

**MINUTES  
ILLINOIS COUNCIL ON AGING MEETING**

**TELECONFERENCE**

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

**160 NORTH LASALLE, SUITE N-700  
CHICAGO, ILLINOIS**

**TUESDAY, OCTOBER 25<sup>TH</sup> 2016  
9:00 A.M. – Noon**

**MEMBERS PRESENT:**

John Hosteny, Phyllis Mitzen, Diane Adams-Alsberry, Jane Angelis, Anthany Frazier, Ram Gajjala, Margaret Huyck, Talat Khan, Mubarak Mirjat, Lee Moriarty, Anna Oestreich, Bernarda Wong

**MEMBERS ABSENT:**

Steve Wolf, Betty Martz, Charles Crowder, Melvin Grimes, Paulette Hamlin, Robert O'Connor, Dana Rosenzweig, Eugene Verdu, Sen. Mattie Hunter, Sen. Julie Morrison, Sen. Sam McCann, Rep. Dwight Kay

**VISITORS:**

None

**DEPARTMENT ON AGING STAFF PRESENT:**

Jean Bohnhoff, Director  
Elizabeth Delheimer, Manager – Div. of Community Relations & Outreach, Council Liaison  
Jose Jimenez, Manager – Div. of Home & Community Based Services  
Lora McCurdy, Manager – Div. of Planning, Research & Development  
Jessica Blood, Administrative Assistant  
Cindy Bushur-Hallam, General Counsel  
Alex Burke, Legislative Liaison  
Anna O'Connell, Manager – Div. of Finance & Administration

**SUMMARY**

**Opening:**

The meeting was called to order by Chairman Hosteny at 9:00am.

The roll call was taken by Chairman Hosteny and it was determined that a quorum was not present at that time.

## OLD BUSINESS

### Mandatory 2016 Ethics Training:

Chairman Hosteny reiterated to the members of the Council that Ethics training and Open Meetings Act training are requirements of participating on the Council. He added that the Ethics training is an annual requirement and that Council members are expected to successfully and timely complete trainings that are presented to them. Jessica Blood stated that she would reach out to the members of the Council that had yet to complete their required training.

### Role of the Council:

Chairman Hosteny referenced comments from the June 2016 minutes regarding the role of the Council:

- Current model is that the members quarterly receive documents and then have a dialogue with the Department
- Conversations historically held were mostly reactive; opportunities to plan for input at the Council meetings have not been fully utilized
- Council is doing an effective job of being ambassadors
- Council has never prepared or submitted an annual report evaluating the level of all programs
- Council has reviewed and commented on comprehensive State Plan
- Council has recommended candidates for membership to the Governor
- No meetings besides quarterly scheduled meetings to consult with the Director; this is not the most effective way to address the depth of work that the powers and duties of the Council imply

Chairman Hosteny then challenged the Council members to think about how they can engage themselves individually and as a group to be an effective advisory body. He then addressed the Council's duties as stated in the By-Laws:

- Review and comment upon the reports of the Illinois Department on Aging to the Governor and to the General Assembly.
- 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.
- Review and comment upon the comprehensive State Plan prepared by the Department.
- Review and comment upon disbursements of public funds to private agencies.
- Recommend candidates to the Governor for appointment as Director of the Department.
- Consult with the Director regarding the operations of the Department.

Chairman Hosteny asked the Council members how they should incorporate their suggestions from the June 2016 meeting with their duties to strengthen their efforts to benefit seniors in Illinois and the Department on Aging. Jane Angelis stated that these are heavy discussion topics that would require a face to face meeting so the Council can really discuss the By-Laws together. Phyllis Mitzen concurred with Jane and added that the Council should break into sub-groups to tackle each duty and come back with recommendations to the full Council. Talat Khan and Bernarda Wong agreed with Phyllis.

Chairman Hosteny requested volunteers to compose a task force to discuss the duties and effectiveness of the Council. Chairman Hosteny stated that a task force composed of Ram Gajjela, Diane Adams-Alsberry, Anthany Frazier, Jane Angelis, Phyllis Mitzen, Talat Khan and himself would converse via email to discuss the role of the Council and the steps involved necessary to ensure that the Council meets its duties as stated in the By-Laws. Elizabeth Delheimer stated that she would be happy to join the task force as a representative of the Department.

**Terms of Members:**

Elizabeth Delheimer informed the members of the Council that they should send a letter to the Director regarding their wishes to either be re-appointed to the Council or to resign. Chairman Hosteny inquired whether an email would suffice. Director Bohnhoff confirmed that an email would suffice. Anthany Frazier asked what the deadline was to submit the email of intention; Elizabeth responded with October 31<sup>st</sup>.

Elizabeth added that she would send a follow up email regarding interest in continued membership. Bernie Wong stated that she would be retiring, but would like to remain a member of the Council; she asked for the wishes of the other Council members.

**Motion:** After discussion, Chairman Hosteny entertained a motion to vote whether or not Bernie Wong should remain a member of the Council. All members voted aye and the motion carried.

**Member Contact Information:**

Chairman Hosteny reminded the Council members that if their contact information changes, they need to forward the information to Elizabeth Delheimer and Jessica Blood. Elizabeth Delheimer added that Mubarak Mirjat and Robert O’Conner need to send their updated contact information. Chairman Hosteny requested that any updated information be sent by the end of the week.

**Public Comment:**

Chairman Hosteny opened up the meeting for public comment at 9:30am. No public comment was offered.

**NEW BUSINESS**

**Election of New Officers:**

Chairman Hosteny stated that the Council would not be electing officers today, but would form a nominating committee of three members of the Council that will draw up slate of candidates for consideration at annual meeting. Mubarak Mirjat, Lee Moriarty and Margaret Huyck volunteered to comprise the nominating committee. Chairman Hosteny stated that the committee would consult with Anna Oestreich regarding the protocols and procedures, due to her previous experience on the nominating committee.

After more discussion on the Council By-Laws, it was decided that the terms of the new officers should be staggered to avoid all terms ending at once. Chairman Hosteny summarized the terms as follows:

Chairperson – 2 year term ending June 2019  
First Vice-Chair – 1 year term ending June 2018  
Second Vice-Chair – 2 year term ending June 2019

Diane Adams-Alsberry brought the Council members' attention to the By-Laws requirement that the Chairperson and Second Vice-Chair will be elected in the same year. Chairman Hosteny stated that the conversation would continue after input from the Department on Aging's General Counsel.

**2017 Meeting Dates:**

Chairman Hosteny stated that the members of the Council would prefer to meet face to face. Director Bohnhoff stated that meeting in person would be possible; however, any members traveling would have to wait for a budget to be passed to be reimbursed for expenses. Council members wish to meet face to face; will have to wait for budget to be reimbursed. Chairman Hosteny added that meetings could be scheduled from 10:00-3:00pm so no overnight stays are necessary. The members of the Council agreed that future meetings would alternate between Springfield and Chicago. It was also decided that the December 7<sup>th</sup> meeting will be face to face in Springfield.

After discussion, Council members decided that 2017 Meeting Dates will be scheduled:

Tuesday, March 14<sup>th</sup> (Chicago)  
Tuesday, June 13<sup>th</sup> (Springfield)  
Tuesday, September 12<sup>th</sup> (Chicago)  
Tuesday, December 12<sup>th</sup> (Springfield)

**Annual Report:**

Chairman Hosteny reminded that one of the duties of the Council is to 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. Chairman Hosteny added that he would get volunteers for a work group to complete the Council's annual report. Jessica Blood stated that she would send the minutes from the past year to Chairman Hosteny to assist the working group in composing the report.

**Approval of Minutes:**

After the arrival of enough Council members to constitute a quorum, Chairman Hosteny entertained a motion to approve the minutes of the June 15<sup>th</sup> Council meeting. Diane Adams-Alsberry moved to approve the minutes as presented; Bernie Wong seconded the motion. All members voted aye and the motion to approve the minutes of the June 15, 2016 meeting carried.

**Budget Impact:**

Anna O’Connell, interim CFO for the Department on Aging, gave the following updates on the impact of the budget impasse:

- Stop-gap budget has allowed the Department to catch up on most of the 2016 responsibilities. The budget expires December 31<sup>st</sup>; the Department is uncertain at that point sure where operations cost will come from
- State and Federal funds are appropriated throughout the entirety of the fiscal year, Department staff is being paid per court order
- Paying mandated and court ordered payments first; paying about half of Community Care Program billings that have been identified as Medicaid billings
- While the Department is vouchering all Medicaid payments, these are in line at the Comptroller’s Office
- \$350,000 in billings left over from August, expedited payment email created for processing hardship payments
- \$98 million vouchered but not yet paid
- \$9.5 billion General Revenue Fund (GRF) backlog at Comptroller’s Office

Bernie Wong inquired if the preferred method of contact is via email. Anna stated yes. Bernie also inquired how expedited payment was determined. Anna responded that the providers would send an email requesting the hardship payment, including a background of their hardship. The request is then reviewed internally and forwarded to the Comptroller’s Office. Anna added that the Department has been able to pay the entirety of hardship requests submitted so far.

Bernie also asked how often a provider can send a hardship request; Anna stated that the Department currently accepts the requests daily and sends them to the Comptroller’s Office once a week.

Diane Adams-Alsberry inquired what the timeframe of payment was after a hardship request is submitted to the Department. Anna stated that it had been 1-2 days so far. She added that there are no guarantees, but the Department on Aging tries to respond to all requests in a timely fashion.

**Community Reinvestment Program (CRP):**

Deputy Director Jennifer Reif gave the following updates on CRP:

- The Department is holding Phase I of the formal launch to AAA providers tomorrow, October 26<sup>th</sup>
  - Will be presenting the IT Component
    - Impactful to every part of the program
    - Will impact CCP, Older American’s Act Title III as well as CRP
    - Single source of information
    - Will show client history to include assessments, plan of care, billing and service
    - Will collect data necessary to add services to the waiver, build strong networks geographically and work to be a lead in the nation in providing flexible services to keep seniors in their homes longer

- Will go over other positives of CRP
- Opportunity to share best practices of other states
- Will address projected growth

Deputy Director Reif then opened the discussion up for questions regarding CRP. Bernie Wong stated that agencies are eager to know who to go to for contracts and asked when that information would put out to the network. Deputy Director Reif responded the Department is giving ownership to the AAAs for what services will work for their PSAs. The Department will provide technical assistance for procurement and contracts. The Department hopes to push that information out in 30-45 days.

Bernie then asked if there would be a competitive bidding process for contracts. Director Bohnhoff responded that each AAA will look at flexible services that work for their areas and set aside funding for each; the AAA and provider will then work out the details of a contract. Sarah Harris added that, for the first 1-2 years, the contracts that the Department currently holds for services through CCP will be utilized for core services in CRP. She then stated that the expectation is that contracts for flexible services will be competitively bid, following the same type of contracting process currently followed. Sarah added that the Department is working on a web-based system where vendors can enter their bids, so that AAAs can see a history of bids and so the Department can ensure monitoring and compliance.

Chairman Hosteny asked what the 6-12 month expectations were for the Department. Deputy Director Reif responded that the number one priority was the safety of the clients. She added that the Department plans to share information with the network in multiple stages with face to face meetings and webinars to make sure that the network is comfortable with the structure and implementation of the program. Chairman Hosteny inquired whether the Council members would be able to participate in the webinar. Deputy Director Reif stated that Council members are encouraged to participate and that she would get the webinar information to Elizabeth Delheimer to forward to Council members within the next two weeks.

Bernie asked how providers would put in a request in the beginning. Sarah responded that AAAs will ask for bids for services and the Department is asking AAAs to have a contract over a period of years so there would be seamless procurement and no interruption of services for clients.

Chairman Hosteny inquired about the tangible outcomes of CRP. Deputy Director Reif stated that the new IT system would allow for review of outcomes easily. She added that the system would provide risk mitigation for clients with a history of entering nursing homes, history of falls, living alone, length of stay in CCP, etc. Chairman Hosteny also asked if there would be financial incentives or penalties. Director Bohnhoff stated that there was no consideration of this for the Community Reinvestment Program.

Bernie Wong asked what the timeline was for AAAs to roll out information. Deputy Director Reif stated that the Department would take the lead in rolling out information and lining out expectations of the AAAs, CCUs and providers. She added that follow up discussions will

come after tomorrow's meeting and webinars will be put on to help everyone get on the same page and understand their roles.

Talat Khan asked when the Department would be assessing the success of the program. Deputy Director Reif stated that the new data system will monitor results in real time daily and ongoing. She added that the Department would be adding new program staff as well as expecting AAAs, CCUs and providers to analyze their business practices to ensure maximum efficiency.

Diane Adams-Alsberry asked if the program was funded and what the Department's plans are for implementation around funding. Anna O'Connell stated that funding had been requested for the FY17 budget. She added that the expectation was that the Department would get appropriation for the program once a budget has been passed, through the Commitment to Human Services fund that will allow for quicker processing of payments.

### **Good of the Council**

Bernie Wong thanked everyone for their support and congratulations in the naming of Bernie Wong Way in Chicago. She also thanked Director Bohnhoff for visiting the Chinese American Service League and added that the staff at CASL is looking forward to continuing to work with the Department.

Phyllis Mitzen, Anthany Frazier, Ram Gajella and Talat Khan all congratulated Bernie on her honor.

### **Meeting Summary**

Chairman Hosteny summarized the meeting as follows:

- Jessica Blood will email Ethics and Open Meetings Act information to members of the Council that have not completed the training
- Work group will focus on the role of the Council and model of operation
- Three volunteers will work on the nominating committee for the slate of officers
- Reminder to send email or letter of intent to Director Bohnhoff and Elizabeth Delheimer with regards to continuation of service on the Council by October 31<sup>st</sup>
- Next meeting is December 7<sup>th</sup> in Springfield; location TBD
- Meeting dates for 2017 will be March 14<sup>th</sup> (Chicago), June 13<sup>th</sup> (Springfield), September 12<sup>th</sup> (Chicago), December 12<sup>th</sup> (Springfield)

Jose Jimenez informed the Council that the renewal of the waiver had been approved; will be submitting waiver through the portal along with new requirements and rules.

### **Motion to Adjourn**

Chairman Hosteny entertained a motion to adjourn the meeting. Bernie Wong made the motion to adjourn. Diane Adams-Alsberry seconded the motion. All members voted aye. The meeting was adjourned at 10:56am.

s/Steve Wolf  
Steve Wolf, Secretary  
Illinois Council on Aging

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