

Older Adult Services Advisory Council Meeting*

Area Agency on Aging IIIA

October 12, 2022

Last meeting: September 21, 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:

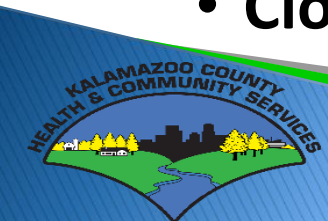
Older Adult Services Advisory Council (OASAC)

- Kelly Quardokus
 - *Q Elderlaw, Council Member, Chair*
- Tim Charron
 - *Council Member, Vice-Chair*
- Danna Downing
 - *Council Member/SAC*
- Kimberly Middleton
 - *Portage Community Senior Center, Council Member*
- Abby Finn
 - *Milestone Senior Services, Council Member*
- Stan Runyon
 - *Council Member*
- ReElla Burrell
 - *Council Member*
- Dr. Daniel Brauner
 - *WMed, 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 10/12/2022 OASAC Meeting

- **Old Business:** Approval of September 21, 2022 Meeting Minutes | 3:30 – 3:35
- **New Business:**
 - Member Time | 3:35 – 3:55
 - Advising: Senior Needs Assessment & AAA/Advisory Board Outreach
 - Programmatic Update
 - MSAC Report | 3:55 – 4:05
 - Spending Balance Summary | 4:05 – 4:20
 - Millage, Needs Assessment, and Planning | 4:20 – 4:40
- **Public Comment Time** | 4:40 – 4:55
- **Action Tracker** | 4:55 – 5:00
- **Closing** | 5:00



Old Business

- Approval of September 21 Meeting Minutes | 3:30 – 3:35pm



Member Time

- Advising | 3:35 – 3:55 pm
 - Senior Needs Assessment & AAA/Advisory Board Outreach



OASAC Member	AAA Region	County Served	Contact #
Abby Finn	1A	Detroit, Hamtramck, Highland Park, Grosse Pointe, Grosse Pointe Park, Grosse, Pointe Shores, Grosse Pointe Woods, Grosse Pointe Farms, Harper Woods	
Kelly Quardokus	1B	Livingston, Macomb, Monroe, Oakland, St. Clair and Washtenaw counties	Howard Collens Legal Board member 800-852-7795
Abby Finn	1C	Wayne County (except cities served by 1A)	
Dr. Margarate Hale-Smith	2	Jackson, Hillsdale, Lenawee	800-335-7881
n/a	3A	Kalamazoo	
Tim Charron	3B	Barry, Calhoun	269-966-2450
Kim Middleton	3C	St. Joseph, Branch	517-278-2538
Lacey C	4	Berrien, Cass, Van Buren	
Dr. Ruth Bates-Hill	5	Genesee, Lapeer, Shiawassee	
Abby Finn	6	Clinton, Eaton, Ingham	
Kelly Q.	7	Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, Tuscola	
Lacey C.	8	Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Osceola	
Tim Charron	9	Alcona, Alpena, Arenac, Cheboygan, Crawford, Losco, Montmorency, Ogemaw, Oscoda, Ostego, Presque Ilse, Roscommon	989-358-4600
Danna Downing	10	Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford	800-442-1713
	11	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft	
Danna Downing	14	Muskegon, Oceana, Ottawa	231-733-3585

Programmatic Updates

MSAC Update

| 3:55 – 4:05



**AREA AGENCY ON AGING - GRANT SUMMARY
SPENDING BALANCE REPORTS - AUGUST 2022
Fiscal Year: October 2021 - September 2022**

Grant SBR – August

Fiscal Year: October 2021 – September 2022

Target 91.67%

- All Services: **67.58%**
- CM/POS (orange): **72.99%**
- Contracted (blue): **55.69 %**

Planning:

- Late 4th quarter influx of grant funding, primarily expanding Meals/Nutrition services.
- Transition to MUNIS reporting software. Expect updated format of SBR.
- Monitoring DCW availability, current wait in excess of 30 days.
- POS Service Implementation related to staffing, training, and DCW availability.

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	579,600	471,731.59	107,868.41	83.54%
704.06	Salaries - Temp	12,500	12,471.05	17,450.08	99.77%
710.00	Fringes	211,600	172,182.01	39,417.99	81.37%
710.06	Fringes Temp	1,100	1,091.23	8.77	99.20%
	TOTAL PERSONNEL	804,800	657,475.88	164,745.25	81.69%
727.00	Printing & Binding	1,800	1,414.66	385.34	78.59%
728.00	Postage	2,500	1,824.04	675.96	72.96%
729.00	Copy Charges	2,900	2,722.21	177.79	93.87%
730.00	Office Supplies	3,100	1,876.66	1,223.34	60.54%
807.01	Association Dues	8,000	7,448.75	551.25	93.11%
808.00	Contracted Services	1,000	1,000.00	-	100.00%
849.00	Internal Comm & 850.00& 724.00	20,400	16,915.04	3,484.96	82.92%
860.00	Travel	2,900	2,705.33	194.67	93.29%
901.00	Advertising	400	134.24	265.76	33.56%
940.00	Building Rental	49,700	44,507.07	5,192.93	89.55%
950.76	Sr. Services - HIC (Title IIIB)	3,000	749.92	2,250.08	25.00% Provider
950.83	Legal Aid (Title IIIB)	14,700	11,025.00	3,675.00	75.00% Provider
950.86	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00% Provider
950.93	Sr. Services - HDM	613,058	367,248.00	245,810.00	59.90% Provider
950.94	Sr. Services - Cong.	341,978	226,078.00	115,900.00	66.11% Provider
950.98	Senior Services - USDA	257,037	81,445.00	175,592.00	31.69% Provider
951.86	POS - HDM	2,500	1,993.18	506.82	79.73%
951.76	Homemaking Services	148,000	116,160.00	31,840.00	78.49% POS
951.77	In Home Respite Services	249,200	143,413.75	105,786.25	57.55% POS
951.78	Personal Care Services	7,500	4,188.95	3,311.05	55.85% POS
951.79	Transportation Services	5,000	3,338.00	1,662.00	66.76% POS
951.81	Adult Day Care Services	35,600	12,153.50	23,446.50	34.14% POS
951.82	Assistive Devices - PERS	26,000	18,070.60	7,929.40	69.50% POS
951.83	Medication Management	5,500	4,259.71	1,240.29	77.45% POS
951.84	Kinship - South County	5,300	2,100.00	3,200.00	39.62% Provider
951.85	Dementia ADC	25,000	19,604.88	5,395.12	78.42% POS
956.00	Employee Training	1,900	1,334.50	565.50	70.24%
968.01	Computer Related Expenses	39,462	8,677.10	30,784.90	21.99%
997.00	Central Service Costs - Charged to Grant, Maximus	36,802	33,852.00	2,950.00	91.98%
997.99	Central Service Costs - GF	172,659	159,832.00	12,827.00	92.57%
	TOTAL CENTRAL SERVICE COSTS	209,461	193,684.00	15,777.00	92.47%
	TOTAL OPERATING EXPENSES	2,085,896	1,296,072.09	789,823.91	62.14%
	TOTAL EXPENSES	2,890,696	1,953,547.97	954,569.16	67.58%
				TARGET %	91.67%



AREA AGENCY ON AGING - SENIOR MILLAGE
SPENDING BALANCE REPORTS - AUGUST 2022
Fiscal Year: January - December 2022

Millage SBR – August

Calendar Year: January 2022 – December 2022*

Target 66.67%

- **All Services (704.00-997.00):** **51.95 %**
- **Provider (blue):** **61.59 % (for CY)**
 - Average for contract cycle **83.6 % (for FY, 91.67% target)**
- **POS (orange):** **43.10 %**
 - Personnel (\$550,000): **34.93 %**
 - POS Budget YTD: **50.00 %**

Planning:

- Increasing enrollments, pending new hires
- POS spending dependent on staffing and DCW availability.
- **Hiring – 3 vacant Care Management positions (45/caseload), 1 Lead Care Consultant Position (5-10/caseload)**
- Monitoring DCW availability, current wait in excess of 30 days, providers are prioritizing Grant Funded clients due to the DCW hazard pay. **Planning:** Applying DCW hazard pay for Millage funded clients.

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD		
704.00	Salaries	641,800	277,674.76		
710.00	Fringes	234,300	101,351.35		
	TOTAL PERSONNEL	876,100	379,026.11		
727.00	Printing & Binding	2,000	1,174.69		
728.00	Postage	1,400	608.03		
729.00	Copy Charges	1,000	637.16		
730.00	Office Supplies	3,600	1,633.73		
730.05	Consumable Supplies	2,500	-		
807.01	Association Dues	2,700	-		
808.00	Contracted Services	3,700	-		
849.00	Internal Communications & 850.00	21,700	12,776.28		
860.00	Travel	6,200	1,059.55		
901.00	Advertising	11,400	1,890.55		
940.00	Building Rental	54,500	28,774.51		
952.02	Provider - Guardian Finance - Guardianship	(\$38,000 contracted)	38,000	18,981.38	Provider
952.03	Provider - Portage Senior Center - SCS	(\$100,000 contracted)	100,000	48,910.87	Provider
952.04	Provider - Ecumenical - SCS	(\$31,000 contracted)	31,000	17,028.40	Provider
952.05	Provider - South County - SCS	(\$49,000 contracted)	49,000	22,335.84	Provider
952.07	Provider - Ecumenical - Transportation	(\$10,000 contracted)	10,000	5,521.87	Provider
952.08	Provider - South County - Transportation	(\$15,000 contracted)	15,000	7,917.02	Provider
952.10	Provider - Oakland - ADC	(\$30,000 contracted)	30,000	27,244.00	Provider
952.11	Provider - WMU-CDS - ADC	(\$120,000 contracted)	120,000	87,457.00	Provider
952.13	Provider - Sr Services - HDM	(\$382,000 contracted)	382,000	239,700.02	Provider
952.14	Provider - Sr Services - Home Safety Repair	(\$225,000 contracted)	225,000	159,625.01	Provider
952.18	Provider - Portage Senior Center - HLP	(\$57,200 contracted)	57,200	20,624.42	Provider
951.86	POS - HDM		12,000	7,452.76	POS
951.76	POS - Homemaking Services		240,000	113,558.20	POS
951.77	POS - In Home Respite Services		247,200	117,153.21	POS
951.78	POS - Personal Care Services		18,000	12,790.70	POS
951.79	POS - Transportation Services		8,000	3,214.74	POS
951.81	POS - Adult Day Care Services		28,700	17,139.75	POS
951.82	POS - Assistive Devices - PERS		32,000	18,937.55	POS
951.83	POS - Medication Management		16,000	6,551.00	POS
957.78	POS - Special Projects - Gap		1,000	580.00	POS
951.85	POS - Dementia ADC		5,000	-	POS
956.00	Employee Training	3,000		926.31	
957.00	Miscellaneous	100		100.00	
968.01	Computer Related Expenses	7,800		3,908.24	
997.00	Central Service Costs - Charged to Millage, Maximus	270,300		138,523.89	
	TOTAL OPERATING EXPENSES	2,057,000		1,144,736.68	
	TOTAL EXPENSES	2,933,100		1,523,762.79	

OS Projects/Funding are given on a Fiscal Year (Oct – September)



Future Planning & Updates: 4:20 – 4:40

Senior Millage

[Senior Millage - Older Adult Services Division - Health and Community Services - Kalamazoo Michigan County Government Web Site \(kalcounty.com\)](http://kalcounty.com)

- **Board of Commissioners Meeting:** Update on Senior Millage - December 6, 2022
 - Spending
 - Utilization
 - Planning



Future Planning & Updates: 4:20 – 4:40

Senior Needs Assessment (SNA)

- Used for Planning, New Services, Funding Allocation. **Currently waiting for BOC signature.**
- Previous AAA SNA found here: <https://www.kalcounty.com/hcs/aaa/reports.html>

Community Hospital Needs Assessments

- Bronson Hospital Community Health Needs Assessment:
<https://www.bronsonhealth.com/about/community-health-needs-assessment/bronson-methodist-hospital/>
- Borgess Hospital Community Health Needs Assessment:
<https://healthcare.ascension.org/-/media/healthcare/compliance-documents/michigan/2019-ascension-borgess-chna-report.pdf>



Future Planning & Updates: 4:20 – 4:40

OASAC Work Groups

- Assist AAA3A in the provision of information and advice on aging issues and concerns of the community:
 - **Senior Needs Assessment:**
 - Provide advice on SNA focus groups, SNA development, community distribution.
 - **Direct Care Worker Crisis:**
 - Provide advice on increasing Direct Care Worker availability and longevity.
 - **Other?:**



Final Agenda Items

- Public Comment Time | 4:40 – 4:55 pm
- Action Tracker | 4:55 – 5:00 pm
- Adjournment | 5:00 pm

Next Meeting: October 12, 2022 3:30pm – 5:00

311 E. Alcott St. Kalamazoo MI

Conference Room 361



Action Tracker: New Items

Action	Assigned to/Date	Follow Up/Update



Action Tracker: Updates

Action	Assigned to/Date	Follow Up/Update
Request Information on interest gained by the Senior millage, broken down by the year.	Finance 7/13	<p>9/2/22 From Finance: “No interest to date has been paid the Millage FB. In September of 2022, the Treasurer’s office will make the interest journal entry for 1/2022 through 8/2022. This process will continue moving forward, as long as the FB remains over 1M.”</p> <p>10/10/22 From Finance: Journal entries are used to record monetary amounts deposited into the general funds. This has not been completed by the Treasury Office. The journal entry for 1/2022 – 8/2022 is currently being processed</p>



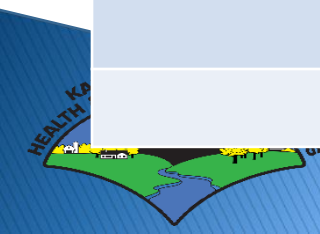
Action Tracker: Pending

Action	Assigned to/Date	Follow Up/Update



Action Tracker: Completed

Action	Assigned to/Date	Follow Up/Update
OASAC Role and/or limitations for assisting in Millage renewal	Program 7/13	Data reporting insight: Pertinent information. Updates to online reports in process.
Effective rate of interest of the Senior Millage Fund Balance	Finance 7/13	9/2/22 From Finance Department: <i>“The average monthly yield is 2.235%; the amount of interest varies monthly depending on the balance.”</i>
Is procedure the same for other advisory councils for communicating questions to Finance department: Asking question as part of minutes and sending request to finance.	Administration 8/10	Administration: Could vary, dependent on By-Laws of the Advisory Board.



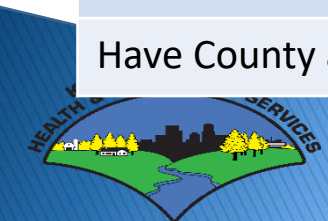
Action Tracker: Completed

Action	Assigned to/Date	Follow Up/Update
<p>Where does the interest generated by the Senior Millage go?</p> <p>Is it deposited into a county account, or does it go back to the AAA Program?</p>	<p>Finance 3/9/22</p>	<p>Updated 6/14/22: Interest for many funds (including the Senior Millage) are pooled and credited to the General Fund.</p> <p>Interest is deposited to the General Fund for County use. There is no request process for AAA to receive allocation of Senior Millage fund balance interest.</p>
<p>POS specific numbers for the rollover</p>	<p>Beverly 5/11/22</p>	<p>Total Carryforward: \$419,721</p> <p>POS Breakdown:</p> <ul style="list-style-type: none"> • IIIB: \$3000 • IIID: \$14,146 • IIID: \$1000 • State Respite Care: \$23,232
<p>Priority matrix for enrollments</p>	<p>Beverly & Don 5/11/22</p>	<p>Slides 21 – 25, June 8, 2022 OASAC</p>



Action Tracker: Completed (continued)

Action	Assigned / Completed	Follow Up/Update
2022 Budget numbers	Don 2/9/22; 3/9/22	Listed in SBR
Inquire of reimbursement process; upfront, phased? Harder for small org. to front funding for services	Don 2/9/22; 3/9/22	Planning for contract updates, streamlining process.
What should OASAC be supporting AAA in as recommendations of this board?	Don 3/9/22; 4/13/22	Recommendations for MYP Goals, supporting information
Should a "Other" category be included as an option for vendors to bid for? We don't want vendors to not apply thinking they don't qualify.	Don 3/9/22; 4/13/22	Planning for contract updates, streamlining process, RFP Question review by Finance (end of April)
Resend OASAC members the regional AAA interview questions.	Don 3/9/22; 4/13/22	Print Off
Do OASAC members need to formally decline per diem payments?	Don 3/9/22; 4/13/22	<i>No, they don't have to.</i>
Where do the per diem payments come from? What funding source?	Don 3/9/22; 4/13/22	<i>It came from the CIP dollars that were not allocated to projects. Those funds were general fund dollars.</i>
Have County advisory boards had per diems in the past?	Don 3/9/22; 4/13/22	<i>No, this is the first time.</i>



Adjournment

**Next Meeting: October 12, 2022 3:30pm
311 E. Alcott St.**

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

Email

AAA3Ainfo@kalcounty.com

Website

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

