

**ILLINOIS COUNCIL ON AGING
EXCHANGE OF INFORMATION**

TELECONFERENCE

**ONE NATURAL RESOURCES WAY – ROCK RIVER CONFERENCE ROOM
SPRINGFIELD, ILLINOIS**

**160 N. LASALLE ST., SUITE N-700
CHICAGO, ILLINOIS**

**WEDNESDAY, JULY 26, 2017
10:00AM – 12:00PM**

MEMBERS PRESENT:

Phyllis Mitzen, Diane Adams-Alsberry, Charles Crowder, Anna Oestreich, Margaret Huyck, Bernarda Wong

MEMBERS PRESENT VIA TELECONFERENCE:

Senator Mattie Hunter, Steve Wolf, Anthony Frazier, Paulette Hamlin

MEMBERS ABSENT:

Jane Angelis, Rev. Melvin Grimes, Senator Sam McCann, Robert O'Connor, Dana Rosenzweig, Mubarak Mirjat, Lee Moriarty, Talat Khan

DEPARTMENT ON AGING STAFF PRESENT:

Jean Bohnhoff, Director
Jennifer Reif, Deputy Director
Elizabeth Delheimer, Manager – Div. of Community Relations & Outreach, Council Liaison
Rhonda Armstead, General Counsel
Amber Bolden, Executive Office
Portia Riley, Executive Office
Alex Burke, Legislative Liaison

VISITORS:

Phyllis Mitzen - Today we have Patricia Marton in attendance with us from the public. Patricia is someone who wrote to me on July 17, asking if she could attend the ICoA meeting. She's been attending legislative meetings in Springfield for years. She has concerns about elder issues in general, especially elder abuse. She stated that she has been advocating in this area, although community care/health care are also of importance to her. She had a generic email address so when she comes in, I think we should find out what PSA she's from, and what her interests are. She is a potential candidate for the ICoA.

Rhonda Armstead – This is an unofficial meeting, because we’re not convened as the ICoA. Without a quorum, we’re just having a discussion meeting today. Director can explain the situation to Ms. Marton when she comes into the conference room. Today we’re only discussing items that do not require any actions.

Phyllis Mitzen – I will introduce her to the Council, and allow her to give the Council members information, regarding herself, her concerns and interest.

Patricia Marton – I’m from McLean County in Bloomington, Illinois. I am particularly interested in elder issues, especially elder abuse. I’ve been advocating in this area for several years in McLean County, Springfield, and Chicago. This spring Representative Tom Bennett, and I testified before the House Aging Committee, and 2 resolutions were passed unanimously. One resolution that passed was in the Senate so I’d like to thank Senator Hunter for her support as well. I’ve also lectured and presented workshops on the establishment of connections between different generations. I’ve presented at conferences in Illinois and throughout the country through organizations like the American Society on Aging and the Governor’s Conference on Aging in Chicago. I’m also interested in the role of immigrants in our society, especially the elder immigrants, and the difficulties they face. This concern came from family experiences with my grandparents who came from Norway. I also promote mental health programs in my county to help identify troubled members of communities. I’m especially concerned about safety measures in public and private institutions. I’m very happy to be here today, and I would be very interested in applying for an appointment on the Council. I do have a copy of the application. Representative LaShawn Ford suggested that I apply when he found out what my interests were.

Phyllis Mitzen – Patricia, there is certainly an application process, and we would invite you to participate in that application process. We are short members, and we are in the process of looking for members for the Council. We will be inviting individuals to apply for the open positions. We need to fit certain criteria so we will need to look at your application, and see where you might fit. Our next meeting is September 12, and at this meeting we will have a full agenda. The agenda we’re working from today was basically to go over some of our infrastructure issues having to do with our By-laws, as well as membership, and orientation for our new members. At the September meeting, we will have some of the structural items on the agenda. We’ll also discuss the Community Care Program, and hopefully get an up-to-date report on CRP. The Budget just passed so we will have a discussion on the budget as well.

SUMMARY

Opening:

The discussion was called to order by Director Jean Bohnhoff at 10:10AM.

Roll call was taken by Steve Wolf, and it was determined that a quorum was not present.

Approval of Minutes:

Director Bohnhoff – The Council does not have a quorum. We had this situation at our last Council meeting in June. When we first started our meeting, we did not have a quorum so we

did not address any action items on the agenda. More individuals joined us a few minutes into the meeting so let's try to go that route again today.

Phyllis Mitzen – We cannot approve the minutes at this point, but I agree with the Director that we should proceed. This meeting was called specifically to talk about the infrastructure of the organization. Senator Hunter, it is really a privilege to have you on the phone today. We thank you very much for joining us. We know how busy things are in Springfield right now. We've been working very hard also on the House side to have new members named. I just spoke with Representative Moeller yesterday, who indicated that there are at least 3 members from the House of Representatives who have been put forward to serve on the Council. Alex Burke, Legislative Liaison for the Department can give us a report.

Alex Burke – We have a letter from Speaker Madigan appointing Representative Moeller, and Representative Mayfield to the Council. We have sent letters to all the caucuses, and I've been following up. It's just a matter of getting them to participate.

Bernarda Wong – After the last meeting, I spoke with Representative Theresa Mah. She said she'd be willing to serve. I told her I would bring her name back to the Council.

Alex Burke – Theresa Mah is also a member of the House Democratic Caucus, and we have already filled the spots for those Legislative seats, but, of course, we would always encourage members to attend our meetings.

Phyllis Mitzen – We have 2 more seats to fill on the Republican side. Maybe we should look at the Aging Committee to see if we can encourage participation there.

Phyllis Mitzen – This meeting is specifically for discussing the infrastructure of the Council. We have been talking about the By-laws. As Elizabeth and I were counting heads to make sure we ultimately get to a quorum, I read with horror that in the By-laws the quorum states 11. We want to look at that number, along with some other things in our By-laws. We also want to look in the By-laws, at the powers and duties for members of the Council. The information can be found in Section III – A, B, D, F, and the officers.

Powers and Duties of the Illinois Council on Aging

- (A) Review and comment upon the reports of the Illinois Department on Aging to the Governor and to the General Assembly.
- (B) Prepare and submit to the Governor, the General Assembly, and the Director, an Annual Report evaluating the level of all programs, services and facilities provided to the aging by the State Agencies.
- (D) Review and comment upon disbursements of public funds to private agencies.
- (F) Consult with the Director regarding the operations of the Department.
(These are as set forth at 7.09 of the Illinois Act on Aging).

Phyllis Mitzen – I think we need to have a discussion on all the above powers and duties of the Council. The one that frightens me the most is B, having to do with the commitment to evaluate all programs and services available to all older adults in our State. The Founders, in

1972, thought this was a good idea. I think it is difficult to function within these parameters without the ability to collaborate with universities, or with the Department, which this body does not have the authority to do. I think it is necessary for the Council to review the above duties and powers. We need the language to be more direct, in terms of how we can accomplish these duties and powers of the Council. Director Bohnhoff would like to hold off on commenting until she has heard input from the Council members on their thoughts.

Margaret Huyck – It is clearly impossible for Council members, as a group of volunteers, to accomplish these duties. It is just not going to happen, and I do not know that it should. Unless we get authority to fund such an evaluation, or solicit cooperation from the universities to have evaluation programs/training programs where they might be willing to take it on as a learning experience. Even then we would have to have some type of supervising way of directing the evaluations. Somebody out there has done this in the past. I cannot imagine that this is realistic without some type of support.

Diane Adams-Alsberry – What is the process that the Department uses to evaluate its programs?

Director Jean Bohnhoff – Our services are evaluated first and foremost by the recipients who receive services. In our largest program, the Community Care Program (CCP) we use a form entitled POSM (Participant Outcomes and Status Measures). During this evaluation, the client completes the form. After the client has completed the POSM evaluation form, it is submitted to the Department. With this form, we can identify each of the criteria, and score it on a scale of 1-5. They use the scoring numbers to determine an average, and a final score based on the numbers from the POSM. Even our providers have a sampling that they are required to provide of their participants, and the many different programs.

Diane Adams-Alsberry – Director, what you are describing is the evaluation of the programs themselves. How do you know that the programs are effective; that clients are not being lost; that the services provided are quality services?

Director Bohnhoff – At the Department, we have had many demonstration programs that monitor the longevity of the programs. They also monitor the amount of oversight and deliverables received for the different types of programs. This helps to determine whether, or not the Department will continue the programs. We do this on an internal basis through BEAM (Benefits, Eligibility Assistance & Monitoring). BEAM staff monitor different provider agencies. The Department also sends out a survey, and the most recent one was mailed to between 8,000 and 10,000 participants statewide.

Director Bohnhoff – All the AAAs have a monitoring tool. Older American Act funds are given to the AAAs, and the AAAs in-turn monitor the quality of the services that are provided. Through their Area plans, they may make some recommendations or amendments to their plans based on what they see in their geographic areas, and the feedback they get from the clients they serve.

Anna Oestreich – Historically, the annual report has always been prepared by the Department staff. I do not know that in the past it had been the Council, as an independent body that has prepared a report. Point B doesn't really limit itself to the Department on Aging. It states state agencies, and there are several other state agencies that deliver services to the aging. That's a point I feel we need to address.

Diane Adams-Alsberry – If the Department is already evaluating, and prepares an Annual Report, would it then be our job to review the report, and determine if it is appropriate for the Council? That would be a better process because the Department is doing most of the work.

Elizabeth Delheimer – For point A the Department prepares an annual report, which is just about completed. I will be sending the report to the Council members in draft form shortly for review and comment. It will be a quick turn-around period. We were under the assumption by what previous General Counsels have told us that points A and B are separate. We were told that point B is not really an annual report, per se. This is something more detailed, and it also includes the other agencies that work with seniors. We also have the Minority Report that we must do by statute, and it is mandated to be filed by a specific date with the Secretary of State's office or it is an audit finding for the Department. We work with the Departments of Public Health, Healthcare & Family Services, and Human Services to compile the report.

Anna Oestreich – There is no funding connected to the development of such an extensive report. Unless we modify or make more specific in some way what is expected without any budgetary assistance/guidelines then I think this really a mammoth task. I am not sure that we can accomplish this task with just the Council.

Bernarda Wong – I think even if there is funding for now, it needs to be ongoing funding.

Phyllis Mitzen – Last month Jane and I gave a report on other countries that we have visited, where they had taken note of the impact of the aging population. At the government level, the report said that there needs to be planning and actual funding, looking at what we can anticipate over the next 20-30 years, and what type of reports we will need. This item, III-B, keeps resonating with me, and probably when they put this on paper in 1972, they also were anticipating that there would be a growth in the aging population, and that this body takes some leadership in doing that. Unfortunately, a template was never set-up and the mechanism never set-up to correct the data that was needed to accomplish the task at hand. How do we not have a finding on this? To me, it seems to be leading us toward saying to the government, "don't we need a more comprehensive look at how we are providing all the services in nursing homes, in assisted living facilities, and how the funding flows in government, as we anticipate the growth of our aging population."

Margaret Huyck – This really talks about the level of all programs and services. We all must be knowledgeable about what is being done outside of Illinois, as well as the Department on Aging.

Phyllis Mitzen – I think it lends itself to a collaborated effort with one of our public universities. That is where my thoughts are going with this language.

Rhonda Armstead, General Counsel for the Department – The powers and duties of the Council are taken directly from the statute. It would take legislative action to make changes to this section of the By-laws.

Director Bohnhoff – There is a line-item in the budget that specifies funding for this Council, and I believe it's \$26,000 a year. Maybe that is something that can be looked at, and Phyllis had stated perhaps one of our public universities could work with the Council to help develop this report. The By-laws state “prepare and submit to the Governor the Annual Report.” Again, this was created in anticipation of the growth that is coming in our aging population. Back in 1972 when this was created, the think tank, at the time, anticipated the growth that is coming into the aging community. Maybe that is a possibility for the usefulness of the fund to have an independent auditor review a sampling of some of the programs each year. For instance, maybe the first year you might do the Older Americans Act services. Maybe the next year, you look at APS or take on the Long-term Care Ombudsman Program, and see what our advocacy efforts are, and how we work with our Community Care Program to continue to keep individuals in the community for as long-as possible. Perhaps that is the way to consider using the funds. Currently the only thing that I have signed off on, thus far, is travel for those who attend the Council meetings.

Anna Oestreich – Under evaluating the program and facility, do we have the authority to solicit information from other state departments?

Rhonda Armstead – I believe the Council does have that authority.

Anna Oestreich – I am just imagining what the response is going to be, particularly under the current budgetary issues that all the state departments are facing, when they are asked from an advisory council to submit information. How that is that going to be perceived by other state departments? I do think that is something that we need to carefully approach. Is there anything that gives us a timeline for this?

Phyllis Mitzen – The last annual report that Elizabeth Delheimer could find was back in 2002. If I remember correctly, it was basically a description of the members who were on the Council at that time, and a description of what they had done as a group. It was exciting to find the 2002 Annual Report, and we thought maybe that would be a template for us to use. There is an advocacy function in this piece, and what we need to do next, in terms of how we get a handle on aging programs and services across the agencies. You are raising a good question, Anna. What are the authorities of an advisory group? We do not have the authority to direct the Department to do anything. Per Legal Counsel Rhonda Armstead, we are an advisory group. Do we as a group advise the Department to allocate funds to complete this task? Do we work in collaboration with the Department? Should we schedule time with Director Bohnhoff, and a sub-group of the Council to discuss possibly bringing in outside collaborative partners to be able to do this kind of evaluation?

Anna Oestreich – I like the idea that we would involve an independent council of some kind, not necessary legal counsel, but an independent organization.

Charles Crowder – If we are going to exercise B, then should we get a sub-group together and have a coordinated semi-annual meeting with the other agencies.

Rhonda Armstead – That would certainly be one thing that you could do.

Director Jean Bohnhoff – It does say state agencies so it's not limited to just the Department. We can look at other provider agencies like DHS, Public Health, DCFS, HFS, and Public Housing. All these agencies have an influence in the Department.

Bernarda Wong – A few years ago, there was a group of Directors who would meet regularly. Does that group still meet with those agencies? Maybe through that group we can ask if they have an advisory council.

Director Bohnhoff – Yes, the Directors continue to meet regularly but I do not know if the group has a sub-group that performs as an advisory council.

Anna Oestreich – I am somewhat confident that the Department is the only state agency that has an advisory council through legislation. Other agencies may have advisory councils, but I do not think any of them are mandated through legislation.

Steve Wolf – Has anybody considered the possibility that these By-laws were written in error? We are the Council on Aging, but essentially our hands are tied. It goes beyond the scope of what it was intended for the Council to do.

Phyllis Mitzen – I would like to propose a counter-argument to your comments, Steve. In 1972, they were just establishing the Department on Aging. In establishing the Department on Aging, which is a silo, I think they were recognizing the fact that aging services were going to be provided by a variety of agencies within the government. This may have been their attempt to bridge that silo that they were creating.

Margaret Huyck – Looking at the membership of this Council, several of us were around in 2010 when we accepted these By-laws. I do not remember any serious debate about the By-laws, but we must accept responsibility for allowing these By-laws to be presented and accepted.

Phyllis Mitzen – The powers and duties of the Council are lifted verbatim from the legislation so there would have to be a change in the By-laws.

Alex Burke – The powers and duties were placed in statute in the 84th General Assembly. We are in the 100th so that is over 32 years.

Anna Oestreich – Could we ask the Director to bring this to the next meeting of your state directors, and maybe suggest to them that we could develop some sort of pool that could be completed, and submitted to help us develop such a plan? I think Phyllis is right. This kind of moves us into a much broader approach to looking at aging services. Not that I do not think

this has happened in the past because the state departments do communicate with each other, but not at this level. Would that at least be a place to start?

Bernarda Wong – I think it is important that hopefully other agencies may be in the same stage of looking at evaluations as we do. If they are not thinking the same way that this Department is then it would be difficult to get those people involved.

Phyllis Mitzen – I do not think the Council members are equipped to do this work. It seems to me that our role is to assure that this report is prepared and submitted.

Margaret Huyck – They have the databases state by state but I have not seen them assembled. This Council has not done B, C, D, or F as far as I know. We have, however, recommended candidates to the Governor so we have done 1 out of 4.

Phyllis Mitzen – Periodically we have been asked to review reports, but I do not know how diligent we have been in reviewing the report. I think we should formalize those processes. I think that is easier to accomplish than developing a mechanism to complete the task at hand.

Charles Crowder – If we are going to pursue B as its stated now, why do not we ask the Director, at the next meeting of the Directors of various agencies, for each agency to appoint an ad hoc committee to specifically address these items. Director Bohnhoff or the President of the Council on Aging can appoint to keep it simple. The ad hoc committee would approach it as written in the By-laws, compile the information, and let the Director submit it to the legislators. The Council can give the Director the leeway to discuss this at the next meeting of the Directors, and if everyone agrees perhaps we can come back and make changes to the By-laws.

Director Bohnhoff – We have Senator Hunter with us today on the phone. Thank you for joining us today, Senator Hunter. I just looked up some information on Senator Hunter, and the Senator serves on the committee for Human Service, and Public Health. Senator Hunter, are you familiar with any type of advisory council with Public Health or some of the other Human Services agencies?

Senator Hunter – All departments and the different advisory councils are required to provide a report to the General Assembly, Governor, and Directors, and provide a summary and status of what the departments are doing. We are concerned whether there are any issues arising that prevent agencies from governing, and providing the services in which you are in business to provide.

Director Jean Bohnhoff – I think I can reach out to the directors at the other agencies, and perhaps get a copy of what they have submitted to the General Assembly.

Senator Hunter – Normally, the departments put together a summary of the functioning of their overall department, and within that summary you would report whatever is going on with the advisory council. It does not have to be a separate document.

Director Jean Bohnhoff – The last time a report was prepared, as it is outlined in the By-laws was back in 2002.

Senator Hunter – You should be able to get a copy from one of the other agencies. Most of the departments are out of compliance, but no one is making a lot of noise about it right now. If this body does not submit a report, I do not think anything is going to happen until something occurs, and someone mentions that the reports are not being submitted. Then the next thing you know, the General Assembly will send out something saying you are required to submit by December 31st of every year. Please do not spend a lot of time debating this subject. Just continue to do the good work that the Council does, and keep moving along working on aging issues.

Director Jean Bohnhoff – The Council members were concerned about following the current structure of the Council, and what the By-laws do stipulate. Council members did have a conversation about the By-laws, and if in fact the report is not being prepared, if it is not necessary for it to be done, this Council can look to change their By-laws to have this portion of the By-laws removed from their powers and duties.

Senator Hunter – I do not think the Council has the authority to remove this section of the By-laws. It's included as a part of the statute. The Council should just by-pass this portion of the By-laws for now. Just leave it alone until something comes up. With all the changes to Administrations, you have different folks who come in and make changes, and then they will leave and nobody knows what the intent was. If this was a major issue within our advisory councils, I am sure the directors would bring it to the attention of the Governor and legislators. You can use my name if something happens. Just let the Governor know the Council consulted with Senator Mattie Hunter, and she told you not to worry about this portion of the By-laws right now.

Director Jean Bohnhoff – Senator Hunter, thank you for your contribution. I think it was good for Council members to hear from you on this topic.

Phyllis Mitzen – Now that we know there is \$26,000 in the Budget, and although we are kind of off the hook on this item, we want to think about how this Council might be able to use these funds to somewhat meet the intent of looking forward in anticipation. Particularly when we are talking about the Community Care Program (CCP) and where it is going, and the concerns the department has had about CCP. This might be a good role for the Council to be playing, in terms of perhaps talking to the Director in a small sub-group, as well as speaking with Deputy Director Jennifer Reif, and Legislative Liaison Alex Burke. I would like to enter a motion for the Council to create a sub-group to work on this issue. Director Bohnhoff has agreed to work with the Council on this issue.

Phyllis Mitzen – Are there people on the Council who would like to volunteer to meet with the Director, and talk about this further, and come up with strategies?

Anna Oestreich – I think the suggestion that was made earlier, regarding asking the Director to reach out and get a little feedback from other Departments is a good idea. Director can find out

if maybe they have some suggestions, and perhaps they have produced other reports. Just to broach the subject, and bring that information to our next Council meeting in September. Maybe we can take that initial step, and see what the Director brings back to the Council. Maybe at the next meeting we can shackle some folks when they come to Springfield, to make sure they make it so we have a quorum. We need a quorum in-order to take some actual actions, make a motion, and a decision on how to proceed. I agree with you, Phyllis. I think it would be nice to have a more universal plan, or some document that kind of brings things together in a more concise fashion. I am sure that the legislators would appreciate something like that rather than having to extrapolate data from every single department. I think that would be helpful for everyone. I would like to see the Council pursue that, and put out feelers first to see what kind of information is already out there. There may be somebody at the state level, or at some other level, who is already doing some of this work.

Director Jean Bohnhoff – Alex Burke, can we ask you to reach out to some of your legislative partners, and see if they have received anything within the offices that gives any of this information?

Alex Burke – Yes, I could collect the annual reports from our sister agencies. I will provide what I find at the next Council meeting in September.

Phyllis Mitzen – In looking at the annual reports, I think we would want to know specifically if they have any section on aging services. That is what we would be most interested in seeing.

Anne Oestreich – I think we could write a letter to some of the universities, and their gerontology departments to see if they have done any research on a universal approach to aging services. Perhaps there is something out there in those departments of gerontology that perhaps we could at least adapt or look at.

Director Jean Bohnhoff – I know there are several publications out there. *Generations* is one publication that comes to mind. I was just reading a newspaper article yesterday about how extended-stay hotels are being utilized by seniors in many communities, and it is a big thing overseas, as well. I think there is a lot of information out there that really does examine our senior population, and how it has changed from back in 1972. Maybe that is something we can do, put some feelers out, and see what we can come up with on universal aging services.

Nominating Committee

Phyllis Mitzen – We need to have a Nominating Committee for officers at the September meeting. I would like to enter a motion for volunteers to serve on the Nominating Committee, as Officers.

Anna Oestreich and Diane Adams-Alsberry volunteered to serve on the Nominating Committee with Phyllis Mitzen. The Nominating Committee should be elected during the Annual Council Meeting scheduled for December 12, 2017.

Rhonda Armstead – I would like to remind you that you do not have a quorum to take any actual action today. You can certainly discuss thoughts on who could be on the Nominating Committee.

Phyllis Mitzen – December 12, 2017 the Council will elect a Nominating Committee. For now, I will continue as Acting Chair. Steve Wolf will continue as Acting Secretary until December, or until we have a Nominating Committee. At the following meeting, we will then elect officers. I believe that is the way it is supposed to go.

Diane Adams-Alsberry – The By-laws state that the Nominating Committee should be elected during the annual meeting, and slated for the next year. This issue is not by statute so if we have a quorum at the next meeting in September, perhaps we can vote to forgo this and hold an election.

Phyllis Mitzen – Let's put this on the agenda for the next meeting, to forgo the By-laws and have an election.

Rhonda Armstead – I do not believe we can do that. You would need to amend your By-laws. If you want to make any changes to your By-laws, you can submit amendments to the entire Council at least 15 days prior to your next meeting. Then those amendments can be voted on at that meeting, if you have quorum.

Director Jean Bohnhoff – Please keep in mind that to reach a quorum, we can have proxy. That is one of the things we have been talking about in other meetings. Can we do proxy for the Council meeting? Is there anything that says we cannot?

Rhonda Armstead – I do not believe it is permitted in your By-laws, and it would have to be permitted in the By-laws. Let me run through the By-laws again quickly, but I do not recall seeing a proxy option mentioned in the By-laws.

Phyllis Mitzen – I thought about this yesterday also. I knew we would be struggling to get a quorum today, and then I read our absolute number of 11, which is another issue we should look at in the By-laws. I believe proxy members are allowed at OASAC, but not for the Council.

Director Jean Bohnhoff – Proxy might be something to consider in your By-laws. It is not in statute so it might be something the Council can consider adding to your By-laws.

Margaret Huyck – The annual meeting is supposed to be the 1st meeting of the new calendar year. At this meeting the officers will be elected. That would-be January, or whenever that annual meeting is held.

Phyllis Mitzen – We do not have a quorum, but may I ask for volunteers to help me work on the By-laws?

Rhonda Armstead – I do not see a problem with that.

Phyllis Mitzen – I would like to ask Margaret Huyck and Diane Adams-Alsberry to help me work on the By-laws. Would anyone else like to volunteer? No other members volunteered so Margaret, Diane, and I will work on the By-laws. We will work with Elizabeth Delheimer to get the changes to the Council members 15 days prior to the September 12th meeting. I am sure Elizabeth will be in touch with Rhonda Armstead about what we are coming up with. We will do that in the next month or so.

Rhonda Armstead – We are talking about Section VIII-A, and that is where it does provide for the amendment of the By-laws. The amendments may be changed at any Council meeting, by a majority vote of all members, provide that the amendment has first been submitted to all members at least 15 days prior to the meeting, but you must have a quorum to pass changes to the By-laws.

New Members

Elizabeth Delheimer – I have received the Council member's background information. Per the By-laws, there are supposed to be 23 citizen members, we have 16 so we need 7 more. The members should represent, as much as possible, the geographic sections of Illinois.

Current Citizen Members:

3 from PSA-2; 1 from PSA-3; 3 from PSA-8; 1 from PSA-9; 2 from PSA-11; 4 from PSA-12; and 2 from PSA-13.

To reach statewide geographic representation, we would need individuals from PSAs 1, 4, 5, 6, 7 and 10.

Phyllis Mitzen – From those areas, I can think of a few people who would be good for the Council. Susan Real and Mike O'Donnell come to mind as individuals who would be good people, to at least consider for the Council. Are there other people Council members may have in mind that comes from Central Illinois?

Director Jean Bohnhoff – Phyllis, can we have Directors from other AAAs on our Council?

Anna Oestreich – I do not think we can have Directors from other AAAs on the Council. I think you can have people that are employed in the Aging Network. The Council should examine this issue.

Director Jean Bohnhoff – We must make sure there are no conflicts with the members that we do bring onto the Council. For example, if we have a Director from the Area Agency, and they receive funding from the Department, it could be considered a conflict.

Elizabeth Delheimer – We need 16 of the 23 members to be over 60. Currently, we have 12 Council Members over 60 years old so we need 4 more. We also need 3 members who are under 60.

Director Jean Bohnhoff – I think I have 2 people over 60 that has been identified who have contacted me about their interest in serving on the Council. Perhaps we can also look at individuals from the senior centers. The Department does not directly fund the senior centers so there would not be any consideration for conflict.

Margaret Huyck – The By-laws also state that we are supposed to include individuals with the greatest social and economic need, and I do not think we have any of those participants on the Council at all.

Phyllis Mitzen – Is there a way to put out a request for, particularly individuals who might be good spokespeople for individuals with the greatest social and economic needs, and/or participants in the program? I think it would be good to have somebody who is used to serving on a board. We need to make it assessable for whomever we bring on board.

Bernarda Wong suggested we ask the AAA Directors' for recommendations, and Margaret Huyck thinks this might be a possibility. Charles Crowder suggested that perhaps we could get somebody from the advisory councils for the AAAs.

Charles Crowder – We only have one individual from PSA-09 so we need at least one more individual for PSA-09.

Anna Oestreich – If rural falls under greatest social need, like it used to, then it probably covers our social needs. If you are a person living in a rural area, you are classified as being in social need.

Rhonda Armstead – Economic and social needs can be found in the Joint Committee on Administrative Rules, Administrative Code. Title 89, Section 230.44 It is a half-page document that was provided in the packet of materials today.

Elizabeth Delheimer – Does the Governor's Office have a list of people wanting to be appointed on boards? Director Bohnhoff thinks this is worth looking at, and I'll check with the Governor's Office, and bring the results back to the Council.

Phyllis Mitzen – Between now and September we need to focus on the By-laws, and attracting new members in PSAs that are lacking. I think all of us, as members should be putting forth names of people they think might serve on the Council. The Department may need to help us think about strategy for members who represent the services that are being provided by the Department. I think we need that voice on the Council. This will be an unofficial action item, and it should be on the agenda for the next meeting also.

Phyllis Mitzen – The Council would like to acknowledge Charles Crowder’s Birthday today. Happy Birthday! Thank you for celebrating your birthday with us, and we hope you’ll have a spectacular day!

Sub-committee Report – Orientation Manual

Diane Adams-Alsberry – Most of the information, regarding the Administration on Aging we can get on-line, or almost anywhere. Do Council members think it is a good idea for new members on the Council to know about the Administration on Aging? How do you feel about that? We do not want to make it too lengthy, but we need enough information so that new members can have some background information. A few brief statements will suffice. I think people need to know the basic parts of the Older Americans Act. New members should have a summary of the programs as well. National Aging statistics, do you feel we need that information?

Phyllis Mitzen – I would not go into huge numbers of stats, but I think brief summaries of the current stats on aging in the country. We could also use a side-by-side analysis of aging in the United States, and aging in Illinois. I am sure this is something that is available somewhere. AARP has aging stats along these lines. AgeOptions has an orientation manual that we may be able to use as a template so we do not re-invent the wheel.

Anthony Frazier – The orientation manual is an extremely important guide of the extraordinary responsibility that we bear, as members of the Council on Aging. Diane and I would like to commend the Department staff on their collaboration to the construction of the final product. The values, questions, and respective comments would be greatly appreciated for the future development of this document. The orientation manual will help Council member understand the scope of our responsibilities, and how important we are, not only to the Department, but to the state of Illinois as well. I would like to compliment Diane for her excellent work. I want to thank the Council members, and the Department. Both were very instrumental in making the project come into fruition.

Diane Adams-Alsberry – How do you feel about what we have thus far for the Illinois Department on Aging? I think we really need to have this information so that people understand the work we are doing. I think the organizational chart will help a lot. Members need to know who’s who, and members contact information.

Elizabeth Delheimer – Everything is on the Department’s Website. For some of these items, would you want to simply add a link to the IDoA Website? I do not know that we want to make copies of everything. If everything is on the Website, could we provide a link and have people go to the Website?

Phyllis Mitzen – That is really a good point, Elizabeth. The only problem I see with having members go to the IDoA Website is that we will be dealing with a lot of individuals who might not be technology savvy. This may be an issue for some, and I am a little concerned. I agree with Elizabeth. I think the Website, and providing people with direct links would be the best way to go.

Bernard Wong – I think it is a very good idea, however the link to the Website contains a lot of information. Some people may not want to read pages, and pages of topics. It would be helpful for us to have some specific topics clearly stated within the link.

Phyllis Mitzen – I am wondering if there are not certain direct topics that can be linked to the Website. We could have a link to basic information like the organizational chart, staff telephone directory, and IDoA overview of programs and services.

Diane Adams-Alsberry – I believe an orientation is necessary for all new members, but if we do not have a venue for orientation, then individuals must go it alone on the Website. I think the basic outline should be clear on the Website. We should narrow down the description, and create a link for new members to access. I think a few broad statements should be listed under each topic. It is my opinion that new members should be able to pull up the manual on the Website. Otherwise new members are going to get lost and will not know where to go. The orientation manual should be a useful and informative tool for all Council members.

Phyllis Mitzen – Diane, what you are talking about is beyond a manual. You are suggesting a process for bringing people onto the Council. The manual would be a document we can use to sit-down with new members, and have a classroom style orientation.

Director Jean Bohnhoff – At my old agency when we brought on new board members, I prepared a manual that included a copy of the budget, and a list of members. I had a zip folder, and for every program there is a brochure. I printed off those brochures, and I put them in that zip folder. I would give participants a lot of information, and on the day of orientation, I would do an overhead presentation. I brought up the Department's Website, and could click on the different programs, and the site would expand to reveal additional information. This would give the new members a strong overview on my agency, Illinois Department on Aging, and Midland Area on Aging. This might be something for the Council to consider doing at orientation.

Phyllis Mitzen – That is a good idea, Director Bohnhoff. We really must be cognoscenti of bringing on 9 new people. We will be responsible for informing a new block of members. I think Diane and Anthony should go over this issues thoroughly. I think Elizabeth's point is very well taken that a lot of this information is on the Website, but you need to know how and where to access the information. Diane and Anthony should go back over this piece, and look at what physically needs to be in the document/copy, and how to proceed to put together a PowerPoint presentative, or perhaps a flash drive as Anna suggested. A flash drive could be the most inexpensive way to go. This manual will serve as the orientation manual for new members, and all members of the Council. The orientation itself can occur at any of the Council meetings when most members present. The orientation is mainly for new members, and any other member who would like to participate.

Rhonda Armstead – The orientation meeting would not be subject to the open meetings act, if it is just for training purposes, but you cannot discuss any other business. Phyllis Mitzen acknowledged that the Council understands, and there will be no discussion of any other business at the orientation training.

Phyllis Mitzen – We must get all this information pulled together. The Administration on Aging and AgeOptions are good resources that already have a lot of the data we need. We need to look to these agencies, and get permission from them to use some of this data. The Illinois Department on Aging piece is at the core of this information we will be sharing. The Department piece needs to be looked at critically, in terms of what needs to be in the hard copy/manual, and what information we need to refer people to on the Website. If their time permits, I would like to ask Anthony Frazier, Diane Adams-Alsberry and Elizabeth Delheimer to work on this piece. The Administration on Aging information is readily available, and we already have most of that information. The national legislations affecting older adults in Illinois is a little different. The flow of how a bill becomes a law is online somewhere, but the laws are a moving target. This one is an ongoing situation, but Alex Burke keeps the Council updated. Does this all sound reasonable for the Council members, and Department staff to undertake by the end of 2017? I look to Elizabeth Delheimer because we do not want to overburden Department staff.

Director Jean Bohnhoff – The Department, as well as other state agencies has been strapped with hiring, and the Department is about 25 employees short. Due to the hiring master and CMS, it is almost impossible to hire someone. Maybe some of the Council’s funding could go used for an intern, or someone who can assist the Council in some way. Perhaps there is an intern you can reach out to, or a partner who can help put this together. Perhaps we can solicit help through one of our AAAs, or a provider agency. I just do not know how we can maintain additional tasks in our schedules at present. Currently, we do not have any interns at IDoA, and I am not certain of the process on getting an intern assigned to the Department.

Phyllis Mitzen – Does anybody on the Council have access to intern? Jane Angelis may have access to interns, but she is not in attendance today. I can check with Jane, and with the Healthcare and Medicine Policy Research Group to see if they have any interns this summer who might be interested in doing something like this. I will check into this, and bring information back to the Council. The interns would have to work under somebody’s guidance so perhaps Anthony and Diane could help us with supervision. Charles Crowder suggested that the Council check with our Legislative members to see if they have interns. Director Jean Bohnhoff suggested the Council check with Senator Hunter, Representative Moeller, and Representative Mayfield to see if they have interns. Phyllis Mitzen will work with Alex to get messages sent to the legislators, regarding a request for intern. Anthony and Diane have agreed to help supervise the interns.

Potential Next Steps for the Orientation Manual

- Set deadline date for completion of the project
- Request interns from Jane Angelis; legislative members; HMPRG
- Get permission from AoA and AgeOptions to utilize data from their manuals
- Present outline of the Orientation Manual
- Present outline of the Orientation Process
- Council members should decide to present by PowerPoint/Flash Drive

Old Business/New Business

Phyllis Mitzen – General Counsel, Rhonda Armstead will give us up-to-date on CRP.

Rhonda Armstead – We are in the process of preparing our 2nd notice filing. We filed the proposed rules, and they were published March 31. We’ve had a total of 4 public hearings. We are going through the public comments that were received at the public hearings. We are looking at what changes, if any we need to make to the rules based on those comments, as well as responding to the comments themselves. We are still in that process. I am not sure when we will be filing, and there is not a firm due date.

Director Jean Bohnhoff – With regards to the budget, we have a budget, but it is not a very good budget. At the Department, everyone is working feverishly in getting out payments. I received an update this morning, and we are sending out vouchers daily. I believe funds will start being released, as early as next week. I am very impressed with our fiscal team, and how they have really worked due diligence in getting the payments out to these providers.

Director Jean Bohnhoff – We know that the total state budget was not sufficient to cover everything. I think there is still a gap of about \$3.5 billion to pay all bills in the state of Illinois. There just is not enough funding in the current budget to cover the bills that are due, and what is anticipated for spending. I do not know where the short-fall is going to come from. I read the entire budget, and there is a lot of different items funded in that budget. We have people who are hungry, homeless, and people needing help. These individuals are getting new parks, and sports complexes. I was absolutely shocked after reading this budget.

Director Jean Bohnhoff – Previously to the current budget, the only people from our side that were being paid, were the providers, and the participants of court orders, and Medicaid only consent decrees. Anyone that was a non-Medicaid client was not represented in one of those consent decrees, those providers did not get paid. They work on about 50 cents on the dollar for the last 2 years. Unfortunately, the Department is only allowed to send a certain number of vouchers to the Comptroller’s office, per day, for payment. We pay the vouchers on a first in, first out basis. I have no idea of the timeline by which the Comptroller disburse payments. I do not know their processes. Of course, the Comptroller must make sure she has enough funds to cover the payments she sends out. I believe that is been a big problem also.

Phyllis Mitzen – What is the gap at the Department?

Director Jean Bohnhoff – I apologize, but I do not have that information with me today. I can certainly obtain the information, and bring back to the Council.

Motion to Adjourn:

s/Steve Wolf

Steve Wolf, Secretary
Illinois Council on Aging