



Meeting Minutes
September 15, 2011

In attendance:

- Mike Turner – United Seniors of Athens County
- Sarah Bever – O'Neill Center
- Elizabeth Grieser – Ohio's Benefit Bank
- Mindy Cayton – Buckeye Hills - Area Agency on Aging 8
- Linda Mugrage – Washington County Board of Developmental Disabilities

In attendance via GoToMeeting:

- Pam Patula – Southeastern Ohio Center for Independent Living
- Tom Snyder – Ohio Cooperative Development Center - OSU South Center
- Judy Mears – Perry County Veteran's Service Commission
- Beth Shaver – Meigs County Council on Aging, Inc.
- Zach Reat – Ohio's Benefit Bank
- Adam Anderson – Ohio Department of Job & Family Services

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

Mike Turner, United Seniors of Athens County, Inc. reported that two more staff members are now trained Ohio's Benefit Bank Counselors. He also reported that open enrollment for Medicare is earlier this year and voiced his concern for some individuals missing the deadline as they are unaware of the date change.

Elizabeth Grieser, Ohio's Benefit Bank, reported that regional meetings have been scheduled for the second half of October. They will be held in Athens and Guernsey Counties. She will provide information for distribution to the ADRN partners.

Zach Reat, Ohio's Benefit Bank, reported that he will be moving into SSI and Disability Insurance. He will furnish more information as he receives it.

Sarah Bever, O'Neill Center, reported that they are ramping up for Medicare enrollment and will train three more volunteers as Ohio's Benefit Bank Counselors on September 28.



Pam Patula, Southeastern Ohio Center for Independent Living, reported that SOCIL is hosting a education series about autism. Mindy volunteered to distribute the information to ADRN partners.

Beth Shaver, Meigs County Council on Aging, Inc., announced that they had exceeded their original goal and are beginning a new “capital campaign” to help fund their new building renovation.

Judy Mears, Perry County Veteran’s Service Commission, announced that a “Stand Down” event will be held in Chillicothe on September 23rd at the Chillicothe VA Medical Center. This event is held to ensure that homeless veterans in rural Southeastern Ohio have access to services.

Mindy Cayton, Buckeye Hills – Area Agency on Aging 8 reminded everyone about the 5th Annual Choices Expo on November 9. There are 3 chair volleyball teams registered for the tournament which sponsored by Scenic Hills Senior Center. Mindy asked that clubs and organizations plan field trips to come to the Choices Expo and register their volleyball team in the competition.

Progress Report:

New posts on SE Ohio ADRN page on AAA8 website

- SE Ohio ADRN partner “Point of Contact” list
- SE Ohio ADRN Memorandum of Understanding Template

The Ohio Association of Area Agencies on Aging annual conference was held Monday and Tuesday of this week. The focus was ADRNs and Care Transitions.

Mindy made presentations about the SE Ohio ADRN and the Network of Care to the Hocking Children and Family First Council and the Athens Village.

Information, Referral and Awareness

AAA8 is sending two Screening Department staff to AIRS training in November. If you would like to send staff and need the information please contact Mindy. AIRS Certification is a professional credentialing program for individuals working within the I&R sector of human services. Certification is a measurement of documented ability in the field of I&R and I&R/A reflecting specific competencies and related performance criteria, which describe the knowledge, skills, attitudes and work-related behaviors needed by I&R practitioners to successfully execute their duties. The AIRS



Certification Program is operated in alignment with national standards for credentialing organizations.

Network of Care Update

- Mindy is working with Trilogy, Inc. to develop a care plan tool to be incorporated into the Network of Care.
- The Network of Care site will soon be updated. Trilogy provided an overview of the beta site during the conference call last week.

Options Counseling and Assistance

No news reported.

Streamlined Eligibility Determination for Public Programs

No news reported.

Person Centered Transition Support

- The Southern Ohio Care Transitions Project should hear from CMS by late next week regarding their proposal to provide transition services. See August meeting minutes for specific details.

Other Business

- Cooperative development

Tom Snyder, Project Manager for the Ohio Cooperative Development Center at OSU South Centers provided an overview and guidance on cooperative formation. He noted that grant availability and liability protection under the corporation were two benefits of cooperative formation. Mindy stated that this formal arrangement would also provide the mechanism to financially contribute to the ADRN for help in supporting the Network of Care and for outreach and marketing efforts.

The following start-up process options were identified and discussed:

- Identify the group's general purposes/project(s)
- Identify start-up members and interim board/officers/leaders
- Answer basic bylaw questions ([Basic bylaw question list](#) and a [sample start-up cooperative's responses](#))
- Complete membership application ([Application form example-PDF](#); [Application form example-WORD](#))
- Determine if group likely meets basic cooperative success conditions:
 - Identified common needs
 - Identified critical needs



- Have a likely acceptable mission/purpose for all members
- Identified a likely sustainable business plan
- Apply for OCDC pre-formation seed grant; if needed ([Application packet-PDF](#); [Application packet-WORD](#))
- Name the cooperative
 - Check if name is available on [Secretary of State website](#)
 - File Initial Articles of Incorporation - Form 532 ([Blank form](#) and example with supplemental page)
- File for tax ID number:
 - <https://taxidoffice.com/corporation/>
- Set up checking account under your new tax ID number
- Start basic operations
- Apply for OCDC seed implementation grant; if needed (must be a formed cooperative; [Application packet](#))
- Complete bylaws ([Bylaws example](#))
- Complete business plan ([Sample topical outline-PDF](#); [Sample topical outline-WORD](#))
- Complete operational budgets ([Budget development form-XLS](#))
- Determine training/staffing needs and solutions
- Form your permanent board and conduct basic board training
- Continue operations supported by continued strategic planning

NOTE: The items in blue and underlined are hotlinks to the OCDC website and provide examples and further clarification.

The application for the Initial Articles of Incorporation that will be submitted to the Secretary of State was then displayed on screen and discussed. Tom had completed parts of the application. He also stated that there was a \$125 filing fee. Mindy stated that Buckeye Hills – Area Agency on Aging 8 will pay this fee.

Tom continued on to say that an interim board must be identified and included on the application. Mindy stated that the desirable mix would consist of representatives from the aging, disability and veteran's service networks. She asked Tom if she appeared on the application as the authorized representative if she could also serve as an interim board member. Tom responded that she could not. Mindy will check with AAA8 Director Rick Hindman to see if he would agree to serve as the authorized representative. NOTE: Director Hindman agreed to serve as the authorized representative on the application. Mindy told the group that the Buckeye Hills Director of Fiscal Operations has agreed to serve as the Treasurer so only the positions of President, Vice President and Secretary will need to be filled.



Mindy volunteered to serve as the President and then asked the group for volunteers to serve as Secretary and Vice President. Pam Patula, SOCIL, volunteered to serve as the Secretary. Identifying that both the aging and disability networks had representation on the board, Mindy asked Judy Mears if she would be willing to serve as Vice President as she was the only representative of the Veteran's Service network present. She stated that she would if nobody else was willing to. Mindy will follow up with the other Veteran's Service Officers to see if she can find a volunteer and report back to the group.

Tom stated that after filing, the SE Ohio ADRN can apply for a seed grant through OCDC in the amount of \$3,000 for marketing and/or start up costs. <http://ocdc.osu.edu/pdfocdc/Seed%20Grant%20Info-Application.Packet.pdf>

The next step after filing for the articles of incorporation is beginning to write the by-laws. Tom stated that there are 15 questions to be answered by the group that will help to develop the by-laws. Mindy stated that there was an ADRN business plan template on the ADRC Technical Assistance Exchange which she will post on the SE Ohio ADRN webpage prior to the next meeting along with the 15 questions. This information should be shared with board members for their approval prior to the next meeting. Mindy added that if anyone had any questions or concerns they should contact her directly. She also offered to present an overview of the SE Ohio ADRN project at board meetings or to other groups to help them gain an understanding of the project and its purpose.

Items to be posted on the SE Ohio ADRN webpage
<http://www.areaagency8.org/services/ADRN>

1. Slide show from September 15 meeting.
2. 15 questions from OCDC
3. Application for Articles of Incorporation
4. Sample business plan from ADRC Technical Assistance Exchange
5. I & R Survey

WE ARE REQUESTING THAT ALL AGENCIES THAT HAVE SIGNED A MEMORANDUM OF UNDERSTANDING WITH THE SE OHIO ADRN PARTICIPATE IN THE OCTOBER MEETING IN PERSON IF AT ALL POSSIBLE AND VIA TELECONFERENCE IF NOT.

THE OCTOBER MEETING WILL BEGIN TO SHAPE THE SE OHIO ADRN AND EVERYONE'S INPUT IS NEEDED TO MAKE SURE THAT EVERYONE'S NEEDS ARE MET.



The next SE Ohio ADRN meeting:

DATE: October 13, 2011

TIME: 10–12

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