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**Susan C. Real**, Executive Director  
**Susan H. Redman**, Deputy Director

## **Minutes of the Virtual Joint Meeting of the Executive, Finance, and Personnel Committees ECIAAA Corporate Board April 21, 2021**

**Call to Order** – Vice Chair Karen Donovan called the meeting to order.

**Roll Call** – Roll call was taken by Susan Real, Executive Director on behalf of Harley Bennet, Secretary.

**Members Present:** Kathy Munday, Harley Bennet, Ron Black, Marilyn Morrow, Diane Cousert, Ron Black, Margaret Messer, Karen Donovan and Steve Melega. **Members Excused:** Doug Harlan. A quorum was established. Ex-Officio-Past Chairperson: Ruth Ann Lipic

**Staff Present:** Susan Real and Susan Redman

**Guests Present:** Richard Lynch, Partner and Teri Taylor, Audit Director, Sikich

**Audit Report** – Copies of the 2020 Audit Report and a Power Point presentation were distributed in advance to members. The responsibilities of governance, management, Independent Auditor's Report, Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on An Audit of Financial Statements Performed in Accordance with Government Auditing Standards, Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance, Financials Graphs (Assets, Liabilities, Revenue by Category, Expense by Function, Program, Comparison). The Power Point format

Counties Served: Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Macon, McLean, Moultrie, Piatt, Shelby, Vermilion



allowed for an in-depth discussion and exchange with members and staff, including the audit timeline, responsibilities of parties, communications, and set of graphs illustrating changes in revenue, functions, comparison, and the internal budget by budget category over multiple years.

Kathy Munday moved to accept the Financial Statements and Independent Auditor's Report and IRS FORM 990 as presented. Motion seconded by Ron Black. Motion carried.

The audit report has been sent to the Illinois Department on Aging and has been filed with the Federal Audit Clearinghouse as required.

**FY 2022 Award Extensions to ECIAAA-funded Nutrition Programs.** Susan Real presented the rationale behind the decision to waive the FY 2022 Request for Proposal Process for Nutrition Services. Due to COVID-19, ECIAAA does not have accurate congregate nutrition performance statistics to implement the competitive request for proposal process for FY 2022. ECIAAA will implement the competitive Request for Proposal Process for the following core services for FY2022: Senior Information Services, Caregiver Services and Legal Services. ECIAAA consulted Phyllis Roate, IDOA Regional Coordinator and was informed that extending current grants and contracts for nutrition services would be ECIAAA's decision. NOTE: FY 2022 Grant Extension Workshop and FY 2022 Request for Proposal Workshop is scheduled for *May 20, 2021*. **Action:** Ron Black moved to waive the ECIAAA Request for Proposal Policy - -The FY 2022 Grant Extension Process will be implemented for FY 2021 ECIAAA-funded Nutrition Providers. Current FY 2021 grants to ECIAAA-funded nutrition providers will be extended to FY 2022 due to the pandemic and the closure of congregate dining sites. Note: Adult Protective Services will be extended to FY 2022 as well. Kathy Munday seconded the motion. Motion carried.

**ECIAAA Strategic Planning Proposal – Sample Professional Services.** Susan Real presented the ECIAAA Strategic Planning Proposal submitted by Joe Sample, of Sample Professional Services. Three options were presented which included a combination of virtual and in-person options. The Committee reviewed all options and settled on Option I: In-person retreat and final report, which includes: (1) The facilitation of an on-site retreat (2) Prepare final report and strategic plan document (3) Attend and facilitate on-site wrap-up meeting (4) Includes travel costs. The cost for Option I is estimated at \$4,500. The ECIAAA Strategic Planning Meeting is scheduled to take place during ECIAAA's regularly scheduled Annual Meeting and will replace the Annual Luncheon. Location: Illinois State University Alumni Center, 1101 N. Main Street, Normal, IL, 61761. **Action:** Ron Black moved to approve Option 1 of the FY 2021 ECIAAA Strategic Planning Proposal submitted Sample Professional Services. Margaret Messer seconded the motion. Motion carried.

**FY 2022 Public Information Document & Public Hearings.** Susan Real reminded everyone to join ECIAAA during its round of Public Hearings to present the FY Area Plan Summary. The Public Hearings will be conducted using the virtual format GoToMeeting on Thursday, April 29, Friday, April 30, and Monday, May 3, 2021.

**Motion to Enter Executive Session** – Kathy Munday moved to enter Executive Session. Motion seconded by Harley Bennet. Motion carried.

**Motion to Exit Executive Session** – Kathy Munday moved to leave Executive Session. Motion seconded by Harley Bennet. Motion carried.

**Report out of Executive Session** - As advised by legal counsel minutes of the Joint Committee only need to state topics covered in Executive Session not motions. Topics included:

- Staff merits for Fiscal Year 2021
- Fiscal Year 2022 Internal Budget and Organization Chart

Karen Donovan adjourned the meeting at 12:12 p.m.

Prepared by Susan Redman, Deputy Director/CFO and Susan Real, Executive Director