

# Older Adult Services Advisory Council Meeting\*

## Area Agency on Aging IIIA

### November 10, 2021

*Last meeting: October 13, 2021*

**3:30 – 5:00 pm**

\*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](http://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
  - *Life EMS, Council Member*
- Kimberly Phillips
  - *Portage Senior Center, Council Member*
- Dawn Shilts
  - *Portage Senior Center, Council Member*
- Dr. Daniel Brauner
  - *WMed, Council Member*
- Dr. Margaret Hale-Smith
  - *Council Member*
- Amanda Willer
  - *Heritage Community of Kalamazoo, Council Member*
- Mike Quinn
  - *Commissioner, Council Member*
- Fran Bruder Melgar
  - *Commissioner, Alternate Council Member*

*Thank you!!!*



# Agenda 11/10/2021 OASAC Meeting

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- Old Business: Approval of October 13, 2021 Meeting Minutes | 3:40 - 3:45
- New Business:
  - Programmatic Update
    - MSAC Report | 3:45 - 3:55
    - Spending Balance Summary | 3:55 - 4:10
    - Waitlist & Millage Reporting | 4:10 - 4:25
  - Public Comment Time | 4:25 - 4:40
  - Member Time | 4:40 - 5:00



# Old Business

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- Approval of October 13 Meeting Minutes | 3:40 – 3:45 pm



# New Business

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MSAC Update

| 3:45 – 3:55 pm

Finance:

| 3:55 – 4:10 pm

- Spending Balance Summary Reports Available

Program Updates:

| 4:10 - 4:25



Fiscal Year: October 2020 - September 2021

# Grant SBR - September

October 2020 – September 2021

**Target: 100%**

• All Services: **82%**

- **Considerations:** Ongoing Pandemic, roll-over from previous FY (2019-2020)

• CM/POS: **92.32%**

- **Considerations:** Slowed enrollments/staffing towards end of FY, roll-over from previous FY (2019-2020)

## Planning:

- Working with Contracted Providers for ongoing service implementation and outreach as Pandemic continues/recedes.
- Increase staffing = Increase enrollments

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	563,000	533,044.18	29,955.82	94.68%
710.00	Fringes	205,400	194,561.08	10,838.92	94.72%
727.00	Printing & Binding	700	413.37	286.63	59.05%
728.00	Postage	3,300	2,907.34	392.66	88.10%
729.00	Copy Charges	2,100	1,494.97	605.03	71.19%
730.00	Office Supplies	11,300	9,486.71	1,813.29	83.95%
807.01	Association Dues	7,500	7,154.62	345.38	95.39%
808.00	Contracted Services	1,000	1,000.00	-	100.00%
849.00	Internal Comm & 850.00& 724.00	21,400	18,562.24	2,837.76	86.74%
860.00	Travel	1,300	697.66	602.34	53.67%
901.00	Advertising	200	210.00	(10.00)	105.00%
940.00	Building Rental	51,200	49,201.94	1,998.06	96.10%
950.21	MMAP - Sr. Services	19,900	19,283.29	616.71	96.90%
950.76	Sr. Services - HIC (Title IIIB)	3,000	-	3,000.00	0.00%
950.83	Legal Aid (Title IIIB)	14,900	14,900.00	-	100.00%
950.86	Sr. Services - SCS (Title IIIB)	3,000	3,000.00	-	100.00%
950.93	Sr. Services - HDM	590,447	412,051.00	178,396.00	69.79%
950.94	Sr. Services - Cong.	271,014	203,601.00	67,413.00	75.13%
950.98	Senior Services - USDA	184,408	54,114.00	130,294.00	29.34%
951.86	POS - HDM	2,500	259.98	2,240.02	10.40%
951.76	Homemaking Services	164,000	162,798.21	1,201.79	99.27%
951.77	In Home Respite Services	263,800	231,278.28	32,521.72	87.67%
951.78	Personal Care Services	8,000	6,470.20	1,529.80	80.88%
951.79	Transportation Services	5,000	4,685.23	314.77	93.70%
951.81	Adult Day Care Services	2,500	2,000.50	499.50	80.02%
951.82	Assistive Devices - PERS	28,000	24,934.35	3,065.65	89.05%
951.83	Medication Management	6,000	5,474.76	525.24	91.25%
951.84	Kinship - South County	5,300	4,300.00	1,000.00	81.13%
951.85	Dementia ADC	5,000	4,954.10	45.90	99.08%
956.00	Employee Training	1,400	589.98	810.02	42.14%
968.01	Computer Related Expenses	10,400	7,311.15	3,088.85	70.30%
997.00	Central Service Costs - Charged to Grant, Maximus	56,965	56,965.27	(0.27)	100.00%
997.99	Central Service Costs - GF	209,883	209,545.00	338.00	99.84%
	<b>TOTAL CENTRAL SERVICE COSTS</b>	<b>266,848</b>	<b>266,510.27</b>	<b>337.73</b>	<b>99.87%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,970,213</b>	<b>1,519,645.15</b>	<b>450,567.85</b>	<b>77.13%</b>
	<b>TOTAL EXPENSES</b>	<b>2,738,613</b>	<b>2,247,250.42</b>	<b>508,812.66</b>	<b>82.06%</b>

TARGET % 100.00%



# Millage SBR - September

January 2021 – December 2021

**Target: 75%**

- Provider: 66.28%
- CM/POS: 67.36%

## Planning:

- CM/POS Estimates and Reallocations for remaining CY.
- Inquiries for Revenue/Budget utilization for remaining CY

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
704.00	Salaries	547,104	325,562.20
710.00	Fringes	199,981	118,829.59
727.00	Printing & Binding	1,600	89.26
728.00	Postage	2,000	456.19
729.00	Copy Charges	1,800	419.81
730.00	Office Supplies	9,500	1,532.52
807.01	Association Dues	2,200	-
849.00	Internal Communications & 850.00	18,700	12,522.07
860.00	Travel	6,350	297.36
901.00	Advertising	10,900	-
940.00	Building Rental	53,700	33,928.41
952.01	Provider - Legal Aid - Guardianship (\$12,000 contracted)	12,000	9,000.00
952.02	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	38,000.00
952.03	Provider - Portage Senior Center - SCS (\$108,600 contracted)	108,600	47,004.54
952.04	Provider - Ecumenical - SCS (\$21,800 contracted)	21,800	12,013.49
952.05	Provider - South County - SCS (\$49,600 contracted)	49,600	32,675.57
952.07	Provider - Ecumenical - Transportation (\$7,700 contracted)	7,700	4,740.59
952.08	Provider - South County - Transportation (\$15,900 contracted)	15,900	10,815.36
952.10	Provider - Oakland - ADC (\$75,000 contracted)	75,000	-
952.11	Provider - WMU-CDS - ADC (\$75,000 contracted)	75,000	59,122.50
952.12	Provider - Sr Services MMAP	7,500	3,618.49
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	286,506.25
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	176,688.17
952.18	Provider - Portage Senior Center - HLP (\$57,500 contracted)	57,500	32,725.62
951.86	POS - HDM	10,000	8,851.70
951.76	POS - Homemaking Services	254,000	166,326.83
951.77	POS - In Home Respite Services	250,000	185,712.89
951.78	POS - Personal Care Services	18,000	13,462.23
951.79	POS - Transportation Services	7,000	5,105.56
951.81	POS - Adult Day Care Services	16,000	11,770.25
951.82	POS - Assistive Devices - PERS	30,000	25,719.90
951.83	POS - Medication Management	15,000	12,475.25
957.78	POS - Special Projects - Gap	2,000	180.00
951.85	POS - Dementia ADC	-	-
956.00	Employee Training	2,900	1,344.97
968.01	Computer Related Expenses	7,050	3,394.82
	<b>TOTAL OF DIRECT EXPENSES</b>		<b>1,640,892.39</b>
997.00	Central Service Costs - Charged to Millage, Maximus	253,900	164,089.24
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,048,200</b>	<b>1,360,589.84</b>
	<b>TOTAL EXPENSES</b>	<b>2,795,285</b>	<b>1,804,981.63</b>
	<b>REVENUE</b>		
600.01	Federal Grants	1,400	1,400.00
699.03	Senior Millage - Utilized	2,793,385	1,803,084.93
610.00	Donations - Contributions	500	496.70
	<b>TOTAL REVENUES</b>	<b>2,795,285</b>	<b>1,804,981.63</b>



# Program & AIP Updates

As of 11/08/2021

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## Program:

### New

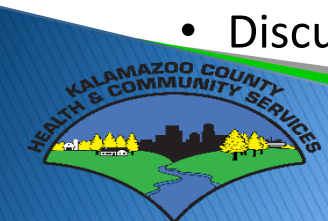
- **Hiring:** Admin Assistant (Temp)
- **AASA/MDHHS Merger**
- **Christmas Baskets**

### Ongoing:

- **Planning for utilization of Fund Balance & Revenue to address waitlist and community needs**
- **Post COVID-19 Senior Needs Assessment**
  - Discussions with Community Partners

## Information Requested:

- **Current Fund Balance Amount**
- **Fund Balance Policy/Procedure**
  - Spending
  - Budgeting
  - Allowable Purchases
    - “One-time” Purchases
- **Yearly Comparison**
  - Revenue (Projected vs. Actual)
  - Yearly Equalization Apportionment Report
- **Action Tracker**





# Final Agenda Items

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- Public Comment Time | 4:25 – 4:40 pm
- Member Time | 4:40 – 4:55 pm
  - Advising
    - RFP Process
    - Senior Needs Assessment/New Services Sub Committees
- Action Tracker | 4:55 – 5:00pm
- Adjournment | 5:00 pm

**Next Meeting: December 8, 2021 3:30pm via Zoom**



# Contact Information

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

**Email**

[AAA3Ainfo@kalcounty.com](mailto:AAA3Ainfo@kalcounty.com)

**Website**

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