

Older Adult Services Advisory Council Meeting*

Area Agency on Aging IIIA

January 11, 2023

Last meeting: December 14, 2022

3:30 – 5:00 pm

311 E. Alcott St.
Kalamazoo, MI
Conference Room 361

*This meeting is subject to the Michigan Open Meetings Act.
This meeting is being recorded.

Minutes from this meeting are posted for public review at www.kalcounty.com/hcs/aaa



Welcome & Introductions:

Older Adult Services Advisory Council (OASAC)

- Kelly Quardokus
 - *Q Elderlaw, Council Member, Chair*
- Tim Charron
 - *Council Member, Vice-Chair*
- Kimberly Middleton
 - *Portage Community Senior Center, Council Member*
- Abby Finn
 - *Council Member*
- Stan Runyon
 - *Council Member*
- ReElla Burrell
 - *Council Member*
- Dr. Margaret Hale-Smith
 - *Council Member*
- Dr. Ruth Bates-Hill
 - *Council Member*
- Ann Brissette
 - *Council Member*
- Dr. Angela Groves
 - *Council Member*
- Mike Quinn
 - *Commissioner, Council Member*
- Dr. Fran Bruder Melgar
 - *Commissioner, Alternate Council Member*



Agenda 1/11/2023 OASAC Meeting

- **Old Business:** Approval of October & November Meeting Minutes | 3:30 – 3:35
- **New Business:**
 - Member Time | 3:35 – 4:15
 - Programmatic Update
 - MSAC Report | 4:15 – 4:20
 - Spending Balance Summary | 4:20 – 4:30
 - Needs Assessment Updates | 4:30 – 4:45
- **Public Comment Time** | 4:45 – 4:55
- **Action Tracker** | 4:55 – 5:00
- **Closing** | 5:00



Old Business

- Approval of December 14 Meeting Minutes | 3:30 – 3:35pm



Member Time

- Advising | 3:35 – 4:15 pm
 - Election of Chair and Vice Chair
 - Confirmation of 2023 Meeting Schedule
 - Member Openings Update
 - 2 Vacant Positions, Accepting applications until 2/6/2023
 - <https://www.kalcounty.com/board/advisoryboards/committeesopen.php>
 - Commissioner to be assigned
 - Discussion of OASAC Goals or Objectives for 2023



Member Time

Confirmation of 2023 Meeting Schedule

All at 311 E. Alcott St., Kalamazoo MI / 3:30 – 5:00pm

January 11, 2023

February 8, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 14, 2023

July 12, 2023

August 9, 2023

September 13, 2023

October 11, 2023

November 8, 2023

December 13, 2023



Member Time

- Discussion of OASAC Goals or Objectives for 2023

Standard Name	Area Agency on Aging (AAA) Advisory Council
Standard Number	B-5
Authority Reference	Public Law 89-73, Public Act 180 of 1981, Commission on Services to the Aging (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 AAA shall have an advisory council to advise continuously on all matters relating to the identification of needs and development of the area plan.



Programmatic Updates

MSAC Update

| 4:15 – 4:20

- 2 open MSAC positions for the Region (Kalamazoo County)
 - Jenn Dubey, Operations Manager at Area Agencies on Aging Association of Michigan
 - jenn@4ami.org
 - More Information: <https://4ami.org/uploads/files/article/msac-one-pager.pdf>



Grant SBR – November

Fiscal Year: October 2022 – September 2023

Target 16.67%

- All Lines: **14.25%**
- Contracted (blue): **16.04%**
- CM/POS (orange): **13.12%**

Planning:

- Staffing and Organization Planning
- Monitoring DCW availability, current wait in excess of 30 to 60 days.
- Contracted Services Contracts: Updating to Amplifund
- POS Service Implementation related to staffing, training, and DCW availability.

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	645,500	80,793.96	564,706.04	12.52%
710.00	Fringes	235,700	29,489.76	206,210.24	12.51%
	TOTAL PERSONNEL	881,200	110,283.72	770,916.28	12.52%
727.00	Printing & Binding	1,600	-	1,600.00	0.00%
728.00	Postage	1,200	85.15	1,114.85	7.10%
729.00	Copy Charges	1,900	824.69	1,075.31	43.40%
730.00	Office Supplies	2,200	-	2,200.00	0.00%
807.01	Association Dues	8,500	6,275.00	2,225.00	73.82%
808.00	Contracted Services	1,000	-	1,000.00	0.00%
849.00	Internal Comm & 850.00& 724.00	27,400	3,204.60	24,195.40	11.70%
860.00	Travel	1,800	309.13	1,490.87	17.17%
901.00	Advertising	200	-	200.00	0.00%
940.00	Building Rental	-	-	-	0.00%
950.21	MMAP - Sr. Services	-	-	-	0.00%
950.76	Sr. Services - HIC (Title IIIB)	3,000	-	3,000.00	0.00%
950.83	Legal Aid (Title IIIB)	14,700	-	14,700.00	0.00%
950.86	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00%
950.93	Sr. Services - HDM	425,584	69,230.00	356,354.00	16.27%
950.94	Sr. Services - Cong.	276,114	50,307.00	225,807.00	18.22%
950.98	Senior Services - USDA	127,259	17,556.00	109,703.00	13.80%
951.86	POS - HDM	2,500	468.30	2,031.70	18.73%
951.76	Homemaking Services	148,500	24,186.75	124,313.25	16.29%
951.77	In Home Respite Services	236,800	28,664.49	208,135.51	12.10%
951.78	Personal Care Services	8,000	1,504.00	6,496.00	18.80%
951.79	Transportation Services	6,000	786.20	5,213.80	13.10%
951.81	Adult Day Care Services	38,600	2,318.50	36,281.50	6.01%
951.82	Assistive Devices - PERS	25,000	3,155.70	21,844.30	12.62%
951.83	Medication Management	8,000	730.00	7,270.00	9.13%
951.84	Kinship - South County	5,300	-	5,300.00	0.00%
951.85	Dementia ADC	10,000	1,627.50	8,372.50	16.28%
956.00	Employee Training	1,700	-	1,700.00	0.00%
968.01	Computer Related Expenses	6,200	705.00	5,495.00	11.37%
997.00	Central Service Costs - Charged to Grant, Maximus	86,000	14,194.00	71,806.00	16.50%
997.99	Central Service Costs - GF	122,109	17,291.33	104,817.67	14.16%
	TOTAL CENTRAL SERVICE COSTS	208,109	31,485.33	176,623.67	15.13%
	TOTAL OPERATING EXPENSES	1,600,166	243,423.34	1,356,742.66	15.21%
	TOTAL EXPENSES	2,481,366	353,707.07	2,127,658.93	14.25%
				TARGET %	16.67%



Millage SBR – November

Calendar Year: January 2023 – December 2023*

Target 91.67%

- **All Lines (704.00-997.00):** **72.33%**
- **Staffing:** **58.44 %**
- **Provider (blue):** **86 % (for CY)**
 - Average for contract cycle **96.57 % (for FY, 100% target)**
- **POS (orange):**
 - POS Budget YTD: **71.14 %**

Planning:

- Staffing and Organization Planning
- Increasing enrollments & services, pending new hires.
- POS spending dependent on staffing and DCW availability.
- Contracted Services Contracts: Updating to Amplifund
- Hiring: 2 vacant Care Management positions (45/caseload)

*Contracts/Funding are given on a Fiscal Year (Oct – September))

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
70500	Salaries	638,500	373,135.29
71000	Fringes	233,100	136,194.49
	TOTAL PERSONNEL	871,600	509,329.78
90000	Printing & Binding	3,300	1,174.69
95504	Postage	1,600	716.40
95503	Copy Charges	2,100	1,048.50
72800	Office Supplies	3,700	1,788.14
72903	Consumable Supplies	3,500	2,379.90
95508	Association Dues	2,700	-
80100	Contracted Services	3,700	4,220.00
85001	Internal Communications & 850.00	22,100	17,930.09
86001	Travel	5,200	1,273.50
95502	Advertising	14,700	2,578.05
94000	Building Rental	53,600	33,351.19
95202	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	28,584.75
95203	Provider - Portage Senior Center - SCO (\$100,000 contracted)	100,000	72,189.42
95204	Provider - Ecumenical - SCO (\$31,000 contracted)	31,000	21,963.78
95205	Provider - South County - SCO (\$49,000 contracted)	49,000	35,045.41
95207	Provider - Ecumenical - Transportation (\$10,000 contracted)	10,000	6,013.81
95208	Provider - South County - Transportation (\$15,000 contracted)	15,000	11,234.56
95210	Provider - Oakland - ADC (\$30,000 contracted)	30,000	35,224.00
95211	Provider - WMU-CDS - ADC (\$120,000 contracted)	120,000	104,200.00
95213	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	362,462.12
95214	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	201,066.44
95218	Provider - Portage Senior Center - HLP (\$57,200 contracted)	57,200	31,913.38
95190	POS - HDM	12,000	12,026.88
95191	POS - Homemaking Services	240,000	169,369.58
95192	POS - In Home Respite Services	247,200	169,487.72
95193	POS - Personal Care Services	18,000	18,922.23
95194	POS - Transportation Services	8,000	5,026.43
95195	POS - Adult Day Care Services	27,700	26,503.00
95197	POS - Assistive Devices - PERS	32,000	25,697.65
95198	POS - Medication Management	16,000	9,799.00
95199	POS - Special Projects - Gap	1,000	960.00
95196	POS - Dementia ADC	5,000	-
95556	Employee Training	3,000	926.31
95500	Miscellaneous	100	100.00
72704	Computer Related Expenses	7,800	5,192.24
95576	Central Service Costs - Charged to Millage, Maximus	270,300	191,768.42
	TOTAL OPERATING EXPENSES	2,061,500	1,612,137.59
	TOTAL EXPENSES	2,933,100	2,121,467.37
	REVENUE		
66930	Senior Millage - Utilized	2,932,600	2,121,467.37
67400	Donations - Contributions	500	-
	TOTAL REVENUES	2,933,100	2,121,467.37



2023 Senior Needs Assessment | 4:30 – 4:45

- Crescendo Consulting Group
- Core Elements:
 - Identification and Initiation of Focus Groups
 - Community Survey
 - Final Report
- Crescendo Consulting @ OASAC February 2023 Meeting
 - OASAC Focus Group



Public Comment

Public Comment

| 4:45 – 4:55



Action Tracker: New Items

Action	Assigned to/Date	Follow Up/Update



Action Tracker: Updates

Action	Assigned to/Date	Follow Up/Update



Action Tracker: Pending

Action	Assigned to/Date	Follow Up/Update
Scheduling LTCO Presentation	AAA	Pending – March Meeting



Action Tracker: Completed

Action	Assigned to/Date	Follow Up/Update



Adjournment

**Next Meeting: February 08, 2023 3:30pm
311 E. Alcott St.**

**Intake Line/Information & Assistance
(269) 373-5173**

Email

AAA3Ainfo@kalcounty.com

Website

<https://www.kalcounty.com/hcs/aaa/>

