

## O3A COUNCIL OF GOVERNMENTS AGENDA

**Meeting Date:** Thursday, November 5, 2020  
**Location/Time:** Via conference call = 10:00 a.m. – 10:45 a.m.  
**Call Information:** (360) 301-8304, Enter Pin number when prompted: 1234

Lisa Olsen, Chair Pacific County	<ul style="list-style-type: none"><li>● Call to Order</li><li>● Approval of Agenda</li><li>● Public comment for agenda items (Please limit comments to 5 minutes)</li></ul>	<p><b>Motion to Approve</b></p> <p><b>Public Comment</b></p>
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All matters listed within the consent Agenda have been distributed to members of the Council of Governments (COG) for review and are considered routine. Consent Agenda items will be approved by one motion of the COG with no separate discussion. If separate discussion is desired on any item, that item may be removed from the Consent Agenda at the request of a COG member for action later in the agenda.

Laura Cepoi Executive Director	<ul style="list-style-type: none"><li>● Consent Agenda Items:<ul style="list-style-type: none"><li>➤ October 1, 2020 Minutes</li><li>➤ August &amp; September 2020 Disbursements</li></ul></li><li>● Executive Director's Report</li><li>● Contracts Review &amp; Approval<ul style="list-style-type: none"><li>➤ 2020 Older Americans Act Amendments 2 &amp; 3</li><li>➤ 2020-2021 State/Federal Amendment No. 1</li><li>➤ 2020 Grays Harbor Foundation Grant</li></ul></li></ul>	<p><b><u>Motion to Approve</u></b> <b>Enclosure 1 Pages 1-3</b> <b>Enclosure 2 Pages 4-5</b></p> <p><b>Enclosure 3 Pages 6-7</b> <b><u>Motions to Approve</u></b> <b>Enclosure 4 Page 8</b> <b>Enclosure 5 Page 9</b> <b>Enclosure 6 Page 10</b></p>
Corena Stern, CFO	<ul style="list-style-type: none"><li>● Fiscal Report</li></ul>	<p><b>Enclosure 7 Pages 11-27</b></p>
Jody Moss, Director, Contracts Mgt. & Planning	<ul style="list-style-type: none"><li>● 2021 Older Americans Act Subcontracts</li></ul>	<p><b><u>Motion to Approve</u></b> <b>Enclosure 8 Pages 28-32</b></p>
Carolyn Lindley, Clallam Rep.	<ul style="list-style-type: none"><li>● Advisory Council Activity Report<ul style="list-style-type: none"><li>➤ June &amp; September 2020 AC Minutes</li></ul></li></ul>	<p><b>Enclosure 9 Pages 33-38</b></p>
Lisa Olsen, Chair Pacific County	<ul style="list-style-type: none"><li>● COG Member Announcements</li><li>● Public Comment (Please limit comments to 5 minutes)</li><li>● Adjourn meeting</li></ul>	<p><b>Announcements</b> <b>Public Comment</b></p> <p><b>Adjourn</b></p>

**NEXT MEETING REMINDER:** The next O3A Council of Governments meeting is scheduled for Thursday, December 3, 2020 via conference call at 10:00 a.m.



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# Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

[www.o3a.org](http://www.o3a.org)

Phone: 360-379-5064 or 1-866-720-4863 Fax: 360-379-5074

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# Draft

## Minutes

Olympic Area Agency on Aging  
COUNCIL OF GOVERNMENTS (COG)  
October 1, 2020 / 10:00 a.m. – 10:45 a.m.  
Via Conference Call

**COMMISSIONERS ATTENDING:** Lisa Olsen, Chair (Pacific); Randy Johnson, Vice-Chair (Clallam); Wes Cormier, (Grays Harbor); and David Sullivan (Jefferson).

**O3A STAFF ATTENDING:** Laura Cepoi, Executive Director; Corena Stern, CFO; Jody Moss, Contract Management & Planning Director; and Carol Ann Laase, Administrative Systems Manager.

**ADVISORY COUNCIL MEMBERS:** Elizabeth Pratt, AC Chair; and Ginny Adams, Jefferson County Representative.

**GUESTS/PUBLIC:** None.

**CALL TO ORDER:** 10:02 a.m. by Lisa Olsen, Chair.

**AGENDA APPROVAL:** A motion to pass the meeting agenda as presented was made by Wes Cormier with a 2<sup>nd</sup> by David Sullivan. **Motion Passed.**

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA ITEMS:** Motion to approve the Consent Agenda items as presented was made by Randy Johnson with a 2<sup>nd</sup> by Wes Cormier. **Motion Passed.**

**EXECUTIVE DIRECTOR'S REPORT:** *Laura Cepoi*

- Laura reviewed with members the positive outcome of the recent Title XIX Case Management Quality Assurance review. This year's report demonstrated proficiency in all categories with no major follow up required. Likewise, the Medicaid Transformation Demonstration (MTD) program audit demonstrated a 40% increase in proficiency with all categories either the same or improved. Laura expressed her personal congratulations to staff and supervisors whose good work and dedication – even through adjusted staffing levels and COVID challenges – has resulted in these positive outcomes for the agency and clients.
- Laura noted that the SAO audit is currently underway. She also note that preliminary feedback is positive, and the agency looks forward to moving back away from the "high risk" audit category after this review.

- Laura reported on general staffing administrative issues as follows:
  - Anti-Harassment trainings for all O3A staff are scheduled via Zoom on October 7 and 8, 2020. The training will be conducted by the agency's Human Resources Consultant, Kara Turner. Supervisors will receive additional training separately as well targeted specifically toward their responsibilities.
  - O3A is renewing its agency medical benefits package through the Washington Counties Insurance Fund (WCIF) for 2021 with no change in the plans offered. There are some rate changes that are reflected in the fiscal reporting.
  - The employment of a temporary hire was ended as scheduled.
- Laura reported the execution of Amendment #3 to the 2019 Older Americans Act contract. This amendment extended the time period to fully expend 2019 funds through September 2021 with no dollar value adjustment related to the amendment.
- Laura noted that in follow-up to her participating in W4A meetings, DSHS continue to work on a proposed 15% budgetary reductions. AAAs still do not expect reductions to be quite that high, but DSHS continues to work on this worst-case scenario. Any budget decreases are anticipated to occur as of July 1, 2021. Advocacy to prevent drastic funding and/or eligibility criteria that will result in reducing needed supports and services to vulnerable adults will be a focus for AAAs this fall.
- Laura reported that the trial for the agency's one matter in formal litigation has been rescheduled to start on August 23, 2021.
- Laura reported on her attendance at the September Advisory Council Zoom meeting. Recruiting for vacancies is a focus, as well as preparing for advocacy on aging issues this Fall. Cathy Knight, W4A Chair and Jon Rudicil, W4A Director, both joined the AC meeting to welcome Laura.
- Laura ended her report by providing a brief review of her activities over the past few weeks as the agency transitions to a new director. Laura noted that she has now visited each of the agencies offices in all 4 counties, has begun meeting with directors for O3A's major subcontracted providers, and has spoken by phone with state and W4A staff. She also expressed appreciation for the support she has received from management team members. Laura stated that she finds the agency to be thriving in spite of the COVID-19 emergency, and she is very pleased to be here.

#### **FISCAL REPORT:** *Corena Stern, CFO*

- Corena reviewed the May and June 2020 Revenue & Expense Summary, noting a year to date (YTD) overall gain of \$999 for non-restricted funds and a YTD gain of \$68,040 for MTD / MAC-TSOA restricted funds. She also noted that although the gain in fund balance so far this year is small compared to prior year gains, the agency does have a healthy fund balance of \$1,768,920 in unrestricted reserves. As the agency focuses on keeping services and programs available, it is good to know the reserves are there to soften any financial blows.
- Corena reviewed the Health Homes Lead program in some detail, noting that the lead function continues to generate a loss. Pending rate changes may help mitigate losses to a degree. Efforts to add an administrative fee for work as a Lead Entity with Tribes is being considered but requires formal regulatory action.
- Corena reported the SAO audit officially began on September 10, 2020 and is ongoing. The audit is happening remotely this year so that has been a new experience. So far, SAO staff have not expressed any major concerns.
- Corena reported that the agency's 2020 Operating Budget is being developed in conjunction with the preparation of the 2021 Operating budget, and will be presented together.
- Corena reported the financial software packet upgrade has been completed, and the agency will have the necessary support for year-end payroll processing.

- The WCIF benefit package for staff will remain the same, with the agency absorbing plan increases without increasing the employee cost share. These cost increases will be reflected in the 2021 operating budget. The agency's open enrollment this fall for 2021 staff benefits will be conducted on a remote/electronic basis as much as possible.
- Review of a new system that will accommodate remote timecard entry and human resource/payroll support and processing is in process.
- Banking Authority Resolution: Corena reviewed the proposed resolution for banking authority. She reported the agency has three positions with check signing authority: the Executive Director, the Contracts Management and Planning Director, and the Administrative Systems Manager. The Executive Director has overall authority for banking issues. Because of separation of duty protocols, the Chief Financial Officer does not act as the banking authority, but does function as the banking administrator. After a brief discussion, the following motion was passed: **Motion:** The Olympic Area Agency on Aging Council of Governments approves Resolution 2020-01, authorizing Laura J. Cepoi, O3A's Executive Director, as banking and signatory authority for the agency with the Jefferson County Treasurer's office and 1<sup>st</sup> Security Bank. Motion by Randy Johnson, with a 2<sup>nd</sup> by David Sullivan.  
**Motion Passed.**

**CONTRACTS MANAGEMENT PLANNING UNIT:** *Jody Moss, Director*

- Jody reviewed the 2020 2<sup>nd</sup> Quarter Service Summary. She noted that there are some anticipated decreases in services as a result of the pandemic. Service data continues to trend well below the original pre-pandemic targets. Outreach to encourage clients and consumers to contact O3A for necessary and/or available services and supports will be expanded.
- Jody also talked about the virtual N4A meeting attended by both staff and some advisory council members. Some of the main focus points were the impact of social isolation, ageism, and a particular focus on the impact that COVID-19 has had on the aging population.

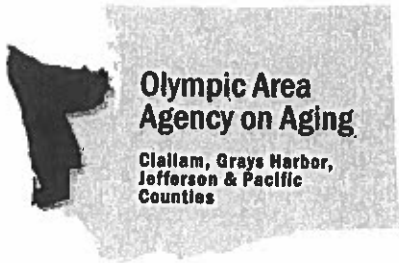
**ADVISORY COUNCIL (AC) REPORT:**

Beth noted that there wasn't a quorum at the September AC meeting so no action items were processed. She noted that Rebecca Knievel will be Vice-Chair for the remainder of the year, following the resignation of Joanne Levine this summer. Both Beth and Ginny talked about recruitment for vacancies. It is anticipated that recruitment may take longer during the pandemic.

**COG MEMBER ANNOUNCEMENTS:** None.

**PUBLIC COMMENT:** None.

**MOTION TO ADJOURN:** The meeting was adjourned by consensus at 10:38 a.m.



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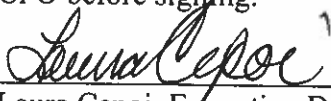
October 12, 2020

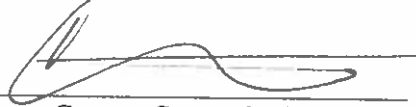
The following warrants/checks/electronic payments (EFT's) for the period August 1, 2020 through August 31, 2020 are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7800234	Through: 7800373	\$599,927.18 (1)
<u>Payroll:</u>			
EFTs	Numbers: 38128	Through: 38244	\$218,167.81 (2)
IRS			\$135,891.84
Savings			\$4,930.00
<u>Electronic Payments:</u>	Dates: 8/1/2020	Through: 8/31/2020	\$5,924.45
Total			\$964,841.28

(1) Net of payroll transfer  
 (2) Net of IRS payment

All claims were reviewed and authorized by the CFO prior to payment. All warrants and checks were signed by one or two authorized signers (respectively). All warrant/check registers and electronic payments were reviewed and approved. This report was reviewed by both the Executive Director and the CFO before signing.

  
 \_\_\_\_\_  
 Laura Cepoi, Executive Director

  
 \_\_\_\_\_  
 Corena Stern, CFO

10/13/2020  
 \_\_\_\_\_  
 Date

**Proposal:**

I recommend that the O3A COG approve payments for the month of August 2020.

**PROPOSED MOTION:**

Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of August 2020.

Approval by COG

\_\_\_\_\_  
 Lisa Olsen, COG Chair

\_\_\_\_\_  
 Date:

*Advocates for Independence, Individual Choice and Quality Community Services Serving Older Adults and Persons with Disabilities*



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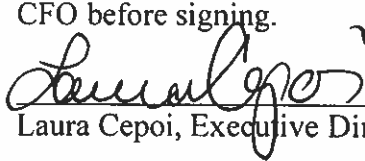
October 14, 2020

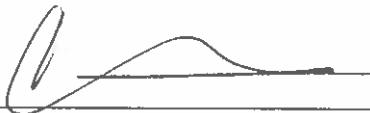
The following warrants/checks/electronic payments (EFT's) for the period September 1, 2020 through September 30, 2020 are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7800374	Through: 7800527	\$469,790.89 (1)
<u>Payroll:</u>			
EFTs	Numbers: 38245	Through: 38359	\$214,431.72 (2)
IRS			\$68,446.53
Savings			\$4,930.00
<u>Electronic Payments:</u>	Dates: 9/1/2020	Through: 9/30/2020	\$11,481.94
Total			\$769,081.08

- (1) Net of payroll transfer
- (2) Net of IRS payment

All claims were reviewed and authorized by the CFO prior to payment. All warrants and checks were signed by one or two authorized signers (respectively). All warrant/check registers and electronic payments were reviewed and approved. This report was reviewed by both the Executive Director and the CFO before signing.

  
 \_\_\_\_\_  
 Laura Cepoi, Executive Director

  
 \_\_\_\_\_  
 Corena Stern, CFO

10/20/2020  
 \_\_\_\_\_  
 Date

**Proposal:**

I recommend that the O3A COG approve payments for the month of September 2020.

**PROPOSED MOTION:**

Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of September 2020.

Approval by COG

\_\_\_\_\_  
 Lisa Olsen, COG Chair

\_\_\_\_\_  
 Date:

*Advocates for Independence, Individual Choice and Quality Community Services Serving Older Adults and Persons with Disabilities*



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## **DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) October 29, 2020**

### **Legislative Updates**

Legislative advocacy will be focused around the following talking points which are in response to the projected budget cuts exercise that was completed a few months ago:

1. Reducing eligibility for long-term care services would hurt vulnerable people in our communities.
2. Washington's long-term care system is one of the best in the nation because of the quality and flexibility of our services.
3. Homecare is the most cost-effective way to deliver services.

### **Health Homes Update**

The management team has been doing a lot of outreach with tribes to recruit them to become care coordinating organizations. The Health Home model works well within tribal context and values. The Skokomish tribe is interested in becoming a partner, in addition to interest from the Jamestown Tribe and Chehalis Tribe. The Lower Elwah Tribe would like a contract start date for December to start offering this service to their tribal elders. Although we do not receive funding for tribes currently, it will be on the legislative calendar in January for lead agencies to receive administrative fees for tribes that will be retroactive to July 2020. If you have not seen the video on how the Makah tribe executes this program, please follow this link to understand how it supports their tribal elders: <https://youtu.be/GKASSGNt8Z4>

Additionally, we have set up a meetings with Amerigroup about the possibility of becoming a Care Coordination Organization (CCO). This potential partnership could increase the number of folks we provide services to, potentially pushing this program into more cost neutrality.

### **Staff Updates**

- Anti-harassment training for all staff was completed this month with full participation from O3A staff. Supervisors received additional training with regard to their responsibilities to ensure that all anti-harassment procedures are being followed.
- Revisions to the Employee Handbook were made to our General Policies and Procedures: Ethics Policy; Interactions with people served by O3A programs. The change was to broaden the scope from "Client Respect and Well Being" to "**Respect and Well Being for All Persons, including clients, coworkers, and community partners**".
- To address pandemic fatigue, a confidential survey was sent to staff to assess how staff are coping. We are hoping that staff will use this opportunity to share how they are doing and to provide input on how we can improve wellbeing and performance at work.
- A staff person in the position of SHIBA Coordinator was let go during their trial service period. We are proceeding with a temporary hire to begin immediately through December to ensure uninterrupted service to the community. We will post the position for recruitment of a replacement in January 2021.

### **Operational Updates**

- There was an assessment increase of 10% for our liability insurance. Overall this represents an increase of \$4,563 to our policy rate. The increase was a result of a 40% increase in worker hours and a 22% increase in property values.
- Open enrollment information was sent out electronically to all staff. There were no plan changes and all increases to staff costs will be absorbed by O3A.
- Work hours (different from office hours) are now set between 7 AM – 6PM, this formalized change was enacted to ensure that all staff are safe and getting the needed support from their supervisors, IT and administration. Staff have been asked to establish their work schedule with their supervisor - this applies to both staff who work in the office and remotely.

### **State Auditor's Office Annual Audit**

The SAO Exit Conference is scheduled for November 18<sup>th</sup> at 3:00 P.M., via zoom. Commissioner Lisa Olsen has agreed to attend on behalf of the COG. All members are welcome to attend. To stay in compliance with Open Public Meetings Act requirements, Carol Ann will reach out to members next week by email to inquire about attendance. A quorum of three or more members will require formal meeting notices.

### **Increasing Executive Director's Contract Signature Authority**

I would like to suggest that the COG consider a modification to the Interlocal Agreement that would increase the contract signature authority of the Executive Director (ED) from \$10,000 to at least \$50,000 (and perhaps higher). The ED signature authority level has remained unchanged for decades. There are many small contracts and amendments throughout the year which are really routine and could easily be signed by the ED. Increasing the signature authority would streamline contract processing and the COG approval process. My duty to report to the COG all contracts executed would not change. We would also keep in place the requirement to report new lines of business. I welcome a discussion on this topic at the November 5, 2020 meeting. My intention is to bring a proposal that meets with COG recommendations back to the December meeting for approval with a January 1, 2021 start date for the new signature level.





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**DATE:** October 29, 2020

**TO:** Olympic Area Agency on Aging COG Members

**FROM:** Laura Cepoi, Executive Director

**SUBJECT:** Approval of 2020 Older Americans Act contract  
Amendments No. 2 and No. 3, DSHS Contract #2069-69038

## Background

The Olympic Area Agency on Aging receives annual funding under the federal Older Americans Act (OAA). OAA funds are used to provide the following services over our four county service area: Congregate Nutrition, Home Delivered Meal Program, Legal Services, Transportation and Information & Assistance. The contract also provides Disease Prevention dollars we use to support activities such as Fall Prevention. Due to contracting changes at the Federal level, OAA contracts are issued for the extended period of January 1, 2020 – September 30, 2021.

The contract provided initial funding of \$1,262,411, which represented approximately 80% of our final OAA funding. Amendment No. 1 was previously approved, and provided full anticipated funding, adding \$316,345 for a new maximum consideration under the contract of \$1,578,756.

Amendment No. 2 presented for approval add supplemental funding across all categories totaling \$46,848 in additional funding. Amendment No. 3 presented for approval provides \$4,367 in reallocated funding. These two amendment increase the total 2020 OAA contract maximum consideration to \$1,629,971.

## Recommendation

I recommend that the COG approve the 2020-2021 Older Americans Act contract Amendments No. 2 and No. 3 as presented.

## PROPOSED MOTION

**Motion:** The Olympic Area Agency on Aging Council of Governments approves the 2020-2021 Older Americans Act contract, DSHS contract #2069-69038, Amendments No. 2 and No. 3. Laura Cepoi is authorized to execute the contract amendments on behalf of the agency.



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**DATE:** October 29, 2020  
**TO:** O3A Council of Governments  
**FROM:** Laura Cepoi, Executive Director  
**SUBJECT:** Approval of 2020-2021 State/Federal contract  
DSHS Contract #2069-80753, Amendment No. 1

## Background

The State/Federal contract provides funding for programs that include the Title XIX Care Management program; Senior Citizens Services Act used to support Information & Assistance, programs such as medication management and disease prevention activities, and Senior Emergency Fund assistance to low-income persons; and the State Family Caregiver Program. The contract has a performance period of July 1, 2020 to June 30, 2021. The initial contract provided for a maximum consideration of \$5,308,534.

Amendment No. 1 presented for approval provides \$400 in federal Senior Farmers Market Nutrition Program funding carryover for use in the current program year. It also reduces our allocation for performing DDA nursing services from \$48,000 to \$30,000. This reduction was anticipated by O3A as it correctly reflects our current usage pattern and budgetary request. Should we find future DDA referrals increasing so that we anticipate exceeding our new allocation, we can request additional funds at that time.

The impact of Amendment No. 1 is a reduction of the maximum consideration for this contract by a net of \$-17,600, for a new total value of \$5,290,934.

## Recommendation:

I recommend that the COG approve the 2020-2021 State/Federal contract, DSHS Contract #2069-80753, Amendment No. 1.

## PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS Contract #2069-80753 Amendment No. 1, the State/Federal contract, with a performance period of July 1, 2020 to June 30, 2021. Laura Cepoi, Executive Director, is authorized to execute the contract on behalf of the agency.



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**DATE:** October 29, 2020

**TO:** O3A Council of Governments

**FROM:** Laura Cepoi, Executive Director

**SUBJECT:** Approval of 2020 Grays Harbor Foundation Grant for \$20,000 to support the Senior Emergency Fund in Grays Harbor County

## Background

O3A has for many years operated a small internal program – the Senior Emergency Fund (SEF). The SEF program provides direct support to low-income citizens who apply for assistance through O3A for financial help with emergencies that include power bill cutoffs, water heater or furnace repairs, etc. The program is very well utilized, and is supported by a variety of funding streams. O3A allocates a portion of our discretionary state funding – Senior Citizens Service Act – combined with small grants from United Way in Clallam County and the Grays Harbor Foundation (GHF) in Grays Harbor County. In past years, the GHF has provided funding in the \$10,000-\$14,000 range. This year, the GHF has provided \$20,000 in funding for Grays Harbor County! We are very pleased to have the additional funding to support this necessary program.

I also want to report that in a processing error related to both myself and Jaci Hoyle (Direct Services Director) being new in our positions, we inadvertently bypassed the regular contract approval process. I regret to report that I have signed and returned the grant document without prior COG approval. The grant does exceed my signatory approval threshold of \$10,000. I apologize for this early process error, and ask the board to retroactively approve the grant for the purposes intended.

## Recommendation:

I recommend that the COG retroactively approve the 2020 Grays Harbor Foundation Grant in the amount of \$20,000.

## PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments (COG) retroactively approves the 2020 Grays Harbor Foundation Grant in the amount of \$20,000. Agency Executive Director Laura Cepoi's prior execution of the grant contract on behalf of the agency is confirmed.



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**DATE:** October 27, 2020  
**TO:** O3A Council of Governments  
**FROM:** Corena Stern, CFO  
**SUBJECT:** O3A July YTD 2020 Operating Results

Following this memo is O3A's Revenue and Expense Summary for July 2020. For Year-to-Date July 2020, the Agency had an overall operating surplus of \$63,969 for non-restricted funds and a \$29,356 surplus for MTD MACTSOA restricted funds.

Non-restricted fund balance stands at \$1,831,890 as of 7/31/2020

Restricted MTD MACTSOA funds balance stands at \$231,076

Surplus (Deficit) in \$s	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/19	1,767,921	192,351	22,566	1,171,703	3,154,541
Surplus (Deficit) through July 2020	304,235	38,725	-	-	342,960
Used for underfunded programs	(240,266)	-	-	-	(240,266)
<b>Fund Balance 7/31/2020</b>	<b>1,831,890</b>	<b>231,076</b>	<b>22,566</b>	<b>1,171,703</b>	<b>3,257,235</b>

Case Management surpluses mitigated other program losses - largely in the Health Homes CCO & Lead program area. Additional losses occurred in Admin, Information & Assistance (I&A), and Home Care Referral Registry.

	YTD
<b>Core Svs Contract Mgmt (CSCM)</b>	<b>15,687</b>
<b>Core Case Management (CM)</b>	<b>288,548</b>
<b>Other Admin</b>	<b>(25,570)</b>
<b>Fund Use</b>	<b>(28,394)</b>
<b>Home Care Referral Registry (HCRR)</b>	<b>(23,603)</b>
<b>Health Homes CCO</b>	<b>(44,729)</b>
<b>Health Homes Lead</b>	<b>(117,971)</b>
<b>Total</b>	<b>63,969</b>

For restricted funds, the MTD MAC/TSOA program produced a YTD gain of \$ 38,725 at the end of July.

	<b>YTD</b>
<b>MTD MacTsoa</b>	<b>38,725</b>

This surplus is added to the 2019 year-end MACTSOA fund balance of 192k. These funds are restricted for use to the MTD MAC/TSOA program.

A financial review by department includes the following items:

- **Admin –**

For July, Admin turned around the YTD trend and is now under budget, even with the expenses for the administration office move.

This is primarily due to Salaries and Wages being under budget (no Executive Director) and the delay of the State Auditor Office Audit. The Audit fees billed from SAO will show later in the year, since the audit was delayed due to COVID. In addition, travel is almost 10k under budget.

- **IT –** YTD Payroll and benefits are under budget (less FTE than budgeted). Annual technology equipment purchases are also under budget by 50%. Plans are to spend the balance of the equipment budget by year end.

- **Planning and Contracts Management-** YTD Expenses are mostly on target or under in operations.

The total YTD **COVID** related grant spending as of 07/31 was \$526,679 (including Admin) and is primarily nutrition related and a subcontracted service.

- **Core Case Management & Nursing** has exceeded the year-end target of a \$227,372 surplus. At the end of July the surplus was \$288,548. Expenses in Payroll and travel were under budget. There are unfilled positions and added caseload.

- **I&A –** Expenses are under budget in Payroll and Benefits, resulting in a smaller loss than anticipated.

- **Family and Kinship Caregiver Support –** Payroll Expenses and Admin allocation are under budget YTD. Revenues are mirroring the reduction.

- **Home Care Referral Registry's (HCRR's)** – Olympic HCRR used \$24,802 in agency reserves to finish out the State/Federal contract on June 30, 2020. Pacific HCRR did not use Agency reserves. The transition away from AAA's handling this service, originally thought to end June 30, 2020 has been delayed another year.
- **Ombudsman** – Since in-person visits have been not allowed at Long-Term Care facilities due to COVID, the program is under budget on travel and which has helped create a smaller than anticipated loss.
- **Health Homes CCO** – The revenues for HH CCO exceed budget and the expenditures are over budget in payroll due to an additional hire, creating a loss YTD – \$(44,729) for the program. The anticipated new reimbursement rates effective 07/01/2020 for CCO's should help bring losses down for this program.
- **Health Homes Lead** – Revenues are YTD under budget, due to the loss of Kitsap CCO and not receiving lead fees for tribal work.

Operating expenses are over budget (15K) due to employee benefits, admin costs and the annual payment to Insignia Health for licensing of the PAM system and to Infrastructure Software Services. The annual cost of these two software access points is \$29,645. One of the structural problems with the operating costs vs revenues of the HH Lead program are the intensive technology system requirements. Of the annual operating costs of 182k, the technology costs account for 40k. Work has begun to see if there are alternative structures to these system costs. The Agency serves approximately 140 clients as a CCO.

The current rate increases for AAA Health Homes CCO will not have minimal effect on the losses incurred by the Health Homes Lead program, as the additional reimbursement rate will be passed on to CCO's. The only way for Health Homes Lead to pay for its operating costs is to increase the Admin/Lead Fee revenue significantly. Rough calculations show that client count would have to increase by 500 clients to prevent losses. That figure excludes tribal clients, as there is no lead fee received by the lead agency for these billings. This is due to federal regulations and does not reflect how the HCA and the tribe value the services being performed by O3A. There has been some recent discussion of changing this situation so that the agency can get paid for some of the work that it has been done for subcontracted tribal CCO's. We have received word that the legislature will be voting on the possibility of HH Lead agencies receiving a lead fee for tribal work. O3A serves as Lead Agency for about 185 clients (including our own CCO).

- **MTD/MAC/TSOA** – Expenses are under budget in Payroll and Benefits and over budget in Admin Allocation. Quarterly milestone billings were completed in June, bringing the net program gain to 38k for the year as of July 31, 2020.

Other items of note –

**Budgets-**

The 2020 **Agency Operating Budget Update** has been delayed until Nov and will be developed in conjunction with the **2021 Operating Budget**. While medical insurance premiums have increased nearly 10% for 2021, the Dept of Retirement Systems is anticipating a reduction in rates effective July 1, 2021. The planned reduction could save O3A nearly 100k over a twelve month period. The agency is looking at a 2% COLA for 2021 for employee wages.

The **Area Plan Budget for 2021** has been completed and submitted to ALSTA for review on 10/27.

**SAO Audit** – The State Auditor's Office Annual Financial and Federal Single Audit officially began on September 10<sup>th</sup>, 2020. Due to the agency status as a high-risk auditee the selection for the federal program single audit was large and involves the Nutrition, Transportation and Legal contracts. The Federal filing deadline has been extended to December 31, 2020 due to COVID. **Anticipated Audit Exit Conference is set for Wednesday, November 18<sup>th</sup> at 3pm**

**Review of remote timecard entry, HR & PR system –**

The current system for processing timecards and Human Resource information is a home-grown database system that is out- of - date. In addition, the staff person (30 year OAA IT Director) that designed the system has retired, so there is little support offered. Review of new systems that are updated and provide support are under way. While a vendor has not been selected, preliminary project timelines include project work in March/April 2021 with a potential GO-Live of May 1<sup>st</sup>.

Description	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget	Remaining Budget
<b>FUNDING</b>					
Older Americans Act	640,204	917,551	(277,347)	1,552,543	634,992
State/Federal	2,783,417	2,856,668	(73,250)	4,939,593	2,082,926
MTD Mac/Tsoa	347,627	357,690	(10,064)	693,680	335,990
Other ALTSA	19,478	120,645	(101,167)	206,820	86,175
HCRR	86,789	122,143	(35,354)	209,388	87,245
Multi Service Center	33,747	36,739	(2,992)	73,478	36,739
Health Homes	320,630	331,814	(11,184)	636,197	304,383
Other (COVID,SHIBA, SFM, CGT, Sr E	806,988	252,884	554,103	453,127	200,243
<b>Total Funding</b>	<b>5,038,880</b>	<b>4,996,134</b>	<b>42,746</b>	<b>8,764,826</b>	<b>3,768,692</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	2,201,413	2,331,069	164,766	4,074,152	1,743,083
Benefits	830,357	910,874	97,560	1,598,848	687,975
Training	2,988	1,485	(1,298)	3,035	1,550
Office & Program Supplies	38,870	55,863	19,448	99,974	44,111
Technology Equip & Supplies	48,943	66,065	9,388	100,000	33,935
Admin Allocation	491,610	479,236	31,329	836,382	357,146
IT Allocation	185,961	226,501	38,995	384,833	158,332
Professional Services	133,112	49,112	(54,104)	101,897	52,784
Communications-Phone & Postage	61,384	66,295	2,521	109,711	43,416
Travel	58,925	118,346	71,455	223,052	104,706
Advertising	10,156	9,523	(625)	13,499	3,976
Rentals	147,758	148,789	(1,826)	248,398	99,610
Insurance	26,661	42,192	18,093	76,720	34,527
Utilities	10,813	12,388	2,474	23,079	10,691
Maintenance & Repair	85,158	26,722	(58,906)	33,860	7,138
Miscellaneous	241	7	(241)	0	(7)
<b>Total Operating Expenditures</b>	<b>4,334,352</b>	<b>4,544,467</b>	<b>339,030</b>	<b>7,927,440</b>	<b>3,382,973</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance	23,459	43,351	19,892	74,316	30,965
Transportation	41,427	42,000	573	72,000	30,000
Congregate Meals (C1)	64,098	162,555	98,457	278,666	116,111
Nutrition Education	750	0	(750)	0	-
Home Delivered Meals (C2)	106,489	147,863	41,374	253,479	105,616
Home Delivered Meals (State Expansion)	0	19,202	19,202	32,918	13,716
Senior Farmer's Market	13,315	31,060	17,745	46,590	15,530
Professional Consulting Services	6,613	16,416	9,803	28,142	11,726
Home Repair & Sr. Emergency Fund	14,553	16,219	1,666	27,800	11,581
Senior Drug Education	12,240	0	(12,240)	0	-
Kinship Care Service Delivery	9,119	2,437	(6,682)	4,178	1,741
Kinship Good & Services	27,709	19,495	(8,214)	33,420	13,925
Respite Services	218,024	201,251	(16,773)	345,002	143,751
Supplemental Services	5,931	11,125	5,194	19,072	7,947
Services to Grandparents	5,023	32,377	27,354	55,504	23,127
Other Payments	732,238	452,283	(279,954)	775,343	323,060
<b>Total Subcontractor Expenditures</b>	<b>1,280,988</b>	<b>1,197,636</b>	<b>(83,353)</b>	<b>2,046,430</b>	<b>848,794</b>
<b>ADMIN &amp; IT ALLOCATION ADD BACK</b>	<b>(687,684)</b>	<b>(713,111)</b>	<b>(25,427)</b>	<b>(1,233,279)</b>	<b>(520,169)</b>
<b>Total Expenditures</b>	<b>4,927,656</b>	<b>5,028,992</b>	<b>230,251</b>	<b>8,740,590</b>	<b>3,711,598</b>
<b>GENERAL FUND SURPLUS (DEFICIT)</b>	<b>111,224</b>	<b>(32,857)</b>	<b>272,996</b>	<b>24,236</b>	<b>57,094</b>



Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act					0	0	0	0
State/Federal					0	0	0	0
MTD Mac/Tsoa					0	0	0	0
Other ALTSA					0	0	0	0
HCRR					0	0	0	0
Multi Service Center					0	0	0	0
Health Homes					0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)					0	0	0	0
<b>Total Funding</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	26,024	37,178	11,154		279,942	286,950	7,008	475,847
Benefits	8,697	12,628	3,931		85,055	93,026	7,971	156,687
Training	0	0	0		0	0	0	0
Office & Program Supplies	491	1,000	509		5,088	7,000	1,912	12,000
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation		0	0		0	0	0	0
IT Allocation	2,518	2,424	(94)		14,021	17,124	3,102	29,293
Professional Services	3,215	32,000	28,785		35,423	67,000	31,577	82,000
Communications-Phone & Postage	441	583	142		5,101	4,083	(1,018)	7,000
Travel	419	1,583	1,164		2,570	11,083	8,513	19,000
Advertising	0	0	0		5,383	4,500	(883)	5,000
Rentals	2,401	2,540	138		18,648	19,921	1,273	33,219
Insurance	278	256	(21)		1,943	1,795	(148)	3,078
Utilities	114	300	186		973	2,100	1,127	3,900
Maintenance & Repair	578	200	(378)		72,459	17,000	(55,459)	18,000
Miscellaneous	0	0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>45,177</b>	<b>90,693</b>	<b>45,516</b>		<b>526,609</b>	<b>531,583</b>	<b>4,974</b>	<b>845,025</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Other Payments					0	0	0	0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADMIN ALLOCATION ADD BACK</b>	<b>(45,264)</b>	<b>(90,693)</b>	<b>(45,429)</b>		<b>(501,750)</b>	<b>(486,154)</b>	<b>15,596</b>	<b>(845,025)</b>
<b>Total Expenditures</b>	<b>(87)</b>	<b>0</b>	<b>87</b>		<b>24,858</b>	<b>45,429</b>	<b>20,571</b>	<b>0</b>
<b>Revenues Over (Under) Expended</b>	<b>87</b>	<b>0</b>	<b>(87)</b>		<b>(24,858)</b>	<b>(45,429)</b>	<b>(20,571)</b>	<b>0</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act					0	0	0	
State/Federal					0	0	0	
MTD Mac/Tsoa					0	0	0	
Other ALTSA					0	0	0	
HCRR					0	0	0	
Multi Service Center					0	0	0	
Health Homes					0	0	0	
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)					0	0	0	
<b>Total Funding</b>	0	0	0		0	0	0	0
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	15,038	16,214	1,176		104,005	115,679	11,674	197,264
Benefits	5,989	6,806	817		41,118	47,521	6,403	81,694
Training	0	0	0		0	0	0	0
Office & Program Supplies	337	500	163		2,628	3,500	872	6,000
Technology Equip & Supplies	7,246	5,000	(2,246)		17,627	35,000	17,373	60,000
Admin Allocation	1,725	0	(1,725)		1,725	0	(1,725)	0
IT Allocation		0	0		0	0	0	0
Professional Services	0	875	875		1,779	6,125	4,346	10,500
Communications-Phone & Postage	613	500	(113)		2,920	3,500	580	6,000
Travel	1,274	1,083	(191)		5,560	7,583	2,024	13,000
Advertising	0	0	0		0	0	0	0
Rentals	950	925	(25)		6,934	6,477	(457)	11,104
Insurance	184	170	(14)		1,289	1,192	(98)	2,043
Utilities	16	15	(2)		210	102	(107)	175
Maintenance & Repair	17	40	23		139	277	138	475
Miscellaneous	0	0	0		0	0	0	0
		0	0		0	0		
<b>Total Operating Expenditures</b>	<b>33,390</b>	<b>32,129</b>	<b>(1,261)</b>		<b>185,933</b>	<b>226,957</b>	<b>41,024</b>	<b>388,255</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	
Transportation					0	0	0	
Congregate Meals (C1)					0	0	0	
Nutrition Education					0	0	0	
Home Delivered Meals (C2)					0	0	0	
Home Delivered Meals (State Expansion)					0	0	0	
Senior Farmer's Market					0	0	0	
Professional Consulting Services					0	0	0	
Home Repair & Sr. Emergency Fund					0	0	0	
Senior Drug Education					0	0	0	
Kinship Care Service Delivery					0	0	0	
Kinship Good & Services					0	0	0	
Respite Services					0	0	0	
Supplemental Services					0	0	0	
Services to Grandparents					0	0	0	
Other Payments					0	0	0	
<b>Total Subcontractor Expenditures</b>	0	0	0		0	0	0	0
<b>IT ALLOCATION ADD BACK</b>	<b>(33,390)</b>	<b>(32,129)</b>	<b>1,261</b>		<b>(185,933)</b>	<b>(226,957)</b>	<b>(41,024)</b>	<b>(388,255)</b>
<b>Total Expenditures</b>	0				0	0	0	0
<b>Revenues Over/(Under) Expend.</b>	0				0	0	0	0

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	26,661	80,868	(54,207)		356,553	566,077.8	(209,525)	970,419
State/Federal	29,245	37,706	(8,461)		215,680	263,941.4	(48,262)	452,471
MTD Mac/Tsoa		0			0	0.0	0	0
Other ALTSA	0	16,294	(16,294)	150k Kitchen Coastal	11,990	114,059.2	(102,069)	195,530
HCRR		0			0	0.0	0	0
Multi Service Center		0			0	0.0	0	0
Health Homes		0			0	0.0	0	0
Other - COVID & Farmers Market/EVV	122,499	6,667	115,832		624,025	13,333.3	610,692	20,000
<b>Total Funding</b>	<b>178,404</b>	<b>141,535</b>	<b>36,869</b>		<b>1,208,248</b>	<b>957,412</b>	<b>250,837</b>	<b>1,638,420</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	21,032	22,893	1,861		148,329	159,050.5	10,721	274,703
Benefits	7,990	8,865	875		56,930	61,683.6	4,753	106,146
Training	0	150	150		1,760	1,050.0	(710)	1,800
Office & Program Supplies	1,988	510	(1,478)		5,089	3,570.0	(1,519)	6,120
Technology Equip & Supplies		0	0		0	0.0	0	0
Admin Allocation	11,200	19,045	7,845		94,189	106,508.1	12,319	169,856
IT Allocation	2,080	2,003	(77)		11,585	14,149.3	2,564	24,205
Professional Services	0	140	140	EVV	85,556	977.7	(84,578)	1,676
Communications-Phone & Postage	384	443	59		4,212	3,098.1	(1,114)	5,311
Travel	107	2,083	1,977		7,632	14,583.3	6,952	25,000
Advertising	0	250	250		133	1,750.0	1,617	3,000
Rentals	1,965	1,916	(48)		15,009	15,929.0	920	25,511
Insurance	94	212	118		779	1,483.5	705	2,543
Utilities	229	208	(21)		1,605	1,458.3	(147)	2,500
Maintenance & Repair	184	125	(59)		1,115	875.0	(240)	1,500
Miscellaneous	0	0	0		0	0.0	0	0
						0.0		0
<b>Total Operating Expenditures</b>	<b>47,251</b>	<b>58,844</b>	<b>11,593</b>		<b>433,923</b>	<b>386,166</b>	<b>(47,757)</b>	<b>649,872</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance	5,581	6,193	612		23,459	43,351.0	19,892	74,316
Transportation	6,822	6,000	(822)		41,427	42,000.0	573	72,000
Congregate Meals (C1)	0	23,222	23,222		64,098	162,555.2	98,457	278,666
Nutrition Education	250	0	(250)		750	0.0	(750)	0
Home Delivered Meals (C2)	0	21,123	21,123		106,489	147,862.8	41,374	253,479
Home Delivered Meals (State Expansion)	0	2,743	2,743		0	19,202.2	19,202	32,918
Senior Farmer's Market	6,528	15,530	9,002		13,315	31,060.0	17,745	46,590
Prof Consulting Services (Disease Prev)	600	2,345	1,745		6,613	16,416.2	9,803	28,142
Home Repair & Sr. Emergency Fund	0	0	0		0	0.0	0	0
Senior Drug Education	0	0	0		12,240	0.0	(12,240)	0
Kinship Care Service Delivery		0	0		0	0.0	0	0
Kinship Good & Services		0	0		0	0.0	0	0
Respite Services		0	0		0	0.0	0	0
Supplemental Services		0	0		0	0.0	0	0
Services to Grandparents		0	0		0	0.0	0	0
COVID/T3B Adm Specl Proj 2018 /Kitch	108,007	13,551	(94,456)		478,799	94,857.0	(383,942)	162,612
<b>Total Subcontractor Expenditures</b>	<b>127,788</b>	<b>90,708</b>	<b>(37,080)</b>		<b>747,191</b>	<b>557,304</b>	<b>(189,887)</b>	<b>948,723</b>
<b>IT ALLOCATION ADD BACK</b>								
<b>Total Expenditures</b>	<b>175,039</b>	<b>149,551</b>	<b>(25,487)</b>		<b>1,181,115</b>	<b>943,471</b>	<b>(237,644)</b>	<b>1,598,595</b>
<b>Revenues Over/(Under) Expend.</b>	<b>3,366</b>	<b>(8,016)</b>	<b>11,382</b>		<b>27,134</b>	<b>13,941</b>	<b>13,193</b>	<b>39,825</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act			0		0	0	0	0
State/Federal	299,293	267,870	31,423		1,914,371	1,859,285	55,086	3,209,027
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0	0		0	0	0	0
HCRR		0			0	0	0	0
Multi Service Center		0			0	0	0	0
Health Homes		0			0	0	0	0
Other (CGT - Caregiver Training)	10,913	26,806	(15,894)	Non core included on FCSP and KCSP	110,255	187,643	(77,388)	321,673
<b>Total Funding</b>	<b>310,206</b>	<b>294,676</b>	<b>15,529</b>		<b>2,024,626</b>	<b>2,046,928</b>	<b>(22,302)</b>	<b>3,530,700</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	128,217	134,466	6,250		897,230	935,313	38,083	1,612,766
Benefits	49,121	52,310	3,189		344,445	364,810	20,365	627,263
Training	0	0	0		57	0	(57)	315
Office & Program Supplies	1,190	2,750	1,560		11,840	19,250	7,410	33,000
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	15,062	34,463	19,402		178,789	198,717	19,928	317,825
IT Allocation	14,371	13,828	(543)		80,038	97,680	17,642	167,101
Professional Services	2	90	88		4,067	90	(3,977)	180
Communications-Phone & Postage	4,693	3,500	(1,193)		23,385	24,500	1,115	42,000
Travel	1,960	5,250	3,290		13,273	36,750	23,477	63,000
Advertising	167	167	(0)		1,335	1,167	(168)	2,000
Rentals	8,726	7,137	(1,589)		50,624	49,961	(663)	85,648
Insurance	1,688	1,463	(225)		11,536	10,241	(1,295)	17,556
Utilities	237	583	347		3,035	4,083	1,048	7,000
Maintenance & Repair	520	500	(20)		5,216	3,500	(1,716)	6,000
Miscellaneous	0	0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>225,952</b>	<b>256,508</b>	<b>30,556</b>		<b>1,624,869</b>	<b>1,746,062</b>	<b>121,193</b>	<b>2,981,655</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Caregiver Training	10,913	26,806	15,894		110,255	187,643	77,388	321,673
<b>Total Subcontractor Expenditures</b>	<b>10,913</b>	<b>26,806</b>	<b>15,894</b>		<b>110,255</b>	<b>187,643</b>	<b>77,388</b>	<b>321,673</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>236,864</b>	<b>283,314</b>	<b>46,450</b>		<b>1,735,123</b>	<b>1,933,705</b>	<b>198,581</b>	<b>3,303,328</b>
<b>Revenues Over/(Under) Expend.</b>	<b>73,341</b>	<b>11,362</b>	<b>61,979</b>		<b>289,502</b>	<b>113,223</b>	<b>176,280</b>	<b>227,372</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	58,621	30,712	27,909		223,091	214,984	8,107	368,544
State/Federal	5,803	44,452	(38,649)		220,796	311,161	(90,365)	533,419
MTD Mac/Tsoa		0	0		0	0	0	0
Other ALTSA	1,063	941	122		7,487	6,586	901	11,290
HCRR		0			0	0	0	0
Multi Service Center		0			0	0	0	0
Health Homes		0			0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, M	5,556	7,416	(1,860)		39,100	51,909	(12,808)	111,454
<b>Total Funding</b>	<b>71,043</b>	<b>83,520</b>	<b>(12,477)</b>		<b>490,474</b>	<b>584,639</b>	<b>(94,165)</b>	<b>1,024,707</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	38,743	42,959	4,217		258,063	298,405	40,342	514,564
Benefits	15,261	19,170	3,909		101,734	133,765	32,031	229,916
Training	0	0	0		0	0	0	0
Office & Program Supplies	804	1,652	848		5,996	11,565	5,568	19,825
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	5,474	12,697	7,223		68,310	76,521	8,211	120,403
IT Allocation	4,972	4,784	(188)		27,690	33,792	6,103	57,809
Professional Services		23	23		20	158	137	270
Communications-Phone & Postage	1,925	2,217	293		9,909	15,521	5,612	26,607
Travel	121	1,708	1,588		3,838	11,958	8,120	20,500
Advertising	459	0	(459)		1,235	97	(1,138)	397
Rentals	3,947	3,647	(300)		23,578	25,530	1,952	43,767
Insurance	548	506	(41)		3,833	3,543	(290)	6,074
Utilities	142	398	256		2,073	2,787	714	4,778
Maintenance & Repair	310	323	13		3,043	2,261	(782)	3,876
Miscellaneous		0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>72,704</b>	<b>90,084</b>	<b>17,380</b>		<b>509,322</b>	<b>615,902</b>	<b>106,580</b>	<b>1,048,785</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund	1,047	2,317	1,270		14,553	16,219	1,666	27,800
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Other Payments					0	0	0	0
<b>Total Subcontractor Expenditures</b>	<b>1,047</b>	<b>2,317</b>	<b>1,270</b>		<b>14,553</b>	<b>16,219</b>	<b>1,666</b>	<b>27,800</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>73,751</b>	<b>92,401</b>	<b>18,651</b>		<b>523,875</b>	<b>632,121</b>	<b>108,246</b>	<b>1,076,585</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(2,708)</b>	<b>(8,882)</b>	<b>6,174</b>		<b>(33,401)</b>	<b>(47,482)</b>	<b>14,081</b>	<b>(51,878)</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act		0			0	0	0	0
State/Federal		0			0	0	0	0
MTD Mac/Tsoa	21,315	25,340	(4,025)		347,627	357,690	(10,064)	693,680
Other ALTSA		0			0	0	0	0
HCRR		0			0	0	0	0
Multi Service Center		0			0	0	0	0
Health Homes		0			0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		0			0	0	0	0
<b>Total Funding</b>	<b>21,315</b>	<b>25,340</b>	<b>(4,025)</b>		<b>347,627</b>	<b>357,690</b>	<b>(10,064)</b>	<b>693,680</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	29,926	30,523	597		171,553	200,361	28,807	353,355
Benefits	10,950	10,929	(21)		62,579	71,165	8,585	125,814
Training	0	0	0		0	0	0	0
Office & Program Supplies	137	292	155		1,674	2,042	368	3,500
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	3,375	1,814	(1,561)		33,383	14,781	(18,602)	23,525
IT Allocation	3,209	3,089	(120)		17,871	21,821	3,950	37,329
Professional Services	0	0	0		42	0	(42)	0
Communications-Phone & Postage	674	42	(633)		3,648	292	(3,356)	500
Travel	923	208	(715)		7,313	1,458	(5,855)	2,500
Advertising	0	0	0		840	0	(840)	0
Rentals	957	651	(306)		6,195	4,556	(1,639)	8,406
Insurance	354	3,111	2,757		2,476	21,776	19,300	37,329
Utilities	34	42	7		433	292	(141)	500
Maintenance & Repair	92	25	(67)		818	175	(643)	300
Outreach	0	0	0		77	0	(77)	0
					0	0		0
<b>Total Operating Expenditures</b>	<b>50,630</b>	<b>50,724</b>	<b>94</b>		<b>308,902</b>	<b>338,718</b>	<b>29,816</b>	<b>593,058</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Other Payments					0	0	0	0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IT ALLOCATION ADD BACK</b>	<b>0</b>							<b>0</b>
<b>Total Expenditures</b>	<b>50,630</b>	<b>50,724</b>	<b>94</b>		<b>308,902</b>	<b>338,718</b>	<b>29,816</b>	<b>593,058</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(29,315)</b>	<b>(25,384)</b>	<b>(3,931)</b>		<b>38,725</b>	<b>18,972</b>	<b>19,752</b>	<b>100,622</b>



Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	10,064	15,418	(5,354)		22,358	107,927	(85,569)	185,017
State/Federal	53,132	59,973	(6,841)	New contract funding	432,570	419,811	12,759	719,676
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0	0		0	0	0	0
HCRR		0	0		0	0	0	0
Multi Service Center		0	0		0	0	0	0
Health Homes		0	0		0	0	0	0
Other (AWHI & CGT Non-Core)	5,246	0	5,246		33,608	0	33,608	0
<b>Total Funding</b>	<b>68,441</b>	<b>75,391</b>	<b>(6,950)</b>		<b>488,536</b>	<b>527,738</b>	<b>(39,202)</b>	<b>904,693</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	10,221	13,568	3,347		80,115	93,879	13,765	161,718
Benefits	4,445	5,560	1,115		29,546	38,756	9,210	66,555
Training	0	56	56		0	391	391	670
Office & Program Supplies	311	745	434		3,101	5,214	2,113	8,939
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	4,213	9,976	5,764		42,496	58,757	16,262	93,236
IT Allocation	1,526	1,467	(59)		8,498	10,365	1,867	17,731
Professional Services	0	23	23		0	158	158	270
Communications-Phone & Postage	1,211	611	(600)		5,454	4,276	(1,177)	7,331
Travel	2	1,042	1,039		1,413	7,292	5,879	12,500
Advertising	0	167	167		1,230	1,168	(62)	2,002
Rentals	2,052	1,407	(646)		12,381	9,846	(2,536)	16,878
Insurance	168	155	(13)		1,176	1,087	(89)	1,863
Utilities	143	191	47		1,482	1,336	(146)	2,290
Maintenance & Repair	208	207	(1)		1,694	1,447	(247)	2,480
Miscellaneous	7	0	(7)		164	0	(164)	0
<b>Total Operating Expenditures</b>	<b>24,507</b>	<b>35,173</b>	<b>10,666</b>		<b>188,749</b>	<b>233,971</b>	<b>45,222</b>	<b>394,463</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance			0		0	0	0	0
Transportation			0		0	0	0	0
Congregate Meals (C1)			0		0	0	0	0
Nutrition Education			0		0	0	0	0
Home Delivered Meals (C2)			0		0	0	0	0
Home Delivered Meals (State Expansion)			0		0	0	0	0
Senior Farmer's Market			0		0	0	0	0
Professional Consulting Services			0		0	0	0	0
Home Repair & Sr. Emergency Fund			0		0	0	0	0
Senior Drug Education			0		0	0	0	0
Kinship Care Service Delivery	635	348	(286)		9,119	2,437	(6,682)	4,178
Kinship Good & Services	648	2,785	2,137		27,709	19,495	(8,214)	33,420
Respite Services	36,345	28,750	(7,594)		218,024	201,251	(16,773)	345,002
Supplemental Services	791	1,589	798		5,931	11,125	5,194	19,072
Services to Grandparents	(2)	4,625	4,628		5,023	32,377	27,354	55,504
AWHI & CGT Non-Core	5,015	4,583	(431)		34,219	32,083	(2,136)	55,000
<b>Total Subcontractor Expenditures</b>	<b>43,431</b>	<b>42,681</b>	<b>(750)</b>		<b>300,025</b>	<b>298,769</b>	<b>(1,256)</b>	<b>512,176</b>
<b>IT ALLOCATION ADD BACK</b>								0
<b>Total Expenditures</b>	<b>67,938</b>	<b>77,854</b>	<b>9,916</b>		<b>488,774</b>	<b>532,740</b>	<b>43,966</b>	<b>906,639</b>
<b>Revenues Over/(Under) Expend.</b>	<b>503</b>	<b>(2,463)</b>	<b>2,966</b>		<b>(238)</b>	<b>(5,003)</b>	<b>4,765</b>	<b>(1,946)</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act		0	0		0	0	0	0
State/Federal		0	0		0	0	0	0
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0	0		0	0	0	0
HCRR	7,489	8,966	(1,477)		35,695	62,763	(27,068)	107,594
Multi Service Center		0	0		0	0	0	0
Health Homes		0	0		0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		0			0	0	0	0
<b>Total Funding</b>	<b>7,489</b>	<b>8,966</b>	<b>(1,477)</b>		<b>35,695</b>	<b>62,763</b>	<b>(27,068)</b>	<b>107,594</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,641	6,781	3,140		30,087	46,641	16,554	80,547
Benefits	1,535	3,047	1,513		14,068	21,196	7,128	36,433
Training	0	-	0		0	0	0	0
Office & Program Supplies	308	108	(200)		744	758	14	1,300
Technology Equip & Supplies	0	-	0		0	0	0	0
Admin Allocation	515	1,814	1,299		5,651	10,459	4,808	16,728
IT Allocation	892	858	(33)		4,965	6,061	1,096	10,369
Professional Services		-	0		0	0	0	0
Communications-Phone & Postage	270	190	(80)		770	1,333	563	2,285
Travel	0	142	142		246	992	746	1,700
Advertising	0	-	0		0	0	0	0
Rentals	396	395	(1)		2,815	2,768	(47)	4,745
Insurance	98	91	(7)		686	636	(51)	1,089
Utilities	33	78	45		419	546	127	936
Maintenance & Repair	34	39	5		277	274	(4)	469
Miscellaneous		-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>7,721</b>	<b>13,544</b>	<b>5,823</b>		<b>60,729</b>	<b>91,663</b>	<b>30,934</b>	<b>156,601</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Other Payments					0	0	0	0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>7,721</b>	<b>13,544</b>	<b>5,823</b>		<b>60,729</b>	<b>91,663</b>	<b>30,934</b>	<b>156,601</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(232)</b>	<b>(4,578)</b>	<b>4,346</b>		<b>(25,034)</b>	<b>(28,899)</b>	<b>3,865</b>	<b>(49,007)</b>



Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act		0			0	0	0	0
State/Federal		0			0	0	0	0
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0			0	0	0	0
HCRR	7,486	8,483	(997)		51,094	59,380	(8,286)	101,794
Multi Service Center		0			0	0	0	0
Health Homes		0			0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		0			0	0	0	0
<b>Total Funding</b>	<b>7,486</b>	<b>8,483</b>	<b>(997)</b>		<b>51,094</b>	<b>59,380</b>	<b>(8,286)</b>	<b>101,794</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,665	3,711	47		24,926	25,979	1,053	44,546
Benefits	1,752	1,744	(9)		11,736	12,206	470	20,930
Training	0	-	0		57	0	(57)	0
Office & Program Supplies	92	216	124		818	1,511	693	2,590
Technology Equip & Supplies	0	-	0		57	0	(57)	0
Admin Allocation	484	1,814	1,329		4,562	10,459	5,896	16,728
IT Allocation	514	493	(21)		2,864	3,485	622	5,962
Professional Services	0	250	250		0	1,001	1,001	1,001
Communications-Phone & Postage	202	250	48		814	1,751	937	3,002
Travel	0	18	18		0	124	124	213
Advertising	0	-	0		0	0	0	0
Rentals	502	485	(17)		3,434	3,396	(38)	5,821
Insurance	56	52	(4)		395	365	(29)	626
Utilities	0	-	0		0	0	0	0
Maintenance & Repair	0	-	0		0	0	0	0
Miscellaneous		-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>7,268</b>	<b>9,034</b>	<b>1,765</b>		<b>49,663</b>	<b>60,278</b>	<b>10,615</b>	<b>101,419</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0		0
Transportation					0	0		0
Congregate Meals (C1)					0	0		0
Nutrition Education					0	0		0
Home Delivered Meals (C2)					0	0		0
Home Delivered Meals (State Expansion)					0	0		0
Senior Farmer's Market					0	0		0
Professional Consulting Services					0	0		0
Home Repair & Sr. Emergency Fund					0	0		0
Senior Drug Education					0	0		0
Kinship Care Service Delivery					0	0		0
Kinship Good & Services					0	0		0
Respite Services					0	0		0
Supplemental Services					0	0		0
Services to Grandparents					0	0		0
Other Payments					0	0		0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>-</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>7,268</b>	<b>9,034</b>	<b>1,765</b>		<b>49,663</b>	<b>60,278</b>	<b>10,615</b>	<b>101,419</b>
<b>Revenues Over/(Under) Expend.</b>	<b>218</b>	<b>(551)</b>	<b>769</b>		<b>1,431</b>	<b>(898)</b>	<b>2,329</b>	<b>375</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	9,911	-	9,911		38,203	28,563	9,640	28,563
State/Federal	0	-	0		0	2,469	(2,469)	25,000
MTD Mac/Tsoa		-			0	0	0	0
Other ALTSA	0	-	0		0	0	0	0
HCRR	0	-	0		0	0	0	0
Multi Service Center	-	16,514	(16,514)	LTCOP contract 74k	33,747	36,739	(2,992)	73,478
Health Homes		-	0		0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, M	0	-			0	0	0	0
<b>Total Funding</b>	<b>9,911</b>	<b>16,514</b>	<b>(6,603)</b>		<b>71,950</b>	<b>67,771</b>	<b>4,179</b>	<b>127,041</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	5,535	5,675	140		36,820	38,928	2,108	67,311
Benefits	1,855	2,111	256		13,506	14,637	1,131	25,191
Training	0	-	0		1,114	250	(864)	250
Office & Program Supplies	0	83	83		0	583	583	1,000
Technology Equip & Supplies		-	0		0	0	0	0
Admin Allocation	665	1,814	1,149		6,179	10,459	4,280	16,728
IT Allocation	501	483	(17)		2,789	3,415	626	5,843
Professional Services		-	0		0	0	0	0
Communications-Phone & Postage	158	167	8		843	1,167	324	2,000
Travel	845	2,500	1,655		7,257	17,500	10,243	30,000
Advertising	0	-	0		0	0	0	0
Rentals	297	243	(55)		2,393	1,698	(695)	2,911
Insurance	55	51	(4)		386	358	(28)	614
Utilities		-	0		0	0	0	0
Maintenance & Repair		-	0		0	0	0	0
Miscellaneous (rounding included)	0	-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>9,911</b>	<b>13,127</b>	<b>3,216</b>		<b>71,288</b>	<b>88,995</b>	<b>17,707</b>	<b>151,846</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance		0			0	0		0
Transportation		0			0	0		0
Congregate Meals (C1)		0			0	0		0
Nutrition Education					0	0		0
Home Delivered Meals (C2)		0			0	0		0
Home Delivered Meals (State Expansion)					0	0		0
Senior Farmer's Market		0			0	0		0
Professional Consulting Services		0			0	0		0
Home Repair & Sr. Emergency Fund		0			0	0		0
Senior Drug Education		0			0	0		0
Kinship Care Service Delivery					0	0		0
Kinship Good & Services		0			0	0		0
Respite Services		0			0	0		0
Supplemental Services		0			0	0		0
Services to Grandparents		0			0	0		0
Other Payments		0			0	0		0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>9,911</b>	<b>13,127</b>	<b>3,216</b>		<b>71,288</b>	<b>88,995</b>	<b>17,707</b>	<b>151,846</b>
<b>Revenues Over/(Under) Expend.</b>	<b>0</b>	<b>3,387</b>	<b>(3,387)</b>		<b>662</b>	<b>(21,224)</b>	<b>21,886</b>	<b>(24,805)</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act		0			0	0		0
State/Federal		0			0	0		0
MTD Mac/Tsoa		0			0	0		0
Other ALTSA		0			0	0		0
HCRR		0			0	0		0
Multi Service Center		0			0	0		0
Health Homes	34,040	30,000	4,040		206,707	169,627	37,080	352,067
Other		0	0		0	0	0	0
<b>Total Funding</b>	<b>34,040</b>	<b>30,000</b>	<b>4,040</b>		<b>206,707</b>	<b>169,627</b>	<b>37,080</b>	<b>352,067</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	18,153	19,457	1,304		135,292	126,143	(9,149)	224,623
Benefits	7,898	8,914	1,016		54,722	57,688	2,967	102,519
Training		0	0		0	0	0	0
Office & Program Supplies	204	375	171		1,685	2,625	940	4,500
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	2,262	3,628	1,366		27,743	18,139	(9,604)	30,677
IT Allocation	2,514	1,932	(582)		14,003	13,650	(353)	23,352
Professional Services		0	0		0	0	0	0
Communications-Phone & Postage	900	583	(316)		3,756	4,083	328	7,000
Travel	850	2,167	1,316		6,078	15,167	9,089	26,000
Advertising	0	50	50		0	350	350	600
Rentals	773	836	63		5,242	5,849	607	10,028
Insurance	276	256	(21)		1,935	1,789	(146)	3,067
Utilities	49	58	9		583	408	(174)	700
Maintenance & Repair	50	33	(17)		397	233	(164)	400
Miscellaneous		0	0		0	0	0	0
					0			
<b>Total Operating Expenditures</b>	<b>33,930</b>	<b>38,289</b>	<b>4,358</b>		<b>251,435</b>	<b>246,126</b>	<b>(5,309)</b>	<b>433,465</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance		0			0	0		0
Transportation		0			0	0		0
Congregate Meals (C1)		0			0	0		0
Nutrition Education		0			0	0		0
Home Delivered Meals (C2)		0			0	0		0
Home Delivered Meals (State Expansion)					0	0		0
Senior Farmer's Market		0			0	0		0
Professional Consulting Services		0			0	0		0
Home Repair & Sr. Emergency Fund		0			0	0		0
Senior Drug Education		0			0	0		0
Kinship Care Service Delivery					0	0		0
Kinship Good & Services		0			0	0		0
Respite Services		0			0	0		0
Supplemental Services		0			0	0		0
Services to Grandparents		0			0	0		0
Other Payments		0			0	0		0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IT ALLOCATION ADD BACK</b>								0
<b>Total Expenditures</b>	<b>33,930</b>	<b>38,289</b>	<b>4,358</b>		<b>251,435</b>	<b>246,126</b>	<b>(5,309)</b>	<b>433,465</b>
<b>Revenues Over/(Under) Expend.</b>	<b>110</b>	<b>(8,289)</b>	<b>8,399</b>		<b>(44,729)</b>	<b>(76,499)</b>	<b>31,771</b>	<b>(81,398)</b>

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act		0			0	0	0	0
State/Federal		0			0	0	0	0
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0			0	0	0	0
HCRR		0			0	0	0	0
Multi Service Center		0			0	0	0	0
Health Homes	16,261	23,269	(7,008)		113,923	162,187	(48,264)	284,130
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		0			0	0	0	0
<b>Total Funding</b>	<b>16,261</b>	<b>23,269</b>	<b>(7,008)</b>		<b>113,923</b>	<b>162,187</b>	<b>(48,264)</b>	<b>284,130</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,734	5,611	1,877		35,051	38,850	3,799	66,907
Benefits	1,195	1,647	452		14,917	11,464	(3,453)	19,700
Training	0	0	0		0	0	0	0
Office & Program Supplies	13	100	87		207	700	493	1,200
Technology Equip & Supplies	8,821	3,333	(5,488)		31,259	23,331	(7,928)	40,000
Admin Allocation	2,015	3,628	1,613		28,583	18,139	(10,443)	30,677
IT Allocation	294	483	189		1,636	3,413	1,776	5,838
Professional Services	788	500	(288)		6,225	3,500	(2,725)	6,000
Communications-Phone & Postage	82	75	(7)		574	300	(274)	675
Travel	0	750	750		3,745	5,889	2,145	9,639
Advertising	0	0	0		0	500	500	500
Rentals	72	0	(72)		504	0	(504)	362
Insurance	32	70	38		227	490	263	838
Utilities	0	25	25		0	175	175	300
Maintenance & Repair	0	30	30		0	210	210	360
Miscellaneous		0			0	0	0	0
<b>Total Operating Expenditures</b>	<b>17,046</b>	<b>16,252</b>	<b>(793)</b>		<b>122,929</b>	<b>106,961</b>	<b>(15,968)</b>	<b>182,996</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0		0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Payments to CCO Health Homes	13,157	19,672	6,515		108,965	137,701	28,735	236,058
<b>Total Subcontractor Expenditures</b>	<b>13,157</b>	<b>19,672</b>	<b>6,515</b>		<b>108,965</b>	<b>137,701</b>	<b>28,735</b>	<b>236,058</b>
<b>IT ALLOCATION ADD BACK</b>								0
<b>Total Expenditures</b>	<b>30,202</b>	<b>35,924</b>	<b>5,722</b>		<b>231,894</b>	<b>208,738</b>	<b>12,768</b>	<b>419,054</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(13,941)</b>	<b>(12,655)</b>	<b>(1,286)</b>		<b>(117,971)</b>	<b>(46,551)</b>	<b>(35,496)</b>	<b>(134,924)</b>



# Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

[www.o3a.org](http://www.o3a.org)

Phone: 360-379-5064 or 1-866-720-4863 Fax: 360-379-5074

**DATE:** October 29, 2020  
**TO:** O3A Council of Governments  
**FROM:** Jody Moss, Director, Contracts Management & Planning  
**RE:** 2021 Older Americans Act Service Contract Renewals

**Background:** Older Americans Act contracts for Senior Nutrition (Congregate and Home Delivered Meals) Services, and Transportation Services, are entering the last year of an extended five year program cycle. There was a public procurement process for those contracts in 2016 which would normally have been repeated in 2020 for a new four year cycle but has been delayed one year due to COVID-19.

The Older Americans Act contracts for Legal Services are done through an open procurement process. Any qualified, licensed and insured attorney can request a contract to be on the attorney panel. The O3A I&A offices use attorney panel members to staff their local Senior Legal Advice Clinics.

Older Americans Act Contracts for Evidence Based Programs (EBP) will be completed through a public RFP process annually or quarterly depending on availability of funds (Total available EBP funds are estimated at \$28,000). If more applications are received than available funding, the Advisory Council Allocation Committee will convene and make a recommendation for awards; if a single award exceeds \$10,000, final approval will be secured from the Council of Governments.

## **Process for 2021 Contracts:**

October – January 2021 - Contract renewal information collected from current contractors.

Contractors are asked to provide information to update their original application with changed or new information.

Transportation Providers will be reimbursed at the IRS rate so unit rate so updated information is not necessary.

Senior Legal Advice Clinics (SLAC) contracts and the Northwest Justice contract will be issued at the same hourly rate as in 2020.

October 20 Advisory Council (AC) reviews 2021 contract renewal recommendations from O3A staff, which are based on 2020 funding estimates.

November 5 COG considers AC and O3A staff recommendations; approves 2021 contracts.

November - January O3A 2021 service contracts are completed.

**Recommendation:** The Advisory Council recommends that the Council of Governments approve the proposed 2021 Older Americans Act service contract renewals as presented with this memorandum and as recommended to the COG at the October 20, 2020 Advisory Council meeting. The final funding allocated in contracts to the agencies is dependent on funding awards from the Federal Government to Aging and Long Term Support Administration (AL TSA) and on AL TSA awards to O3A.

**Proposed Motion:** The Olympic Area Agency on Aging Council of Governments approves the 2021 Older Americans Act services subcontract renewals as proposed in the attached spreadsheet. The O3A Executive Director, Laura Cepoi, is authorized to sign contracts with the recommended providers for the above referenced programs.

**Notes:**

- 1.) Final contract funds awarded may vary depending on OAA funds allocated by the federal government.
- 2.) The federal government funding cycle for the OAA Contracts operates on a rolling 21 month cycle; the 2020 OAA contract cycle is 1/1/20 through 9/30/2021, and the 2021 OAA cycle operates from 1/1/2021 through 9/30/2022.
- 3.) During the contracting process and cycle, O3A and the contracting organizations may recommend some changes in amounts allocated between various programs, various counties based on usage data.
- 4.) Nutrition contracts will be issued with meal rates reflected at the beginning of 2020. There may be meal rate adjustments during the 2021 funding cycle based on usage, funding and other data.

## 2021 FY Projected Nutrition Contract Allocations

Older Americans Act: Home Delivered Meals & New State Funds for Home Delivered Meals											
CONTRACTOR	2020 Budget	Final 2020 Contracts	2021 Budget	Proposed 2020 Contracts	Meal Rate	Proposed 2021 Meals	# Unduplicated Persons**	80% of 2021 Contract	*2020-21 State HDM \$	Total Allocation (w 80% OAA)	Total Allocation @ 100%
<b>CCAP</b>	51%	\$129,274	51%	\$130,000	\$5.50	26,629	425	\$ 104,000	\$ 16,459	\$ 120,459	\$ 146,459
Grays Harbor (63%)	63%		63%				325				
Pacific (37%)	37%		37%				100				
<b>OYCAP</b>	49%	\$124,205	49%	\$125,000	\$6.55	21,597	322	\$ 100,000	\$ 16,459	\$ 116,459	\$ 141,459
Clallam (60%)	60%		60%				193				
Jefferson (40%)	40%		40%				129				
<b>Totals</b>		<b>\$253,479</b>		<b>\$255,000</b>		<b>48,226</b>	<b>747</b>	<b>\$ 204,000</b>	<b>\$ 32,918</b>	<b>\$ 236,918</b>	<b>\$ 287,918</b>

Older Americans Act: Congregate Meals										
CONTRACTOR	2020 Budget	Final 2020 Contracts	2021 Budget	Proposed 2021 Contracts	Meal Rate	Proposed 2021 Meals	# Unduplicated Persons	80% of 2021 Contract		
<b>CCAP</b>	66%	\$183,920	66%	\$185,000	\$5.50	33,636	1,075	\$ 148,000		
Grays Harbor (67%)	67%		67%				750			
Pacific (33%)	33%		33%				325			
<b>OYCAP</b>	34%	\$94,746	34%	\$95,000	\$6.50	14,615	405	\$ 76,000		
Clallam (60%)	60%		60%				243			
Jefferson (40%)	40%		40%				162			
<b>Totals</b>		<b>\$278,666</b>		<b>\$280,000</b>		<b>48,252</b>	<b>1,480</b>	<b>\$ 224,000</b>		

**Notes:**

2020 allocation is \$87,855 less than 2019 - As of November 2019, both agencies are serving more clients than budget allows and will need to make up difference by fund raising, and other strategies to meet demand

\*WA St Expansion Fund for HDM - SFY budget cycle runs 7/1 through 6/30 each year and will hopefully renew each biennium.

Assumes 7 meals per week for Home Delivered Meals

Unduplicated Persons are based on 2020 estimated numbers served

## 2020 FY Projected Volunteer Transportation Contract Allocations

	2020 Contract Allocations	2020 Final Contract Allocations	2021 OAA Budget	2021 Contract Allocations	2021 Mileage*	2021 OW trips	2021# Persons	80% of 2020 Contract
CCAP	Grays Harbor \$19,000	\$19,000		\$19,000	35,514	450	90	\$15,200
CCS	Pacific \$19,000	\$19,000		\$19,000	32,500	520	55	\$15,200
CCS	Clallam \$17,000	\$17,000		\$17,000	10,866	2451	49	\$13,600
ECHHO	Jefferson \$19,000	\$19,000		\$19,000	85,888	3292	1,484	\$15,200
	<b>\$74,000</b>	<b>\$74,000</b>	<b>\$74,000</b>	<b>\$74,000</b>	<b>164,768</b>	<b>6,713</b>	<b>1,678</b>	<b>\$59,200</b>

Please note: payment is based on the IRS mileage rate; providers can also request reimbursement for volunteer driver parking fees, ferry passage, road tolls, etc. within their contract allowance.

2020 Numbers - Agency to update numbers during contracting process



## 2020 OAA Senior Legal Services Allocations

**Senior Legal Advice Clinics ---- rate is unchanged @ \$75**

	Counties Served	Expected 2021 Contract Amount	rate:				
<b>ATTORNEY</b>							
Chuck Henry	C/J	\$3,000	75.00 hr				
IZ&G: Killian Dunkeson	G/P	\$4,000	75.00 hr				
James Rodriguez	C/J	\$3,000	75.00 hr				
Jeff Damaszewicz	G/P	\$7,500	75.00 hr				
Jon Quitner	G/P	\$4,500	75.00 hr				
Judith Peace	C/J	\$4,000	75.00 hr				
Mark Mullins	C/J	\$7,000	75.00 hr				
Peggy Whimmore	C/J	\$2,000	75.00 hr				
NW Justice Tribal Wills	various tribes	\$6,000					
<b>Subtotal, SLAC</b>		<b>\$41,000</b>					
<b>NorthWest Justice Project - same rate</b>							
NWJ CLEAR (telephone assistance)	All						
NWJ	Grays Harbor / Pacific		\$96.00				
<b>Subtotal, NWJ</b>		<b>\$10,080</b>					
<b>Senior I &amp; A Legal Services Program - Same</b>							
Events featuring legal expertise/information	All						
Implement Senior Legal Advice Clinics**	All						
<b>Subtotal, Sr I&amp;A</b>		<b>\$10,562</b>					
<b>Total Legal Services</b>		<b>\$61,642</b>					

**NOTE: all 2021 expected contract amounts are based from actual contract expenditures in 2020 and 2019.**  
 If this budget is approved by the COG, the Executive Director is authorized to sign legal service contracts for \$10,000 or more based upon utilization.

**2020 Total - Actual total will be 11% of total Older Americans Act Budget**

*The Advisory Council*  
of the  
**Olympic Area Agency on Aging**  
**Meeting Minutes for June 16, 2020**  
**Location: Conference Call**

**MEMBERS PRESENT:** Elizabeth Pratt, Chair; Becca Knievel; Carolyn Lindley; Charla Wright; Dale Jacobson; Ginny Adams; Jane Lauzon; Joe Sharkey; Kris Kiesel; Pam Tuttle; Patricia Smith; Tobi Buckman; Vicki Schmidt.

**MEMBERS ABSENT:** Denny Evans; Eldred Gilpin; Joanne Levine.

**O3A STAFF PRESENT:** Roy Walker, Executive Director; Jody Moss, Director, Contracts Management & Planning; Janis Housden, Program Manager; Ingrid Henden, Program Manager.

**GUESTS:** No guests.

**CALL TO ORDER:** 10:08 a.m. by Elizabeth Pratt, Chair.

**NEW BUSINESS/CHANGES to AGENDA:** No changes.

**PUBLIC COMMENT:** No comments.

**SELECT COG MEETING REPRESENTATIVE:** Beth, Vicki, and Pam volunteered to attend the July 2 COG meeting, which will be held over a conference call.

**MEMBERSHIP REVIEW:** A motion to recommend the reappointment of Pam Tuttle to the council was made by Carolyn, with a 2<sup>nd</sup> by Kris. **Motion Passed.**

Joanne Levine resigned as Vice Chair, as she is moving out of state. The council discussed options for filling the position. Since the issue is not included in the council bylaws, procedure defaults to Robert's Rules of Order – which allows for the council to elect a new Vice Chair, or the council can give authority to the Chair to appoint one. The council decided to defer the decision to the September meeting.

Patricia Smith has also submitted her resignation from the council.

**REVIEW/APPROVE MEETING MINUTES:** A motion to approve the minutes for the May 19, 2020 meeting was made by Dale, with a 2<sup>nd</sup> by Vicki. **Motion Passed.**

**EXECUTIVE DIRECTOR'S REPORT:** *Roy Walker*

Roy discussed cost-saving exercises being done by Aging & Long-Term Supports Administration (AL TSA). The COVID-19 pandemic has had a significant impact on state revenues, in addition to creating needs for more spending. The Governor is requesting agencies decrease their budgets by 15% for the July 1, 2020 budget cycle, which would cut about 20,000 clients from in-home and community services, and almost 700 clients from skilled nursing facilities. Due to regulation requirements, these cuts could not be implemented until January 1, 2021. Additionally, because Medicaid receives a 50% federal match, AL TSA has to cut twice as many dollars to reach 15%. A special legislative session would need to be called to address budget issues and allow access to the State's 'rainy day' fund and reserve of \$2 billion each. Given that it is an election year, the legislature is reluctant to hold a special session for budget cuts and increasing revenues prior to November.

Medicaid programs across the country are in the same predicament. Nationally, the National Association of Area Agencies on Aging (N4A) is advocating for the Heroes Act to pass the Senate. Washington senators

already support the act, council members can talk to friends and family in other states about advocating with their senators. When advocating with legislators, if you are asked 'What programs would you cut?' Roy offered this response: "My job is to advocate for seniors and disabled adults and your job is to review the impact of these cuts to your community."

O3A has reserved about 2/3 of the Families First and CARES act funding for future needs; this funding is available until September 2021 and there is no guarantee there will be any further federal funding provided. Jody asked if the council needs to approve any future fund allocations? Per Roy, no. Keep the council apprised but the original action provided O3A the authority.

Roy reviewed a newsletter he had received from Representative Derek Kilmer. In it, Rep. Kilmer discusses bills he is currently sponsoring, including one related to social security and COLA, and another that would add ears, eyes, and mouth to Medicare benefits (allowing for hearing aids, glasses, and dental). Rep. Kilmer is hosting a virtual Town Hall meeting today, June 16 at 2:00 pm. AARP has the link on their Facebook page.

Becca asked about plans for O3A offices to open? Offices will remain closed to the public for now. O3A has instituted a requirement for staff to wear masks when using hallways, shared spaces, and public entry/exit areas. Many staff are continuing to work remotely. Joe added that more businesses are declining to extend rental agreements and opting to allow staff to work remotely.

Roy updated the council on the status of Executive Director recruitment. The second open recruitment closes on Friday, June 19; all applications are being screened by Roy, Carol Ann, and Kara, O3A's Human Resources consultant. Successful applicants will undergo a Zoom meeting, and then a smaller group will move forward to the interview process. The interview process will again include council members, management staff, and COG members. Ginny asked how many applications have been received? About 18-20 in the first wave; so far 16 in the second, which closes on Friday. As this process will not be completed by the time Roy retires at the end of June, the COG has approved an Interim Executive Team (IET) to lead O3A until a new Executive Director is hired. The IET is comprised of Corena Stern, CFO (audit, fiscal matters, receives IT Director reports); Jody Moss, Director, Contracts Management & Planning (W4A, state agencies, advisory council, contractors, national agencies, receive Direct Services Director reports); and Carol Ann Laase, Office Systems Administrator (contract signatory, HR, management team timesheet/expense approval, COG). Roy remains committed to supporting O3A through the transition and into his retirement once a new ED is selected. Beth thanked Roy for his work with O3A and expressed that he will be sorely missed.

#### **CONTRACT MANAGEMENT AND PLANNING DIRECTOR REPORT: *Jody Moss***

Jody reviewed the funding for the nutrition contractors; each contractor will likely receive an additional \$100,000 to \$150,000 for meals during COVID. The enhanced meal rate of \$10.00 will also change to \$8.50 effective July 1, 2020. Prior to COVID the meal rate was \$6.50. Joe mentioned that the Washington State Department of Agriculture is also providing funding to nutrition providers for purchasing food and building capacity.

Jody updated the council on the status of the Older Americans Act (OAA) Request for Proposals (RFP). The state has granted flexibilities that will allow O3A to delay the procurement to 2021.

#### **LOCAL MEMBER REPORTING:**

Council members provided the following reports on their communities:

- Dale reported that it was refreshing to see people at local hotels and beaches; coastal counties rely on tourist dollars.

- Vicki and Pam added that Ocean Shores has been inundated with tourists on the weekends. They are still helping neighbors, continuing their check-in calls, meals are delivered twice a day from the convention center and there is a new Ocean Shores Cares group that is helping people.
- Becca asked about business closures due to COVID – there have been a couple in Port Townsend, a few in Long Beach, and some in Ocean Shores are for sale.
- Beth described the impact the pandemic has had on people who live in facilities: no visitors, no dining room open, no group activities is having an impact on residents' mental health. Lack of socialization, feelings of isolation are causing residents mental acuity to decline.
- Ginny discussed the National Council on Aging conference. Topics covered were how to open senior centers, and how to check in with seniors virtually.
- Pam added that calling other people, or texting, to deliver local news can have a huge impact on someone who is isolated. Beth said she has been calling people who contacted her over the last year, just to check-in with them during the pandemic.

**STATE COUNCIL ON AGING (SCOA) REPORT:** *Joe Sharkey*

Joe reported that the AL TSA budget information was already covered in Roy's report. Next week will be the last meeting for the summer.

**PUBLIC COMMENT:** Beth gave a big thank you to Carol Ann for all that she does for the council.

**MEETING ADJOURNED:** The meeting was adjourned by consensus at 11:28 a.m.

*The Advisory Council*  
of the  
**Olympic Area Agency on Aging**  
**Meeting Minutes for September 15, 2020**  
**Location: Conference Call**

**MEMBERS PRESENT:** Elizabeth Pratt, Chair; Becca Knievel; Carolyn Lindley; Charla Wright; Ginny Adams; Jane Lauzon; Joe Sharkey; Pam Tuttle; Patricia Smith; Tobi Buckman; Vicki Schmidt.

**MEMBERS ABSENT:** Dale Jacobson; Eldred Gilpin.

**O3A STAFF PRESENT:** Laura Cepoi, Executive Director; Jody Moss, Director, Contracts Management & Planning; Janis Housden, Program Manager; Ingrid Henden, Program Manager.

**GUESTS:** Cathy Knight, Chair, Washington Association of Area Agencies on Aging (W4A); Jon Rudicil, W4A State Director; Rebecca Holmes, W4A Administrative Support.

**CALL TO ORDER:** 10:05 a.m. by Elizabeth Pratt, Chair.

**NEW BUSINESS/CHANGES to AGENDA:** There is not a representative from Pacific county so the council does not have a quorum and no actions can be taken.

**PUBLIC COMMENT:** Cathy Knight, Jon Rudicil, and Rebecca Holmes welcomed Laura on behalf of the W4A and provided a brief overview of the state of the budget and advocacy efforts underway.

**SELECT COG MEETING REPRESENTATIVE:** Beth, and Ginny volunteered to attend the October 1 COG meeting, which will be held over a conference call.

**MEMBERSHIP REVIEW:** Jody reviewed the current open positions: 2 in Jefferson, 2 in Pacific, and Disabilities, Elected, Minority, and Tribal representatives. Carolyn recommended asking Doug Sheaffer, the O3A supervisor in Pacific County for recommendations of possible representatives; Jody said she will follow-up with Doug. Ingrid will follow-up with Janet Parris, O3A Program Development Manager, for recommendations of a possible Disabilities representative. Jody asked if the council would be ok with asking Margaret Taylor, former O3A Program Manager to apply, as there are already three former O3A employees on the council; council members present were fine with this suggestion. Beth requested a copy of the recruitment ad be sent to her; CarolAnn will send Beth a copy.

Beth appointed Becca as Vice-Chair for the remainder of Joanne's term.

As there was not a quorum, the re-appointment of Vicki Schmidt will be tabled until October.

**REVIEW/APPROVE MEETING MINUTES:** As there was not a quorum, approval of the minutes was tabled until October.

**INTRODUCTION OF NEW EXECUTIVE DIRECTOR:** *Laura Cepoi*

Laura introduced herself to the council and provided a brief overview of her background and experience in the aging network. She is looking forward to learning about what is happening in Washington. Ginny asked Laura what programs she had worked with in California? While at the AAA in Contra Costa, Laura worked with Emergency Response, Elder Justice, Nutrition; she was the Community Services Director for a 3-county area; and spent 12 years on various housing boards.

**CONTRACT MANAGEMENT AND PLANNING DIRECTOR REPORT:** *Jody Moss*

Jody reviewed summer activities; during COVID, O3A has continued to work with local providers to monitor what works and what doesn't, as well as what needs to happen.

MAC/TSOA is planned to end next year, there are discussions that it may be continued and there may be changes. This is still in the early stages and we will keep the council apprised of any updates. There is a large budget shortfall for the next biennium of about 9 billion dollars. All state departments were required to submit proposals of 15% budget reductions; DSHS submitted theirs on Monday. A 15% budget reduction would impact about 6,300 long-term care clients in the community; over 300 in the O3A region.

Jody went through the 2<sup>nd</sup> quarter service report with the council. Congregate meals have dropped significantly, which is not surprising considering that they are suspended during COVID. We are surprised at the drop in home delivered meals, and O3A staff is monitoring this data point and speaking with providers on outreach efforts. Ginny commented that there are no sites for congregate pick-up in Port Townsend; Jody answered that OlyCAP uses other funds in addition to OAA funding. Jody will follow-up with OlyCAP regarding services in Port Townsend. Legal services are at 50%; Janis worked quickly to move the Senior Legal Advice Clinics to remote services when O3A offices closed; there was little, if any, break in services. Transportation is slowly increasing services, they are able to use COVID funding for errands. There have been 2 rounds of phone calls to seniors receiving nutrition services. I&A is experiencing a significant drop in calls since the onset of quarantine periods. FCSP/KCSP services are higher; many caregivers are experiencing challenges during COVID. O3A is providing additional CARES act funding to these programs.

Jody discussed with the council the budget impacts that occurred over the summer. The state legislature was not happy that the Governor allocated the CARES and Family First Acts funding as that task is specifically delegated to the legislature. The legislature is currently discussing a possible special session; while they will not take back the CARES and Family First Acts funding, they may try to take back state funding, which includes the Senior Citizens Services Act (SCSA). O3A uses SCSA to fund I&A, as a match for federal funding, and as a filler for other programs. We will keep the council updated on this and any advocacy efforts.

Becca asked if O3A is ending their 4-year OAA contracts? No, ALTSA has authorized AAAs to extend RFPs for another year during COVID. O3A will extend OAA contracts (nutrition & transportation) through 2021 and complete the RFP next year.

#### **EVIDENCE BASED PROGRAMS:** *Janis Housden*

Janis updated the council on the current status of O3A's Evidence Based Programs (EBP). All programs stopped with the onset of COVID and O3A lost 6 of the 7 providers. Janis has been developing an RFP for remote EBPs; it is currently under review at ALTSA. Providers and programs must be certified for virtual sessions; it is a different certification than for in-person sessions. We may not need to invoke the Allocation committee if O3A is able to fund all submissions. Ginny asked about the Aging Mastery Program (AMP) which is being provided virtually; Janis will confirm if AMP is certified or not for virtual sessions.

#### **LOCAL MEMBER REPORTING:**

Council members provided the following reports on their communities:

- Vicki and Pam reported that they are still helping neighbors, delivering groceries, continuing their check-in calls; Pam was also able to use the North Beach Senior Resource Center to help someone whose house had burned down, with help from Ocean Shores Cares too.
- Carolyn thanked O3A for the new resource directories, she is doing an in-service talk at her church for local resources and will be handing them out; the church is continuing to serve the community.

- Charla added the North Olympic Long Term Care Alliance (NOLTCA) will meet on Wednesday and the presenter will be Life Flight; in October there will be 2 presenters: Statewide Health Insurance Benefits Advisors (SHIBA) and the UW Memory & Wellness Dementia Center. Charla also mentioned that the Road Ahead Senior Fair will take place online on September 28. Ingrid will send out the link to council members.
- Beth reported that facilities now have their own set of phases for moving out of quarantine that are separate from the county phases.

**STATE COUNCIL ON AGING (SCOA) REPORT:** *Joe Sharkey*  
SCOA has not met yet for September.

**PUBLIC COMMENT:** No comment.

**MEETING ADJOURNED:** The meeting was adjourned by consensus at 11:33 a.m.