

# **Older Adult Services Advisory Council Meeting\***

## **Area Agency on Aging IIIA**

### **November 9, 2022**

*Last meeting: October 12, 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](http://www.kalcounty.com/hcs/aaa)



# Welcome & Introductions:

## *Older Adult Services Advisory Council (OASAC)*

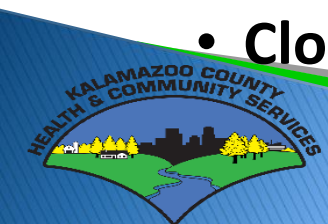
- Kelly Quardokus
  - *Q Elderlaw, Council Member, Chair*
- Tim Charron
  - *Council Member, Vice-Chair*
- Danna Downing
  - *Council Member/SAC*
- Kimberly Middleton
  - *Portage Community Senior Center, Council Member*
- Abby Finn
  - *Milestone Senior Services, Council Member*
- Stan Runyon
  - *Council 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 11/9/2022 OASAC Meeting

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- **Old Business:** Approval of October 12, 2022 Meeting Minutes | 3:30 – 3:35
- **New Business:**
  - Programmatic Update
    - MSAC Report | 3:35 – 3:45
    - Spending Balance Summary | 3:45 – 3:55
    - Senior Millage Fund Balance Updates | 3:55 – 4:10
  - Member Time | 4:10 – 4:40
    - Advising: Fund Balance Allocation Advice
- **Public Comment Time** | 4:40 – 4:55
- **Action Tracker** | 4:55 – 5:00
- **Closing** | 5:00



# Old Business

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- Approval of October 12 Meeting Minutes | 3:30 – 3:35pm



# Programmatic Updates

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MSAC Update

| 3:35 – 3:45



# Grant SBR – September

Fiscal Year: October 2021 – September 2022

**Target 100%**

- All Services: **74.13%**
- CM/POS (orange): **78.85%**
- Contracted (blue): **59.61 %**

**Planning:**

- Late 4<sup>th</sup> quarter influx of grant funding, primarily expanding Meals/Nutrition services.
- Monitoring DCW availability, current wait in excess of 30 to 60 days.
- POS Service Implementation related to staffing, training, and DCW availability.
- **Contract Updates:** Spending Increase by an estimated **xxxxxx%** for subsequent months.
- **Future Planning:** Increase Salary & fringe benefits

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	579,800	514,940.33	64,859.67	90.96%
704.06	Salaries - Temp	12,500	12,471.05	17,450.08	99.77%
710.00	Fringes	211,663	187,953.23	23,709.78	88.80%
710.06	Fringes Temp	1,100	1,091.23	8.77	99.20%
	<b>TOTAL PERSONNEL</b>	<b>805,063</b>	<b>716,455.83</b>	<b>106,028.30</b>	<b>88.99%</b>
727.00	Printing & Binding	1,800	1,414.66	385.34	78.59%
728.00	Postage	2,500	2,099.47	400.53	83.98%
729.00	Copy Charges	3,000	2,828.46	171.54	94.28%
730.00	Office Supplies	3,100	2,655.29	444.71	85.65%
807.01	Association Dues	8,000	7,448.75	551.25	93.11%
808.00	Contracted Services	<b>1,000</b>	<b>1,000.00</b>	-	<b>100.00%</b>
849.00	Internal Comm & 850.00& 724.00	20,400	18,019.12	2,380.88	88.33%
860.00	Travel	3,200	3,009.84	190.16	94.06%
901.00	Advertising	400	134.24	265.76	33.56%
940.00	Building Rental	49,800	47,994.39	1,805.61	96.37%
950.76	Sr. Services - HIC (Title IIIB)	<b>3,000</b>	<b>2,559.93</b>	<b>440.07</b>	<b>85.33%</b>
950.83	Legal Aid (Title IIIB)	<b>14,700</b>	<b>14,700.00</b>	-	<b>100.00%</b>
950.86	Sr. Services - SCS (Title IIIB)	<b>3,000</b>	-	<b>3,000.00</b>	<b>0.00%</b>
950.93	Sr. Services - HDM	<b>613,058</b>	<b>384,633.00</b>	<b>228,425.00</b>	<b>62.74%</b>
950.94	Sr. Services - Cong.	<b>341,978</b>	<b>247,959.00</b>	<b>94,019.00</b>	<b>72.51%</b>
950.98	Senior Services - USDA	<b>257,037</b>	<b>83,645.00</b>	<b>173,392.00</b>	<b>32.54%</b>
951.86	POS - HDM	<b>2,500</b>	<b>2,166.50</b>	<b>333.50</b>	<b>86.66%</b>
951.76	Homemaking Services	<b>148,000</b>	<b>125,903.12</b>	<b>22,096.88</b>	<b>85.07%</b>
951.77	In Home Respite Services	<b>248,652</b>	<b>158,009.88</b>	<b>90,642.12</b>	<b>63.55%</b>
951.78	Personal Care Services	<b>7,500</b>	<b>4,743.25</b>	<b>2,756.75</b>	<b>63.24%</b>
951.79	Transportation Services	<b>5,000</b>	<b>3,538.18</b>	<b>1,461.82</b>	<b>70.76%</b>
951.81	Adult Day Care Services	<b>35,000</b>	<b>12,761.00</b>	<b>22,239.00</b>	<b>36.46%</b>
951.82	Assistive Devices - PERS	<b>26,000</b>	<b>19,516.75</b>	<b>6,483.25</b>	<b>75.06%</b>
951.83	Medication Management	<b>5,500</b>	<b>4,536.75</b>	<b>963.25</b>	<b>82.49%</b>
951.84	Kinship - South County	<b>5,300</b>	<b>3,600.00</b>	<b>1,700.00</b>	<b>67.92%</b>
951.85	Dementia ADC	<b>25,000</b>	<b>20,812.38</b>	<b>4,187.62</b>	<b>83.25%</b>
956.00	Employee Training	1,900	1,334.50	565.50	70.24%
968.01	Computer Related Expenses	39,462	39,639.10	(177.10)	100.45%
997.00	Central Service Costs - Charged to Grant, Maximus	36,802	36,802.00	-	100.00%
997.99	Central Service Costs - GF	172,659	172,660.00	(1.00)	100.00%
	<b>TOTAL CENTRAL SERVICE COSTS</b>	<b>209,461</b>	<b>209,462.00</b>	<b>(1.00)</b>	<b>100.00%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,085,248</b>	<b>1,426,124.56</b>	<b>659,123.44</b>	<b>68.39%</b>
	<b>TOTAL EXPENSES</b>	<b>2,890,311</b>	<b>2,142,580.39</b>	<b>765,151.74</b>	<b>74.13%</b>
				<b>TARGET %</b>	<b>100.00%</b>





# Millage SBR – September

Calendar Year: January 2022 – December 2022\*

**Target 75%**

- **All Services (704.00-997.00):** **60.48 %**
- **Provider (blue):** **73 % (for CY)**
  - Average for contract cycle **96.57 % (for FY, 100% target)**
- **POS (orange):** **49.23 %**
  - Personnel (\$550,000): **39.49 %**
  - POS Budget YTD: **57.00 %**

**Planning:**

- Increasing enrollments & services, 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)
- **Contract Updates:** Spending Increase by an estimated xxxxxx% for subsequent months.
- **Future Planning:** Increase Salary & fringe benefits

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

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
704.00	Salaries	641,800	310,422.23
710.00	Fringes	234,300	113,304.17
	<b>TOTAL PERSONNEL</b>	<b>876,100</b>	<b>423,726.40</b>
727.00	Printing & Binding	2,300	1,174.69
728.00	Postage	1,600	609.28
729.00	Copy Charges	1,000	834.56
730.00	Office Supplies	3,500	1,711.19
730.05	Consumable Supplies	2,500	2,379.90
807.01	Association Dues	2,700	-
808.00	Contracted Services	3,700	4,220.00
849.00	Internal Communications & 850.00	21,900	14,562.68
860.00	Travel	6,100	1,181.74
901.00	Advertising	11,400	1,890.55
940.00	Building Rental	54,000	33,351.19
952.02	Provider - Guardian Finance - Guardianship	(S38,000 contracted)	38,000
952.03	Provider - Portage Senior Center - SCS	(S100,000 contracted)	100,000
952.04	Provider - Ecumenical - SCS	(S31,000 contracted)	31,000
952.05	Provider - South County - SCS	(S49,000 contracted)	49,000
952.07	Provider - Ecumenical - Transportation	(S10,000 contracted)	10,000
952.08	Provider - South County - Transportation	(S15,000 contracted)	15,000
952.10	Provider - Oakland - ADC	(S30,000 contracted)	30,000
952.11	Provider - WMU-CDS - ADC	(S120,000 contracted)	120,000
952.13	Provider - Sr Services - HDM	(S382,000 contracted)	382,000
952.14	Provider - Sr Services - Home Safety Repair	(S225,000 contracted)	225,000
952.18	Provider - Portage Senior Center - HLP	(S57,200 contracted)	57,200
951.86	POS - HDM	12,000	8,635.05
951.76	POS - Homemaking Services	240,000	130,601.78
951.77	POS - In Home Respite Services	247,200	135,701.46
951.78	POS - Personal Care Services	18,000	14,668.98
951.79	POS - Transportation Services	8,000	3,779.66
951.81	POS - Adult Day Care Services	28,700	19,885.50
951.82	POS - Assistive Devices - PERS	32,000	21,201.85
951.83	POS - Medication Management	16,000	7,923.00
957.78	POS - Special Projects - Gap	1,000	960.00
951.85	POS - Dementia ADC	5,000	-
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	160,178.55
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,057,000</b>	<b>1,350,252.40</b>
	<b>TOTAL EXPENSES</b>	<b>2,933,100</b>	<b>1,773,978.80</b>
	<b>REVENUE</b>		
699.03	Senior Millage - Utilized	2,932,600	1,773,978.80
610.00	Donations - Contributions	500	-
	<b>TOTAL REVENUES</b>	<b>2,933,100</b>	<b>1,773,978.80</b>



# Senior Millage Fund Balance 3:55 – 4:10

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- **Board of Commissioners Meeting:** Update on Senior Millage - December 6, 2022
- **Yearly Millage Information**

Year	Total Expenditures*	Yearly Budget	Total Revenue
2019	\$1,563,545.25	\$1,643,879.38	\$2,952,727.00
2020	\$2,523,970.61	\$2,671,600.00	\$3,340,819.00
2021	\$2,589,130.56	\$2,777,385.00	\$3,480,972.00
2022	n/a	\$2,933,100.00	n/a

- **2019 – 2021 unspent funding: \$3,097,871.58**
- **County Audited Financial Statements:** <https://www.kalcounty.com/finance/cafr.html>

*\*Includes required "Grant-Match": \$225,000/year.*





# Senior Millage Fund Balance 3:55 – 4:10

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## Allocation Plan for \$3,465,000

### Current

- **\$2,250,000** to be utilized on “One-Time” purchases – approved by BOC, active RFP.

### Planning

- **Recurring Contracted & Purchased Services:** Time/Funding limited recurring contracted and purchased services. *Updated 10.10.2022 per KCG Finance Department, recurring services considered with established limitations.*
- **Direct Care Worker Support:** Direct Care Worker (DCW) “Hazard Pay”, similar to state program.
- **Aging Veteran Support:** Expanded services targeting Veteran Seniors in Kalamazoo County.
- **Central Services Costs:** 10% of allocated amount.
- **“Planning”** allocates an estimated total of **≥\$1,215,000**.



# Member Time

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- Advising | 4:10 – 4:40 pm
  - Fund Balance Utilization
    - DCW Support / Workgroup
    - Senior Needs Assessment / Workgroup
  - What are other identified needs that could be met with the Fund Balance?
  - What other questions or advice regarding the Fund Balance or December 6 BOC meeting?



# Final Agenda Items

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

**Next Meeting: December 14, 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



# Action Tracker: Pending

Action	Assigned to/Date	Follow Up/Update





# Action Tracker: Completed

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><b>9/2/22 From Finance:</b> “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><b>10/10/22 From Finance:</b> 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: 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"> <li>• IIIB: \$3000</li> <li>• IIID: \$14,146</li> <li>• IIID: \$1000</li> <li>• State Respite Care: \$23,232</li> </ul>
<p>Priority matrix for enrollments</p>	<p>Beverly &amp; 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

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

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

**Email**

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

**Website**

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

