

Older Adult Services Advisory Council

February 8, 2023

Last meeting: January 11, 2023

3:30 – 5:00 pm

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



This meeting is subject to the Michigan Open Meetings Act.

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

HEALTH & COMMUNITY SERVICES DEPARTMENT



2023 Members

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

Wendy Mazer

Commissioner, Council Member

John Gisler

Commissioner, Alternate Council Member



Agenda 2/8/2023

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 – 4:20

 Staffing, AIP/MYP, & Outreach Updates | 4:20 – 4:45

Public Comment Time | 4:45 – 4:55

Action Tracker | 4:55 – 5:00

Closing | 5:00



Old Business | 3:30 – 3:35

Approval of January 2023 Meeting Minutes



Member Time | 3:35 – 4:55

Introductions, New Members

Discussion of OASAC Goals or Objectives for 2023



Programmatic Updates: MSAC | 3:55 – 4:05

2 Open MSAC positions for Kalamazoo County

Jenn Dubey, Operations Manager at Area Agencies on Aging Association of Michigan (4AM): jenn@4ami.org

More Information: <https://4ami.org/uploads/files/article/msac-one-pager.pdf>



HEALTH & COMMUNITY SERVICES DEPARTMENT

Financial Updates | 3:55 – 4:05

Older Americans Act Grants, December 2022

Fiscal Year: October 2021 – September 2022

Target 25%

All Lines: **22.59 %**

Contracted (blue): **24.93 %**

CM/POS (orange): **19.38 %**

Planning:

- Reorganization – increasing efficiency with current Positions, planning for future needs and goals of delivering more services to community.
- Monitoring DCW availability, current wait in excess of 30 to 60 days. Potential worsening – Lost 1 contracted provider this month.
- Contracted Services: Updating contracts to Amplifund
- Fully staffed with OAA Grant funded staff – increasing enrollments and outreach initiatives

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
70500	Salaries	645,500	139,265.14	506,234.86	21.57%
71000	Fringes	235,700	50,831.74	184,868.26	21.57%
	TOTAL PERSONNEL	881,200	190,096.88	691,103.12	21.57%
90000	Printing & Binding	1,600	-	1,600.00	0.00%
95504	Postage	1,200	123.57	1,076.43	10.30%
95503	Copy Charges	1,900	1,317.08	582.92	69.32%
72800	Office Supplies	2,200	52.29	2,147.71	2.38%
95508	Association Dues	8,500	7,506.87	993.13	88.32%
80100	Contracted Services	1,000	-	1,000.00	0.00%
85001	Internal Comm & 850.00& 724.00	27,400	4,746.56	22,653.44	17.32%
86001	Travel	1,800	851.33	948.67	47.30%
83500	Medical Expense	-	41.00	(41.00)	0.00%
95502	Advertising	200	12.50	187.50	6.25%
94000	Building Rental	-	-	-	0.00%
95219	Sr. Services - HIC (Title IIIB)	3,000	228.18	2,771.82	7.61%
95200	Legal Aid (Title IIIB)	14,700	3,675.00	11,025.00	25.00%
95206	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00%
95213	Sr. Services - HDM	425,584	102,909.00	322,675.00	24.18%
95212	Sr. Services - Cong.	276,114	74,237.00	201,877.00	26.89%
95212/13	Senior Services - USDA	127,259	31,805.00	95,454.00	24.99%
95190	POS - HDM	2,500	702.45	1,797.55	28.10%
95191	Homemaking Services	148,500	36,253.75	112,246.25	24.41%
95192	In Home Respite Services	236,800	42,629.56	194,170.44	18.00%
95193	Personal Care Services	8,000	2,255.50	5,744.50	28.19%
95194	Transportation Services	6,000	1,096.64	4,903.36	18.28%
95195	Adult Day Care Services	38,600	3,238.50	35,361.50	8.39%
95197	Assistive Devices - PERS	25,000	4,822.50	20,177.50	19.29%
95198	Medication Management	8,000	970.00	7,030.00	12.13%
95220	Kinship - South County	5,300	300.00	5,000.00	5.66%
95196	Dementia ADC	10,000	1,690.50	8,309.50	16.91%
95556	Employee Training	1,700	-	1,700.00	0.00%
72704	Computer Related Expenses	6,200	1,821.75	4,378.25	29.38%
95576	Central Service Costs - Charged to Grant, Maximus	86,000	21,291.00	64,709.00	24.76%
95576	Central Service Costs - GF	122,109	25,937.00	96,172.00	21.24%
	TOTAL CENTRAL SERVICE COSTS	208,109	47,228.00	160,881.00	22.69%
	TOTAL OPERATING EXPENSES	1,600,166	370,514.53	1,229,651.47	23.15%
	TOTAL EXPENSES	2,481,366	560,611.41	1,920,754.59	22.59%
				TARGET %	25.00%



HEALTH & COMMUNITY SERVICES DEPARTMENT

Financial Updates | 3:55 – 4:05

Senior Millage, December 2022

SBR reporting period on Calendar Year: January 2022 – December 2022

Contracts reported on Fiscal Year: October 2021 – September 2022

Target 100%

All Lines (704.00-997.00): **84.44%**

Staffing: **69.49 %**

Provider (blue): **95.9 – 100%**

POS (orange): **80.56 %**

Planning:

- **Priority:** Hiring of Care Managers (2 Vacant Positions)
Clinical position vacancies are the primary contributing factor to 2022 underspending. Focus on hiring and retention for 2023.
- POS spending (orange) dependent on staffing **and** DCW availability.
- Increasing enrollments & services, pending new hires.
- Active Amplifund “Opportunity” for 21-month contract cycle (blue)
<https://www.gotomygrants.com/Public/Opportunities/Details/a6cd159d-98f9-4e8a-9cc0-7dca9671065c>

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
70500	Salaries	641,700	445,979.36
71000	Fringes	234,300	162,782.55
TOTAL PERSONNEL		876,000	608,761.91
90000	Printing & Binding	2,500	1,174.69
95504	Postage	1,600	786.60
95503	Copy Charges	2,000	1,123.23
72800	Office Supplies	3,500	2,049.55
72903	Consumable Supplies	3,500	2,922.85
93500	Medical Expense	100	41.00
95508	Association Dues	2,700	1,642.50
80100	Contracted Services	3,700	4,220.00
85001	Internal Communications & 850.00	22,200	19,717.78
86001	Travel	5,100	1,578.51
95502	Advertising	13,200	4,543.05
94000	Building Rental	51,800	33,351.19
95202	Provider - Guardian Finance - Guardianship	38,000	37,855.52
95203	Provider - Portage Senior Center - SCO	100,000	105,630.15
95204	Provider - Ecumenical - SCO	31,000	30,062.78
95205	Provider - South County - SCO	49,000	39,001.48
95207	Provider - Ecumenical - Transportation	10,000	9,458.31
95208	Provider - South County - Transportation	15,000	14,491.79
95210	Provider - Oakland - ADC	30,000	37,280.00
95211	Provider - WMU-CDS - ADC	120,000	109,914.00
95213	Provider - Sr Services - HDM	382,000	408,422.12
95214	Provider - Sr Services - Home Safety Repair	225,000	238,683.35
95218	Provider - Portage Senior Center - HLP	57,200	43,532.45
95190	POS - HDM	14,000	13,632.48
95191	POS - Homemaking Services	235,000	189,624.42
95192	POS - In Home Respite Services	247,200	190,148.11
95193	POS - Personal Care Services	21,000	20,736.49
95194	POS - Transportation Services	8,000	5,777.98
95195	POS - Adult Day Care Services	31,700	28,397.25
95197	POS - Assistive Devices - PERS	32,000	28,013.75
95198	POS - Medication Management	16,000	10,905.00
95199	POS - Special Projects - Gap	1,000	960.00
95196	POS - Dementia ADC	1,000	735.00
95556	Employee Training	3,000	926.31
95500	Miscellaneous	100	100.00
72704	Computer Related Expenses	7,800	6,618.81
95576	Central Service Costs - Charged to Millage, Maximus	270,300	224,026.28
TOTAL OPERATING EXPENSES		2,057,200	1,868,084.78
TOTAL EXPENSES		2,933,200	2,476,846.69
REVENUE			
66930	Senior Millage - Utilized	2,932,700	2,476,846.69
67400	Donations - Contributions	500	-
TOTAL REVENUES		2,933,200	2,476,846.69



HEALTH & COMMUNITY SERVICES DEPARTMENT

Millage Staffing & POS effects on Budget | 4:20 – 4:45

Clinical Position	Reason for Vacancy	Date of Vacancy	Date of New Hire	Days Unfilled
Social Worker	Resignation, Relocation, Remote Work	10/12/2021	Unfilled	484
Social Worker	Internal Transfer, Promotion	11/21/2021	Unfilled	444
Social Worker	Internal Transfer, Promotion	7/3/2022	11/21/2022	141
Social Worker	Internal Transfer	7/24/2022	10/24/2022	92
Social Worker	Resignation, Advancement	7/1/2022	7/25/2022	24
Lead Care Consultant	Resignation, Remote Work	3/3/2022	7/4/2022	123
Social Worker	Internal Transfer	7/18/2021	6/20/2022	337
Registered Nurse	Resignation	10/22/2021	5/9/2022	199
Social Worker	Retirement	1/19/2022	1/24/2022	5
Social Worker	Resignation, Remote Work, Advancement	7/31/2021	11/17/2021	109
Social Worker	Resignation, Advancement	8/28/2021	12/20/2021	114

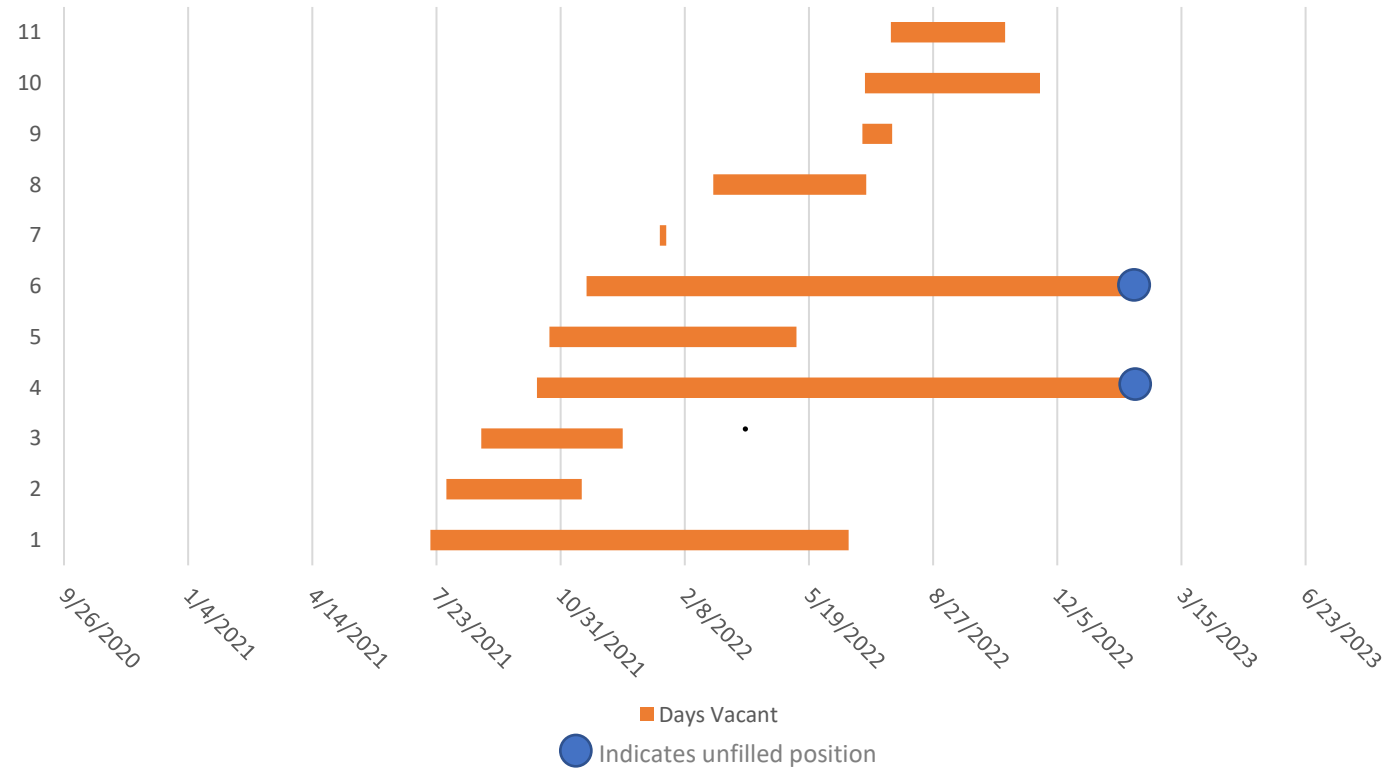
Year	# of Job Postings (SW Positions)	# of Applicants
2022	5	7 (as of 8/15)
2021	6	19
2020	2	17
2019	3	50

The “Why”, Planning: Hiring *and* retention of AAA positions is a priority to maintain current participants and enroll new participants. In turn, increases services to the community & maximizes funding utilization.



Millage Staffing & POS effects on Budget | 4:20 – 4:45

Vacant Position Overlap: 2020 - 2023



84.41% of unspent '22 budget are attributed to Staffing
 [2022 Salary/Fringe & POS unspent: \$385,207.61]

Clinical Staffing (Licensed RN and SW) consists of:

- 2 Clinical Positions for Intake, Information & Referral
- 11 Clinical Positions with Caseloads
 - 40 seniors per caseload needing services

Average cost of services per enrolled senior:

- \$400 - \$500/month
- 80 clients receiving services: Up to \$40,000/month

The “Why”, Value:

AAA in-home services cost: **\$4,800 to \$6000 per year**
 VS.

Nursing Home cost: **\$109,140 - \$118,260 per year**

AAA’s allows seniors to age in community



Multi Year Plan Highlights | 4:20 – 4:45

FY 2023 – 2035 MYP Plan: <https://www.kalcounty.com/hcs/aaa/reports.html>

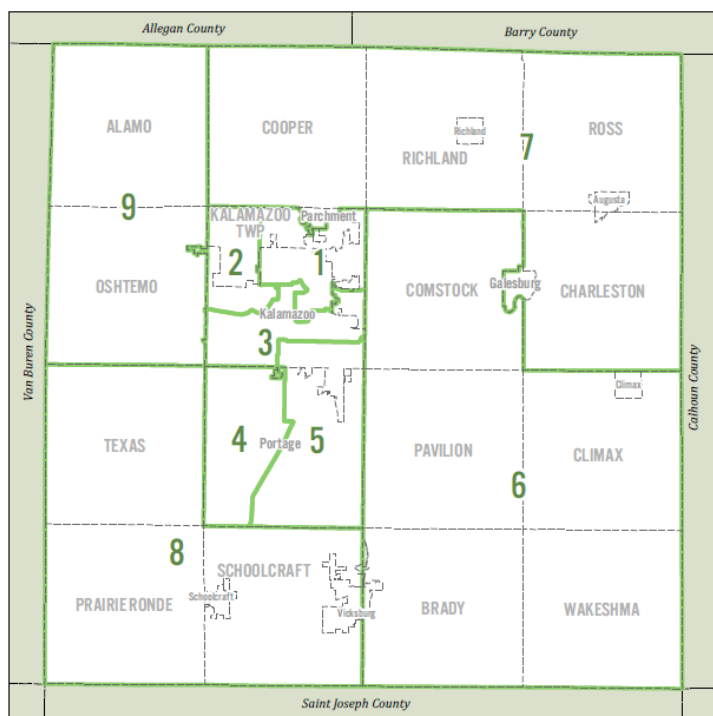
Highlight: Outreach within “Program Development Goals”

- *Improving Accessibility of Services to People of Color, Immigrants, and LGBTQ+ individuals*
- *Maintain and increase staffing to support the Aging Community*
- *Empower community with Aging resources and knowledge*



Multi Year Plan Highlights | 4:20 – 4:45

In-Person



**Community Presence
Monthly Connections
@ Community Focal Points
@ Senior Living Facilities
@ Each District
@ Senior Expo 2023
Increase in-person access**

Online



**USAgging
Area Agencies on Aging Association
HCS AAA Website Updates
Aging Network Connections
Data, Reports, Statistics
Ease of Navigation
Ease of Referrals**

<https://www.kalcounty.com/hcs/aaa/>
<https://4ami.org/>
<https://www.usaging.org/>



HEALTH & COMMUNITY SERVICES DEPARTMENT

Public Comment | 4:45 – 4:55



HEALTH & COMMUNITY SERVICES DEPARTMENT

Action Tracker | 4:55 – 5:00

Action	Assigned To / Date

Closing - 5:00pm

Next meeting: **March 22, 2023**

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To learn more about the Area Agency on Aging 3A, visit our website
<https://www.kalcounty.com/hcs/aaa/>

HEALTH & COMMUNITY SERVICES DEPARTMENT