

Older Adult Services Advisory Council

March 22, 2023

Last meeting: February 8, 2023

3:30 – 5:00 pm

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



This meeting is subject to the Michigan Open Meetings Act.

Minutes from this meeting are posted for public review at www.kalcounty.com/hcs/aaa

HEALTH & COMMUNITY SERVICES DEPARTMENT



2023 Members

Kelly Quardokus

Q Elderlaw, Council Member, Chair

Tim Charron

Council Member, Vice-Chair

Kimberly Middleton

Council Member

Abby Finn

Council Member

Stan Runyon

Council Member

ReElla Burrell

Council Member

Richard Kline

Council Member

Dr. Margaret Hale-Smith

Council Member

Dr. Ruth Bates-Hill

Council Member

Ann Brissette

Council Member

Dr. Angela Groves

Council Member

Wendy Mazer

Commissioner, Council Member

John Gisler

Commissioner, Alternate Council Member



Agenda 3/22/2023

Old Business:

Approval of October & February Meeting Minutes | 3:30 – 3:35

New Business:

Member Time | 3:35 – 4:30

Programmatic Update

MSAC Report | 4:30 – 4:35

Spending Balance Summary | 4:35 – 4:40

Contracts Update | 4:40 – 4:45

Public Comment Time | 4:45 – 4:55

Action Tracker | 4:55 – 5:00

Closing | 5:00



Old Business | 3:30 – 3:35

Approval of February 2023 Meeting Minutes



Member Time | 3:35 – 4:30

Introductions, New Members

Presentation: Kalamazoo County Senior Needs Assessment – Crescendo Consulting



Programmatic Updates: MSAC | 4:30 – 4:35

2 Open MSAC positions for Kalamazoo County

Jenn Dubey, Operations Manager at Area Agencies on Aging Association of Michigan (4AM): jenn@4ami.org

More Information: <https://4ami.org/uploads/files/article/msac-one-pager.pdf>



HEALTH & COMMUNITY SERVICES DEPARTMENT

Financial Updates | 4:35 – 4:40

Older Americans Act Grants: February* 2023

SBR reporting on Fiscal Year: October 2022 – September 2023

Target 41.67%

All Lines: 39.07 %

Contracted (blue): 42.39 %

Purchased “POS” (orange): 33.14 %

Planning:

- Reorganization – increasing efficiency with current Positions, planning for future needs and goals of delivering more services to community. Updates pending completion of SEGAL study implementation.
- Monitoring DCW availability, current wait in excess of 30 to 60 days. Potential worsening: Closure of Milestone Senior Services Homecare Department, Closure announced for Centrica Adult Day Care Services (Formerly known as Oakland Senior Day Center).
- Fully staffed with OAA Grant funded staff – increasing enrollments and outreach initiatives
- * Due to March OASAC meeting rescheduling to later in the month, February SBR statement is available and provides more up-to-date financial information. January SBR available in hand-outs.

AREA AGENCY ON AGING - GRANT SUMMARY
SPENDING BALANCE REPORTS - FEBRUARY 2023
Fiscal Year: October 2022 - September 2023

LINE ITEM	DESCRIPTION	ANNUAL BUDGET	YTD	REMAINING BALANCES	PERCENT USED
70500	Salaries	645,000	243,952.82	401,047.18	37.82%
71000	Fringes	235,502	95,742.80	139,759.20	40.65%
	TOTAL PERSONNEL	880,502	339,695.62	540,806.38	38.58%
90000	Printing & Binding	1,600	-	1,600.00	0.00%
95504	Postage	2,000	572.35	1,427.65	28.62%
95503	Copy Charges	6,000	3,821.72	2,178.28	63.70%
72800	Office Supplies	2,200	614.50	1,585.50	27.93%
95508	Association Dues	8,500	7,506.87	993.13	88.32%
80100	Contracted Services	1,000	-	1,000.00	0.00%
85001	Internal Comm & 850.00& 724.00	27,400	8,716.78	18,683.22	31.81%
86001	Travel	3,800	1,270.47	2,529.53	33.43%
83500	Medical Expense	100	41.00	59.00	41.00%
95502	Advertising	200	25.00	175.00	12.50%
94000	Building Rental	-	-	-	0.00%
950.76	Sr. Services - HIC (Title IIIB)	3,000	1,500.00	1,500.00	50.00%
950.83	Legal Aid (Title IIIB)	14,700	3,675.00	11,025.00	25.00%
950.86	Sr. Services - SCS (Title IIIB)	3,000	-	3,000.00	0.00%
950.93	Sr. Services - HDM	425,584	177,909.00	247,675.00	41.80%
950.94	Sr. Services - Cong.	276,114	121,805.00	154,309.00	44.11%
950.98	Senior Services - USDA	127,259	57,239.00	70,020.00	44.98%
951.86	POS - HDM	5,000	1,217.58	3,782.42	24.35%
951.76	Homemaking Services	148,500	61,217.00	87,283.00	41.22%
951.77	In Home Respite Services	236,800	75,124.59	161,675.41	31.72%
951.78	Personal Care Services	8,000	3,657.50	4,342.50	45.72%
951.79	Transportation Services	6,000	1,728.78	4,271.22	28.81%
951.81	Adult Day Care Services	38,600	5,073.50	33,526.50	13.14%
951.82	Assistive Devices - PERS	25,000	8,316.85	16,683.15	33.27%
951.83	Medication Management	8,000	2,262.50	5,737.50	28.28%
951.84	Kinship - South County	5,300	300.00	5,000.00	5.66%
951.85	Dementia ADC	10,000	2,446.50	7,553.50	24.47%
95556	Employee Training	1,700	-	1,700.00	0.00%
72704	Computer Related Expenses	6,800	4,526.75	2,273.25	66.57%
95576	Central Service Costs - Charged to Grant, Maximus	86,000	35,648.56	50,351.44	41.45%
95576	Central Service Costs - GF	122,109	47,241.44	74,867.56	38.69%
	TOTAL CENTRAL SERVICE COSTS	208,109	82,890.00	125,219.00	39.83%
	TOTAL OPERATING EXPENSES	1,610,266	633,458.24	976,807.76	39.34%
	TOTAL EXPENSES	2,490,768	973,153.86	1,517,614.14	39.07%
				TARGET %	41.67%



HEALTH & COMMUNITY SERVICES DEPARTMENT

AREA AGENCY ON AGING - SENIOR MILLAGE
 SPENDING BALANCE REPORTS - FEBRUARY 2023
 Fiscal Year: January - December 2023

Financial Updates | 4:35 – 4:40

Senior Millage: February 2023

SBR reporting period on Calendar Year: January 2023 – December 2023

Contracts reported on Fiscal Year: October 2022 – September 2023

Target 16.67%

All Lines: **9.68%***

Staffing: **12.06%**

Provider (blue): **14.97%***

Purchased “POS” (orange): **16.19%**

Planning:

- Priority: Hiring of Care Managers (2 Vacant Positions), Administrative Assistant (1 position) – applications received.
- Increasing enrollments & services, pending new hires
- Ongoing planning with Finance related to ongoing 2023 budget vs. revenue comparisons.
- ** Percentage not including all applicable Contracted Providers: 7 of 12 Provider contracts are reported on quarterly basis.*

LINE ITEM	DESCRIPTION	CURRENT BUDGET	YTD
70500	Salaries	683,700	78,913.78
71000	Fringes	251,200	33,854.00
	TOTAL PERSONNEL	934,900	112,767.78
90000	Printing & Binding	1,800	-
95504	Postage	1,200	50.99
95503	Copy Charges	2,200	965.08
72800	Office Supplies	4,400	388.33
72903	Consumable Supplies	-	-
95508	Association Dues	2,900	-
80100	Contracted Services	-	-
85001	Internal Communications & 850.00	24,900	3,620.71
86001	Travel	2,500	292.26
95502	Advertising	5,700	-
94000	Building Rental	-	-
95202	Provider - Guardian Finance - Guardianship	38,000	-
95203	Provider - Portage Senior Center - SCO	100,000	-
95204	Provider - Ecumenical - SCO	31,000	-
95205	Provider - South County - SCO	49,000	-
95207	Provider - Ecumenical - Transportation	10,000	-
95208	Provider - South County - Transportation	15,000	-
95210	Provider - Centrica Care Navigators - ADC	30,000	3,684.00
95211	Provider - WMU-CDS - ADC	120,000	16,431.00
95213	Provider - Sr Services - HDM	382,000	68,756.00
95214	Provider - Sr Services - Home Safety Repair	225,000	24,415.01
95217	Provider - Public Sector Consultants - Comm Needs Assess	55,000	22,000.00
95218	Provider - Portage Senior Center - HLP	57,200	-
95190	POS - HDM	15,000	2,602.41
95191	POS - Homemaking Services	250,000	38,468.76
95192	POS - In Home Respite Services	244,000	37,551.34
95193	POS - Personal Care Services	12,000	3,814.89
95194	POS - Transportation Services	8,000	1,154.43
95195	POS - Adult Day Care Services	38,000	5,090.25
95197	POS - Assistive Devices - PERS	20,000	4,808.40
95198	POS - Medication Management	10,000	1,765.00
95199	POS - Special Projects - Gap	1,000	420.00
95196	POS - Dementia ADC	2,000	1,445.50
95556	Employee Training	2,700	-
95500	Miscellaneous	-	-
72704	Computer Related Expenses	8,200	2,705.00
95576	Central Service Costs - Charged to Millage, Maximus	190,885	31,814.17
	TOTAL OPERATING EXPENSES	3,042,875	272,243.53
	TOTAL EXPENSES	3,977,775	385,011.30



Contracts Updates | 4:40 – 4:45

Senior Millage Fund Balance:

- RFP bid closed November 18, 2022.
- Services available for bid:
 - Community Living Supports (\$250,000)
 - Hearing, Dental, & Vision Assistance (\$700,000)
 - Equipment for Community Health & Wellness (\$270,000)
 - Transportation (\$770,000)
 - Accessible Respite Services (\$100,000)
 - Prescription Assistance (\$100,000)
- Of the 11 applications received, 10 were awarded – Notification of Award sent by Purchasing Department.
- AAA3A currently working with Purchasing to finalize 1 contract in need of vendor signature.
- 9 remaining contracts have been BOC approved, and are pending the Chair's signature.
- When Chair's signature is obtained, the now fully executed contracts can be acted upon.
- Because the contract term is January 1, 2023 – December 31, 2023, AAA3A will have to provide vendors with an extension amendment.



Contracts Updates | 4:40 – 4:45

Senior Millage Year 4:

- *Active RFP- Details Limited.*
- RFP bid closed March 1, 2023.
- First time AAA3A utilized AmpliFund.
- Services available for bid:
 - Transportation (\$43,750)
 - Chore (\$87,500)
 - Home Injury Control – Wheelchair Ramps (\$105,000)
 - Home Delivered Meals (\$668,500)
 - Adult Day Services (\$262,500)
 - Disease Prevention & Health Promotion – (\$100,625)
 - Home Repair (\$201,250)
 - Legal Assistance (\$93,500)
- 22 applications received.
- AAA3A is currently finalizing application scoring.
- Contract term is April 1, 2023 – December 31, 2024.



Contracts Updates | 4:40 – 4:45

Purchase of Service (POS):

- *Active RFQ- Details Limited.*
- RFQ bid will close April 28, 2023 at 12:00, Noon (*Extended Closing Time*).
- Services available for bid:
 - Transportation
 - Homemaking
 - Home Delivered Meals (HDM)
 - Medication Management
 - Personal Care
 - Respite Care
 - Adult Day Services
 - Dementia Adult Day Care
 - Assistive Devices & Technology
- Vendors will serve AAA3A enrolled clients.
- Current 19 contracts being extended to June 30, 2023 to prevent gaps in service.
- Contract term is July 1, 2023 – September 30, 2025.



Contracts Updates | 4:40 – 4:45

Older Americans Act (OAA) Grants:

- Current 3 contracts being extended through remainder of FY23.
- Future services available for bid:
 - Home Delivered Meals (HDM)
 - Congregate Meals
 - Legal Assistance
 - Home Injury Control
 - Caregiver Supplemental Services (Kinship)
- Future contract term will be October 1, 2023 – September 30, 2025.



HEALTH & COMMUNITY SERVICES DEPARTMENT

Public Comment Time | 4:45 – 4:55



HEALTH & COMMUNITY SERVICES DEPARTMENT

Action Tracker | 4:55 – 5:00

Action	Assigned To / Date
Planning: Senior Millage Ballot Discussion – April OASAC	
Pending: Schedule LTCO Presentation	
Pending: Schedule Amplifund Presentation	
Pending: Schedule Trualta Caregiver Program	

Closing - 5:00pm

Next meeting: **April 12, 2023**
At Portage Community Senior Center

Don Saldia
Division Manager
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Cassie Bailey
Quality Assurance & Compliance
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To learn more about the Area Agency on Aging 3A, visit our website
<https://www.kalcounty.com/hcs/aaa/>

HEALTH & COMMUNITY SERVICES DEPARTMENT