

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

## Meeting Minutes

Date: Wednesday 8/24/2022

Time: 3:30 pm

Location: In person at Land of Sky Regional Council, 339 New Leicester Hwy., Asheville, NC 28806, and ZOOM

Invitees		
Dan Beerman (V)	Suzanne Booth (IP)	Rebecca Hartz (V)
Eileen McMinn*	Susan Schiemer (IP)	Meg White (V)
Greg Zornes (V)		Billie Breeden (IP)
Jennifer Teague (IP)	LeeAnne Tucker (IP)	<del>Zack Schmitt</del>

V=virtual

IP=In Person

\*=Eileen was originally on the call but lost connection.

Not in attendance: Zack Schmitt

- I. Welcome
  - a. Approve or Revise Agenda
    - i. There were no additions to the agenda.
  - b. Welcome New County Staff Member
    - i. Introductions were made first by Billie Breeden and then by the Committee.
- II. Review of July 2022:
  - a. Units of Service Report
    - i. First month of FY23 – Reviewed the July 2022 report and there was nothing remarkable.
    - ii. Jen pointed out that under the Unit Rate column for COA Institutional Respite instead of a whole block of time as listed, NCDHHS said the unit rate should be an hourly rate. The hourly rate won't be known until the 732 forms are received
  - b. Buncombe County Supplemental Aging Funds (BCSAF) Report
    - i. Reviewed the report.
  - c. Other
    - i. Jen mentioned that the follow-up monitoring for the probationary period would be Tuesday, August 30. Rachel Miller has been providing Jen with the necessary documents so Jen has confidence that things will go well

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during the monitoring. There will be a change in staff at COA - April Tinker (IHA Manager) has left. Council on Aging will hold off on hiring until the monitoring report is complete.

## III. 3:45-4:10 "Meet & Greet" Visits

### a. Confirm committee member requests

- i. The Provider List for Site Visits HCCBG 2023 was reviewed – committee members confirmed that they were in the right place. Suzanne said she would do a site visit at Land of Sky instead of the Council on Aging.
- ii. It was decided that county staff (Billie) would accompany the committee members on the site visits.
- iii. Billie will schedule the site visits. Susan suggested that the site visits start in October and end before the Thanksgiving holiday.

### b. Review and condense visit questions

- i. The questions were reviewed. Suggestions included: 1) Give the grantees a copy of the questions so they are prepared ahead of time; 2) Condense the question list, but committee members have the flexibility to ask additional questions that are more specific; 3) Committee members should have basic knowledge about the grantees going into the site visit; history, mission, vision, etc. questions should not be asked; 4) Committee members suggested that the grantees be asked: what is happening now or what are the grantees doing now, their best practices, what are they doing that is innovative or creative with the grant funding, how they perceive whether they are meeting the needs in the community, what would they do differently if they had more resources, what they worry about, and reflection on how it has gone with finishing the first quarter.
- ii. Committee members should make it clear to the grantees that these visits are not tied to funding nor are they monitoring visits. It is a way for the committee members to get to know what the grantees are doing with the funding. Jen shared that at a recent BASA meeting that she told the providers of the Meet and Greet Visits; providers very much liked the idea.
- iii. Susan and Suzanne are going to develop a document for the site visits that outlines how to approach the site visits, such as researching the providers (grantees) ahead of time, narrowing the questions to 10 questions, and expectations of the committee: impressions, observations, info-gathering, and brief written report after the visit.
- iv. Billie will email the committee members the grantees' applications and links to their websites ahead of the site visits.

## IV. 4:10–4:25 Discuss Possible Application Revisions

- i. There are multiple questions on equity – on page 4 and on page 6. It was decided to get combine the questions into the DEIA section on page 6.

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- ii. It was suggested to add these questions – How did last year go in reaching your goals compared to the prior year? If you didn't spend the funding, why not?
  - iii. It was suggested to have substitute contact information on the application in case the primary contact is not available. (Re: allocations)
  - iv. Include a question about board chair name and email.
  - v. End of year reports will be on the agenda at the October meeting.
  - vi. It was suggested to consider asking additional questions on the mid-year reports, specifically a question on DEIA.
- V. 4:25-4:30 Determine Action Items and Next Steps
- a. Looking at the budget sheets, these budget sheets don't align with what the provider completes. Jen and Zack will draft a budget sheet for the application that aligns with NCDHHS state budget forms.
  - b. Susan and Suzanne will work on a document for the site visits.
  - c. Billie will schedule the site visits and email the grantee applications.
  - d. Next meeting is September 28 at 3:30 pm.