

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

## **Area Agency on Aging IIIA**

### **September 8, 2021**

*Last meeting: August 11, 2021*

**3:30 – 5:00 pm**

\*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*
- Kimberly Phillips
  - *Portage Senior Center, Council Member*
- Dawn Shilts
  - *Portage Senior Center, Council Member*
- Dr. Daniel Brauner
  - *WMed, Council Member*
- Dr. Margaret Hale-Smith
  - *Council Member*
- Amanda Willer
  - *Heritage Community of Kalamazoo, Council Member*
- Mike Quinn
  - *Commissioner, Council Member*
- Fran Bruder Melgar
  - *Commissioner, Alternate Council Member*

*Thank you!!!*



# Agenda 8/11/21 OASAC Meeting

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- Old Business: Approval of August 11, 2021 Meeting Minutes | 3:40 - 3:45
- New Business:
  - Programmatic Update
    - MSAC Report | 3:45 - 3:55
    - Spending Balance Summary | 3:55 - 4:10
    - Waitlist & Millage Reporting | 4:10 - 4:25
  - Public Comment Time | 4:25 - 4:40
  - Member Time | 4:40 - 5:00



# Old Business

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- Approval of July 2021 Meeting Minutes | 3:40 – 3:45 pm



# New Business

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MSAC Update | 3:45 – 3:55 pm

Finance: | 3:55 – 4:10 pm

- Spending Balance Summary Reports Available

Waitlist & Millage Reporting | 4:10 - 4:25



# Grant SBR - July

October 2020 – September 2021

**Target: 83.33%**

- All Services: 69.43%
- CM/POS: 78.69%
  - ADC Budget decreased; funding reallocated to homemaking, respite personal care.

## Planning:

- Hiring: New RN
- DCW Reimbursement Update

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	557,200	447,061.80	110,138.20	80.23%
710.00	Fringes	203,300	163,177.53	40,122.47	80.26%
727.00	Printing & Binding	700	413.37	286.63	59.05%
728.00	Postage	3,300	2,745.68	554.32	83.20%
729.00	Copy Charges	1,900	1,235.35	664.65	65.02%
730.00	Office Supplies	11,300	9,427.44	1,872.56	83.43%
807.01	Association Dues	7,500	6,763.37	736.63	90.18%
808.00	Contracted Services	1,000	1,000.00	-	100.00%
849.00	Internal Comm & 850.00& 724.00	22,000	15,490.65	6,509.35	70.41%
860.00	Travel	1,300	681.98	618.02	52.46%
901.00	Advertising	200	50.00	150.00	25.00%
940.00	Building Rental	51,100	41,000.44	10,099.56	80.24%
950.21	MMAP - Sr. Services	19,900	19,283.29	616.71	96.90% I
950.76	Sr. Services - HIC (Title IIIB)	3,000	-	3,000.00	0.00% I
950.83	Legal Aid (Title IIIB)	14,900	10,965.00	3,935.00	73.59% I
950.86	Sr. Services - SCS (Title IIIB)	3,000	2,740.38	259.62	91.35% I
950.93	Sr. Services - HDM	589,741	358,658.00	231,083.00	60.82% I
950.94	Sr. Services - Cong.	269,686	165,729.00	103,957.00	61.45% I
950.98	Senior Services - USDA	184,012	45,233.00	138,779.00	24.58% I
951.86	POS - HDM	2,500	-	2,500.00	0.00%
951.76	Homemaking Services	160,000	135,883.81	24,116.19	84.93% I
951.77	In Home Respite Services	271,800	197,632.79	74,167.21	72.71% I
951.78	Personal Care Services	8,000	6,109.00	1,891.00	76.36% I
951.79	Transportation Services	5,000	4,064.50	935.50	81.29% I
951.81	Adult Day Care Services	3,000	868.00	2,132.00	28.93%
951.82	Assistive Devices - PERS	28,000	21,273.10	6,726.90	75.98%
951.83	Medication Management	6,000	4,404.00	1,596.00	73.40%
951.84	Kinship - South County	5,300	3,300.00	2,000.00	62.26%
951.85	Dementia ADC	1,000	509.30	490.70	50.93%
956.00	Employee Training	1,400	569.99	830.01	40.71%
968.01	Computer Related Expenses	10,400	6,901.31	3,498.69	66.36%
997.00	Central Service Costs - Charged to Grant, Maximus	56,965	51,048.60	5,916.40	89.61%
997.99	Central Service Costs - GF	209,883	170,509.00	39,374.00	81.24%
<b>TOTAL CENTRAL SERVICE COSTS</b>		<b>266,848</b>	<b>221,557.60</b>	<b>45,290.40</b>	<b>83.03%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>1,968,583</b>	<b>1,284,490.35</b>	<b>684,092.65</b>	<b>65.25%</b>
<b>TOTAL EXPENSES</b>		<b>2,729,083</b>	<b>1,894,729.68</b>	<b>851,803.40</b>	<b>69.43%</b>
				<b>TARGET %</b>	<b>83.33%</b>



# Millage SBR - July

January 2021 – December 2021

**Target: 58.33%**

• **Provider: 48.74%**

- *Underspending: Senior Center Support and ADC*

• **CM/POS: 52.67%**

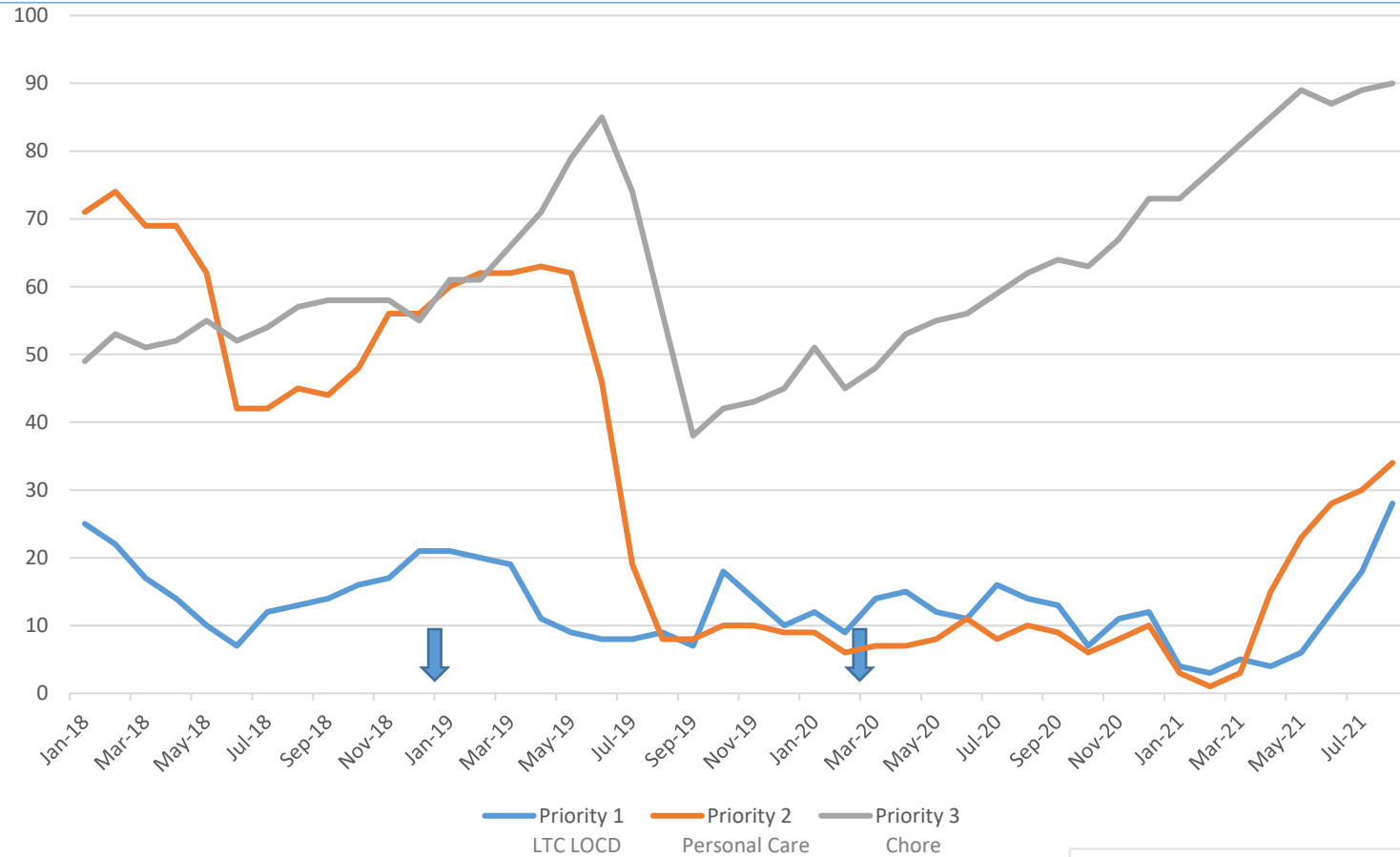
## Planning:

- Hiring
- Planning 2022
- RFP in Process

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
704.00	Salaries	547,104	262,332.74
710.00	Fringes	199,981	95,750.86
727.00	Printing & Binding	1,600	39.38
728.00	Postage	2,000	299.55
729.00	Copy Charges	1,800	273.75
730.00	Office Supplies	9,500	1,381.25
807.01	Association Dues	2,200	-
849.00	Internal Communications & 850.00	18,700	9,660.47
860.00	Travel	6,700	254.80
901.00	Advertising	8,700	-
940.00	Building Rental	53,700	26,578.85
952.01	Provider - Legal Aid - Guardianship (\$12,000 contracted)	12,000	6,000.00
952.02	Provider - Guardian Finance - Guardianship (\$38,000 contracted)	38,000	31,412.12
952.03	Provider - Portage Senior Center - SCS (\$108,600 contracted)	108,600	25,479.97
952.04	Provider - Ecumenical - SCS (\$21,800 contracted)	21,800	9,067.42
952.05	Provider - South County - SCS (\$49,600 contracted)	49,600	20,549.55
952.07	Provider - Ecumenical - Transportation (\$7,700 contracted)	7,700	4,351.18
952.08	Provider - South County - Transportation (\$15,900 contracted)	15,900	7,980.89
952.10	Provider - Oakland - ADC (\$75,000 contracted)	75,000	-
952.11	Provider - WMU-CDS - ADC (\$75,000 contracted)	75,000	55,608.00
952.12	Provider - Sr Services MMAP	7,500	3,618.49
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	206,553.13
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	128,190.92
952.18	Provider - Portage Senior Center - HLP (\$57,500 contracted)	57,500	25,468.45
951.86	POS - HDM	8,000	6,926.61
951.76	POS - Homemaking Services	260,000	129,704.85
951.77	POS - In Home Respite Services	250,000	145,485.96
951.78	POS - Personal Care Services	20,000	10,256.00
951.79	POS - Transportation Services	6,000	3,970.17
951.81	POS - Adult Day Care Services	9,000	6,265.00
951.82	POS - Assistive Devices - PERS	30,000	19,797.35
951.83	POS - Medication Management	15,000	9,736.25
957.78	POS - Special Projects - Gap	2,000	-
951.85	POS - Dementia ADC	-	-
956.00	Employee Training	2,900	1,124.98
968.01	Computer Related Expenses	8,900	3,019.97
	<b>TOTAL OF DIRECT EXPENSES</b>		<b>1,257,138.91</b>
997.00	Central Service Costs - Charged to Millage, Maximus	253,900	125,713.89
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,046,200</b>	<b>1,024,769.20</b>
	<b>TOTAL EXPENSES</b>	<b>2,793,285</b>	<b>1,382,852.80</b>
699.03	Senior Millage - Utilized	2,792,785	1,382,356.10
610.00	Donations - Contributions	500	496.70
	<b>TOTAL REVENUES</b>	<b>2,793,285</b>	<b>1,382,852.80</b>



# Waitlist Review: 2018 – 2021 Trends



## Waiting as of 8/31/21

**Priority 1:** 28 (55.6%<sup>^</sup>)  
**Priority 2:** 34 (6.35%<sup>^</sup>)  
**Priority 3:** 90 (1.1%<sup>^</sup>)

**Total eligible for CM: 152**  
**10.9% Increase from July**

**Average additions:**  
 20/month

## **Barriers / Planning:**

**Funding / Inc. POS Budget**  
**Staffing Capacity / Inc. Staffing**

## **Significant Dates:**

**January 2019:** Start of Senior Millage  
**March 2020:** COVID-19 Pandemic





# Millage SBR Updates and Planning

## As of 9/8/2021

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### Planning:

- **Utilization of Fund Balance & Revenue to address waitlist and community needs**
  - Increase Direct Services (POS)
  - Increase Capacity (Staffing)
  - Increase Contracted Services Amount
- **Post COVID-19 Senior Needs Assessment**
  - Explore new/unmet needs

### Information Requested:

- **Current Fund Balance Amount**
- **Fund Balance Policy/Procedure:**
  - Spending
  - Budgeting
  - Allowable Purchases
- **Yearly Comparison**
  - Revenue (Projected vs. Actual)



# Final Agenda Items

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- Public Comment Time | 4:25 – 4:40 pm
- Member Time | 4:40 – 5:00 pm
- Next Meeting: October 13, 2021 3:30pm via Zoom
- Adjournment | 5:00 pm



# 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/>**

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