

Buncombe County NC - Home and Community Care Block Grant (HCCBG) Advisory Committee

Meeting Minutes

Date: Wednesday 11/15/2023

Time: 3:30 pm

Location: ZOOM only

Invitees		
Dan Beerman	Suzanne Booth	Taylor Cox
Melissa Harmon	Rebecca Heartz	Eileen McMinn
Deborah Oldt	Susan Schiemer	Cindy Threlkeld
Greg Zornes		
Billie Breeden	Zack Schmitt	Jennifer Teague

Not in attendance: Dan Beerman, Suzanne Booth, and Zack Schmitt

I. Welcome

- a. Approve or Revise Agenda
 - i. There were no additions or revisions to the Agenda.
 - ii. Motion made by Deborah to approve the Agenda, seconded by Rebecca. Motion carried.
- b. Approve or Revise Meeting Minutes – October
 - i. There were no revisions to the Meeting Minutes.
 - ii. Motion made by Rebecca to approve the Meeting Minutes, seconded by Deborah. Motion carried.

II. Provider Presentations

- a. DayStay, Kathy Long, Director of DayStay Social Club talked about the program located at the Hominy Baptist Church in Candler. The program is offered on Tuesdays, Thursdays, and Fridays from 9:30 am – 3:30 pm. The main purpose of the program is to provide respite for caregivers and provide socialization to older adults who can no longer stay at home by themselves. For more information, please click on <https://engage.buncombecounty.org/x1728> to view the presentation.
- b. If DayStay applies for licensure, the licensure process is done in tandem with BC staff in Aging and Adult Services who do routine monitoring of Adult Day Cares and Adult Day Health. Staff is available to assist, and they have already reached out to DayStay.

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- III. Review and Approve Committee Bylaws
 - a. Under Article II., Section 1a. Conflict of Interest, final approval of the following sentence was discussed: If any member has a relationship of any kind with a grantee, they must disclose this to the committee.
 - b. Motion made by Rebecca to approve the final version of the bylaws, seconded by Eileen. Motion carried.

- IV. Revisions to Grant Application
 - a. Grant application needs to be approved by the next meeting.
 - b. The application will open on Tuesday, January 16, 2024 and close on Friday, February 23, 2024. Committee has until Wednesday, April 24, 2024 to make final recommendations.
 - c. The application was discussed and revised. Unit of service includes all of the costs to do the service divided by the number of units the provider plans to offer. To make it easier to understand for applicants, it was decided to put the section about Net Service Cost above units of service in the application. The Net Service Cost is needed to figure out the units of service.
 - d. The committee decided a few years back that Mountain Mobility as a contractor with the County (which has a strict RFP process) would not need to submit an application.
 - e. The In-Home Aide Program is with the County now. County has encouraged IHA providers to apply for FY25. County will run the program again if there are no applicants. County will send out an RFP for subcontractors as before. Committee has to decide if they want the County to submit an application.
 - f. Buncombe County requires subcontractors to pay aides a minimum of \$17-18 per hour. Only county in the state is doing this, and other counties are looking at this as best practice. This requirement has resulted in more clients being served.

- V. Review Funding Expenditures
 - a. Allocation of \$40,578 additional HCCBG funding

- VI. Determine Action Items and Next Steps
 - a. Susan, Jen, and Billie will meet to discuss the language in the application.
 - b. Susan suggested a requirement that new applicants attend a recorded session to get questions answered before submitting the final application.
 - c. County is having a Grants Fair on Wednesday January 10, 2024 from 4:00 – 6:00 pm at 200 College Street. This is an opportunity for applicants to talk to staff who manage various grant funds and get questions answered.

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VII. Other Topics

- a. Deerfield Episcopal Retirement Community has reached out to the County and other aging services partners about doing an assessment about the needs of older adults in Buncombe County. They are working with a consultant. Michelle Wooley, Director of Philanthropy of the Deerfield Foundation, has been meeting one on one with the County and other aging services partners as well as community members who are part of the Buncombe Aging Services Alliance and Age-Friendly Buncombe County to get information from all to see what the needs are. Originally, Deerfield was going to do a larger survey, but after all of the meetings and talking with their consultant, they have decided to send out a community needs assessment survey to aging services partners who are doing the work in the community instead of the community as a whole. The survey will be launched in January.