

**AgeWays Nonprofit Senior Services
Board of Directors Meeting
Friday, April 24, 2026, 9:30 a.m.
31700 Middlebelt., Ste. 220, Farmington Hills, MI 48334**

Draft MINUTES

Members Present: Sandra Hann, Chairperson
Comm. Dawn Asper
Ron Borngesser
Kelli Dobner
John Erich
Barbara Green-McKissack
Comm. Jay Gross

Michelle Hodges
Comm. Penny Luebs
Comm. Caroline Sanders
Sue-Anne Sweeney
Barbara Turner

Members Absent: Howard Collens
Comm. Donald VanSyckel

Guests Present: Jennifer Hunt, Administrative Manager, Michigan Department of Health and Human Services (MDHHS)
Shannon Effler, Director, Office of Aging Services, Washtenaw County

Staff Present: Stephanie Carpenter
Julie Edgar
Laura Gruczelak
Sarah Jacobs
Kathleen Janik
Michael Karson
Pam Moffitt
Margaret Ouellette

Aimee Page
Susan Ort
Katie Scharf
Lori Smith
Crystal Turbett
Angie White
Kristin Wilson

Call to Order and Roll Call

Sandra Hann called the meeting to order at 9:38 a.m.
Roll was called, and a quorum was present.

Call to the Public

Jennifer Hunt introduced herself and described her role with AgeWays for MDHHS. Jennifer shared that she expected a new person would be hired to fill the position formerly held by Cynthia Albrecht by early summer.

Shannon Effler introduced herself and described her role as Director of the Washtenaw Office of Aging Services and her experience prior to her assuming this role.

Agenda Approval

A copy of the agenda was provided to Directors, and action was requested to approve the agenda for the April 24, 2026, Board of Directors meeting.

ACTION: It was moved by Barbara Turner and supported by Barbara Green-McKissack to approve the agenda for the April 24, 2026, Board of Directors meeting. The motion passed unanimously.

AGENDA ITEMS

I. Minutes of the February 27, 2026, Board of Directors Meeting

A copy of the minutes was provided to Directors.

ACTION: It was moved by Commissioner Jay Gross and supported by Ron Borgmesser to approve the minutes for the February 27, 2026, Board of Directors meeting. The motion passed unanimously.

II. Minutes of the February 18, 2025, Advisory Council Meeting

A copy of the minutes was provided to Directors.

ACTION: It was moved by Commissioner Penny Luebs and supported by Michelle Hodges to accept and file the minutes for the February 18, 2026, Advisory Council meeting. The motion passed unanimously.

III. Executive Summary

Presenter: Michael Karson, Chief Executive Officer

Michael discussed the following topics with the Board:

- MI Options Funding and Advocacy Efforts
- ACLS Multi-Year Plan
- Older Michiganians Day – Wednesday, May 13, 1016
- Mission in Action Committee
- Electronic Medical Record (EMR) Transition
- Chief Administrative Officer Position
- Board Member Orientation
- Southeast Michigan Area on Agencies on Aging Competition

Michael also provided a brief review of the copy of the FY2025 Annual Report provided to the Board.

IV. Executive Committee Report

Presenter: Sandra Hann, Board Chairperson

Sandra stated that the following topics were discussed at the April 15, 2026 Executive Committee meeting:

- New Board Member
- New Board Member Orientation

- MI Options Funding
- Electronic Medical Record (EMR) Transition
- Chief Administrative Officer Position
- Michael's Goals
- Current Focuses of Area Agencies on Aging - Overview

ACTION: It was moved by Dawn Asper and supported by Michelle Hodges to accept and file the Executive Committee Report. The motion passed unanimously.

V. Finance Committee Report

Presenters: Michelle Hodges, Finance Committee Chairperson
Laura Gruczelak, CFO

Laura reviewed the balance sheet, noting that the agency's investments are recorded as short-term investments and that the agency's cash and savings balance remains over \$10 million, providing the agency with the ability to weather financial storms.

Laura reviewed the statement of Revenues and Expenses by program, noting that the \$1.1 million dollar profit shown by the MI Choice program is due in large part to the agency's having received approval for all high significant support participants (SSP) currently enrolled in the MI Choice program, resulting in additional capitation being accrued.

Laura reviewed the budget statement and program enrollment. Laura noted that Aging and Community Living Support (ACLS) enrollment is increasing, Veterans Administration enrollment is double the enrolment at the end of February 2025, and that having hired new employees, in May, the MI Choice program will develop a plan to increase enrollment.

The Board discussed the impact of grant funding on the number of participants who can be enrolled in ACLS programs, how the ACLS waitlist is prioritized, the protocol for following up with people on the waitlist, and services provided to those on the waitlist, such as the Personal Emergency Response System and the Adaptive Wellness program.

Comm. Jay Gross asked if county governments might be able to find ways to support their constituents while they are waiting for services.

When asked by Laura, the Board had no questions about the agency's 2025 Form 990, which had been provided to them.

ACTION: It was moved by Sue-Anne Sweeney and supported by Ron Borngesser to approve AgeWays' Form 990 as prepared. The motion passed unanimously.

Laura reviewed the investment statement for Q1 of FY2026 with the Board, noting that though the investments had shown a loss at the end of quarter due to current events, the current balance showed a gain over the original investment of \$4.5 million.

ACTION: It was moved by Commissioner Dawn Asper and supported by Commissioner Caroline Sanders to accept and file the Finance Committee Report. The

motion passed unanimously.

VI. Governance Committee Report

Presenter: Sue-Anne Sweeney, Governance Committee Chairperson

Sue-Anne shared that she and Sandra Hann, Governance Committee member and Board Chair, interviewed Dr. Cahill on April 7, 2026, concerning her joining the Board of Directors, and that the Governance Committee had discussed the interview and Dr. Cahill's Curriculum Vitae at their meeting on April 8, 2026.

Sue-Anne said that committee members agreed they were impressed by Dr. Cahill's experience, temperament, and interest in older adults. Sue-Anne noted that after she had reviewed the expectations and responsibilities of AgeWays' Directors, all committee members were confident in Dr. Cahill's assurance of her ability to meet these.

ACTION: It was moved by Michelle Hodges and seconded by Commissioner Jay Gross to approve Dr. Megan Cahill as a non-governmental member of the Board of Directors for a term beginning 04/24/2026 and ending 12/31/2027, as recommended by the Governance Committee. The motion passed unanimously.

ACTION: It was moved by Commissioner Penny Luebs and supported by Barbara Green-McKissack to accept and file the Governance Committee Report. The motion passed unanimously.

VII. Compliance Committee Report

Presenter: Sarah Jacobs, Chief Compliance Officer and Compliance Committee Chair

Sarah said that the agency had received "Met" scores on the Office of Attorney General (OIG) Q1 Report submitted in February and the March annual Compliance Program Audit and shared that the virtual interview with demonstrations that followed the program audit went well.

Sarah noted the following upcoming events in Compliance: the OIG Q2 Report is due mid-May, the bi-annual state Compliance meeting for waiver agents takes place at the end of May, and Directors will be asked to complete their annual Compliance forms and trainings between August 1 and the August 28 Board of Directors meeting. Sarah noted computers will be available for Board members to complete the training at the August meeting if they have not already done so.

Sarah stated that there was no fraud, waste, or abuse activity to report to the OIG but said that investigators at the OIG had decided to move forward with prosecution in a case the agency had presented to the Medicaid Fraud Control Unit (MFCU) late last summer.

In response to a question from Ron Borngesser, Sarah reviewed how overpayments were commonly identified and noted that the agency has to correct its claim with the state, not actually pay back funds.

ACTION: It was moved by Sue-Anne Sweeney and supported by Dawn Asper to accept and file the Compliance Committee Report. The motion passed unanimously.

VIII. Draft of the Multiyear Plan (MYP)

Presenter: Katie Scharf, Planning and Grants Specialist

Members were provided with the draft of the Multi-Year Plan (MYP) for their review two weeks prior to the meeting, and Katie provided an overview of what is in each section, highlighting key topics and changes from prior plans.

Katie encouraged members to ask questions and provide feedback on the plan and attend the public hearing of the plan on May 8, 2026. It is requested that feedback be provided by May 23, 2026, so the feedback can be added to the public comment section of the plan and used possibly for changes to this plan and to inform next year's annual yearly plan (AYP). The Board will vote on the final draft of the MYP at its next meeting, June 26, 2026; Katie will provide a review of any changes made to the plan prior to that vote.

Katie said that a one-page summary of the MYP was sent to all the agency's community contacts and that the full plan was available on the agency's website, which is noted on the one-pager.

Katie called the Council's attention to the following changes to the overall plan, compared to the last AIP: the plan no longer needs to be approved by the County Boards of Commissioners, the state's requirements for the plan are more streamlined, there is increased focus on populations of greatest economic and social need and reduced focus on veterans and diversity, equity, and inclusion, and there is a new section on serving Native American elders and family caregivers. Katie noted that the agency's region does not have a significant population of Native Americans and does not have any tribes in the region.

Katie then reviewed each narrative section, pointing out key characteristics for members to consider about each: Executive Summary, Public Feedback, Access Services, Direct Services (noting types of services and new services), Goals, Advocacy Strategy, Greatest Economic and Greatest Social Need, Coordination to Serve Native American Elders and Family Caregivers, and Planning and Service Area Landscape. Katie noted that the information in the plan was written and provided by the department heads responsible for each area.

Sue-Anne Sweeney asked for clarification on part 6 of the Executive Summary, noting that the denominator for the percentages should be made clear.

Katie noted that the agency intends to transition the objectives and activities of the community liaison service to the MI Options program but included the community liaison service in the MYP as funding for the MI Options program in the FY27 state budget is uncertain. Providers for the two services are the same.

Commissioner Dawn Asper raised a discussion concerning the emphasis on “greatest social need,” advocating for focusing only on economic need and those who are isolated and have transportation difficulties. Staff pointed out that also focusing on social need was a requirement of the state that the agency needed to satisfy in order to qualify for funding, and Sue-Anne Sweeney pointed out that public health data indicated that certain social groups epidemiologically had a higher risk of certain chronic diseases. Kathleen Yanik emphasized that focus on social needs was part of a broader communication plan. Katie asked that Dawn send her an email if she would like her comment recorded in the public comment section.

Jennifer Hunt, MDHHS, encouraged Directors to attend a Commission on Services to the Aging meeting, particularly one in August or September, as then they could hear the types of questions an agency is asked when the Commission is deciding whether or not to approve its plan. Comm. Caroline Sanders suggested that a calendar invite be sent to Directors to allow them to better plan their possible attendance.

Katie said that in June prior to the vote, the Board would receive the final draft of the plan and any changes to the draft plan would be clearly noted. She expected any changes to be minor, such as the addition of public comment and possible budget changes. Katie reminded the Board that they would be voting on the final plan at the June meeting, that at that point the plan could not be changed.

Sue-Anne pointed out a typo on p. 41 and questioned the inclusion on p. 45 of the MI Health Link program, which ended in December 31, 2025, and so should not be included in a plan for FY27- FY29. In response to Sue-Anne noting difficulty reading the summary pages of the budget on p. 53, staff said they would email Directors the Excel document of the budget. Sue-Anne also asked for an explanation of the difference between contracted and purchased services. Staff explained that contracted services are provided directly by a service provider who must go through the Request for Proposal process. A contracted service provider is given annual grant funding, and the agency tracks the provider’s spending of the grant money. Purchased services are paid for as services are rendered by a service provider who has been credentialed through the agency’s vendor network to provide essential services in the home; a service vendor bills the agency and is reimbursed.

Ron Borngesser suggested that a separate email be sent to those Directors who were absent from today’s meeting, emphasizing the review of the MYP that was done today and their need to carefully review the plan and email or call staff to get their questions answered and provide their comments in advance of the June meeting.

Dawn Asper asked why the Boards of Commissioners no longer approved the MYP. Jennifer Hunt explained that the change was made because a Board’s vote against the plan actually had no impact since the Commission on Services to the Aging approved the plan. Stephanie

Carpenter noted that the agency’s planning department shares the plan with the County Boards of Commissioners and offers to do a presentation on the plan if requested.

IX. Member Information Exchange

Comm. Caroline Sanders shared that due to her commitment to caring for her grandson on the mornings Board of Directors meetings are held, arriving at 9:30 a.m. is extremely difficult, so she has decided to speak with the Chair of the Washtenaw County Board of Commissioners about resigning. Directors expressed a willingness to meet later to accommodate Comm. Sanders, and as Board Chair, Sandra Hann decided that future meetings will begin at 9:45 a.m.

Comm. Luebs noted that a few years ago an outside company was contracted to do a staff survey and wondered what the outcome of that was and when the next staff survey was planned; Michael said a new staff survey was planned for this year.

Comm. Sanders shared her discomfort about receiving a complaint letter mailed to her home address and also asked for assurance that the agency has in place a procedure through which employees feel they can safely express concerns without retaliation. Michael assured the Board that such a procedure was in place.

Adjournment

Sandra Hann adjourned the meeting at 11:30 a.m.

Respectfully submitted, Virginia Fitzgerald, Recorder

Minutes approved as written:

Sandra Hann, Board Chairperson

Date

Next Board of Directors Meeting

Friday, June 26, 2026