

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

## **Area Agency on Aging IIIA**

### **September 21, 2022**

*Last meeting: August 10, 2022*

**3:30 – 5:00 pm**

918 Jasper St.  
Coover Room  
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 9/21/2022 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
    - Millage, Needs Assessment, and DCW 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 August 10 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
n/a	<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	
Dr. Ruth Bates-Hill	<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 – July

Fiscal Year: October 2021 – September 2022

**Target 83.33%**

- All Services: **62.59 %\***
- CM/POS (orange): **52.13%\***
- Contracted (blue): **50.59%\***

**Planning:**

- \*Total yearly funding was not calculated within SBR's; updated *only after* funding became available. Request to Finance Department to include projections and increase communication for planning.
- +\$21,000 in POS since June SBR. 1 month left of spending.
- +\$384,375 in Contracted since June SBR. 1 month left of spending.
- Request for increased communication with Finance Department: Monthly meetings.
- Monitoring DCW availability, current wait in excess of 30 days.

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
704.00	Salaries	580,200	451,271.23	128,928.77	79.93%
704.06	Salaries - Temp	12,500	12,471.05	17,450.08	99.77%
710.00	Fringes	211,800	164,713.98	47,086.02	77.77%
710.06	Fringes Temp	1,100	1,091.23	8.77	99.20%
	<b>TOTAL PERSONNEL</b>	<b>805,600</b>	<b>629,547.49</b>	<b>193,473.64</b>	<b>78.15%</b>
727.00	Printing & Binding	1,700	1,341.66	358.34	78.92%
728.00	Postage	2,100	1,582.37	517.63	75.35%
729.00	Copy Charges	2,800	2,504.01	295.99	89.43%
730.00	Office Supplies	3,000	1,876.66	1,123.34	62.56%
807.01	Association Dues	8,000	7,448.75	551.25	93.11%
808.00	Contracted Services	1,000	-	1,000.00	0.00%
849.00	Internal Comm & 850.00& 724.00	20,500	16,187.12	4,312.88	78.96%
860.00	Travel	2,900	2,525.76	374.24	87.10%
901.00	Advertising	400	134.24	265.76	33.56%
940.00	Building Rental	49,700	41,775.55	7,924.45	84.06%
950.76	Sr. Services - HIC (Title IIIB)	3,000	599.04	2,400.96	19.97% Provider
950.83	Legal Aid (Title IIIB)	14,700	11,025.00	3,675.00	75.00% Provider
950.86	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00% Provider
950.93	Sr. Services - HDM	613,058	333,248.00	279,810.00	54.36% Provider
950.94	Sr. Services - Cong.	341,978	202,439.00	139,539.00	59.20% Provider
950.98	Senior Services - USDA	257,037	76,997.00	180,040.00	29.96% Provider
951.86	POS - HDM	2,500	1,819.86	680.14	72.79%
951.76	Homemaking Services	148,000	105,113.06	42,886.94	71.02% POS
951.77	In Home Respite Services	249,200	128,030.11	121,169.89	51.38% POS
951.78	Personal Care Services	7,500	3,548.35	3,951.65	47.31% POS
951.79	Transportation Services	5,000	2,994.02	2,005.98	59.88% POS
951.81	Adult Day Care Services	35,600	10,265.75	25,334.25	28.84% POS
951.82	Assistive Devices - PERS	26,000	16,385.25	9,614.75	63.02% POS
951.83	Medication Management	5,500	3,954.67	1,545.33	71.90% POS
951.84	Kinship - South County	5,300	2,100.00	3,200.00	39.62% Provider
951.85	Dementia ADC	25,000	18,316.88	6,683.12	73.27% POS
956.00	Employee Training	2,100	1,334.50	765.50	63.55%
968.01	Computer Related Expenses	37,462	7,436.54	30,025.46	19.85%
997.00	Central Service Costs - Charged to Grant, Maximus	36,802	30,902.00	5,900.00	83.97%
997.99	Central Service Costs - GF	172,606	146,962.78	25,643.22	85.14%
	<b>TOTAL CENTRAL SERVICE COSTS</b>	<b>209,408</b>	<b>177,864.78</b>	<b>31,543.22</b>	<b>84.94%</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,083,443</b>	<b>1,178,847.93</b>	<b>904,595.07</b>	<b>56.58%</b>
	<b>TOTAL EXPENSES</b>	<b>2,889,043</b>	<b>1,808,395.41</b>	<b>1,098,068.72</b>	<b>62.59%</b>
				<b>TARGET %</b>	<b>83.33%</b>





# Millage SBR – July

Calendar Year: January 2022 – December 2022\*

**Target 58.33**

- **All Services (704.00-997.00): 45.96%**
- **Provider (blue): 48.74 % (for CY)**
  - Average for contract cycle **77.60 % (for FY, 83.33% target)**
- **POS (orange): 37.49%**
  - Personnel (\$550,000): **30.61%**
  - POS Budget YTD: **43.33%**

## Planning:

- Increasing enrollments, pending new hires
- **Hiring – 3 vacant Care Management positions (45/caseload), 1 Lead Care Consultant Position (5-10/caseload)**
- 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	247,344.32
710.00	Fringes	233,800	90,280.73
	<b>TOTAL PERSONNEL</b>	<b>874,100</b>	<b>337,625.05</b>
727.00	Printing & Binding	2,000	1,174.69
728.00	Postage	1,400	576.30
729.00	Copy Charges	1,000	593.86
730.00	Office Supplies	4,300	1,604.09
807.01	Association Dues	2,700	-
849.00	Internal Communications & 850.00	21,400	11,114.33
860.00	Travel	6,200	1,020.29
901.00	Advertising	9,300	646.55
940.00	Building Rental	53,100	25,376.40
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	18,148.00
952.11	Provider - WMU-CDS - ADC (\$120,000 contracted)	120,000	79,551.00
952.13	Provider - Sr Services - HDM (\$382,000 contracted)	382,000	203,831.27
952.14	Provider - Sr Services - Home Safety Repair (\$225,000 contracted)	225,000	133,230.62
952.18	Provider - Portage Senior Center - HLP (\$57,200 contracted)	57,200	20,624.42
951.86	POS - HDM	12,000	6,598.54
951.76	POS - Homemaking Services	240,000	98,884.56
951.77	POS - In Home Respite Services	243,000	100,748.13
951.78	POS - Personal Care Services	18,000	11,357.19
951.79	POS - Transportation Services	8,000	2,819.58
951.81	POS - Adult Day Care Services	25,000	14,401.25
951.82	POS - Assistive Devices - PERS	32,000	16,713.15
951.83	POS - Medication Management	16,000	5,583.00
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	3,023.40
997.00	Central Service Costs - Charged to Millage, Maximus	270,300	121,744.74
	<b>TOTAL OPERATING EXPENSES</b>	<b>2,039,700</b>	<b>1,001,567.05</b>
	<b>TOTAL EXPENSES</b>	<b>2,913,800</b>	<b>1,339,192.10</b>
	<b>REVENUE</b>		
600.01	Federal Grants (MIPPA)	-	-
699.03	Senior Millage - Utilized	2,913,300	1,339,192.10
610.00	Donations - Contributions	500	-
	<b>TOTAL REVENUES</b>	<b>2,913,800</b>	<b>1,339,192.10</b>

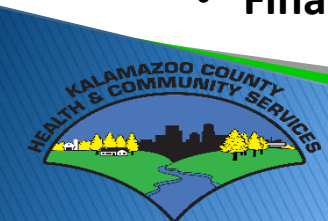


# Future Planning & Updates: 4:20 – 4:40

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## Senior Millage AAA Website Updates

- [Senior Millage - Older Adult Services Division - Health and Community Services - Kalamazoo Michigan County Government Web Site \(kalcounty.com\)](http://kalcounty.com)
- **Millage Provider Handout:** Who received funding and what services they're providing
- **Funding Data and Reports:**
  - OASAC Meeting Schedule – Opportunity for community to seek input
  - Spending Balance Reports and OASAC slides – Spending amounts
  - OASAC Minutes – Discussion on Senior Millage
  - **In Progress:** Consolidated Quarterly Reports – to show townships (# served), units provided, number of individuals served per service. **OASAC: Additional Information?**
- **Finance Information:** Links to General Operating Budget, Budget Workbooks

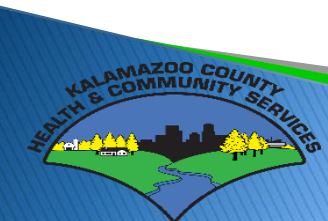


# Future Planning & Updates: 4:20 – 4:40

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## Senior Needs Assessment (SNA)

- Used for Planning, New Services, Funding Allocation
- Activities from Previous SNA
  - Data Collection/Priorities
  - Focus Group Planning
  - Distribution/Outreach
- OASAC Participation?
- Previous SNA found here: <https://www.kalcounty.com/hcs/aaa/reports.html>



# Future Planning & Updates: 4:20 – 4:40

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## Direct Care Worker Updates

- Total MDHHS/ACLS DCW Hazard-Pay Reimbursements (July 2020 – current): **\$71,142.21**
- **Vendor Concerns:** Only DCW's who work with Federally Funded clients receive the DCW Hazard Pay. Millage client DCW's are not eligible for Hazard Pay. Examining possibility of Senior Millage to fill this gap in service.
- **Average Cost of Services for AAA Contracted Providers** (current 3-year contracts):
  - Homemaking: \$22.24/hour
  - Respite Care: \$22.44/hour
  - Personal Care: \$22.32/hour
  - Adult Day Care: \$14.00/hour (no transportation)  
\$16.28/hour (with transportation)
  - Emergency Button (PERS): \$21.65/month (landline)  
\$27.15/month (cellular)

**Average Private Pay Rates for In-Home Care (Varies per needs): \$33.22/hour**



# Final Agenda Items

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- Public Comment Time | 4:40 – 4:55 pm
- Action Tracker | 4:55 – 5:00 pm
- Adjournment | 5:00 pm

**Next Meeting: October 12, 2022 3:30pm – 5:00**

311 E. Alcott St. Kalamazoo MI

Conference Room 361



# Action Tracker: New Items

Action	Assigned to/Date	Follow Up/Update



# Action Tracker: Updates

Action	Assigned to/Date	Follow Up/Update
Request Information on interest gained by the Senior millage, broken down by the year.	Finance 7/13	<p><b>9/2/22 From Finance Department:</b> <i>“No interest to date has been paid the Millage FB. In September of 2022, the Treasurer’s office will make the interest journal entry for 1/2022 through 8/2022. This process will continue moving forward, as long as the FB remains over 1M.”</i></p> <p><b>Program Seeking Additional Clarification</b></p>
Effective rate of interest of the Senior Millage Fund Balance	Finance 7/13	<p><b>9/2/22 From Finance Department:</b> <i>“The average monthly yield is 2.235%; the amount of interest varies monthly depending on the balance.”</i></p> <p><b>Program Seeking Additional Clarification</b></p>



# Action Tracker: Pending

Action	Assigned to/Date	Follow Up/Update
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

Action	Assigned to/Date	Follow Up/Update
OASAC Role and/or limitations for assisting in Millage renewal	Program 7/13	Data reporting insight: Pertinent information. Updates to online reports in process.



# Action Tracker: Completed

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>Updated 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</p> <p>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 (continued)

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 source?	Don 3/9/22; 4/13/22	<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; 4/13/22	<i>No, this is the first time.</i>



# Adjournment

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**Next Meeting: October 12, 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/>

