

Tennessee Commission on Aging and Disability

Mike Hann, Executive Director

MINUTES

TUESDAY,
NOVEMBER 17, 2009 9:00 A.M. TO
3:30 P.M. CST

DOUBLETREE HOTEL, DOWNTOWN
SALON E CONFERENCE ROOM
NASHVILLE, TN

MEETING CALLED BY	TCAD Commission Members
TYPE OF MEETING	Quarterly Commission Meeting
FACILITATOR	Chair John Arriola
NOTE TAKER	Cindy Warf
MEMBERS PRESENT	Chair John Arriola, Rene Bouchillon, Diane Cornell, Virginia Davidson, Mickey Eldridge, Ronald Jordan, Kenneth Kiesel, Timothy Martin. Beauton Matthews, Frankie McCord, Barbara McIntyre, Patricia Miller, Lynne O'Neal, Judson Palmer, Seth Stanger, Jackie Talley, Carolyn Waugh, Ruth Williams, William Edington for Wanda Willis, James York
MEMBERS ABSENT	Bernard Danzig, Shelburne Ferguson, Jr., William Johnson

Agenda topics

9:00 A.M. – 9:10 A.M. **CALL TO ORDER/WELCOME/PLEDGE OF ALLEGIANCE TO THE FLAG/ROLL CALL** **CHAIR JOHN ARRIOLA**

DISCUSSION	Chair Arriola called the TCAD Commission Meeting to order. Commission Members recited the Pledge of Allegiance to the Flag. Chair Arriola asked Cindy Warf to call the official role. The attendance of the Commission Members is listed above.		
CONCLUSIONS			
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

9:10 A.M. – 9:15 A.M. **APPROVAL OF THE AUGUST 11, 2009, COMMISSION MINUTES** **CHAIR JOHN ARRIOLA**

DISCUSSION	Chair Arriola asked for the Commission Members to review the Minutes from the 08/11/2009, meeting. Chair Arriola asked for a motion and a second for the approval of those Minutes. Mr. Ronald Jordan made the motion to approve the Minutes as printed, and the motion was seconded by Ms. Beauton Matthews. The TCAD Commission Members unanimously voted to approve the Minutes. Chair Arriola confirmed the approval of the Minutes.		
CONCLUSIONS	08/11/2009, Minutes were unanimously approved by the TCAD Commission Members.		
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

9:15 A.M. - 9:20 A.M. **PERSONNEL UPDATE** **MIKE HANN
EXECUTIVE DIRECTOR**

DISCUSSION	Chair Arriola recognized Mr. Mike Hann to present to the Commission Members the personnel update.		
CONCLUSIONS	<p><u>New TCAD Commission Member:</u> Ruth A. Williams (Replaced Ms. Mary Stockley) AARP Representative representing West Tennessee Term of Appointment: 08/21/2009 – 09/30/2012 Advocacy Committee Member and Commission Member</p> <p><u>New TCAD Employee:</u> Valarie R. Henderson, QA Coordinator Supervisor: Mr. Phil Barnett, Aging Program Director</p>		

PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

9:20 A.M. TO 9:45 A.M. CHAIR JOHN ARRIOLA'S COMMENTS CHAIR JOHN ARRIOLA

DISCUSSION	Chair Arriola discussed that the Commission had been asked to be in front of Study Committee's dealing with the Department of Aging. They will be talking with Members of the Senate and Members of the House to give an orientation on what the Commission is doing and the services they and the AAADs are involved with; discuss with them the Waiver program that was previously directed by TCAD and which is now directed by TennCare;	
CONCLUSIONS	Commission Members were asked to think about any points that they felt should be brought up at the appointment with the Members of the Senate and the Members of the House.	
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discussion later today during New Business portion of this meeting	TCAD Commission Members	11/17/2009

9:45 A.M. TO 10:05 A.M. EXECUTIVE DIRECTOR'S REPORT MIKE HANN EXECUTIVE DIRECTOR

DISCUSSION	Chair Arriola recognized Mr. Mike Hann for his Executive Director's Report.
CONCLUSIONS	<p><u>New Executive Committee Member</u> Ms. Frankie McCord – Representing West Tennessee Ms. Barbara McIntyre will be addressing the Commission Members with the Nominating Committees recommendation.</p> <p><u>TCAD Ad Hoc Alzheimer's Task Force – Chair Mickey Eldridge</u> Will be working with the Members of the Task Force that was appointed by the Legislatures, become an up-link, to see how we can support them in accomplishing the taskers from the Legislatures Members on the Committee: Timothy Martin, Beaton Matthews, Frankie McCord, Jackie Talley</p> <p><u>Grants received:</u> Acknowledge the work of the following people: Seth Stanger, Tam Gordon, Kathy Zamata, Belinda Bruns, Lucy Utt, Jean Renfro, Ryan Ellis, Phil Barnett</p> <ul style="list-style-type: none"> ◆ Life Span Respite Grant – 3 year Grant - \$200,000 ◆ Alzheimer Evidence Based Grant – 3 year Grant – \$1,000,000 ◆ MIPPA Grant – 2 year Grant - \$720,000 ◆ Aging and Disability Resource Center (ADRC) – 3 year Grant - \$250,000 (potential for \$750,000) <p><u>Single Point of Entry (SPOE)</u></p> <ul style="list-style-type: none"> ◆ Guest Speaker: Jim McConnell, Consultant <p><u>Budget Update</u></p> <ul style="list-style-type: none"> ◆ Unpleasant steps may have to be taken by the Governor to balance the Budget ◆ 11/04/2009 – Mike Hann/Perry Register had to present the TCAD Budget to Finance & Administration with a 6% (Tier 1) and 3% (Tier 2) cut <p><u>Planning & Evaluation</u></p> <ul style="list-style-type: none"> ◆ 2010-2014 State Plan on Aging was approved (4-year plan) <p><u>Option for Community Living</u></p> <ul style="list-style-type: none"> ◆ \$9.4 Million in the Options Program <p><u>Emergency Preparedness</u></p> <ul style="list-style-type: none"> ◆ LaVerdia McCullough conducts workshops and is working with the AAADs on preparing an operational guide for emergencies <p><u>Elder Rights</u></p> <ul style="list-style-type: none"> ◆ Janet Lamb has been appointed to the TN Supreme Courts' Access to Justice Advisory Committee on Mediation ◆ Jeanne Caudill is working with the Conservator Association of TN (CAT) to determine group Priorities; and working with CAT to develop standardized training for Family Guardians <p><u>SHIP Program (Lucy Utt and Shannon Jones)</u></p> <ul style="list-style-type: none"> ◆ Conducted 3 Volunteer Training events this quarter resulting in 70 new volunteers across the State ◆ Received a supplemental award = \$106,000

	<ul style="list-style-type: none"> ◆ Received a performance award = \$11,000 <p>Horizon Issues</p> <ul style="list-style-type: none"> ◆ Department of Aging Study Committee ◆ Single Point of Entry (SPOE) ◆ Combining and streamlining QA function ◆ Development of a new 3-year AAAD plan ◆ Implementation of new programs which will be tied into the Grants received by TCAD 		
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

10:05 A.M. TO 10:25 A.M. OLDER AMERICANS ACT PROGRAMS

**JACKIE BRUCE
PLANNING SUPERVISOR**

DISCUSSION	Chair Arriola recognized Ms. Jackie Bruce's presentation on the Older Americans Act Program. Mr. Mike Hann introduced Ms. Bruce to the Commission.		
CONCLUSIONS	<p>Background:</p> <ul style="list-style-type: none"> ◆ The Older Americans Act was enacted in 1965. ◆ The purpose of it was to put some vision, visibility and structure to help those aging integrate some focus to it. ◆ Services are provided to over 192,000 Tennessean's annually through the Title III programs, the Title VII programs and the OPTIONS program. 		
State Plan has 5 Goals:			
<ol style="list-style-type: none"> 1. Access to services and performance measures 2. In-Home and Community based services and performance measures 3. Health promotion and disease prevention and performance measures 4. Elder rights and performance measures 5. Management practices and performance measures 			
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

10:25 A.M. TO 10:45 A.M. BREAK

DISCUSSION	Chair Arriola dismissed the Commission Members for a break.		
CONCLUSIONS			
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

10:45 A.M. TO 11:10 A.M. STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)

**SHANNON JONES
SHIP DIRECTOR**

DISCUSSION	Chair Arriola recognized Ms. Shannon Jones for her presentation on the SHIP Program. Mr. Mike Hann introduced Ms. Jones to the Commission.		
CONCLUSIONS	Ms. Jones reviewed the information on her PowerPoint Presentation on the TN SHIP Program.		
TN SHIP:			
<ol style="list-style-type: none"> 1. National Program 2. Named by Congress - State Health Insurance Assistance Program (SHIP) 3. Began in 1992 4. May not endorse insurance companies; insurance agency, agent or plan; other entities motivated by potential sales 			
2010 Focus:			
<ol style="list-style-type: none"> 1. Low income Beneficiaries 2. Enrollment in Extra Help and Medicare Savings Programs 3. Increase Volunteer recruitment, training and retention 4. Two counselors and counseling sites in every county 5. Develop partnerships 			
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

DISCUSSION	Chair Arriola asked for the Chairs of the TCAD Committees to give their reports.	
CONCLUSIONS	<p><u>Audit Committee – Chair Judson Palmer</u></p> <ol style="list-style-type: none"> 1. Reviewed Conflict of Interest Forms – all were in proper order 2. Reviewed information as of end of year, 06/30/2009, how the AAAD's stood on meeting the 92% Rule (8% unspent funds) 3. Reviewed discrepancy letters and concluded that everything was in order <ul style="list-style-type: none"> ◆ Upper Cumberland (05/19/2009 – 11/13/2009) ◆ GNRC (10/16/2009 – 10/21/2009) <p><u>Long Term Care (LTC) Committee – Acting Chair Lynne O'Neal</u></p> <ol style="list-style-type: none"> 1. Focus for the Committee is to be well informed on the availability of services and to have an understanding of population needs. 2. Tabitha Satterfield spoke to the LTC Committee on services <ol style="list-style-type: none"> a) Options for Community Living Program b) National Caregiver's Support Program 3. Discussed Waiver information, Quality Assurance, Marketing roles 4. Joint Committee to study the feasibility of developing a Department of Aging and Adult Services 5. Fragmentation of services <p><u>Ad Hoc Alzheimer Task Force – Chair Mickey Eldridge</u></p> <ol style="list-style-type: none"> 1. Met with Janice Wade, Chair, Governor's Task Force, Alzheimer's Association in Knoxville, TN <ul style="list-style-type: none"> ◆ Transition and implementation ◆ Three phases – looking at long-term work <ul style="list-style-type: none"> ○ Phase 1 – Infrastructure has to be developed 2. Standing Committee (Mickey Eldridge, Jackie Talley, Frankie McCord, Beauton Matthews and Tim Martin) is recommending to the Commission Members <ul style="list-style-type: none"> ◆ Would like to form an Ad Hoc Advisory Alzheimer's Task Force, with Janice Wade as the Chair, to the Standing Committee ◆ Would like to appoint Jackie Talley as the Liaison between the Standing Committee to serve on the Ad Hoc Advisory Alzheimer Task Force ◆ Standing Committee would report quarterly to the TCAD Commission Members to let them know what they need to do <p><u>Chair Patricia Miller – TCAD Ad Hoc Ombudsman Task Force</u></p> <p>Chair Miller passed out to the TCAD Commission Members a copy of the Conflicts of Interest Policies and Procedures. Committee has been working on the following:</p> <ol style="list-style-type: none"> 1. Conflicts of Interest Policies and Procedures <ul style="list-style-type: none"> ◆ Organizational Conflicts ◆ Individual Ombudsman Conflicts ◆ Interference Conflicts 2. Ad Hoc Ombudsman Task Force will continue to review funding for the Ombudsman Program <p><u>Barbara McIntyre, Nominating Committee</u></p> <p>Received official notification of the resignation of Mary Stockley which created a vacancy on the Executive Committee. The Nomination Committee met on a conference call and they elected Ms. Frankie McCord. Ms. McCord was brought to the Executive Committee on Monday, 11/16/2009, and she was approved by the Executive Committee to serve on that Committee. The Nominating Committee brought to the Commission Members Ms. Frankie McCord for their approval to serve on the Executive Committee.</p> <p>Ms. McIntyre asked the Commission for a motion to approve Ms. Frankie McCord to serve on the Executive Committee. A motion was made by a Commission Member, and the motion was seconded. Chair Arriola asked for the Commission Members to vote. The Commission Members voted unanimously to approve the appointment of Ms. Frankie McCord to the Executive Committee. Chair Arriola approved the Commission vote and congratulated Ms. McCord for her appointment.</p>	
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Perry Register will present to TCAD Audit Committee an update as of 12/31/2009, where the AAAD's stand on meeting the 92% Rule	Perry Register	02/08/2010
TCAD Commission Members were asked to review the Conflicts of Interest Policies and Procedures presented by the TCAD Ad Hoc Ombudsman Task Force – At the next quarterly meeting, vote to approve this document.	TCAD Commission Members	02/08/2010

12:00 P.M. TO 1:00 P.M. LUNCH

DISCUSSION	Chair Arriola dismissed the Commission Members for lunch.		
CONCLUSIONS			
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

1:00 P.M. – 1:30 P.M. TCAD BUDGET UPDATE

**PERRY REGISTER
TCAD FISCAL OFFICER**

DISCUSSION	Chair Arriola recognized Mr. Perry Register for his presentation on the TCAD Budget Update.		
CONCLUSIONS	<p>Edison Accounting System for the year ended June 30, 2009, had not closed as of 11/16/2009. Mr. Register had to present to the Executive Committee a budget update with approximate budget information. Journal entries that were put into Edison in July, 2009, still were not posted.</p> <p>June 30, 2009 – TCAD was told to plan on reverting \$300,000 – AAADs were told to reserve those funds in order to make that reversion. At the end of the year, the AAAD's drew the money and spent it. But, TCAD covered the \$300,000 reversion from their operations.</p> <p>TCAD is reverting \$890,000 to the Budget Office.</p> <p>November 4, 2010: Budget Hearing for TCAD – TCAD asked if there was any way to carry any of the reversions over to 2010 where the reversion goal is \$500,000. They were told that this was not likely.</p> <p>Year 2010: TCAD did not sustain any budget cuts – Reversion goal = \$500,000 Year 2011: Reversion = \$500,000</p> <p>Stimulus Funds (ARRA) required to be handled separately from the budget (improvement)</p> <p>For the budget effective July 1, 2010: TCAD required to submit a plan for a reduction: 6% in Tier 1; 3% in Tier 2</p> <ol style="list-style-type: none"> a) Affects Senior Centers b) Affects match money c) Affects Options Program 		
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Budget Update	Perry Register	02/08/2010	

1:30 P.M. TO 2:30 P.M. SINGLE POINT OF ENTRY FOR LONG TERM CARE

**JIM MCCONNELL
CONSULTANT**

DISCUSSION	Chair Arriola recognized Mr. Jim McConnell for his presentation on the Single Point of Entry. Mr. Mike Hann introduced Mr. McConnell to the Commission.		
CONCLUSIONS	<p>Discussed what is needed for long term care services in the Community.</p> <ol style="list-style-type: none"> 1. Care at home 2. Help in the Community – transportation, Senior Center, Meal site, or care at an Adult Day center 3. Care in a residential facility such as nursing home, an assisted living residence, etc. <p>Discussed who pays for long term care:</p> <ol style="list-style-type: none"> 1. Private pay – volunteer caregivers, community programs, family or friends 2. LTC insurance 3. Public Programs – Medicare, Medicaid, Older Americans Act and State programs, etc. <p>Discussed where to go for help and information</p> <ol style="list-style-type: none"> 1. TCAD/AAAD Single Point of Entry – information/assistance, consultation and access to services 2. AAAD office, Internet, etc. 		
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

2:00 P.M. TO 2:15 P.M.

MEDICAID WAIVER & TRADITIONAL PROGRAMS UPDATE

**PHIL BARNETT
AGING PROGRAM DIRECTOR**

DISCUSSION	Chair Arriola recognized Mr. Phil Barnett for his presentation on the Medicaid Waiver and Traditional Programs.		
CONCLUSIONS	<p><u>Mr. Barnett reviewed</u></p> <ol style="list-style-type: none"> 1. Status Report on Statewide Medicaid Waiver FY 2010 2. Enrollment 3. Traditional and Title III – QA Division, Single Point of Entry (non-Waiver) and Grants 		
	<p><u>Medicaid Waiver FY 2010:</u></p> <ol style="list-style-type: none"> 1. Quality Assurance 2. Marketing 3. Long Term Care (LTC) Ombudsman 		
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

2:15 P.M. TO 2:30 P.M.

GUARDIANSHIP FEE INCREASE

**JANET LAMB, STAFF ATTORNEY AND
PERRY REGISTER, FISCAL OFFICER**

DISCUSSION	Chair Arriola recognized Mr. Perry Register to provide information to the TCAD Commission Members for clarification on the Guardianship Fee Increase.		
CONCLUSIONS	<p>Mr. Register explained that the proposed fee increases are simply guidelines for the Court Judge, and that until the Court approves them there is nothing charged to the clients. The last fee increase was in the 1990's, so they are proposing a 30% increase in the Guardianship fees. Then a \$5.00 increment increase if assets are in excess of \$50,000.</p> <p>Ms. Mickey Eldridge made a motion for the Commission Members to approve the revised schedule for the Guardianship fee increase. Chair Arriola recognized the motion that they approve this plan as corrected and as presented. The motion was seconded. Chair Arriola asked for Cindy Warf process a roll call of Commission Members for this motion.</p> <p><u>Below are the Commission Members who approved this motion through the roll call vote:</u> Chair John Arriola, Renee Bouchillon, Diane Cormell, Virginia Davidson, Mickey Eldridge, Ronald Jordan, Kenneth Kiesel, Timothy Martin, Beauton Matthews, Frankie McCord, Barbara McIntyre, Patricia Miller, Lynne O'Neal, Judson Palmer, Seth Stanger, Jackie Talley, Carolyn Waugh, Ruth Williams, Wanda Willis, James York</p> <p><u>Below are the Commission Members who did not approve this motion:</u> None</p> <p><u>Below are the Commission Members who were absent from the vote for this motion:</u> Bernard Danzig, Shelburne Ferguson, Jr., William Johnson</p> <p>Chair Arriola advised the Commission Members that with the passing of this motion, the Commission approves the new Guardianship fee increases as amended.</p>		
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

2:30 P.M. TO 2:50 P.M.

TN4AD REPORT

**AARON BRADLEY
DIRECTOR, EAST TN AAAD**

DISCUSSION	Chair Arriola recognized Mr. Aaron Bradley for the TN4AD Report.		
CONCLUSIONS	<ol style="list-style-type: none"> 1. Waiver Update 2. State Budget and Funding Issues 3. HCBS Funding through the VA 4. Aging Department Study Committee 		
PENDING ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

2:50 P.M. TO 3:00 P.M. NEW BUSINESS

CHAIR JOHN ARRIOLA

DISCUSSION	Chair Arriola presented to the Commission Members his comments on the Aging Department Study Committee. <ol style="list-style-type: none"> 1. What are we currently doing? 2. What is the Commissions role and its functions? 3. What is TCAD doing? Possibilities: <ol style="list-style-type: none"> 1. TCAD stays the same 2. TCAD becomes the Department on Aging and Adult Services 3. TCAD is placed under another Department 		
Chair Arriola opened the floor to the Commission Members for discussion on this change.			
CONCLUSIONS	Chair Arriola made the following points: <ol style="list-style-type: none"> 1. AAADs have taken an aggressive approach with the Lawmakers saying that they recommend that we move ahead and form a Department within State government through the Executive Branch 2. Commission Members need more discussion/information on this topic 3. Timeframe: Study Committee has until February, 2010, before they report; their term will expire, and then it will up to the Legislature to either renew that process or form a totally new Study Committee 4. Study Committee will make recommendations to the Legislature 5. TCAD Staff, if a new Department was formed, would probably be transferred over to a Department 6. Not realistic to say that we can move this organizational structure into a Department structure as an arm of the Executive Branch of the Governor 7. Governor would appoint a Commissioner and a Deputy Commissioner 8. If TCAD became a Department, then a direct line of authority for change would become available 		
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Commission Members have additional discussion on what the Department on Aging and Adult Services should include		Commission Members	02/08/2010

3:00 P.M. TO 3:15 P.M. OLD BUSINESS

CHAIR JOHN ARRIOLA

DISCUSSION	Chair Arriola opened the floor for discussion on old business.		
CONCLUSIONS	None		
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

3:15 P.M. MEETING ADJOURNED

CHAIR JOHN ARRIOLA

DISCUSSION	Chair Arriola asked for a motion to adjourn today's meeting. Mr. Ronald Jordan made a motion to adjourn. The motion was seconded by several Commission Members. Chair Arriola adjourned the meeting.		
CONCLUSIONS	The next meeting for the TCAD Commission Members will be Tuesday, February 9, 2010, at the Doubletree Hotel, Downtown, Nashville, TN.		
PENDING ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			

OBSERVERS	AAAD Directors and AAAD Staff
TCAD STAFF	Mike Hann, Executive Director, Kathy Zamata, Phil Barnett, Ryan Ellis, Janet Lamb, Cynthia Minnick, Perry Register, Jackie Bruce, Lucy Utt, Shannon Jones, Valarie Henderson
SPECIAL NOTES	