

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

Meeting Minutes

Date: Wednesday 12/13/2023

Time: 3:30 pm

Location: ZOOM only

Invitees		
Dan Beerman	Suzanne Booth	Taylor Cox
Melissa Harmon	<del>Rebecca Heartz</del>	Eileen McMinn
Deborah Oldt	Susan Schiemer	Greg Zornes
Billie Breeden	Zack Schmitt	Jennifer Teague
LeeAnne Tucker		

Not in attendance: Rebecca Heartz

- I. Welcome
  - a. Approve or Revise Agenda
    - i. There were no additions or revisions to the Agenda.
    - ii. Motion made by Melissa to approve the Agenda, seconded by Suzanne. Motion carried.
  - b. Approve or Revise Meeting Minutes – November
    - i. There were no revisions to the Meeting Minutes.
    - ii. Motion made by Suzanne to approve the Meeting Minutes, seconded by Dan. Motion carried.
- II. Provider Presentation
  - a. Mountain Area Health Education Center (MAHEC) – Home Based Primary Care (HBPC) - Dr. William McLean presented on the Home-Based Primary Care Program. PowerPoint Presentation is attached. To view the meeting, go to <https://engage.buncombecounty.org/x1728>.
  - b. The Home-Based Primary Care Program (HBPC) has been a good partnership with Adult Protective Services (APS). The HBPC has also provided FL2 forms, which is needed when placing someone into a long-term care facility as well as Covid vaccinations and TB tests which are also necessary before someone moves into a long-term care facility.
- III. Revisions to FY 2025 Grant Application
  - a. Jen did a good job of organizing the Program Proposal section starting on page 3.

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- b. On page 5, question 8, the units of service will include the administrative costs in addition to the actual service.
  - c. Question 12 was added by Susan: Does your program maintain a waiting list? If so, how do you determine who is added to the waiting list? Background info: For years the state has talked about whether to add waitlists. There is a prioritization tool that was drafted in 2017. Ultimately, the state made the decision that they would not require providers to complete. There are many reasons why the state does not require a waitlist and why it is hard to maintain a waitlist. For example, if your program delivers meals do you maintain a waitlist for people who live in the service area, or do you maintain a waitlist for people who live outside the service area? Another example, if your program is In-Home Aide, do you run a waitlist for anyone that calls requesting service or only those that are eligible? And would everyone on the IHA waitlist have to complete the client registration form (DAAS-101) to make sure they are eligible before you put them on the waitlist? If a client is 59, could they be on the waitlist, or do you wait to put them on the waitlist when they are 60? These are a few of the challenges of waitlists and the Committee will need to have a longer conversation. What will that look like? Completing the DAAS-101 forms, putting the information into Aging Resource Management System (ARMS), etc. Zack shared that waitlists can be tracked if put into ARMS, but not all providers put their waitlists into ARMS as is the case with Mountain Housing Opportunities. A waitlist is best practice and the HCCBG Advisory Committee can mandate waitlists. Susan does not want to mandate that providers maintain a waitlist, but wanted to begin the conversation with providers to learn if they have a waitlist and the criteria for the waitlist. This question will determine the demand for services.
  - d. Application opens on Tuesday, January 16, 2024. There will be a Grants Open House on Wednesday, January 10 from 4:00 - 6:00 pm at 200 College Street (BC Administration Building/TD Bank). All nine BC Community Investment Programs will be represented. Billie will be there representing the Aging Services Program Funding.
  - e. Draft application was approved by vote, all in favor.
- IV. Review Funding Expenditures -October
- a. Units of Service - reviewed
    - i. Jen gave an update on IHA. The County has decided to apply for FY25 IHA funding. The County has not been spending Level III HCCBG funding because four of the clients have been receiving care from family members which is not allowed for HCCBG funding, so these clients were moved to BCSAF funding. There is no one currently receiving Level III HCCBG funding. A couple of years ago it was decided not to move

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anyone to Level III funding. Jen sent an email to Susan that week requesting if the County can move the Level III funding to Level II funding.

- ii. Jen and Ryan Garcia, Social Worker Supervisor who manages the IHA program, met that week and felt that all of the IHA funding (HCCBG and BCSAF) will be expended. The reason why there is so much BCSAF funding left is that more clients have been added and the County couldn't add them in the beginning. If the County took all of the spending by the IHA providers today and multiplied that by 7 months, all of the funding will be exhausted. If the County maintains the same number of clients next year, the budget would run \$630,000, which is \$150,000 over what was allocated this year. Only 10% of the BCSAF has been spent as the County was spending down the HCCBG funding and more clients have been added so costs will continue to rise resulting in exhausting this funding.

- b. Buncombe County Supplemental Aging Funds (BCSAF) - reviewed

## V. Determine Action Items and Next Steps

- a. Billie will reach out to providers to ask if they have funding to reallocate and if they have a need for more HCCBG funding.
- b. Next month, the Committee will decide on reallocations and additional HCCBG funding (\$40,578).