

**O3A COUNCIL OF GOVERNMENTS AGENDA – REVISED**

**Meeting Date:** Thursday, October 7, 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	<ul style="list-style-type: none"><li>● Call to Order</li><li>● Approval of Agenda</li><li>● Public comment for agenda items (Please limit comments to 5 minutes)</li></ul>	<p><b>Motion to Approve</b></p> <p><b>Public Comment</b></p>
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All matters listed within the consent Agenda have been distributed to members of the Council of Governments (COG) for review and are considered routine. Consent Agenda items will be approved by one motion of the COG with no separate discussion. If separate discussion is desired on any item, that item may be removed from the Consent Agenda at the request of a COG member for action later in the agenda.

Laura Cepoi, Executive Director	<ul style="list-style-type: none"><li>● Consent Agenda Items:<ul style="list-style-type: none"><li>➤ September 2, 2021 Minutes (Revised)</li></ul></li><li>● Executive Director’s Report<ul style="list-style-type: none"><li>➤ Resolution 2021-02 for HCA Application to join the PEBB <u>Contract Approval</u></li><li>➤ 2021-204 American Rescue Plan</li></ul></li></ul>	<p><b><u>Motion to Approve</u></b> <b>Enclosure 1 Pages 1-3</b></p> <p><b>Enclosure 2 Pages 4-8</b> <b>Enclosure 3 Page 9-11</b></p> <p><b>Enclosure 4 Page 12</b></p>
Corena Stern, CFO	<ul style="list-style-type: none"><li>● Revenue and Expenditure Report</li></ul>	<p><b>Enclosure 5 Pages 13-29</b></p>
Jody Moss, Director Contracts Mgt./Planning	<ul style="list-style-type: none"><li>● Area Plan Update Approval</li></ul>	<p><b>Motion to Approve</b> <b>Enclosure 6 Page 30</b></p>
Charla Wright & Laura Morris	<ul style="list-style-type: none"><li>● Advisory Council Activity Report<ul style="list-style-type: none"><li>➤ July 20, 2021 Minutes</li></ul></li></ul>	<p><b>Report</b> <b>Enclosure 7 Pages 31-32</b></p>
Lisa Olsen, Chair Pacific County	<ul style="list-style-type: none"><li>● COG Member Announcements</li><li>● Public Comment (Please limit comments to 5 minutes)</li><li>● Adjourn meeting</li></ul>	<p><b>Announcements</b> <b>Public Comment</b></p> <p><b>Adjourn</b></p>

**NEXT MEETING REMINDER:** The next O3A Council of Governments meeting is scheduled for Thursday, November 4, 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)  
September 2, 2021 / 10:00 a.m. – 11:00 a.m.  
Via Conference/Video Call

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

**COMMISSIONERS ABSENT:** All counties represented.

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

**ADVISORY COUNCIL MEMBER:** Tom Edwards and Laura Morris, Grays Harbor County Representatives.

**GUESTS/PUBLIC:** None.

**CALL TO ORDER:** Randy Johnson, Vice-Chair, called the meeting to order at 10:01 a.m., noting that Lisa Olsen, Chair will join the meeting late.

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

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

- Laura started her report by thanking Carol Ann for her 20 years of service to O3A! The COG members also extended their appreciation.
- Laura reported that the largest legislative advocacy point for W4A this year is to promote funding to support smaller caseloads for case managers.
- Laura noted that the state has already resumed some in-home client visits. She will submit a report on O3A's re-opening plan by September 15<sup>th</sup>. Laura briefly reviewed some of the agency's planning for a safe-return to work for agency staff from our pandemic workplan of predominately remote work for most staff.
- Laura reported the execution of an amendment to the Multi-Services Center contract which supports the Long Term Care Ombudsman Program, which updated the budget to reflect the current expenditure pattern. There was no change in dollar value or term. She also reported the execution of a Care Consultations for VDHS contract to provide targeted services to Veterans who qualify for the program. This is a fee-for service contract with no set dollar value, with a three year performance period ending September 30, 2024.

- Laura discussed the status of the agency's pending WCIF benefits renewal for 2022, noting that the rate increase for Premiera plans – in which most of O3A's staff are enrolled – was a staggering 56%! The agency management team has begun to review options for staff benefits. Laura has provided the required exit notification to WCIF, which can be rescinded if needed later this fall. More information will be provided at the October meeting.
- Laura reported that the agency applied for two CDC Rural Covid-19 Equity Grants and received the funding award for both! The grants are for \$360,000 each, with one targeted to Clallam County and one to Grays Harbor County. The grants are based on social vulnerability data from the November 2020 census.

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

- Corena reviewed the 2021 Revenue & Expense Summary through May, noting a year to date (YTD) overall surplus of \$312,286 for non-restricted funds, and a \$-7,869 deficit for MTD / MAC-TSOA restricted funds. The non-restricted fund balance as of May 31, 2021 is \$2,471,466, and the restricted MTD MAC-TSOA fund balance is \$291,894. She reviewed trends for O3A departments, noting that in most instances O3A is so far moving in a positive direction for the year. The agency continues to exceed fund balance projections, based in part on vacant positions. She also reported that since the pandemic began O3A has expended more than \$1,059,000 in COVID funding, and over the next year the agency anticipates spending more than a million dollars in additional funding.
- Corena reported the State/Federal contract budget has been submitted. Preparation of the Area Plan Budget is underway.
- Corena noted the annual SAO audit will start the week of September 6, 2021.
- Staff are reviewing options for a new timecard/payroll/human resources software package, with a planned implementation date of mid-2022.
- Staff are also working on review of the medical benefits plan options. Corena noted that staff will be seeing increased medical expenses next year without the support our current Health Reimbursement Arrangement. The agency is focusing on providing good employee benefits with as reasonable a cost profile as possible.
- Corena noted that the July 1, 2021 salary schedule has been implemented, and the agency is on good financial footing to absorb the market rate adjustments. She noted she included a 4% staff COLA and a 10% benefit cost increase in her funding estimates. The agency will consider the cost of the final benefits plan selected and current financials when developing the 2022 operating budget and associated staff COLA request for 2022.

**CONTRACTS MANAGEMENT & PLANNING DIRECTOR:** *Jody Moss*

Jody reviewed an Area Plan Update presentation that will be included in each of the four scheduled public hearings. There was a brief discussion on options to address housing issues. Randy Johnson stated he would do 10 Jumping Jacks for each person placed for up to 10 persons helped with new housing next year. Greg Brotherton also promised to shave his beard if 10 people can be helped with housing through the agency next year! Laura thanked the members for their support and pledges. Jody went on to also briefly review the Area Plan Update public hearings schedule with members.

**ADVISORY COUNCIL (AC) REPORT:** *Tom Edward and Laura Morris*

Tom and Laura mentioned how pleased they were to join the Advisory Council. The AC has been busy helping to review the goals and objectives for the Area Plan Update. Housing is a huge issue. AC members will attend the public hearings.

**EXECUTIVE SESSION:** At 11:12 a.m. the meeting was adjourned to an Executive Session for the purpose of performing the annual personnel evaluation of the Executive Director, for a time period estimated to be 15 minutes. At 11:28 a.m. the open meeting reconvened. The board expressed general satisfaction with Laura's first year and stated they had agreed to work with Laura in October and November to develop goals and objectives for the next year.

**COG MEMBER ANNOUNCEMENTS:** None.

**PUBLIC COMMENT:** None.

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



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## **DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) September 30, 2021**

### Legislative Updates

At the legislative level the Washington Association of AAA's has shifted its argument from reduced case load issues to case management parity, which would build in extra funding for our case management staff to be compensated at the same level as state employees. Reduction of case load ratios has been an ask for many years, the association believes that this argument needs to be reframed from the perspective of parity. Acknowledgement of parity between community-based and institutionally-based services will bring recognition that these services are **equal** in both status and pay. This has greater impact in our rural region because we do not have the institutional services to offer our residents. We are a strong partner in the whole community health model- there are no other options. (See attachment: 2022 AAA Case Management Fact Sheet)

### COVID-19 Response

Staff were unable to resume their in-person visits on 9/1/2021 due to the surge of COVID 19 cases in all four counties and the lack of capacity of our local hospitals. We are planning to resume in-person visits effective 10/1/2021. We have updated the COVID -19 Personnel Policy with the latest directives from the state and CDC. Supervisors can ask questions about illness or symptoms to evaluate risk to the office as they work closely with those staff who are affected. All information will be handled confidentially with respect for individual privacy. We are beginning to see accommodation requests and are working with staff who are facing challenges with the resumption of in person visits and assessments.

We are balancing the needs of our clients and our staff to ensure safety; we will assess and apply, all or a combination of the following COVID-19 safety metrics by county (Grays Harbor, Pacific, Clallam, and Jefferson) on a weekly basis to determine the feasibility of ongoing in-person visits.

#### Safety Metrics

1. Community Transmission rate per 100,000
2. Trends in number of hospitalized COVID-19 cases (increasing/ decreasing in the past 7 days?)
3. Risk of death changing (increasing/decreasing)
4. Outbreak growth, shrinking or stable?
5. Hospital/ICU Capacity

We will evaluate these five variables in context of the county and local community needs. Workforce shortages in our areas has an impact on hospital capacity. Due to the rural nature and distances within the O3A region, some offices may have a suspension of visits while others may not. Safety metrics will be assessed for each regional office to ensure that both clients and staff are safe during in-person visits.

In-Person visits on Tribal Reservations will be suspended as long as there are reservation closures, this applies to 8 reservations in our region. We also have several long-term care facilities currently under lock down in

concentrated areas highlighting the vulnerability of our older client population who are vaccinated but contracting the virus due to exposure to COVID positive unvaccinated staff.<sup>1</sup>

### Long Term Care Ombudsman Program

Our regional Long Term Care Ombudsman Coordinator, Amber Garrotte, works with her volunteers to ensure that nursing home residents remain free from abuse through on site visiting and working with family and residents of long-term care facilities. Since the Delta wave we have seen the highest impact on our local long term care facilities since the beginning of the pandemic. Amber relayed to me how she spent the first 1 ½ hours of her morning on one day: three care complaints, an interagency meeting, answering required emails, sending out training links and other requirements to volunteers and a request for a family member to go into a building and retrieve her deceased mother's items. One of the complaints was that a resident had not had a bath or shower in 6 weeks. She reported that this occurs all day long for all four counties without time for documentation or record keeping.

The inability to meet the staffing needs for this program has led to the following:

1. Increase in isolation and resident rights violations.
2. Unable to perform outreach and promote the program advocacy with community partners i.e., hospitals, wellness centers, Fire Department
3. Inability to provide community trainings to Facilities, HCS, APS, other community service agencies to promote responsiveness to resident needs and complaints
4. Low rate of facility visits
5. Unable to recruit and train volunteers to provide services that pertain the health, safety, welfare, and rights of long-term care residents
6. Inability to fully promote and develop resident and family councils to enable residents and their families to self-advocate successfully and build self confidence in accessing resident rights
7. Inability to maintain resident contacts numbers that previously were growing exponentially due to increase in Covid -19 Requirements. Extreme demands for more administrative issues requiring more meetings, implementing new mandates, increased training for volunteers(PPE, COVID) and visitation issues and family advocacy as each Covid 19 law and mandates change.

We have developed an Ombudsman Assistant position to assist her with these duties. It should be noted that our funding for the Ombudsman contract does not adequately fund for another position, but we have the reserves and believe that it is essential to provide this service well to our clients in our region as there are not many options or services that they can turn to. We will be posting the new position this month.

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<sup>1</sup> <https://komonews.com/news/coronavirus/in-nursing-homes-in-clallam-jefferson-counties-unvaccinated-linked-to-high-covid-rates?fbclid=IwAR1zGMHwBNsm01uUPMOURbjaDymqAm44jRWn9nyJt6E8d67EeflWo4vKq4w>

[https://www.king5.com/article/news/health/coronavirus/long-term-care-facility-outbreaks-clallam-jefferson-county-9-die/281-752d644a-75ee-490f-b519-6bf34059e4b0?fbclid=IwAR3rc17TOa912N9fqZNYsz9cDtYAmy5VM\\_bbGV6f8gOoha6SoM32sN7a7vk](https://www.king5.com/article/news/health/coronavirus/long-term-care-facility-outbreaks-clallam-jefferson-county-9-die/281-752d644a-75ee-490f-b519-6bf34059e4b0?fbclid=IwAR3rc17TOa912N9fqZNYsz9cDtYAmy5VM_bbGV6f8gOoha6SoM32sN7a7vk)

<https://www.peninsuladailynews.com/news/seven-nursing-homes-hit-with-covid-outbreaks/>

<https://www.peninsuladailynews.com/news/health-officer-unvaccinated-staff-spread-virus/>

### Executed Contracts

During the past month I executed three contract amendments which extended the performance period of each contract to 9/30/2022 without changing the consideration. Those amendments were: Covid 19 Response, #2069-80487, Amendment #1; ADRC COVID-19 Response #2069-84882, Amendment #1; and 2020 Older Americans Act, #2069-69038, Amendment #4.

### Salary/Benefits

We will need to change our medical benefits insurance carrier for the new year because of a large claims to loss ratio which resulted in a 56% increase for Premera plans and a 120% increase in Kaiser plans. Carol Ann and Corena have been evaluating our options and the solution we have chosen for our agency, with COG approval, will be to join the Public Employees Benefits Board (PEBB) Program. The PEBB has a large employee pool and has had minimal plan increases from year to year. We will have the same benefits as State employees along with other AAA's, this will give us the stability we need for our financial planning. Additional information will be coming out once our COG has approved the application. Open enrollment will commence in November and our new plans will be in place by January 1, 2022.

We do anticipate that employees will have more out-of-pocket expenses and we are prepared to ask for a larger COLA this year to mitigate those costs. Although this plan is not as generous as our current one, there are benefits to being in a large employee pool including access to providers. As a group we are older, almost 50% of us are over the age of 60 which can mean a higher utilization rate for medical benefits, by being in a larger pool we will be buffered from dramatic price fluctuations and should have stability in pool membership.

The 2022 Holiday Schedule has added Juneteenth as another holiday. Juneteenth became a federally recognized holiday in 2021 and is known officially as Juneteenth National Independence Day and also known as Jubilee Day, Emancipation Day, Freedom Day, and Black Independence Day, it commemorates the emancipation of African-American slaves.

### Executive Director Contract:

Per correspondence to the COG and discussions during my personnel review, I respectfully request that the board consider passage of a motion to designate the Chair to work directly with me on the negotiation of an amendment to my employment contract with respect to my pay and an extension of my term of service. I have provided a proposed motion for your consideration:

**Proposed Motion:** The Olympic Area Agency on Aging Council of Governments (COG) designates the current COG Chair Lisa Olsen to work with Laura Cepoi to negotiate an amendment to her contract with respect to her compensation as Executive Director and the length of the agreement term.

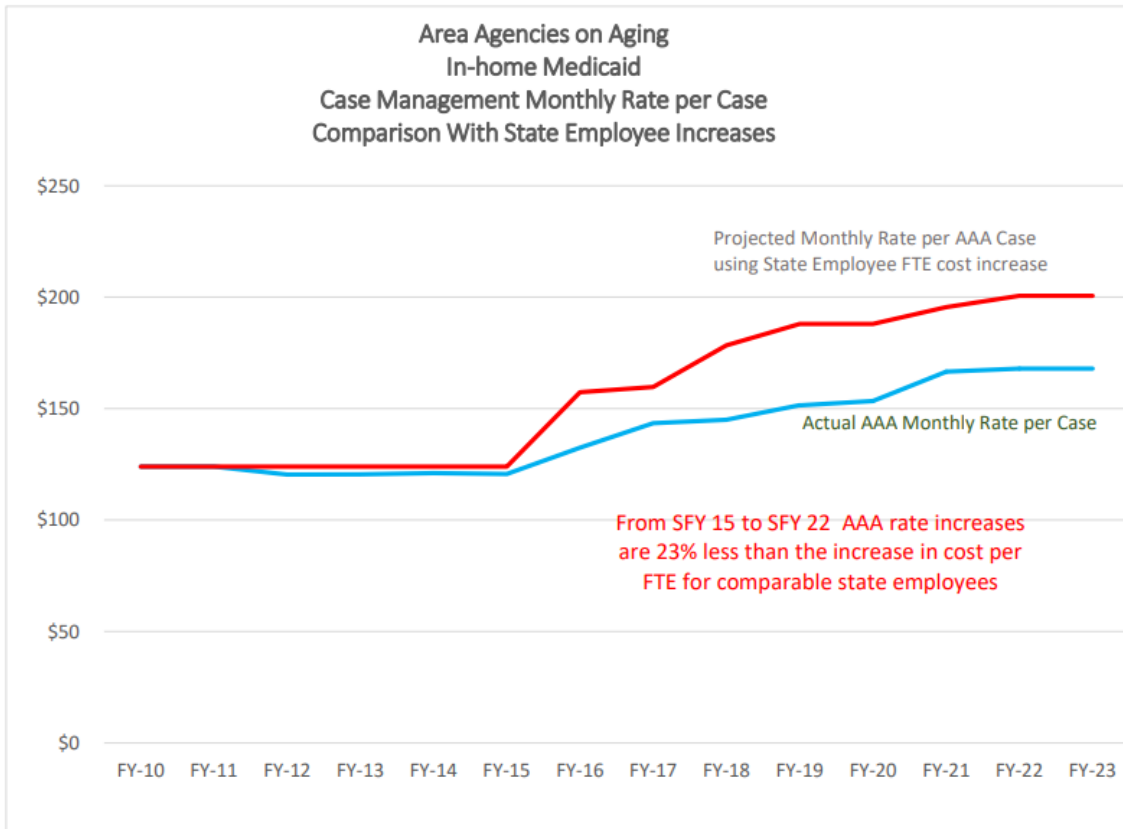


# Washington Association of Area Agencies on Aging

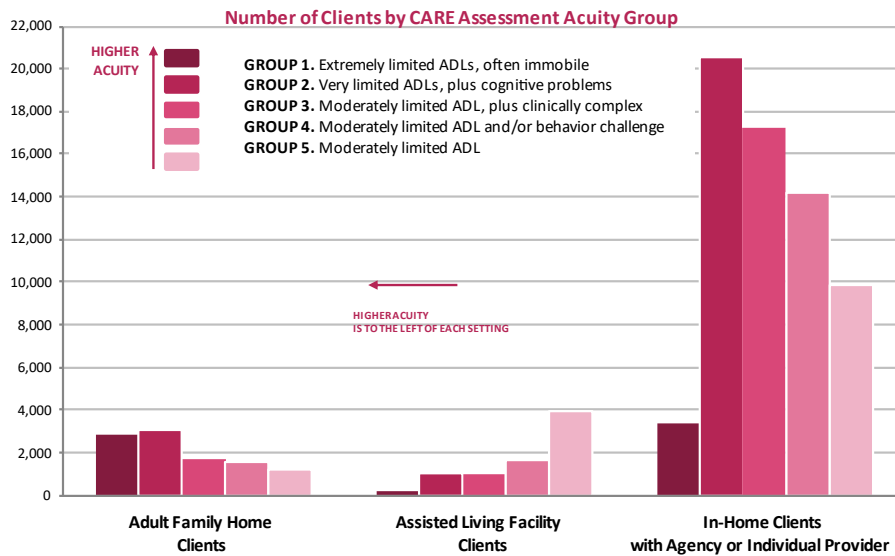
## **AAA In-Home Case Managers care for the largest numbers of most complex cases for the longest period of time: We are at the breaking point**

- **Case Managers do complex, stressful, essential work:** Area Agency on Aging (AAA) case managers keep their clients living with multiple disabilities safe and cared for in their homes. Every client needs nursing-home levels of services. AAA case managers handle evictions, caregiver turnover, health crises, suicidal thoughts, make Covid vaccine appointments, address self-neglect, abuse, family conflicts, protect clients in emergencies, (heat, fire, flood, blackouts).
- **AAAs Manage the core infrastructure of Medicaid long-term care:** We oversee two thirds of people receiving Medicaid long-term care services (50,000 clients). DSHS case managers handle the remaining one third in assisted living, adult family homes, or nursing homes (25,000 clients). Serving clients in their homes is far cheaper than caring for them in facilities
- **Workforce Crisis: AAA Case Managers are overwhelmed.** Caseloads exceed 87 clients apiece. Case managers are “putting out fires” and worrying about the clients falling through the cracks as they triage emergencies every day.
- **AAA’s struggle to keep staff while funding falls further behind the state.** Since 2015, DSHS funding to cover cost of wages, benefits, and other supports for its own state caseworkers has increased 23% more than the rate for AAA for in-home case management. AAA’s face the same cost pressures. AAA rates are **not** adjusted in the maintenance level budget.
- **AAA’s match state salaries, but the job keeps getting harder.** Without funding to cover increasing costs, ever-fewer staff cope with ever-increasing caseloads, which dangerously limits time to keep clients safe.
- **Solution: Parity.** Stabilize AAA Case Management with **\$12 million GF-S** plus **\$12 million federal match to reach parity** with state staff, adjusted in the maintenance level budget. **Protect Parity in statute.**





## High Acuity Clients are Served in All Community Settings



SOURCE: CARE data as of July 30, 2020 snapshot, combined clients of AITSA and DDA.

1

Contact: Kate White Tudor, 360-402-1272 [kate@whitetudor.com](mailto:kate@whitetudor.com)  
or Cathy Knight, [cathy.knight@agingwashington.org](mailto:cathy.knight@agingwashington.org)



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**DATE:** October 1, 2021

**TO:** O3A Council of Governments (COG)

**FROM:** Laura Cepoi, Executive Director

**SUBJECT:** Review and Approval of Resolution 2021-02 to make application to join the HCA for staff benefits through the PEBB

## Background

As discussed in my Executive Director's report for this meeting, and at our September COG meeting, the agency has conducted a careful review of our options for staff benefits subsequent to the receipt of WCIF renewal rate increases of 56% for Premera plans and 120% for Kaiser plans. We believe that joining the Public Employee's Benefit Board (PEBB) through the Health Care Authority (HCA) for Washington State is our best option.

We have begun to prepare the application materials required to join the PEBB through the HCA. A resolution by the governing board approving the application is required. Following this memo is the resolution we are requesting that the COG review and approve to enable us to move forward with the HCA application.

I have also included just for your information a copy of the government function attestation form which can be signed by me as Executive Director once the Resolution is passed. We will also add to our Employee Handbook update currently in development for a January 1, 2022 issue date the changes required to reflect joining the PEBB (for example, benefits eligibility at 20 hours per week instead of the current 25 hours per week with WCIF, etc.).

## Recommendation:

I recommend that the COG approve Resolution 2021-02 to approve the agency's application for review by the HCA to join the Washington State insurance plans through the PEBB for staff benefits effective as of January 1, 2022.

## Proposed Motion:

The Olympic Area Agency on Aging Council of Governments approves Resolution 2021-02, A Resolution Requesting Review by the Health Care Authority to Participate in the Washington State Insurance Plans. Laura Cepoi, as Executive Director, is hereby authorized to sign documents required to join the Public Employee's Benefit Board (PEBB) to provide medical benefits for employees of the Olympic Area Agency on Aging effective as of January 1, 2022.

**RESOLUTION 2021-02**  
**Olympic Area Agency on Aging**  
**Council of Governments**

**A RESOLUTOIN REQUESTING REVIEW BY THE**  
**HEALTH CARE AUTHORITY**  
**TO PARTICIPIATE IN THE WASHINGTON STATE**  
**INSURANCE PLANS**

**WHEREAS**, the Olympic Area Agency on Aging is an intergovernmental entity controlled by the Olympic Area Agency on Aging Council of Governments consisting of county commissioners from Clallam, Grays Harbor, Jefferson and Pacific counties; and

**WHEREAS**, the Health Care Authority administers the medical, dental, life, and long term disability insurance coverage for the employees of the state of Washington, as set forth in chapter 41.05 RCW; and,

**WHEREAS**, the Council of Governments representing the Olympic Area Agency on Aging has reviewed the state insurance plans, chapter 41.05 RCW, RCW 41.04.205, chapter 182-08 WAC, and chapter 182-12 WAC; and,

**WHEREAS**, we deem the state insurance plans as providing desirable insurance coverage for the employees of the Olympic Area Agency on Aging; and,

**WHEREAS**, we certify that all employees enrolled are eligible to participate in the state insurance plans;

**BE IT RESOLVED**, that the Olympic Area Agency on Aging requests approval by the Health Care Authority to participate in the state insurance plans for the employees of the Olympic Area Agency on Aging, subject to the requirement of RCW 41.04.205 and the rules adopted thereunder.

**PASSED AND ADOPTED** the 7<sup>th</sup> Day of October, 2021.

**Signed by:**

\_\_\_\_\_  
Lisa Olsen, Council of Governments Chair  
Pacific County Commissioner

\_\_\_\_\_, 2021.  
Date Signed

### Government Function Attestation

Political subdivisions, tribal governments, K-12 school districts, and educational service districts that are applying to participate in PEBB must sign the following attestation language attesting to the fact that the employees and all departments or agencies of the applying group fulfill government functions for the citizens of Washington.

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#### **Agency/Instrumentality Eligibility Attestation**

- **Your entity performs a governmental function for the citizens of Washington, and is not controlled by private interests.**
- **The source of the entity's operating funding is local, tribal, state or federal government, and there is governmental oversight of finances.**
- **The local, state or tribal government(s) has the power and interest of an owner of the entity, and control and supervision of the entity is vested in public or tribal authority or authorities.**

We attest to the above statements:

\_\_\_\_\_ *Signature of Representative*

\_\_\_\_\_ *Date*

**ERISA Eligibility Attestation:** The entity may only include those employees whose services are substantially all in the performance of essential government functions for the citizens of Washington but not in the performance of commercial activities, whether or not those activities qualify as essential government functions.

*(For example, employees who are employed by casinos or retail businesses are employed in commercial activities. Employees who are in law enforcement and emergency services, construction and maintenance of public facilities, and schools and health organizations are performing traditional government functions.)*

We attest to the above statement:

\_\_\_\_\_ *Signature of Representative*

\_\_\_\_\_ *Date*



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**DATE:** October 1, 2021  
**TO:** O3A Council of Governments  
**FROM:** Laura Cepoi, Executive Director  
**SUBJECT:** Approval of 2021-2024 American Rescue Plan Act contract  
DSHS Contract #2169-30891

## Background

The American Rescue Plan Act (ARPA) contract provides additional pandemic funding to support community needs that include Title III-B supportive services, Congregate and Home Delivered Nutrition, Preventive Health, Family Caregiver Support Program services, COVID-19 vaccination outreach and access assistance, activities that address social isolation, etc.

The contract presented for approval has a performance period retroactive to April 1, 2021 through September 30, 2024, with a maximum consideration of \$1,671,263.

## Recommendation:

I recommend that the COG approve the 2021-2024 American Rescue Plan contract, DSHS Contract #2169-30891.

## PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS Contract #2169-30891, the American Rescue Plan Act contract, with a performance period of April 1, 2021 to September 30, 2024. Laura Cepoi, Executive Director, is authorized to execute the contract on behalf of the agency.



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**DATE:** September 29, 2021  
**TO:** O3A Council of Governments  
**FROM:** Corena Stern, CFO  
**SUBJECT:** O3A June YTD 2021 Operating Results

Following this memo is O3A's Revenue and Expense Summary for JUNE Year-to-Date 2021. The Agency had an overall operating surplus of \$376,105 for General Title XIX funds and a YTD surplus of \$99,602 for MTD MACTSOA restricted funds.

General/Case Management fund balance stands at \$2,535,235 as of 6/30/21.

Surplus (Deficit) in \$s	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/20	2,159,180	299,763	103,445	1,171,703	3,734,091
Surplus (Deficit) through June 2021	414,723	99,602	-	-	514,325
Used for underfunded programs	(38,618)	-	-	-	(38,618)
Fund Balance 6/30/2021	2,535,285	399,365	103,445	1,171,703	4,209,797

The MTD MAC/TSOA program produced an overall surplus of \$ 399,365 at the end of June after the quarterly performance billings.

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
<b>Core Svs Contract Mgmt (CSCM)</b>	<b>39,403</b>
<b>Core Case Management (CM)</b>	<b>347,405</b>
<b>Other Admin</b>	<b>(1,071)</b>
<b>Fund Use</b>	<b>(3,942)</b>
<b>Home Care Referral Registry (HCRR)</b>	<b>1,143</b>
<b>Health Homes CCO</b>	<b>26,772</b>
<b>Health Homes Lead</b>	<b>(33,605)</b>
<b>Total</b>	<b>376,105</b>

## Narrative Overview -

Overall, the agency fell slightly short of revenue projections - \$81,127 out of \$4,827,018 budgeted – the variance was due to the actuals vs estimates for COVID grant funding usage as well as projected Health Homes and HCRR revenues.

Every program was under in Payroll and Benefits, as well as travel, so the impact of the difference between actual revenue to budget was negligible. In fact, the agency has exceeded fund balance surplus projections by \$423k YTD.

**Case Management** surplus is 176k over the anticipated amount YTD, primarily due to smaller than anticipated expenses. Revenues are coming in very close to budget. The Payroll expenses to budget gap is closing and is anticipated to close further once the market adjustments implemented in July roll into the financial reporting.

**Admin-** YTD costs for professional services are less than anticipated due to the delay in the Washington State Audit. The Annual Single Audit is expected began mid-September. Even though the Accountant position remains unfilled, Payroll and Benefits are not under as much as anticipated because of terminal payouts.

**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 the nutrition program and vaccine access related to COVID – Consolidate Appropriations Act Funding as well as ARP contract funding. Some contracts are still in process from ALTSA.

**I&A** – Budgeted revenues were overestimated, but the actuals expenses are down in Payroll and Benefits. Travel and communications are also under budget resulting in a small YTD loss of \$(2,460).

**MTD-MacTSOA** – Quarterly performance measures were billed for the second quarter in the amount of \$91,126 for June which brought the program back into the black and added to the program surplus. Current restricted fund balance is \$399,365.

Payroll and Benefits are running lower than anticipated.

**FCSP/KCSP** – Respite services are slightly over 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.

**Ombuds** – Revenues are keeping pace with expenses. YTD expenses are on track with the exception of budgeted travel.

**Health Homes CCO** ended June with a surplus due to payroll expenses being less than budgeted. Revenues came in slightly lower than budget. Budgeted deficit was (33k). Actual surplus was almost 26k.

**Health Homes Lead** deficits were less than budgeted by 28k. Later this year tribal Admin fees should kick in and there will be additional revenues to cover deficits.

**COVID funding** spending for the agency since the pandemic began has topped \$1,085,000. There is still another 192k in CARES funding available to spend at the end of June, as well as the original CAA funding of 218k and another 1.7 million in ARP funding for the next three years.

#### **Other items of note –**

- The Area Plan Budget is in the works, as well as the Operating Budget Payroll and Benefits projections. Current assumptions include a minimum 4% COLA for staff. The changes in benefit plans will require more out of pocket costs for employees. However, the PEBB plan looks to be a solid offering that will help buffer the agency from exorbitant increases in the future. Staff will also be absorbing an increase in taxes due to the implementation of the Long Term Care Support Tax. As we work through these changes on the budgeting side – it is important to note as an agency we are committed to providing the most competitive wages and benefits we can afford.



- SAO has commenced the Annual Financial and Single Audit and it is anticipated to conclude in November. The Aging Cluster grants have been selected for scrutiny again this year. This includes Nutrition, Transportation, legal and some Information and Assistance services. FFCRA and CARES funding were also used for these services and will be part of the audit.
- Staff are reviewing Timecard/PR/HR software packages and pricing for scheduled implementation next year. Our current homegrown system has no more capacity, is duplicative and has several manual processes we can eliminate. We are hoping to narrow the selection by the end of the year and begin implementation in the spring of 2022 with a GOLIVE date of July 1, 2022.
- The Senior Accountant position (new) is still in open recruitment.
- American Rescue Plan funding contracts have landed 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.

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget	Remaining Budget
<b>FUNDING</b>									
Older Americans Act	185,033	125,544	59,489		1,021,757	767,437	254,320	1,520,701	753,264
State/Federal	449,563	443,210	6,353		2,644,344	2,662,845	(18,500)	5,503,859	2,841,015
MTD Mac/Tsoa	149,897	127,143	22,754		374,668	357,291	17,377	742,906	385,615
Other ALTSA	0	4,874	(4,874)		21,216	29,242	(8,027)	58,484	29,242
HCRR	13,449	17,333	(3,884)		79,824	104,000	(24,176)	208,000	104,000
Multi Service Center	1,136	13,640	(12,504)		40,517	22,900	17,617	91,102	68,202
Health Homes	49,367	65,745	(16,378)		310,533	360,200	(49,667)	718,890	358,690
Other (COVID,SHIBA, SFM, CGT, Sr E	53,535	40,851	12,685	funding	253,031	523,103	(270,072)	1,547,545	1,024,441
<b>Total Funding</b>	<b>901,981</b>	<b>838,340</b>	<b>63,641</b>		<b>4,745,891</b>	<b>4,827,018</b>	<b>(81,127)</b>	<b>10,391,486</b>	<b>5,564,468</b>
<b>OPERATING EXPENDITURES</b>									
Salaries & Wages	312,090	353,444	41,354		1,895,687	2,090,775	195,087	4,254,551	2,163,777
Benefits	133,047	142,069	9,023		736,112	843,877	107,765	1,620,504	776,627
Training	25	506	481		4,222	2,785	(1,437)	6,135	3,350
Office & Program Supplies	4,396	7,831	3,435		32,695	46,987	14,292	93,974	46,987
Technology Equip & Supplies	101	6,550	6,449		43,186	39,300	(3,886)	78,600	39,300
Admin Allocation	64,780	86,169	20,853		396,176	444,469	48,293	970,867	526,398
IT Allocation	24,473	30,402	5,929		172,318	185,248	12,930	365,553	180,305
Professional Services	1,274	26,462	25,188		26,601	92,773	66,171	263,102	170,329
Communications-Phone & Postage	7,085	9,895	2,810		45,740	59,068	13,328	118,436	59,368
Travel	4,267	16,784	12,517		19,598	100,539	80,942	200,596	100,057
Advertising	3,055	675	(2,380)		14,977	11,800	(3,177)	17,600	5,800
Rentals	22,560	22,391	(169)		134,684	134,347	(337)	267,481	133,134
Insurance	4,280	6,713	2,433		25,783	40,276	14,493	80,553	40,276
Utilities	1,525	1,965	440		11,388	11,731	343	23,821	12,090
Maintenance & Repair	1,670	1,772	102		11,011	13,030	2,019	23,660	10,630
Miscellaneous	0	833	833		247	5,000	4,753	10,000	5,000
<b>Total Operating Expenditures</b>	<b>584,629</b>	<b>714,462</b>	<b>129,298</b>		<b>3,570,427</b>	<b>4,122,005</b>	<b>551,579</b>	<b>8,395,432</b>	<b>4,273,427</b>
<b>SUBCONTRACTOR EXPENDITURES</b>									
Legal Assistance	4,011	6,210	2,199		23,436	37,261	13,824	74,521	37,261
Transportation	6,125	6,167	42		35,609	37,000	1,391	74,000	37,000
Congregate Meals (C1)	34,977	22,666	(12,311)		205,604	135,996	(69,608)	271,993	135,996
Nutrition Education	500	0	(500)		500	0	(500)	0	-
Home Delivered Meals (C2)	71,425	29,161	(42,264)		419,371	174,968	(244,403)	349,936	174,968
Home Delivered Meals (State Expansion)	0	2,743	2,743		9,138	16,459	7,322	32,918	16,459
Senior Farmer's Market	8,048	15,530	7,482		8,048	15,530	7,482	46,590	31,060
Professional Consulting Services	6,844	2,345	(4,499)		8,285	14,071	5,786	28,142	14,071
Home Repair & Sr. Emergency Fund	885	3,150	2,265		8,348	18,900	10,552	37,796	18,896
Senior Drug Education	0	0	0		12,078	0	(12,078)	0	-
Kinship Care Service Delivery	(2,444)	382	2,827		(901)	2,295	3,195	4,589	2,295
Kinship Good & Services	6,994	3,059	(3,935)		16,555	18,354	1,799	51,207	32,854
Respite Services	34,643	32,270	(2,374)		202,713	193,618	(9,095)	427,236	233,618
Supplemental Services	2,337	2,746	410		12,457	16,477	4,019	32,953	16,477
Services to Grandparents	1,050	4,625	3,575		6,960	27,752	20,792	55,504	27,752
Other Payments	60,392	47,384	(13,008)	COVID nutrition	299,566	489,593	190,027	1,395,209	905,616
<b>Total Subcontractor Expenditures</b>	<b>235,785</b>	<b>178,439</b>	<b>(57,346)</b>		<b>1,267,767</b>	<b>1,198,272</b>	<b>(69,495)</b>	<b>2,882,593</b>	<b>1,684,321</b>
<b>ADMIN &amp; IT ALLOCATION ADD BACK</b>	<b>(89,253)</b>	<b>(116,207)</b>	<b>(26,953)</b>		<b>(568,494)</b>	<b>(546,297)</b>	<b>22,198</b>	<b>(1,255,506)</b>	<b>(709,210)</b>
<b>Total Expenditures</b>	<b>731,161</b>	<b>776,695</b>	<b>44,998</b>		<b>4,269,699</b>	<b>4,773,981</b>	<b>504,281</b>	<b>10,022,518</b>	<b>5,248,538</b>
<b>GENERAL FUND SURPLUS (DEFICIT)</b>	<b>170,820</b>	<b>61,645</b>	<b>108,640</b>		<b>476,191</b>	<b>53,037</b>	<b>423,154</b>	<b>368,968</b>	<b>315,931</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act					0	0	0	0
State/Federal					0	0	0	0
MTD Mac/Tsoa					0	0	0	0
Other ALTSA					0	0	0	0
HCRR					0	0	0	0
Multi Service Center					0	0	0	0
Health Homes					0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)					0	0	0	0
<b>Total Funding</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	40,083	44,124	4,042		237,430	251,414	13,984	515,641
Benefits	14,589	14,657	68		80,150	86,111	5,962	168,784
Training	0	300	300		1,260	1,300	40	3,100
Office & Program Supplies	831	1,000	169		7,444	6,000	(1,444)	12,000
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation		0	0		0	0	0	0
IT Allocation	1,946	2,456	511		13,699	14,968	1,269	29,531
Professional Services	113	18,000	17,888		23,168	48,000	24,832	90,000
Communications-Phone & Postage	451	583	133		2,319	3,500	1,181	7,000
Travel	203	1,000	797		882	6,000	5,118	12,000
Advertising	3,034	0	(3,034)		11,403	4,500	(6,903)	5,000
Rentals	2,401	2,381	(20)		14,408	14,289	(119)	28,577
Insurance	322	314	(8)		1,929	1,882	(47)	3,764
Utilities	228	300	72		1,831	1,800	(31)	3,900
Maintenance & Repair	181	200	19		1,325	3,600	2,275	4,800
Miscellaneous	0	0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>64,380</b>	<b>85,316</b>	<b>20,936</b>		<b>397,247</b>	<b>443,364</b>	<b>46,117</b>	<b>884,097</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Other Payments					0	0	0	0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ADMIN ALLOCATION ADD BACK</b>	<b>(64,780)</b>	<b>(85,316)</b>	<b>(20,536)</b>		<b>(396,176)</b>	<b>(358,048)</b>	<b>38,129</b>	<b>(884,097)</b>
<b>Total Expenditures</b>	<b>(400)</b>	<b>0</b>	<b>400</b>		<b>1,071</b>	<b>85,316</b>	<b>84,245</b>	<b>0</b>
<b>Revenues Over (Under) Expended</b>	<b>400</b>	<b>0</b>	<b>(400)</b>		<b>(1,071)</b>	<b>(85,316)</b>	<b>(84,245)</b>	<b>0</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>							
Older Americans Act				0	0	0	
State/Federal				0	0	0	
MTD Mac/Tsoa				0	0	0	
Other ALTA				0	0	0	
HCRR				0	0	0	
Multi Service Center				0	0	0	
Health Homes				0	0	0	
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)				0	0	0	
<b>Total Funding</b>	0	0	0	0	0	0	0
<b>OPERATING EXPENDITURES</b>							
Salaries & Wages	15,695	16,127	432	93,517	98,904	5,388	196,142
Benefits	6,921	7,168	247	37,536	42,829	5,294	83,178
Training	0	0	0	0	0	0	0
Office & Program Supplies	165	500	335	1,456	3,000	1,544	6,000
Technology Equip & Supplies	101	3,750	3,649	27,934	22,500	(5,434)	45,000
Admin Allocation	0	0	0	0	0	0	0
IT Allocation	0	0	0	0	0	0	0
Professional Services	0	500	500	330	3,000	2,670	6,000
Communications-Phone & Postage	326	500	174	2,308	3,000	692	6,000
Travel	100	1,167	1,067	2,146	7,000	4,854	14,000
Advertising	0	0	0	0	1,000	1,000	1,000
Rentals	931	933	2	5,591	5,599	8	11,198
Insurance	196	192	(5)	1,178	1,150	(29)	2,299
Utilities	18	15	(4)	188	29	(159)	117
Maintenance & Repair	18	40	22	135	238	103	475
Miscellaneous	0	0	0	0	0	0	0
		0		0	0		
<b>Total Operating Expenditures</b>	<b>24,473</b>	<b>30,891</b>	<b>6,417</b>	<b>172,318</b>	<b>188,249</b>	<b>15,931</b>	<b>371,409</b>
<b>SUBCONTRACTOR EXPENDITURES</b>							
Legal Assistance				0	0	0	
Transportation				0	0	0	
Congregate Meals (C1)				0	0	0	
Nutrition Education				0	0	0	
Home Delivered Meals (C2)				0	0	0	
Home Delivered Meals (State Expansion)				0	0	0	
Senior Farmer's Market				0	0	0	
Professional Consulting Services				0	0	0	
Home Repair & Sr. Emergency Fund				0	0	0	
Senior Drug Education				0	0	0	
Kinship Care Service Delivery				0	0	0	
Kinship Good & Services				0	0	0	
Respite Services				0	0	0	
Supplemental Services				0	0	0	
Services to Grandparents				0	0	0	
Other Payments				0	0	0	
<b>Total Subcontractor Expenditures</b>	0	0	0	0	0	0	0
<b>IT ALLOCATION ADD BACK</b>	<b>(24,473)</b>	<b>(30,891)</b>	<b>(6,417)</b>	<b>(172,318)</b>	<b>(188,249)</b>	<b>(15,931)</b>	<b>(371,409)</b>
<b>Total Expenditures</b>	0			0	0	0	0
<b>Revenues Over/(Under) Expend.</b>	0			0	0	0	0

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act	129,836	78,237	51,599		806,732	469,419.0	337,313	938,838
State/Federal	54,487	43,020	11,467		229,772	263,501.0	(33,729)	607,176
MTD Mac/Tsoa		0			0	0.0	0	0
Other ALTSA	0	3,794	(3,794)		21,216	22,765.0	(1,550)	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	27,263	0	27,263	CARES Act/Vaccine Access	129,173	278,000.0	(148,827)	1,057,338
<b>Total Funding</b>	<b>211,586</b>	<b>125,051</b>	<b>86,536</b>		<b>1,186,892</b>	<b>1,033,685</b>	<b>153,207</b>	<b>2,648,882</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	18,136	24,050	5,914		120,938	143,076.8	22,139	300,668
Benefits	7,707	9,194	1,487		45,905	54,908.5	9,004	106,421
Training	0	150	150		2,156	900.0	(1,256)	1,800
Office & Program Supplies	536	510	(26)		3,596	3,060.0	(536)	6,120
Technology Equip & Supplies		0	0		0	0.0	0	0
Admin Allocation	17,753	15,357	(2,396)		100,629	91,045.1	(9,584)	242,954
IT Allocation	1,625	2,050	425		11,442	12,490.3	1,048	24,643
Professional Services	0	140	140		0	838.0	838	87,232
Communications-Phone & Postage	374	443	68		1,971	2,655.5	684	5,311
Travel	309	1,250	941		311	7,500.0	7,189	15,000
Advertising	0	250	250		1,367	1,500.0	133	3,000
Rentals	2,067	1,985	(82)		12,399	11,907.3	(492)	23,815
Insurance	196	262	66		1,592	1,570.4	(21)	3,141
Utilities	268	208	(60)		1,611	1,250.0	(361)	2,500
Maintenance & Repair	157	125	(32)		944	750.0	(194)	1,500
Miscellaneous	0	0	0		0	0.0	0	0
		0				0.0		0
<b>Total Operating Expenditures</b>	<b>49,127</b>	<b>55,972</b>	<b>6,845</b>		<b>304,861</b>	<b>333,452</b>	<b>28,591</b>	<b>824,104</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance	4,011	6,210	2,199		23,436	37,260.5	13,824	74,521
Transportation	6,125	6,167	42		35,609	37,000.0	1,391	74,000
Congregate Meals (C1)	34,977	22,666	(12,311)		205,604	135,996.3	(69,608)	271,993
Nutrition Education	500	0	(500)		500	0.0	(500)	0
Home Delivered Meals (C2)	71,425	29,161	(42,264)		419,371	174,967.8	(244,403)	349,936
Home Delivered Meals (State Expansion)	0	2,743	2,743		9,138	16,459.0	7,322	32,918
Senior Farmer's Market	8,048	15,530	7,482		8,048	15,530.0	7,482	46,590
Prof Consulting Services (Disease Prev)	6,844	2,345	(4,499)		8,285	14,071.0	5,786	28,142
Home Repair & Sr. Emergency Fund	0	0	0		0	0.0	0	0
Senior Drug Education	0	0	0		12,078	0.0	(12,078)	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	24,389	1,051	(23,338)	COVID Emergency meals/transp/vaccine	120,560	236,467.0	115,907	857,535
		0			0	0.0		
<b>Total Subcontractor Expenditures</b>	<b>156,318</b>	<b>85,873</b>	<b>(70,445)</b>		<b>842,629</b>	<b>667,752</b>	<b>(174,877)</b>	<b>1,735,634</b>
<b>IT ALLOCATION ADD BACK</b>								
<b>Total Expenditures</b>	<b>205,445</b>	<b>141,845</b>	<b>(63,600)</b>		<b>1,147,490</b>	<b>1,001,203</b>	<b>(146,287)</b>	<b>2,559,738</b>
<b>Revenues Over/(Under) Expend.</b>	<b>6,141</b>	<b>(16,795)</b>	<b>22,935</b>		<b>39,403</b>	<b>32,482</b>	<b>6,921</b>	<b>89,144</b>

	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act			0		0	0	0	0
State/Federal	298,531	295,213	3,318		1,791,864	1,759,014	32,850	3,547,460
MTD Mac/Tsoa		0			0	0	0	0
Other AL TSA		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)	20,062	15,751	4,311	Non core included on FCSP and KCSP	70,522	94,504	(23,983)	189,009
<b>Total Funding</b>	<b>318,592</b>	<b>310,964</b>	<b>7,629</b>		<b>1,862,385</b>	<b>1,853,518</b>	<b>8,867</b>	<b>3,736,469</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	133,165	140,788	7,623		810,597	842,569	31,973	1,645,139
Benefits	57,625	56,335	(1,290)		319,077	337,513	18,436	633,898
Training	0	0	0		206	0	(206)	315
Office & Program Supplies	824	2,250	1,426		8,347	13,500	5,153	27,000
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	21,869	31,567	9,698		137,606	157,911	20,305	319,511
IT Allocation	10,688	13,488	2,800		75,251	82,196	6,945	162,170
Professional Services	968	2,500	1,532		1,573	15,000	13,427	30,000
Communications-Phone & Postage	2,831	3,500	669		18,633	21,000	2,367	42,000
Travel	1,007	4,583	3,576		5,543	27,500	21,957	55,000
Advertising	0	167	167		288	1,000	712	2,000
Rentals	8,290	8,219	(71)		49,357	49,315	(43)	98,629
Insurance	1,877	1,722	(155)		10,951	10,334	(617)	20,668
Utilities	444	583	140		3,270	3,500	230	7,000
Maintenance & Repair	561	583	23		3,761	3,500	(261)	7,000
Miscellaneous	0	833	833		0	5,000	5,000	10,000
<b>Total Operating Expenditures</b>	<b>240,147</b>	<b>267,119</b>	<b>26,972</b>		<b>1,444,459</b>	<b>1,569,838</b>	<b>125,379</b>	<b>3,060,331</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	20,062	18,750	(1,312)		70,522	112,500	41,978	225,000
<b>Total Subcontractor Expenditures</b>	<b>20,062</b>	<b>18,750</b>	<b>(1,312)</b>		<b>70,522</b>	<b>112,500</b>	<b>41,978</b>	<b>225,000</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>260,209</b>	<b>285,869</b>	<b>25,660</b>		<b>1,514,980</b>	<b>1,682,338</b>	<b>167,358</b>	<b>3,285,331</b>
<b>Revenues Over/(Under) Expend.</b>	<b>58,384</b>	<b>25,095</b>	<b>33,289</b>		<b>347,405</b>	<b>171,180</b>	<b>176,225</b>	<b>451,138</b>



Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act	24,630	28,349	(3,719)		170,417	170,096	321	340,191
State/Federal	49,315	44,411	4,904		258,097	266,465	(8,367)	582,929
MTD Mac/Tsoa		0	0		0	0	0	0
Other ALTSA	-	1,080	(1,080)		0	6,477	(6,477)	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	1,277	25,100	(23,823)		24,389	150,599	(126,210)	301,198
<b>Total Funding</b>	<b>75,222</b>	<b>98,939</b>	<b>(23,718)</b>		<b>452,903</b>	<b>593,636</b>	<b>(140,733)</b>	<b>1,237,272</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	36,777	43,466	6,689		225,416	260,000	34,584	611,202
Benefits	16,524	19,206	2,682		90,529	115,070	24,542	223,569
Training	25	0	(25)		201	0	(201)	0
Office & Program Supplies	1,278	1,652	374		6,245	9,913	3,668	19,825
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	8,003	11,944	3,941		52,270	60,026	7,756	129,729
IT Allocation	3,664	4,623	959		25,796	28,173	2,377	55,594
Professional Services		23	23		21	135	114	270
Communications-Phone & Postage	1,464	2,217	753		9,095	13,304	4,209	26,607
Travel	634	1,250	616		2,984	7,500	4,516	15,000
Advertising	21	0	(21)		1,592	1,000	(592)	1,500
Rentals	4,025	3,974	(51)		23,856	23,842	(14)	47,683
Insurance	605	590	(15)		3,632	3,542	(89)	7,084
Utilities	366	398	32		2,859	2,389	(470)	4,778
Maintenance & Repair	388	323	(65)		2,520	1,938	(582)	3,876
Miscellaneous		0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>73,775</b>	<b>89,667</b>	<b>15,891</b>		<b>447,015</b>	<b>526,832</b>	<b>79,817</b>	<b>1,146,719</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	885	3,150	2,265		8,348	18,900	10,552	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
<b>Total Subcontractor Expenditures</b>	<b>885</b>	<b>3,150</b>	<b>2,265</b>		<b>8,348</b>	<b>18,900</b>	<b>10,552</b>	<b>37,796</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>74,660</b>	<b>92,817</b>	<b>18,157</b>		<b>455,363</b>	<b>545,732</b>	<b>90,368</b>	<b>1,184,515</b>
<b>Revenues Over/(Under) Expend.</b>	<b>562</b>	<b>6,123</b>	<b>(5,561)</b>		<b>(2,460)</b>	<b>47,904</b>	<b>(50,364)</b>	<b>52,757</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act		0			0	0	0	0
State/Federal		0			0	0	0	0
MTD Mac/Tsoa	149,897	127,143	22,754		374,668	357,291	17,377	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
<b>Total Funding</b>	<b>149,897</b>	<b>127,143</b>	<b>22,754</b>		<b>374,668</b>	<b>357,291</b>	<b>17,377</b>	<b>742,906</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	23,394	31,814	8,420		153,192	178,370	25,178	348,589
Benefits	10,224	13,127	2,903		61,826	73,516	11,689	140,469
Training	0	0	0		300	0	(300)	0
Office & Program Supplies	226	292	66		1,541	1,750	209	3,500
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	3,863	6,825	2,962		26,208	33,425	7,216	68,683
IT Allocation	2,335	2,947	612		16,439	17,956	1,517	35,432
Professional Services	0	0	0		0	0	0	0
Communications-Phone & Postage	418	583	166		3,091	3,500	409	7,000
Travel	409	1,667	1,258		3,109	10,000	6,891	20,000
Advertising	0	0	0		0	750	750	1,500
Rentals	1,069	1,071	2		6,399	6,427	28	12,854
Insurance	386	2,953	2,567		2,316	17,717	15,401	35,433
Utilities	14	83	69		77	500	423	1,000
Maintenance & Repair	88	142	53		555	850	295	1,700
Outreach	0	0	0		13	0	(13)	0
					0	0		0
<b>Total Operating Expenditures</b>	<b>42,426</b>	<b>61,504</b>	<b>19,078</b>		<b>275,066</b>	<b>344,761</b>	<b>69,695</b>	<b>676,161</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>42,426</b>	<b>61,504</b>	<b>19,078</b>		<b>275,066</b>	<b>344,761</b>	<b>69,695</b>	<b>676,161</b>
<b>Revenues Over/(Under) Expend.</b>	<b>107,471</b>	<b>65,639</b>	<b>41,832</b>		<b>99,602</b>	<b>12,530</b>	<b>87,072</b>	<b>66,745</b>



Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act	30,568	18,958	11,610		44,609	113,750	(69,141)	227,499
State/Federal	37,752	60,566	(22,815)		346,598	363,397	(16,799)	741,294
MTD Mac/Tsoa		0			0	0	0	0
Other ALTSA		0	0		0	0	0	0
HCRR		0	0		0	0	0	0
Multi Service Center		0	0		0	0	0	0
Health Homes		0	0		0	0	0	0
Other (AWHI & CGT Non-Core)	4,933	0	4,933		28,948	0	28,948	0
<b>Total Funding</b>	<b>73,253</b>	<b>79,524</b>	<b>(6,272)</b>		<b>420,154</b>	<b>477,147</b>	<b>(56,992)</b>	<b>968,793</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	11,268	12,760	1,492		68,194	75,806	7,612	152,557
Benefits	4,502	5,397	895		24,185	32,224	8,040	62,557
Training	0	56	56		100	335	235	670
Office & Program Supplies	191	745	554		1,292	4,470	3,178	8,939
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	6,221	8,532	2,310		36,599	42,918	6,319	86,991
IT Allocation	999	1,262	263		7,031	7,688	658	15,169
Professional Services	0	833	833		0	5,000	5,000	10,000
Communications-Phone & Postage	568	611	43		3,375	3,666	290	7,331
Travel	31	792	760		103	4,750	4,647	9,500
Advertising	0	208	208		327	1,250	923	2,500
Rentals	1,658	1,636	(22)		9,823	9,814	(9)	19,628
Insurance	165	161	(4)		990	967	(23)	1,933
Utilities	115	191	76		972	1,145	173	2,290
Maintenance & Repair	188	207	19		1,166	1,240	74	2,480
Miscellaneous	0	0	0		234	0	(234)	0
<b>Total Operating Expenditures</b>	<b>25,905</b>	<b>33,389</b>	<b>7,483</b>		<b>154,391</b>	<b>191,272</b>	<b>36,881</b>	<b>382,546</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 Aprket			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	(2,444)	382	2,827		(901)	2,295	3,195	4,589
Kinship Good & Services	6,994	3,059	(3,935)		16,555	18,354	1,799	51,207
Respite Services	34,643	32,270	(2,374)		202,713	193,618	(9,095)	427,236
Supplemental Services	2,337	2,746	410		12,457	16,477	4,019	32,953
Services to Grandparents	1,050	4,625	3,575		6,960	27,752	20,792	55,504
AWHI & CGT Non-Core	4,933	4,583	(350)		28,974	27,626	(1,348)	55,002
<b>Total Subcontractor Expenditures</b>	<b>47,512</b>	<b>47,666</b>	<b>153</b>		<b>266,758</b>	<b>286,121</b>	<b>19,362</b>	<b>626,491</b>
<b>IT ALLOCATION ADD BACK</b>								0
<b>Total Expenditures</b>	<b>73,418</b>	<b>81,055</b>	<b>7,637</b>		<b>421,149</b>	<b>477,393</b>	<b>56,244</b>	<b>1,009,037</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(165)</b>	<b>(1,530)</b>	<b>1,365</b>		<b>(995)</b>	<b>(246)</b>	<b>(748)</b>	<b>(40,244)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 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 AL TSA		0	0		0	0	0	0
HCRR	6,966	8,917	(1,951)		40,569	53,500	(12,931)	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
<b>Total Funding</b>	<b>6,966</b>	<b>8,917</b>	<b>(1,951)</b>		<b>40,569</b>	<b>53,500</b>	<b>(12,931)</b>	<b>107,000</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,807	3,807	(0)		22,463	22,377	(86)	45,219
Benefits	1,800	1,644	(156)		9,639	9,770	131	19,637
Training	0	-	0		0	0	0	0
Office & Program Supplies	40	108	68		173	650	477	1,300
Technology Equip & Supplies	0	-	0		0	0	0	0
Admin Allocation	634	853	219		3,737	4,434	697	8,841
IT Allocation	333	419	86		2,344	2,554	211	5,039
Professional Services		1,250	1,250		0	7,500	7,500	15,000
Communications-Phone & Postage	57	190	133		368	1,143	775	2,285
Travel	0	142	142		0	850	850	1,700
Advertising	0	-	0		0	0	0	0
Rentals	204	205	2		1,222	1,233	11	2,466
Insurance	55	54	(1)		328	321	(7)	642
Utilities	18	78	60		188	468	280	936
Maintenance & Repair	18	39	21		108	235	127	469
Miscellaneous		-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>6,966</b>	<b>8,790</b>	<b>1,825</b>		<b>40,569</b>	<b>51,535</b>	<b>10,966</b>	<b>103,535</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>6,966</b>	<b>8,790</b>	<b>1,825</b>		<b>40,569</b>	<b>51,535</b>	<b>10,966</b>	<b>103,535</b>
<b>Revenues Over/(Under) Expend.</b>	<b>0</b>	<b>126</b>	<b>(126)</b>		<b>0</b>	<b>1,965</b>	<b>(1,965)</b>	<b>3,465</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 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	6,484	8,417	(1,933)		39,255	50,500	(11,245)	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
<b>Total Funding</b>	<b>6,484</b>	<b>8,417</b>	<b>(1,933)</b>		<b>39,255</b>	<b>50,500</b>	<b>(11,245)</b>	<b>101,000</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	3,274	4,024	750		19,790	24,144	4,354	48,302
Benefits	1,695	1,856	161		9,248	11,136	1,888	22,180
Training	0	-	0		0	0	0	0
Office & Program Supplies	24	216	192		317	1,295	978	2,590
Technology Equip & Supplies	0	-	0		0	0	0	0
Admin Allocation	573	853	280		3,513	4,434	920	8,841
IT Allocation	382	482	100		2,688	2,937	249	5,796
Professional Services	0	2,000	2,000		309	6,000	5,691	10,000
Communications-Phone & Postage	41	250	209		402	1,501	1,099	3,002
Travel	0	18	18		0	107	107	213
Advertising	0	-	0		0	0	0	0
Rentals	242	243	0		1,455	1,455	0	1,698
Insurance	63	62	(2)		379	369	(10)	739
Utilities	0	-	0		0	0	0	0
Maintenance & Repair	0	-	0		9	0	(9)	0
Miscellaneous		-	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>6,295</b>	<b>10,003</b>	<b>3,708</b>		<b>38,112</b>	<b>53,378</b>	<b>15,266</b>	<b>103,361</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance					0	0	0	0
Transportation					0	0	0	0
Congregate Meals (C1)					0	0	0	0
Nutrition Education					0	0	0	0
Home Delivered Meals (C2)					0	0	0	0
Home Delivered Meals (State Expansion)					0	0	0	0
Senior Farmer's Market					0	0	0	0
Professional Consulting Services					0	0	0	0
Home Repair & Sr. Emergency Fund					0	0	0	0
Senior Drug Education					0	0	0	0
Kinship Care Service Delivery					0	0	0	0
Kinship Good & Services					0	0	0	0
Respite Services					0	0	0	0
Supplemental Services					0	0	0	0
Services to Grandparents					0	0	0	0
Other Payments					0	0	0	0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>-</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>6,295</b>	<b>10,003</b>	<b>3,708</b>		<b>38,112</b>	<b>53,378</b>	<b>15,266</b>	<b>103,361</b>
<b>Revenues Over/(Under) Expend.</b>	<b>189</b>	<b>(1,586)</b>	<b>1,775</b>		<b>1,143</b>	<b>(2,878)</b>	<b>4,021</b>	<b>(2,361)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
<b>FUNDING</b>								
Older Americans Act	0	-	0		0	14,173	(14,173)	14,173
State/Federal	9,478	-	9,478		18,014	10,468	7,546	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	1,136	13,640	(12,504)	LTCOP contract 74k	40,517	22,900	17,617	91,102
Health Homes		-	0		0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, M	0	-			0	0	0	0
<b>Total Funding</b>	<b>10,615</b>	<b>13,640</b>	<b>(3,025)</b>		<b>58,531</b>	<b>47,541</b>	<b>10,990</b>	<b>130,275</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	5,545	5,616	71		32,507	33,697	1,191	68,236
Benefits	2,300	2,176	(123)		12,421	13,057	636	25,350
Training	0	-	0		0	250	250	250
Office & Program Supplies	76	83	7		731	500	(231)	1,000
Technology Equip & Supplies		-	0		0	0	0	0
Admin Allocation	1,170	1,706	0		5,443	8,867	3,425	17,682
IT Allocation	352	444	92		2,481	2,708	226	5,342
Professional Services		-	0		0	0	0	0
Communications-Phone & Postage	75	167	92		641	1,000	359	2,000
Travel	772	2,500	1,728		2,180	15,000	12,820	30,000
Advertising	0	-	0		0	0	0	0
Rentals	266	345	79		1,781	2,072	291	4,144
Insurance	58	57	(1)		349	340	(8)	681
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>10,615</b>	<b>13,095</b>	<b>1,944</b>		<b>58,533</b>	<b>77,492</b>	<b>18,958</b>	<b>154,684</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>10,615</b>	<b>13,095</b>	<b>1,944</b>		<b>58,533</b>	<b>77,492</b>	<b>18,958</b>	<b>154,684</b>
<b>Revenues Over/(Under) Expend.</b>	<b>0</b>	<b>545</b>	<b>(1,081)</b>		<b>(3)</b>	<b>(29,951)</b>	<b>29,948</b>	<b>(24,409)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 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	30,306	37,000	(6,694)		199,204	216,000	(16,796)	450,000
Other		0	0		0	0	0	0
<b>Total Funding</b>	<b>30,306</b>	<b>37,000</b>	<b>(6,694)</b>		<b>199,204</b>	<b>216,000</b>	<b>(16,796)</b>	<b>450,000</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	16,202	21,056	4,854		87,637	125,992	38,356	253,559
Benefits	7,500	9,567	2,067		37,785	57,383	19,598	114,404
Training		0	0		0	0	0	0
Office & Program Supplies	206	375	169		1,554	2,250	696	4,500
Technology Equip & Supplies		0	0		0	0	0	0
Admin Allocation	2,851	4,266	1,415		16,410	22,914	6,504	45,697
IT Allocation	1,931	1,955	24		13,596	11,913	(1,683)	23,508
Professional Services		417	417		0	2,500	2,500	5,000
Communications-Phone & Postage	413	750	337		3,127	4,500	1,373	9,000
Travel	356	1,667	1,310		1,126	10,000	8,874	20,000
Advertising	0	50	50		0	300	300	600
Rentals	1,407	1,399	(8)		8,392	8,395	3	16,789
Insurance	321	312	(9)		1,924	1,872	(52)	3,744
Utilities	54	83	30		393	500	107	1,000
Maintenance & Repair	70	83	13		489	500	11	1,000
Miscellaneous		0	0		0	0	0	0
<b>Total Operating Expenditures</b>	<b>31,310</b>	<b>41,979</b>	<b>10,669</b>		<b>172,431</b>	<b>249,019</b>	<b>76,587</b>	<b>498,802</b>
<b>SUBCONTRACTOR EXPENDITURES</b>								
Legal Assistance		0			0	0		0
Transportation		0			0	0		0
Congregate Meals (C1)		0			0	0		0
Nutrition Education		0			0	0		0
Home Delivered Meals (C2)		0			0	0		0
Home Delivered Meals (State Expansion)		0			0	0		0
Senior Farmer's Market		0			0	0		0
Professional Consulting Services		0			0	0		0
Home Repair & Sr. Emergency Fund		0			0	0		0
Senior Drug Education		0			0	0		0
Kinship Care Service Delivery		0			0	0		0
Kinship Good & Services		0			0	0		0
Respite Services		0			0	0		0
Supplemental Services		0			0	0		0
Services to Grandparents		0			0	0		0
Other Payments		0			0	0		0
<b>Total Subcontractor Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IT ALLOCATION ADD BACK</b>								0
<b>Total Expenditures</b>	<b>31,310</b>	<b>41,979</b>	<b>10,669</b>		<b>172,431</b>	<b>249,019</b>	<b>76,587</b>	<b>498,802</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(1,004)</b>	<b>(4,979)</b>	<b>3,975</b>		<b>26,772</b>	<b>(33,019)</b>	<b>59,791</b>	<b>(48,802)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 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	19,061	28,745	(9,684)		111,330	144,200	(32,870)	268,890
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		0			0	0	0	0
<b>Total Funding</b>	<b>19,061</b>	<b>28,745</b>	<b>(9,684)</b>		<b>111,330</b>	<b>144,200</b>	<b>(32,870)</b>	<b>268,890</b>
<b>OPERATING EXPENDITURES</b>								
Salaries & Wages	4,745	5,812	1,067		24,007	34,423	10,416	69,296
Benefits	1,661	1,742	81		7,813	10,358	2,545	20,057
Training	0	0	0		0	0	0	0
Office & Program Supplies	0	100	100		0	600	600	1,200
Technology Equip & Supplies	0	2,800	2,800		15,253	16,800	1,547	33,600
Admin Allocation	1,841	4,266	2,425		13,760	18,495	4,735	41,938
IT Allocation	220	277	57		1,551	1,663	112	3,327
Professional Services	194	800	606		1,200	4,800	3,600	9,600
Communications-Phone & Postage	66	100	34		411	300	(111)	900
Travel	445	750	305		1,212	4,333	3,120	8,183
Advertising	0	0	0		0	500	500	500
Rentals	0	0	0		1	0	(1)	0
Insurance	36	35	(1)		216	212	(4)	424
Utilities	0	25	25		0	150	150	300
Maintenance & Repair	0	30	30		0	180	180	360
Miscellaneous		0			0	0	0	0
<b>Total Operating Expenditures</b>	<b>9,209</b>	<b>16,737</b>	<b>7,528</b>		<b>65,425</b>	<b>92,815</b>	<b>27,390</b>	<b>189,684</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	11,009	23,000	11,991		79,510	113,000	33,490	257,672
<b>Total Subcontractor Expenditures</b>	<b>11,009</b>	<b>23,000</b>	<b>11,991</b>		<b>79,510</b>	<b>113,000</b>	<b>33,490</b>	<b>257,672</b>
<b>IT ALLOCATION ADD BACK</b>								<b>0</b>
<b>Total Expenditures</b>	<b>20,218</b>	<b>39,737</b>	<b>19,520</b>		<b>144,935</b>	<b>205,815</b>	<b>60,880</b>	<b>447,355</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(1,157)</b>	<b>(10,992)</b>	<b>9,836</b>		<b>(33,605)</b>	<b>(61,615)</b>	<b>28,009</b>	<b>(178,465)</b>





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# Olympic Area Agency on Aging

220 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

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**DATE:** September 29, 2021  
**TO:** O3A Council of Governments  
**FROM:** Jody Moss, Contracts Management & Planning Director  
**SUBJECT:** Recommendation for Approval of 2022-2023 Area Plan Update

## Background

In order to receive state and federal funds, O3A is required to develop a new 4-year area plan, with an update in the intervening two years. The Area Plan identifies service needs and guides service delivery for the region and is developed according to guidelines furnished by the State Aging and Long Term Support Administration. The Area Plan Update includes changes as well as updated goals and status. The 2022-2023 Area Plan Update is due for submission to the state on November 1, 2021.

The full 2022-2023 Area Plan Update draft is available on the O3A website or on request; if you would like a printed copy, please contact our office.

## O3A Advisory Council Recommendation to the O3A Council of Governments

As you may know, the O3A Advisory Council has been providing input, helping to collect updated information and providing input of planning and for some goals, and attending hearings over the last year. In September, staff and Advisory Council members completed 4 remote Public Hearings in each County. Copies of those comments have been added to the Area Plan Update. The full Advisory Council approved a motion to recommend the approval of the draft 2022-2023 Area Plan Update to the Council of Governments on September 21, 2021.

## Proposal

Staff recommends that the O3A Council of Governments approve the 2022-2023 Area Plan Update Draft as presented.

## Proposed Motion:

Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging 2022-2023 Area Plan Update and supporting documents to be presented to the Aging and Long-Term Support Administration as required.

**The Advisory Council  
of the  
Olympic Area Agency on Aging  
Meeting Minutes for July 20, 2021  
Location: Conference Call**

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

**MEMBERS ABSENT:** Beth Pratt, Chair; Carolyn Lindley; Dale Jacobson; Denny Evans

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

**GUESTS:** Greg Claycamp, Housing & Community Services Director, Coastal CAP; Cinnamon Chesterman, Lead Care Coordinator, Coastal CAP

**CALL TO ORDER:** 10:02 a.m. by Becca Knievel, Vice Chair.

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

**PUBLIC COMMENT:** None

**SELECT COG MEETING REPRESENTATIVE:** Becca volunteered for the July 1 COG meeting which will be held by video conference.

**MEMBERSHIP REVIEW/APPROVAL:** The council reviewed the applications and recommendations for two Grays Harbor county representatives. Motion to recommend the Grays Harbor county representative candidates Tom Edwards and Laura Morris was made by Charla with a second by Susan. **Motion Passed.**

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

**Coastal CAP Housing Presentation:** *Greg Claycamp and Cinnamon Chesterman*  
Greg and Cinnamon provided information on the housing and homeless programs at Coastal CAP; there are no priority programs operating focused on older adults. Locating housing in Grays Harbor is difficult; many clients have very limited incomes and there are only 3-4 places for clients over 55 and they have a 1-3 year waitlist. The fair market rate for rent is \$653/month for a 1 bedroom; however actual rents are \$750 – 800/month. 75% of people in Grays Harbor with a need for housing don't get it; even if the client is subsidy qualified, there aren't units available. Those who are in travel trailers or 5<sup>th</sup> wheels can only receive rent assistance for full hook-up sites (includes power, water, & sewer). The men's and women's shelters are high barrier (requirements must be met to stay) and difficult for older adults with mobility issues to access. County commissioners rejected using funds for a low barrier (can still get into shelter if intoxicated or criminal background; must follow the rules) shelter that would serve 50 people. Not having an address is a barrier to employment; clients must use the address of a friend or family member. Greg will send information on housing groups in Grays Harbor. There is a great deal of assistance available for rent, utilities, energy programs, and mortgages. Some programs can be initiated by the landlord.



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

Laura stated that the House had approved 2022 funding, including a 22.9 billion increase. The bill will need Republican support in the Senate and advocacy may be needed.

O3A is working with Ocean Shores Senior Center to establish a Memorandum of Understanding for the Olympic region that would serve the coast from Ocean Shores to Forks.

Laura announced that O3A had completed their salary review and about 60% of the staff would receive an increase. We are looking at staff returning to the office in September and are developing remote work policies as well.

O3A is still running ads encouraging vaccination in all four counties. Long Beach staff contacted all clients and coordinated with Pacific county public health for in-home vaccinations for those who could not travel to a clinic. Aberdeen staff are coordinating with Grays Harbor county health district for micro-clinics and outreach.

Please save the date of October 20<sup>th</sup> for the W4A/SCOA Advisory Council Conference; and the Senior Lobby Fall Policy Conference on the 21<sup>st</sup>. More information will be forthcoming.

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

Jody announced that the survey for the Area Plan was complete and staff are analyzing the data. We received over 40 provider responses, and 275 client responses.

Karen suggested revising the language around requesting contact. It may work better to state 'if you need these services or access to programs, please give us your contact information'.

The council discussed attending meetings in-person. In-person meetings would likely require attendees to wear a mask which increases communication barriers. Some council members prefer the remote option and closed captioning; if in-person meetings resume, it will be a hybrid version that allows members to attend virtually. Council requested staff review the annual schedule of meetings and determine if there are some that are better suited for in-person discussion.

**LOCAL MEMBER REPORTING:**

- Connie reported they had another successful 4<sup>th</sup> of July parade, and she is working to set up a meeting with the Tribe.
- Susan stated that Crown Health will be providing in-home care and expanding home health in Ocean Shores.

**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 11:46 a.m.