

Older Adult Services Advisory Council Meeting*

Area Agency on Aging IIIA

April 13, 2022

Last meeting: March 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



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*
- 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 4/13/2022 OASAC Meeting

- **Old Business:** Approval of March 9, 2022 Meeting Minutes | 3:40 - 3:45
- **New Business:**
 - Member Time | 3:45 – 4:00
 - Advising: Senior Needs Assessment & AAA/Advisory Board Outreach
 - Programmatic Update
 - MSAC Report | 4:00 – 4:15
 - Spending Balance Summary & Funding Priority | 4:15 – 4:30
 - AIP/MYP Planning | 4:30 – 4:45
- **Public Comment Time** | 4:45 – 4:55
- **Action Tracker** | 4:55 – 5:00
- **Closing** | 5:00



Old Business

- Approval of March 9 Meeting Minutes | 3:40 – 3:45 pm



Member Time

- Advising | 3:45 – 4:00 pm
 - Senior Needs Assessment & AAA/Advisory Board Outreach



OASAC Member	AAA Region	County Served	Contact #
Abby Finn	1A	Detroit, Hamtramck, Highland Park, Grosse Pointe, Grosse Pointe Park, Grosse, Pointe Shores, Grosse Pointe Woods, Grosse Pointe Farms, Harper Woods	
Kelly Quardokus	1B	Livingston, Macomb, Monroe, Oakland, St. Clair and Washtenaw counties	Howard Collens Legal Board member 800-852-7795
Abby Finn	1C	Wayne County (except cities served by 1A)	
Dr. Margarate Hale-Smith	2	Jackson, Hillsdale, Lenawee	800-335-7881
	3A	Kalamazoo	
Tim Charron	3B	Barry, Calhoun	269-966-2450
Kim Middleton	3C	St. Joseph, Branch	517-278-2538
Lacey C	4	Berrien, Cass, Van Buren	
	5	Genesee, Lapeer, Shiawassee	
Abby Finn	6	Clinton, Eaton, Ingham	
Kelly Q.	7	Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, Tuscola	
Lacey C.	8	Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Osceola	
Tim Charron	9	Alcona, Alpena, Arenac, Cheboygan, Crawford, Losco, Montmorency, Ogemaw, Oscoda, Ostego, Presque Ilse, Roscommon	989-358-4600
Danna Downing	10	Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford	800-442-1713
	11	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft	
Danna Downing	14	Muskegon, Oceana, Ottawa	231-733-3585

Programmatic Updates

MSAC Update

| 4:00 – 4:15

- Danna Downing
 - Presentation



Grant SBR – February

October 2021 – September 2022

Target 41.67 %

- **All Services: 37.15 %**
- **CM/POS: 31.40 %**

Planning:

- Increasing enrollments late 2nd quarter – staffing dependent
- ADC Reopening
- American Rescue Plan Funding: MDHHS/ACLS secured ARP Funding for AAA’s: \$982,000. Available through 2024
- CARES Act Dollars: Title IIIB, Title IIIE
- Mid Year Rollover: May/June

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	567,500	226,306.75	341,193.25	41.53%
704.06	Salaries - Temp	24,600	9,354.51	17,450.08	38.03%
710.00	Fringes	207,000	82,601.95	124,398.05	39.90%
710.06	Fringes Temp	2,200	818.53	1,381.47	37.21%
	TOTAL PERSONNEL	801,300	319,081.74	484,228.85	39.82%
727.00	Printing & Binding	700	156.50	543.50	22.36%
728.00	Postage	2,900	426.75	2,473.25	14.72%
729.00	Copy Charges	2,600	876.75	1,723.25	33.72%
730.00	Office Supplies	3,200	490.35	2,709.65	15.32%
807.01	Association Dues	8,200	7,448.75	751.25	90.84%
808.00	Contracted Services	1,000	-	1,000.00	0.00%
849.00	Internal Comm & 850.00& 724.00	27,400	8,201.60	19,198.40	29.93%
860.00	Travel	4,600	340.65	4,259.35	7.41%
901.00	Advertising	200	10.00	190.00	5.00%
940.00	Building Rental	47,600	21,317.26	26,282.74	44.78%
950.21	MMAP - Sr. Services	-	-	-	0.00%
950.76	Sr. Services - HIC (Title IIIB)	3,000	-	3,000.00	0.00%
950.83	Legal Aid (Title IIIB)	14,700	3,675.00	11,025.00	25.00%
950.86	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00%
950.93	Sr. Services - HDM	424,930	166,638.00	258,292.00	39.22%
950.94	Sr. Services - Cong.	274,786	90,547.00	184,239.00	32.95%
950.98	Senior Services - USDA	126,863	41,235.00	85,628.00	32.50%
951.86	POS - HDM	2,500	866.60	1,633.40	34.66%
951.76	Homemaking Services	150,000	53,058.90	96,941.10	35.37%
951.77	In Home Respite Services	242,600	70,947.21	171,652.79	29.24%
951.78	Personal Care Services	7,500	1,017.34	6,482.66	13.56%
951.79	Transportation Services	4,500	1,471.81	3,028.19	32.71%
951.81	Adult Day Care Services	17,600	3,832.50	13,767.50	21.78%
951.82	Assistive Devices - PERS	26,000	8,385.75	17,614.25	32.25%
951.83	Medication Management	5,000	2,049.96	2,950.04	41.00%
951.84	Kinship - South County	5,300	900.00	4,400.00	16.98%
951.85	Dementia ADC	27,000	9,551.22	17,448.78	35.37%
956.00	Employee Training	2,500	200.00	2,300.00	8.00%
968.01	Computer Related Expenses	6,300	4,984.54	1,315.46	79.12%
997.00	Central Service Costs - Charged to Grant, Maximus	35,200	16,102.00	19,098.00	45.74%
997.99	Central Service Costs - GF	175,223	83,078.89	92,144.11	47.41%
	TOTAL CENTRAL SERVICE COSTS	210,423	99,180.89	111,242.11	47.13%
	TOTAL OPERATING EXPENSES	1,666,998	597,810.33	1,069,187.67	35.86%
	TOTAL EXPENSES	2,468,298	916,892.07	1,553,610.52	37.15%
				TARGET %	41.67%

Received 3/18/2022



Millage SBR – February

January 2022 – December 2022

Target 16.67%

- **All Services (704.00-997.00): 10.83 %**
- **Provider (blue): 10.71 % (for CY)**
 - Average for contract cycle **26 %**
- **POS (orange): 10.27 %**
 - Personnel: **7.25 %**
 - POS Budget YTD: **12.8 %**

Planning:

- Increasing client enrollments – staffing dependent
- ADC reopening
- Time reporting staff
- Hiring

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
704.00	Salaries	640,300	61,117.04
710.00	Fringes	233,800	22,307.70
	TOTAL PERSONNEL	874,100	83,424.74
727.00	Printing & Binding	1,500	496.50
728.00	Postage	1,600	190.09
729.00	Copy Charges	1,300	93.10
730.00	Office Supplies	5,100	781.42
807.01	Association Dues	2,700	-
849.00	Internal Communications & 850.00	21,600	2,939.59
860.00	Travel	6,200	105.82
901.00	Advertising	9,200	-
940.00	Building Rental	53,200	6,839.97
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	20,258.00
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	52,221.88
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	47,169.16
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	1,857.00
951.76	POS - Homemaking Services	240,000	30,509.93
951.77	POS - In Home Respite Services	250,000	29,743.46
951.78	POS - Personal Care Services	18,000	3,108.76
951.79	POS - Transportation Services	8,000	793.70
951.81	POS - Adult Day Care Services	25,000	3,801.50
951.82	POS - Assistive Devices - PERS	32,000	4,699.25
951.83	POS - Medication Management	16,000	1,902.00
957.78	POS - Special Projects - Gap	1,000	380.00
951.85	POS - Dementia ADC	5,000	-
956.00	Employee Training	3,500	200.00
968.01	Computer Related Expenses	7,800	1,398.40
	TOTAL OF DIRECT EXPENSES		292,914.27
997.00	Central Service Costs - Charged to Millage, Maximus	270,300	29,291.43
	TOTAL OPERATING EXPENSES	2,101,200	238,780.96
	TOTAL EXPENSES	2,975,300	322,205.70
	REVENUE		
600.01	Federal Grants	1,500	-
699.03	Senior Millage - Utilized	2,973,300	322,205.70
610.00	Donations - Contributions	500	-
	TOTAL REVENUES	2,975,300	322,205.70

Received 3/18/2022



Programmatic Updates: Funding Priority

ACLS Order of Use of Funds; *Transmittal Letter 2022-474.*

Notes:

- Carry-Forward ETA May/June
- FFCRA & HDC5 related to Meals (home-delivered and congregate)
- CARES Act: Title IIIB and Title IIIE
- ARP \$982,000
 - Match required: Paid by Senior Millage

ACLS Bureau American Rescue Plan Programmatic and Fiscal Guidance Related to Area Agencies on Aging (AAA)

Order of Use of Funds

AAAs should consider match requirements, Maintenance of Effort (MOE), and LTCO minimum expenditure levels when planning for the funding expenditures. Please reach out to your field representative if the order of use of funds/expenditures impacts your match or Title III-B MOE.

Carry forward from FY2021 "Regular" OAA Title III grant funds must be spent first as this will lapse at the end of FY2022. We require the use of funding for Federal Funds in the following order:

1. Carry Forward from FY2021 "Regular" OAA Title III grant funds, starting with the oldest funds available first.
2. FFCRA funding, project period end date September 30, 2022.
3. CARES Act funding, project period end date September 30, 2022.
4. Consolidated Appropriations Act, 2021 (Supplemental 5-HDC5), project period end date September 30, 2022.
5. FY2022 "Regular" OAA Title III grant funds, project period end date September 30, 2022.
6. ARP Act funds, 2022, project period end date September 30, 2024.

FY2022 State funds should still be expended during FY2022, and we strongly encourage the adhering to the order of use of funds with regard to planning and executing expenditures.



Programmatic Updates: AIP/MYP Planning

Multi-Year Plan Development

| 4:30 – 4:45

- Historical Plans: www.kalcounty.com/hcs/aaa/reports.html
- MYP Developed every 3 years: FY 2023 – FY 2025 MYP
- “Portal” opens 4/22, Draft due 5/31
- Insight from community
- MYP Needs Assessment: www.surveymonkey.com/r/55YYLQB
- **Foundational Goal Development**
 - Outreach
 - Staffing: Hiring, education, retention
 - Client service experience
 - Training: Diversity, Equity, Inclusion (DEI), cross-training positions
 - Empowering Community

To OASAC: Region 3A focus?



Final Agenda Items

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

Next Meeting: May 11, 2022 3:30pm

In-Person 311 E. Alcott St., Kalamazoo MI

Conference Room 361



Action Tracker

Action	Assigned to/Date	Follow Up/Update
Resend OASAC members the regional AAA interview questions.	Don 3/9/22	Print Off
Do OASAC members need to formally decline per diem payments?	Don 3/9/22	<i>No, they don't have to.</i>
Where do the per diem payments come from? What funding source?	Don 3/9/22	<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	<i>No, this is the first time.</i>
Where does the interest generated by the Senior Millage go? Is it deposited into a county account, or does it go back to the AAA Program?	Finance 3/9/22	Pending response.



Action Tracker

Action	Assigned	Follow Up/Update
What should OASAC be supporting AAA in as recommendations of this board?	Don 3/9/22	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	Planning for contract updates, streamlining process, RFP Question review by Finance (end of April)



Action Tracker: Completed Items

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.



Adjournment

Next Meeting: May 11, 2022 3:30pm
In-Person 311 E. Alcott St., Kalamazoo MI
Conference Room 361

Intake Line/Information & Assistance
[\(269\) 373-5173](tel:(269)373-5173)

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AAA3Ainfo@kalcounty.com

Website

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

