



Meeting Minutes
November 15, 2011 – 10:00 a.m.

In attendance:

- Mindy Cayton – Buckeye Hills - Area Agency on Aging 8
- Becky Pein - Marietta Care & Rehabilitation Center
- Sara Bever – O’Neill Center
- Bob Sinnett – Marietta Hospice
- Mike Turner – United Seniors of Athens County
- Kim Flanigan – Long-Term Care Ombudsman Program (LTCOP) – AAA8
- Montell Hutchison – Memorial Health System
- Kelly Velazquez – UnitedHealthcare Community Plan
- Yvette Young-Epling – Marietta Hospice

In attendance via GoToMeeting:

- Pam Patula – Southeastern Ohio Center for Independent Living (SOCIL)
- Tom Snyder – Ohio Cooperative Development Center - OSU South Centers
- Elizabeth Grieser – OASHF/Ohio’s Benefit Bank
- Lynn Richardson, Richardson & Richardson

Mindy Cayton opened the meeting. Those in attendance then made self-introductions and shared announcements with the group.

Announcements:

- Choices Expo had good attendance. Next year may have more of an educational focus.
- ADRN newsletter reflects increased Network of Care usage.
- The O’Neill Center has partnered with WASCO to help individuals who are disabled and are under 60 years old choose a Medicare Part D plan.
- AAA8 LTCOP-AAA8 gave an overview of the Person Centered Care Program and the culture change that is now being implemented. For more information on person centered care and advocating for quality care go to www.centeredcare.org

Cooperative Formation:

The application for Articles of Incorporation was submitted in October; received certificate 11/14/11; we are now a legally formed cooperative.



Point of Contact for Referrals:

Go to www.areaagency8.org/services/ADRN. Go to Point of Contact listing and check to ensure your agency is listed and information is accurate. Send corrections to Mindy via email (mcayton@buckeyehills.org). Please complete I&R Point of Contact Survey if you haven't already done so.

By-law Development:

Group reviewed and discussed 15 questions of Cooperative by-laws.

Around September 2012 will need to elect permanent board members.

The group must maintain minutes of meetings.

Duties of officers do not go into the by-laws but adopt the document so officers know responsibilities.

Tom recommended that the by-laws allow for electronic voting whether it is by phone or email.

Tom didn't see any issues hence recommended that if we are comfortable with the responses as presented to proceed with adopting them. We should use Robert Rules until by-laws are developed to provide us some operating procedures.

Right now the only members are the three officers – Mindy Cayton, Becky Pein and Pam Patula.

We are free to approve members in any manner we decide.

Recommended that at each meeting we review the applications for new memberships.

Mindy made a motion to accept responses to the 15 questions of Cooperative by-laws as discussed by group and to incorporate Robert Rules into operating procedures. Second by Becky; unanimous vote of acceptance.

Membership Application:

Discussion occurred regarding the various information to include in the application. It was suggested to inquire if they are an individual or agency. Ask what their affiliation to ADRN is if an individual is. Agreed to develop a draft and share with group for comment.

Tom suggested that the application start with "I hereby apply for membership_____". Then within the first paragraph state that they have been presented with the by-laws, that they meet the qualifications, that they have tendered their fee. Include a statement that says membership stays in effect for one year; provide information on opportunity to resign; state membership will automatically continue after one year until person or group chooses to remove. Have a section "For Office Use Only" where we can note it was reviewed, vote taken, signed off as an official member.



Mindy will email drafts out to people for comment.

OCDC grant opportunity:

Seed grant available as a post formation grant up to \$4000.

This grant can be used to support development of marketing plan, lawyer to review by-laws, development of strategy plan.

Applicant must match 25% of grant; half can be in kind and then half must be in cash. Group must spend the \$4000 first to get the \$3000.

Not really a competitive grant but still must fill out application.

Training of members is an allowable cost such as cross training of aging and disability to get people to the same level of knowledge to facilitate referrals.

Education Opportunities/Possibilities:

Possibly create training for home health care aides to teach them to look for red flags to avoid hospitalizations.

Training on the use of the Network of Care "My Folder" to share information that could be of use during hospitalization or discharge regarding services, equipment received at home.

Lynn R. shared that she works with a company that does something similar for fee (\$70 for 5 years); issues a "credit card."

Business Plan vs. Strategic Plan:

The group is leaning toward developing a strategic plan.

The plan needs to be measurable and show positive outcomes.

Go to website to see AAA8 strategic plan.

National Traffic Center for Transportation grant opportunity:

Mindy received notice of upcoming grant opportunity through the National Traffic Center for Transportation for projects that demonstrate innovative and effective solutions to enhance the mobility of older adults through person-centered mobility management. The focus of the grants is on older adults, although projects may also target adults with disabilities. A focus on culturally and ethnically diverse older adults is strongly encouraged. Grants will be awarded for a maximum of \$50,000 and grantees will be expected to complete their work in approximately nine months. RFP announcement is expected to be available very soon.

Applications will be due in **mid-December**. Mindy has contacted the Washington County Veterans Service Commission, the O'Neill Center and the Washington County RSVP about a forming a county coalition to apply for the grant.



Recommend reading “Facilitating a Productive Advisory Committee” to give purpose and outcome to our meetings. Mindy will post it to the AAA website in November 15 meeting archive.

Open Discussion:

Group discussed intake and referral process; no wrong door; and sharing information to reduce time and duplication of effort.

The development of sub-committees to address goals was discussed (e.g. use of electronic health record on Network of Care). Now that the structure of the ADRN is closer to being completed, the group will be able to focus on unmet needs and goals and begin developing and implementing work strategies.

There will be no December meeting.

Next meeting is Tuesday, January 24, 2012 from 10 a.m. to noon.

Homework: Bring one guest and one goal proposal with you to the January meeting.

Mindy will attend the SAG meeting the week prior and invite SAG (Senior Advocacy Group) members to attend the January 24th meeting.

Meeting adjourned at 12 noon.

The next SE Ohio ADRN meeting:

DATE: January 24, 2012

TIME: 10a–12p

LOCATION: Buckeye Hills - AAA8 Office, 1400 Pike St., Marietta

Go to Meeting Link will be e-mailed prior to the date of the next meeting

Teleconference Bridge Line will be available as well:

Phone Number: (877) 336-1828 Access Code: 6554346