

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

Meeting Agenda

Date: Wednesday 9/28/2022

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	Rebecca Hartz (V)
Eileen McMinn (V)	Susan Schiemer (IP)	Meg White (V)
Greg Zornes (V)		Billie Breeden (IP)
Jennifer Teague (IP)	LeeAnne Tucker (IP)	Zack Schmitt (IP)

V = Virtual

IP = In Person

Not in attendance: Suzanne Booth

- I. 3:30-3:35 Welcome
 - a. Approve or Revise Agenda
 - i. There were no additions to the agenda.
 - ii. Will approve the meeting minutes at the next meeting.
 - iii. There was a question about board reappointment for the Committee - the term length is 1 year. Committee members can serve two-year terms then must rotate off. Staff can request waiver to the Buncombe County policy and request additional terms. Meg requested that the Committee receive information about the committee members and where they are in their terms. Meg also inquired if Zack Schmitt serving on the Board was a conflict of interest. Since Land of Sky is not the lead agency, the best practice is to appoint staff to the board. Susan, Jen, and LeeAnne will discuss the potential conflict of interest and make sure representation aligns with the statutory requirements of the Board.

- II. 3:35-3:45 Review of August 2022:
 - a. Units of Service Report
 - i. Reviewed the report. There was a question about the numbers in the Units Served But Not Reimbursed Column. Zack explained that providers are only allowed to draw down 1/12th of their allocation when entering units into ARMS database. To get that number, you take the dollar

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amount subtract it from the net reimbursement and take that number and divide by the unit rate which equals Units Served But Not Reimbursed. As of August 2022, the providers should have spent 17% of their budget. If for example, a provider has spent 33% of their budget then they will only be paid for 17%. The units will be reabsorbed.

- ii. Dan asked why the Consumer Contributions for Congregate Nutrition was so much higher than other programs. Zack explained. Zack said that Mountain Mobility sends a letter encouraging donations every quarter. It was suggested that committee members encourage consumer contributions at the Meet and Greets. Susan will add consumer contributions to the Meet and Greet document.
- b. Buncombe County Supplemental Aging Funds (BCSAF) Report
 - i. Reviewed the report. Billie received July and August invoices from MAHEC that morning - \$4287.00 per month; it was not reflected in the report. Billie previously had emailed Butch Thompson with Blue Ridge Pride and he said his assistant would be working on the invoices.
- c. Result of COA In-Home Aide Program Monitoring
 - i. COA in-Home Aide Program was on probation for 3 months. They were given instruction to get into compliance or lose FY23 funding for the rest of the year. Zack said there was an overhaul on the files - neat and organized. There were a few items of technical assistance, such as one document on Aide Competency it didn't show aides first date of competence. Zack said that Rachel Miller did a good job in getting COA In-Home Aide in compliance. Jen agreed and commended Rachel for the improvement. Jen said the files were clean and there were a few small items that needed technical assistance. COA is trying to address the waitlist; must take substantiated APS cases first. Susan made a motion for the Committee to vote on taking COA off probation. Motion seconded. Motion carried. Jen will communicate with COA in written form how they excelled.

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

- a. Updated committee member visit schedule
 - i. Committee members looked at the Schedules for Site Visits spreadsheet.
- b. Review visit questions
 - i. No more updates to the Outline for Service Provider Site Visits except for the consumer contributions mentioned previously.

IV. 4:10-4:25 Discuss Possible Application Revisions

- a. Susan will put application revisions on the next agenda, particularly the multiple questions on equity.

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- V. 4:25-4:30 Determine Action Items and Next Steps
 - a. There will be a provider meeting on October 27. This meeting is quarterly with funded providers. Committee members will be invited.
 - b. Buncombe Aging Services Alliance (BASA) - these monthly meetings are for any organization that provides support to older adults and/or their caregivers. Suzanne would like to be added to the BASA distribution list. If anyone would like to be added, email Susan.
 - c. Contact your colleague for the site visits and let Billie know the date/time so she can schedule these visits.