

# Older Adult Services Advisory Council Meeting\*

## Area Agency on Aging IIIA

### March 9, 2022

*Last meeting: February 9, 2022*

## 3:30 – 5:00 pm

311 E. Alcott St., Kalamazoo MI 49001  
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
  - *Life EMS, Council Member*
- Abby Finn
  - *Milestone Senior Services, Council Member*
- Stan Runyon
  - *Council Member*
- Dr. Daniel Brauner
  - *WMed, Council Member*
- Dr. Margaret Hale-Smith
  - *Council Member*
- Mike Quinn
  - *Commissioner, Council Member*
- Fran Bruder Melgar
  - *Commissioner, Alternate Council Member*

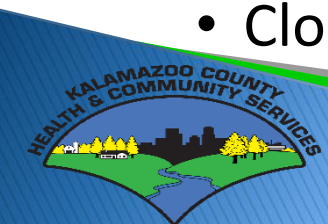
*Thank you!!!*



# Agenda 3/9/2022 OASAC Meeting

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- Old Business: Approval of February 9, 2022 Meeting Minutes | 3:40 - 3:45
- New Business:
  - Member Time | 3:45 – 4:15
    - Advising: Senior Needs Assessment & AAA/Advisory Board Outreach
    - Advisory Board Per Diem Payments updates
  - Programmatic Update
    - MSAC Report | 4:15 – 4:20
    - Staffing/Hiring Updates | 4:20 – 4:25
    - Spending Balance Summary | 4:25 – 4:30
    - Fund Balance Usage – Plan | 4:30 – 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 February 9 Meeting Minutes | 3:40 – 3:45 pm



# Member Time

- Advising

| 3:45 – 4:15 pm

- Senior Needs Assessment & AAA/Advisory Board Outreach

OASAC Member	AAA Region	County Served	Contact #
	1-A		
Kelly Quardokus	1-B	Livingston, Macomb, Monroe, Oakland, St. Clair and Washtenaw counties	Howard Collens Legal Board member 800-852-7795
	1-C		
Dr. Margarate Hale-Smith	2	Jackson	800-335-7881
	3-A		
Tim Charron	3-B	Calhoun	269-966-2450
Kim Middleton	3-C	St. Joseph	517-278-2538
	4		
	5		
	6		
	7		
	8		
Tim Charron	9	Alcona, Alpena, Arenac, Cheboygan, Crawford, Losco, Montmorency, Ogemaw, Oscoda, Ostego, Presque Ilse, Roscommon	989-358-4600
Dana Downing	10	Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford	800-442-1713
	11		
Dana Downing	14	Msukegon, Oceana, Ottawa	231-733-3585



# Member Time

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- Advisory Board Per Diem Update
  - Deb Lenz

| 3:45 – 4:15 pm



# Programmatic Updates

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## MSAC Update

| 4:15 – 4:20

- Danna Downing



# Programmatic Updates

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## Staffing Updates

| 4:20 – 4:25

- 6 Vacant Positions
  - Grant-Funded Registered Nurse
  - Millage-Funded Social Worker (x3)
  - 0.8 FTE Lead Care Consultant RN or MSW
  - 1.0 FTE Lead Care Consultant RN or MSW
- Enrollments and Program Implementation Affected
  - **40% Staffing capacity with Millage-funded Social Workers:** Enrollments, Caseloads, Outreach, Special Projects
  - **50% Staffing capacity with Grant-funded Nurses :** Enrollments, Caseloads, Medical Case Coordination, Special Projects, Secondary Back-ups
  - **0% Staffing capacity with Lead Care Consultant:** Training, Caseloads, Waitlist Management, MDT Coordination, Complex Case Reviews
- Few Candidates/Applicants
- Competitive Field for Licensed Staff (RN, BSW, LLMSW, LMSW)
  - Pay, Remote Capability

**Applicants:** Contact Don Saldia [drsald@kalcounty.com](mailto:drsald@kalcounty.com)





4:25 – 4:30

# Grant SBR - January

October 2021 – September 2022

**Target: 33.33%**

- All Services: 30.44%
- CM/POS: 30.04%
  - Factors: Staffing, DCW Shortage

## Planning:

- Planning for increasing enrollments late 2<sup>nd</sup> quarter – staffing dependent.
- **American Rescue Plan Funding:** MDHHS/ACLS secured ARP Funding for AAA's: \$982,000. Available through 2024.
- **Mid Year Rollover:** May/June

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	567,500	186,775.62	380,724.38	34.14%
704.06	Salaries - Temp	24,600	6,962.08	17,450.08	28.30%
710.00	Fringes	207,000	68,173.08	138,826.92	32.93%
710.06	Fringes Temp	2,200	609.19	1,590.81	27.69%
	<b>TOTAL PERSONNEL</b>	<b>801,300</b>	<b>262,519.97</b>	<b>538,592.19</b>	<b>32.76%</b>
727.00	Printing & Binding	700	73.00	627.00	10.43%
728.00	Postage	2,900	157.21	2,742.79	5.42%
729.00	Copy Charges	2,500	691.55	1,808.45	27.66%
730.00	Office Supplies	3,100	-	3,100.00	0.00%
807.01	Association Dues	8,300	7,448.75	851.25	89.74%
808.00	Contracted Services	1,000	-	1,000.00	0.00%
849.00	Internal Comm & 850.00& 724.00	27,400	6,567.16	20,832.84	23.97%
860.00	Travel	4,600	112.73	4,487.27	2.45%
901.00	Advertising	200	10.00	190.00	5.00%
940.00	Building Rental	47,600	17,088.23	30,511.77	35.90%
950.21	MMAP - Sr. Services	-	-	-	0.00%
950.76	Sr. Services - HIC (Title IIB)	3,000	-	3,000.00	0.00%
950.83	Legal Aid (Title IIB)	14,700	3,675.00	11,025.00	25.00%
950.86	Sr. Services - SCS (Title IIB)	3,000	-	3,000.00	0.00%
950.93	Sr. Services - HDM	424,930	134,382.00	290,548.00	31.62%
950.94	Sr. Services - Cong.	274,786	72,967.00	201,819.00	26.55%
950.98	Senior Services - USDA	126,863	31,906.00	94,957.00	25.15%
951.86	POS - HDM	2,500	693.28	1,806.72	27.73%
951.76	Homemaking Services	150,000	43,959.61	106,040.39	29.31%
951.77	In Home Respite Services	242,600	59,018.68	183,581.32	24.33%
951.78	Personal Care Services	7,500	801.74	6,698.26	10.69%
951.79	Transportation Services	4,500	1,207.24	3,292.76	26.83%
951.81	Adult Day Care Services	17,600	2,598.75	15,001.25	14.77%
951.82	Assistive Devices - PERS	26,000	6,930.00	19,070.00	26.65%
951.83	Medication Management	5,000	1,534.84	3,465.16	30.70%
951.84	Kinship - South County	5,300	900.00	4,400.00	16.98%
951.85	Dementia ADC	27,000	7,996.12	19,003.88	29.62%
956.00	Employee Training	2,500	-	2,500.00	0.00%
968.01	Computer Related Expenses	6,300	4,756.23	1,543.77	75.50%
997.00	Central Service Costs - Charged to Grant, Maximus	35,200	13,177.00	22,023.00	37.43%
997.99	Central Service Costs - GF	175,223	70,143.44	105,079.56	40.03%
	<b>TOTAL CENTRAL SERVICE COSTS</b>	<b>210,423</b>	<b>83,320.44</b>	<b>127,102.56</b>	<b>39.60%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,666,898</b>	<b>488,795.56</b>	<b>1,178,102.44</b>	<b>29.32%</b>
	<b>TOTAL EXPENSES</b>	<b>2,468,198</b>	<b>751,315.54</b>	<b>1,716,694.62</b>	<b>30.44%</b>
				<b>TARGET %</b>	<b>33.33%</b>



4:25 – 4:30

# Millage SBR - January

January 2021 – December 2021

**Target: 8.33%**

- All Services (704.00-997.00): **5.17%**
- Provider (blue): **5.01%**
- POS (orange): **4.96%**
  - **Personnel:** 3.47% - Vacant Positions
  - **POS Budget:** 6% spent YTD.

## Planning:

- Planning for increasing enrollments – staffing dependent.

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
704.00	Salaries	640,300	30,134.52
710.00	Fringes	233,800	10,999.10
	<b>TOTAL PERSONNEL</b>	<b>874,100</b>	<b>41,133.62</b>
727.00	Printing & Binding	1,100	-
728.00	Postage	1,300	3.98
729.00	Copy Charges	1,000	39.35
730.00	Office Supplies	5,100	-
807.01	Association Dues	2,700	-
849.00	Internal Communications & 850.00	21,600	1,390.68
860.00	Travel	6,200	-
901.00	Advertising	8,700	-
940.00	Building Rental	53,200	3,336.89
952.02	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	-
952.03	Provider - Portage Senior Center - SCS (\$108,600 contracted)	100,000	-
952.04	Provider - Ecumenical - SCS (\$21,800 contracted)	31,000	-
952.05	Provider - South County - SCS (\$49,600 contracted)	49,000	-
952.07	Provider - Ecumenical - Transportation (\$7,700 contracted)	10,000	-
952.08	Provider - South County - Transportation (\$15,900 contracted)	15,000	-
952.10	Provider - Oakland - ADC (\$75,000 contracted)	30,000	-
952.11	Provider - WMU-CDS - ADC (\$75,000 contracted)	120,000	9,889.00
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	25,096.88
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	20,946.52
952.17	Provider - Public Sector Consultants - Comm Needs Assess (\$60,000 contracted)	60,000	-
952.18	Provider - Portage Senior Center - HLP (\$57,500 contracted)	57,200	-
951.86	POS - HDM	5,000	928.50
951.76	POS - Homemaking Services	240,000	14,912.47
951.77	POS - In Home Respite Services	250,000	14,272.28
951.78	POS - Personal Care Services	18,000	1,598.65
951.79	POS - Transportation Services	8,000	420.28
951.81	POS - Adult Day Care Services	25,000	1,979.75
951.82	POS - Assistive Devices - PERS	32,000	2,594.55
951.83	POS - Medication Management	16,000	926.00
957.78	POS - Special Projects - Gap	1,000	-
951.85	POS - Dementia ADC	5,000	-
956.00	Employee Training	3,500	-
968.01	Computer Related Expenses	7,800	400.00
	<b>TOTAL OF DIRECT EXPENSES</b>		<b>139,869.40</b>
997.00	Central Service Costs - Charged to Millage, Maximus	270,300	13,986.94
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,099,700</b>	<b>112,722.72</b>
	<b>TOTAL EXPENSES</b>	<b>2,973,800</b>	<b>153,856.34</b>
	<b>REVENUE</b>		
600.01	Federal Grants	1,400	-
699.03	Senior Millage - Utilized	2,971,900	153,856.34
610.00	Donations - Contributions	500	-
	<b>TOTAL REVENUES</b>	<b>2,973,800</b>	<b>153,856.34</b>



# Programmatic Updates

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## Fund Balance Usage Updates

| 4:30 – 4:45

- Total in Fund Balance (Unspent Millage Dollars) as of 12/13/2021: **\$2,448,423**

### **Contributing Factors**

- 2019 Buildup for Services Implementation
- 2020 COVID-19 Pandemic: Decreased service implementation
- 2021 COVID-19 Pandemic: Decreased service implementation, Staffing
  - **Budget:** \$2,777,385
  - **Remaining Balance:** \$388,204.54
  - **Total Revenue:** TBA



# Programmatic Updates

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## Fund Balance Usage Updates

| 4:30 – 4:45

- Timeline and Requirements
  - **2020 Usage Plan:** Creation of 4 Geriatric RN Positions for outreach related to COVID-19 Pandemic and LTC Facility Coordination
  - **2021 Usage Plan:** Transition of 4 Geriatric RN Positions to 4 Lead Care Consultant Positions, increase LTC Facility and Community coordination, increase enrollments, increase caseloads, and expedited enrollment to Care Management Programs.
    - **2021 Finance Updates:** Updated spending requirements to one-time purchase only. Does not apply to recurring in-home services or ongoing staffing.
  - **2022 Usage Plan:** One-time services to be contracted to community entities.
    - February – March 2022: Needs and Utilization Survey
    - ~April-May 2022: BOC Approval
    - ~May-June 2022: Start of Amplifund Bidding Process
    - ~June 22: Senior Needs Assessment
      - Further inquiries on needed services, possible bidders



# Fund Balance Usage Proposal

Service	Description	Budget (suggested, up to)	2020 Needs Assessment Support	Possible Bidders
<p><b>Finance Requirements:</b> Must be one-time (nonrecurring purchases), target spend down in 2022, requires BOC approval.</p> <p><b>Service Requirements:</b> Must serve individuals in Kalamazoo County, Must serve individuals aged 60 and over.</p>				
<b>Community Living Support (Housing Stabilization)</b>	One time remediation of unsanitary or unsafe living situations, including hoarding and bed bug infestations; assistance in securing safe housing - including home repair, eviction aversion, purchase of basic furniture supporting Activities of Daily Living.	<b>\$250,000</b>	Increasing struggles related to maintenance, repairs, and modification to ensure home safety and accessibility (p.37; exhibit 43, 44).	Housing Support Agencies; Pest Control Agencies; Hoarding Remediation Agencies; Community Support Agencies
<b>Hearing, Dental, and Vision Assistance</b>	One-time purchase of Hearing Aides; dental care and/or related services. Including dentures, corrective lenses and frames, associated treatments .	<b>\$750,000</b>	60% of respondents reported need for assistance in at least one healthcare related area. These included dental care, vision services and equipment, and paying for dental care (p.30, exhibit 34; p. 31, exhibit 35).	Health Clinics; Dental Organizations; Hearing and Vision Organizations,
<b>Equipment for Community Health &amp; Wellness</b>	One-time purchase of Medical and Health related equipment to maintain or improve the health and well-being of a Senior. Including, but not limited to: Lift Chairs, Hoyer Lifts, Hospital Beds, Health & Wellness Equipment, Wheelchairs (traditional and motorized), Medication Dispensers.	<b>\$250,000</b>	Need identified for Assistive Devices and Technology, especially for lower income individuals (p. 31, exhibit 35).	DME Companies, Adult Day Centers, Senior Centers, Independent Living Facilities
<b>Transportation Vehicles</b>	One-time funding towards the purchase of a passenger vehicle for a Senior Center, Senior Living Community, or Organization that transports community-based seniors on a regular basis, including wheel-chair accessible vans. Funding may also support accessibility modifications to current transportation vehicles.	<b>\$735,000</b>	25.6% to 27.2% of respondents reported transportation needs for medical, shopping, recreation, and worship related trips (p.44, exhibit 56).	Senior Centers; Homecare Agencies (transportation); Senior Living Communities; Transportation Businesses
<b>Short-term and Accessible Respite Services</b>	One-time payment of respite services. May be utilized for In-home respite Scholarships, Adult Day Center Scholarships, or short stays in a licensed facility.	<b>\$100,000</b>	Identified need for immediately available respite services, with only 26.7% of respondents having access to respite services if needed (p. 51, exhibit 71; p. 52)	Nursing Homes; Respite Agencies; Adult Day Centers.
<b>Pharmacy Prescription Assistance</b>	One-time payment for prescription medication assistance. Especially relevant towards assistance for "donut hole" gap coverage and/or medications not covered by insurance.	<b>\$100,000</b>	22% of respondents reported a need for prescription medication payment assistance (p. 29, exhibit 35). This need was seen across all income categories (p. 31, exhibit 35).	Local Pharmacies; Physician Offices
<b>Senior Needs Assessment</b>	One-time payment of the 2022/2023 Senior Needs assessment; used to identify needs in the community for targeting of supportive services funded by Senior Millage, including Fund Balance.	<b>\$65,000</b>	Reassessment of Community Needs following COVID-19 Pandemic.	Community Needs Agencies
		<b>Total Allocated</b>	<b>\$2,250,000</b>	

# Final Agenda Items

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- Public Comment Time | 4:45 – 4:55 pm
- Action Tracker | 4:55 – 5:00 pm
- Adjournment | 5:00 pm

**Next Meeting: April 13, 2021 3:30pm**

In-Person 311 E. Alcott St., Kalamazoo MI  
Conference Room 361 (Masks Required)



# Contact Information

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

**Email**

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

**Website**

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

**311 E. Alcott St, Kalamazoo, MI 49001**



# Action Tracker

Action	Assigned to/Date	Follow Up/Update
2022 Budget numbers	Don 2/9/22	Listed in SBR
Inquire of reimbursement process; upfront, phased? Harder for small org. to front funding for services	Don 2/9/22	Planning for contract updates, streamlining process.





# Action Tracker

Action	Assigned	Follow Up/Update

