



MICHIGAN OFFICE OF SERVICES TO THE AGING

Operating Standards For Area Agencies on Aging

ORGANIZATION

Standard Name	Area Agency Policy Board
Standard Number	<u>B-4</u>
Authority Reference	CSA; P.A. 162 of 1982; P.A. 267 of 1976
Operating Category	Organization
Intent of Standard	To emphasize the entity responsible to OSA and the Commission for fulfilling the mandates and obligations of area agency on aging designation.
Statement of Standard	The Area Agency on Aging shall have a policy board with the authority and responsibility to conduct the business of the agency.

Indicators of Compliance

1. That the policy board has adopted and operates according to written bylaws that contain, at a minimum:
 - a. A statement of role and function.
 - b. Procedures for selection of members and filling vacancies.
 - c. Election of officers.
 - d. Terms of membership and office.
 - e. Frequency of meetings.
 - f. Voting procedures.
 - g. Quorum requirements.
 - h. A mechanism for establishing committees.
 - i. Number of members.
 - j. Provisions for amendment. (CSA)
2. That the policy board operates in compliance with the provisions of the Open Meetings Act. (P.A. 267 of 1976).
3. That the policy board meets at least six times each year. (CSA)
4. That the policy board assures development, approves and oversees administration of the Multi Year Area Plan (MYP) and Annual Implementation Plan (AIP) and conducts bi-annual reviews of progress in implementing the approved AIP. (CSA)



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5. That the policy board determines the allocation of State and Federal funds within the Planning and Service Area (PSA). (CSA)
6. That the policy board enters into contracts and/or awards grants to implement all services identified in the area plan and/or AIP, unless granted a waiver by the Commission for the direct provision of service(s). (CSA)
7. That the policy board (or a standing committee reporting to the board) reviews the findings of all OSA assessments of area agency performance, area agency assessments of subcontractor performance, and audits of the area agency. The policy board is responsible for approving any response to OSA and for ensuring that any required corrective actions are taken. (CSA)
8. That the policy board has adopted a written code of ethics, which covers both board members and area agency staff, consistent with MCLA 400.584, Section 4(2)(a) through (c) of the Older Michiganians Act (P.A. 180, 1981). Each policy board member and area agency employee, except enrollees in the SCSEP, must complete a formal conflict of interest disclosure statement annually. (CSA)
9. That the policy board assures that all state and federal funds it receives from OSA are expended in accordance with federal and state laws and regulations and CSA/OSA rules, policies, procedures and standards. (CSA)
10. That the policy board reviews the fiscal status of the area agency at each meeting and projections of year-end balances of funds at least three times a year for at least the following categories:
 - a. Administration
 - b. Services
 - c. Program development
 - d. Interest and program income (CSA)
11. That the policy board serves as an effective and visible advocate by taking positions on issues affecting older persons. (CSA)
12. That the policy board acquires and maintains "errors and omissions" insurance which covers their actions pertaining to area agency operations. (CSA)



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Standard Name	Area Agency Advisory Council
Standard Number	<u>B-5</u>
Authority Reference	Public Law 89-73, P.A. 180 of 1981, CSA
Operating Category	Organization
Intent of Standard	To ensure that those persons receiving benefits from programs for older persons, as well as representatives from the broader community at large, have an opportunity for direct involvement in the development of such programs.
Statement of Standard	The Area Agency on Aging shall have an advisory council to advise continuously on all matters relating to the identification of needs and development of the area plan.

Indicators of Compliance

1. That the advisory council operates according to written by-laws adopted by the policy board that contain, at a minimum:
 - a. A statement of role and function.
 - b. Number of members.
 - c. Procedures for selection of members and filling vacancies.
 - d. Terms of membership.
 - e. Frequency of meetings. (CSA)
2. That the advisory council meets at least six times a year. (CSA)
3. That the advisory council operates in compliance with the provisions of the Open Meetings Act. (P.A. 267)
4. That, at any time, the membership of the advisory council consists of more than fifty percent (50%) older individuals (age 60 or older) who are participants or who are eligible to participate in programs under the area plan. Additionally, the membership shall include representatives of older persons; representatives of health care organizations, including providers of veterans health care (if there is a veteran's health care facility in the region); a nutrition provider and other representative(s) of social service provider organizations; persons with leadership



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experience in the private and voluntary sectors; local elected officials; and the general public. (P.A. 180, CSA)

5. That, at any time, some members of the advisory council will be persons in great social and economic need. The membership of the advisory council shall also include minority persons and representation from the various counties or units of local government and generally reflect the distribution of older persons within the PSA. (CSA)
6. The area plan and any substantive amendments shall be submitted to the advisory council for review and comment before it is submitted to OSA for approval.
7. That the advisory council operates under a board approved code of ethics consistent with MCLA 400.584, Section 4 (2)(a-c) of the Older Michiganians Act (P.A. 180, 1981).