



Huntingdon-Bedford-Fulton

AREA AGENCY ON AGING

MAIN OFFICE

Huntingdon Office
307 10th Street
Huntingdon, PA 16652
(814) 643-5115
(800) 528-9155
Fax No. (814) 643-4249

Bedford Office
240 Wood Street, P.O. Box 46
Bedford, PA 15522
(814) 623-8148
(800) 892-7903
Fax No. (814) 623-5929

Fulton Office
182 Buchanan Trail, Suite 145
P.O. Box 59
McConnellsburg, PA 17233
(717) 485-5151
(800) 637-0315
Fax No. (717) 485-5606

Meeting of the Commissioners of Huntingdon, Bedford & Fulton Counties Monday, March 7, 2022

A meeting of the Commissioners of Huntingdon, Bedford and Fulton Counties, serving as the joint board of the Area Agency on Aging, was held on Monday, March 7, 2022 at the Holiday Inn Express, Breezewood. The meeting was opened at 10:00 am by Fulton County Commissioner Randy Bunch.

ITEM 1- Minutes. Having no additions or corrections to the minutes:

MOTION: On a Frederick/Shives motion - The minutes of the December 6, 2021 Joint Board meeting are approved as presented. Motion carried 6-1 with Commissioner Thomas abstaining citing his absence for this meeting.

ITEM 2 Financials - a) January 2022 financial report. Connie Brode reviewed the January financial report which had been emailed to the Board. Several service areas continue to be under budget, including personal care and home support due to lack of staffing by providers. Additional money has been requested from the Department for home delivered and congregate meals which are over budget. Transportation revenue is under budget in all areas and year-to-date \$242,872 of Aging Block Grant money has been used to supplement. Connie said PennDOT is looking at providing service stabilization money to assist transit programs. Assessment continues to do well with a projected surplus of \$58,586. No reserves have been needed yet.

MOTION: On a Dallara/Walls motion - The January 2022 financial report is accepted as presented. Motion carried unanimously.

b) Audit update. Connie provided the Commissioners with copies of the FY2020-21 audit as completed by Boyer & Ritter, CPAs. There were no exceptions in the audit. She referenced preliminary discussion at the previous board meeting.

MOTION: On a Thomas/Frederick motion - The Commissioners approve the Agency's FY2020-21 audit as presented. Motion carried unanimously.

c) Health insurance. Connie received notification from Cliff Beaver, the Agency's broker, that a proposal from Highmark is expected in April for a July 1 renewal. The health insurance renewal falls in line with the Agency's fiscal year.

March 7, 2022

ITEM 3 Administration - a) 5310 Audit results. Connie said the Agency went through an audit for the federal funding the Agency receives for Cart. The final compliance review was completed on February 9 and there were a couple items needing attention. Maintenance records need amended and the software program for this has been updated. We are now required to submit quarterly reports on maintenance to PennDOT. The other issue related to the ADA statement on our website, with an * needing to be added to the statement for it to stand out. A public transportation board will be established by May 9 and Connie will provide information to the Commissioners as this progresses. The Advisory Council had formerly served as the transportation board.

b) Office space. Connie said we continue to look for appropriate space to move the Huntingdon office and depot. Several possible locations have not panned out and, if anyone hears of a space, please let her know. Commissioner Dallara asked for an executive session after the meeting to review real estate.

c) Advisory Council appointments. Connie will be sending the Commissioners information for appointments/reappointments to the Advisory Council. She thanked Commissioner Shives for her attendance and involvement with the Council.

ITEM 4 - In-home services. The Agency continues to have a waiting list for personal care, home support and PERS units. There are 59 individuals in Huntingdon County, 39 in Bedford County and 5 in Fulton County on the list. Connie said one of the providers has hired staff and it is hoped that they can provide more service in all three counties.

ITEM 5 - Senior Centers - a) Senior center grants. Senior center grant funding should be coming soon. The state allocated about \$4,000 per full-time centers for improvements. The Agency will hold a meeting with center operators and senior group presidents to review requirements. The groups must submit reports to the Agency on expenditures. Commissioner Thomas asked about funding for satellite centers and Connie will check on this.

b) Meals. February meals increased to 3,818 congregate meals. The Bedford center was closed for a week due to a Covid exposure and the frozen meals were offered to participants. Only 3-4 individuals took the frozen meals.

ITEM 6 - Transportation - a) Ridership statistics. Connie reported that trips are slowly increasing. In February 2021 there were 2,716 trips provided compared to 3,770 in February 2022. During the same period PWD trips went from 297 to 450; and MATP trips went from 74 to 89 in Fulton County, 380 to 457 in Bedford County and 450 451 in Huntingdon County.

b) Vehicles. The 8 new Ford Transits that were ordered last Summer finally arrived and are in circulation. The Agency received almost \$250,000 for 4 Chrysler Voyager mini vans through Rohrer Bus and these have been ordered. Also, \$300,000 has been approved to order 2

replacement buses through Shepard Brothers, with \$715,000 being approved to purchase 2 more mini-vans and 9 replacement buses. Connie explained that the Agency utilizes 3 different types of vehicles, mini-vans, transits and buses. Additional funding may be needed. The Agency's fleet is old and this will give us a much needed update. A special request had to be made for mini-vans since PennDOT doesn't usually allow them, but with some of the rural roads and areas we travel they are necessary. The new transits cost \$70,000 each, with all the retrofitting and special needs. In answer to Commissioner Frederick's question, the vehicles all use gasoline rather than diesel.

Commissioner Dallara asked about gas costs and Connie said it's part of the budget approved by PennDOT. As mentioned earlier, PennDOT is looking at stabilization money to help offset rising costs of gas and maintenance. Connie said a fare increase is in the future as well. In answer to concerns about continued service, this will depend on stabilization money.

ITEM 7 - Human Resources. The personnel report had previously been sent to the Commissioners and Connie said we currently have 3 vacant food service workers. However, interviews have been held for 2 of the positions and there are prospective candidates.

At this time, the 2 guests at the meeting asked to speak. They are Karen Koch and Pamela Auer from the Center for Independent Living/Roads to Freedom. They wanted to discuss an ongoing case involving an individual and the Agency. The CIL/RTF group wants a meeting with all parties, including the older individual. Following discussion the individuals excused themselves and the meeting continued.

MOTION: On a Thomas/Walls motion - The Joint Board enters executive session.

Coming out of executive session, it is noted that discussion included potential litigation and status of real estate issues. No action is necessary.

With no other business to discuss, Commissioner Bunch adjourned the meeting.

Those in attendance included:

Commissioner Alan Frederick-Bedford Co.
Commissioner Jeff Thomas-Huntingdon Co.
Commissioner Paula Shives-Fulton Co.
Commissioner Deb Baughman-Bedford Co.
Commissioner Scott Walls-Huntingdon Co.
Commissioner Barry Dallara-Bedford Co.
Commissioner Randy Bunch-Fulton Co.
Karen Koch-Roads to Freedom
Pam Auer-Center for Independent Living

Cindy Harbaugh-AAA Staff
Connie Brode-AAA Staff