

O3A COUNCIL OF GOVERNMENTS AGENDA – REVISED

Meeting Date: Thursday, July 1, 2021

Location/Time: Via ZOOM = 10:00 a.m. – 11:00 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: 823-6702-3842 Pass Code: 746839

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:
 - June 3, 2021 Minutes
 - April 2021 Disbursements

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

Laura Cepoi,
Executive Director

- Executive Director's Report
 - Proposed Salary Range Update

Enclosure 3 Page 4-7
Enclosure 4 Page 8-12

Revised agenda Additional Enclosures Follow First Packet Enclosure 7

- Contract Review:
 - 2021-2023 SHIBA Contract
 - 2021-2022 State/Federal Contract

Enclosure #8 Page 34
Enclosure #9 Page 35

Corena Stern,
CFO

- Revenue and Expenditure Report

Enclosure 5 Page 13-29

Jody Moss
Director - Contracts
Mgt. & Planning

- 2021 1st Quarter Service Summary

Enclosure 6 Page 30-31

Marti Anthony
Jefferson County

- Advisory Council Activity Report
 - May 20, 2021 Minutes

Report
Enclosure 7 Page 32-33

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, August 5, 2021 via conference call / Zoom at 10:00 a.m.



Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

www.o3a.org

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

Draft

Minutes

Olympic Area Agency on Aging
COUNCIL OF GOVERNMENTS (COG)
June 3, 2021 / 10:00 a.m. – 11:00 a.m.
Via Conference/Video Call

COMMISSIONERS ATTENDING: Lisa Olsen, Chair (Pacific); Randy Johnson, Vice-Chair (Clallam); Greg Brotherton (Jefferson); and Jill Warne (Grays Harbor).

COMMISSIONERS ABSENT: All counties represented.

O3A STAFF ATTENDING: Laura Cepoi, Executive Director; Corena Stern, CFO; and Carol Ann Laase, Administrative Director.

ADVISORY COUNCIL MEMBER: Sandy Goodwick, Regional Disabilities Representative.

GUESTS/PUBLIC: None.

CALL TO ORDER: Lisa Olsen, Chair, called the meeting to order at 10:04 a.m.

AGENDA APPROVAL: A motion to approve the agenda as presented was made by Randy Johnson, with a 2nd by Greg Brotherton. **Motion Passed.**

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA ITEMS: **Motion** to approve the Consent Agenda items as presented was made by Greg Brotherton, with a 2nd by Randy Johnson. **Motion Passed.**

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- Laura reported that the American Rescue Plan funds will be received by AAAs after the state legislature takes action on how the funds should be distributed and utilized. O3A is hoping that the agency will be able to draw down a portion of these funds to support the nutrition programs, which have struggled during the pandemic. Jody Moss, Contracts Management & Planning Director, is monitoring closely how the nutrition programs are doing so these essential services can remain available in our region.
- Laura reported that the litigation claim filed in 2018 has been settled through a mediation negotiated by the agency's insurance company. There is no additional cost to the agency and the matter will now be closed.
- Laura reported that the agency salary survey analysis has been completed and the agency is now developing an estimate of implementation costs and strategies.
- Laura reported that agency now has transportation contracts in all counties that will provide assistance to get qualifying individuals to and from their vaccination appointments.
- Laura ended by reporting that the Care Coordinator job description has been updated and reclassified to reflect the duties and responsibilities of this position more accurately.

- **Contracts Review:** Laura reviewed the following contracts:
 - **2021-2022 Older Americans Act contract, Amendment No. 2.** Laura noted that the amendment submitted for review and approval provides \$58,043 in additional Consolidated Appropriations Act funding to expand access to COVID-19 Vaccines. After a brief discussion, the following motion was passed: **Motion:** The Olympic Area Agency on Aging Council of Governments approves Amendment No. 2 to the 2021-2022 Older Americans Act contract, DSHS contract #2169-97590-02. O3A's Executive Director, Laura Cepoi, is authorized to execute the contract amendment on behalf of the agency. Motion by Greg Brotherton, with a 2nd by Randy Johnson. **Motion Passed.**
 - **2020-2021 State/Federal Contract, Amendment No. 2.** Laura noted that the amendment submitted for review and approval provides \$70,461 in additional funding for the 2021 Senior Farmers Market Nutrition Program and a temporary COVID-19 case rate increase. After a brief discussion, the following motion was passed: **Motion:** The Olympic Area Agency on Aging Council of Governments approves Amendment No. 2 to the 2020-2021 State Federal contract, DSHS contract #2169-80753-02. O3A's Executive Director, Laura Cepoi, is authorized to execute the contract amendment on behalf of the agency. Motion by Greg Brotherton, with a 2nd by Jill Warne. **Motion Passed.**
 - **2021-2022 Home Care Referral Registry (HCRR) contracts.** Laura reminded members that the HCRR program will sunset once the state's Consumer Directed Employer program change is implemented. The contacts submitted for approval represent a one year extension to facilitate a delayed statewide implementation plan for the new process. After a brief discussion, the following motion was passed: **Motion:** The Olympic Area Agency on Aging COG approves the Olympic (DSHS contract number 2169-21009) and Pacific (DSHS contract number 2169-21010) Home Care Referral Registry (HCRR) contracts for the period of July 1, 2021 through June 30, 2022. O3A's Executive Director, Laura Cepoi, is authorized to execute the contracts on behalf of the agency. Motion by Randy Johnson, with a 2nd by Jill Warne. **Motion Passed.**

FISCAL REPORT: *Corena Stern, CFO*

- Corena reviewed the 2021 Revenue & Expense Summary through February, noting a year to date (YTD) overall surplus of \$106,713 for non-restricted funds, and a -\$40,998 deficit for MTD / MAC-TSOA restricted funds. The non-restricted fund balance as of February 28, 2021 is \$2,264,600, and the restricted MTD MAC-TSOA fund balance is \$287,778. She reviewed trends for O3A departments, noting that in most instances O3A is so far moving in a positive direction for 2021. She noted that most programs are under budget for payroll and benefits due to unfilled staff vacancies. Travel is under budget, as well. Corena reported that the Health Home CCO program ended February with a surplus of \$14,847, while the Health Homes Lead showed a loss of -\$24,390 which was largely attributable to required annual software expenses.
- Corena reported that the agency has expended more than \$970,000 in COVID funding, adding that over 10% of the agency's current annual budget is COVID pandemic funding.
- Corena reported that the 2020 annual financial report to the State Audit's Office has been submitted.
- Corena noted that the salary survey results have been analyzed and the agency is developing recommendations and an implementation plan.

ADVISORY COUNCIL (AC) REPORT: *Sandy Goodwick, Disabilities Rep.*

Sandy was present for the meeting, but technical difficulties did not allow her to provide a report. The COG members noted they had reviewed the minutes provided in the packet.

COG MEMBER ANNOUNCEMENTS: There was a brief discussion of the importance of affordable housing in the member counties.

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned by consensus at 10:53 a.m.



Olympic Area Agency on Aging

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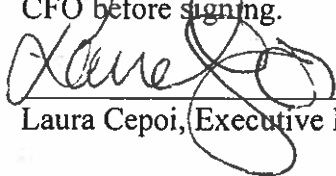
June 14, 2021

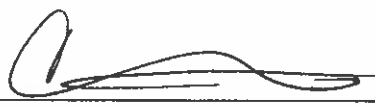
The following warrants/checks/electronic payments (EFT's) for the period April 1, 2021 through April 30, 2021 are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7801298	Through: 7801417	\$407,577.20 (1)
<u>Payroll:</u>			
EFTs	Numbers: 39116	Through: 39229	\$229,034.31 (2)
IRS			\$74,127.02
Savings			\$4,830.00
<u>Electronic Payments:</u>	Dates: 04/01/2021	Through: 04/30/2021	\$8,241.49
Total			\$723,810.02

- (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.

 6/23/21
 Laura Cepoi, Executive Director


 Corena Stern, CFO

6/22/21
 Date

Proposal:

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

Approval by COG

 Lisa Olsen, COG Chair

 Date:



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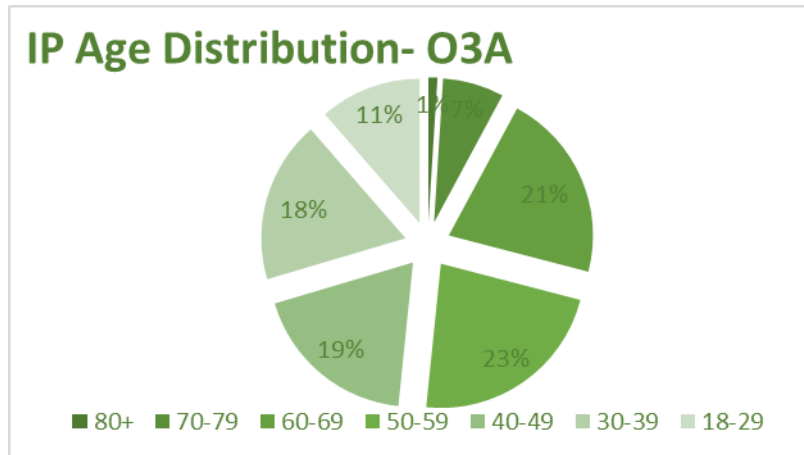
DIRECTOR’S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) June 24, 2021

Legislative Updates

Although Governor Inslee vetoed the section of the biennial budget regarding the extra funding from the Home and Community Based Services (HCBS) due to the extension on funds available through September 2024 (3 years), our state partners were able to provide 1/3 of this funding for FY 2022 while also providing for the match requirements to ensure that these funds are able to support the program demands as a result of the pandemic. We are very appreciative of the additional advocacy from our state partners for securing this funding as it will ensure that our nutrition services contracts go uninterrupted and allows us to address inclusion and equity in a tribal specific RFP.

Current state budget supports one time funding provided for Durable Medical Equipment (DME) and minor home renovations needed to improve mobility and accessibility for long term care clients. Federal vision is to invest in Home and Community Based Services (HCSBS) and the state is also focused on bolstering workforce, and to adjust case management caseloads from 1:85 to 1:50. The state has provided additional funding for case management for this fiscal year to address the backfill of positions needed for in-home visits, this funding will revert to the original funding formula next fiscal year. We will need to be able to recruit additional case managers if caseload ratios are lowered.

As mentioned in earlier reports on the paid caregiver workforce, this is a critical service for clients living in our more remote regions. It also has an impact on the local economy in those same job depressed regions. Given the new systems and processes that are now required of this workforce we reviewed the individual provider data for our service region to understand the impact these changes may have on the coming year and how these changes may impact our clients. We learned that over half of our individual providers were over 50 years old.



COVID-19 Response

Vaccine distribution: Greys Harbor Health Department and other supporting partners will have O3A support, especially with volunteers for mobile health clinics serving the Housing Authority manors serving low income seniors and disabled adults. Greys Harbor Health Department will set up a half day clinic at each of the manors (7) and give the COVID vaccine to anyone who wants to get one. O3A will provide the staff support at each clinic and provide additional information to manor residents on additional services and options available to them. The clinics will be scheduled for July.

Staff: O3A is offering a \$100 incentive to all staff who have been vaccinated by 8/31/2021 in anticipation of the resumption of in-home visits and to promote the safety of our clients and staff. All offices are now open to the public. Everyone, regardless of vaccination status, will continue to wear masks on community based visits and in shared communal/public space in offices.

I have attached the following report on the ***Continued Impact of Covid-19 on AAA's and Their Clients in 2021***, which highlights the new partnerships made to ensure vaccine outreach to older adults and workforce challenges.

Contracts

The Working Advance Long-Term Payable agreement was executed for FY 2022, these funds are provided by DSHS to O3A to cover up front expenditures on ALTA contracts. There is an annual review of the advance level to determine if any change is required based on current expenditures. The ADRC Vaccine Response – Coronavirus contract for \$36,921 has been executed to support client and community vaccination efforts for the period of April 1, 2021 through September 30, 2022. The Care Giver Training Contract for 2021-2022 was also executed.

Salary/Benefits

To ensure that we are able to deliver the best quality services to our communities we need to be able to retain and recruit excellent staff. Our workforce pool is currently changing due to the number of people who made decisions about their lifestyles during the pandemic- some of whom are now relocating to our “retirement” areas in Pacific County and Grey’s Harbor area for affordable housing options.

Our priority is to address those salary ranges below the 92% threshold as determined by the survey when compared to our four bordering AAA’s. Carol Ann Laase gathered and analyzed data from four neighboring AAA’s and reviewed job positions for similar duties and responsibilities before ranking the market rate. Corena Stern was able to review the impact on our budget from current year projecting out for the next several years. After review, we have agreed that leveling up the recommended positions will bolster O3A’s ability to attract and retain qualified staff. This market rate adjustment will affect approximately half of current staff; we also want to combine this with more robust COLA’s which will reflect the CPI index to ensure that these adjustments will remain current in the current economic climate.

Respectfully Submitted,

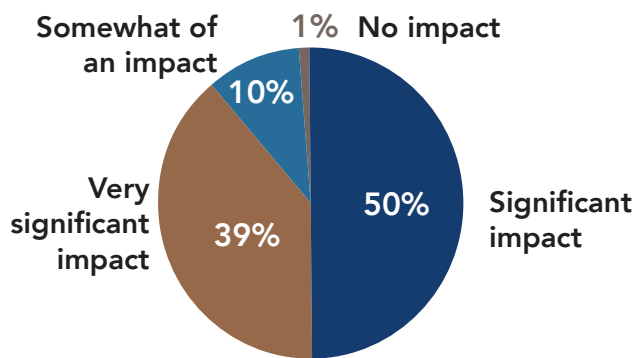
Laura Cepoi
Executive Director

The Continued Impact of COVID-19 on Area Agencies on Aging and Their Clients in 2021

The nation's Area Agencies on Aging (AAAs) have played a critical and well-documented role in meeting the nutritional, health and wellness needs of older adults during the COVID-19 pandemic. As described in *#AAAsAtWork for Older Adults: A Snapshot of Area Agency on Aging Responses to COVID-19*, AAAs pivoted their services to meet the increased demands of new and existing clients during the early months of the pandemic. Since January 2021, AAAs have pivoted again to ensure that older adults have access to the COVID-19 vaccine. A poll conducted by the National Association of Area Agencies on Aging (n4a) in February 2021 asked AAAs to consider what the continued impact on Aging Network services will be in 2021 as communities—and the older adults who live in them—begin to emerge from the pandemic's grip.

What Impact Will COVID-19 Have on AAA Operations and Services in 2021?

89% said COVID-19 will continue to have a significant or very significant impact



AAAs Play Major Role in Vaccine Access for Older Adults

“We implemented a COVID call center to answer questions and provide assistance in making vaccination appointments. Case managers reach out to clients in their homes to provide vaccine clinic information, assist with appointment scheduling and arrange transportation if needed. We work closely with our public health department to coordinate mobile teams to provide vaccines to homebound clients, to identify the number of vaccines needed for our foster home and in-home clients and to map them out. We have opened smaller vaccine clinics so that our clients who are unable to wait or stand for long periods can receive the vaccination more quickly.”

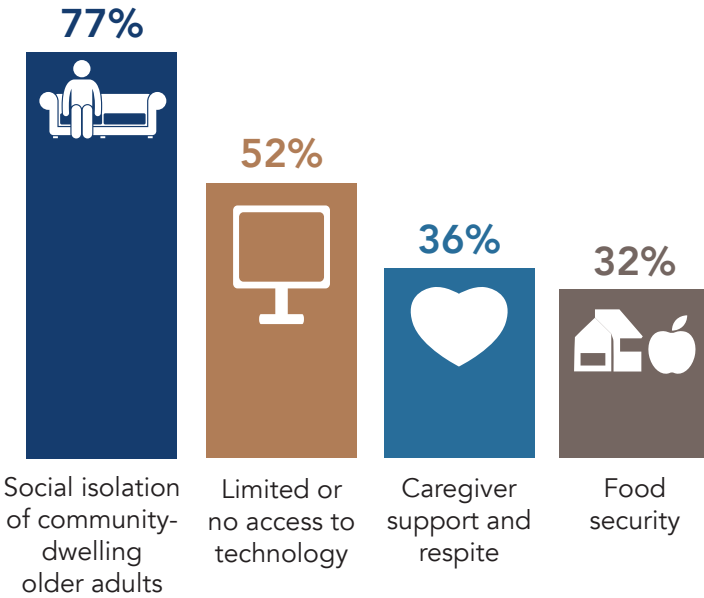
-AAA director

AAAs anticipate the following factors will affect their work throughout 2021:

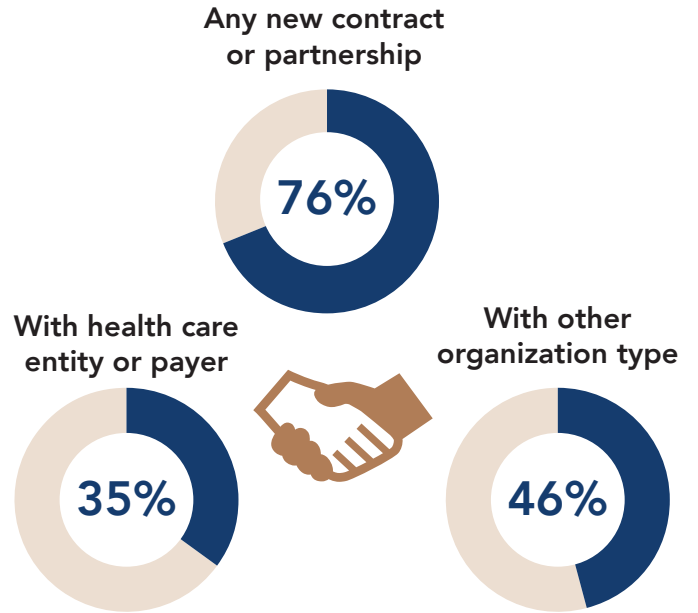
Services shifting to or remaining virtual	81%
Role in COVID-19 vaccine outreach, scheduling or delivery	78%
Congregate meal sites remaining closed	78%
Limited capacity of AAA provider partners	75%
Increased number of clients	70%
Re-integrating former or recruiting new volunteers	62%
Addressing workforce challenges related to COVID-19	56%
Greater emphasis on public health partnerships	53%



AAAs see these as the greatest challenges facing older adults and caregivers:



AAAs have developed new partnerships and contracts due to COVID-19:



“We have developed several new partnerships in response to COVID-19. We have put in place new contracts with meal vendors, a new partnership with the State Assisted Technology Assistance Program to support technology and IT training as part of implementation of virtual programming, a contract with the State Division of Services for People with Disabilities to provide home-delivered meals to clients on the disability waiver, and a contract with the Governor’s Office of Management and Budget to support high-risk individuals in need of services and supports due to COVID.”

-AAA Director

The National Association of Area Agencies on Aging (n4a), with the support of a grant from the Administration for Community Living, surveyed the nation’s AAAs to get their perspective and insight on the ways that the COVID-19 pandemic will continue to impact the older adults and caregivers they serve, as well as their operations and programming throughout 2021. The poll was in the field from January 26 to February 26, 2021 and closed with a 27 percent response rate. For more information about the AAA and Title VI program response to COVID-19, see www.n4a.org/COVID19 and www.n4a.org/BuildingCapacity.

This project was supported, in part, by grant number 90PPUC0001 from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, DC. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.



National Association of Area Agencies on Aging

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DATE: June 25, 2021
TO: O3A Council of Governments (COG)
FROM: Laura Cepoi, Executive Director
SUBJECT: Review and Approval of new O3A Salary Scale

Background

As discussed at prior COG meetings, O3A's Employee Handbook states that the agency will periodically perform a salary comparability study and present any recommended salary structure changes to the COG for approval. Our last review of comparable market and peer salaries was conducted in 2016, when we instituted our current salary schedule. Market indicators have signaled that our salary scale has fallen behind market. Recruitment for many positions has been slow to difficult for the past several years; candidates have turned down position offers for better pay elsewhere, and O3A staff have resigned their positions for similar but better paid employment in our area. Our goal for revising the salary schedule is to help ensure that the agency can recruit and retain well qualified employees in our region.

Information Review

O3A staff obtained the salary schedule information from the four Area Agencies on Aging (AAAs) in Washington State that are most similar to O3A – the same entities utilized in the 2016 review:

- Northwest Regional Council
- AAA & Disabilities of Southwest WA
- Lewis-Mason-Thurston AAA
- Kitsap County Division of Aging & Long Term Care

We also compared our agency COLA history to the most recent COLA for each AAA and for our member COG counties. In addition, we considered recent CPI information.

After carefully reviewing the data, it was determined that Kitsap County was really not a good comparable – that agency is structured within the county unit itself and lacks many of our key positions. We therefore used a compensation average for the other three AAAs. This average was carefully compared to our current salary schedule. After much discussion, it was determined that positions that were 92% or less of average were the positions that were considered for a salary adjustment. We believe this decision reflects our local community market and geography. There were a few positions that were not increased that initially fell within this window that are not recommended for adjustments, based on specific program funding, lack of close comparables, and local market conditions.

Summary of Changes to Proposed Salary Schedule

Included with the memo is a new proposed salary range scale for O3A. Ranges that are shaded in yellow are the ranges that have changes, summarized as follows:

<u>Range</u>	<u>Positions Impacted</u>	<u>Update</u>
Range 52	Direct Services Director	Range adjustment to 95% of market average
Range 40	Direct Services Supervisor FCSP Supervisor Senior Accountant	Range adjustment to 95% of market average
New Range 38	Contracts Specialist Regional LTC Ombudsman	Position update (was Program Manager) Adjustment to 92% of market average Position was above market; moved from Range 40 as comparable to current pay
Range 28	Case Manager FCSP Coordinator FCSP Coordinator MAC TSOA Care Coordinator Program Development Manager Information Technology Specialist	Range adjustment to 95% of market average. Moved from Range 20 as 92% market adjustment. Moved from Range 24 as 93% market rate adjustment reflecting difficulty of recruitment
Range 20	SHIBA Coordinator Assistant Regional LTC Ombudsman	No range adjustment New position in development placed on range
Range 16	I&A Specialist / Case Aide Contracts Assistant	No market range adjustment Moved from Range 12 as 95% market adjustment
Range 4	Deleted - Not staffed	Obsolete low entry level (Program Assistant 1)

Budget Impact

The agency is in a very good position financially. A second attachment to this memo is a Fund Balance Projection based on the proposed changes to the salary schedule, known staffing updates, and the incorporation of a modest 4% COLA each year. (Actual COLAs will of course be calculated each year as new agency operating budgets are developed). The total fund balance as of January 1, 2021 was \$2,507,815. The projected fund balance with the proposed changes in salary schedule effective July 1, 2021 is an estimated \$2,809,601 – a projected increase of 301,786 even with increased spending. The 2022 end of year fund balance is projected at \$2,700,652. We do not project an actual impact to the agency's reserves until the end of calendar year 2023, when we project a still quite healthy reserve balance of \$2,462,294.

These projections support that the agency can afford the proposed salary range update, and that the changes are sustainable. Unless the agency can keep pace with the current employment market in our area, we will be unable to staff the agency in a way that provides the best possible community services. It will be important for the agency to carefully consider appropriate COLA adjustments in future to help keep the salary range schedule as competitive as possible.

Recommendation:

I recommend that the COG approve the new O3A salary range schedule as presented, effective July 1, 2021.

Proposed Motion:

The Olympic Area Agency on Aging Council of Governments approves the new Olympic Area Agency on Aging Salary Range Schedule as presented; effective July 1, 2021.

CORRECTED

Fund Balance Projection 2021		
January 1, 2021	\$	2,179,039 General
		<u>328,776</u> MTD MACTSOA
	\$	2,507,815
Through March 2021		180,341 surplus
		2,688,156 YTD Fund Balance 3/31/2021
		400,000 Addt'l FB Projection thru Y/E status quo
		158,800 Case Management rate increase SFY 22
		(247,555) less market rate adjustments and new hires - 6 mo
		(189,800) replacement positions -full year
	\$	<u>2,809,601</u> Projected Ending Fund Balance 12/31/21

Fund Balance Projection 2022		
January 1, 2022	\$	2,809,601 Beginning Fund Balance
		(185,211) 4% COLA 2022
		(33,338) Social Security/MC and PERS on COLA
		(49,200) medical costs increase - anticipated 10%
		158,800 Case Management rate increase SFY 22
	\$	<u>2,700,652</u> Projected Ending Fund Balance 12/31/22

Fund Balance Projection 2023		
January 1, 2023	\$	2,700,652 Beginning Fund Balance
		(144,464.87) 3% COLA
		(28,892.97) Social Security/MC and PERS on COLA
		(65,000.00) medical costs increase 10%
	\$	<u>2,462,294</u> Projected Ending Fund Balance 12/31/23

Assumptions:

- 1) Other than SFY22 Case Management rate increase for one year only - other revenues stay constant
- 2) No net surplus from COVID relief funding assumed
- 3) Once replacement and new positions are hired, staffing is constant

Salary Structure - 12 Steps, 2.5% Between

Proposed O3A Salary Range To Be Effective July 1, 2021

CORRECTED

Red = position on new range

Position Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Chief Financial Officer	56	79,214.25	81,194.61	83,224.47	85,305.08	87,437.71	89,623.65	91,864.24	94,160.85	96,514.87	98,927.74	101,400.94	103,935.96
		6,601.19	6,766.22	6,935.37	7,108.76	7,286.48	7,468.64	7,655.35	7,846.74	8,042.91	8,243.98	8,450.08	8,661.33
		38.08	39.04	40.01	41.01	42.04	43.09	44.17	45.27	46.40	47.56	48.75	49.97
Direct Services Director	52	74,344.17	76,202.78	78,107.85	80,060.54	82,062.06	84,113.61	86,216.45	88,371.86	90,581.16	92,845.69	95,166.83	97,546.00
		6,195.35	6,350.23	6,508.99	6,671.71	6,838.50	7,009.47	7,184.70	7,364.32	7,548.43	7,737.14	7,930.57	8,128.83
		35.74	36.64	37.55	38.49	39.45	40.44	41.45	42.49	43.55	44.64	45.75	46.90
Contracts Mgmt & Planning Director	48	66,349.87	68,008.62	69,708.83	71,451.55	73,237.84	75,068.79	76,945.51	78,869.15	80,840.87	82,861.90	84,933.44	87,056.78
		5,529.16	5,667.38	5,809.07	5,954.30	6,103.15	6,255.73	6,412.13	6,572.43	6,736.74	6,905.16	7,077.79	7,254.73
		31.90	32.70	33.51	34.35	35.21	36.09	36.99	37.92	38.87	39.84	40.83	41.85
Administrative Director	44	62,352.88	63,911.70	65,509.49	67,147.23	68,825.91	70,546.56	72,310.22	74,117.98	75,970.93	77,870.20	79,816.96	81,812.38
		5,196.07	5,325.98	5,459.12	5,595.60	5,735.49	5,878.88	6,025.85	6,176.50	6,330.91	6,489.18	6,651.41	6,817.70
		29.98	30.73	31.49	32.28	33.09	33.92	34.76	35.63	36.52	37.44	38.37	39.33
Nursing Services Manager	40	61,142.07	62,670.63	64,237.39	65,843.33	67,489.41	69,176.65	70,906.06	72,678.71	74,495.68	76,358.07	78,267.02	80,223.70
		5,095.17	5,222.55	5,353.12	5,486.94	5,624.12	5,764.72	5,908.84	6,056.56	6,207.97	6,363.17	6,522.25	6,685.31
		29.40	30.13	30.88	31.66	32.45	33.26	34.09	34.94	35.82	36.71	37.63	38.57
Direct Services Supervisor	40	53,366.99	54,701.17	56,068.70	57,470.41	58,907.18	60,379.85	61,889.35	63,436.58	65,022.50	66,648.06	68,314.26	70,022.12
		4,447.25	4,558.43	4,672.39	4,789.20	4,908.93	5,031.65	5,157.45	5,286.38	5,418.54	5,554.01	5,692.86	5,835.18
		25.66	26.30	26.96	27.63	28.32	29.03	29.75	30.50	31.26	32.04	32.84	33.66
FCSP Supervisor	38	47,963.76	49,162.85	50,391.93	51,651.72	52,943.02	54,266.59	55,623.26	57,013.84	58,439.18	59,900.16	61,397.67	62,932.61
		3,996.98	4,096.90	4,199.33	4,304.31	4,411.92	4,522.22	4,635.27	4,751.15	4,869.93	4,991.68	5,116.47	5,244.38
		23.06	23.64	24.23	24.83	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26
Senior Accountant	40	54,870.40	56,242.16	57,648.21	59,089.42	60,566.66	62,080.82	63,632.84	65,223.66	66,854.25	68,525.61	70,238.75	71,994.72
		4,572.53	4,686.85	4,804.02	4,924.12	5,047.22	5,173.40	5,302.74	5,435.31	5,571.19	5,710.47	5,853.23	5,999.56
		26.38	27.04	27.72	28.41	29.12	29.85	30.59	31.36	32.14	32.95	33.77	34.61
Registered Nurse	32	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
Case Manager	28	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
Program Development Manager	28	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
Care Coordinator	28	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
Information Technology Specialist	28	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
FCSP Coordinator	28	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
FCSP Coordinator/Mac TSOA Specialist	28	48,863.12	50,084.70	51,336.82	52,620.24	53,935.74	55,284.14	56,666.24	58,082.90	59,534.97	61,023.34	62,548.93	64,112.65
		4,071.93	4,173.72	4,278.07	4,385.02	4,494.65	4,607.01	4,722.19	4,840.24	4,961.25	5,085.28	5,212.41	5,342.72
		23.49	24.08	24.68	25.30	25.93	26.58	27.24	27.92	28.62	29.34	30.07	30.82
Data Systems Specialist	24	43,315.04	44,397.92	45,507.87	46,645.56	47,811.70	49,007.00	50,232.17	51,487.97	52,775.17	54,094.55	55,446.92	56,833.09
		3,609.59	3,699.83	3,792.32	3,887.13	3,984.31	4,083.92	4,186.01	4,290.66	4,397.93	4,507.88	4,620.58	4,736.09
		20.82	21.35	21.88	22.43	22.99	23.56	24.15	24.75	25.37	26.01	26.66	27.32
SHIBA Coordinator	20	41,568.59	42,607.80	43,673.00	44,764.82	45,883.94	47,031.04	48,206.82	49,411.99	50,647.29	51,913.47	53,211.31	54,541.59
		3,464.05	3,550.65	3,639.42	3,730.40	3,823.66	3,919.25	4,017.23	4,117.67	4,220.61	4,326.12	4,434.28	4,545.13
		19.98	20.48	21.00	21.52	22.06	22.61	23.18	23.76	24.35	24.96	25.58	26.22
Assistant LTC Ombudsman	16	39,905.45	40,903.09	41,925.66	42,973.81	44,048.15	45,149.36	46,278.09	47,435.04	48,620.92	49,836.44	51,082.35	52,359.41
		3,325.45	3,408.59	3,493.81	3,581.15	3,670.68	3,762.45	3,856.51	3,952.92	4,051.74	4,153.04	4,256.86	4,363.28
		19.19	19.66	20.16	20.66	21.18	21.71	22.25	22.81	23.38	23.96	24.56	25.17
I&A Specialist / Case Aide	16	39,905.45	40,903.09	41,925.66	42,973.81	44,048.15	45,149.36	46,278.09	47,435.04	48,620.92	49,836.44	51,082.35	52,359.41
		3,325.45	3,408.59	3,493.81	3,581.15	3,670.68	3,762.45	3,856.51	3,952.92	4,051.74	4,153.04	4,256.86	4,363.28
		19.19	19.66	20.16	20.66	21.18	21.71	22.25	22.81	23.38	23.96	24.56	25.17
Contracts Assistant	12	36,580.21	37,494.71	38,432.08	39,392.88	40,377.70	41,387.15	42,421.82	43,482.37	44,569.43	45,683.66	46,825.76	47,996.40
		3,048.35	3,124.56	3,202.67	3,282.74	3,364.81	3,448.93	3,535.15	3,623.53	3,714.12	3,806.97	3,902.15	3,999.70
		17.59	18.03	18.48	18.94	19.41	19.90	20.40	20.90	21.43	21.96	22.51	23.08
Accounting Assistant	12	36,580.21	37,494.71	38,432.08	39,392.88	40,377.70	41,387.15	42,421.82	43,482.37	44,569.43	45,683.66	46,825.76	47,996.40
		3,048.35	3,124.56	3,202.67	3,282.74	3,364.81	3,448.93	3,535.15	3,623.53	3,714.12	3,806.97	3,902.15	3,999.70
		17.59	18.03	18.48	18.94	19.41	19.90	20.40	20.90	21.43	21.96	22.51	23.08
HCRR Coordinator	8	33,254.54	34,085.90	34,938.05	35,811.50	36,706.79	37,624.46	38,565.07	39,529.20	40,517.43	41,530.37	42,568.62	43,632.84
		2,771.21	2,840.49	2,911.50	2,984.29	3,058.90	3,135.37	3,213.76	3,294.10	3,376.45	3,460.86	3,547.39	3,636.07
		15.99	16.39	16.80	17.22	17.65	18.09	18.54	19.00	19.48	19.97	20.47	20.98
Program Assistant III (IT)	8	33,254.54	34,085.90	34,938.05	35,811.50	36,706.79	37,624.46	38,565.07	39,529.20	40,517.43	41,530.37	42,568.62	43,632.84
		2,771.21	2,840.49	2,911.50	2,984.29	3,058.90	3,135.37	3,213.76	3,294.10	3,376.45	3,460.86	3,547.39	3,636.07
		15.99	16.39	16.80	17.22	17.65	18.09	18.5					



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DATE: June 24, 2021
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A Mar YTD 2021 Operating Results

Following this memo is O3A's Revenue and Expense Summary for March Year-to-Date 2021. The Agency had an overall operating surplus of \$154,092 for General Title XIX funds and a surplus of \$27,050 for MTD MACTSOA restricted funds.

General/Case Management fund balance stands at \$2,311,979 as of 3/31/21

Surplus (Deficit) in \$s	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/20	2,157,887	328,776	22,566	1,171,703	3,680,932
Surplus (Deficit) through Mar 2021	190,242	27,050	-	-	217,292
Used for underfunded programs	(36,151)	-	-	-	(36,151)
Fund Balance 3/31/2021	2,311,979	355,826	22,566	1,171,703	3,862,073

The **MTD MAC/TSOA** program produced a YTD surplus of \$ 27,050 at the end of March.

Quarterly performance measures were billed for the first quarter in the amount of \$117,301.

Case Management gains mitigated other program losses - largely in the Health Homes Lead program area.

The figures below are exclusive of MTD MACTSOA program:

	YTD
Core Svs Contract Mgmt (CSCM)	9,598
Core Case Management (CM)	162,048
Other Admin	(0)
Fund Use	(6,027)
Home Care Referral Registry (HCRR)	588
Health Homes CCO	18,008
Health Homes Lead	(30,124)
Total	154,092

Narrative Overview -

Overall the agency fell short of revenue projections due to the actuals vs estimates for COVID grant funding usage.

Most programs were under in Payroll and Benefits, as well as travel, so the impact of the actual revenue to budget was negligible. In fact, the agency exceeded fund balance surplus projections by \$118k YTD.

Case Management surplus is 101k over the anticipated amount YTD, primarily due to smaller than anticipated expenses. Revenues are coming in close to budget.

Admin- Expenses in March were up due to terminal payouts for program staff and professional services annual payment to W4 Association.

PCM -Sub-recipient payments for **nutrition** were higher than anticipated as funding shifted from COVID funding to regular Older American's Act funding for this program. Additional funding is in process for this program related to COVID

I&A – Budgeted revenues were overestimated, but the actuals expenses are down in Payroll and Benefits, as well as travel and communications resulting in a small YTD loss of \$(3,604).

MTD-MacTSOA – Quarterly performance measures billed, resulting in a YTD surplus of \$27,050.

FCSP/KCSP – Respite services are on target with the operating budget, although additional funding is available through COVID funding. Operating expenses are lower than budgeted in payroll, benefits and travel.

HCRR – Olympic is down on revenues and expenses are down in professional services. **Pacific** is mirroring the financial results of Olympic. For both, the funds set aside under professional services for additional staffing have not been used.

Health Homes CCO ended February with a surplus due to payroll expenses being less than budgeted. Revenues came in as budgeted. Budgeted loss was almost (12k). Actual surplus was almost 15k.

Health Homes Lead deficits were slightly more than budgeted by 4k. Original budgeted losses were 20k, and the YTD deficit was \$24k. Annual software costs of 14k contributed to this and will even out over time.

COVID funding spending for the agency since the pandemic began has topped 990k. Over the next year an additional million dollars plus ++ in spending is anticipated.

Other items of note –

- Salary survey results have been analyzed and the agency is on good financial footing to begin the market rate adjustment implementation plan. Part of the financial forecast to determine affordability of the plan included a 4% COLA for staff beginning 2022. With inflationary pressure higher than many of the past years, this is a preliminary figure, as we will need to assess agency finances near the end of the year when more financial results are in. In years past the agency was very conservative regarding annual COLA's and that is one of the reasons that wages fell behind.
- The Senior Accountant position (new) that was offered to the top candidate and was to begin work on July 1, decided to not take the position – the reasons given were that the position represented a cut in pay and added a commute. There were no other qualified candidates. The Agency is expected to begin another recruitment later this summer.
- American Rescue Plan funding contracts are expected imminently from ALSTA and include regular Older American's Act funding matching requirements as standard, which is very challenging given the size of the funding – over 1.5 million. The agency will have 3 years to spend the funds and for SFY 22, the state will be providing matching funds. There will be no line-item budgets and money is transferable between titles and can be used for any emergent need as long as the Emergency Declaration lasts.

- 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. ALSTA is slightly behind on the contract as there has been several fiscal staff vacancies/pending retirement. Contracts are expected to go out in the next week or two.

In addition, the line item Older American's Act Budget line item budget due to ALTSA June 30th has been submitted.

Next up is the Area Plan Budget

- No word yet on scheduling of the annual audit with SAO – the federal guidelines for the deadline to upload Annual Single Audits has been extended from September 30th to December 31st.

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget	Remaining Budget
FUNDING									
Older Americans Act	173,312	127,796	45,516		467,507	390,805	76,702	1,520,701	1,129,896
State/Federal	446,117	448,756	(2,638)		1,327,926	1,330,286	(2,361)	5,498,477	4,168,191
MTD Mac/Tsoa	117,301	124,317	(7,016)		169,791	175,527	(5,736)	742,906	567,379
Other ALTSA	0	4,874	(4,874)		9,138	14,621	(5,484)	58,484	43,863
HCRR	13,665	17,333	(3,669)		40,366	52,000	(11,634)	208,000	156,000
Multi Service Center	10,199	0	10,199		28,816	9,260	19,556	91,102	81,842
Health Homes	53,663	59,100	(5,437)		162,732	169,610	(6,878)	718,890	549,280
Other (COVID,SHIBA, SFM, CGT, Sr E	41,639	133,517	(91,878)	OAA COVID funding	101,123	400,552	(299,428)	1,547,545	1,146,993
Total Funding	855,896	915,693	(59,797)		2,307,398	2,542,661	(235,262)	10,386,104	7,843,444
OPERATING EXPENDITURES									
Salaries & Wages	320,424	348,073	27,649		961,396	1,037,066	71,731	4,254,551	3,217,486
Benefits	122,559	140,053	17,494		367,245	418,226	47,376	1,620,504	1,202,278
Training	730	206	(524)		966	618	(143)	6,135	5,518
Office & Program Supplies	5,543	7,831	2,288		18,410	23,494	4,837	93,974	70,481
Technology Equip & Supplies	7,693	6,550	(1,143)		30,045	19,650	(10,395)	78,600	58,950
Admin Allocation	82,171	73,520	(8,651)		204,449	206,239	5,381	970,867	764,628
IT Allocation	31,563	30,107	(1,456)		87,223	93,246	6,451	365,553	272,306
Professional Services	10,999	9,462	(1,537)		16,633	27,386	8,332	263,102	235,716
Communications-Phone & Postage	8,724	9,895	1,171		22,358	29,484	7,303	118,436	88,952
Travel	3,761	16,784	13,024		8,265	50,353	38,553	200,596	150,242
Advertising	318	2,675	2,357		2,883	6,525	3,476	17,600	11,075
Rentals	22,446	22,391	(55)		67,299	67,174	(134)	267,481	200,308
Insurance	4,456	6,713	2,257		12,997	20,138	7,428	80,553	60,415
Utilities	2,159	1,950	(209)		6,340	5,851	(424)	23,821	17,970
Maintenance & Repair	1,695	2,572	876		5,534	7,715	2,177	23,660	15,945
Miscellaneous	55	833	778		144	2,500	1,523	10,000	7,500
Total Operating Expenditures	625,297	679,615	54,318		1,812,189	2,015,664	193,472	8,395,432	6,379,768
SUBCONTRACTOR EXPENDITURES									
Legal Assistance	5,021	6,210	1,189		11,314	18,630	7,317	74,521	55,891
Transportation	6,085	6,167	82		19,234	18,500	(734)	74,000	55,500
Congregate Meals (C1)	39,006	22,666	(16,340)		103,130	67,998	(35,131)	271,993	203,994
Nutrition Education	0	0	0		0	0	0	0	-
Home Delivered Meals (C2)	78,956	29,161	(49,795)		204,229	87,484	(116,745)	349,936	262,452
Home Delivered Meals (State Expansion)	0	2,743	2,743		9,138	8,230	(908)	32,918	24,689
Senior Farmer's Market	0	0	0		0	0	0	46,590	46,590
Professional Consulting Services	0	2,345	2,345		46	7,036	6,989	28,142	21,107
Home Repair & Sr. Emergency Fund	2,146	3,150	1,004		5,347	9,450	4,104	37,796	28,346
Senior Drug Education	0	0	0		0	0	0	0	-
Kinship Care Service Delivery	(1,912)	382	2,294		(901)	1,147	2,048	4,589	3,442
Kinship Good & Services	1,978	3,059	1,081		5,438	9,177	3,738	51,207	42,030
Respite Services	36,889	32,270	(4,620)		99,654	96,809	(2,845)	427,236	330,427
Supplemental Services	2,366	2,746	380		5,831	8,238	2,407	32,953	24,715
Services to Grandparents	3,603	4,625	1,022		3,645	13,876	10,231	55,504	41,628
Other Payments	51,933	119,147	67,213	COVID nutrition	138,043	352,440	214,397	1,395,209	1,042,769
Total Subcontractor Expenditures	226,072	234,672	8,599		604,147	699,015	94,867	2,882,593	2,183,578
ADMIN & IT ALLOCATION ADD BACK	(113,734)	(103,380)	10,355		(291,673)	(226,421)	65,251	(1,255,506)	(1,029,085)
Total Expenditures	737,635	810,907	73,272		2,124,663	2,488,258	353,590	10,022,518	7,534,261
GENERAL FUND SURPLUS (DEFICIT)	118,261	104,786	13,476		182,735	54,403	118,328	363,586	309,183

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act			0		0	0	0	0
State/Federal			0		0	0	0	0
MTD Mac/Tsoa					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			0		0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)					0	0	0	0
Total Funding	0	0	0		0	0	0	0
OPERATING EXPENDITURES								
Salaries & Wages	48,786	44,124	(4,662)		123,360	123,041	(319)	515,641
Benefits	15,756	14,657	(1,099)		41,171	42,140	970	168,784
Training	0	0	0		0	0	0	3,100
Office & Program Supplies	611	1,000	389		5,076	3,000	(2,076)	12,000
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation		0	0		0	0	0	0
IT Allocation	2,509	2,432	(77)		6,934	7,535	600	29,531
Professional Services	10,386	3,000	(7,386)		15,442	8,000	(7,442)	90,000
Communications-Phone & Postage	447	583	136		1,169	1,750	581	7,000
Travel	506	1,000	494		593	3,000	2,407	12,000
Advertising	0	2,000	2,000		808	4,000	3,192	5,000
Rentals	2,401	2,381	(20)		7,204	7,144	(60)	28,577
Insurance	322	314	(8)		965	941	(24)	3,764
Utilities	265	300	35		948	900	(48)	3,900
Maintenance & Repair	181	1,000	819		781	3,000	2,219	4,800
Miscellaneous	0	0	0		0	0	0	0
Total Operating Expenditures	82,171	72,792	(9,379)		204,449	204,451	1	884,097
SUBCONTRACTOR EXPENDITURES								
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			0		0	0	0	0
Kinship Good & Services			0		0	0	0	0
Respite Services			0		0	0	0	0
Supplemental Services			0		0	0	0	0
Services to Grandparents			0		0	0	0	0
Other Payments			0		0	0	0	0
Total Subcontractor Expenditures	0	0	0		0	0	0	0
ADMIN ALLOCATION ADD BACK	(82,171)	(72,792)	9,379		(204,449)	(131,659)	72,791	(884,097)
Total Expenditures	0	0	0		0	72,792	72,792	0
Revenues Over (Under) Expended	(0)	0	0		(0)	(72,792)	(72,792)	0

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
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	
Total Funding	0	0	0		0	0	0	0
OPERATING EXPENDITURES								
Salaries & Wages	15,484	15,888	404		46,375	50,665	4,290	196,142
Benefits	6,103	7,118	1,015		18,274	21,355	3,081	83,178
Training	0	0	0		0	0	0	0
Office & Program Supplies	284	500	216		926	1,500	574	6,000
Technology Equip & Supplies	7,693	3,750	(3,943)		15,655	11,250	(4,405)	45,000
Admin Allocation		0	0		0	0	0	0
IT Allocation	0	0	0		0	0	0	0
Professional Services	0	500	500		165	1,500	1,335	6,000
Communications-Phone & Postage	477	500	23		1,182	1,500	318	6,000
Travel	323	1,167	844		1,070	3,500	2,430	14,000
Advertising	0	0	0		0	0	0	1,000
Rentals	931	933	2		2,797	2,799	3	11,198
Insurance	196	192	(5)		589	575	(14)	2,299
Utilities	47	0	(47)		119	0	(119)	117
Maintenance & Repair	24	40	16		72	119	46	475
Miscellaneous	0	0	0		0	0	0	0
		0			0	0		
Total Operating Expenditures	31,563	30,588	(976)		87,223	94,763	7,539	371,409
SUBCONTRACTOR EXPENDITURES								
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	
Total Subcontractor Expenditures	0	0	0		0	0	0	0
IT ALLOCATION ADD BACK	(31,563)	(30,588)	976		(87,223)	(94,763)	(7,539)	(371,409)
Total Expenditures	0	0	0		0	0	0	0
Revenues Over/(Under) Expend.	0	0	0		0	0	0	0

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act	152,955	78,237	74,718		402,872	234,709.5	168,162	938,838
State/Federal	34,378	43,020	(8,642)		98,171	129,059.5	(30,889)	601,794
MTD Mac/Tsoa		0			0	0.0	0	0
Other ALTSA	0	3,794	(3,794)		9,138	11,382.5	(2,245)	45,530
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	20,361	92,667	(72,305)	CARES Act spending down	42,284	278,000.0	(235,716)	1,057,338
Total Funding	207,694	217,717	(10,023)		552,464	653,152	(100,687)	2,643,500
OPERATING EXPENDITURES								
Salaries & Wages	20,525	23,805	3,281		63,018	71,416.4	8,398	300,668
Benefits	7,793	9,143	1,350		23,527	27,428.8	3,902	106,421
Training	0	150	150		184	450.0	266	1,800
Office & Program Supplies	469	510	41		1,777	1,530.0	(247)	6,120
Technology Equip & Supplies		0	0		0	0.0	0	0
Admin Allocation	19,979	18,198	(1,781)		49,698	51,112.7	1,415	242,954
IT Allocation	2,096	2,029	(66)		5,792	6,287.5	496	24,643
Professional Services	0	140	140		0	419.0	419	87,232
Communications-Phone & Postage	373	443	69		968	1,327.8	360	5,311
Travel	0	1,250	1,250		0	3,750.0	3,750	15,000
Advertising	297	250	(47)		1,367	750.0	(617)	3,000
Rentals	2,067	1,985	(82)		6,200	5,953.6	(246)	23,815
Insurance	240	262	22		835	785.2	(50)	3,141
Utilities	268	208	(60)		805	625.0	(180)	2,500
Maintenance & Repair	157	125	(32)		472	375.0	(97)	1,500
Miscellaneous		0	0		0	0.0	0	0
		0				0.0		0
Total Operating Expenditures	54,263	58,498	4,235		154,643	172,211	17,568	824,104
SUBCONTRACTOR EXPENDITURES								
Legal Assistance	5,021	6,210	1,189		11,314	18,630.3	7,317	74,521
Transportation	6,085	6,167	82		19,234	18,500.0	(734)	74,000
Congregate Meals (C1)	39,006	22,666	(16,340)		103,130	67,998.1	(35,131)	271,993
Nutrition Education	0	0	0		0	0.0	0	0
Home Delivered Meals (C2)	78,956	29,161	(49,795)		204,229	87,483.9	(116,745)	349,936
Home Delivered Meals (State Expansion)	0	2,743	2,743		9,138	8,229.5	(908)	32,918
Senior Farmer's Market	0	0	0		0	0.0	0	46,590
Prof Consulting Services (Disease Prev)	0	2,345	2,345		46	7,035.5	6,989	28,142
Home Repair & Sr. Emergency Fund	0	0	0		0	0.0	0	0
Senior Drug Education	0	0	0		0	0.0	0	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	19,211	77,771	58,560	COVID kitchen and COVID Emergency meals	41,134	233,314.0	192,180	857,535
		0			0	0.0		
Total Subcontractor Expenditures	148,280	147,064	(1,216)		388,224	441,191	52,968	1,735,634
IT ALLOCATION ADD BACK								
Total Expenditures	202,543	205,561	3,019		542,866	613,402	70,536	2,559,738
Revenues Over/(Under) Expend.	5,151	12,156	(7,004)		9,598	39,749	(30,151)	83,762

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act		0	0		0	0	0	0
State/Federal	295,293	292,760	2,533		892,136	875,828	16,308	3,547,460
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)	8,730	15,751	(7,021)	Non core included on FCSP and KCSP	31,501	47,252	(15,751)	189,009
Total Funding	304,023	308,511	(4,487)		923,637	923,080	557	3,736,469
OPERATING EXPENDITURES								
Salaries & Wages	136,482	140,420	3,938		409,733	416,882	7,148	1,645,139
Benefits	52,641	56,247	3,605		158,301	165,043	6,741	633,898
Training	206	0	(206)		206	206	0	315
Office & Program Supplies	2,004	2,250	246		4,512	6,504	1,992	27,000
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	28,340	24,749	(3,591)		71,550	73,104	1,554	319,511
IT Allocation	13,784	13,356	(428)		38,090	41,805	3,714	162,170
Professional Services	79	2,500	2,421		109	5,079	4,970	30,000
Communications-Phone & Postage	3,678	3,500	(178)		9,284	10,678	1,393	42,000
Travel	1,048	4,583	3,535		2,648	10,215	7,567	55,000
Advertising	0	167	167		172	333	161	2,000
Rentals	8,210	8,219	9		24,647	24,649	2	98,629
Insurance	2,009	1,722	(287)		5,541	5,454	(88)	20,668
Utilities	648	583	(65)		1,859	1,815	(44)	7,000
Maintenance & Repair	580	583	4		1,838	1,746	(91)	7,000
Miscellaneous	0	833	833		0	1,667	1,667	10,000
Total Operating Expenditures	249,710	259,713	10,004		728,491	765,178	36,687	3,060,331
SUBCONTRACTOR EXPENDITURES								
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	8,730	18,750	10,020		31,501	56,250	24,749	225,000
Total Subcontractor Expenditures	8,730	18,750	10,020		31,501	56,250	24,749	225,000
IT ALLOCATION ADD BACK								0
Total Expenditures	258,439	278,463	20,024		759,992	821,428	61,436	3,285,331
Revenues Over/(Under) Expend.	45,584	30,047	15,536		163,645	101,652	61,993	451,138

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act	16,354	28,349	(11,996)		53,106	85,048	(31,942)	340,191
State/Federal	49,842	44,411	5,431		161,088	133,232	27,856	582,929
MTD Mac/Tsoa		0	0		0	0	0	0
Other AL TSA	-	1,080	(1,080)		0	3,239	(3,239)	12,954
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	7,097	25,100	(18,002)		13,097	75,300	(62,202)	301,198
Total Funding	73,293	98,939	(25,647)		227,291	296,818	(69,527)	1,237,272
OPERATING EXPENDITURES								
Salaries & Wages	31,338	43,276	11,938		113,984	129,829	15,846	611,202
Benefits	13,706	19,167	5,461		45,726	57,500	11,774	223,569
Training	124	0	(124)		176	0	(176)	0
Office & Program Supplies	790	1,652	862		2,914	4,956	2,042	19,825
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	12,374	9,463	(2,911)		27,419	26,579	(840)	129,729
IT Allocation	4,725	4,578	(147)		13,057	14,182	1,125	55,594
Professional Services		23	23		21	68	47	270
Communications-Phone & Postage	1,615	2,217	602		4,287	6,652	2,364	26,607
Travel	708	1,250	542		1,161	3,750	2,589	15,000
Advertising	21	0	(21)		209	0	(209)	1,500
Rentals	3,966	3,974	8		11,900	11,921	21	47,683
Insurance	605	590	(15)		1,816	1,771	(45)	7,084
Utilities	569	398	(170)		1,633	1,195	(439)	4,778
Maintenance & Repair	383	323	(60)		1,247	969	(278)	3,876
Miscellaneous		0	0		0	0	0	0
Total Operating Expenditures	70,923	86,911	15,987		225,549	259,371	33,822	1,146,719
SUBCONTRACTOR EXPENDITURES								
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	2,146	3,150	1,004		5,347	9,450	4,104	37,796
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
Total Subcontractor Expenditures	2,146	3,150	1,004		5,347	9,450	4,104	37,796
IT ALLOCATION ADD BACK								0
Total Expenditures	73,070	90,061	16,991		230,895	268,821	37,925	1,184,515
Revenues Over/(Under) Expend.	223	8,879	(8,655)		(3,604)	27,997	(31,602)	52,757

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act		0			0	0	0	0
State/Federal		0			0	0	0	0
MTD Mac/Tsoa	117,301	124,317	(7,016)		169,791	175,527	(5,736)	742,906
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
Total Funding	117,301	124,317	(7,016)		169,791	175,527	(5,736)	742,906
OPERATING EXPENDITURES								
Salaries & Wages	26,623	27,824	1,201		79,814	83,472	3,658	348,589
Benefits	10,492	11,415	923		31,493	34,246	2,753	140,469
Training	300	0	(300)		300	0	(300)	0
Office & Program Supplies	349	292	(57)		870	875	5	3,500
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	5,590	5,095	(494)		14,020	14,312	292	68,683
IT Allocation	3,011	2,918	(94)		8,321	9,039	718	35,432
Professional Services	0	0	0		0	0	0	0
Communications-Phone & Postage	549	583	35		1,462	1,750	288	7,000
Travel	783	1,667	884		1,779	5,000	3,221	20,000
Advertising	0	0	0		0	0	0	1,500
Rentals	1,066	1,071	5		3,198	3,214	15	12,854
Insurance	386	2,953	2,567		1,158	8,858	7,700	35,433
Utilities	14	83	69		42	250	208	1,000
Maintenance & Repair	90	142	51		272	425	153	1,700
Outreach	0	0	0		13	0	(13)	0
					0	0		0
Total Operating Expenditures	49,253	54,043	4,790		142,742	161,441	18,699	676,161
SUBCONTRACTOR EXPENDITURES								
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
Total Subcontractor Expenditures	0	0	0		0	0	0	0
IT ALLOCATION ADD BACK								0
Total Expenditures	49,253	54,043	4,790		142,742	161,441	18,699	676,161
Revenues Over/(Under) Expend.	68,048	70,274	(2,226)		27,050	14,086	12,963	66,745

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act	4,003	18,958	(14,955)		11,530	56,875	(45,345)	227,499
State/Federal	66,604	60,566	6,038		176,531	181,699	(5,167)	741,294
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0	0		0	0	0	0
HCCR		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)	5,451	0	5,451		14,241	0	14,241	0
Total Funding	76,058	79,524	(3,466)		202,302	238,573	(36,272)	968,793
OPERATING EXPENDITURES								
Salaries & Wages	11,150	12,588	1,438		33,877	37,744	3,868	152,557
Benefits	3,858	5,361	1,503		11,736	16,079	4,343	62,557
Training	100	56	(44)		100	168	68	670
Office & Program Supplies	307	745	438		702	2,235	1,533	8,939
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	7,068	6,551	(517)		18,239	19,027	787	86,991
IT Allocation	1,288	1,249	(39)		3,559	3,870	312	15,169
Professional Services	0	833	833		0	2,500	2,500	10,000
Communications-Phone & Postage	614	611	(3)		1,537	1,833	296	7,331
Travel	7	792	785		66	2,375	2,309	9,500
Advertising	0	208	208		327	625	298	2,500
Rentals	1,633	1,636	3		4,900	4,907	7	19,628
Insurance	165	161	(4)		495	483	(12)	1,933
Utilities	207	191	(16)		576	573	(4)	2,290
Maintenance & Repair	185	207	22		570	620	50	2,480
Miscellaneous	55	0	(55)		131	0	(131)	0
Total Operating Expenditures	26,637	31,189	4,552		76,815	93,038	16,223	382,546
SUBCONTRACTOR EXPENDITURES								
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	(1,912)	382	2,294		(901)	1,147	2,048	4,589
Kinship Good & Services	1,978	3,059	1,081		5,438	9,177	3,738	51,207
Respite Services	36,889	32,270	(4,620)		99,654	96,809	(2,845)	427,236
Supplemental Services	2,366	2,746	380		5,831	8,238	2,407	32,953
Services to Grandparents	3,603	4,625	1,022		3,645	13,876	10,231	55,504
AWHI & CGT Non-Core	5,451	4,625	(825)		14,241	13,876	(365)	55,002
Total Subcontractor Expenditures	48,375	47,708	(667)		127,909	143,123	15,214	626,491
IT ALLOCATION ADD BACK								0
Total Expenditures	75,012	78,897	3,885		204,724	236,161	31,438	1,009,037
Revenues Over/(Under) Expend.	1,047	628	419		(2,422)	2,412	(4,834)	(40,244)

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
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	6,804	8,917	(2,113)		20,169	26,750	(6,581)	107,000
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
Total Funding	6,804	8,917	(2,113)		20,169	26,750	(6,581)	107,000
OPERATING EXPENDITURES								
Salaries & Wages	3,714	3,714	(0)		11,228	11,142	(86)	45,219
Benefits	1,575	1,625	50		4,711	4,875	165	19,637
Training	0	-	0		0	0	0	0
Office & Program Supplies	27	108	81		82	325	243	1,300
Technology Equip & Supplies	0	-	0		0	0	0	0
Admin Allocation	680	728	48		1,886	2,045	158	8,841
IT Allocation	429	415	(14)		1,186	1,286	100	5,039
Professional Services		1,250	1,250		0	3,750	3,750	15,000
Communications-Phone & Postage	54	190	136		128	571	444	2,285
Travel	0	142	142		0	425	425	1,700
Advertising	0	-	0		0	0	0	0
Rentals	204	205	2		611	616	6	2,466
Insurance	55	54	(1)		164	161	(4)	642
Utilities	47	78	31		119	234	115	936
Maintenance & Repair	18	39	21		54	117	63	469
Miscellaneous		-	0		0	0	0	0
Total Operating Expenditures	6,804	8,549	1,745		20,169	25,548	5,379	103,535
SUBCONTRACTOR EXPENDITURES								
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
Total Subcontractor Expenditures	0	0	0		0	0	0	0
IT ALLOCATION ADD BACK								0
Total Expenditures	6,804	8,549	1,745		20,169	25,548	5,379	103,535
Revenues Over/(Under) Expend.	0	368	(368)		0	1,202	(1,202)	3,465

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
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	6,861	8,417	(1,555)		20,197	25,250	(5,053)	101,000
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
Total Funding	6,861	8,417	(1,555)		20,197	25,250	(5,053)	101,000
OPERATING EXPENDITURES								
Salaries & Wages	3,227	4,024	797		10,116	12,072	1,956	48,302
Benefits	1,468	1,856	388		4,640	5,568	927	22,180
Training	0	-	0		0	0	0	0
Office & Program Supplies	86	216	130		189	648	459	2,590
Technology Equip & Supplies	0	-	0		0	0	0	0
Admin Allocation	666	728	62		1,838	2,045	207	8,841
IT Allocation	492	477	(15)		1,361	1,479	118	5,796
Professional Services	309	-	(309)		309	0	(309)	10,000
Communications-Phone & Postage	105	250	145		232	751	518	3,002
Travel	0	18	18		0	53	53	213
Advertising	0	-	0		0	0	0	0
Rentals	242	243	0		728	728	(0)	1,698
Insurance	63	62	(2)		190	185	(5)	739
Utilities	0	-	0		0	0	0	0
Maintenance & Repair	2	-	(2)		6	0	(6)	0
Miscellaneous		-	0		0	0	0	0
Total Operating Expenditures	6,661	7,873	1,212		19,609	23,527	3,918	103,361
SUBCONTRACTOR EXPENDITURES								
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
Total Subcontractor Expenditures	0	-	0		0	0	0	0
IT ALLOCATION ADD BACK								0
Total Expenditures	6,661	7,873	1,212		19,609	23,527	3,918	103,361
Revenues Over/(Under) Expend.	200	544	(344)		588	1,723	(1,135)	(2,361)

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act	0	2,252	(2,252)		0	14,173	(14,173)	14,173
State/Federal	0	7,999	(7,999)		0	10,468	(10,468)	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	10,199	-	10,199	LTCOP contract 74k	28,816	9,260	19,556	91,102
Health Homes		-	0		0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, M	0	-			0	0	0	0
Total Funding	10,199	10,251	(52)		28,816	33,901	(5,085)	130,275
OPERATING EXPENDITURES								
Salaries & Wages	5,474	5,616	143		16,158	16,849	691	68,236
Benefits	2,051	2,176	126		6,067	6,529	461	25,350
Training	0	-	0		0	0	0	250
Office & Program Supplies	220	83	(137)		452	250	(202)	1,000
Technology Equip & Supplies		-	0		0	0	0	0
Admin Allocation	1,158	1,456	298		2,835	4,089	1,254	17,682
IT Allocation	455	440	(15)		1,256	1,363	107	5,342
Professional Services		-	0		0	0	0	0
Communications-Phone & Postage	147	167	20		363	500	137	2,000
Travel	308	2,500	2,192		589	7,500	6,911	30,000
Advertising	0	-	0		0	0	0	0
Rentals	330	345	15		923	1,036	113	4,144
Insurance	58	57	(1)		174	170	(4)	681
Utilities		-	0		0	0	0	0
Maintenance & Repair		-	0		0	0	0	0
Miscellaneous (rounding included)	0	-	0		0	0	0	0
Total Operating Expenditures	10,199	12,840	2,641		28,818	38,285	9,467	154,684
SUBCONTRACTOR EXPENDITURES								
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
Total Subcontractor Expenditures	0	0	0		0	0	0	0
IT ALLOCATION ADD BACK								0
Total Expenditures	10,199	12,840	2,641		28,818	38,285	9,467	154,684
Revenues Over/(Under) Expend.	0	(2,589)	2,589		(3)	(4,385)	4,382	(24,409)

Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
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	31,751	36,000	(4,249)		102,317	106,000	(3,683)	450,000
Other		0	0		0	0	0	0
Total Funding	31,751	36,000	(4,249)		102,317	106,000	(3,683)	450,000
OPERATING EXPENDITURES								
Salaries & Wages	13,953	21,092	7,138		42,670	62,917	20,247	253,559
Benefits	5,943	9,569	3,626		18,061	28,702	10,641	114,404
Training		0	0		0	0	0	0
Office & Program Supplies	396	375	(21)		910	1,125	215	4,500
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	3,245	3,640	395		8,279	10,223	1,944	45,697
IT Allocation	2,490	1,936	(555)		6,882	5,997	(885)	23,508
Professional Services		417	417		0	1,250	1,250	5,000
Communications-Phone & Postage	598	750	152		1,535	2,250	715	9,000
Travel	79	1,667	1,588		360	5,000	4,640	20,000
Advertising	0	50	50		0	150	150	600
Rentals	1,397	1,399	2		4,192	4,197	6	16,789
Insurance	321	312	(9)		962	936	(26)	3,744
Utilities	94	83	(11)		238	250	12	1,000
Maintenance & Repair	74	83	9		223	250	27	1,000
Miscellaneous		0	0		0	0	0	0
Total Operating Expenditures	28,590	41,372	12,782		84,310	123,246	38,936	498,802
SUBCONTRACTOR EXPENDITURES								
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
Total Subcontractor Expenditures	0	0	0		0	0	0	0
IT ALLOCATION ADD BACK								0
Total Expenditures	28,590	41,372	12,782		84,310	123,246	38,936	498,802
Revenues Over/(Under) Expend.	3,161	(5,372)	8,533		18,008	(17,246)	35,254	(48,802)

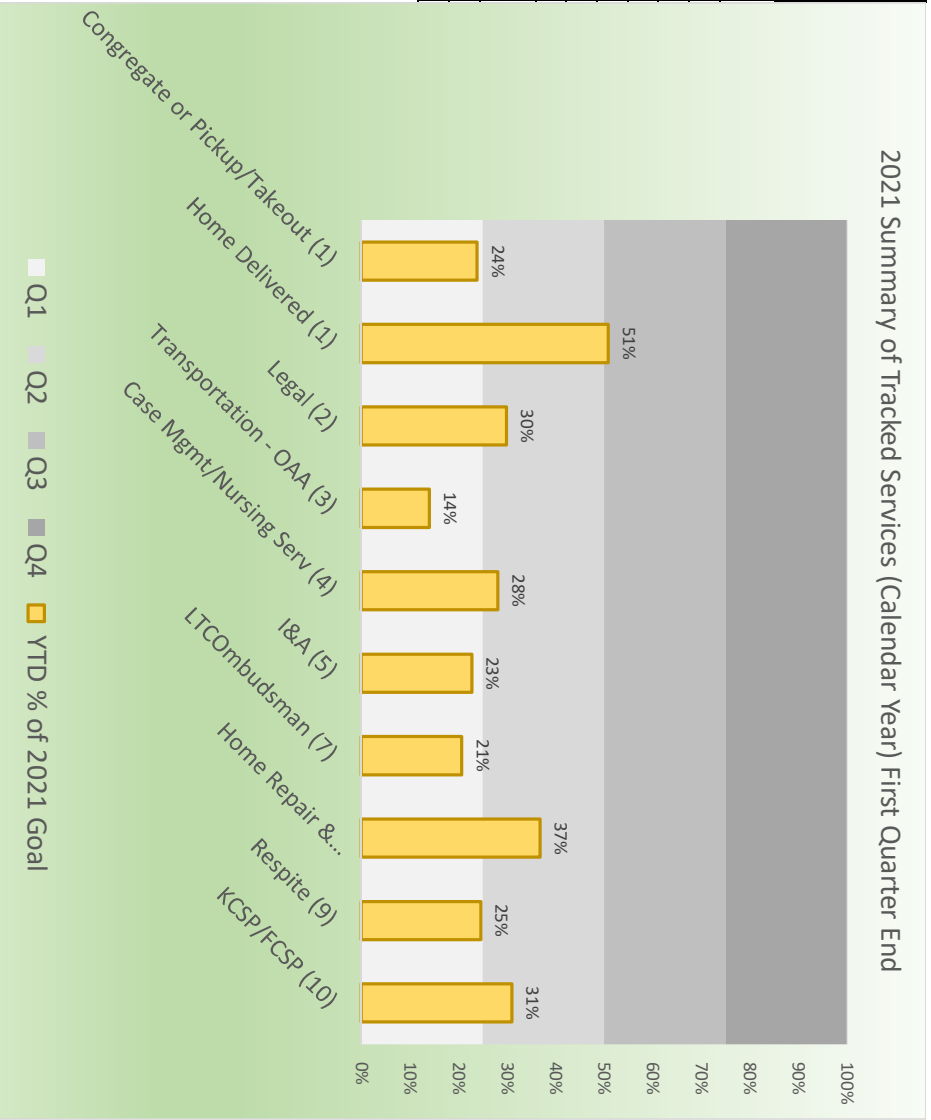
Description	Mar - Actual	Mar - Budget	Mar - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act		0			0	0	0	0
State/Federal		0			0	0	0	0
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0			0	0	0	0
HCRR		0			0	0	0	0
Multi Service Center		0			0	0	0	0
Health Homes	21,912	23,100	(1,188)		60,415	63,610	(3,195)	268,890
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		0			0	0	0	0
Total Funding	21,912	23,100	(1,188)		60,415	63,610	(3,195)	268,890
OPERATING EXPENDITURES								
Salaries & Wages	3,668	5,700	2,032		11,064	17,099	6,035	69,296
Benefits	1,172	1,719	547		3,537	5,156	1,618	20,057
Training	0	0	0		0	0	0	0
Office & Program Supplies	0	100	100		0	300	300	1,200
Technology Equip & Supplies	0	2,800	2,800		14,391	8,400	(5,991)	33,600
Admin Allocation	3,072	2,912	(160)		8,686	7,296	(1,391)	41,938
IT Allocation	284	277	(7)		785	832	47	3,327
Professional Services	225	800	575		588	2,400	1,813	9,600
Communications-Phone & Postage	66	100	34		211	100	(111)	900
Travel	0	750	750		0	2,250	2,250	8,183
Advertising	0	0	0		0	500	500	500
Rentals	0	0	0		1	0	(1)	0
Insurance	36	35	(1)		108	106	(2)	424
Utilities	0	25	25		0	75	75	300
Maintenance & Repair	0	30	30		0	90	90	360
Miscellaneous		0			0	0	0	0
Total Operating Expenditures	8,523	15,247	6,725		39,372	44,603	5,231	189,684
SUBCONTRACTOR EXPENDITURES								
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	18,541	18,000	(541)		51,167	49,000	(2,167)	257,672
Total Subcontractor Expenditures	18,541	18,000	(541)		51,167	49,000	(2,167)	257,672
IT ALLOCATION ADD BACK								0
Total Expenditures	27,064	33,247	6,183		90,539	93,603	3,064	447,355
Revenues Over/(Under) Expend.	(5,153)	(10,147)	4,995		(30,124)	(29,993)	(131)	(178,465)

2021 Summary of Tracked Services (Calendar Year) First Quarter End

Services 2021 cal. year	Contract Units (12 mon)	Actual Units (YTD)	Undup. Clients (by Quarter End)	YTD % of 2021 Goal
Congregate or Pickup/Takeout (1)	48,251	11,503	437	24%
Home Delivered (1)	48,226	24,528	410	51%
Legal (2)	940	281	96	30%
Transportation - OAA (3)	6,713	938	117	14%
Case Mgmt/Nursing Serv (4)	20,968	5,891	N/A	28%
I&A (5)	1,115,580	253,650	N/A	23%
LTCOmbudsman (7)	4,800	992	N/A	21%
Home Repair & Sr. Emergency (8)	87	32	17	37%
Respite (9)	16,477	4,056	67	25%
KCSP/FCSP (10)	933	289	N/A	31%

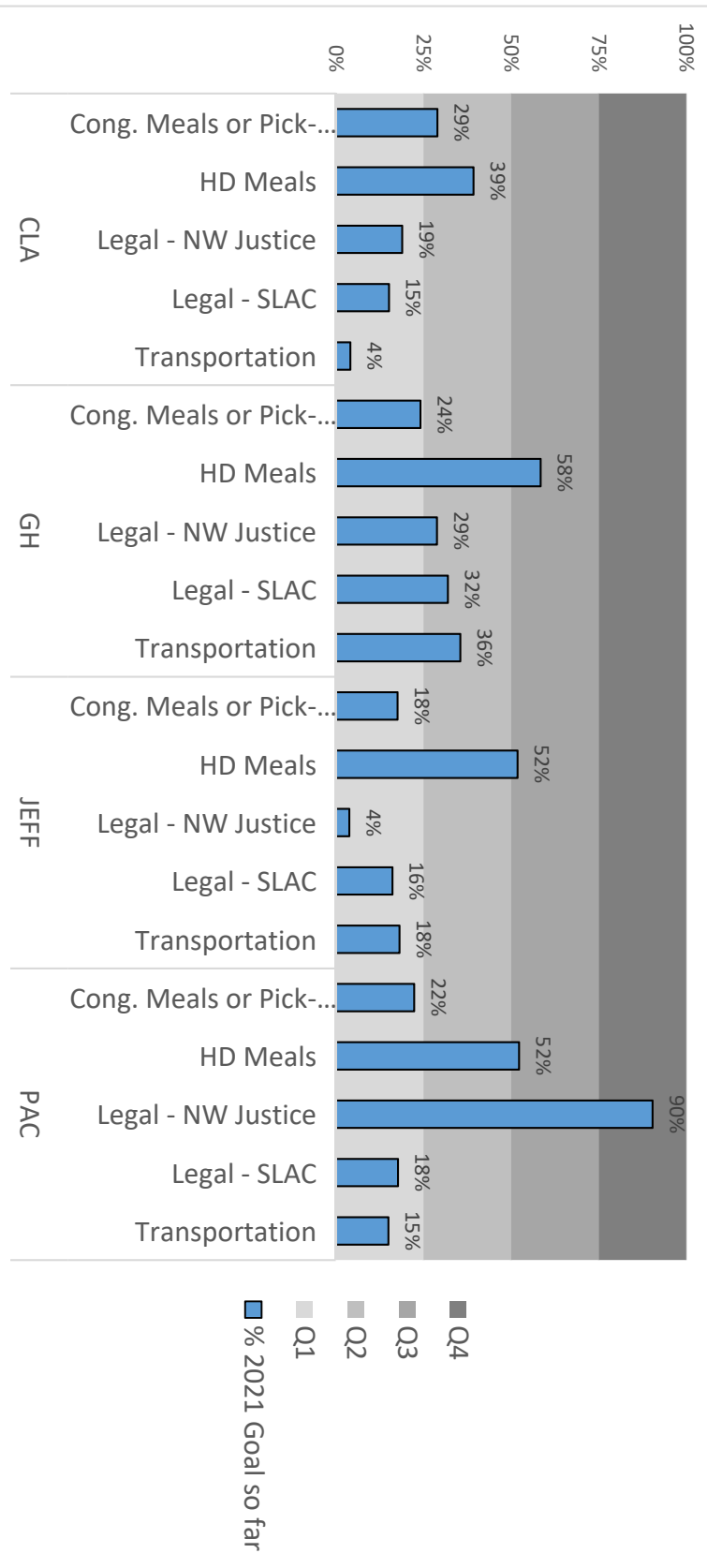
Key Codes

- (1) meals served - Includes COVID meals
- (2) hours service
- (3) one-way trips
- (4) authorized cases
- (5) direct public contacts
- (7) consultations
- (8) assists
- (9) hours in-home care
- (10) assists & assessments



Q1
 Q2
 Q3
 Q4
 YTD % of 2021 Goal

2021 Summary of Tracked Services by County (First Quarter)



Notes: Other services (Repit, Information & Assistance, Case Management/Nursing Services, etc.) do not have goals by county and are not included in this summary.

**The Advisory Council
of the
Olympic Area Agency on Aging
Meeting Minutes for May 18, 2021
Location: Conference Call**

MEMBERS PRESENT: Becca Knievel, Vice Chair; Carolyn Lindley; Charla Wright; Connie King; Dale Jacobson; Denny Evans; Ginny Adams; Jane Lauzon; Joe Sharkey; Karen Sturnick; Margaret Taylor; Marti Anthony; Sandy Goodwick; Susan Conniry

MEMBERS ABSENT: Beth Pratt, Chair; Tobi Buckman

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

GUESTS: No guests present.

CALL TO ORDER: 10:09 a.m. by Becca Knievel, Vice Chair.

NEW BUSINESS/CHANGES to AGENDA: None.

PUBLIC COMMENT: None

SELECT COG MEETING REPRESENTATIVE: Sandy volunteered for the June 3 COG meeting which will be held over a conference call.

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

EXECUTIVE DIRECTOR REPORT: *Laura Cepoi*

Laura discussed the FMAP (Federal Medical Assistance Percentage); this is the portion of federal funds we receive for Medicaid. Additional FMAP came through the American Rescue Plan to assist Medicaid funded programs. AAAs are asking for 10% to apply towards lowering caseload ratios. We are currently at 1:85 and would like it lowered to 1:75. We expect there to be more acute needs when home visits restart, people have been declining generally, and AAAs have lost staff and are having difficulty recruiting. AL TSA is also looking at developing more resources and research into workforce development as it relates to homecare workers. Some AAAs are experiencing wait times of weeks or months before there is a worker available for a client.

Laura stated that she and Jody were looking into bringing in organizations from each county to discuss housing and homelessness, someone to speak to the third part of the Medicaid Transformation Demonstration (MTD) which is housing and employment, the Commerce department which is where funding for housing and homelessness emanates from in our state. The goal is for the council to understand aging and housing, and how to ensure there are housing resources for people as they age. Jody suggested Speaking Justice as a possible speaker for the council; she talks about what we can do as individuals to address equity and justice. The council agreed.

Laura reported that our Long Beach office was lauded for their support and help for those homebound adults who wanted to access vaccinations; staff has been working closely with public health. O3A is also running ads in all four counties on COVID-19 community

immunity is your choice and addressing vaccine hesitancy. Our staff has been calling clients to see if they need assistance with accessing vaccines and a large proportion of our clients have already been vaccinated.

CONTRACT MANAGEMENT AND PLANNING DIRECTOR REPORT: *Jody Moss*

Jody reported that we have received 104 completed surveys for the area plan, and 36 from stakeholders. Jody sent out 600 copies of the survey to our nutrition providers last week for them to include with the home delivered and pick-up meals. The majority of our surveys have come from Jefferson county (60%), about 20% from Clallam, 12% from Grays Harbor, and 6% from Pacific. She suggested that any council members who are on the NextDoor app could post the survey there as well. Jody asked the council if they had anywhere to post the link for the survey, she can send them copies for posting. Becca asked if we could have a QR code that people could scan with their phone to access the survey; Jody will see if we can and send it out to the council. Susan asked if we could send a letter asking to post it on the city website, and volunteered to get it announced on the community radio station. Survey responses are due at the end of June.

Jody stated that she has sent letters to all of the agencies that were approved through the RFP process for Older Americans Act contracts; so far no appeals have been received. Applicants have until June 7 to submit an appeal.

Ingrid briefly discussed the upcoming Advisory Council Orientation for new members. Orientation binders will be sent out next week so that members will have them prior to Orientation. Current members are also invited to attend if they are interested.

Ingrid presented the Open Public Meetings Act training to the council. Certificates will be sent to those who complete the training. Members who were unable to attend will be able to do the training on their own and receive a certificate.

LOCAL MEMBER REPORTING:

- Margaret reported that she is starting StressBusters program for family caregivers. The class is designed for family caregivers who are taking care of family members with dementia. Anyone in the four county region can sign up for the class. Margaret also mentioned the Alzheimer's walk in September and that she will have a team.
- Susan reported that she applied for the new Emergency Broadband program to get \$50 of the cost of internet each month; unfortunately their local provider isn't participating because it's cost prohibitive for them. And she updated the council on the refrigeration issues for the food distribution; the local Elks have donated a refrigeration truck to be used. They still need more refrigerated space for storing the food. Joe mentioned the Sequim food bank rented a refrigerated shipping container on a temporary basis to use for storage.

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

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

PUBLIC COMMENT: No public present.

MEETING ADJOURNED: The meeting was adjourned by consensus at 11:22 a.m.



Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

www.o3a.org

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

DATE: May 30, 2019
TO: O3A Council of Governments
FROM: Laura Cepoi, Executive Director
SUBJECT: Approval of 2021-2023 SHIBA contract

Background: O3A receives funding from the State of Washington through the Office of the Insurance Commissioner to provide the Statewide Health Insurance Benefits Advisors (SHIBA) program in our service region.

Under this program, seniors are assisted to negotiate their health insurance and Medicare/Medicare Part D benefits and receive help with the paperwork. O3A's SHIBA and Information & Assistance in all four counties coordinate with local volunteers to provide one-on-one counseling and outreach to seniors and others in our communities. This program has a consistent high rate of utilization.

The State of Washington Office of the Insurance Commissioner contract presented has a two year performance period of July 1, 2021 to June 30, 2023. Total consideration for the performance period is \$136,104.

Recommendation: I recommend that the COG approve the 2021-2023 Statewide Health Insurance Benefits Advisors contract as presented.

Proposed Motion: The Olympic Area Agency on Aging Council of Governments approves a contract with the State of Washington Office of Insurance Commissioner for the Statewide Health Insurance Benefits Advisors (SHIBA) program, for the performance period of July 1, 2021 through June 30, 2023. O3A's Executive Director, Laura Cepoi, is authorized to execute the contract on behalf of the agency.



Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

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

DATE: June 29, 2021

TO: O3A Council of Governments

FROM: Laura Cepoi, Executive Director

SUBJECT: Approval of 2021-2022 State/Federal contract
DSHS Contract #2169-20178

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, 2021 to June 30, 2022. The initial contract provides for a maximum consideration of \$5,655,259. This initial contract total represents an increase of \$303,864 over the final funding received by amendment for the last contract cycle ending June 30, 2021.

Recommendation:

I recommend that the COG approve the 2021-2022 State/Federal contract, DSHS Contract #2169-20178.

PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS Contract #2169-20178, the State/Federal contract, with a performance period of July 1, 2021 to June 30, 2022. Laura Cepoi is authorized to execute the contract on behalf of the agency.