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

Meeting Minutes
Date: Wednesday 10/22/2025
Time: 3:30 to 4:30 pm
Location: Land of Sky Regional Council
339 New Leicester Hwy., Suite 140
Asheville, NC 28806 and ZOOM

| Invitees | | |
|---|---|---|
| ~~Dan Beerman~~ | Suzanne Booth | ~~Taylor Foisie~~ |
| Melissa Harmon | Eileen McMinn | Deborah Oldt |
| Susan Schiemer | Greg Zornes | |
| Alison Banzhoff | Billie Breeden | Zack Schmitt |

Not in attendance: Dan Beerman and Taylor Foisie

I. Welcome
   a. Approve or Revise Agenda
      i. There were no additions or revisions to the Agenda.
      ii. Motion made by Suzanne to approve the Agenda, seconded by Eileen. Motion carried.
   b. Approve or Revise Meeting Minutes
      i. There were no revisions to the Meeting Minutes.
      ii. Motion made by Deborah to approve the Meeting Minutes, seconded by Eileen. Motion carried.

II. Review of Expenditure Reports
   a. Units of Service - Reviewed
      i. By the next ARMS cycle, the Senior Companion Program will have units entered. They use other funding first.
      ii. Zack will follow up with Council on Aging about the Information & Options Counseling program regarding only having spent 8% of their funding.
      iii. Mountain Aging Partners is underspent with the HCCBG funding because they are waiting on corrected invoices to come in from Mountain Mobility and once received, units will be entered into ARMS. Mountain Aging Partners is using BCSAF funding to subcontract with

another transportation provider who can provide transportation outside of what Mountain Mobility covers.

iv. Zack will follow up with Pisgah Legal Services about the % of grant served - 653% and how Pisgah Legal determines who is served by the HCCBG funding.

v. Legal providers can be paid up to 100% each month, whereas all other providers can only be reimbursed 1/12 each month (Units Served But Not Reimbursed column on Units of Service Report) per NCDHHS Department of Aging. Entering units beyond 100% provides information at the end of the fiscal year about which providers are overspent and can use reallocated funding from underspent providers.

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

i. IHA has not spent a lot of its budget, but there are plans to spend the whole funding. BCSAF funding will be used to cover HCCBG funding while the shutdown continues.

ii. Eblen Charities has spent all of its BCSAF funding. They receive funding from multiple sources, but they always use the BCSAF funding first.

III. Finalize Discussion of Advisory Committee Purpose

a. Susan's suggestion – add to bylaws Article I Section 2. **Purpose** and change current Section 2 to 3.
**Purpose:** "To support and enhance the quality of life of older adults and their caregivers in our County. To allow older adults to live safely at home or in the least restrictive environment. Provide transportation and opportunities for social interaction to reduce isolation."

b. Quorum was established. 6 out of 8 voting members were present. (Bylaws state a quorum of 50% of the voting membership.)

c. Motion made to amend the bylaws to include Section 2 and the purpose as stated in the agenda and move the mission in Section 2 to Section 3. The bylaws will be Section 1. Name, Section 2. Purpose, and Section 3. Mission. Motion made by Suzanne to approve the motion, seconded by Deborah. All committee members voted in favor of changing the bylaws.

d. The HCCBG Report to the Board of County Commissioners was briefly discussed. Upcoming goals that Susan mentioned in the report were:

i. Refine the Committee's mission statement

ii. Review and update grant application

iii. Encourage providers to build capacity within the environment of reduced funding

IV. Review Application and Scoring Tool

a. The committee discussed the scoring tool – what they want to know from the applicants and what they should know.
b. Suzanne led the discussion. Suzanne's suggestions included:
    i. Changing demonstrated community need to well defined community need and answering yes or no instead of numbers
    ii. Changing project plan to program plan and asking the following questions: Is the program plan well defined, yes or no; Are the client numbers or units of service well defined, yes or no; Do the quality measures make sense, yes or no.
    iii. Coordination - Do other agencies provide the same service, yes or no; Is the coordination with other agencies adequately described, yes or no.
    iv. Is the budget clear and reasonable, yes or no?
    v. Does the project value have high, medium, or low value?
    vi. Is more information needed from the applicant?
c. The committee briefly discussed the application
    i. Add to the application: How do your clients find you?
    ii. Remove the Diversity, Equity, and Inclusion section to comply with federal executive orders.
    iii. For more detailed discussion of the meeting, please go to: https://engage.buncombecounty.org/x1728

V. Determine Action Items and Next Steps
a. Susan will send out the blank application and scoring tool as well as Suzanne's edit of the scoring tool to members after the meeting. The committee's homework will be to review the application and scoring tool in preparation for the November meeting in which suggestions will be discussed.
b. Susan reminded committee members that next year funding recommendations will be based on receiving less funding like what happened this fiscal year.
c. November and December meeting dates
    i. The committee decided to meet a week earlier like in years past for the November meeting. The next meeting will be **Wednesday, November 19** from **3:30 – 5:00 pm**. The committee will meet for a longer time to go through the application and scoring tool. It will be decided at the November meeting whether to have a December meeting based on progress made on the application and scoring tool. If a December meeting is warranted, it will be on Wednesday, December 17.