

**Older Adult Services Advisory Council
Meeting Minutes
October 9, 2019 – 3:30 PM
HCS Dept., 311 E. Alcott St., Kalamazoo, MI**

Members Present: Chair Don Ryan, Kimberly Middleton, Kim Phillips, Dawn Shilts, Tim Charron, Ros Robbert, Kelly Quardokus

Members Not Present: John Hilliard, Beulah Price, Mike Quinn

AASA Rep.: Not present

MSAC Delegate: Allan Wilke

Staff Present: Samantha Carlson, Don Saldia, Brien Brockway, Patti Stratton, Megan Bentley, Janice Bonita, Deb Lenz, HCS Deputy Health Officer, Denise Ulrich, Deputy Dir./Financial Mgmt. & Admin.

Guests: Dan Pontius, Joyce Ryan, Jill Svinicki

Chair Don Ryan opened the meeting open at 3:33 pm.

Pledge of Allegiance

Welcome & Introductions - Chair welcomed and introductions made.

Approval of September 2019 Minutes

Motion	Carried	To Approve September 2019 Minutes
	Kimberly Middleton Tim Charron	

AAA Team Reports – Samantha introduced Don Saldia, Program Manager, AAA Choices for Independence.



October 2019.pptx

- AAA Program Highlight – Don S. provided overview of Choices for Independence program. CFI/Care Management Team – Patti Stratton, LLMSW, spoke about two clients. Megan Bentley, RN, spoke about her past experience with St. Joseph County AAA, related one of those cases. Don wrapped up. Samantha answered a couple of questions. Handouts requested for smaller print slides. They will be emailed.
- Director’s Report—Samantha presented. Announced we are in the new fiscal year. Unfortunately, we have been informed we are unable to provide refreshments and snacks at meetings. Please plan accordingly.

- Reported on Senior Expo. Thanked OASAC and staff for assistance with the successful event. 124 vendors. Thank you to Life EMS and Q Elder Law for donating door prizes. 571 Surveys were turned in from attendees. Estimated 1700-2000 attendees. Two workshops had five attendees each, excellent discussion but low attendance. Requested feedback on having workshops. Kelly Quardokus said the location in the small room was packed in previous years. Consider closer location and limit attendees. Bronson ran out of flu shots. Brien: Senior needs survey – 571 surveys collected. Brien reported on responses to the questions. The data will be outlined in graphs by the epidemiologist and shared with OASAC at next meeting. The VA Health Center interacted with approximately 40 veterans and spouses of veterans. 7 individuals had requests for DD214 through the MVRSC, 3 completed applications, 4 enrolled in VA health care and 3 reinstated, 7 received flu shots, and 24 took paper applications for health care through VA. Largest turn out for an expo for the VCAT for veterans.

Reported on the Multi-Year Plan. Samantha reported that she, Brien, and Don presented our MYP to the Commission on Aging in Lansing. It was approved. There were new Commissioners present, and a lot of discussion on diversity for both the OASAC board and clients served. Don Ryan, we received letter from Dr. Travis, and the plan was accepted and she commended AAAIII.

Millage Update: (see PPT). Samantha reported that Millage II should be wrapped up shortly. We were hopeful to have it completed by Expo in order to market the services, but it did not work out in that timeframe. We were able to have Phase I flyers for services and signs on vendor tables stating “Ask me about Senior Millage funded services” which generated a lot of discussion. The final Millage Funded Programs Flyers will include Phase I & II services and will be sent out once completed by email for providers to print and share. Any questions pertaining to Phase II should be directed to Georgia Bryant in Purchasing. Phase III is going to be Community Needs Assessment; asking for bids from consulting companies to conduct the survey; company will engage with the OASAC Board to help structure survey. The RFP for Phase III was submitted to Purchasing Monday for processing; hoping they can post it this week. Question about if people want to apply for Phase III. Samantha explained the process again: Purchasing is provided a list of potential interested applicants by the division. Purchasing finalizes the RFP, posts it to the purchasing website, and notifies the potential applicants by email. Kelly Quardokus said she has heard the submission process is a very short time frame. Samantha said it was good feedback from the community; she talked about our current system. At the beginning of the year, when AAA was notified all contracting (including POS) needed to go through the RFP process. We mapped out the tentative timeline internally. There have been several bumps in the process, and all are learning with the new system. We understand the process has challenges, and are working with purchasing and finance to streamline the application process and improve communication and transparency. Tim Charron: These time frames are the County’s? Samantha: It is a joint decision between Purchasing and the division. Purchasing usually has several RFPs posted at the same time and needs to consider that with scheduling. Kimberly Middleton: Is the timeframe shorter right now because you’re anxious to spend the millage money?. Samantha: We wanted to prioritize getting the millage up and running. We were delayed this year due to various issues and are two months behind our intended timeframe. We are attempting to get the application process on the fiscal year (October – September) for all AAA contracts: MYP Grant, POS, and Millage. This will allow for

streamlined application process. Kimberly: When Phase III comes out, Community Needs Assessment, is there going to be a description on the Web page or a link? Will the link work?

Samantha: We requested it with other RFPs. From our understanding, there is a limit to the words/ability to describe the RFP on the link as noted by Purchasing. If the link doesn't work, notify purchasing ASAP. Dan Pontius: Are there any updates on when Phase II will be wrapping up?

Samantha: I don't know. Georgia Bryant is the best person to contact with those questions.

Samantha: Next year we will have the annual POS, and Millage. We did the Millage for one year because we just didn't know what it was going to look like. The Needs Assessment will assist for informing next year's services. Samantha continued to explain that the plan was to have all on the same time frame for this year. Kimberly: How does it work with you being on one calendar year, and you on a fiscal year, Oct.-Sept.?

Denise Ulrich: Millage is always on the calendar year. Grant funding is Oct.-Sept. Kimberly: RFPs are done on which calendar? Denise: Samantha would like it to be on the grant-funded year. Kimberly: What if you have Millage money left over? Denise: We need to see what happens the first year—the money is not going to go away—it's for six years. That doesn't mean it couldn't change. Kelly Q.: Where is the money that has not been spent—are the funds separate? And are the unspent funds accruing interest? Denise: Separate. I am unsure about the interest.

- Financial Report Review – (Moved agenda order) Denise continued with a report of the financial report summaries. [Grant and Millage Report Summaries included in mailing]. Ros Robbert asked about Salaries, on the millage, and on the Grant-funded. Did we hire people especially for the Millage and how does that work? Denise: There is a program side, and the Finance side. It's a partnership between the programs, and Finance is allocating expenditures [to the appropriate funding stream]. Samantha: We didn't want the clients to be concerned with if they were Millage or Grant-funded. We assess clients on their needs, and assign by caseload. We do have employees we hired with millage funding. Don coordinates with Finance on that. Don S.: We have flexibility. Samantha: We did hire extra staff [with Millage funds]. Denise recited the list of line items from the Millage budget report. Kelly Q.: [From the perspective of] a voter, when we tell them that 38% [referencing finance budget handout] is salaries, and 4-% is central services, she would think that is too much, is that a correct assumption? Denise: The central service costs is not going to change. This was voted on when [Millage] was voted on. Explained what Central Service Costs are: everything we do behind the scenes, anything that we do that makes us successful is a central service cost. Examples of processing the BAR, Processing Payroll, Legal Counsel, Insurance. Chair Ryan: Thought he remembered it was about 10%. Samantha: In the slides from the COW presentation earlier this year by Jim, it was outlined as 9.1%. Ros Robbert thinks it is an important point—how much is the overhead going to be? Chair Ryan: It's no different than any other millage. Samantha: It is a good point for us to be mindful of. Our reporting on the millage will be transparent on how funding directly impacts clients and their needs. We are getting the quarterly reports in for the first quarter now. Kelly: It's important to outline it because on paper, it looks like a lot of money to overhead. You had a lot of costs at the beginning of implementing the millage, but that should level out. Kim Phillips: As a citizen, regarding how the money is allocated, it is as though it's basically the County paying itself. Denise: Everything was based on that initial budget. Kim P.: she would hate for AAA be put in a position where there's this [previously stated] public perception. Kelly Q.: The

AAA is different from other AAAs because in this County it is under the County auspices. Samantha: The ballot language stated how the funds would be administered. The budget was outlined. It was developed by a citizen group. That outline was used for the first year. The Community Needs Assessment will assess the needs, and impact the funding allocated for the millage. It is not anticipated to expand the AAA staff or programming. This has been discussed at OASAC previously. The purposes is to validate or recommend how funding is dispersed for gaps in the community for older adults. We have a very robust staff now doing this work and meeting the identified needs as outlined in the millage budget.



Senior EXPO 19
Survey DATA.xlsx

- Quality Initiative Project – Brien Brockway, Quality Assurance and Planning Coordinator, reported on the Senior Expo senior needs survey of attendees . Information & Assistance implemented this week a change in how we do caller surveys. The caller survey is offered to everyone who calls the I&A line.
- Staff Updates – Samantha reported that one of our Care Consultants will be leaving us on Friday, she’s taken a job with another AAA where she worked previously. As you know, Anji Phillips Investigative Teams Coordinator, left us, and currently Sam is assuming that role and responsibilities to continue the elder abuse coordination of multidisciplinary teams. We are reassessing the position. We want to make that a full-time position, and we’re currently talking to our financial analysts about that process. Deb Lenz is helping with that.

Member Time –

- Chairman’s Report – Don Ryan. Tim Charron, Kelly Q, and Don Ryan, all terms expire end of year. The reapplication will be online October 31st. Complete, the AAA will submit your attendance report to them, and we do need a nutrition person. Danna Downing, is retiring November 4th. Has a replacement already in place. He reported on State Advisory Council for AASA waiting list project he’s been working on. Don read a portion. Hand-out distributed. Don talked about the Healthy Living Programs PATH class that he had signed up for that could not be held. He and Joyce signed up for Diabetes PATH and it was canceled because there were only five people signed up and they needed seven to hold the class. We all need to take and/or print the flyer and distribute it out to the community.
Samantha added that Kelly Milliman, Healthy Living Program Coordinator, and she, meet weekly to discuss marketing these classes among other program discussion. If you can help, one community member to another community member is really what it takes. Also, some I&A cards were distributed to each of the members attending this meeting. If you need more, please let her know. Chair Ryan resumed by reporting on where we are in the OASAC Bylaws revision process.
- Council Members –
Kimberly Middleton: Nice job on the Senior Expo. She, unfortunately, does not get around to talk to all of the exhibitors.

Advocacy Reports –



MSAC Report
20191007.docx

- **MSAC Delegates –**

Allan Wilke, MI Senior Advocates Council Delegate, reported. Written report distributed. Discussed bills, budget cuts. Fortunately none to aging services. Alzheimer's cuts. Samantha's understanding is that that funding will go to AASA for Alzheimer's services. Discussion about caregivers. Kelly Q.: The recommendations from the State Aging Commission and all of the work that goes into them should be taken to another level with the intent to put them into law. She gave an example. So that it's not just a recommendation, but put into action. Samantha said that AASA has legislative person who takes all of the recommendations from the Council to AASA. That position was vacant for a while. Scott Wamsley said they just hired someone so there should be some action. Samantha will give you information on that.

Don Ryan said that for next year the State Council has asked to work on the caregiver issue. Kelly Q. said the State Council does such good work; how can that go from recommendations to the next step?

Tim Charron: Get someone in legislature to sponsor bills.

Samantha: AAAIIIA the PREVNT grant application was granted for \$80,000. They had the most applicants they have ever had and only half the applicants received grants. This speaks to the work and progress with elder abuse advocacy in AAAs.

Samantha said Allan Wilke met with someone at Expo who was interested in applying to be another MSAC Delegate. Kelly Q asked Samantha about House Bill 4620. Update on AAA staff members being mandated reporters.

- **OASAC Members –**

Kimberly M.: PFA had Lt. Jeff Baker at their last meeting talked about scams; good presentation.

Kelly Q.: she has talked to the Prosecutor's office [about scams], gave an example about the attention received by bank robberies vs. exploitation of elderly in particular [the disparity of the amounts lost through scams and the notoriety of a bank theft].

Tim C.: (MMAP counselor) Coming up on open enrollment, Oct. 15 to Dec. 7, when you can make changes to Medicare. Prescription drug program will go down a little with a little better coverage for 2020. Plan finder, new vendor, some changes with this program will make process more difficult. Discussion ensued about the high cost of prescription medications.

- **AAA Team - None**

Citizen Time – Joyce Ryan: While attending Portage Senior Center purse sale, person she was sitting by talked about need for help with her husband who has dementia. She referred her to the AAA.

Other Business or Additions to the Agenda – None

Motion

Carried

To Adjourn at 5:20 pm

Tim Charron
Kelly Quardokus

Respectfully Submitted,
Janice Bonita