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Meeting of the Commissioners of
Huntingdon, Bedford & Fulton Counties
Monday, September 13, 2021

A meeting of the Commissioners of Huntingdon, Bedford and Fulton Counties, serving as the Joint Board of the Huntingdon-Bedford-Fulton Area Agency on Aging, met at 10:00 am at the Holiday Inn Express, Breezewood, PA. The meeting was called to order by Huntingdon County Commissioner Chair Mark Sather, who turned the meeting over to Connie Brode.

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

MOTION: On a Bunch/Frederick motion - The minutes of the July 12, 2021 Joint Board meeting are approved as presented. Motion carried unanimously.

ITEM 2 - Financials - a) FY2020-21 Summary. The Agency carried $1,051,799 into the new fiscal year with no outstanding balance on the line of credit. $209,111 of the $554,022 in Cares money was expended and, as per requirement, the balance was sent back to PDA for reissuance in FY2021-22. $118,888 was received from Aging Well for completion of assessments and $348,185 in unrestricted reserve funding was carried. Just over $89,000 in cost share and program income must be used in FY21-22. Service stabilization money from PennDOT also helped transportation expenses. The state issued new Caregiver Support Program guidelines increasing the monthly allowance from $300 to $600.

MOTION: On a Dallara/Baughman motion - The FY2020-2021 financial report is approved as presented. Motion carried unanimously.

b) July 2021 Financial Report. Cash balance of $491,811 at end of July. The state still owes the Agency almost $18,000 in Nursing Home Transition funds going back 3 years. The 1st budget amendment hasn't arrived yet and Connie said there may be an update at the quarterly review this week in Hershey. She said the majority of people are still using the grab & go meals at the centers. In-home services remain low with providers not having enough staff to fill care plans. One Cart vendor owes about $6,000 and Connie said if payment isn't received today service will be denied.

MOTION: On a Thomas/Shives motion - The July 2021 financial report is approved as presented. Motion carried unanimously.

c) Audit update. The Agency's audit has been rescheduled for October. Preliminary work has already been done by Boyer & Ritter and much of the information is transmitted electronically. Commissioner Sather asked if this would affect other audits and Sherry said we have until December 31 to submit it to the PDA and Connie doesn't anticipate any problems.

ITEM 3 - Administration - a) Possible relocation of Huntingdon Office and Depot. Connie has submitted an offer to the owner of a building the Agency is looking at to move the Huntingdon Office and Driver's Depot and continues to wait to hear back from him.

b) Update on IT project. Connie said the project is moving along well and that the new phone system which connects all 3 offices has been installed. Central Dispatch will go live tomorrow. Some computer equipment has arrived including new computers for center staff. Connie thanked Link for coming this morning to hook up the call-in system for the meeting.

Based on the next couple agenda items, the following motion was made:

MOTION: On a Walls/Baughman motion - The Commissioners enter executive session at 10:21 am. Motion carried unanimously.

Coming out of executive session, the following action was taken:

c) Creation of new position.

MOTION: On a Bunch/Dallara motion - The Joint Board approves the creation of an Accountant-Guardian position at pay range 8. Motion carried unanimously.

d) Pay scale adjustment.

MOTION: On a Shives/Walls motion - The Joint Board approves an adjustment to the Agency's pay scale based on Example 4 as recommended by Connie Brode to be effective October 3, 2021. This action is for new positions and all current Agency staff, including the executive director's salary. Motion carried unanimously.

ITEM 4 - In-home service. Connie reported on the waiting list for personal care and home support services as follows: 52 consumers in Huntingdon County, 48 consumers in Bedford County, 10 consumers in Fulton County. She doesn't expect this to change in the near future since providers still can't find enough staff to fill the referrals, even though contracts were renewed at higher rates for FY21-22. She said this is a statewide problem.

ITEM 5 - Senior Centers. Centers are all open, including satellites, however, attendance remains low at most centers with most people taking the grab & go meals. Connie said the PCN was given a 2% increase for meals in July and she recently received a letter from them requesting a 3% increase for products and 4% for staff. All PCN contractors received this letter and, collectively, AAAs are not in favor of approving their request. Connie is not recommending

approval and feels that the Department of Aging needs to address this since the regulations allow for only a 2% increase each year without having to request a waiver. She said the request from PCN has been brought to the attention of the Secretary of Aging. The Agency is at $4.01 for congregate meals and $4.29 for frozen meals.

ITEM 6 - Transportation - a) Current ridership. Ridership statistics were provided to the Board which reflected a slight increase in trips as compared to a year ago. Commissioner Sather recognized that trips aren't quite back to pre-Covid levels. In response to a question by Commissioner Thomas, Connie said the Agency uses CART vehicles to transport MATP riders.

b) Status of new vehicles. The new vehicles that were to be delivered in the Spring still have not arrived due to not being able to get the chips needed to complete the vehicles.

ITEM 7 - PA Medi. The open enrollment for PA Medi (formerly Apprise) begins in October.

ITEM 8 - Human resources. The Board received the personnel report of hires, terminations, etc. since the last meeting. Commissioner Sather noted the number of no-shows for interviews and said the counties are having similar problems. Connie said we have hired 2 good candidates for the Care Manager/PS vacancies, but other positions remain unfilled. There is also a former employee who appealed his termination and, following arbiter review, the Agency's decision was upheld.

MOTION: On a Dallara/Frederick motion - The Joint Board meeting of September 13, 2021 is adjourned at 11:20 am. Motion carried unanimously.

Those in attendance included:

Commissioner Mark Sather	Huntingdon County
Commissioner Alan Frederick	Bedford County
Commissioner Jeff Thomas	Huntingdon County
Commissioner Barry Dallara	Bedford County
Commissioner Randy Bunch	Fulton County
Commissioner Paula Shives	Fulton County
Commissioner Deb Baughman	Bedford County
Commissioner Scott Walls	Huntingdon County
Sherry Kovach	Regional Cooperative
Cindy Harbaugh	AAA Staff
Connie Brode	AAA Staff