

**O3A COUNCIL OF GOVERNMENTS AGENDA**

**Meeting Date:** Thursday, May 6, 2021

**Location/Time:** Via ZOOM = 10:00 a.m. – 10:45 a.m.

**Call Information:** Zoom Video link will be provided to COG, AC & O3A staff only

**Telephone number for the public to join the meeting:**

**1-253-215-8782 Meeting ID: 819-7922-5855 Pass Code: 714291**

Lisa Olsen, Chair  
Pacific County

- Call to Order
- Approval of Agenda
- Public comment for agenda items  
(Please limit comments to 5 minutes)

**Motion to Approve**

**Public Comment**

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.

- Consent Agenda Items:
  - April 1, 2021 Minutes
  - February 2021 Disbursements

**Motion to Approve**  
**Enclosure 1 Page 1-2**  
**Enclosure 2 Page 3**

Laura Cepoi,  
Executive Director

- Executive Director’s Report
  - Legislative Update

**Enclosure 3 Page 4-5**

Corena Stern,  
CFO

- Revenue and Expenditure Report

**Enclosure 4 Page 6-21**

Jody Moss,  
Director, Contracts  
Mgt. & Planning

- OAA RFP Approvals for 2022-2024
  - Congregate & Home Delivered Nutrition,  
and Volunteer Transportation
  - SFMNP 2021 Season subcontracts

**Motions to Approve**  
**Enclosure 5 Page 22-29**

**Enclosure 6 Page 30**

Connie King  
Pacific County Rep.

- Advisory Council Activity Report
  - March 16, 2021 Minutes

**Report**  
**Enclosure 7 Page 31-33**

Lisa Olsen, Chair  
Pacific County

- COG Member Announcements
- Public Comment  
(Please limit comments to 5 minutes)
- Adjourn meeting

**Announcements**  
**Public Comment**

**Adjourn**

**MEETING REMINDER:** The next O3A Council of Governments meeting is scheduled for Thursday, June 3, 2021 via conference call / Zoom 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)  
April 1, 2021 / 10:00 a.m. – 10:45 a.m.  
Via Conference/Video Call

**COMMISSIONERS ATTENDING:** Lisa Olsen, Chair (Pacific); Mark Ozias (Alternate, Clallam); Jill Warne (Grays Harbor); and Greg Brotherton (Jefferson).

**COMMISSIONERS ABSENT:** All counties represented.

**O3A STAFF ATTENDING:** Laura Cepoi, Executive Director; Jody Moss, Contracts Management and Planning Director; and Carol Ann Laase, Administrative Director.

**ADVISORY COUNCIL MEMBERS:** Becca Knievel, Vice-Chair, Jefferson; and Susan Conniry, Elected Official Representative.

**GUESTS/PUBLIC:** None.

**CALL TO ORDER:** Lisa Olsen, Chair, called the meeting to order at 10:11 a.m.

**AGENDA APPROVAL:** A motion to pass the meeting agenda as presented was made by Mark Ozias, with a 2<sup>nd</sup> by Jill Warne. **Motion Passed.**

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA ITEMS:** **Motion** to approve the Consent Agenda items as presented was made by Mark Ozias, with a 2<sup>nd</sup> by Jill Warne. **Motion Passed.**

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

- Laura provided an update on legislative issues. She noted there is a great deal of funding coming to the agency as a result of pandemic legislation both at the national and state level. Work to develop the contracts needed to get services out to the community is a major focus for Jody's unit. Laura reported on the passage of the American Rescue Plan Act, which will provide additional funding for support services, Family Caregiver Support and Kinship Caregiver Support Programs, and vaccine access assistance.
- HB 1323 to expand LTCTA participation to tribes and people with developmental disabilities continues to move forward. Laura provided remote testimony at the Senate Health & Long Term Care Committee hearing on this issue March 22<sup>nd</sup> in support of this important legislation. Also moving forward is HB 1120 Long-Term Care Workforce Improvement, which will help ensure the long-term care workforce remains as viable as possible by fixing rigid deadlines for licensing during a disaster. This bill has passed to the Rules Committee for its second reading.

- Laura reviewed the necessity to ensure that local homeless shelters are accessible for elders and adults with disabilities. O3A will be actively considering how some of the pandemic funding can be utilized to improve shelter access in our region. Homelessness is an issue area noted in the agency's Area Plan.
- Laura reported to the members that the agency continues to work on a Salary Survey to compare O3A's salary structure with similar agencies, with a goal of reporting at the June meeting. Laura stressed the importance of the agency being able to recruit and retain a good workforce possible. Recruitment for key positions such as Case Manager continue to be difficult with small pools and few qualified applicants.
- Laura reported on the unexpected opportunity to apply for additional funding for the Health Homes program through the Health Care Authority. O3A applied for \$150,000 to help fund the program's staffing and software costs in an effort to increase the participation rate and ensure adequate reimbursement for the program. O3A also expanded its Lead Entity functions to cover Lewis-Mason-Thurston counties, expanding the Lead Entity footprint for the agency's Health Homes program from 5 to 8 counties.
- Laura reported on her participation on a work group for Electronic Visit Verification (EVV), noting the importance to the region of this major change in how home care workers will capture their time. Laura noted that O3A authorizes \$58 million dollars of in-home care in the region, which supports keeping more than 1,700 vulnerable adults in their own home instead of in a residential facility. These dollars support the employment of local caregivers.
- Laura reviewed an opportunity for her to apply for a Health and Aging Policy Fellowship. If successful in her application, the program would provide a year-long training program as a non-residential fellow, focusing on current policy issues and communication skills development. The program does require attendance in Washington, D.C. for orientation and again in the spring, with no travel cost to the agency. Laura will apply for up to \$15,000 in salary support. The agency would partner by providing Laura's usual compensation during the fellowship year beyond any salary support from the fellowship program. The fellowship appears to be a good fit for the requirements of the Executive Director's role, and the work is appropriate as part of her usual duties. Laura noted that she would be expected to spend around eight hours a week working on a policy issue that will impact the agency. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments approves the application and required agency support for Laura Cepoi to apply for and participate in the Health and Aging Policy Fellowship. Motion by Mark Ozias, with a 2<sup>nd</sup> by Greg Brotherton. **Motion Passed.**

#### **CONTRACTS MANAGEMENT & PLANNING REPORT:** *Jody Moss*

Jody reported that the Advisory Council are delighted with candidates that have recently applied to fill vacancies on the AC board. She briefly reviewed the application of Sandra Goodwick, a resident of Clallam County, for the position of Regional Disabilities Representative. The full Advisory Council passed a recommendation for the Council of Governments to approve the appointment at their March 16, 2021 meeting. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments appoints Sandra Goodwick to a three year term as the Regional Disabilities Representative on the Advisory Council. Motion by Mark Ozias, with a 2<sup>nd</sup> by Greg Brotherton. **Motion Passed.**

#### **ADVISORY COUNCIL (AC) REPORT:** *Becca Knievel and Susan Conniry*

Becca and Susan noted the AC is preparing to review the Older Americans Act RFPs for Nutrition and Transportation programs, and will be helping to distribute the Area Plan Survey. Susan introduced herself as a new member, noting she is looking forward to working with the agency.

**COG MEMBER ANNOUNCEMENTS:** None.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** The meeting was adjourned by consensus at 11:11 a.m.



# Olympic Area Agency on Aging

2200 W Sims Way Unit 100  
 Port Townsend WA 98368  
[www.o3a.org](http://www.o3a.org)

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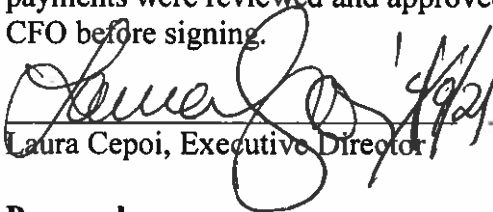
April 7, 2021

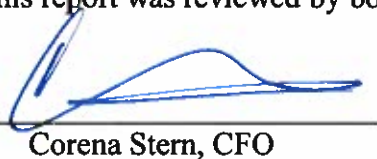
The following warrants/checks/electronic payments (EFT's) for the period February 1, 2021 through February 28, 2021 are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7801028	Through: 7801141	\$399,341.07 (1)
<u>Payroll:</u>			
EFTs	Numbers: 38819	Through: 38931	\$227,864.17 (2)
IRS			\$73,357.81
Savings			\$4,830.00
<u>Electronic Payments:</u>	Dates: 02/01/2021	Through: 02/28/2021	\$14,023.72 ✓
Total			\$719,416.77

- (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

4/7/21  
 Date

**Proposal:**

I recommend that the O3A COG approve payments for the month of February 2021.

**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 February 2021.

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) April 30, 2021

### Legislative Updates

The Long-Term Care Trust Act (HB1323) **Tharinger**, expands participation to include tribes and people with developmental disabilities. **Status:** signed by the Governor on 4/21/21.

Long-Term Care Workforce Improvements (HB1120), **Tharinger**. This will maintain a long term workforce by fixing rigid deadlines for licensing requirements during a disaster. **Status:** Passed and delivered to the Governor for signature.

### State Budget

As there are multiple strands of funding to strengthen and rebuild from the pandemic, the state is awaiting direction from the Centers of Medicare Services and the Administration on Community Living (ACL) to provide clarification on use of funds before they are distributed to the AAA's. Some of the things that we are waiting for include:

- Distinct purposes of separate vaccine funding- two funding streams.
- Additional funding for Home and Community Based Services (\$4.6 Billion)- Medicaid time limit is through March 2022 as passed through appropriations, waiting to understand about a 10% enhancement rate, stipulations, reporting requirements, and codes.
- Additional \$7.8 million for case management (statewide) will apply to all of 2022.

### Home Care-Workforce Development

Paid caregiving is one of the benchmark services that AAA's and the state offer to keep older adults and people with disabilities in their own homes providing substantial Medicaid savings as an alternative to institutional care. The pandemic has exacerbated the pool of in-home care workers and some Home Care Agencies are no longer taking new clients as they have four month waitlists for services. Some pockets of the state are worse than others. It is impacting hospital discharge work because if there are not enough staff to provide services in the home folks can't be discharged. This is one of three major efforts that are changing/impacting this service, the other two are:

1. Electronic Visitation Verification- to ensure federal compliance with billing reconciliation, issues with broadband and some technical assistance issues in achieving compliance.
2. Shifting individual provider credentialing, contracting and other employer responsibilities from O3A to Consumer Direct Care Network Washington (CDWA) a selected vendor of the state who will be the employer of record for in-home personal care and respite for the state. Clients will continue to select, schedule, supervise, and dismiss their Individual Providers. We anticipate shifting these responsibilities by April 2022.

### Salary Survey

Carol Ann has collated data and materials and will be submitting the salary survey to Corena Stern, CFO, for budget analysis to determine what recommendations can be made based on the disparities which are both fiscally prudent and provide an attractive pay scale to hire and recruit new talent. Case

management is reluctant to post vacant positions which have been advertised for more than a year until salaries are more competitive.

**Health Homes Update**

- We have learned that the tribal administrative fee was not included for the past year of services but is in the budget starting 7/1/2021.
- We continue to await budget decisions on O3A's request for additional funds from the American Rescue Act to account for the outreach efforts to tribes and the expansion that we have agreed to engage in Lewis, Mason and Thurston counties.
- Jaci Hoyle, Direct Services Director, and I are looking at alternative staffing models to create more successful enrollment in this program.

Respectfully Submitted,

Laura Cepoi  
Executive Director



# Olympic Area Agency on Aging

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**DATE:** April 8, 2021  
**TO:** O3A Council of Governments  
**FROM:** Corena Stern, CFO  
**SUBJECT:** O3A DEC YTD 2020 Operating Results

Following this memo is O3A's Revenue and Expense Summary for December Year-to-Date 2020. The Agency had an overall operating surplus of \$446,923 for non-restricted funds and a \$108,760 surplus for MTD MACTSOA restricted funds.

Non-restricted fund balance stands at \$2,214,845 as of 12/31/2020.

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 Dec 2020	712,886	108,760	-	-	821,647
Used for underfunded programs	(265,963)	-	-	-	(265,963)
Fund Balance 10/31/2020	2,214,845	301,111	22,566	1,171,703	3,710,225

For restricted funds, the MTD MAC/TSOA program produced a YTD gain of \$ 108,760 at the end of December..

This surplus is added to the 2019 year-end MACTSOA fund balance of 192k, bringing the MACTSOA fund balance to \$301,111 YTD. These funds are restricted for use to the MTD MAC/TSOA program.

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>116,931</b>
<b>Core Case Management (CM)</b>	<b>595,956</b>
<b>Other Admin</b>	<b>(41,686)</b>
<b>Fund Use</b>	<b>(34,589)</b>
<b>Home Care Referral Registry (HCRR)</b>	<b>(23,072)</b>
<b>Health Homes CCO</b>	<b>(31,007)</b>
<b>Health Homes Lead</b>	<b>(135,610)</b>
<b>Total</b>	<b>446,923</b>

## Executive Overview -

The updated 2020 Budget totals – approved in December by the COG - are included in the December financial reports. The budget amendment reflects a conservative estimate and adjustments regarding accumulating reserves. Actual reserves at the end of year were added to substantially more than anticipated, primarily due to Case Management.

Original Budget projections of Case Management Revenues and Expenditures yielded a \$295,246 surplus. With staffing, travel and Admin and IT allocations coming in lower than expected, expenditures were down by \$200k from original estimates. Revenues were up by \$166k with higher caseload and rates than initially anticipated. These factors created a \$595k surplus in Case Management.

Health Homes CCO and Health Homes Lead deficits were less than Budget due to staffing being lower than planned. Combined losses for the programs total \$166k for the year.

Additionally, deferred revenue in the amount of 80k was recognized as part of the PCM department in December, flowing to the agency surplus. This was contract revenue from the Olympic Community of Health for work completed.



A financial review by department includes the following items:

- **Admin –**

Through December, Admin is under budget overall – Payroll, Professional Services and Travel are the areas contributing to the variance.

- **IT –** YTD Payroll and benefits are under budget (less FTE than budgeted). Annual technology equipment purchases are also under budget.

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

The total YTD **COVID** related grant spending as of 12/31 was \$948,038 (including Admin) and is primarily nutrition related and a subcontracted service.

COVID spending was about 300k over our original estimates by year-end, but due to the underspending of regular Older Americans Act spending, the PCM dept is still under budget.

- **Core Case Management & Nursing** has exceeded the year-end target of a \$227,372 surplus. At the end of December the surplus was \$595,956. Case management revenues, excluding caregiver training reimbursement, are over budget by \$166,467 for the year. Expenses in Payroll, travel, and Admin & IT allocations were under budget by over 134k. There are unfilled positions and added caseload.

- **I&A –** Expenses are under budget in Payroll, Benefits and travel resulting in a smaller loss than anticipated by around 57k.

- **Family and Kinship Caregiver Support –** Payroll Expenses and Admin allocation are under budget YTD. Revenues are mirroring the reduction. Services to Grandparents actual expenditures are under budget by 50k. Overall the YTD operating expenses against revenues are 42k under anticipated losses.

- **Home Care Referral Registry's (HCRR's) –** Olympic HCRR used \$23,155 in agency reserves to finish out the State/Federal contract on June 30, 2020. With a new contract in hand, losses will not occur until the new funding runs out – estimated to be May of 2021. Olympic HCRR is under budget on expenses for Payroll and benefits. 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 to April 2022.

For the fiscal operating year, the Olympic HCRR had an operating deficit in the amount of 25k, as opposed to the budgeted amount of 49k. Pacific HCRR ended the year with a positive of 2k.

- **Ombudsman –** Since in-person visits have been not allowed at Long-Term Care facilities due to COVID, the program is under budget on travel in the amount of 18k, which has helped end the fiscal year without an anticipated loss.

- **Health Homes CCO** – The revenues for HH CCO exceed budget and the expenditures are trending downward keeping the program from incurring additional losses. The program ended the year with a deficit of– \$(31,007) The anticipated new reimbursement rates effective 07/01/2020 for CCO's are helping 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 under budget, with payroll costs trending down as some nursing time is moving to Case Management and Health Homes CCO. Efforts are being made to adjust the staffing plan and annual expenditures, including the fixed software costs for the program.

Should the legislature approve admin funding for tribal work, the agency may receive revenue for previous work done in this area.

At preliminary year end, the deficits for the Health Homes Lead program are trending downward and total 135k

- **MTD/MAC/TSOA** – Expenses are substantially under budget in Payroll and Benefits and over budget in Admin Allocation. Quarterly milestone billings will be completed in December, which will bring the net program gain up. Currently the YTD gain is 108k for the year as of Dec 31, 2020.

#### **Other items of note –**

- Prep for the Annual Financial Report to the State Auditor is underway.
- The Senior Accountant position (new) has been finalized and the agency is currently advertising.
- Grant Budget season is commencing shortly with the new State/Federal contract which begins July1, 2021. This funding represented over 50% of our funding in 2021. The contract total was 5.3 million for July 2020-June2021, the bulk of which was/is case management revenues.

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Variance	Approved 2020 Budget	Remaining Budget
<b>FUNDING</b>								
Older Americans Act	162,902	126,998	35,904	OAA COVID funding	1,157,874	(394,669)	1,552,543	-
State/Federal	419,417	427,396	(7,979)		4,840,696	(248,953)	5,089,649	-
MTD Mac/Tsoa	116,327	127,972	(11,645)		644,925	(48,755)	693,680	-
Other ALTSA	5,058	17,235	(12,178)		196,620	(10,200)	206,820	-
HCRR	13,692	17,449	(3,757)		158,619	(50,769)	209,388	-
Multi Service Center	5,476	0	5,476		68,006	(5,473)	73,478	-
Health Homes	55,599	65,041	(9,442)		579,522	3,325	576,197	-
Other (COVID,SHIBA, SFM, CGT, Sr E	97,851	41,710	56,141		1,468,909	236,444	1,232,465	-
<b>Total Funding</b>	<b>876,321</b>	<b>823,800</b>	<b>52,521</b>		<b>9,115,170</b>	<b>(519,050)</b>	<b>9,634,220</b>	<b>-</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	313,995	342,899	28,903		3,776,003	314,149	4,090,152	16,000
Benefits	95,837	134,323	38,485		1,413,966	156,882	1,570,848	(28,000)
Training	40	206	166		6,260	(3,225)	3,035	-
Office & Program Supplies	5,093	8,331	3,239		78,866	21,108	99,974	-
Technology Equip & Supplies	1,560	8,337	6,777		61,550	38,450	100,000	-
Admin Allocation	54,548	62,039	8,222		772,686	148,629	921,315	84,934
IT Allocation	24,312	32,050	8,109		314,980	74,751	389,731	-
Professional Services	928	3,560	2,142		166,380	21,073	187,453	85,556
Communications-Phone & Postage	8,967	9,161	194		101,897	7,814	109,711	-
Travel	3,383	18,534	15,860		81,366	141,686	223,052	-
Advertising	1,555	634	(743)		14,330	(831)	13,499	-
Rentals	21,594	20,673	(1,834)		259,419	(11,020)	248,398	-
Insurance	3,690	6,393	2,547		45,364	31,355	76,720	-
Utilities	1,741	2,098	321		18,446	4,633	23,079	-
Maintenance & Repair	2,091	1,522	(593)		97,427	(63,567)	33,860	-
Miscellaneous	44	0	(44)		621	(621)	0	-
<b>Total Operating Expenditures</b>	<b>539,378</b>	<b>650,759</b>	<b>111,752</b>		<b>7,209,562</b>	<b>881,265</b>	<b>8,090,828</b>	<b>158,490</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance	5,026	6,193	1,167		39,057	35,259	74,316	-
Transportation	4,385	6,000	1,615		65,936	6,064	72,000	-
Congregate Meals (C1)	0	23,222	23,222		64,098	214,568	278,666	-
Nutrition Education	0	0	0		1,000	(1,000)	0	-
Home Delivered Meals (C2)	102,706	21,123	(81,582)		234,402	19,077	253,479	-
Home Delivered Meals (State Expansion)	5,058	2,743	(2,314)		23,775	9,144	32,918	-
Senior Farmer's Market	0	0	0		29,560	17,030	46,590	-
Professional Consulting Services	0	2,345	2,345		11,345	16,797	28,142	-
Home Repair & Sr. Emergency Fund	2,250	2,313	63		23,036	4,764	27,800	-
Senior Drug Education	0	0	0		12,774	(12,774)	0	-
Kinship Care Service Delivery	488	348	(140)		13,106	(8,928)	4,178	-
Kinship Good & Services	2,076	2,785	709		47,531	389	47,920	-
Respite Services	20,539	28,750	8,211		392,952	(7,950)	385,002	-
Supplemental Services	2,200	1,589	(611)		12,946	6,126	19,072	-
Services to Grandparents	0	4,625	4,625		5,025	50,479	55,504	-
Other Payments	32,660	64,612	31,952	COVID nutrition, CCAP kitchen	1,464,157	(74,052)	1,390,105	-
<b>Total Subcontractor Expenditures</b>	<b>177,388</b>	<b>166,650</b>	<b>(10,738)</b>		<b>2,440,701</b>	<b>274,991</b>	<b>2,715,692</b>	<b>-</b>
<b>ADMIN &amp; IT ALLOCATION ADD BACK</b>	<b>(77,758)</b>	<b>(94,374)</b>	<b>(16,616)</b>		<b>(1,102,019)</b>	<b>(131,633)</b>	<b>(1,233,652)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>639,008</b>	<b>723,035</b>	<b>84,398</b>		<b>8,548,244</b>	<b>1,024,623</b>	<b>9,572,867</b>	<b>158,490</b>
<b>GENERAL FUND SURPLUS (DEFICIT)</b>	<b>237,313</b>	<b>100,766</b>	<b>136,918</b>		<b>566,926</b>	<b>505,573</b>	<b>61,353</b>	<b>(158,490)</b>

Description	Dec - Actual	Dec - Budget	Dec - 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	
Other AL TSA			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	14,959	16,385	1,426		178,786	197,264	18,478	197,264
Benefits	4,675	6,842	2,167		69,600	81,694	12,093	81,694
Training	0	0	0		0	0	0	0
Office & Program Supplies	215	500	285		5,715	6,000	285	6,000
Technology Equip & Supplies	1,560	5,000	3,440		28,599	60,000	31,401	60,000
Admin Allocation	0	0	0		2,456	0	(2,456)	0
IT Allocation		0	0		370	0	(370)	0
Professional Services	731	875	144		4,106	10,500	6,394	10,500
Communications-Phone & Postage	370	500	130		4,796	6,000	1,204	6,000
Travel	242	1,083	842		8,715	13,000	4,285	13,000
Advertising		0	0		179	0	(179)	0
Rentals	950	925	(25)		10,772	11,104	332	11,104
Insurance	179	170	(9)		2,044	2,043	(1)	2,043
Utilities	37	15	(22)		299	175	(124)	175
Maintenance & Repair	23	40	17		239	475	236	475
Miscellaneous	0	0	0		0	0	0	0
	0	0	0		0	0		
<b>Total Operating Expenditures</b>	<b>23,941</b>	<b>32,335</b>	<b>8,394</b>		<b>316,678</b>	<b>388,255</b>	<b>71,577</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>	<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>(23,941)</b>	<b>(32,335)</b>	<b>(8,394)</b>		<b>(316,678)</b>	<b>(388,255)</b>	<b>(71,577)</b>	<b>(388,255)</b>
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues Over/(Under) Expend.</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	137,125	80,868	56,257		624,271	970,419.0	(346,148)	970,419
State/Federal	28,523	37,706	(9,183)		353,792	538,027.0	(184,235)	538,027
MTD Mac/Tsoa		0			0	0.0	0	0
Other ALTSA	5,058	16,294	(11,237)	150k Kitchen Coastal	186,299	195,530.0	(9,231)	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	90,457	0	90,457	OCH revenue booked Dec 80k	1,138,764	799,338.0	339,426	799,338
<b>Total Funding</b>	<b>261,163</b>	<b>134,868</b>	<b>126,294</b>		<b>2,303,126</b>	<b>2,503,314</b>	<b>(200,188)</b>	<b>2,503,314</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	21,905	23,221	1,316		259,290	274,703.5	15,414	274,703
Benefits	6,676	8,904	2,228		97,630	106,146.5	8,517	106,146
Training	40	150	110		2,490	1,800.0	(690)	1,800
Office & Program Supplies	580	510	(70)		7,999	6,120.0	(1,879)	6,120
Technology Equip & Supplies		0	0		0	0.0	0	0
Admin Allocation	14,329	12,408	(1,921)		158,470	246,790.2	88,320	246,790
IT Allocation	1,590	2,016	426		19,794	24,513.2	4,719	24,513
Professional Services	0	140	140	EVV	85,556	87,232.0	1,676	87,232
Communications-Phone & Postage	376	443	67		5,819	5,311.0	(508)	5,311
Travel	176	2,083	1,907		9,402	25,000.0	15,598	25,000
Advertising	0	250	250		133	3,000.0	2,867	3,000
Rentals	1,965	1,916	(48)		24,832	25,510.8	679	25,511
Insurance	229	212	(17)		1,508	2,543.1	1,035	2,543
Utilities	244	208	(36)		2,782	2,500.0	(282)	2,500
Maintenance & Repair	341	125	(216)		2,162	1,500.0	(662)	1,500
Miscellaneous	0	0	0		0	0.0	0	0
						0.0		0
<b>Total Operating Expenditures</b>	<b>48,451</b>	<b>52,585</b>	<b>4,135</b>		<b>677,868</b>	<b>812,670</b>	<b>134,803</b>	<b>812,670</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance	5,026	6,193	1,167		39,057	74,316.0	35,259	74,316
Transportation	4,385	6,000	1,615		65,936	72,000.0	6,064	72,000
Congregate Meals (C1)	0	23,222	23,222		64,098	278,666.0	214,568	278,666
Nutrition Education	0	0	0		1,000	0.0	(1,000)	0
Home Delivered Meals (C2)	102,706	21,123	(81,582)		234,402	253,479.0	19,077	253,479
Home Delivered Meals (State Expansion)	5,058	2,743	(2,314)		23,775	32,918.0	9,144	32,918
Senior Farmer's Market	0	0	0		29,560	46,590.0	17,030	46,590
Prof Consulting Services (Disease Prev)	0	2,345	2,345		11,345	28,142.0	16,797	28,142
Home Repair & Sr. Emergency Fund	0	0	0		0	0.0	0	0
Senior Drug Education	0	0	0		12,774	0.0	(12,774)	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 Spec Proj 2018 /Kitch	8,768	13,551	4,783	COVID Kitchen and COVID Emergency meals	1,011,854	777,374.0	(234,480)	777,374
<b>Total Subcontractor Expenditures</b>	<b>125,942</b>	<b>75,178</b>	<b>(50,765)</b>		<b>1,493,800</b>	<b>1,563,485</b>	<b>69,685</b>	<b>1,563,485</b>
<b>IT ALLOCATION ADD BACK</b>								
<b>Total Expenditures</b>	<b>174,393</b>	<b>127,763</b>	<b>(46,630)</b>		<b>2,171,668</b>	<b>2,376,155</b>	<b>204,487</b>	<b>2,376,155</b>
<b>Revenues Over/(Under) Expend.</b>	<b>86,769</b>	<b>7,105</b>	<b>79,664</b>		<b>131,459</b>	<b>127,159</b>	<b>4,300</b>	<b>127,159</b>

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act			0		0	0	0	0
State/Federal	290,257	270,733	19,524		3,375,474	3,209,027	166,447	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)	3,982	26,806	(22,825)	Non core included on FCSP and KCSP	213,421	321,673	(108,252)	321,673
<b>Total Funding</b>	<b>294,239</b>	<b>297,539</b>	<b>(3,300)</b>		<b>3,588,895</b>	<b>3,530,700</b>	<b>58,195</b>	<b>3,530,700</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	134,170	136,167	1,997		1,558,084	1,562,766	4,682	1,562,766
Benefits	41,006	52,573	11,566		588,446	607,263	18,818	607,263
Training	0	0	0		1,156	315	(841)	315
Office & Program Supplies	1,573	2,750	1,177		27,054	33,000	5,946	33,000
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	18,710	23,575	4,865		276,171	317,825	41,654	317,825
IT Allocation	10,455	13,917	3,462		135,706	169,228	33,522	169,228
Professional Services	3	0	(3)		4,150	180	(3,970)	180
Communications-Phone & Postage	3,290	3,500	210		39,687	42,000	2,313	42,000
Travel	61	5,250	5,189		18,503	63,000	44,497	63,000
Advertising	924	167	(757)		2,792	2,000	(792)	2,000
Rentals	8,414	7,137	(1,277)		92,695	85,648	(7,047)	85,648
Insurance	1,608	1,463	(145)		19,499	17,556	(1,942)	17,556
Utilities	478	583	105		5,144	7,000	1,856	7,000
Maintenance & Repair	604	500	(104)		9,889	6,000	(3,889)	6,000
Miscellaneous	0	0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>221,297</b>	<b>247,581</b>	<b>26,285</b>		<b>2,778,976</b>	<b>2,913,781</b>	<b>134,806</b>	<b>2,913,781</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	3,982	26,806	22,825		213,421	321,673	108,252	321,673
<b>Total Subcontractor Expenditures</b>	<b>3,982</b>	<b>26,806</b>	<b>22,825</b>		<b>213,421</b>	<b>321,673</b>	<b>108,252</b>	<b>321,673</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>225,278</b>	<b>274,387</b>	<b>49,109</b>		<b>2,992,397</b>	<b>3,235,454</b>	<b>243,058</b>	<b>3,235,454</b>
<b>Revenues Over/(Under) Expend.</b>	<b>68,961</b>	<b>23,152</b>	<b>45,809</b>		<b>596,498</b>	<b>295,246</b>	<b>301,253</b>	<b>295,246</b>

Description	Jan - Actual	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>									
Older Americans Act	32,171	1,289	30,712	(29,423)		357,018	368,544	(11,526)	368,544
State/Federal	40,378	72,554	44,452	28,103		444,652	583,419	(138,767)	583,419
MTD Mac/Tsoa			0	0		0	0	0	0
Other ALTSA	1,071	0	941	(941)		10,321	11,290	(969)	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	6,415	(1,114)	14,904	(16,018)		57,942	111,454	(53,512)	111,454
<b>Total Funding</b>	<b>80,035</b>	<b>72,729</b>	<b>91,008</b>	<b>(18,279)</b>		<b>869,933</b>	<b>1,074,707</b>	<b>(204,774)</b>	<b>1,074,707</b>
<b>OPERATING EXPENDITURES</b>									
Salaries & Wages	38,394	39,492	43,476	3,984		459,935	602,564	142,629	602,564
Benefits	15,713	11,405	19,261	7,856		178,136	229,916	51,780	229,916
Training	-	0	0	0		1,443	0	(1,443)	0
Office & Program Supplies	971	1,064	1,652	588		13,324	19,825	6,501	19,825
Technology Equip & Supplies	-		0	0		0	0	0	0
Admin Allocation	8,155	6,950	8,685	1,736		103,942	128,403	24,461	128,403
IT Allocation	4,772	3,584	4,815	1,231		46,883	58,545	11,661	58,545
Professional Services	-		23	23		20	270	250	270
Communications-Phone & Postage	1,916	2,076	2,217	141		17,679	26,607	8,928	26,607
Travel	1,061	1,023	1,708	686		6,578	20,500	13,922	20,500
Advertising	238	21	0	(21)		1,610	397	(1,213)	397
Rentals	3,901	3,789	3,647	(141)		42,521	43,767	1,245	43,767
Insurance	548	551	506	(45)		6,577	6,074	(503)	6,074
Utilities	505	317	398	81		3,466	4,778	1,312	4,778
Maintenance & Repair	396	379	323	(56)		5,689	3,876	(1,813)	3,876
Miscellaneous			0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>\$ 76,570</b>	<b>70,650</b>	<b>86,712</b>	<b>16,062</b>		<b>887,803</b>	<b>1,145,521</b>	<b>257,717</b>	<b>1,145,521</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	3,312	2,250	2,313	63		23,036	27,800	4,764	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>\$ 3,312</b>	<b>2,250</b>	<b>2,313</b>	<b>63</b>		<b>23,036</b>	<b>27,800</b>	<b>4,764</b>	<b>27,800</b>
<b>IT ALLOCATION ADD BACK</b>									<b>0</b>
<b>Total Expenditures</b>	<b>\$ 79,882</b>	<b>72,901</b>	<b>89,025</b>	<b>16,124</b>		<b>910,840</b>	<b>1,173,321</b>	<b>262,481</b>	<b>1,173,321</b>
<b>Revenues Over/(Under) Expend.</b>	<b>\$ 153.00</b>	<b>(172)</b>	<b>1,983</b>	<b>(2,155)</b>		<b>(40,907)</b>	<b>(98,614)</b>	<b>57,707</b>	<b>(98,614)</b>



Description	Dec - Actual	Dec - Budget	Dec - 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	116,327	127,972	(11,645)		644,925	693,680	(48,755)	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>116,327</b>	<b>127,972</b>	<b>(11,645)</b>		<b>644,925</b>	<b>693,680</b>	<b>(48,755)</b>	<b>693,680</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	26,379	30,643	4,264		302,390	331,355	28,965	331,355
Benefits	8,255	10,931	2,676		112,454	117,814	5,360	117,814
Training	0	0	0		0	0	0	0
Office & Program Supplies	210	292	82		3,267	3,500	233	3,500
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	3,665	1,861	(1,804)		52,541	23,525	(29,016)	23,525
IT Allocation	2,284	3,109	825		30,201	37,805	7,604	37,805
Professional Services	0	0	0		42	0	(42)	0
Communications-Phone & Postage	579	42	(537)		6,581	500	(6,081)	500
Travel	586	208	(377)		10,501	2,500	(8,001)	2,500
Advertising	0	0	0		840	0	(840)	0
Rentals	930	770	(160)		10,844	8,406	(2,438)	8,406
Insurance	351	3,111	2,759		4,240	37,329	33,090	37,329
Utilities	32	42	10		724	500	(224)	500
Maintenance & Repair	84	25	(59)		1,462	300	(1,162)	300
Outreach	0	0	0		77	0	(77)	0
					0	0		0
<b>Total Operating Expenditures</b>	<b>43,354</b>	<b>51,033</b>	<b>7,679</b>		<b>536,164</b>	<b>563,533</b>	<b>27,369</b>	<b>563,533</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>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>43,354</b>	<b>51,033</b>	<b>7,679</b>		<b>536,164</b>	<b>563,533</b>	<b>27,369</b>	<b>563,533</b>
<b>Revenues Over/(Under) Expend.</b>	<b>72,973</b>	<b>76,939</b>	<b>(3,966)</b>		<b>108,761</b>	<b>130,147</b>	<b>(21,386)</b>	<b>130,147</b>



Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	25,135	15,418	9,717		134,903	185,017	(50,114)	185,017
State/Federal	24,082	59,973	(35,891)	New contract funding	657,754	734,176	(76,422)	734,176
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0	0		0	0	0	0
HARR		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)	4,527	0	4,527		58,782	0	58,782	0
<b>Total Funding</b>	<b>53,744</b>	<b>75,391</b>	<b>(21,648)</b>		<b>851,439</b>	<b>919,193</b>	<b>(67,754)</b>	<b>919,193</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	11,205	13,568	2,363		135,898	161,718	25,819	161,718
Benefits	2,823	5,560	2,737		49,655	66,555	16,900	66,555
Training	0	56	56		0	670	670	670
Office & Program Supplies	314	745	431		6,010	8,939	2,929	8,939
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	4,168	6,824	2,657		71,257	93,236	21,978	93,236
IT Allocation	977	1,477	500		14,146	17,957	3,811	17,957
Professional Services	0	23	23		0	270	270	270
Communications-Phone & Postage	741	611	(130)		9,051	7,331	(1,720)	7,331
Travel	9	1,042	1,033		1,666	12,500	10,834	12,500
Advertising	0	167	167		1,230	2,002	772	2,002
Rentals	2,003	1,407	(596)		22,396	16,878	(5,517)	16,878
Insurance	150	155	5		1,980	1,863	(117)	1,863
Utilities	211	191	(20)		2,537	2,290	(247)	2,290
Maintenance & Repair	176	207	31		3,061	2,480	(581)	2,480
Miscellaneous	44	0	(44)		368	0	(368)	0
<b>Total Operating Expenditures</b>	<b>22,820</b>	<b>32,030</b>	<b>9,211</b>		<b>319,255</b>	<b>394,689</b>	<b>75,434</b>	<b>394,689</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	488	348	(140)		13,106	4,178	(8,928)	4,178
Kinship Good & Services	2,076	2,785	709		47,531	47,920	389	47,920
Respite Services	20,539	28,750	8,211		392,952	385,002	(7,950)	385,002
Supplemental Services	2,200	1,589	(611)		12,946	19,072	6,126	19,072
Services to Grandparents	0	4,625	4,625		5,025	55,504	50,479	55,504
AWHI & CGT Non-Core	4,527	4,583	57		59,625	55,000	(4,625)	55,000
<b>Total Subcontractor Expenditures</b>	<b>29,830</b>	<b>42,681</b>	<b>12,851</b>		<b>531,186</b>	<b>566,676</b>	<b>35,490</b>	<b>566,676</b>
<b>IT ALLOCATION ADD BACK</b>								
								0
<b>Total Expenditures</b>	<b>52,650</b>	<b>74,712</b>	<b>22,062</b>		<b>850,441</b>	<b>961,365</b>	<b>110,924</b>	<b>961,365</b>
<b>Revenues Over/(Under) Expend.</b>	<b>1,094</b>	<b>679</b>	<b>415</b>		<b>998</b>	<b>(42,172)</b>	<b>43,170</b>	<b>(42,172)</b>

Description	Dec - Actual	Dec - Budget	Dec - 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	6,533	8,966	(2,433)		70,855	107,594	(36,739)	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>6,533</b>	<b>8,966</b>	<b>(2,433)</b>		<b>70,855</b>	<b>107,594</b>	<b>(36,739)</b>	<b>107,594</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,641	6,781	3,140		48,378	80,547	32,169	80,547
Benefits	1,180	3,047	1,868		21,437	36,433	14,996	36,433
Training	0	-	0		0	0	0	0
Office & Program Supplies	56	108	52		1,164	1,300	136	1,300
Technology Equip & Supplies	0	-	0		0	0	0	0
Admin Allocation	552	1,241	688		8,612	16,728	8,116	16,728
IT Allocation	326	864	538		7,781	10,501	2,720	10,501
Professional Services		-	0		0	0	0	0
Communications-Phone & Postage	227	190	(36)		1,249	2,285	1,036	2,285
Travel	0	142	142		246	1,700	1,454	1,700
Advertising	0	-	0		0	0	0	0
Rentals	396	395	(1)		4,794	4,745	(49)	4,745
Insurance	50	91	41		1,080	1,089	9	1,089
Utilities	72	78	6		670	936	266	936
Maintenance & Repair	34	39	5		471	469	(2)	469
Miscellaneous		-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>6,533</b>	<b>12,977</b>	<b>6,444</b>		<b>95,882</b>	<b>156,733</b>	<b>60,850</b>	<b>156,733</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>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>6,533</b>	<b>12,977</b>	<b>6,444</b>		<b>95,882</b>	<b>156,733</b>	<b>60,850</b>	<b>156,733</b>
<b>Revenues Over/(Under) Expend.</b>	<b>0</b>	<b>(4,010)</b>	<b>4,011</b>		<b>(25,028)</b>	<b>(49,139)</b>	<b>24,111</b>	<b>(49,139)</b>

Description	Dec - Actual	Dec - Budget	Dec - 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	7,159	8,483	(1,324)		87,764	101,794	(14,030)	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>7,159</b>	<b>8,483</b>	<b>(1,324)</b>		<b>87,764</b>	<b>101,794</b>	<b>(14,030)</b>	<b>101,794</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,879	3,722	(157)		43,616	44,546	930	44,546
Benefits	1,417	1,746	329		20,190	20,930	740	20,930
Training	0	-	0		57	0	(57)	0
Office & Program Supplies	81	216	135		1,453	2,590	1,137	2,590
Technology Equip & Supplies	0	-	0		57	0	(57)	0
Admin Allocation	588	1,241	653		7,609	16,728	9,118	16,728
IT Allocation	373	497	123		4,854	6,038	1,184	6,038
Professional Services	0	-	0		0	1,001	1,001	1,001
Communications-Phone & Postage	51	250	199		1,332	3,002	1,670	3,002
Travel	0	18	18		0	213	213	213
Advertising	0	-	0		0	0	0	0
Rentals	502	485	(17)		5,944	5,821	(123)	5,821
Insurance	58	52	(5)		679	626	(52)	626
Utilities	0	-	0		0	0	0	0
Maintenance & Repair	2	-	(2)		16	0	(16)	0
Miscellaneous		-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>6,951</b>	<b>8,226</b>	<b>1,275</b>		<b>85,808</b>	<b>101,495</b>	<b>15,687</b>	<b>101,495</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>6,951</b>	<b>8,226</b>	<b>1,275</b>		<b>85,808</b>	<b>101,495</b>	<b>15,687</b>	<b>101,495</b>
<b>Revenues Over/(Under) Expend.</b>	<b>209</b>	<b>257</b>	<b>(48)</b>		<b>1,956</b>	<b>299</b>	<b>1,657</b>	<b>299</b>

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2020 Budget
<b>FUNDING</b>								
Older Americans Act	(647)	-	(647)		41,682	28,563	13,119	28,563
State/Federal	4,000	14,532	(10,532)		9,024	25,000	(15,976)	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	5,476	-	5,476	LTCOP contract 74k	68,006	73,478	(5,473)	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>8,829</b>	<b>14,532</b>	<b>(5,703)</b>		<b>118,711</b>	<b>127,041</b>	<b>(8,330)</b>	<b>127,041</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	5,274	5,677	402		63,723	67,311	3,588	67,311
Benefits	1,650	2,111	461		23,197	25,191	1,994	25,191
Training	0	-	0		1,114	250	(864)	250
Office & Program Supplies	38	83	46		87	1,000	913	1,000
Technology Equip & Supplies		-	0		0	0	0	0
Admin Allocation	782	1,241	458		9,986	16,728	6,742	16,728
IT Allocation	345	487	142		4,691	5,917	1,226	5,917
Professional Services		-	0		0	0	0	0
Communications-Phone & Postage	84	167	83		1,376	2,000	624	2,000
Travel	290	2,500	2,210		9,106	30,000	20,894	30,000
Advertising	0	-	0		0	0	0	0
Rentals	313	243	(70)		3,995	2,911	(1,084)	2,911
Insurance	53	51	(2)		658	614	(44)	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>8,829</b>	<b>12,558</b>	<b>3,730</b>		<b>117,932</b>	<b>151,920</b>	<b>33,988</b>	<b>151,920</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>8,829</b>	<b>12,558</b>	<b>3,730</b>		<b>117,932</b>	<b>151,920</b>	<b>33,988</b>	<b>151,920</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(0)</b>	<b>1,974</b>	<b>(1,974)</b>		<b>780</b>	<b>(24,879)</b>	<b>25,659</b>	<b>(24,879)</b>

Description	Dec - Actual	Dec - Budget	Dec - 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	36,754	39,440	(2,686)		373,994	352,067	21,927	352,067
Other		0	0		0	0	0	0
<b>Total Funding</b>	<b>36,754</b>	<b>39,440</b>	<b>(2,686)</b>		<b>373,994</b>	<b>352,067</b>	<b>21,927</b>	<b>352,067</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	14,903	19,747	4,843		219,679	224,623	4,943	224,623
Benefits	4,871	8,966	4,095		88,479	102,519	14,039	102,519
Training		0	0		0	0	0	0
Office & Program Supplies	258	375	117		3,327	4,500	1,173	4,500
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	2,222	2,482	260		40,645	30,677	(9,967)	30,677
IT Allocation	1,889	1,945	56		23,860	23,649	(211)	23,649
Professional Services		0	0		0	0	0	0
Communications-Phone & Postage	671	583	(88)		6,298	7,000	702	7,000
Travel	234	2,167	1,932		8,069	26,000	17,931	26,000
Advertising	0	50	50		533	600	67	600
Rentals	773	836	63		9,106	10,028	921	10,028
Insurance	292	256	(36)		3,348	3,067	(282)	3,067
Utilities	108	58	(50)		960	700	(260)	700
Maintenance & Repair	55	33	(21)		697	400	(297)	400
Miscellaneous		0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>26,276</b>	<b>37,497</b>	<b>11,221</b>		<b>405,001</b>	<b>433,762</b>	<b>28,761</b>	<b>433,762</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>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>26,276</b>	<b>37,497</b>	<b>11,221</b>		<b>405,001</b>	<b>433,762</b>	<b>28,761</b>	<b>433,762</b>
<b>Revenues Over/(Under) Expend.</b>	<b>10,478</b>	<b>1,943</b>	<b>8,535</b>		<b>(31,006)</b>	<b>(81,695)</b>	<b>50,689</b>	<b>(81,695)</b>

Description	Dec - Actual	Dec - Budget	Dec - 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	18,845	25,601	(6,756)		205,528	224,130	(18,602)	224,130
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		0			0	0	0	0
<b>Total Funding</b>	<b>18,845</b>	<b>25,601</b>	<b>(6,756)</b>		<b>205,528</b>	<b>224,130</b>	<b>(18,602)</b>	<b>224,130</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,023	5,611	2,588		49,680	66,907	17,227	66,907
Benefits	816	1,647	831		19,474	19,700	226	19,700
Training	0	0	0		0	0	0	0
Office & Program Supplies	6	100	94		293	1,200	907	1,200
Technology Equip & Supplies	0	3,337	3,337		32,894	40,000	7,106	40,000
Admin Allocation	1,852	2,482	630		40,998	30,677	(10,321)	30,677
IT Allocation	215	486	271		2,778	5,912	3,134	5,912
Professional Services	424	500	76		8,605	6,000	(2,605)	6,000
Communications-Phone & Postage	78	75	(3)		980	675	(305)	675
Travel	0	750	750		4,921	9,639	4,719	9,639
Advertising	0	0	0		0	500	500	500
Rentals	72	72	0		864	362	(503)	362
Insurance	33	69	37		390	838	448	838
Utilities	0	25	25		0	300	300	300
Maintenance & Repair	0	30	30		2	360	358	360
Miscellaneous		0			0	0	0	0
<b>Total Operating Expenditures</b>	<b>6,520</b>	<b>15,185</b>	<b>8,665</b>		<b>161,880</b>	<b>183,070</b>	<b>21,190</b>	<b>183,070</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	15,384	19,672	4,288		179,258	236,058	56,800	236,058
<b>Total Subcontractor Expenditures</b>	<b>15,384</b>	<b>19,672</b>	<b>4,288</b>		<b>179,258</b>	<b>236,058</b>	<b>56,800</b>	<b>236,058</b>
<b>IT ALLOCATION ADD BACK</b>								0
<b>Total Expenditures</b>	<b>21,903</b>	<b>34,857</b>	<b>12,953</b>		<b>341,138</b>	<b>419,128</b>	<b>77,991</b>	<b>419,128</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(3,058)</b>	<b>(9,256)</b>	<b>6,197</b>		<b>(135,610)</b>	<b>(194,998)</b>	<b>59,389</b>	<b>(194,998)</b>





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# Olympic Area Agency on Aging

2200 West Sims Way

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

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**DATE:** April 21, 2021

**TO:** O3A Council of Governments

**FROM:** Elizabeth Pratt, Chair & Rebecca Knievel, Vice Chair, Advisory Council

**RE:** Older Americans Act Contracted Services  
Senior Nutrition and Senior Transportation Programs

**Introduction:** The Olympic Area Agency on Aging provides the Older Americans Act Senior Nutrition and Senior Transportation Services in the Olympic Region through local providers. The Senior Nutrition and Senior Transportation Services are usually procured on a four-year cycle – last year the cycle was extended for one year so this next cycle will be a three-year cycle. The new contract award will be for January 1, 2022 through December 31, 2024. The actual amounts of the awards will be determined annually based upon funding available under the Older Americans Act, and the estimated allocations as approved in O3A’s operating budget.

**Description of Programs and Proposals:**

Please see the attached memorandums from the Advisory Council Evaluation Committee and O3A Staff.

**O3A Staff Instructions:**

The Advisory Council noted several areas for further development: (1) Gaps in Home Delivered Meal coverage were noted in western Clallam County and there is not current Congregate Meal site in Sequim or Port Townsend. (2) The RFP could do a better job of defining collaboration and cultural competency. None of the agencies did an excellent job of answering this question category. (3) The agencies may benefit from cultural competency and equality training over the course of the coming year. O3A may be able to help with arranging this.

**Change in Senior Transportation Award process:**

Historically Transportation contracts have been awarded to one contractor for each county. Transportation is a growing problem and O3A staff is interested in having more options for transportation to serve more community members. The agencies responded to a question about capacity and staff and the Advisory Council are recommending awarding contracts based on agencies capacity to serve in any of the four counties. During each annual contract process, the contractors will have the opportunity to identify the regions they have the capacity to serve, with a goal of adding more contractors for each county.

**Advisory Council Recommendation:**

The Advisory Council reviewed the Evaluation Committee report and recommends to the O3A Council of Governments (COG) that the existing program providers listed below be awarded the contracts for Senior Nutrition and Transportation Programs for 2022–2024 contingent upon successful negotiation of the contracts:

Senior Nutrition Program (Congregate, Home Delivered Meals, Senior Farmer’s Market):

- Coastal Community Action Program – South Olympic Region (Grays Harbor, Pacific)
- Olympic Community Action Program – North Olympic Region (Clallam, Jefferson)

Senior Transportation Program – award Senior Transportation Service contracts to all Proposers contingent upon successful negotiation of the contracts, with the geographical reach of each contractor negotiated during the contracting process. Listed are the current proposers’ application and capacity requests:

- Catholic Community Services – Clallam, Jefferson, Grays Harbor & Pacific Counties
- Coastal Community Action Program – Grays Harbor & Pacific County Counties
- ECHHO – Jefferson County

**Proposed Motion:** The Olympic Area Agency on Aging Council of Governments approves the Senior Nutrition and Senior Transportation subcontract awards as presented in this memorandum. The O3A Executive Director, Laura Cepoi is authorized to sign contracts with the recommended providers for the above referenced programs.





# Olympic Area Agency on Aging

2200 West 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:** April 7, 2021

**TO:** O3A Executive Director, and O3A Advisory Council

**FROM:** Jody Moss

**RE:** O3A RFP for Senior Nutrition Services:

**Evaluation Committee Proposal Ranking and Award Recommendations**

**Background:**

O3A published a Request for Proposals (“RFP”) for Senior Nutrition Program Services in the South Olympic Region (Grays Harbor & Pacific) and the North Olympic Region (Clallam and Jefferson) for the three year period beginning January 1, 2022 – December 31, 2024. These services are funded by the Older Americans Act and are for the benefit of adults aged 60 and older.

Nutrition services include Congregate Meals (i.e., community group settings), and Home Delivered meals (hot, fresh or frozen) for homebound adults who are unable to prepare meals for themselves. The program also includes nutrition education or counseling, an annual assessment for nutritional risk and program eligibility and the opportunity to participate in the Senior Farmers Market Nutrition Program. The Senior Farmers Market Program provides fresh fruit and vegetables to lower-income seniors and supports local farming.

The Nutrition Program is funded by the Federal Older Americans Act and the USDA Nutrition Services Incentive Program (NSIP). The estimated funding for the 2022 calendar year is projected to be **\$594,000** for the Olympic Region.

The Senior Nutrition contracts offered through this RFP are designed to allow the Senior Nutrition Services provider to support, but not supplant, the local infrastructure needed to provide both congregate and home delivered meals in each two-county service region. The funding provided through the contract is not intended to cover the full cost of the program. Proposers must also raise funds from grants, non-recipient donors, and voluntary and confidential donations from recipients.

Here are the projected revenue sources projected for 2022. Funding levels are approximate for each service area and are based on historical usage.

Service Area	Title III-C Funding	NSIP	Total
*Counties must be served together as listed.			
<b>North Olympic Region: Clallam &amp; Jefferson Counties*</b>			
Home Delivered Meals	\$125,000		
Congregate Nutrition	\$95,000		
<b>SUBTOTAL</b>	<b>\$220,000</b>	<b>\$32,000</b>	<b>\$252,000</b>

Service Area	Title III-C Funding	NSIP	Total
*Counties must be served together as listed.			
<b>South Olympic Region: Grays Harbor &amp; Pacific Counties*</b>			
Home Delivered Meals	\$130,000		
Congregate Nutrition	\$185,000		
<b>SUBTOTAL</b>	<b>\$310,000</b>	<b>\$32,000</b>	<b>\$342,000</b>
<b>TOTALS</b>	<b>\$530,000</b>	<b>\$64,000</b>	<b>\$594,000</b>

**The Proposals:**

O3A received timely proposals from each of its current service providers: CCAP for Grays Harbor and Pacific counties and OlyCAP for Clallam and Jefferson counties.

**1. Coastal Community Action Program (Grays Harbor & Pacific County)**

Coastal Community Action Program (CCAP) has provided services to those 60 and older in Grays Harbor for close to 40 years, and for Pacific County for 10 years. As part of its proposal, CCAP plans to provide the following Congregate Dining Services and Home Delivered Meals from the following centers.

**CCAP**

Congregate Site(s) Meals are Served (M-F)	Days/Week	# Meals	# Clients
Grays Harbor - Aberdeen	5		
Grays Harbor - Elma	5		
Grays Harbor - Hoquiam	5	24,000	750
Pacific - Raymond	5		
Pacific – Ilwaco	5	11,000	400
		<b>35,000</b>	<b>1,150</b>
<b>Home Delivered Meals, fresh or frozen, del 2-5 meals/wk.</b>			
Grays Harbor - From Same Locations	7	31,000	400
Pacific - From Same Locations	7	17,000	150
		<b>48,000</b>	<b>550</b>

**2. Olympic Community Action Program (Clallam, Jefferson Counties)**

OlyCAP has been providing Senior Nutrition Services throughout Clallam and Jefferson for almost 50 years. As part of its proposal, OlyCAP plans to provide the following Congregate Dining Services and Home Delivered Meals from the following centers. Once the pandemic allows for congregating meals, OlyCAP plans to address the lack of a site in Sequim\*, as well as expanding services in the west end of Clallam County. OlyCAP is also interested in expanding the Diner’s Choice voucher model in other regions allowing clients to eat at participating restaurants.

**OlyCAP**

<b>Congregate Site(s) Meals are Served</b>	<b>Days/Week</b>	<b># Meals</b>	<b># Clients</b>
<b>Jefferson - Tri Area Community Center - Chimacum</b>	4		
<b>Clallam - Port Angeles Senior Center</b>	4		
<b>Clallam - Spoons Café – Forks</b>	4		
<b>Sequim TBD</b>	TBD		
		<b>16,000</b>	<b>329</b>
<b>Home Delivered Meals, frozen - delivered 1-2/wk.</b>			
<b>Jefferson - Tri Area Community Center – Chimacum, Brinnon, Bayside (hot meals),</b>	7		
<b>Clallam - Port Angeles/Sequim*/Forks</b>	7		
		<b>30,000</b>	<b>250</b>

**Evaluation Committee:**

The Evaluation Committee included Joe Sharkey - C, Charla Wright - C, Becca Knievel – J, Ginny Adams - J, Susan Conniry - GH, Connie King - P, and Denny Evans – P. O3A staff support was provided by Jody Moss. The committee met via Zoom on April 6, 2021 to review, score, and rank the proposals. (Initials following AC names are counties represented.)

**Evaluation Recommendations:**

The Evaluation Committee recommends that the Advisory Committee forward a recommendation to the Council of Governments to award the Senior Nutrition Program contracts to the following proposers contingent upon successful negotiation of the contracts:

- Coastal Community Action Program – South Olympic Region (Grays Harbor, Pacific)
- Olympic Community Action Program – North Olympic Region (Clallam, Jefferson)

Initial awards will be made for the period of January 1, 2022 – December 31, 2022. The amount of the annual award will vary based upon the budget passed by the Council of Governments including the awards for the calendar year. Assuming contractual obligations are in compliance, successful bidders can anticipate continued funding for three years, i.e., through December 31, 2024, after which the service area will be open to bid based on O3A and State funding cycles. All awards are subject to receipt of funds from funding sources.

**Proposed Motion:** The Advisory Council recommends that the Council of Governments approve awarding a 3 year allocations cycle for Senior Nutrition Contracts to Coastal Community Action Programs serving Grays Harbor and Pacific counties and to Olympic Community Action Programs serving Clallam and Jefferson counties.



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**DATE:** April 7, 2021

**TO:** Olympic Area Agency on Aging (O3A) Executive Director, and O3A Advisory Council

**FROM:** Jody Moss

**RE:** O3A RFP for Senior Transportation Services:  
 Evaluation Committee Proposal Award Recommendations

**Background:**

O3A published a Request for Proposals (“RFP”) for Senior Transportation Services in each of the Olympic area four counties (Clallam, Grays Harbor Jefferson & Pacific) for the three year period beginning January 1, 2022 – December 31, 2024. These services are funded by the Older Americans Act and are for the benefit of adults aged 60 and older. This program is particularly critical for O3A given the rural nature of the area.

This program is designed to reimburse volunteer drivers for their mileage, ferry and parking expenses, and for the use of their private vehicles in transporting eligible older adults to and from medical and health care services, social services, meal programs, senior centers, shopping and recreational activities. The programs may use part or all of the mileage reimbursements for program expenses, but generally must use their own resources to pay for the infrastructure of the program.

Funding for volunteer transportation services to older adults may be made available from Title III of the Older Americans Act and the Senior Citizens Services Act (SCSA). O3A currently invests \$74,000 in Older Americans Act funds to provide transportation services to participants in Clallam, Grays Harbor, Jefferson and Pacific Counties. The following fund allocation between Service Areas is for planning purposes only and is based on historical usage:

Current Service Areas	Estimated 2022 Transportation Allocation	Estimated number of clients to be served	Estimated mileage to be driven	Volunteers
Clallam – CCS	\$17,000	52	25,599	16
Grays Harbor – CCAP	\$19,000	90	50,000	6
Pacific – CCAP	-	60	18,000	3
Jefferson – ECHHO	\$19,000	1,349	33,929	88
Pacific – CCS	\$19,000	26	47,916	10

Historically this RFP has been issued with the goal of allocating one contractor per county. During the past year, transportation issues have surfaced regularly, and with increasing frequency during the RFP

application cycle. Some of the more recent issues are related to supporting community members to access the COVID19 vaccine. O3A staff is interested in having more options for transportation to serve more community members. Mid RFP cycle, we asked all applicants, if they had the capacity to serve additional counties and if so what counties would they wish to serve. No additional funds are currently available but contracting with multiple agencies in each county would allow O3A staff additional options when helping clients. And it would allow contractors to invoice O3A for qualifying clients in any region where they have capacity and are contracted for service.

**The Proposals:** O3A received timely proposals from the following service providers:

**3. Catholic Community Services (CCS) (Clallam & Pacific Counties Initially Requested – Agency subsequently responded to email that they have the capacity to serve Clallam, Jefferson, Grays Harbor and Pacific Counties)**

CCS has successfully administered an O3A Transportation Program in Clallam County and Pacific County as part of its Volunteer Chore Program. It provides paratransit services in Pacific County. It has a group of volunteer drivers that currently serve Clallam and Pacific counties, and also provides some services in Grays Harbor and Jefferson counties.

**4. Coastal Community Action Program (CCAP) (Grays Harbor & Pacific Counties Initially Requested – Agency subsequently responded to email that if no additional funds accompany the award, they are concerned about being able to meet the need and stay within budget, but could potentially serve Pacific and parts of Clallam County in addition to Grays Harbor county. )**

CCAP has successfully administered an O3A Transportation Program in Grays Harbor County. They also administer paratransit services in the five county region including Grays Harbor, Pacific, Lewis, Mason and Thurston Counties.

**5. ECHHO (Jefferson County Initially Requested – Agency subsequently responded to email that they are not currently prepared to serve other counties but may be able to do so in the future.)**

ECCHO has successfully administered an award winning O3A Transportation Program in Jefferson County for many years with very strong local support and a robust group of local volunteers.

### **Evaluation Committee**

The Evaluation Committee included Joe Sharkey - C, Charla Wright - C, Becca Knievel – J, Ginny Adams - J, Margaret Taylor - J, Jane Lauzon - GH, Susan Conniry - GH, Connie King - P, and Denny Evans – P. O3A staff support was provided by Jody Moss. The committee met via Zoom on April 7, 2021 to review, score, and rank the proposals. (Initials following AC names are counties represented.)

All three Proposers submitted well written proposals that demonstrated a thorough understanding of the current Senior Transportation Requirements which includes careful screening of volunteer drivers, training, and vehicle checks. They also demonstrated local support for the program without which the program will not be successful. They also demonstrated efforts to serve local needs with available volunteers cooperatively.

The Allocations Committee members viewed the idea of offering multiple agencies contracts in multiple counties favorably and concluded that all three agencies serving in our region could be a benefit for

clients and O3A staff. They also concluded that agencies would be drawing volunteers and support from different pools in each region, so rather than being competitive this option may be more collaborative.

**Evaluation Recommendations:**

The Evaluation Committee recommends to the Advisory Council that a recommendation be made to the Council of Governments to award the Senior Transportation Service contracts to all Proposers contingent upon successful negotiation of the contracts, and that the geographical reach of each contractor be negotiated during the contracting process. Listed are the current proposers’ application requests:

<u>Proposers</u>	<u>Clallam</u>	<u>Grays Harbor</u>	<u>Jefferson</u>	<u>Pacific</u>
Catholic Community Services	Award	Award	Award	Award
Coastal CAP		Award		Award
ECHHO			Award	

Initial awards will be made for the period of January 1, 2022 – December 31, 2022. The amount of the annual award will vary based upon the budget passed by the Council of Governments including the awards for the calendar year. Assuming contractual obligations are in compliance, the proposers can anticipate continued funding for three years, i.e., through December 31, 2024, after which the service area will be open to bid based on O3A and State funding cycles. All awards are subject to receipt of funds from funding sources.

**Proposed Motion:** The Advisory Council recommends that the Council of Governments approve awarding a 3 year allocations cycle for Senior Volunteer Transportation Contracts to Catholic Community Services of Western Washington, Coastal Community Action Programs and to Ecumenical Helping Hands Organization with the geographic reach of each contractor being determined at the time of contract negotiations.



# Olympic Area Agency on Aging

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**DATE:** April 26, 2021  
**TO:** O3A Council of Governments  
**FROM:** Jody Moss, Contract Management & Planning Director  
**RE:** 2021 Senior Farmers Market Nutrition Program Subcontracts

**Background:** The Olympic Area Agency on Aging (O3A) is contracted by the State to provide the Senior Farmers Market Nutrition Program (SFMNP) in our service region. Each year, O3A in turn subcontracts with our Older Americans Act nutrition providers to manage the SFMNP in their service areas. This is a seasonal program, and is contracted annually with a performance period of June 1<sup>st</sup> to October 31<sup>st</sup>.

The program supports local farmers and provides low-income seniors with vouchers which allow them to purchase fresh fruits and vegetables at participating Farmers Markets, or alternatively provides them with fresh, locally grown produce distributed through the Senior Nutrition Program, including congregate meal sites, Meals on Wheels, food banks, and other local venues. Participating Farmers Markets are required to earn a majority of revenue through the sale of locally grown produce, and must be in operation for at least a year. In addition to Farmers Markets, there are a number of Farm Stores approved for participation in the Senior Farmers Market Program. As they did last year, the contractors will be keeping COVID safety measures in place, as they sign up clients remotely and distribute vouchers and bulk food with as little contact as possible.

O3A distributes SFMNP funding on an equal basis to Coastal Community Action Programs (CCAP) in Grays Harbor & Pacific Counties; and to Olympic Community Action Programs (OlyCAP) in Clallam & Jefferson Counties. OlyCAP operates a vouchers only program. CCAP, due to a lack of certified markets in the south counties, purchases bulk produce from authorized Farm Stores/Farmers, bags it and distributes it to eligible participants 1-2 times each month. Funding for 2021 is proposed to be distributed as follows:

<u>Agency</u>	<u>Vouchers/Bulk Food</u>	<u>Nutrition Education</u>	<u>Service Delivery</u>	<u>Total</u>
○ OlyCAP	\$27,520	\$500	\$3,068.50	\$31,088.50
○ CCAP	\$27,480	\$500	\$3,068.50	\$31,048.50
<b>Total:</b>				<b>\$62,137</b>

**Recommendation:** On April 20, 2021, the O3A Advisory Council recommended approval of these subcontracts to the Council of Governments. I recommend that the Council of Governments approve the Senior Farmers Nutrition Program subcontracts for the 2021 season.

**Proposed Motion:** The O3A Council of Governments approves subcontracts for the Senior Farmers Market Nutrition Program with Olympic Community Action Programs in the amount of \$31,088.50 and with Coastal Community Action Programs in the amount of \$31,048.50, for a performance period of June 1, 2021 to October 31, 2021. Any additional funding received may be distributed to the providers in similar proportions. Laura Cepoi, Executive Director, is authorized to sign the contracts on behalf of the agency.

**The Advisory Council  
of the  
Olympic Area Agency on Aging  
Meeting Minutes for March 16, 2021  
Location: Conference Call**

**MEMBERS PRESENT:** Beth Pratt, Chair; Becca Knievel, Vice Chair; Charla Wright; Dale Jacobson; Eldred Gilpin; Ginny Adams; Joe Sharkey; Karen Sturnick; Marti Anthony; Susan Conniry

**MEMBERS ABSENT:** Carolyn Lindley; Jane Lauzon; Margaret Taylor; Tobi Buckman.

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

**GUESTS:** Sharon Maggard, Executive Director, Serenity House.

**CALL TO ORDER:** 10:04 a.m. by Beth Pratt, Chair.

**NEW BUSINESS/CHANGES to AGENDA:** None.

**PUBLIC COMMENT:** Sharon Maggard, Executive Director at Serenity House shared that Serenity House has youth programs, housing, help with evictions, homeless shelter, and thrift shop. They are working to expand the shelter to meet ADA requirements and increase sleep space. 15-20% of people at the shelter are over 60; 37% of the people in their housing are over 60.

**SELECT COG MEETING REPRESENTATIVE:** Becca and Susan volunteered for the April 1 COG meeting which will be held over a conference call.

**MEMBERSHIP REVIEW/APPROVAL:** The council reviewed the application and recommendation for the Disabilities representative. Motion to recommend the Disabilities representative candidate Sandra Goodwick was made by Dale with a second by Ginny.  
**Motion Passed.**

**REVIEW/APPROVE MEETING MINUTES:** A motion to approve the minutes from February as written was made by Charla, with a second by Becca. **Motion Passed.**

**2021 COMMITTEE CHAIR APPOINTMENTS:** Beth appointed the following council members to chair these committees:

- **Advocacy/Outreach:** Susan and Marti
- **Planning:** Joe and Beth
- **Allocations:** Ginny and Becca

**EXECUTIVE DIRECTOR REPORT:** *Laura Cepoi*

Laura provided a legislative update to the council and said we expect to receive the State budget any day. SJR 8200, the proposed bill to allow investing of the funds for the Long Term Care Trust Act (LTCTA), has been pulled from the calendar. In five years when people are able to collect benefits from the program, the bill will be re-introduced. HR1323, sponsored by Representative Tharinger to make some adjustments with the LTCTA for eligibility and participation is moving through the process.



Laura updated the council on the recently passed American Rescue Plan and the expected \$7 million Washington State is to receive. O3A staff are researching several options for the funds – we aren't seeing the increase in services like urban areas; case management fees will be increasing; funding for vaccination outreach, appointment assistance, transportation, and contracting with nurses to deliver vaccines to people who are homebound. AAA staff will be eligible for vaccination as part of the next tier.

Susan asked about the cab company in Grays Harbor that said they don't wear masks; she will follow-up with county commissioners.

Jody added that we have expanded and increased transportation contracts, and started an ad campaign to contact O3A if you need help scheduling and/or transportation to a vaccine appointment. This also helps to connect us to homebound seniors we don't currently serve.

Becca asked about herd immunity, Dr. Fauci stated 80% to reach that; Laura responded that the New York Times stated 74-83%.

Ginny commented that there was an ad in the local paper for a Covid-19 Resource Navigator at OlyCAP. Laura responded that Community Development Block Grants are also funding positions for Covid-19 assistance and Jody added that OlyCAP is better positioned to serve a younger, abled population.

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

Jody updated the council on the current RFP process for Nutrition and Transportation contracts; the application period has been extended by one week. Jody will email Allocation committee members to schedule dates to review the received proposals. We expect to receive an application for each county for both Nutrition and Transportation, possibly two applications for Transportation in Pacific county.

Jody reported that the Area Plan survey has been revised to include questions related to Covid. We don't usually do a survey for an update but we believe that the last year has had enough impact on seniors that we want to know what has changed for them during the pandemic. The survey will be available electronically on the O3A website, paper copy, or respondents can provide answers by phone. Susan asked for a link to the survey so she can share it; we'll send a link out to council members when it is posted to the website.

Jody announced that there is a new Care Coordination Organization (CCO) in Kitsap, Peninsula Community Health Services, in the Health Home program. O3A is a lead organization and recruits CCOs in the counties we serve, plus Kitsap. This program serves the most frequent uses of health care services: individuals who have two or more diagnoses for chronic diseases and are dually eligible for both Medicare and Medicaid. Most clients are already O3A clients. Clients work with a coach on self-identified goals to improve their health; care coordinators help them to meet their goals, which result in reduced ER visits, improved health and community engagement.

O3A is also looking to expand to include the Lewis/Mason/Thurston Area Agency on Aging (LMTAAA). LMTAAA is thinking about becoming a CCO in their region, with O3A as the

lead organization. Currently, O3A does not break even in this program. Adding more clients by expanding our area should help to improve the rate. Ginny asked if the rate changed for CCOs. Yes, it has been substantially increased to \$183 – \$796 depending on the Tier. Jody added that we are also focusing on contracting with Tribes for CCOs.

**LOCAL MEMBER REPORTING:**

- No reports provided.

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

SCOA meets next week, minutes will be sent out as they are available.

**PUBLIC COMMENT:** Sharon Maggard, Executive Director at Serenity House provided more information on Serenity House and their housing populations. 15-20% of the population in the shelter at 60 and over. Several reasons for seniors losing their housing including losing a spouse (loss of income and maintenance support), house isn't habitable, difficult behaviors and addictions impact access to other housing options. The last Point In Time count (unsheltered homeless count) showed 17% were 55 and older.

A challenge for having an older population in the shelter is that not all residents are self-sufficient, staff are not caregivers, and Medicaid agencies cannot provide care in a shelter environment. It can also be difficult to transfer to and from the cots available in the shelter for those with mobility issues.

Serenity House is looking to increase the shelter space by adding 80 more beds, creating more private spaces, and adding more ADA compliant bathrooms. They are utilizing CARES dollars and requesting funding from other sources. Ginny asked if they are working with OlyCAP. Sharon said they have met with Clallam Board of County Commissioners, OlyCAP, City of Port Angeles and none have much interest in writing a grant for housing. Becca referenced the hotels that the State bought to house homeless individuals who tested positive for Covid-19; Sharon said that model would work with some adjustments. They can use their current shelter for future isolation needs; it shelters 80 people and has a block of rooms for social distancing if needed. They have 140 people on their waiting list for apartments.

Sharon shared the story of a 78 year old man on kidney dialysis who was released to the shelter by Virginia Mason and died within 24 hours. Beth commented that there are not enough Medicaid beds in facilities throughout the county; Janis added that Western State has a one year wait list. Sharon noted that some individuals would refuse admission to a long term care facility, leaving them with few options.

Laura suggested we start a housing workgroup that can look at these issues and also how to provide Title 3D programs in shelters, congregate meals and transportation to those over 60, possible home modifications to help older adults remain in their homes and potentially support homelessness housing with modification for older adults.

**MEETING ADJOURNED:** The meeting was adjourned by consensus at 11:52 a.m.