

BAY AGING

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

May 23, 2024

Board Members Present: Mr. Jimmie Carter, Chair, Lancaster County; Barry L. Gross, M.D., Vice-Chair, Gloucester County; Mr. Stanley Clarke, Treasurer, Essex County; Mr. Charles Adkins, Esq., King & Queen County; Mr. Bruce Craig, Northumberland County; Mr. James Dudley, Middlesex County; Ms. Belinda Johnson, Westmoreland County; Ms. Cynthia Talcott, Richmond County; Mr. Robert Wilbanks, Middlesex County; and Ms. Lynda Smith, Mathews County.

Board Members Absent: Mr. Ron Saunders, Gloucester County; Reverend Maria Harris, King William County; Ms. Vera Lee, Secretary, Lancaster County; Ms. Karen Lewis, Westmoreland County; and Mr. Bill Doyle, Northumberland County

Guests Present: Mr. William Massey, President and CEO of Peninsula Agency on Aging; Stephen Horan, PhD, CEO of Community Health Solutions & Key Advisor for Virginia's Community Care Hub; and Mr. Sydney Johnson, Essex County Board of Supervisors.

Staff Present: Ms. Kathy Vesley, President & CEO; Ms. Melissa Blake, Director, Veteran Directed Care; Ms. Janice Burse, Assistant Director of Single-Family Housing - Weatherization; Ms. Amanda Gravatt, Assistant Director of Single-Family Housing - Planning and Development; Ms. MaDena DuChemin, Human Resource Manager; Ms. Natasha Brown, Finance Director; Ms. Stephanie Hudgins, Manager, Administration & Operations; Ms. Tiffany Robins, Director of Health Services; Ms. Julie Northcott-Wilson, Statistician; Ms. Kenisha Martin, Housing Case Manager for Older Adults; Mr. Bobby Vassar, Senior Counselor to the President; Mr. Peter Mertens, Administrative Coordinator; Ms. Elizabeth Whitaker, Finance Director - Housing; Ms. Brianna Noel, Veteran Directed Care - Enrollment Specialist; and Ms. Fran Anderson, Project Manager Community Care Hub and Care Transitions.

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 23, 2024. Chairman, Mr. Carter, called the meeting to order at 9:38 a.m.

Roll Call: Ms. Hudgins called roll and a quorum was established for the scheduled May 23, 2024 Board of Directors Meeting.

Public Comment:

None

Program:

Ms. Vesley introduced Dr. Horan to share his insight and guidance with the Board of Directors for developing the Community Care Innovation Collaborative. This collaborative aims to create community care networks connecting people to health-related social support. VAAACares®, Virginia's Community Care Hub, has set up a statewide collaborative to provide services through contracts with health plans and systems. VAAACares® is one of 12 Community Care Hubs in the nation. Although not officially awarded yet, the collaborative will receive national recognition at the USAging's National Convention's Aging and Innovations luncheon. Dr. Horan navigated the hub network model with the Board of Directors, including pages about community-based organizations, healthcare providers, managed care, accountable care organizations, private plans, philanthropy advocates, and public agencies. He shared that the collaborative currently has 209 members from at least 40 organizations. He reviewed the discovery page, maps, galleries, webinars, evidence tracker, statistics, key roles, infrastructure, and an activity stream. Dr. Horan reviewed the partner pages and showcased their role in the collaborative, which is displayed for other community-based organizations and managed care organizations to review, aiming to bring them together. There was a discussion on developing resources for mental health and substance abuse. A question on current advocacy was raised, and Ms. Vesley assured Directors that staff, other AAAs and partners are continuously advocating at the state and national levels. Dr. Gross commended Ms. Vesley, Dr. Horan, and staff for their contributions to this initiative and encouraged the Board to visit the website and join stakeholder meetings.

Consent Agenda:

- Minutes - March 28, 2024
- Agenda - May 23, 2024

Dr. Dudley made a motion to approve the Consent Agenda.
Seconded by Ms. Johnson, the motion was approved unanimously.

New Business:

Mr. Clarke led the review of the Bay Aging Financials through March 2024.

Mr. Clarke reported the Finance Committee reviewed in depth the Bay Aging Financials through March 2024, 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 Dr. Gross, the motion was approved unanimously.

Mr. Clarke presented the Bay Aging Foundation financials through March 2024. He reminded Directors that no action is needed since these financials were approved by the Audit Committee and the Bay Aging Foundation Board.

Ms. Vesley introduced Ms. DuChemin to present the Affirmative Action Plan to the Board. Ms. DuChemin stated that the plan is based on previous years' data to help the organization strive for a more diverse workforce. She shared the Human Resources Department continuously provides training to employees on topics such as diversity, inclusion, conscious bias, and microaggressions. Additionally, Bay Aging continues to utilize diverse interview panels to increase diversity and become a more inclusive workplace. There was a discussion of the retention rate Bay Aging has seen as a result of the Leadership Institute. Ms. DuChemin stated there was a positive retention rate, with the majority of training attendees being promoted to expanded job roles. Mr. Carter congratulated Ms. DuChemin on the Leadership Institute being selected to win a national award at the USAging Conference.

Ms. Vesley led a discussion on the Community Needs Assessment Survey and introduced Ms. Northcott-Wilson. Ms. Northcott-Wilson projected the completion of the Community Needs Assessment by June 2025. Emphasizing the importance of these surveys, she noted that the last survey was conducted in December 2021. She proposed to distribute the surveys to the general public by September or October 2024, and sought input of survey questions and assistance from the Board. Ms. Northcott-Wilson also expressed a desire to schedule a work session with interested Directors to discuss further.

Mr. Clarke made a motion to approve moving forward with setting up a work group to help develop the Community Needs Assessment Survey. Seconded by Ms. Johnson, the motion was approved unanimously.

Mr. Duley provided an update on Special Fund Allocations, as discussed in the Bay Aging Foundation Board Meeting last week. The Board reviewed the draft marketing materials to approach potential donors, including a document of testimonials, the annual report, and a breakdown of funds for each program. Ms. Vesley reviewed the Special Funds Usage Update with the Board, with Ms. Northcott-Wilson providing clarification on the accompanying data and graphs. The Board collectively agreed to finalize the draft, enabling them to commence outreach to potential donors and members of county and organizational boards.

Ms. Vesley reviewed a Bay Aging Summer Calendar of important dates with the Board.

Board Comment

None

Chief Executive's Report:

Ms. Vesley reviewed the Governance Training and Board Recruitment. This document was shared with directors prior to the meeting and is also available on the internal Board website. She emphasized the significance of a tripartite board in Community Action, which mandates that each Community Action Agency (CAA) include elected or appointed public officials, representatives of the low-income population being served, and other key community groups and interests. This requirement ensures diverse input on community needs, resources, and program effectiveness. Ms. Vesley explained that effective board recruitment involves an ongoing process of identifying individuals with the time, talent, and willingness to support the organization's mission, while minimizing vacancies and reviewing bylaws and other board policies. Mr. Carter announced his intention to reach out to directors whose terms expire this year: Mr. Adkins, Ms. Lewis, Mr. Dudley, Ms. Talcott, Ms. Lee, and Mr. Wilbanks, to gauge their interest in serving another term.

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

Ms. Vesley announced that Caregiver Support has been selected for a national award at the USAging Conference. She congratulated the Caregiver Support team for their outstanding efforts in the Northern Neck and Middle Peninsula.

Ms. Vesley reviewed Bay Aging's participation in the GUIDE Model with the directors. She announced that Bay Aging has been approved for billing. Dr. Gross provided an overview of the GUIDE Model, with Ms. Northcott-Wilson delivering a detailed presentation on eligibility, payment, and challenges. Mr. Massey offered positive feedback, expressing that Bay Health Solutions saw it as a great opportunity for urban and rural organizations to collaborate toward a common goal. Mr. Carter emphasized the importance of the GUIDE model program.

Closed Session:

None

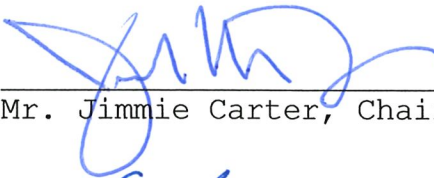
Unfinished Business:

None

Next Meeting: The next meeting is scheduled to be held on July 25, 2024, at 9:30 a.m. via hybrid methods (Zoom and in-person).

There being no further business, Mr. Carter adjourned the meeting at 11:32 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 Date



Ms. Vera Lee, Secretary

5-23-24

Date



Recorded By: Mr. Peter Mertens
Administrative Coordinator

35-23-24

Date