

Older Adult Services Advisory Council Meeting*

Area Agency on Aging IIIA

July 13, 2022

Last meeting: June 8, 2022

3:30 – 5:00 pm

311 E. Alcott St.
Conference Room 361
Kalamazoo MI, 49001

*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)

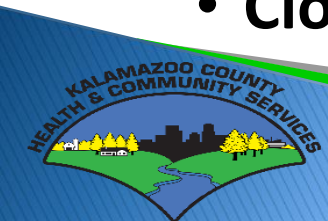
- Kelly Quardokus
 - *Q Elderlaw, Council Member, Chair*
- Tim Charron
 - *Council Member, Vice-Chair*
- Danna Downing
 - *Council Member/SAC*
- Kimberly Middleton
 - *Portage Community Senior Center, Council Member*
- Abby Finn
 - *Milestone Senior Services, Council Member*
- Stan Runyon
 - *Council 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 7/13/2022 OASAC Meeting

- **Old Business:** Approval of June 8, 2022 Meeting Minutes | 3:30 – 3:35
- **New Business:**
 - Member Time | 3:35 – 3:55
 - Advising: Senior Needs Assessment & AAA/Advisory Board Outreach
 - Programmatic Update
 - MSAC Report | 3:55 – 4:05
 - Spending Balance Summary | 4:05 – 4:20
 - Waitlist Review | 4:20 – 4:35
- **Public Comment Time** | 4:35 – 4:45
- **Action Tracker** | 4:45 – 5:55
- **Closing** | 5:00



Old Business

- Approval of May 11 Meeting Minutes | 3:30 – 3:35pm



Member Time

- Advising | 3:35 – 3:55 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

| 3:55 – 4:05



Grant SBR – May

October 2021 – September 2022

Target 66.67 %

- All Services: **58.02 %**
- CM/POS: **55.45%**

Planning:

- Increasing enrollments
- ADC Reopened
- Monitoring DCW availability

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	570,300	344,453.13	225,846.87	62.59%
704.06	Salaries - Temp	21,100	12,471.05	17,450.08	59.10%
710.00	Fringes	208,300	125,725.35	82,574.65	60.36%
710.06	Fringes Temp	1,900	1,091.23	808.77	57.43%
	TOTAL PERSONNEL	801,600	483,740.75	326,680.38	60.35%
727.00	Printing & Binding	1,400	1,341.66	58.34	95.83%
728.00	Postage	3,300	1,176.22	2,123.78	35.64%
729.00	Copy Charges	2,600	1,688.37	911.63	64.94%
730.00	Office Supplies	3,200	1,561.11	1,638.89	48.78%
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	13,053.60	14,346.40	47.64%
860.00	Travel	3,600	1,102.49	2,497.51	30.62%
901.00	Advertising	700	35.00	665.00	5.00%
940.00	Building Rental	47,600	33,456.13	14,143.87	70.29%
950.21	MMAP - Sr. Services	-	-	-	0.00% Provider
950.76	Sr. Services - HIC (Title III B)	3,000	-	3,000.00	0.00% Provider
950.83	Legal Aid (Title III B)	14,700	7,350.00	7,350.00	50.00% Provider
950.86	Sr. Services - SCS (Title III B)	3,000	-	3,000.00	0.00% Provider
950.93	Sr. Services - HDM	424,930	270,548.00	154,382.00	63.67% Provider
950.94	Sr. Services - Cong.	274,786	157,354.00	117,432.00	57.26% Provider
950.98	Senior Services - USDA	126,863	63,489.00	63,374.00	50.05% Provider
951.86	POS - HDM	2,500	1,386.56	1,113.44	55.46%
951.76	Homemaking Services	150,000	84,084.92	65,915.08	56.06% POS
951.77	In Home Respite Services	242,600	105,009.59	137,590.41	43.29% POS
951.78	Personal Care Services	7,500	2,275.72	5,224.28	30.34% POS
951.79	Transportation Services	4,500	2,407.53	2,092.47	53.50% POS
951.81	Adult Day Care Services	19,600	7,539.75	12,060.25	38.47% POS
951.82	Assistive Devices - PERS	26,000	13,295.85	12,704.15	51.14% POS
951.83	Medication Management	5,000	3,224.59	1,775.41	64.49% POS
951.84	Kinship - South County	5,300	1,700.00	3,600.00	32.08% Provider
951.85	Dementia ADC	25,000	15,085.14	9,914.86	60.34% POS
956.00	Employee Training	2,800	1,334.50	1,465.50	47.66%
968.01	Computer Related Expenses	6,300	5,584.54	715.46	88.64%
997.00	Central Service Costs - Charged to Grant, Maximus	35,200	24,877.00	10,323.00	70.67%
997.99	Central Service Costs - GF	175,058	121,543.56	53,514.44	69.43%
	TOTAL CENTRAL SERVICE COSTS	210,258	146,420.56	63,837.44	69.64%
	TOTAL OPERATING EXPENSES	1,667,633	948,953.58	718,679.42	56.90%
	TOTAL EXPENSES	2,469,233	1,432,694.33	1,045,359.80	58.02%
				TARGET %	66.67%



Millage SBR – May

January 2022 – December 2022

Target 41.67%

- **All Services (704.00-997.00): 31.16 %**
- **Provider (blue): 36.92 % (for CY)**
 - Average for contract cycle **54.91 % (for FY, 66% target)**
- **POS (orange): 25.46 %**
 - Personnel (\$550,000): **18.98 %**
 - POS Budget YTD: **30 %**

Planning:

- Increasing enrollments with hiring
- Hiring – 3 vacant Care Management positions (45/caseload)
- ADC reopened
- Monitoring DCW availability

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD	SPENDING BALANCES	TARGET %
704.00	Salaries	640,300	159,042.96	481,257.04	
710.00	Fringes	233,800	58,050.69	175,749.31	
	TOTAL PERSONNEL	874,100	217,093.65	657,006.35	
727.00	Printing & Binding	2,000	1,174.69	825.31	
728.00	Postage	1,400	558.57	841.43	
729.00	Copy Charges	1,000	451.54	548.46	
730.00	Office Supplies	4,300	1,552.02	2,747.98	
807.01	Association Dues	2,700	-	2,700.00	
849.00	Internal Communications & 850.00	21,400	7,818.25	13,581.75	
860.00	Travel	6,200	712.95	5,487.05	
901.00	Advertising	9,300	646.55	8,653.45	
940.00	Building Rental	53,100	18,167.55	34,932.45	
952.02	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	9,336.62	28,663.38	
952.03	Provider - Portage Senior Center - SCS (\$108,600 contracted)	100,000	26,417.69	73,582.31	
952.04	Provider - Ecumenical - SCS (\$21,800 contracted)	31,000	8,909.72	22,090.28	
952.05	Provider - South County - SCS (\$49,600 contracted)	49,000	11,693.32	37,306.68	
952.07	Provider - Ecumenical - Transportation (\$7,700 contracted)	10,000	3,128.19	6,871.81	
952.08	Provider - South County - Transportation (\$15,900 contracted)	15,000	2,613.36	12,386.64	
952.10	Provider - Oakland - ADC (\$75,000 contracted)	30,000	2,808.00	27,192.00	
952.11	Provider - WMU-CDS - ADC (\$75,000 contracted)	120,000	60,686.00	59,314.00	
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	143,775.01	238,224.99	
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	110,354.20	114,645.80	
952.18	Provider - Portage Senior Center - HLP (\$57,500 contracted)	57,200	10,581.46		
951.86	POS - HDM	12,000	4,834.39	7,165.61	
951.76	POS - Homemaking Services	240,000	72,578.09	167,421.91	
951.77	POS - In Home Respite Services	243,000	69,499.45	173,500.55	
951.78	POS - Personal Care Services	18,000	8,848.93	9,151.07	
951.79	POS - Transportation Services	8,000	2,079.97	5,920.03	
951.81	POS - Adult Day Care Services	25,000	9,542.00	15,458.00	
951.82	POS - Assistive Devices - PERS	32,000	12,138.40	19,861.60	
951.83	POS - Medication Management	16,000	4,349.00	11,651.00	
957.78	POS - Special Projects - Gap	1,000	380.00	620.00	
951.85	POS - Dementia ADC	5,000	-	5,000.00	
956.00	Employee Training	3,000	799.66	2,200.34	
957.00	Miscellaneous	-	-	-	
968.01	Computer Related Expenses	7,800	1,998.40	5,801.60	
997.00	Central Service Costs - Charged to Millage, Maximus	270,300	82,552.76	187,747.24	
	TOTAL OPERATING EXPENSES	2,039,700	690,986.74	1,302,094.72	
	TOTAL EXPENSES	2,913,800	908,080.39	1,959,101.07	
	REVENUE				
600.01	Federal Grants (MIPPA)	-	-	-	
699.03	Senior Millage - Utilized	2,913,300	908,080.39	2,005,219.61	
610.00	Donations - Contributions	500	-	-	
	TOTAL REVENUES	2,913,800	908,080.39	2,005,219.61	



Waitlist Review: 4:20 – 4:35

- **The Waitlist: What is it?** Individuals waiting for enrollment to AAA Care Management (CM) Program.
 - No Level of Care Determination, No Medicaid Requirement
- **Callers are first screened for other community services to meet their needs *before* being placed on waitlist.**
- **Waitlist Managed by Lead Care Consultant**
 - Reviews Data
 - Assigns to Care Managers
 - Updates with I&A Staff



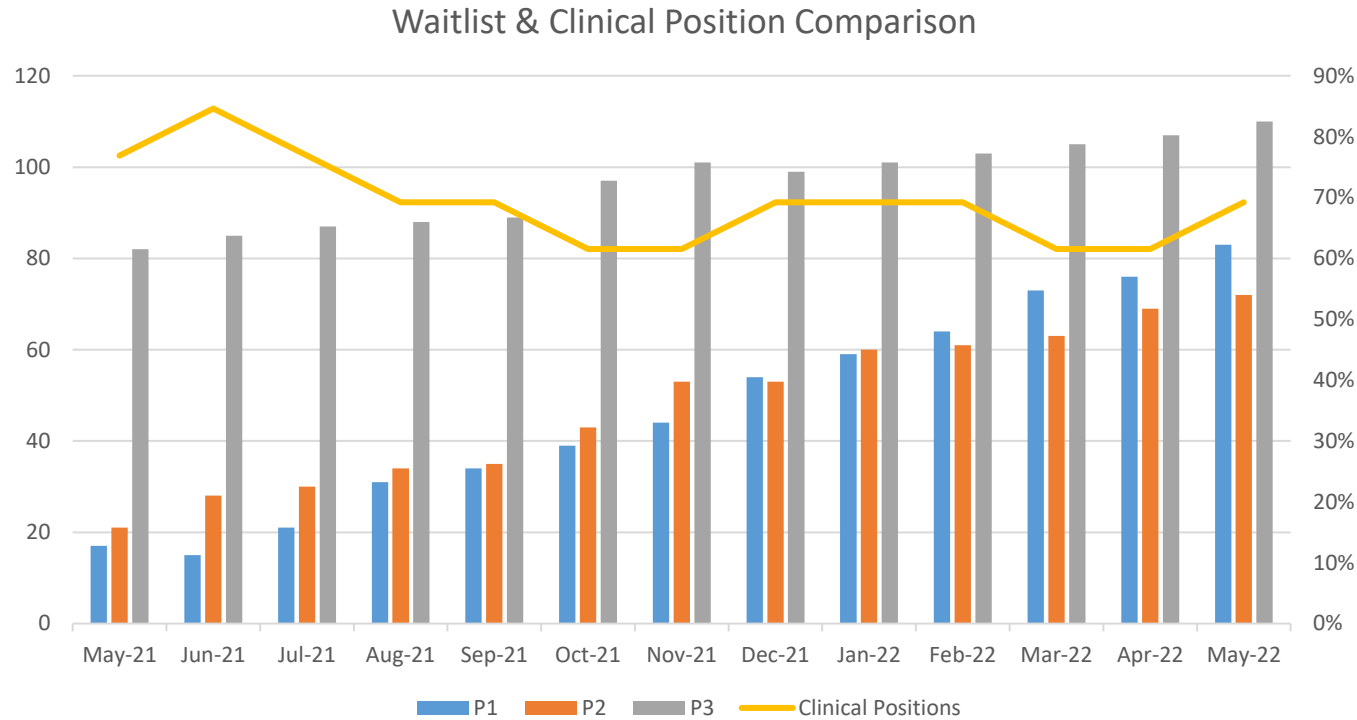
Waitlist Review: 4:20 – 4:35

- **How is the Waitlist/Enrollments Prioritized?**
 - Sequential enrollment, by priority:
 - **Priority 1:** High Needs Nursing Home Level of Care
 - **Priority 2:** Medium Needs Personal Care Services, Hands-on assistance
 - **Priority 3:** Low Needs Chore Services: Cleaning, shopping, errands
 - Priorities determined by MiChoice Intake Guideline (MIG)
 - MDHHS questionnaire used by all Area Agencies in Michigan



4:20 – 4:35

Waitlist Review: 12 Month Priority Trends



Waiting as of 6/30/2022
Priority 1: 86
Priority 2: 69
Priority 3: 116
Total eligible for CM: 271

Average additions:
12/month

Barriers:
Immediate: Internal Capacity. Staffing, hiring and training
Short-Term: External Capacity. DCW Shortage, availability for new and current clients.
Long-Term: Funding to sustain increased amount of client enrollments and services.

August – December 2021: No 1.0 FTE I&A Staff position. Coverage done by Care Manager Positions.

March 2022: No FTE Lead Care Consultant (Waitlist mgmt, trainings, MDT's)



4:20 – 4:35

Waitlist Actions: Referrals & Services

- **Referring Services:** Inquiry of Needs, Referral of Services.
 - Database of business, organizations, services that serve seniors and caregivers.
 - Placed on Waitlist when need/request identified.
 - Includes calls to Adult Protective Services
- **Enrollments:** Immediate upon staffing availability & training
 - 1 New hire June 20 Start Date
 - 1 New hire for LCC position (Internal, will make 1.0 FTE CC position unfilled)
 - 2 Social Work positions within 30-60 days (target)
 - 30 new enrollments, staffing/training dependent



4:20 – 4:35

Waitlist Actions: Referrals & Services

- **Priority Enrollment Adjustments:**
 - Active APS
 - Priority 1 Waiting \geq 3 months
- **Enrollment Goals**
 - Diversify Caseloads (e.g. 50% P1, 35% P2, 15% P3)
 - Enrollment Team Development



4:20 – 4:35

Future Planning

- **Outreach**

- Onsite
- Print
- Digital

- **AAA American Rescue Plan Funding**

- Caregiver Support Day
- LTCO Outreach Bags



Final Agenda Items

- Public Comment Time | 4:35 – 4:45 pm
- Action Tracker | 4:45 – 5:55 pm
- Adjournment | 5:00 pm

Next Meeting: July 13, 2022 3:30pm

311 E. Alcott St., Kalamazoo MI

Conference Room 361



Action Tracker

Action	Assigned to/Date	Follow Up/Update
Request Information on interest gained by the Senior millage, broken down by the year.	Finance 7/13	
Effective rate of interest of the Senior Millage Fund Balance	Finance 7/13	
OASAC Role and/or limitations for assisting in Millage renewal		
Status of Fund balance proposal	Finance 7/13	



Action Tracker: Completed Items

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>	<p>Finance 3/9/22</p>	<p>Update 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>
<p>POS specific numbers for the rollover</p>	<p>Beverly 5/11/22</p>	<p>Total Carryforward: \$419,721 POS Breakdown:</p> <ul style="list-style-type: none"> • IIIB: \$3000 • IIID: \$14,146 • IIID: \$1000 • State Respite Care: \$23,232
<p>Priority matrix for enrollments</p>	<p>Beverly & Don 5/11/22</p>	<p>Slides 21 – 25, June 8, 2022 OASAC</p>



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: August 10, 2022 3:30pm
311 E. Alcott St.**

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

Email

AAA3Ainfo@kalcounty.com

Website

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

