

Older Adult Services Advisory Council Meeting*

Area Agency on Aging IIIA

May 11, 2022

Last meeting: April 13, 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)

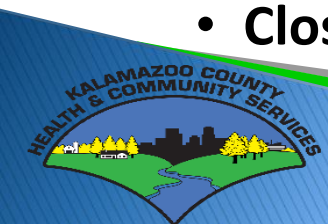
- Kelly Quardokus
 - *Q Elderlaw, Council Member, Chair*
- Tim Charron
 - *Council Member, Vice-Chair*
- Danna Downing
 - *Council Member/SAC*
- Kimberly Middleton
 - *Portage Community Senior Center, Council Member*
- Abby Finn
 - *Milestone Senior Services, Council Member*
- Stan Runyon
 - *Council 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 5/11/2022 OASAC Meeting

- **Old Business:** Approval of April 13, 2022 Meeting Minutes | 3:40 - 3:45
- **New Business:**
 - Member Time | 3:45 – 4:15
 - Member Selection: Chair and Vice-Chair
 - Advising: Senior Needs Assessment & AAA/Advisory Board Outreach
 - Programmatic Update
 - MSAC Report | 4:15 – 4:30
 - Spending Balance Summary | 4:30 – 4:35
 - Staffing Updates | 4:35 – 4:40
 - AIP/MYP Survey | 4:40 – 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 (correction)
- Approval of April 13 Meeting Minutes | 3:40 – 3:45 pm



Member Time

- New Members | 3:45 – 4:15 pm
 - ReElla Burrell
 - Ruth Bates-Hill
- Chair and Vice Chair Elections
- Advising
 - 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

| 4:15 – 4:30



Grant SBR – March

October 2021 – September 2022

Target 50 %

- All Services: **44.5 %**
- CM/POS: **43.19 %**

Planning:

- Increasing enrollments – staffing dependent
- ADC Reopening
- Mid Year Rollover: May/June

| AREA AGENCY ON AGING - GRANT SUMMARY | | | | | | Received 3/18/2022 |
|--|---|------------------|---------------------|---------------------|---------------|--------------------|
| SPENDING BALANCE REPORTS - MARCH 2022 | | | | | | |
| Fiscal Year: October 2021 - September 2022 | | | | | | |
| LINE ITEM | DESCRIPTION | ANNUAL BUDGET | YTD | REMAINING BALANCES | PERCENT USED | |
| 704.00 | Salaries | 570,300 | 264,747.64 | 305,552.36 | 48.50% | |
| 704.06 | Salaries - Temp | 21,100 | 11,844.80 | 17,450.08 | 56.14% | |
| 710.00 | Fringes | 208,300 | 96,632.86 | 111,667.14 | 46.39% | |
| 710.06 | Fringes Temp | 1,900 | 1,036.43 | 863.57 | 54.55% | |
| | TOTAL PERSONNEL | 801,600 | 374,261.73 | 435,533.15 | 46.69% | |
| 727.00 | Printing & Binding | 600 | 156.50 | 443.50 | 26.08% | |
| 728.00 | Postage | 2,500 | 490.24 | 2,009.76 | 19.61% | |
| 729.00 | Copy Charges | 2,600 | 1,150.11 | 1,449.89 | 44.24% | |
| 730.00 | Office Supplies | 3,200 | 913.76 | 2,286.24 | 28.56% | |
| 807.01 | Association Dues | 8,100 | 7,448.75 | 651.25 | 91.96% | |
| 808.00 | Contracted Services | 1,000 | - | 1,000.00 | 0.00% | |
| 849.00 | Internal Comm & 850.00& 724.00 | 27,400 | 9,810.18 | 17,589.82 | 35.80% | |
| 860.00 | Travel | 4,600 | 687.03 | 3,912.97 | 14.94% | |
| 901.00 | Advertising | 200 | 10.00 | 190.00 | 5.00% | |
| 940.00 | Building Rental | 47,600 | 25,391.18 | 22,208.82 | 53.34% | |
| 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 | 7,350.00 | 7,350.00 | 50.00% | Provider |
| 950.86 | Sr. Services - SCS (Title IIIB) | 3,000 | - | 3,000.00 | 0.00% | Provider |
| 950.93 | Sr. Services - HDM | 424,930 | 202,859.00 | 222,071.00 | 47.74% | Provider |
| 950.94 | Sr. Services - Cong. | 274,786 | 115,891.00 | 158,895.00 | 42.18% | Provider |
| 950.98 | Senior Services - USDA | 126,863 | 48,737.00 | 78,126.00 | 38.42% | Provider |
| 951.86 | POS - HDM | 2,500 | 1,039.92 | 1,460.08 | 41.60% | |
| 951.76 | Homemaking Services | 150,000 | 63,358.42 | 86,641.58 | 42.24% | POS |
| 951.77 | In Home Respite Services | 242,600 | 83,449.29 | 159,150.71 | 34.40% | POS |
| 951.78 | Personal Care Services | 7,500 | 1,294.96 | 6,205.04 | 17.27% | POS |
| 951.79 | Transportation Services | 4,500 | 1,844.51 | 2,655.49 | 40.99% | POS |
| 951.81 | Adult Day Care Services | 17,600 | 5,385.00 | 12,215.00 | 30.60% | POS |
| 951.82 | Assistive Devices - PERS | 26,000 | 10,146.40 | 15,853.60 | 39.02% | POS |
| 951.83 | Medication Management | 5,000 | 2,593.47 | 2,406.53 | 51.87% | POS |
| 951.84 | Kinship - South County | 5,300 | 1,700.00 | 3,600.00 | 32.08% | Provider |
| 951.85 | Dementia ADC | 27,000 | 11,787.11 | 15,212.89 | 43.66% | POS |
| 956.00 | Employee Training | 2,800 | 524.50 | 2,275.50 | 18.73% | |
| 968.01 | Computer Related Expenses | 6,300 | 5,184.54 | 1,115.46 | 82.29% | |
| 997.00 | Central Service Costs - Charged to Grant, Maxim | 35,200 | 19,027.00 | 16,173.00 | 54.05% | |
| 997.99 | Central Service Costs - GF | 175,223 | 96,014.33 | 79,208.67 | 54.80% | |
| | TOTAL CENTRAL SERVICE COSTS | 210,423 | 115,041.33 | 95,381.67 | 54.67% | |
| | TOTAL OPERATING EXPENSES | 1,666,698 | 724,244.20 | 942,453.80 | 43.45% | |
| | TOTAL EXPENSES | 2,468,298 | 1,098,505.94 | 1,377,986.94 | 44.50% | |
| | | | | TARGET % | 50.00% | |



Millage SBR – March

January 2022 – December 2022

Target 25%

- **All Services (704.00-997.00):** **19.95 %**
- **Provider (blue):** **23.35 % (for CY)**
 - Average for contract cycle **41.28 % (for FY)**
- **POS (orange):** **15.58 %**
 - Personnel: **11.03 %**
 - POS Budget YTD: **19 %**

Planning:

- Increasing client enrollments – staffing dependent
- ADC reopening
- Hiring – 3 vacant Care Management positions (45/caseload)

| LINE ITEM | DESCRIPTION | CURRENT BUDGET | YTD | |
|-----------|--|------------------|-------------------|----------|
| 704.00 | Salaries | 640,300 | 93,401.68 | |
| 710.00 | Fringes | 233,800 | 34,091.60 | |
| | TOTAL PERSONNEL | 874,100 | 127,493.28 | |
| 727.00 | Printing & Binding | 1,700 | 496.50 | |
| 728.00 | Postage | 1,500 | 190.09 | |
| 729.00 | Copy Charges | 1,000 | 187.78 | |
| 730.00 | Office Supplies | 5,300 | 1,137.48 | |
| 807.01 | Association Dues | 2,700 | - | |
| 849.00 | Internal Communications & 850.00 | 21,600 | 4,587.80 | |
| 860.00 | Travel | 6,200 | 318.41 | |
| 901.00 | Advertising | 9,200 | - | |
| 940.00 | Building Rental | 53,200 | 10,636.98 | |
| 952.02 | Provider - Guardian Finance - Guardianship (\$38,000 contracted) | 38,000 | 9,336.62 | Provider |
| 952.03 | Provider - Portage Senior Center - SCS (\$108,600 contracted) | 100,000 | 26,417.69 | Provider |
| 952.04 | Provider - Ecumenical - SCS (\$21,800 contracted) | 31,000 | 8,909.72 | Provider |
| 952.05 | Provider - South County - SCS (\$49,600 contracted) | 49,000 | 11,693.32 | Provider |
| 952.07 | Provider - Ecumenical - Transportation (\$7,700 contracted) | 10,000 | 3,128.19 | Provider |
| 952.08 | Provider - South County - Transportation (\$15,900 contracted) | 15,000 | 2,613.36 | Provider |
| 952.10 | Provider - Oakland - ADC (\$75,000 contracted) | 30,000 | - | Provider |
| 952.11 | Provider - WMU-CDS - ADC (\$75,000 contracted) | 120,000 | 36,511.00 | Provider |
| 952.13 | Provider - Sr Services - HDM (\$382,000 contracted) | 382,000 | 86,215.63 | Provider |
| 952.14 | Provider - Sr Services - Home Safety Repair (\$225,000 contracted) | 225,000 | 65,440.42 | Provider |
| 952.17 | Provider - Public Sector Consultants - Comm Needs Assess (\$60,000 contracted) | 60,000 | - | Provider |
| 952.18 | Provider - Portage Senior Center - HLP (\$57,500 contracted) | 57,200 | 10,581.46 | Provider |
| 951.86 | POS - HDM | 5,000 | 3,095.00 | POS |
| 951.76 | POS - Homemaking Services | 240,000 | 46,530.15 | POS |
| 951.77 | POS - In Home Respite Services | 250,000 | 44,148.87 | POS |
| 951.78 | POS - Personal Care Services | 18,000 | 5,088.09 | POS |
| 951.79 | POS - Transportation Services | 8,000 | 1,154.17 | POS |
| 951.81 | POS - Adult Day Care Services | 25,000 | 5,745.00 | POS |
| 951.82 | POS - Assistive Devices - PERS | 32,000 | 7,353.95 | POS |
| 951.83 | POS - Medication Management | 16,000 | 2,840.00 | POS |
| 957.78 | POS - Special Projects - Gap | 1,000 | 380.00 | POS |
| 951.85 | POS - Dementia ADC | 5,000 | - | POS |
| 956.00 | Employee Training | 3,500 | 554.50 | |
| 968.01 | Computer Related Expenses | 7,800 | 1,598.40 | |
| | TOTAL OF DIRECT EXPENSES | | 524,383.86 | |
| 997.00 | Central Service Costs - Charged to Millage, Maximus | 270,300 | 52,438.39 | |
| | TOTAL OPERATING EXPENSES | 2,101,200 | 449,328.97 | |
| | TOTAL EXPENSES | 2,975,300 | 576,822.25 | |
| | REVENUE | | | |
| 600.01 | Federal Grants | 1,500 | 750.00 | |
| 699.03 | Senior Millage - Utilized | 2,973,300 | 576,072.25 | |
| 610.00 | Donations - Contributions | 500 | - | |
| | TOTAL REVENUES | 2,975,300 | 576,822.25 | |



Programmatic Updates: Staffing

New Hire

| 4:35 – 4:40

- Dana Holtman, RN
- Continued vacant positions/openings:
 - Social Workers x 3
 - Lead Care Consultants x 2



Programmatic Updates: AIP/MYP Planning

Multi-Year Plan Development

| 4:40 – 4:45

- Historical Plans: www.kalcounty.com/hcs/aaa/reports.html

MYP Needs Assessment:

www.surveymonkey.com/r/55YYLQB



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 |
|---|------------------|------------------|
| 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 |
| POS specific numbers for the rollover | Beverly 5/11/22 | |
| Priority matrix for enrollments | Beverly 5/11/22 | |
| | | |
| | | |



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. |
| 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 | Don 3/9/22; 4/13/22 | <i>It came from the CIP</i> |



Adjournment

Next Meeting: June 08, 2022 3:30pm
AIP/MYP Presentation

Portage Senior Center *New Building*
203 E. Centre Ave, Portage MI, 49002
Meeting Room 1A and 1B

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

Email

AAA3Ainfo@kalcounty.com

Website

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

