

O3A COUNCIL OF GOVERNMENTS AGENDA – REVISED

Meeting Date: Thursday, November 4, 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.

Laura Cepoi,
Executive Director

- Consent Agenda Items:
 - October 7, 2021 Minutes
 - July 2021 Disbursements

Motion to Approve
Enclosure 1 Pages 1-3
Enclosure 2 Page 4

- Executive Director's Report
Contract Approvals
 - 2021-2022 MSC Contract
 - 2021 OAA Amendment #3
 - COVID Equity Grants Clallam/Grays Harbor

Enclosure 3 Pages 5-8
Enclosure 4 Page 9
Enclosure 5 Page 10
Enclosure 6 Page 11

Corena Stern,
CFO

- Revenue and Expenditure Report

Enclosure 7 Pages 12-28

Jody Moss, Director
Contracts Mgt./Planning

- 2022 Older Americans Act subcontracts

Motion to Approve
Enclosure 8 Pages 29-34

Becca Knievel &
Marti Anthony

- Advisory Council Activity Report
 - September 21, 2021 Minutes

Report
Enclosure 9 Pages 35-36

Lisa Olsen, Chair
Pacific County

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

Announcements
Public Comment

Adjourn

NEXT MEETING REMINDER: The next O3A Council of Governments meeting is scheduled for Thursday, December 2, 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

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Draft

Minutes

Olympic Area Agency on Aging
COUNCIL OF GOVERNMENTS (COG)
October 7, 2021 / 10:00 a.m. – 11:00 a.m.
Via Conference/Video Call

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

COMMISSIONERS ABSENT: No Jefferson County representative present.

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: Charla Wright, Clallam County Representatives.

GUESTS/PUBLIC: None.

CALL TO ORDER: Lisa Olsen, Chair, called the meeting to order at 10:08 a.m.

AGENDA APPROVAL: A motion to approve the agenda as presented was made by Jill Warne, with a 2nd by Mark Ozias. **Motion Passed.**

PUBLIC COMMENT: None.

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

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- Laura mentioned that Falls Prevention Week was a few weeks ago, reporting that 2019 data shows that for some reason Washington state has a 27% higher rate of death from falls than the nation as a whole. There was a short discussion of the impacts of unintentional falls at the local level.
- Laura reported that the shift for legislative advocacy for AAAs is shifting from requesting funding to support smaller caseloads, to requesting parity of funding between community-based and institution-based services. Parity in funding would support expanded AAA staffing and smaller caseloads. Laura noted there is an advocacy meeting with Rep. Steve Tharinger scheduled for October 12th.
- Laura noted that a return to client in-home visits has been paused to reflect a surge in COVID-19 cases in our area. The agency has a process in place with safety metrics identified to guide local supervisor decisions around home-visit scheduling for staff. The agency has an obligation to see clients and is working to resume those in-home client visits in a manner that is as safe as possible for both clients and staff.

- Laura spoke briefly about the Long-Term Care Ombudsman program, noting that the agency will be adding a position to more fully support this volunteer-dependent program serving persons residing in institutional settings (Adult Family Homes, Assisted Living, Nursing Homes, etc.).
- Laura reported the execution of three contract amendments which extended the performance period of each contract to September 30, 2022. As detailed in her report, those contracts were the COVID-19 Response Amendment #1, ADRC COVID-19 Response Amendment #1, and the 2020 Older Americans Act contract Amendment #4.
- Laura reported discussed the status of the agency's review of the staff benefits package. The extremely high 2022 rate renewal from WCIF led management staff to review options with a final recommendation for the agency to leave the WCIF benefits pool and join the Public Employees Benefits Board (PEBB). The PEBB offers a solid benefit package with reasonable costs and good coverage. Staff would have the same benefits as state staff. Open enrollment would be in November.
- Laura noted the addition of the new state holiday of Juneteenth to the O3A staff paid holiday list for 2022.
- Laura ended her report by requesting the board consider passage of a motion authorizing the Chair to work with her on the negotiation of an amendment to her contract and an extension of the term of service. After a brief discussion the following motion was passed: **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. Motion by Jill Warne, with a 2nd by Mark Ozias. **Motion Passed.**
- **PEBB Resolution:** Laura brief reviewed the memo presented for the required Resolution to authorize the agency to join the PEBB. After a brief discussion, the following motion was passed: **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. Motion by Jill Warne, with a 2nd by Mark Ozias. **Motion Passed.** The COG Chair will sign the resolution.
- **Contract Approval:** Laura briefly reviewed the American Rescue Plan Act contract, noting there is a great deal of flexibility in how the agency can utilize the funding. After a brief discussion, the following motion was passed: **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. Motion by Mark Ozias, with a 2nd by Jill Warne. **Motion Passed.**

ADVISORY COUNCIL (AC) REPORT: *Charla Wright*

The Chair moved the AC report forward to accommodate Charla's schedule. Charla reported on the AC members work with Jody on the Area Plan update, and the AC recommended the draft AP update to the COG for approval at the September meeting.

FISCAL REPORT: *Corena Stern, CFO*

- Corena reviewed the 2021 Revenue & Expense Summary through June, noting a year to date (YTD) overall surplus of \$376,105 for non-restricted funds, and a YTD surplus of \$99,602 for restricted MTD / MAC-TSOA restricted funds. The non-restricted fund balance as of June 30, 2021 is \$2,535,235, and the restricted MTD MAC-TSOA fund balance is \$399,365. She reviewed trends for O3A noting that the agency fell slightly short of revenue projections in June, but the agency does continue to exceed fund balance projections. The impact of the agency's recently revised salary schedule will be first reflected in the July reporting.

- She reported that since the pandemic began O3A has expended more than \$1,085,000 in COVID funding, with several hundred thousand in CAA and CARES act funding still available to spend as well as the ARPA funding of \$1.7 million.
- Corena reported the audit is progressing on schedule, and is being conducted remotely.
- Corena also reported on the preparation of the required Area Plan Budget.
- 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 briefly reviewed the staff benefit package recommendation to join the PEBB that was passed earlier in the meeting, noting that the cost profile is more sustainable than WCIF, and the benefits offered are really very good options. It is unfortunate that the agency could not continue with the HRA arrangement that has been so beneficial for both the agency and staff given the increase in premiums. The PEBB package should provide stability for staff benefits in future.
- She provided an update on the on-going review of software packages. Several good options have been reviewed, and a decision will be made soon with implementation planned for mid-year.

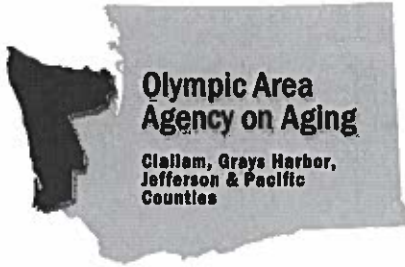
CONTRACTS MANAGEMENT & PLANNING DIRECTOR: *Jody Moss*

Jody reviewed in general the Area Plan Update development process, including work with the Advisory Council, community and provider surveys, Public Hearings in all 4 counties, etc. The draft plan was reviewed by the Advisory Council at the September 21, 2021 meeting, with passage of a motion to recommend approval of the draft update. After a brief discussion, the following motion was passed: **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. Motion by Mark Ozias, with a 2nd by Jill Warne. **Motion Passed.** The board thanked Jody for her team's work on this important document.

COG MEMBER ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned by consensus at 11:14 a.m.



Olympic Area Agency on Aging

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September 15, 2021

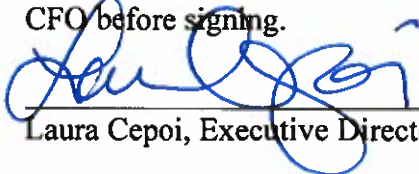
The following warrants/checks/electronic payments (EFT's) for the period July 1, 2021 through July 31, 2021 are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7801678	Through: 7801806	\$189,387.11 (1)
<u>Payroll:</u>			
EFTs	Numbers: 39446	Through: 39550	\$236,488.00 (2)
IRS			\$76,881.80
Savings			\$4,430.00
<u>Electronic Payments:</u>	Dates: 07/01/2021	Through: 07/31/2021	\$8,912.99
Total			\$516,099.90


(1) Net of payroll transfer

(2) Net of IRS payment

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



 Laura Cepoi, Executive Director



 Corena Stern, CFO



 Date

Proposal:

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

Approval by COG

 Lisa Olsen, COG Chair

 Date:

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



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DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) October 29, 2021

Family Caregiver Month

November is Family Caregiver Month, and during this month, we want to raise awareness not only of what caregiving is, but also of how essential caregiving is as part of our long-term services and supports system. Washington is home to more than 850,000 unpaid family caregivers caring for aging or disabled loved ones and 43,000 kinship caregivers caring for grandchildren or other young relatives.

Unpaid family caregivers provide:

1. 770 MILLION hours of service
2. \$11 BILLION in unpaid essential services
3. Ever-increasing number of kinship caregivers such as grandparents, uncles, aunts, cousins and siblings stepping up to care for children whose parents are unwilling or unable to parent
4. COVID-19 has added to caregiver responsibilities, according to recent studies, caregivers reported the pandemic has made caregiving more emotionally, physically and financially difficult than normal.

Family caregivers manage health emergencies, juggle priorities, and suffer isolation – and all that was before COVID. The pandemic brings even more challenges as family caregivers handle caregiving in crisis. O3A has several programs to address the needs of family and kinship caregivers and this month we will be advertising and getting the word out about the supports we offer, which include assessments, support groups, respite, Adult Day Care, environmental modification, and massage.

Medicare Open Enrollment

Each year, people with Medicare can review their coverage options and change plans during the open enrollment period (October 15 to December 7). Coverage and costs vary widely among plans, plans can also change from one year to the next, which could lead to unexpected and avoidable costs, and disruption in care for those who do not review their options annually. 70% of beneficiaries did not compare plans during the past open enrollment period according to the Kaiser Family Foundation Issue Brief (Oct. 2021).

O3A offers support to folks who need assistance with their benefits and enrollment during this period. All offices have staff and volunteers available to answer questions and provide assistance.

Legislative Updates

O3A staff met with State Representative Steve Tharinger to discuss the need to stabilize case management with \$12 million G-S plus \$12 million federal match. Direct Services staff were able to join us on the call to relay their cases, community needs, and unique challenges to address the higher acuity in client needs that are served in the community versus institutional care. Community based long term care serves people with higher acuity for a longer time with substantial cost savings to the state. State long term care services are paid at a 24% higher rate for less complex interventions provided by AAA case management.

An important area of advocacy of us is also increasing the Personal Needs Allowance (PNA) for our clients who receive in-home care services through Medicaid. Clients are required to pay a co-pay determined by their monthly income. The current PNA is set at 100% of the federal poverty level or \$1,074 per month for an unmarried individual. Washington has one of the lowest amounts that people are allowed to retain for their personal needs. The national median rate is \$2,024 per month. The maximum rate allowed is 300% of FPL or \$2,382 for HCBS Waivers. This is also the current rate that in home clients served by the Developmental Disabilities Administration receive in Washington.

COVID-19 Response

Staff resumed in-home visits in all four counties. However, due to the high community outbreak in Forks, we suspended in-person visits in that region until that transmission wave recedes.

All SHIBA Volunteers and staff must be vaccinated, any on-site location where there is SHIBA counseling will require that any staff who are encountered must also be vaccinated. Open enrollment with staff assistance will be available in the Raymond, Aberdeen, Long Beach, Sequim, Port Townsend, and Forks offices.

Case Management Quality Assurance

Congratulations to our case management team, they had another successful audit and did not require a proficiency Improvement Plan (PIP). Their results were the following for Title XIX:

- 100 percent proficiency in 15 out of 24 questions
- 90-94 percent proficiency in three questions
- 86-90 percent proficiency in one question

Salary/Benefits

There will be a premium rate increase for Paid Family and Medical Leave (PFML) in 2022. The new premium rate of 0.6% takes effect on January 1, 2022, the current rate of 0.4% is in effect until December 31, 2021. Employers will pay approximately 27% of the total premium and employees will pay about 73%. The rate is increasing due to higher usage and reduced payrolls during the pandemic. There was a high usage this year with family leave use higher than medical leave use. About 51% of claims are for family leave.

In addition to the increases in PFML, beginning January 1, 2022, we will be collecting WA Cares premiums from employees the same way we do not for Paid Leave.

As we prepare to transition to the PEBB, we will continue to offer Flexible Savings Accounts (FSA) through a direct contract with Vimly who currently handles the FSA through WCIF to continue services seamlessly; we cannot contract through WCIF because the PEBB does not allow for dual enrollment in benefits.



Increasing Washington’s Personal Needs Allowance will promote client choice in long-term care

Washington’s current in-home Personal Needs Allowance is inadequate and inequitable, creating a barrier to individuals receiving necessary care in their own homes

Background

In-home services are the most preferred and often least costly form of long-term care. Clients who receive these services through Medicaid are required to pay a co-pay, which is calculated by taking their income and subtracting a Personal Needs Allowance, or PNA. Clients need this PNA to cover household costs, including rent/mortgage, groceries, utilities, transportation, home maintenance and any other household needs. The rest of their income goes to fund their co-pay for in-home services. Medicaid then makes up the difference between that co-pay and the full cost of their care. Under Medicaid, States have wide latitude to determine the PNA which equates to how much income in-home clients are allowed to keep to maintain their households.

Example: How PNA Works with Monthly Client Costs for In-Home Long-Term Services and Supports

Client Income	\$2,950
Personal Needs Allowance	\$1,074
Participation	\$1,876
Average Cost of Living	\$2,901
Income deficit	\$1,827

The Current PNA is Inadequate and Results in Co-Pays Clients Can’t Afford

The current in-home PNA is set at 100% of the federal poverty level, which is \$1,074 per month for an unmarried individual. This is far below what it actually costs to maintain a household in Washington State.

- Someone with a modest income of \$3,000 per month would be left with only about a third of that (\$1,074) to maintain their household. The remaining two-thirds of their income (\$1,926) would be paid to their providers in order to receive care.
- That is far below Washington’s 2020 average cost of living, which is \$2,901, as estimated by the Elder Index.
- For older adults and individuals with disabilities who want to stay in their homes, this means that they might:
 - Have to choose between paying for homecare and covering basic household expenses
 - Have to cut corners – skipping meals, or skipping rent, utility payments or necessary home maintenance
 - Live in substandard or unsafe housing
- Many clients refuse needed care or accept less care than they need because of the cost.
- Clients who refuse services due to the high co-pay often re-enter Medicaid when their needs are higher and more expensive for the state. They may seek emergency care or have long-term hospital stays and frequently end up in higher levels of care – which are both costly and, in many cases, preventable.
- When clients are unable to pay their co-pay, providers are saddled with bad debt.



Washington’s PNA Level is Far Below the National Average

	2021 In-Home PNA	2020 Average Cost of Living
Washington	\$1,074	\$2,901
Colorado	\$2,382	\$2,709
Massachusetts	\$2,382	\$3,347
Michigan	\$2,382	\$2,494
New Jersey	\$2,382	\$3,512

Median PNA Nationally (2018): \$2,024

Washington’s PNA for Long-Term Care is Far Behind the PNA for Developmental Disabilities

DDA and AL TSA in-home clients receive significantly different PNAs, despite the cost of living being the same. For DDA clients, the PNA for in-home clients at the Developmental Disabilities Administration is currently \$2,349 per month, which is 300% of the Federal Benefit Rate. Increasing the PNA for AL TSA long-term care clients would align policy and treat individuals with in-home care needs in Washington equally.

The Solution: Increase In-Home PNA to 300% Federal Benefit Rate Cost: \$25.6 GF-S, \$58M total funds for FY23

Increasing the PNA for AL TSA in-home clients to 300% of the federal benefit rate promotes client choice and allows seniors and individuals with disabilities to remain in their own home. Currently, 300% FBR is \$2,382; this is the federal maximum for HCBS Waivers.

This change would:

- Reduce poverty among clients receiving personal care in their own homes.
- Enable clients to successfully transition out of acute care hospitals, nursing facilities and state psychiatric hospitals and live in their own homes.
- Enable more clients to stay at home if they prefer it, reducing costs to the State.
- Create equity across disability groups receiving personal care in their own homes in Washington.
- Significantly minimize administrative and accounting burden of collecting client participation on home care agencies, in-home providers, and the Consumer Directed Employer.

The current PNA creates an unnecessary barrier for many Washingtonians who prefer to be served in their own homes. Increasing the in-home PNA would allow older adults and people with disabilities to have a viable choice to remain in their own homes.



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DATE: October 29, 2021
TO: Olympic Area Agency on Aging COG Members
FROM: Laura Cepoi, Executive Director
SUBJECT: Approval of Multi-Service Center contract – #LTCOP 2122-6

Background

This contract provides funding for the Regional Long-Term Care Ombudsman program volunteer coordination services. The service includes all four counties in our service area (Clallam, Jefferson, Grays Harbor and Pacific), with a performance period of July 1, 2021 to June 30, 2022.

The contract provides a maximum consideration of \$89,7887 under the contract. As in past years, we did receive a letter of intent to contract and will be able to bill unreimbursed costs retroactively to July 1, 2021.

Issue

This contract provides funding to support the volunteer coordination necessary to manage the ombudsman program. This is a very important service to residents living in nursing home and assisted living facilities. O3A uses these funds to support a full time staff person to recruit, train, supervise and coordinate volunteers in all four counties of our service areas, and to provide long term ombudsman services. Responsibilities under the Adult Family Home Initiative will provide additional support to vulnerable adults in our community who live in adult family homes as opposed to formal assisted living or nursing-home environments. O3A funds this program through this Multi-Service Center contract in conjunction with small allocations under the Older Americans Act and Senior Citizens Services Act funding streams.

Proposal

I recommend that the COG approve the contract presented.

PROPOSED MOTION:

Motion: The Olympic Area Agency on Aging Council of Governments approves Multi-Service Center contract number LTCOP 2122-6 to provide Regional Long Term Care Ombudsman services for the performance period of July 1, 2021 to June 30, 2022. Laura Cepoi is authorized to execute the contract on behalf of the agency.



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DATE: October 29, 2021

TO: Olympic Area Agency on Aging COG Members

FROM: Laura Cepoi, Executive Director

SUBJECT: Approval of 2021-2022 Older Americans Act contract
DSHS Contract #2169-97590, Amendment No. #3

Background

The Olympic Area Agency on Aging receives annual funding under the federal Older Americans Act (OAA). OAA funds are used to provide services over our four county service area that include Congregate Nutrition, Home Delivered Meal Program, Legal Services, Transportation and Information & Assistance. Amendment No 1 provided \$18,988 in additional funding for a maximum contract award of \$1,522,965. Amendment No. 2 provided additional Consolidated Appropriations Act funding to expand access to COVID-19 Vaccines in the amount of \$58,043 to our contract, increasing the maximum consideration to \$1,581,008.

Amendment #3 presented for approval provides the agency's remaining allocation of Older Americans Act funding for the 2021 contract in the amount of \$370,831. This amendment increases the maximum consideration under the contract to \$1,951,839.

Recommendation

I recommend that the COG approve Amendment No. 3 to the 2021-2022 Older Americans Act contract as presented.

PROPOSED MOTION

Motion: The Olympic Area Agency on Aging Council of Governments approves Amendment No. 3 to the 2021-2022 Older Americans Act contract, DSHS contract #2169-97590. Laura Cepoi is authorized to execute the contract amendment on behalf of the agency.



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DATE: October 29, 2021

TO: Olympic Area Agency on Aging COG Members

FROM: Laura Cepoi, Executive Director

SUBJECT: Approval of 2021-2023 COVID Equity Grant contracts
WA DOH Contract #s CBO26651 and CBO26652

Background

As previously reported, we applied for two COVID Equity grants and were funded for both! These WA Department of Health grants are focus on reduction of COVID-19 related health disparities at the community level. The grants were focused on rural counties of Washington, and we were eligible for and received grants for Clallam and Grays Harbor Counties in the amount of \$350,000 each, a total of \$700,000.

Grant funds are fairly flexible. We will be working to establish the best use of funds over the next few months. We are excited to have these funds to help the agency bridge some of the service gaps identified during the course to date of the pandemic.

Recommendation

I recommend that the COG approve Washington State Department of Health Contracts #CBO26651 for Clallam County and #CBO26652 for Grays Harbor County.

PROPOSED MOTION

Motion: The Olympic Area Agency on Aging Council of Governments approves Washington State Department of Health Contracts #CBO26651 for Clallam County and #CBO26652 for Grays Harbor County. Laura Cepoi is authorized to execute the contracts on behalf of the agency.



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DATE: October 27, 2021
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A July YTD 2021 Operating Results

Following this memo is O3A's Revenue and Expense Summary for JULY Year-to-Date 2021. The Agency had an overall operating surplus of \$454,071 for General Title XIX funds and a YTD surplus of \$81,813 for MTD MACTSOA restricted funds.

General/Case Management fund balance stands at \$2,613,251 as of 7/31/21.

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 July 2021	496,924	81,813	-	-	578,736
Used for underfunded programs	(42,852)	-	-	-	(42,852)
Fund Balance 7/31/2021	2,613,251	381,576	103,445	1,171,703	4,269,975

The MTD MAC/TSOA program produced an overall surplus of \$ 381,576 at the end of July.

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)	44,379
Core Case Management (CM)	424,182
Other / Admin	(2,358)
Fund Use	(5,694)
Home Care Referral Registry (HCRR)	1,462
Health Homes CCO	26,901
Health Homes Lead	(34,800)
Total	454,071

Narrative Overview -

Overall, the agency fell slightly short of revenue projections - \$79,247 out of \$5,573,587 budgeted – the variance was largely due to the actuals vs estimates for COVID grant funding usage. In addition, there was a difference between Health Homes and HCRR projected revenues and actuals.

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 \$532k YTD. Subcontracted expenditures are slightly over-budget due to spending in the Nutrition program for COVID emergency meals. July was the first month that the reduction in PERS contribution rates took effect.

Case Management surplus is 205k 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 compound along with the filling of vacant positions. A per case reimbursement increase from the State Fiscal Year 2022 contract will likely keep revenues above budgeted levels.

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 and will be wrapping up in November. 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. The demand for emergency meal spending continues.

I&A – Budgeted revenues were overestimated for COVID 3B funding , but the actual expenses are down in Payroll and Benefits. Travel and communications are also under budget resulting in a small YTD loss of \$(4,802).

MTD-MacTSOA – Current restricted fund balance is \$381,576. Revenues are slightly more than projected and expenses are significantly down from budget, particularly in Payroll and Benefits.

FCSP/KCSP – Operating expenses are slightly lower than budgeted in payroll, benefits, supplies, admin allocation, professional services 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, which is about 15k under budget.

Health Homes CCO ended July with a surplus due to payroll expenses being less than budgeted. Revenues came in slightly lower than budget. Budgeted deficit was (36k). Actual surplus was almost 26k.

Health Homes Lead deficits were less than budgeted by 37k. Later this year tribal Admin fees should kick in and there will be additional revenues to help cover a small portion of deficits.

COVID funding spending for the agency since the pandemic began has topped \$1,127,000. Additional emergency spending from the Consolidated Appropriations Act funding of 218k and another 1.7 million in ARP funding for the next three years are in the wings.

Other items of note –

- The Area Plan Budget is completed and ready to submit to ALTSA, along with the agency's Cost Allocation Plan.

The 2022 Operating Budget Payroll and Benefits projections are in draft. Current assumptions include a 4.5% COLA for staff. Seattle-Tacoma- Bremerton CPI came in 5.2% from a year ago in August. As most of may you know social security benefits will increase 5.9% in 2022.

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 completed the bulk of the work for 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	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget	Remaining Budget
FUNDING								
Older Americans Act	123,580	125,544	(1,964)	1,145,338	907,371	237,967	1,535,091	627,720
State/Federal	467,241	444,027	23,214	3,121,064	3,106,871	14,192	5,348,421	2,241,550
MTD Mac/Tsoa	28,665	28,340	325	403,333	385,631	17,702	742,906	357,275
Other AL TSA	2,915	4,874	(1,959)	24,130	34,116	(9,985)	58,484	24,368
HCRR	13,169	17,333	(4,165)	92,992	121,333	(28,341)	208,000	86,667
Multi Service Center	10,122	13,640	(3,518)	50,639	27,281	23,359	81,842	54,561
Health Homes	34,991	66,830	(31,839)	345,524	427,030	(81,506)	778,890	351,860
Other (COVID,SHIBA, SFM, CGT, Sr E	60,509	40,851	19,659	311,320	563,954	(252,634)	768,207	204,253
Total Funding	741,192	741,439	(247)	5,494,340	5,573,587	(79,247)	9,521,841	3,948,254
OPERATING EXPENDITURES								
Salaries & Wages	331,070	352,707	21,638	2,226,757	2,443,482	216,725	4,238,551	1,795,069
Benefits	113,721	133,725	20,004	849,833	977,602	127,769	1,648,504	670,902
Training	57	506	449	4,279	3,291	(988)	6,135	2,844
Office & Program Supplies	5,239	7,831	2,592	37,934	54,818	16,884	93,974	39,156
Technology Equip & Supplies	1,523	6,550	5,027	44,709	45,850	1,141	78,600	32,750
Admin Allocation	67,632	74,077	6,610	463,808	518,546	54,738	885,933	367,387
IT Allocation	25,017	29,955	4,937	197,335	215,203	17,868	365,553	150,350
Professional Services	4,450	17,962	13,512	31,051	110,735	79,683	177,546	66,811
Communications-Phone & Postage	9,149	9,895	746	54,889	68,963	14,074	118,436	49,473
Travel	8,436	16,784	8,348	28,034	117,324	89,290	200,596	83,272
Advertising	1,970	675	(1,295)	16,947	12,475	(4,472)	17,600	5,125
Rentals	20,962	22,391	1,429	155,646	156,738	1,092	267,481	110,743
Insurance	4,196	6,713	2,516	29,980	46,989	17,009	80,553	33,564
Utilities	1,413	1,965	551	12,802	13,756	954	23,879	10,123
Maintenance & Repair	1,691	1,772	81	12,702	14,802	2,099	23,660	8,858
Miscellaneous	0	833	833	247	5,833	5,587	10,000	4,167
Total Operating Expenditures	596,527	684,341	87,980	4,166,953	4,806,407	639,453	8,237,000	3,430,593
SUBCONTRACTOR EXPENDITURES								
Legal Assistance	4,507	6,210	1,703	27,944	43,471	15,527	74,521	31,050
Transportation	4,765	6,167	1,401	40,375	43,167	2,792	74,000	30,833
Congregate Meals (C1)	32,793	22,666	(10,126)	238,397	158,662	(79,734)	271,993	113,330
Nutrition Education	250	0	(250)	750	0	(750)	0	-
Home Delivered Meals (C2)	42,712	29,161	(13,551)	462,083	204,129	(257,954)	349,936	145,806
Home Delivered Meals (State Expansion)	2,380	2,743	363	11,518	19,202	7,685	32,918	13,716
Senior Farmer's Market	5,200	15,530	10,330	13,248	31,060	17,812	46,590	15,530
Professional Consulting Services	1,346	18,595	1,000	9,631	130,166	120,535	223,142	92,976
Home Repair & Sr. Emergency Fund	272	3,150	2,878	8,620	22,050	13,430	37,796	15,746
Senior Drug Education	535	0	(535)	12,613	0	(12,613)	0	-
Kinship Care Service Delivery	180	382	202	(721)	2,677	3,397	4,589	1,912
Kinship Good & Services	0	3,059	3,059	16,555	21,412	4,858	36,707	15,295
Respite Services	33,169	32,270	(899)	235,882	225,888	(9,994)	387,236	161,348
Supplemental Services	750	2,746	1,996	13,207	19,223	6,016	32,953	13,730
Services to Grandparents	316	4,625	4,310	7,275	32,377	25,102	55,504	23,127
Other Payments	46,578	47,384	806	346,144	536,977	190,834	783,775	246,798
Total Subcontractor Expenditures	175,752	194,689	2,687	1,443,519	1,490,461	46,942	2,411,659	921,198
ADMIN & IT ALLOCATION ADD BACK	(92,965)	(104,508)	(11,543)	(661,739)	(736,181)	(74,442)	(1,255,564)	(519,383)
Total Expenditures	679,313	774,522	79,124	4,948,733	5,560,687	611,954	9,393,095	3,832,408
GENERAL FUND SURPLUS (DEFICIT)	61,879	(33,084)	78,877	545,607	12,900	532,707	128,746	115,846

Description	Jul - Actual	Jul - Budget	Jul - Variance	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				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	42,169	42,387	218	279,599	293,801	14,202	515,641
Benefits	12,977	13,692	715	93,126	99,803	6,677	168,784
Training	0	300	300	1,260	1,600	340	3,100
Office & Program Supplies	516	1,000	484	7,960	7,000	(960)	12,000
Technology Equip & Supplies		0	0	0	0	0	0
Admin Allocation		0	0	0	0	0	0
IT Allocation	2,027	2,420	393	15,726	17,388	1,661	29,531
Professional Services	3,130	9,500	6,370	26,298	57,500	31,202	90,000
Communications-Phone & Postage	1,446	583	(863)	3,766	4,083	318	7,000
Travel	1,510	1,000	(510)	2,393	7,000	4,607	12,000
Advertising	1,784	0	(1,784)	13,187	4,500	(8,687)	5,000
Rentals	2,401	2,381	(20)	16,809	16,670	(139)	28,577
Insurance	322	314	(8)	2,251	2,196	(55)	3,764
Utilities	240	300	60	2,071	2,100	29	3,900
Maintenance & Repair	231	200	(31)	1,556	3,800	2,244	4,800
Miscellaneous	0	0	0	0	0	0	0
Total Operating Expenditures	68,754	74,077	5,323	466,001	517,441	51,440	884,097
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
ADMIN ALLOCATION ADD BACK	(67,467)	(74,077)	(6,610)	(463,643)	(517,441)	(53,797)	(884,097)
Total Expenditures	1,287	0	(1,287)	2,358	0	(2,358)	0
Revenues Over (Under) Expended	(1,287)	0	1,287	(2,358)	0	2,358	0

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
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	
Total Funding	0	0	0		0	0	0	0
OPERATING EXPENDITURES								
Salaries & Wages	16,968	16,127	(841)		110,485	115,032	4,547	196,142
Benefits	5,915	6,709	794		43,450	49,538	6,088	83,178
Training	0	0	0		0	0	0	0
Office & Program Supplies	142	500	358		1,599	3,500	1,901	6,000
Technology Equip & Supplies	483	3,750	3,267		28,416	26,250	(2,166)	45,000
Admin Allocation	0	0	0		165	0	(165)	0
IT Allocation		0	0		0	0	0	0
Professional Services	165	500	335		495	3,500	3,005	6,000
Communications-Phone & Postage	447	500	53		2,755	3,500	745	6,000
Travel	325	1,167	842		2,471	8,167	5,695	14,000
Advertising	0	0	0		0	1,000	1,000	1,000
Rentals	931	933	2		6,522	6,532	10	11,198
Insurance	196	192	(5)		1,375	1,341	(33)	2,299
Utilities	22	15	(7)		210	104	(106)	175
Maintenance & Repair	18	40	22		153	277	124	475
Miscellaneous	0	0	0		0	0	0	0
		0	0		0	0		
Total Operating Expenditures	25,613	30,432	4,819		198,096	218,740	20,645	371,467
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	(25,498)	(30,432)	(4,933)		(198,096)	(218,740)	(20,645)	(371,467)
Total Expenditures	115				0	0	0	0
Revenues Over/(Under) Expend.	(115)				0	0	0	0

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act	97,048	78,237	18,811		903,779	547,655.5	356,124	938,838
State/Federal	37,756	43,020	(5,264)		267,528	306,520.9	(38,993)	516,238
MTD Mac/Tsoa		0			0	0.0	0	0
Other ALTSA	2,915	3,794	(879)		24,130	26,559.2	(2,429)	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	52,150	0	52,150	CARES Act/Vaccine Access	181,323	278,000.0	(96,677)	278,000
Total Funding	189,868	125,051	64,818		1,376,761	1,158,736	218,025	1,778,606
OPERATING EXPENDITURES								
Salaries & Wages	16,833	24,058	7,225		137,771	167,135.2	29,364	300,668
Benefits	5,827	8,548	2,721		51,732	63,456.7	11,725	106,421
Training	0	150	150		2,156	1,050.0	(1,106)	1,800
Office & Program Supplies	441	510	69		4,037	3,570.0	(467)	6,120
Technology Equip & Supplies		0	0		0	0.0	0	0
Admin Allocation	16,891	13,334	(3,557)		117,521	104,378.9	(13,142)	166,020
IT Allocation	1,693	2,019	326		13,135	14,509.5	1,374	24,643
Professional Services	0	140	140		0	977.7	978	1,676
Communications-Phone & Postage	1,186	443	(743)		3,157	3,098.1	(59)	5,311
Travel	782	1,250	468		1,093	8,750.0	7,657	15,000
Advertising	0	250	250		1,367	1,750.0	383	3,000
Rentals	2,067	1,985	(82)		14,466	13,891.8	(574)	23,815
Insurance	207	262	54		1,799	1,832.1	33	3,141
Utilities	268	208	(60)		1,879	1,458.3	(421)	2,500
Maintenance & Repair	198	125	(73)		1,142	875.0	(267)	1,500
Miscellaneous	0	0	0		0	0.0	0	0
		0				0.0		0
Total Operating Expenditures	46,394	53,281	6,887		351,255	386,733	35,478	661,614
SUBCONTRACTOR EXPENDITURES								
Legal Assistance	4,507	6,210	1,703		27,944	43,470.6	15,527	74,521
Transportation	4,765	6,167	1,401		40,375	43,166.7	2,792	74,000
Congregate Meals (C1)	32,793	22,666	(10,126)		238,397	158,662.3	(79,734)	271,993
Nutrition Education	250	0	(250)		750	0.0	(750)	0
Home Delivered Meals (C2)	42,712	29,161	(13,551)		462,083	204,129.0	(257,954)	349,936
Home Delivered Meals (State Expansion)	2,380	2,743	363		11,518	19,202.2	7,685	32,918
Senior Farmer's Market	5,200	15,530	10,330		13,248	31,060.0	17,812	46,590
Prof Consulting Services (Disease Prev)	1,346	2,345	1,000		9,631	16,416.2	6,785	28,142
Home Repair & Sr. Emergency Fund	0	0	0		0	0.0	0	0
Senior Drug Education	535	0	(535)		12,613	0.0	(12,613)	0
Kinship Care Service Delivery		0	0		0	0.0	0	0
Kinship Good & Services		0	0		0	0.0	0	0
Respite Services		0	0		0	0.0	0	0
Supplemental Services		0	0		0	0.0	0	0
Services to Grandparents		0	0		0	0.0	0	0
COVID/T3B Adm Specl Proj 2018	42,030	1,051	(40,979)	COVID Emergency meals/transp/vaccine	162,589	237,518.0	74,929	242,773
		0			0	0.0		
Total Subcontractor Expenditures	136,517	85,873	(50,644)		979,146	753,625	(225,521)	1,120,872
IT ALLOCATION ADD BACK								
Total Expenditures	182,911	139,155	(43,756)		1,330,401	1,140,358	(190,043)	1,782,486
Revenues Over/(Under) Expend.	6,957	(14,104)	21,061		46,360	18,377	27,982	(3,880)

	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act			0		0	0	0	0
State/Federal	323,437	296,030	27,407		2,115,301	2,055,044	60,257	3,547,460
MTD Mac/Tsoa					0	0	0	0
Other AL TSA			0		0	0	0	0
HCRR					0	0	0	0
Multi Service Center					0	0	0	0
Health Homes					0	0	0	0
Other (CGT - Caregiver Training)	2,221	15,751	(13,530)	Non core included on FCSP and KCSP	70,522	110,255	(39,733)	189,009
Total Funding	325,658	311,781	13,877		2,185,822	2,165,299	20,523	3,736,469
OPERATING EXPENDITURES								
Salaries & Wages	143,048	141,258	(1,790)		953,644	983,827	30,183	1,695,139
Benefits	49,544	52,578	3,034		368,621	390,091	21,470	653,898
Training	0	0	0		206	0	(206)	315
Office & Program Supplies	1,421	2,250	829		9,768	15,750	5,982	27,000
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	25,209	26,668	1,458		162,816	184,579	21,763	319,511
IT Allocation	11,135	13,287	2,152		86,386	95,484	9,097	162,170
Professional Services	965	2,500	1,535		2,539	17,500	14,962	30,000
Communications-Phone & Postage	3,338	3,500	162		21,970	24,500	2,530	42,000
Travel	1,048	4,583	3,535		6,591	32,083	25,492	55,000
Advertising	0	167	167		288	1,167	879	2,000
Rentals	8,250	8,219	(31)		57,608	57,534	(74)	98,629
Insurance	1,766	1,722	(44)		12,717	12,057	(660)	20,668
Utilities	405	583	179		3,674	4,083	409	7,000
Maintenance & Repair	530	583	54		4,291	4,083	(208)	7,000
Miscellaneous	0	833	833		0	5,833	5,833	10,000
Total Operating Expenditures	246,660	258,733	12,073		1,691,119	1,828,571	137,453	3,130,331
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	2,221	18,750	16,529		72,742	131,250	58,508	225,000
Total Subcontractor Expenditures	2,221	18,750	16,529		72,742	131,250	58,508	225,000
IT ALLOCATION ADD BACK								0
Total Expenditures	248,881	277,483	28,602		1,763,861	1,959,821	195,960	3,355,331
Revenues Over/(Under) Expend.	76,777	34,298	42,480		421,961	205,478	216,484	381,138

Description	Jul - Actual	Jul - Budget	Jul - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING								
Older Americans Act	26,108	28,349	(2,241)		196,525	198,445	(1,920)	340,191
State/Federal	44,275	44,411	(136)		302,372	310,875	(8,503)	532,929
MTD Mac/Tsoa		0	0		0	0	0	0
Other AL TSA	-	1,080	(1,080)		0	7,557	(7,557)	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	1,290	25,100	(23,810)		25,679	175,699	(150,020)	301,198
Total Funding	71,672	98,939	(27,267)		524,576	692,575	(168,000)	1,187,272
OPERATING EXPENDITURES								
Salaries & Wages	38,311	43,661	5,350		263,727	303,661	39,934	523,202
Benefits	14,095	18,042	3,947		104,623	133,112	28,489	223,569
Training	57	0	(57)		258	0	(258)	0
Office & Program Supplies	2,033	1,652	(381)		8,278	11,565	3,287	19,825
Technology Equip & Supplies	0	0	0		0	0	0	0
Admin Allocation	8,314	10,371	2,057		60,584	70,397	9,813	121,729
IT Allocation	3,817	4,554	737		29,613	32,728	3,115	55,594
Professional Services		23	23		21	158	137	270
Communications-Phone & Postage	1,405	2,217	812		10,500	15,521	5,021	26,607
Travel	353	1,250	897		3,337	8,750	5,413	15,000
Advertising	21	0	(21)		1,613	1,000	(613)	1,500
Rentals	4,006	3,974	(32)		27,862	27,815	(46)	47,683
Insurance	605	590	(15)		4,237	4,133	(104)	7,084
Utilities	369	398	29		3,228	2,787	(441)	4,778
Maintenance & Repair	357	323	(34)		2,878	2,261	(617)	3,876
Miscellaneous		0	0		0	0	0	0
Total Operating Expenditures	73,743	87,055	13,312		520,758	613,886	93,129	1,050,719
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		16,250			0	113,750		195,000
Home Repair & Sr. Emergency Fund	272	3,150	2,878		8,620	22,050	13,430	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	272	19,400	2,878		8,620	135,800	13,430	232,796
IT ALLOCATION ADD BACK								0
Total Expenditures	74,014	106,455	16,190		529,378	749,686	106,559	1,283,515
Revenues Over/(Under) Expend.	(2,342)	(7,516)	(11,077)		(4,802)	(57,111)	(61,441)	(96,243)

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	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	149,897	127,143	22,754	28,665	28,340	325	403,333	385,631	17,702	742,906
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 (SHIBA, SFM, CGT, Sr Emerg, Misc)		0			0		0	0	0	0
Total Funding	149,897	127,143	22,754	28,665	28,340	325	403,333	385,631	17,702	742,906
OPERATING EXPENDITURES										
Salaries & Wages	23,394	31,814	8,420	26,859	31,970	5,111	180,051	210,341	30,289	370,589
Benefits	10,224	13,127	2,903	9,026	12,492	3,466	70,853	86,008	15,155	148,469
Training	0	0	0	0	0	0	300	0	(300)	0
Office & Program Supplies	226	292	66	229	292	62	1,771	2,042	271	3,500
Technology Equip & Supplies	0	0	0	0	0	0	0	0	0	0
Admin Allocation	3,863	6,825	2,962	4,748	5,926	1,178	30,956	39,351	8,395	68,683
IT Allocation	2,335	2,947	612	2,433	2,903	470	18,872	20,859	1,988	35,432
Professional Services	0	0	0	0	0	0	0	0	0	0
Communications-Phone & Postage	418	583	166	444	583	139	3,535	4,083	548	7,000
Travel	409	1,667	1,258	1,169	1,667	498	4,277	11,667	7,389	20,000
Advertising	0	0	0	0	0	0	0	750	750	1,500
Rentals	1,069	1,071	2	1,066	1,071	5	7,465	7,498	34	12,854
Insurance	386	2,953	2,567	386	2,953	2,567	2,702	20,669	17,967	35,433
Utilities	14	83	69	6	83	77	83	583	500	1,000
Maintenance & Repair	88	142	53	88	142	53	643	992	348	1,700
Outreach	0	0	0	0	0	0	13	0	(13)	0
							0	0		0
Total Operating Expenditures	42,426	61,504	19,078	46,454	60,082	13,627	321,520	404,843	83,322	706,161
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	0	0	0
IT ALLOCATION ADD BACK	0			0						0
Total Expenditures	42,426	61,504	19,078	46,454	60,082	13,627	321,520	404,843	83,322	706,161
Revenues Over/(Under) Expend.	107,471	65,639	41,832	(17,789)	(31,742)	13,952	81,813	(19,212)	101,024	36,745

Description	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act	425	18,958	(18,534)	45,034	132,708	(87,674)	227,499
State/Federal	61,773	60,566	1,207	408,371	423,963	(15,593)	726,794
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)	4,849	0	4,849	33,797	0	33,797	0
Total Funding	67,047	79,524	(12,478)	487,201	556,671	(69,470)	954,293
OPERATING EXPENDITURES							
Salaries & Wages	12,761	12,792	31	80,955	88,598	7,643	152,557
Benefits	4,025	5,055	1,031	28,209	37,280	9,070	62,557
Training	0	56	56	100	391	291	670
Office & Program Supplies	168	745	576	1,460	5,214	3,754	8,939
Technology Equip & Supplies	1,040	0	(1,040)	1,040	0	(1,040)	0
Admin Allocation	6,300	7,408	1,108	42,899	50,326	7,426	86,991
IT Allocation	559	1,243	684	7,590	8,931	1,341	15,169
Professional Services	2	833	831	2	5,833	5,831	10,000
Communications-Phone & Postage	0	611	611	3,375	4,276	901	7,331
Travel	1,653	792	(861)	1,756	5,542	3,786	9,500
Advertising	165	208	43	492	1,458	966	2,500
Rentals	122	1,636	1,514	9,945	11,450	1,505	19,628
Insurance	181	161	(20)	1,171	1,128	(43)	1,933
Utilities	37	191	154	1,009	1,336	327	2,290
Maintenance & Repair	180	207	27	1,346	1,447	101	2,480
Miscellaneous	0	0	0	234	0	(234)	0
Total Operating Expenditures	27,193	31,937	4,744	181,584	223,209	41,625	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 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	180	382	202	(721)	2,677	3,397	4,589
Kinship Good & Services	0	3,059	3,059	16,555	21,412	4,858	36,707
Respite Services	33,169	32,270	(899)	235,882	225,888	(9,994)	387,236
Supplemental Services	750	2,746	1,996	13,207	19,223	6,016	32,953
Services to Grandparents	316	4,625	4,310	7,275	32,377	25,102	55,504
AWHI & CGT Non-Core	4,849	4,583	(266)	33,823	32,209	(1,614)	55,002
Total Subcontractor Expenditures	39,263	47,666	8,402	306,021	333,786	27,765	571,991
IT ALLOCATION ADD BACK							
							0
Total Expenditures	66,457	79,603	13,146	487,606	556,996	69,390	954,537
Revenues Over/(Under) Expend.	590	(78)	669	(405)	(325)	(80)	(244)

Description	Jul - Actual	Jul - Budget	Jul - Variance	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	6,823	8,917	(2,093)	47,392	62,417	(15,025)	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	6,823	8,917	(2,093)	47,392	62,417	(15,025)	107,000
OPERATING EXPENDITURES							
Salaries & Wages	3,807	3,807	(0)	26,270	26,184	(86)	45,219
Benefits	1,480	1,644	165	11,119	11,415	296	19,637
Training	0	-	0	0	0	0	0
Office & Program Supplies	39	108	70	211	758	547	1,300
Technology Equip & Supplies	0	-	0	0	0	0	0
Admin Allocation	669	741	72	4,406	5,174	769	8,841
IT Allocation	347	413	66	2,690	2,967	277	5,039
Professional Services		1,250	1,250	0	8,750	8,750	15,000
Communications-Phone & Postage	50	190	140	418	1,333	915	2,285
Travel	0	142	142	0	992	992	1,700
Advertising	0	-	0	0	0	0	0
Rentals	204	205	2	1,426	1,438	13	2,466
Insurance	55	54	(1)	383	375	(8)	642
Utilities	22	78	56	210	546	336	936
Maintenance & Repair	18	39	21	126	274	148	469
Miscellaneous		-	0	0	0	0	0
Total Operating Expenditures	6,690	8,672	1,982	47,258	60,206	12,948	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
IT ALLOCATION ADD BACK							0
Total Expenditures	6,690	8,672	1,982	47,258	60,206	12,948	103,535
Revenues Over/(Under) Expend.	134	245	(111)	134	2,210	(2,077)	3,465

Description	Jul - Actual	Jul - Budget	Jul - Variance	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	6,345	8,417	(2,071)	45,600	58,917	(13,317)	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	6,345	8,417	(2,071)	45,600	58,917	(13,317)	101,000
OPERATING EXPENDITURES							
Salaries & Wages	3,298	4,024	726	23,088	28,168	5,079	48,302
Benefits	1,411	1,840	429	10,659	12,976	2,318	22,180
Training	0	-	0	0	0	0	0
Office & Program Supplies	35	216	181	352	1,511	1,159	2,590
Technology Equip & Supplies	0	-	0	0	0	0	0
Admin Allocation	616	741	125	4,129	5,174	1,045	8,841
IT Allocation	398	475	77	3,086	3,412	326	5,796
Professional Services	0	2,000	2,000	309	8,000	7,691	10,000
Communications-Phone & Postage	98	250	153	500	1,751	1,251	3,002
Travel	0	18	18	0	124	124	213
Advertising	0	-	0	0	0	0	0
Rentals	242	243	0	1,697	1,698	1	1,698
Insurance	63	62	(2)	442	431	(12)	739
Utilities	0	-	0	0	0	0	0
Maintenance & Repair	0	-	0	9	0	(9)	0
Miscellaneous		-	0	0	0	0	0
Total Operating Expenditures	6,160	9,868	3,707	44,272	63,246	18,974	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	6,160	9,868	3,707	44,272	63,246	18,974	103,361
Revenues Over/(Under) Expend.	185	(1,451)	1,636	1,328	(4,329)	5,657	(2,361)

Description	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act	0	-	0	0	28,563	(28,563)	28,563
State/Federal	0	-	0	27,492	10,468	17,024	25,000
MTD Mac/Tsoa		-		0	0	0	0
Other AL TSA	0	-	0	0	0	0	0
HCRR	0	-	0	0	0	0	0
Multi Service Center	10,122	13,640	(3,518)	50,639	27,281	23,359	81,842
Health Homes		-	0	0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, M	0	-		0	0	0	0
Total Funding	10,122	13,640	(3,518)	78,131	66,312	11,820	135,405
OPERATING EXPENDITURES							
Salaries & Wages	5,478	5,755	277	37,985	39,453	1,468	68,236
Benefits	1,880	2,049	168	14,302	15,106	804	25,350
Training	0	-	0	0	250	250	250
Office & Program Supplies	0	83	83	731	583	(147)	1,000
Technology Equip & Supplies		-	0	0	0	0	0
Admin Allocation	1,035	1,482	447	6,477	10,349	3,872	17,682
IT Allocation	367	438	71	2,849	3,145	297	5,342
Professional Services		-	0	0	0	0	0
Communications-Phone & Postage	135	167	32	776	1,167	391	2,000
Travel	892	2,500	1,608	3,073	17,500	14,427	30,000
Advertising	0	-	0	0	0	0	0
Rentals	277	345	68	2,058	2,417	359	4,144
Insurance	58	57	(1)	407	397	(10)	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	10,122	12,875	2,753	68,656	90,367	21,711	154,684
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
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
Total Subcontractor Expenditures	0	0	0	0	0	0	0
IT ALLOCATION ADD BACK							0
Total Expenditures	10,122	12,875	2,753	68,656	90,367	21,711	154,684
Revenues Over/(Under) Expend.	0	765	(765)	9,476	(24,055)	33,531	(19,279)

Description	Jul - Actual	Jul - Budget	Jul - Variance	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 AL TSA		0		0	0		0
HCRR		0		0	0		0
Multi Service Center		0		0	0		0
Health Homes	30,994	38,000	(7,006)	230,198	254,000	(23,802)	450,000
Other		0	0	0	0	0	0
Total Funding	30,994	38,000	(7,006)	230,198	254,000	(23,802)	450,000
OPERATING EXPENDITURES							
Salaries & Wages	16,740	21,056	4,316	104,376	147,048	42,672	253,559
Benefits	6,145	9,459	3,314	43,930	66,842	22,912	114,404
Training		0	0	0	0	0	0
Office & Program Supplies	214	375	161	1,768	2,625	857	4,500
Technology Equip & Supplies		0	0	0	0	0	0
Admin Allocation	3,155	3,704	549	19,565	26,618	7,053	45,697
IT Allocation	2,012	1,926	(86)	15,608	13,839	(1,769)	23,508
Professional Services		417	417	0	2,916	2,916	5,000
Communications-Phone & Postage	533	750	217	3,660	5,250	1,590	9,000
Travel	236	1,667	1,431	1,362	11,667	10,305	20,000
Advertising	0	50	50	0	350	350	600
Rentals	1,397	1,399	2	9,789	9,794	5	16,789
Insurance	321	312	(9)	2,245	2,184	(60)	3,744
Utilities	44	83	39	438	583	146	1,000
Maintenance & Repair	70	83	13	559	583	25	1,000
Miscellaneous		0	0	0	0	0	0
Total Operating Expenditures	30,866	41,281	10,415	203,297	290,299	87,002	498,802
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	30,866	41,281	10,415	203,297	290,299	87,002	498,802
Revenues Over/(Under) Expend.	128	(3,281)	3,409	26,901	(36,299)	63,200	(48,802)

Description	Jul - Actual	Jul - Budget	Jul - 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	3,997	28,830	(24,833)		115,326	173,030	(57,704)	328,890
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		0			0	0	0	0
Total Funding	3,997	28,830	(24,833)		115,326	173,030	(57,704)	328,890
OPERATING EXPENDITURES								
Salaries & Wages	4,798	5,812	1,014		28,806	40,235	11,430	69,296
Benefits	1,396	1,616	220		9,210	11,975	2,765	20,057
Training	0	0	0		0	0	0	0
Office & Program Supplies	0	100	100		0	700	700	1,200
Technology Equip & Supplies	0	2,800	2,800		15,253	19,600	4,347	33,600
Admin Allocation	531	3,704	3,173		14,291	22,199	7,908	41,938
IT Allocation	229	277	48		1,780	1,941	160	3,327
Professional Services	188	800	613		1,388	5,600	4,213	9,600
Communications-Phone & Postage	66	100	34		477	400	(77)	900
Travel	468	750	282		1,680	5,083	3,402	8,183
Advertising	0	0	0		0	500	500	500
Rentals	0	0	0		1	0	(1)	0
Insurance	36	35	(1)		252	247	(5)	424
Utilities	0	25	25		0	175	175	300
Maintenance & Repair	0	30	30		0	210	210	360
Miscellaneous		0			0	0	0	0
Total Operating Expenditures	7,713	16,050	8,337		73,138	108,865	35,727	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	(2,521)	23,000	25,521		76,989	136,000	59,011	261,000
Total Subcontractor Expenditures	(2,521)	23,000	25,521		76,989	136,000	59,011	261,000
IT ALLOCATION ADD BACK								0
Total Expenditures	5,192	39,050	33,858		150,126	244,865	94,738	450,684
Revenues Over/(Under) Expend.	(1,195)	(10,220)	9,025		(34,800)	(71,835)	37,035	(121,794)



Olympic Area Agency on Aging

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November 4, 2021

TO: O3A Council of Governments
FROM: Jody Moss, Director, Contracts Management & Planning
RE: 2022 Older Americans Act Service Contract Renewals

Background: Older Americans Act contracts for Senior Nutrition (Congregate and Home Delivered Meals) Services, and Transportation Services, will be entering the first year of a shortened 3 year funding cycle. There was a public procurement process for contracts earlier in 2021 for this cycle. This procurement period would normally have been repeated in 2020 for a new four year cycle but was delayed one year due to COVID-19.

The Older Americans Act also contracts for Legal Services, which are completed through an open procurement process. Any qualified, licensed, insured attorney can request a contract to be on the attorney panel. The O3A I&A offices use attorney panel members to staff their local Senior Legal Advice Clinics (SLAC). Annual contract renewals are offered to attorneys who wish to continue to serve on the SLAC Panel. Evaluation of allowable services requested from clients is completed monthly. If a trend exists where more services are needed at a particular Senior Legal Advice clinic, the number of clinics will be increased, or new panel members will be added through open procurement.

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

Process for 2022 Contracts:

October – January 2022 - Contract renewal information collected from current contractors.

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

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

Senior Legal Advice Clinics (SLAC) contracts and the Northwest Justice contract will be issued at the same hourly rate as in 2021.

October 19

Advisory Council (AC) reviewed 2022 contract renewal recommendations from O3A staff, which are based on 2021 funding estimates.

November 4

COG considers AC and O3A staff recommendations; approves 2022 contracts.

November - January O3A 2022 service contracts are completed.

Recommendation: The Advisory Council recommends that the Council of Governments approve the proposed 2022 Older Americans Act service contract renewals as presented with this memorandum and as recommended to the COG at the October 19, 2021, Advisory Council meeting. The final funding allocated in contracts to the agencies is dependent on funding awards from the Federal Government to Aging and Long Term Support Administration (AL TSA) and on AL TSA awards to O3A.

Proposed Motion: The Olympic Area Agency on Aging Council of Governments approves the 2022 Older Americans Act services subcontract renewals as proposed in the attached spreadsheet. The O3A Executive Director, Laura Cepoi, is authorized to sign contracts with the recommended providers for the above referenced programs.

Notes:

- 1.) Final contract funds awarded may vary depending on OAA funds allocated by the federal government.
- 2.) The federal government funding cycle for the OAA Contracts operates on a rolling 21 month cycle; the 2021 OAA contract cycle is 1/1/21 through 9/30/2022, and the 2022 OAA cycle operates from 1/1/2022 through 9/30/2023.
- 3.) During the contracting process and cycle, O3A and the contracting organizations may recommend some changes in amounts allocated between various programs, various counties based on usage data.
- 4.) Nutrition contracts will be issued with meal rates reflected at the beginning of 2021. There may be meal rate adjustments during the 2022 funding cycle based on usage, funding and other data.
- 5.) O3A also has funding available for some of these programs from various COVID funding contracts. These additional fund sources are not included in the attached spreadsheets.

2021 FY Projected Nutrition Contract Allocations

Older Americans Act: Home Delivered Meals & New State Funds for Home Delivered Meals

CONTRACTOR	2022 Budget	Final 2021 Contracts	2022 Budget	Proposed 2021 Contracts	Meal Rate	Proposed 2021 Meals	# Unduplicated Persons**	80% of 2022 Contract	*2022-23 State HDM \$	Total Allocation (w 80% OAA)	Total Allocation @ 100%
CCAP	51%	\$130,000	51%	\$130,000	\$8.50	17,230	425	\$ 104,000	\$ 16,459	\$ 120,459	\$ 146,459
Grays Harbor (63%)	63%		63%				315				
Pacific (37%)	37%		37%				110				
OlyCAP	49%	\$125,000	49%	\$125,000	\$8.50	16,642	200	\$ 100,000	\$ 16,459	\$ 116,459	\$ 141,459
Clallam (60%)	60%		60%				150				
Jefferson (40%)	40%		40%				50				
Totals		\$255,000		\$255,000		33,873	625	\$ 204,000	\$ 32,918	\$ 236,918	\$ 287,918

Older Americans Act: Congregate Meals

CONTRACTOR	2021 Budget	Final 2021 Contracts	2021 Budget	Proposed 2021 Contracts	Meal Rate	Proposed 2021 Meals	# Unduplicated Persons	80% of 2021 Contract
CCAP	66%	\$183,920	66%	\$185,000	\$8.50	21,765	425	\$ 148,000
Grays Harbor (67%)	67%		67%				315	
Pacific (33%)	33%		33%				110	
OlyCAP	34%	\$94,746	34%	\$95,000	\$8.50	11,176	210	\$ 76,000
Clallam (60%)	60%		60%				160	
Jefferson (40%)	40%		40%				50	
Totals		\$278,666		\$280,000		32,941	1,480	\$ 224,000

Notes:

2022 allocations are estimated the same as 2021, as the Older Americans Act contract has not been provided to O3A.

Additional nutrition funds not listed on this spreadsheet also available include the Cares Act, the Consolidated Appropriations act, and the American Rescue Plan Act.

The meal rate will remain at \$8.50 per meal until the pandemic National Disaster ends. Rates will be renegotiated at that time.

Many flexibilities exist in provision of Senior Nutrition during the pandemic. Congregate Meals are delivered as pick up meals, rates are higher than normal, any client over 60 can access home delivered meals, to name a few.

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

Assumes 7 meals per week for Home Delivered Meals

Unduplicated Persons are based on 2021 numbers served

2022 FY Projected Volunteer Transportation Contract Allocations								
	COUNTY	2021 Contract Allocations	2021 Final Contract Allocations	2022 Proposed Contract Allocations	2022 Mileage*	2022 One Way Trips	2022# Persons	80% of 2022 Contract
CCAP	Grays Harbor	\$19,000	\$19,000	\$18,000	32,600	450	50	\$14,400
CCS	Pacific	\$19,000	\$19,000	\$18,000	31,365	370	25	\$14,400
CCS	Clallam	\$17,000	\$17,000	\$18,000	16,070	925	45	\$14,400
ECHHO	Jefferson	\$19,000	\$19,000	\$20,000	40,500	1770	123	\$16,000
		\$74,000	\$74,000	\$74,000	120,535	3,515	243	\$59,200

Notes:

- Rates are based on the IRS mileage rate.
- Providers can also request reimbursement for volunteer driver parking fees, ferry passage, road tolls, etc. within their contract allowance.
- Contractors also have funding related to COVID transportation, not listed above, for delayed medical services, isolation errands, transportation to vaccines and booster shots.

Based on 2021 actual mileage and trips and clients served - Agency to update numbers during contracting process

2022 OAA Legal Services BUDGET Allocations: 11% of T3B or ~\$61,346

Senior Legal Advice Clinics --- rate is unchanged @ \$75 (reflects a 25% or \$25.00 Contribution)

ATTORNEY	COUNTY		for year 2022	Rate / Unit	2020 Service Units*
Chuck Henry	Clallam / Jefferson		\$4,000	\$75	53
Isgram, Zelasko & Goodwin: K. Dunkeson	Grays Harbor / Pacific		\$4,000	\$75	53
James Rodriguez	Clallam / Jefferson		\$4,500	\$75	60
Jeffrey Damasiewicz	Grays Harbor / Pacific		\$8,000	\$75	107
Jonathon Quittner	Grays Harbor / Pacific		\$4,500	\$75	60
Judith Peace	Clallam / Jefferson		\$4,000	\$75	53
Mark Mullins	Clallam / Jefferson		\$7,000	\$75	93
Peggy Whitmore	Clallam / Jefferson		\$3,000	\$75	40
<i>possible additional SLAC attorney</i>	Clallam / Jefferson		\$3,000	\$75	40
Subtotal, SLAC			\$42,000		560
NorthWest Justice Project - same rate	COUNTY		2,022.00	Rate / Unit	2020 Service Units
NWJ CLEAR (telephone assistance)	All		\$20,000	\$96.00	208
NWJ Tribal Estate Planning	Grays Harbor / Pacific		\$8,000	\$150.00	53
Subtotal, NWJ			\$20,000		208
Total Legal Services			\$62,000		768

* Service Units = hours

2022 OAA Title IID BUDGET Allocations: ~28,000

For Evidenced-Based Health Promotion - Caregivers and Older Adults (Falls Prevention)

Program	COUNTY	Budget
Stress Busting for Caregivers (contract renewal)	All Four Counties - Virtual	\$3,500
Tai Ji Quan Movement for Better Balance (contract renewal)	All Four Counties - Virtual	\$9,000
Other as response to 2022 RFP	tbd	\$16,500

**The Advisory Council
of the
Olympic Area Agency on Aging
Meeting Minutes for September 21, 2021
Location: Conference Call**

MEMBERS PRESENT: Becca Knievel, Vice Chair; 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; Carolyn Lindley;

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

GUESTS: No guests present.

CALL TO ORDER: 10:11 a.m. by Becca Knievel, Vice Chair.

NEW BUSINESS/CHANGES to AGENDA: None.

PUBLIC COMMENT: None

SELECT COG MEETING REPRESENTATIVE: Charla and Laura volunteered for the October 7 COG meeting which will be held by video conference.

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

EXECUTIVE DIRECTOR REPORT: *Laura Cepoi*

Laura stated that this is Fall Prevention Week and many seniors are at risk of falling which can greatly impact their independence. This is the time to think about ways to mitigate fall risks including removing rugs, installing grab bars, and ensure areas are well-lit. What can we do in our own homes to mitigate fall risks?

In October will be the W4A/SCOA conference for Advisory Council members on October 20, followed by the Senior Lobby Fall Policy Conference on October 21. Both conferences will be held virtually over Zoom. We will follow-up with you to register for these conferences.

Laura reported that DSHS is looking for an unpaid caregiver to speak to DSHS leadership. There will be about 100 leaders in attendance; DSHS is asking for about 10 minutes and is offering a \$500 speaker fee. If you are interested, please let us know.

O3A applied for and received CDC grants of \$350,000 each for Clallam and Grays Harbor counties to address socio-economic and accessibility needs, and to improve equity in our rural region.

CONTRACT MANAGEMENT AND PLANNING DIRECTOR REPORT: *Jody Moss*

Jody reviewed the 2nd quarter Service Report with the council.

Jody invited council members to attend the two virtual conferences in October: the W4A/SCOA conference on October 20, and the Senior Lobby Fall Policy Conference on October 21. Information on registering for these conferences will be sent to the council

after today's meeting. These conferences are very informative and are a great resource as we prepare for advocating with our legislators. Laura C. added that we expect to start meeting with legislators and advocating this fall before the legislative session begins. Our legislative asks this year are parity for case management rates and increasing the Personal Needs Allowance (PNA) – the money that people who are on Medicaid are allowed to keep each month for personal needs.

Jody presented the 2022-2023 Area Plan Update draft to the council and reviewed the sections that were updated and how the pandemic has impacted the service needs and outreach.

A motion to recommend the 2022-2023 Area Plan Update draft be approved by the Council of Governments and presented to the Aging & Long-Term Support Administration was made by Dale, with a second by Tom. **Motion Passed.**

LOCAL MEMBER REPORTING:

- Dale reported that the eviction moratorium is impacting older adults who rely on rental income and causing them to sell, which removes the rental from housing market.
- Susan reported that she had invited Coastal CAP's rent and utility assistance program to speak at her weekly community meeting; the meeting had very low attendance. When she sent out an email simply asking if people need assistance with rent or utilities, she had a much bigger response. People are overloaded with information, so keep the message short and succinct to improve responses.
- Ginny reported that Safeway is doing drive-thru flu vaccinations and it is recommended that people get their flu vaccinations earlier rather than later.

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 11:51 a.m.