

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

## **Area Agency on Aging IIIA**

### **December 14, 2022**

*Last meeting: November 9, 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 12/14/2022 OASAC Meeting

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- **Old Business:** Approval of October & November Meeting Minutes | 3:30 – 3:35
- **New Business:**
  - Member Time | 3:35 – 3:55
  - Programmatic Update
    - MSAC Report | 3:55 – 4:05
    - Spending Balance Summary | 4:05 – 4:15
    - End of Year Stories | 4:15 – 4:45
- **Public Comment Time** | 4:45 – 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
- Approval of November 9 Meeting Minutes



# Member Time

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- Advising

| 3:35 – 3:55 pm



# Programmatic Updates

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MSAC Update

| 3:55 – 4:05



AREA AGENCY ON AGING - GRANT SUMMARY  
 SPENDING BALANCE REPORTS - OCTOBER 2022  
 Fiscal Year: October 2022 - September 2023

# Grant SBR – October

Fiscal Year: October 2021 – September 2022

**Target 8.33%**

- All Services: **6.70%**
- CM/POS (orange): **5.39 – 9.21%**
- Contracted (blue): **0% – 9.78%**

**Planning:**

- Start of new FY for Grant
- Monitoring DCW availability, current wait in excess of 30 to 60 days.
- POS Service Implementation related to staffing, training, and DCW availability.
- **Future Planning:** Increase Salary & Fringe benefits, 2023 ARP Funding Carry-Over (Spring, 2023)

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	645,500	34,777.46	610,722.54	5.39%
710.00	Fringes	235,700	12,693.75	223,006.25	5.39%
	<b>TOTAL PERSONNEL</b>	<b>881,200</b>	<b>47,471.21</b>	<b>833,728.79</b>	<b>5.39%</b>
727.00	Printing & Binding	1,600	-	1,600.00	0.00%
728.00	Postage	1,200	44.94	1,155.06	3.75%
729.00	Copy Charges	1,900	252.58	1,647.42	13.29%
730.00	Office Supplies	2,200	-	2,200.00	0.00%
807.01	Association Dues	8,500	-	8,500.00	0.00%
808.00	Contracted Services	1,000	-	1,000.00	0.00%
849.00	Internal Comm & 850.00& 724.00	27,400	1,644.12	25,755.88	6.00%
860.00	Travel	1,800	-	1,800.00	0.00%
901.00	Advertising	200	-	200.00	0.00%
940.00	Building Rental	-	-	-	0.00%
950.21	MMAP - Sr. Services	-	-	-	0.00% Provider
950.76	Sr. Services - HIC (Title IIIB)	3,000	-	3,000.00	0.00% Provider
950.83	Legal Aid (Title IIIB)	14,700	-	14,700.00	0.00% Provider
950.86	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00% Provider
950.93	Sr. Services - HDM	425,584	34,730.00	390,854.00	8.16% Provider
950.94	Sr. Services - Cong.	276,114	26,991.00	249,123.00	9.78% Provider
950.98	Senior Services - USDA	127,259	7,300.00	119,959.00	5.74% Provider
951.86	POS - HDM	2,500	187.32	2,312.68	7.49%
951.76	Homemaking Services	148,500	12,638.00	135,862.00	8.51% POS
951.77	In Home Respite Services	236,800	14,266.55	222,533.45	6.02% POS
951.78	Personal Care Services	8,000	736.50	7,263.50	9.21% POS
951.79	Transportation Services	6,000	376.31	5,623.69	6.27% POS
951.81	Adult Day Care Services	38,600	1,335.00	37,265.00	3.46% POS
951.82	Assistive Devices - PERS	25,000	1,567.85	23,432.15	6.27% POS
951.83	Medication Management	8,000	420.00	7,580.00	5.25% POS
951.84	Kinship - South County	5,300	-	5,300.00	0.00% Provider
951.85	Dementia ADC	10,000	-	10,000.00	0.00% POS
956.00	Employee Training	1,700	-	1,700.00	0.00%
968.01	Computer Related Expenses	6,200	470.00	5,730.00	7.58%
997.00	Central Service Costs - Charged to Grant, Maximus	86,000	7,105.33	78,894.67	8.26%
997.99	Central Service Costs - GF	122,109	8,645.67	113,463.33	7.08%
	<b>TOTAL CENTRAL SERVICE COSTS</b>	<b>208,109</b>	<b>15,751.00</b>	<b>192,358.00</b>	<b>7.57%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,600,166</b>	<b>118,711.17</b>	<b>1,481,454.83</b>	<b>7.42%</b>
	<b>TOTAL EXPENSES</b>	<b>2,481,366</b>	<b>166,182.38</b>	<b>2,315,183.62</b>	<b>6.70%</b>
				<b>TARGET %</b>	<b>8.33%</b>



# Millage SBR – October

Calendar Year: January 2022 – December 2022\*

**Target 83.3%**

- **All Services (704.00-997.00):**      **65.7 %**
- **Staffing:**                                      **53 %**
- **Provider (blue):**                              **78.5 % (for CY)**
  - Average for contract cycle **96.57 % (for FY, 100% target)**
- **POS (orange):**
  - POS Budget YTD:                      **63.00 %**

**Planning:**

- Increasing enrollments & services, pending new hires.
- POS spending dependent on staffing and DCW availability.
- Hiring: 2 vacant Care Management positions (45/caseload), 1 Lead Care Consultant Position (5-10/caseload)
- **Future Planning:** Increase Salary & fringe benefits

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

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD	
70500	Salaries	641,800	340,460.72	
71000	Fringes	234,300	124,268.25	
	<b>TOTAL PERSONNEL</b>	<b>876,100</b>	<b>464,728.97</b>	
90000	Printing & Binding	2,300	1,174.69	
95504	Postage	1,600	706.56	
95503	Copy Charges	1,900	968.09	
72800	Office Supplies	3,500	1,761.18	
72903	Consumable Supplies	2,500	2,379.90	
95508	Association Dues	2,700	-	
80100	Contracted Services	3,700	4,220.00	
85001	Internal Communications & 850.00	21,900	16,245.53	
86001	Travel	5,200	1,181.74	
95502	Advertising	11,400	1,890.55	
94000	Building Rental	54,000	33,351.19	
95202	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	28,584.75	Provider
95203	Provider - Portage Senior Center - SCO (\$100,000 contracted)	100,000	72,189.42	Provider
95204	Provider - Ecumenical - SCO (\$31,000 contracted)	31,000	21,963.78	Provider
95205	Provider - South County - SCO (\$49,000 contracted)	49,000	35,045.41	Provider
95207	Provider - Ecumenical - Transportation (\$10,000 contracted)	10,000	6,013.81	Provider
95208	Provider - South County - Transportation (\$15,000 contracted)	15,000	11,234.56	Provider
95210	Provider - Oakland - ADC (\$30,000 contracted)	30,000	32,952.00	Provider
95211	Provider - WMU-CDS - ADC (\$120,000 contracted)	120,000	96,199.00	Provider
95213	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	325,562.12	Provider
95214	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	168,134.88	Provider
95218	Provider - Portage Senior Center - HLP (\$57,200 contracted)	57,200	31,913.38	Provider
95190	POS - HDM	12,000	10,407.90	POS
95191	POS - Homemaking Services	240,000	148,981.27	POS
95192	POS - In Home Respite Services	247,200	150,727.01	POS
95193	POS - Personal Care Services	18,000	16,699.41	POS
95194	POS - Transportation Services	8,000	4,396.08	POS
95195	POS - Adult Day Care Services	28,700	23,428.75	POS
95197	POS - Assistive Devices - PERS	32,000	23,406.25	POS
95198	POS - Medication Management	16,000	8,723.00	POS
95199	POS - Special Projects - Gap	1,000	960.00	POS
95196	POS - Dementia ADC	5,000	-	POS
95556	Employee Training	3,000	926.31	
95500	Miscellaneous	100	100.00	
72704	Computer Related Expenses	7,800	4,759.74	
95576	Central Service Costs - Charged to Millage, Maximus	270,300	173,990.25	
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,057,000</b>	<b>1,461,178.51</b>	
	<b>TOTAL EXPENSES</b>	<b>2,933,100</b>	<b>1,925,907.48</b>	





# End of Year Stories | 4:15 – 4:45

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- Kelly Jonker – Long Term Care Ombudsman
- Patti Stratton – Caregiver Day & Outreach
- Cassie Bailey – Homebound Vaccinations
- Don Saldia – Senior Millage



# Public Comment

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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



# 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>	Finance 3/9/22	<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>
POS specific numbers for the rollover	Beverly 5/11/22	<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>
Priority matrix for enrollments	Beverly & Don 5/11/22	Slides 21 – 25, June 8, 2022 OASAC





## 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: January 11, 2023 3:30pm  
311 E. Alcott St.**

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

**Email**

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