduled to be held on July 27, 2023 at 9:30 a.m. via hybrid methods (Zoom and in-person).


Bay Aging
Minutes of the Meeting of the Board of Directors
May 25, 2023

There being no further business, Mr. Carter adjourned the meeting at 11:13 a.m.

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



Mr. Jimmie Carter, Chairman July 27, 2023
Date



Ms. Vera Lee, Secretary July 27, 2023
Date