

# **Older Adult Services Advisory Council Meeting\***

## **Area Agency on Aging IIIA**

### **August 10, 2022**

*Last meeting: July 13, 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](http://www.kalcounty.com/hcs/aaa)



# Welcome & Introductions:

## *Older Adult Services Advisory Council (OASAC)*

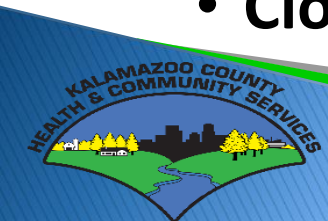
- Kelly Quardokus
  - *Q Elderlaw, Council Member, Chair*
- Tim Charron
  - *Council Member, Vice-Chair*
- Danna Downing
  - *Council Member/SAC*
- Kimberly Middleton
  - *Portage Community Senior Center, Council Member*
- Abby Finn
  - *Milestone Senior Services, Council Member*
- Stan Runyon
  - *Council Member*
- ReElla Burrell
  - *Council Member*
- Dr. Daniel Brauner
  - *WMed, Council Member*
- Dr. Margaret Hale-Smith
  - *Council Member*
- Dr. Ruth Bates-Hill
  - *Council Member*
- Ann Brissette
  - *Council Member*
- Angela Groves
  - *Council Member*
- Mike Quinn
  - *Commissioner, Council Member*
- Dr. Fran Bruder Melgar
  - *Commissioner, Alternate Council Member*



# Agenda 8/10/2022 OASAC Meeting

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- **Old Business:** Approval of July 13, 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
    - Future Planning & Updates | 4:20 – 4:40
- **Public Comment Time** | 4:40 – 4:55
- **Action Tracker** | 4:55 – 5:00
- **Closing** | 5:00



# Old Business

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- Approval of July 13 Meeting Minutes | 3:30 – 3:35pm



# Member Time

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- Advising | 3:35 – 3:55 pm
  - Senior Needs Assessment & AAA/Advisory Board Outreach



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

# Programmatic Updates

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MSAC Update

| 3:55 – 4:05



# Grant SBR – June

Fiscal Year: October 2021 – September 2022

**Target 75 %**

- **All Services (blue): 65.78 %**
- **CM/POS (orange): 62.13%**
- **Contracted: 66.81%**

**Planning:**

- Increasing enrollments with current grant funded workers
- ADC Reopened
- Monitoring DCW availability, current wait in excess of 30 days.

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	570,300	387,427.89	182,872.11	70.12%
704.06	Salaries - Temp	21,100	12,471.05	17,450.08	59.10%
710.00	Fringes	208,300	141,411.13	66,888.87	67.89%
710.06	Fringes Temp	1,900	1,091.23	808.77	57.43%
	<b>TOTAL PERSONNEL</b>	<b>801,600</b>	<b>542,401.30</b>	<b>268,019.83</b>	<b>67.66%</b>
727.00	Printing & Binding	1,400	1,341.66	58.34	95.83%
728.00	Postage	3,300	1,532.39	1,767.61	46.44%
729.00	Copy Charges	2,600	2,161.50	438.50	83.13%
730.00	Office Supplies	3,200	1,771.10	1,428.90	55.35%
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	14,696.36	12,703.64	53.64%
860.00	Travel	3,600	2,062.90	1,537.10	57.30%
901.00	Advertising	700	35.00	665.00	5.00%
940.00	Building Rental	47,600	37,738.22	9,861.78	79.28%
950.76	Sr. Services - HIC (Title IIB)	3,000	262.03	2,737.97	8.73% Provider
950.83	Legal Aid (Title IIB)	14,700	11,025.00	3,675.00	75.00% Provider
950.86	Sr. Services - SCS (Title IIB)	3,000	-	3,000.00	0.00% Provider
950.93	Sr. Services - HDM	425,584	302,248.00	123,336.00	71.02% Provider
950.94	Sr. Services - Cong.	276,114	182,691.00	93,423.00	66.17% Provider
950.98	Senior Services - USDA	126,000	72,616.00	53,384.00	57.63% Provider
951.86	POS - HDM	2,500	1,646.54	853.46	65.86%
951.76	Homemaking Services	150,000	95,123.68	54,876.32	63.42% POS
951.77	In Home Respite Services	242,600	116,470.25	126,129.75	48.01% POS
951.78	Personal Care Services	7,500	2,824.97	4,675.03	37.67% POS
951.79	Transportation Services	4,500	2,670.99	1,829.01	59.36% POS
951.81	Adult Day Care Services	19,600	8,689.75	10,910.25	44.34% POS
951.82	Assistive Devices - PERS	26,000	14,826.60	11,173.40	57.03% POS
951.83	Medication Management	5,000	3,677.63	1,322.37	73.55% POS
951.84	Kinship - South County	5,300	2,100.00	3,200.00	39.62% Provider
951.85	Dementia ADC	25,000	16,821.39	8,178.61	67.29% POS
956.00	Employee Training	2,800	1,334.50	1,465.50	47.66%
968.01	Computer Related Expenses	6,300	7,236.54	(936.54)	114.87%
997.00	Central Service Costs - Charged to Grant, Maximus	35,200	27,802.00	7,398.00	78.98%
997.99	Central Service Costs - GF	175,058	134,410.67	40,647.33	76.78%
	<b>TOTAL CENTRAL SERVICE COSTS</b>	<b>210,258</b>	<b>162,212.67</b>	<b>48,045.33</b>	<b>77.15%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,654,656</b>	<b>1,073,265.42</b>	<b>581,390.58</b>	<b>64.86%</b>
	<b>TOTAL EXPENSES</b>	<b>2,456,256</b>	<b>1,615,666.72</b>	<b>849,410.41</b>	<b>65.78%</b>
				<b>TARGET %</b>	<b>75.00%</b>





# Millage SBR – June

Calendar Year: January 2022 – December 2022\*

**Target 50%**

- **All Services (704.00-997.00): 39.22 %**
- **Provider (blue): 48.74 % (for CY)**
  - Average for contract cycle **72.68 % (for FY, 75% target)**
- **POS (orange): 30.67 %**
  - Personnel (\$550,000): **22.99 %**
  - POS Budget YTD: **36 %**

## Planning:

- Increasing enrollments, pending new hires
- **Hiring – 3 vacant Care Management positions (45/caseload)**
- ADC reopened
- Monitoring DCW availability, current wait in excess of 30 days.

\*Contracts/Funding are given on a Fiscal Year (Oct – September)

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
704.00	Salaries	640,300	192,142.42
710.00	Fringes	233,800	70,132.02
	<b>TOTAL PERSONNEL</b>	<b>874,100</b>	<b>262,274.44</b>
727.00	Printing & Binding	2,000	1,174.69
728.00	Postage	1,400	561.96
729.00	Copy Charges	1,000	543.53
730.00	Office Supplies	4,300	1,552.02
807.01	Association Dues	2,700	-
849.00	Internal Communications & 850.00	21,400	9,380.62
860.00	Travel	6,200	898.87
901.00	Advertising	9,300	646.55
940.00	Building Rental	53,100	21,626.70
952.02	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	18,981.38
952.03	Provider - Portage Senior Center - SCS (\$100,000 contracted)	100,000	48,910.87
952.04	Provider - Ecumenical - SCS (\$31,000 contracted)	31,000	17,028.40
952.05	Provider - South County - SCS (\$49,000 contracted)	49,000	22,335.84
952.07	Provider - Ecumenical - Transportation (\$10,000 contracted)	10,000	5,521.87
952.08	Provider - South County - Transportation (\$15,000 contracted)	15,000	7,917.02
952.10	Provider - Oakland - ADC (\$30,000 contracted)	30,000	9,772.00
952.11	Provider - WMU-CDS - ADC (\$120,000 contracted)	120,000	71,235.00
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	173,553.14
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	119,396.38
952.18	Provider - Portage Senior Center - HLP (\$57,200 contracted)	57,200	20,624.42
951.86	POS - HDM	12,000	5,830.98
951.76	POS - Homemaking Services	240,000	87,007.97
951.77	POS - In Home Respite Services	243,000	83,856.91
951.78	POS - Personal Care Services	18,000	10,064.86
951.79	POS - Transportation Services	8,000	2,457.16
951.81	POS - Adult Day Care Services	25,000	11,985.50
951.82	POS - Assistive Devices - PERS	32,000	14,455.75
951.83	POS - Medication Management	16,000	4,870.00
957.78	POS - Special Projects - Gap	1,000	580.00
951.85	POS - Dementia ADC	5,000	-
956.00	Employee Training	3,000	926.31
957.00	Miscellaneous	-	-
968.01	Computer Related Expenses	7,800	2,823.40
997.00	Central Service Costs - Charged to Millage, Maximus	270,300	103,879.45
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,039,700</b>	<b>880,399.55</b>
	<b>TOTAL EXPENSES</b>	<b>2,913,800</b>	<b>1,142,673.99</b>
	<b>REVENUE</b>		
600.01	Federal Grants (MIPPA)	-	-
699.03	Senior Millage - Utilized	2,913,300	1,142,673.99
610.00	Donations - Contributions	500	-
	<b>TOTAL REVENUES</b>	<b>2,913,800</b>	<b>1,142,673.99</b>



# Future Planning & Updates: 4:20 – 4:35

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## Staffing Updates

- **Vacancies:**
  - 1x 1.0 FTE: Millage Funded Information & Assistance Social Worker
  - 3x 1.0 FTE: Millage Funded Social Worker (Total caseload of 135)
  - 1x 0.8 FTE: Lead Care Consultant, Pooled Funding (Posting pending, caseload of 5-10)
- **Effects of low staffing:** longer wait time for follow up I&A calls; decreased enrollment, decreased POS spending, decreased capacity in total millage census, decrease in overall number of Care-Managed participants served; decrease in participation in community partnerships and events.
- **DCW Shortage:** Continue to see shortage of DCW workforce for purchased services (Homemaking, Personal Care, Respite Care). Care-Managed clients waiting in excess of 30 days for in-home supportive services.
  - **Goal:** Increase pool of Providers in contracted process, provide guidance on rate updates: *“Rates may be updated annually at the provider’s request.”*



# Future Planning & Updates: 4:20 – 4:35

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## Multi Year Plan 2023 - 2025

- Local Government review on August 3<sup>rd</sup> by Kalamazoo Board of Commissioners
- State Commission on Aging Review August 26, Lansing MI
- Received community insight from public hearings
- Goals updated for 3-year period (previously listed as 1 year)
- Discussion for Senior Millage information into overall operating budget by Bureau of Aging and Community Living Services (ACLS). County Finance department waiting on official ACLS requirement due to transition of financial systems. Will not be on this MYP/AIP.
- **Draft AIP/MYP Available here:** [www.kalcounty.com/hcs/aaa/reports.html](http://www.kalcounty.com/hcs/aaa/reports.html)
- **Consideration for MYP implementation:**
  - September 14 – October 3, 2022, KCG Financial System Transition. Delay in Financial activities during this time (start of new Fiscal Year)
  - End of Public Health Emergency (October): [www.Michigan.gov/mdhhs/end-phe](http://www.Michigan.gov/mdhhs/end-phe)



# Future Planning & Updates: 4:20 – 4:35

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## Fund Balance Updates

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

### Contributing Factors

- 2019 Buildup of Millage programs, services, and procedures
- 2020 COVID-19 Pandemic: Decreased service implementation
- 2021 COVID-19 Pandemic: Decreased service implementation, Staffing
  - Budget: \$2,777,385
  - Remaining Balance: \$388,204.54

**\*Presented in March 2022 OASAC Meeting**



# Future Planning & Updates: 4:20 – 4:35

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## Fund Balance Updates

- 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. Fund balance cannot be applied to *recurring* in-home services or ongoing staffing.
  - **2022 Usage Plan**: Next slide...

\*Presented in March 2022 OASAC Meeting



# Future Planning & Updates: 4:20 – 4:35

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## Fund Balance Updates

- **Timeline of 2022 Usage Plan\***: Utilization through Non-Recurring Services
  - **December 2021:** AAIIIA sent initial Draft of Fund Balance Proposal to Finance Department
  - **February – March 2022:** Needs and Utilization Survey Completed by AAIIIA
  - **March 2022:** Fund Balance Proposal sent to BOC for approval.
  - **March 2022:** AAIIIA submits “Fund Balance Bidding Questions and Scoring Criteria” to Finance Department for Review.
  - **May 2022:** BOC Approval of Fund Balance Utilization and release of Funds.
  - **May 2022:** Finance Department continues to review questions and scoring process, communicating that it will be similar with Housing and ARPA funding. To use *Amplifund*. Finance Department communicates that March 2022 AAIIIA Program “Fund Balance Bidding Questions and Scoring Criteria” will not be used.
  - **August 2022:** Finance Department drafts and sends Fund Balance RFP (application, questions, scoring criteria) to AAIIIA for review. Changed from Amplifund to RFP process.
  - **October 2022:** Target Start of Fund Balance Services

\*Updated from March 2022 OASAC Slides



# Fund Balance Usage Proposal

Service	Description	Budget (suggested, up to)	2020 Needs Assessment Support	Possible Bidders
<p><b>Finance Department Requirements:</b> Must be one-time (nonrecurring purchases), requires BOC approval.</p> <p><b>Program/Service Requirements:</b> Must serve individuals in Kalamazoo County, Must serve individuals aged 60 and over.</p>				
<b>Community Living Support</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>\$700,000</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>\$270,000</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>\$770,000</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>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, Health organizations
<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>\$60,000</b>	Reassessment of Community Needs following COVID-19 Pandemic.	Community Needs Agencies
<b>Total Allocated</b>		<b>\$2,250,000</b>		

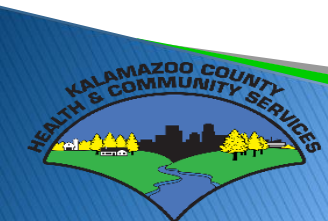
# Final Agenda Items

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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: September 21, 2022 3:30pm – 5:00**

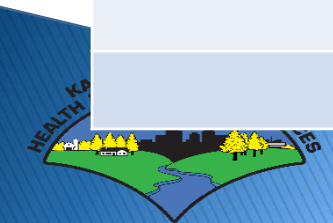
Milestone Senior Services





# 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	Inquiry sent to Finance Department on 8/3/2022. Response pending.
Effective rate of interest of the Senior Millage Fund Balance	Finance 7/13	Inquiry sent to Finance Department on 8/3/2022. Response pending.
OASAC Role and/or limitations for assisting in Millage renewal	Program 7/13	Data reporting insight: Pertinent information. Updates to online reports in process.
Status of Fund balance proposal	Finance 7/13	Slides 12 – 15
Is procedure the same for other advisory councils for communicating questions to Finance department: Asking question as part of minutes and sending request to finance).	Finance 8/10	



# 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><b>Update 6/14/22:</b> 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"> <li>• IIIB: \$3000</li> <li>• IIID: \$14,146</li> <li>• IIID: \$1000</li> <li>• State Respite Care: \$23,232</li> </ul>
<p>Priority matrix for enrollments</p>	<p>Beverly &amp; 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

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**Next Meeting: September 10, 2022 3:30pm  
311 E. Alcott St.**

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

**Email**

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

**Website**

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

