

O3A COUNCIL OF GOVERNMENTS AGENDA

Meeting Date: Thursday, March 3, 2022

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)
- Election of Officers

Motion to Approve

**Public Comment
Nominations / Election**

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:
 - February 3 2022 Minutes
- Executive Director’s Report
Contract Approval:
 - 2022 Older Americans Act Contract

Motion to Approve
Enclosure 1 Pages 1-2

Enclosure 2 Pages 3-4

Enclosure 3 Page 5

Corena Stern,
CFO

- Revenue & Expenditure Report

Enclosure 4 Pages 6-22

Carol Ann Laase
Admin Director

- Requests for Proposals Approvals
 - Title III-D Health Program Awards
 - Tribal Social Isolation Project

Enclosure 5 Pages 23-24
Enclosure 6 Pages 25-26

Marsha Melnick &
Pam Tuttle

- Advisory Council Activity Report
 - January 18, 2022 Minutes

Report
Enclosure 7 Pages 27-28

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, April 7, 2022 via conference call / Zoom at 10:00 a.m.



Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

www.o3a.org

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

Draft

Minutes

Olympic Area Agency on Aging
COUNCIL OF GOVERNMENTS (COG)
February 3, 2022 / 10:00 a.m. – 11:00 a.m.
Via Conference/Video Call

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

COMMISSIONERS ABSENT: Clallam County was not represented at the meeting.

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

ADVISORY COUNCIL MEMBER: Connie King, Pacific County Representative.

GUESTS/PUBLIC: None.

CALL TO ORDER: Lisa Olsen, Chair, called the meeting to order at 10:05 a.m.

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

PUBLIC COMMENT: None.

ESTABLISH NOMINATING COMMITTEE FOR 2022-2023 OFFICERS: Lisa named the 3 members present to serve as the nominating committee for 2022-2023 officers. The nominating committee has a discussion period scheduled at the end of the agenda.

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

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- Laura provided a brief legislative update, noting that earlier this week staff participated in virtual legislative meetings with Representative Chapman and Senator Van De Wege. Advocacy topics included Case Management funding, funding AAAs to provide hospital transition discharge planning direct to home, and an increase in the personal needs allowance for clients receiving in-home care. Lisa wondered if any consideration has been given to discharge planning for people from our area that must seek hospital care outside of the area (such as Seattle area or Astoria or Portland in the south counties). Laura said she would follow up to see if this was a factor.

- Laura reported on her multiple opportunities to provide testimony to support bills that will provide needed program adjustments to the WA Cares program. Both HB 1732 (allowing near retirees qualify for a reduced benefit reflecting their contribution to the program) and HB 1733 (allowing disabled veterans, military spouses, residents of neighboring states that work in Washington, and people with temporary nonimmigrant work visas to voluntarily opt out of paying the tax) were signed into law by Governor Inslee.
- Laura reported that interviews for the Community Services Director will take place on Monday. She reminded the board that this key position will replace the Contracts Management & Planning Director position. Several excellent applications were received and the interview panel is looking forward to interviewing the finalists.
- Contract Executions: Laura reported she signed an amendment to the Olympic Community Health contract with no change in dollar value that updated statement of work with language to ensure services to Medicaid clients and for participation on workgroups to advance health equity in the region. She also noted that agency is working to allocate its American Rescue Plan funding, and will include funds for a pilot of a home share program. An RFP for this project will be issued soon. Funds will also be utilized to support reopening of community centers in our region.

FISCAL REPORT: *Corena Stern, CFO*

- Corena reviewed the Revenue & Expense Summary through October 2021, noting a year to date (YTD) overall surplus of \$684,885 for non-restricted funds, and a YTD surplus of \$109,558 for MTD / MAC-TSOA restricted funds. The non-restricted fund balance as of October 31, 2021 is \$2,844,065, and the restricted MTD MAC-TSOA fund balance is \$409,321. Corena noted that revenues are trending close to the original budget, but expenditures are less than anticipated, mostly reflective of salary and benefits associated with some staffing vacancies. Contracted expenditures are trending higher than originally anticipated reflected increased pandemic mitigation funding. She reported CARES funding has been expended, and the agency is moving on to American Rescue Plan funding expenditures.
- Corena noted that ALISA will conduct a monitoring for the agency this fall, this visit having been postponed during the height of the pandemic.
- Corena also reported that the Senior Accountant position has been filled, with an anticipated start date of February 18, 2022.

ADVISORY COUNCIL (AC) REPORT: *Connie King, Pacific*

Connie noted that she spoke with an O3A staff member about the Westport area for some grant funding preparation. Members noted they had reviewed the November minutes included in the packet.

COG MEMBER ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

NOMINATING COMMITTEE DISCUSSION: After a brief discussion, the members decided to recommend the board retain Lisa Olsen as Chair and Randy Johnson as Vice-Chair for one more year. Greg said he is willing to serve as an officer in future. The committee will present this slate of officers at the March meeting.

ADJOURNMENT: The meeting was adjourned by consensus at 10:36 a.m.



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DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) -February 25, 2022

Legislative Updates

The legislation that we have been advocating and following have been passed in committees and is now on the way to fiscal committees for the House and Senate. This is a historic achievement and when passed will bring \$86 million dollars to long term services in the community. The Personal Needs Allowance was passed through committees and is awaiting final approval. This will be the greatest gain that our constituents who need long term care at home have ever received. The provisos that Representative Tharinger had authored were not included in the hospital transitions bill and case management bill, and at this time we support the House version of the case management parity and the Senate version for hospital transitions. The house version of the case management parity allows for the rates to maintain parity into the future while the senate version is a one-time increase.

Other important legislative gains include the increase in the amount of Senior Farmer's Market Vouchers from \$40 to \$80; this important program provides older adults access to fresh locally sourced foods and an opportunity to interact in a social/community setting while supporting the local economy.

Staffing Updates

We are sad to announce the death of a beloved case manager in our Aberdeen office, Arleta Vargas. She had been a case manager for nearly 10 years and had many close relationships to staff, community partners and clients. My condolences to her family and all those who worked closely with her, the agency has provided grief support to the Aberdeen office.

After review of the Community Services Director position and applicants the interview team decided to restructure those duties so that they would be more targeted, specific, and ultimately achievable. We received several talented applicants- all having differing strengths, which led to the understanding that the success of this position would be better served if the duties were distributed. The Community Service Director had an expansion of duties from the former Contracts and Planning Director Position, by restructuring this position further with a careful analysis of duties we are proposing splitting the position between a separate Community Programs Manager and a Planner. There will also be a redistribution of duties with our Contracts Managers.

We have two funding streams that will also be funding the Community Programs Manager and our Contracts Managers. The impact on the budget will not just be neutral but will save us money and will allow us to create additional pathways for advancement and provide more targeted support for program and program development. We anticipate that by July we will be saving an additional \$50,000/year in administration. We will be posting these positions this week.

Contracts

I met with Olympic Community Health, to update our next year's performance goals to reflect new language to ensure that individuals needs are met timely, easily, and compassionately. Our personal benchmark will be on increasing the number of people we serve and ensuring that we are providing services to those most in need. The new Community Programs Manager position will be working that initiative and updating our Senior Information and Assistance Services to an Aging and Disability Resource model that will continue to offer all the services that we have been with a broader application on how to serve in the region.

I executed the 2022-2023 Data Share Agreement, which has no dollar value but sets forth updated technology and security requirements for Washington AAAs.

Advisory Council

Karen Sturnick, our minority representative on the council gave her resignation notice due to time conflict, we will miss her keen observations on the council and thank her for this past year of service.

Respectfully Submitted,

Laura Cepoi, Executive Director



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DATE: February 24, 2022

TO: Olympic Area Agency on Aging COG Members

FROM: Laura Cepoi, Executive Director

SUBJECT: Approval of 2022-2023 Older Americans Act contract
DSHS Contract #2269-38384

Background

The Olympic Area Agency on Aging receives annual funding under the federal Older Americans Act (OAA). OAA funds are used to provide the following services over our four county service area: Congregate Nutrition, Home Delivered Meal Program, Legal Services, Transportation and Information & Assistance. The contract also provides Disease Prevention dollars we use to support activities such as Fall Prevention and our Evidence Based programs. Due to contracting changes at the Federal level, OAA contracts are issued for the extended period of January 1, 2022 – September 30, 2023. This process of extending the length of time in which to expense funding replaced the historical funding carryover provisions.

The contract presented for approval provides initial funding of \$1,339,846 and represents approximately 80% of our final OAA funding allocation. Once the State of Washington is notified of its final funding levels under the Federal Older Americans Act, an amendment will be issued to provide our agency with the balance of our OAA allocation later this year. This contract provides \$35,869 more than the initial funding received for 2021, an increase of about 2.7%.

Recommendation

I recommend that the COG approve the 2022-2023 Older Americans Act contract.

PROPOSED MOTION

Motion: The Olympic Area Agency on Aging Council of Governments approves the 2022-2023 Older Americans Act contract, DSHS contract #2269-38384. Laura Cepoi is authorized to execute the contract on behalf of the agency.



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DATE: February 27, 2022
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A November YTD 2021 Operating Results

Following this memo is O3A's Revenue and Expense Summary for November Year-to-Date 2021. The Agency had an overall YTD operating surplus of \$693,711 for General Title XIX funds and a YTD surplus of \$85,654 for MTD MACTSOA restricted funds.

General/Case Management fund balance stands at \$2,852,891 as of 11/30/21.

The MTD MAC/TSOA program produced an overall surplus of \$ 385,417 at the end of November.

	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 Nov 2021	782,930	85,654	(5,400)	-	863,185
Used for underfunded programs	(89,219)	-	-	-	(89,219)
Fund Balance 11/30/2021	2,852,891	385,417	98,045	1,171,703	4,508,057

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)	72,991
Core Case Management (CM)	689,985
Other / Admin	(5,526)
Fund Use	(19,197)
Home Care Referral Registry (HCRR)	2,494
Health Homes CCO	17,461
Health Homes Lead	(64,496)
Total	693,711

Narrative Overview -

The adopted amended budget for 2021 (approved Dec 2nd) is not included in these reports.

Overall, the agency fell slightly short of revenue projections - \$39,321 out of a YTD of \$8,668,115 budgeted – the difference is primarily the result of decrease in actual revenues for Health Homes Lead revenue. There was also increased revenues in Planning and Contracts Management due to an increase in pandemic mitigation funding and decreases in Information & Assistance funding, along with a FCSP Revenues being less than planned due to reduced operating costs and less usage of regular (non- COVID related) funding.

Most programs were under in Payroll for November and YTD, however benefit costs took a jump in November as we trued up our estimated HRA costs to Actuals at the end of the month. Expenses for the HRA benefit accelerated as employees found out that the agency would change the structure of benefits with a new carrier in January 2022. In addition, case Management and Planning and Contracts have filled positions, so the gap between budgeted Payroll expenses and actuals is narrowing.

Travel costs are starting to rise in November and are anticipated to move upward. The YTD variance from budget to actual was significant - \$130k, but we do not anticipate that continuing.

Overall, the agency has exceeded fund balance surplus projections by \$743k YTD primarily due to the substantial savings in Payroll and travel.

Case Management surplus is 345k over the anticipated amount YTD, primarily due to smaller than anticipated operating expenses. Also, revenues are coming in slightly ahead of budget. A per case reimbursement increase from the State Fiscal Year 2022 contract will likely keep revenues above budgeted levels.

The Payroll expenses to budget gap was anticipated to close once the market adjustments implemented in July compound along with the filling of vacant positions. Travel and administration allocation are smaller than budgeted.

Overall, Case Management surplus YTD totals \$689k.

Admin- YTD costs for professional services are less than anticipated due to the delay in the implementation of a new payroll system and reduced costs for Audit. Even though the Senior Accountant position remains unfilled as of November, Payroll and Benefits are not under as much as anticipated because of terminal payouts and other increases.

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. Consolidate Appropriations Act Funding is being spent for the nutrition program and vaccine access related to COVID. The demand for emergency meals continues at the elevated reimbursement rate. ARP nutrition contract funding is being spent on nutrition, respite, and Family Caregiver support work, as well as some other staff time. Tribal RFP and services will also be part of the spend down of the ARP funds.

I&A – Actual expenses are down in Payroll and Benefits. Some payroll is being reimbursed through COVID mitigation funding for outreach efforts other Pandemic information dissemination. Travel and communications are also under budget resulting in a small YTD loss of \$(3,797).

MTD-MacTSOA – The quarterly performance billings were made in September, so additional dollars were added to reserves. Current restricted fund balance is \$385,417. Revenues are almost right on projections and expenses are significantly down from budget, particularly in Payroll and Benefits. The agency anticipated hiring another Care Coordinator soon.

FCSP/KCSP – Operating expenses are slightly lower than budgeted in payroll, benefits, supplies, admin allocation, professional services and travel. Pandemic funding is being used for some short-term respite and some services to grandparents.

HCRR – **Olympic** is down on revenues and expenses are up in Payroll and Benefits due to hiring staff. **Pacific** is mirroring the revenue results of Olympic, but is under budget in Payroll and benefits. For both, the funds set aside under professional services for additional staffing have not been used, so any overages in Payroll have been accounted for in the budget.

Ombuds – Revenues are keeping pace with expenses. YTD expenses are on track with the exception of budgeted travel, which is about 22k under budget.

Health Homes CCO ended November with a deficit due to payroll expenses being less than budgeted. Revenues came in lower than budgeted by 59k. Budgeted deficit was (47k). Actual surplus was almost 17k.

Health Homes Lead deficits were less than budgeted by 47k. revenues were down 112k. 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 \$1,512,997. At a minimum another 1.7 million in ARP funding for the next three years is in the wings.

Other items of note –

- The Senior Accountant position has been filled and the start date was February 18, 2022. Greg Pearson has significant skills in accounting, excel and grant accounting. The Accounting team is very excited to work with him. Training time investment may delay implementation of new PR/HR/Timecard system.
- Payroll implementation of new PEBB benefits was complicated by PEBB's inability to provide accurate enrollment/billing reports. However, accounting staff was able with great effort to back into information to provide estimated deductions and expenses in January. January payroll was a heavy lift with all the changes and reconciliations needed along with year-end W-2's, 1094's, 1099's etc.
- 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.

Efforts to keep transferability between titles for a few months after the pandemic emergency declaration ends would greatly ease the transition for tracking, billing and program management.

Description	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget	Remaining Budget
FUNDING								
Older Americans Act	103,659	125,544	(21,885)	1,480,684	1,409,547	71,137	1,535,091	125,544
State/Federal	449,409	447,297	2,113	4,893,223	4,891,154	2,069	5,348,421	457,267
MTD Mac/Tsoa	29,510	32,560	(3,050)	611,147	609,649	1,498	742,906	133,257
Other AL TSA	6,307	4,874	1,433	43,799	53,610	(9,811)	58,484	4,874
HCRR	19,251	17,333	1,918	159,098	190,667	(31,569)	208,000	17,333
Multi Service Center	5,037	13,640	(8,603)	64,772	81,842	(17,070)	81,842	-
Health Homes	49,330	74,600	(25,270)	532,351	704,290	(171,939)	778,890	74,600
Other (COVID,SHIBA, SFM, CGT, Sr E	79,359	40,851	38,509	843,719	727,356	116,363	768,207	40,851
Total Funding	741,864	756,699	(14,835)	8,628,794	8,668,115	(39,321)	9,521,841	853,725
OPERATING EXPENDITURES								
Salaries & Wages	342,926	355,857	12,931	3,577,970	3,880,138	302,168	4,238,551	358,413
Benefits	153,296	134,273	(19,023)	1,357,236	1,514,130	156,894	1,648,504	134,373
Training	1,674	706	(969)	6,657	5,429	(1,228)	6,135	706
Office & Program Supplies	7,408	7,831	423	61,025	86,143	25,118	93,974	7,831
Technology Equip & Supplies	852	6,550	5,698	55,976	72,050	16,074	78,600	6,550
Admin Allocation	76,768	69,218	(7,551)	757,871	814,062	56,191	885,380	71,318
IT Allocation	28,154	30,140	2,434	303,531	335,397	31,866	365,553	30,155
Professional Services	3,794	9,962	6,502	60,900	167,584	106,683	177,546	9,962
Communications-Phone & Postage	7,352	9,895	2,095	84,110	108,541	24,432	118,436	9,895
Travel	7,492	16,784	9,725	53,230	183,811	130,581	200,596	16,784
Advertising	3,198	1,425	(1,577)	24,491	16,925	(7,566)	17,600	675
Rentals	21,679	22,149	(431)	245,947	245,333	(614)	267,481	22,149
Insurance	4,073	6,713	2,470	46,822	73,840	27,019	80,553	6,713
Utilities	1,715	2,065	319	19,073	21,716	2,643	23,879	2,163
Maintenance & Repair	1,770	1,772	(25)	20,706	21,888	1,183	23,660	1,772
Miscellaneous	44	833	789	512	9,167	8,655	10,000	833
Total Operating Expenditures	662,195	676,172	13,812	6,676,057	7,556,155	880,098	8,236,447	680,292
SUBCONTRACTOR EXPENDITURES								
Legal Assistance	2,802	6,210	3,408	42,330	68,311	25,981	74,521	6,210
Transportation	3,910	6,167	2,257	58,588	67,833	9,245	74,000	6,167
Congregate Meals (C1)	10,030	22,666	12,636	258,440	249,326	(9,113)	271,993	22,666
Nutrition Education	0	0	0	1,000	0	(1,000)	0	-
Home Delivered Meals (C2)	38,777	29,161	(9,616)	534,460	320,774	(213,686)	349,936	29,161
Home Delivered Meals (State Expansion)	6,307	2,743	(3,564)	31,187	30,175	(1,012)	32,918	2,743
Senior Farmer's Market	0	0	0	33,617	46,590	12,973	46,590	-
Professional Consulting Services	2,894	18,595	(549)	19,729	204,547	184,818	223,142	18,595
Home Repair & Sr. Emergency Fund	300	3,150	2,850	10,642	34,650	24,008	37,796	3,146
Senior Drug Education	0	0	0	12,613	0	(12,613)	0	-
Kinship Care Service Delivery	591	382	(209)	2,444	4,207	1,763	4,589	382
Kinship Good & Services	2,921	3,059	138	25,778	33,648	7,870	36,707	3,059
Respite Services	29,610	32,270	2,659	358,433	354,966	(3,467)	387,236	32,270
Supplemental Services	750	2,746	1,996	16,207	30,207	14,000	32,953	2,746
Services to Grandparents	0	4,625	4,625	22,853	50,879	28,026	55,504	4,625
Other Payments	85,328	52,384	(32,944)	804,470	731,515	(72,956)	783,775	52,260
					0			
Total Subcontractor Expenditures	184,221	184,159	(16,311)	2,232,789	2,227,628	(5,162)	2,411,659	184,031
ADMIN & IT ALLOCATION ADD BACK	(104,474)	(99,839)	4,635	(1,061,883)	(1,153,627)	(91,744)	(1,255,564)	(101,937)
Total Expenditures	741,941	760,492	2,136	7,846,963	8,630,156	783,193	9,392,542	762,386
GENERAL FUND SURPLUS (DEFICIT)	(78)	(3,794)	(12,699)	781,831	37,959	743,872	129,299	91,339

Description	Nov - Actual	Nov - Budget	Nov - 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	45,080	43,087	(1,993)	454,198	470,554	16,356	515,641
Benefits	17,282	13,817	(3,465)	152,925	154,966	2,041	168,784
Training	1,674	500	(1,174)	2,934	2,600	(334)	3,100
Office & Program Supplies	1,193	1,000	(193)	11,014	11,000	(14)	12,000
Technology Equip & Supplies		0	0	0	0	0	0
Admin Allocation		0	0	0	0	0	0
IT Allocation	2,532	2,435	(98)	24,804	27,097	2,292	29,531
Professional Services	2,736	3,500	764	53,126	86,500	33,374	90,000
Communications-Phone & Postage	365	583	219	5,272	6,417	1,144	7,000
Travel	106	1,000	894	3,165	11,000	7,835	12,000
Advertising	2,981	0	(2,981)	20,649	5,000	(15,649)	5,000
Rentals	2,401	2,381	(20)	26,414	26,196	(218)	28,577
Insurance	322	314	(8)	3,537	3,450	(86)	3,764
Utilities	311	400	89	3,044	3,400	356	3,900
Maintenance & Repair	181	200	19	2,314	4,600	2,286	4,800
Miscellaneous	0	0	0	0	0	0	0
Total Operating Expenditures	77,165	69,218	(7,947)	763,397	812,780	49,382	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	(76,768)	(69,218)	7,551	(757,871)	(812,780)	(54,909)	(884,097)
Total Expenditures	397	0	(397)	5,526	0	(5,526)	0
Revenues Over (Under) Expended	(397)	0	397	(5,526)	0	5,526	0

Description	Nov - Actual	Nov - Budget	Nov - Variance	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	17,004	16,285	(718)	178,853	179,857	1,003	196,142
Benefits	7,759	6,741	(1,018)	69,375	76,437	7,062	83,178
Training	0	0	0	0	0	0	0
Office & Program Supplies	614	500	(114)	3,789	5,500	1,711	6,000
Technology Equip & Supplies	33	3,750	3,717	30,064	41,250	11,186	45,000
Admin Allocation	0	0	0	0	0	0	0
IT Allocation	0	0	0	0	0	0	0
Professional Services	165	500	335	825	5,500	4,675	6,000
Communications-Phone & Postage	448	500	52	4,070	5,500	1,430	6,000
Travel	499	1,167	668	4,070	12,833	8,764	14,000
Advertising	0	0	0	0	1,000	1,000	1,000
Rentals	931	933	2	10,247	10,265	17	11,198
Insurance	196	192	(5)	2,160	2,108	(52)	2,299
Utilities	31	15	(17)	305	162	(143)	175
Maintenance & Repair	27	40	13	252	435	183	475
Miscellaneous	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Total Operating Expenditures	27,706	30,622	2,916	304,012	340,847	36,835	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	
					0		
Total Subcontractor Expenditures	0	0	0	0	0	0	0
IT ALLOCATION ADD BACK	(27,706)	(30,622)	(2,916)	(304,012)	(340,847)	(36,835)	(371,467)
Total Expenditures	0	0	0	0	0	0	0
Revenues Over/(Under) Expend.	0	0	0	0	0	0	0

Description	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act	66,475	78,237	(11,761)	1,054,321	860,602	193,719	938,838
State/Federal	34,184	43,020	(8,835)	408,512	478,600	(70,088)	516,238
MTD Mac/Tsoa		0		0	-	0	0
Other ALTSA	6,307	3,794	2,513	43,799	41,736	2,063	45,530
HCRR		0		0	-	0	0
Multi Service Center		0		0	-	0	0
Health Homes		0		0	-	0	0
Other - COVID & Farmers Market	65,375	0	65,375	634,088	278,000	356,088	278,000
Total Funding	172,342	125,051	47,291	2,140,720	1,658,938	481,783	1,778,606
OPERATING EXPENDITURES							
Salaries & Wages	22,718	24,401	1,683	216,207	276,267	60,060	300,668
Benefits	9,643	8,610	(1,034)	80,973	97,811	16,838	106,421
Training	0	150	150	2,156	1,650	(506)	1,800
Office & Program Supplies	796	510	(286)	5,818	5,610	(208)	6,120
Technology Equip & Supplies		0	0	0	-	0	0
Admin Allocation	18,572	11,075	(7,497)	189,560	154,609	(34,951)	166,020
IT Allocation	2,072	2,032	(41)	20,635	22,611	1,976	24,643
Professional Services	0	140	140	0	1,536	1,536	1,676
Communications-Phone & Postage	402	443	41	4,662	4,868	206	5,311
Travel	1,737	1,250	(487)	6,257	13,750	7,493	15,000
Advertising	0	250	250	1,367	2,750	1,383	3,000
Rentals	2,067	1,985	(82)	22,732	21,830	(902)	23,815
Insurance	270	262	(8)	2,643	2,879	236	3,141
Utilities	268	208	(60)	2,953	2,292	(662)	2,500
Maintenance & Repair	159	125	(34)	1,802	1,375	(427)	1,500
Miscellaneous	0	0	0	0	-	0	0
		0			-		0
Total Operating Expenditures	58,703	51,439	(7,264)	557,766	609,839	52,073	661,614
SUBCONTRACTOR EXPENDITURES							
Legal Assistance	2,802	6,210	3,408	42,330	68,311	25,981	74,521
Transportation	3,910	6,167	2,257	58,588	67,833	9,245	74,000
Congregate Meals (C1)	10,030	22,666	12,636	258,440	249,326	(9,113)	271,993
Nutrition Education	0	0	0	1,000	-	(1,000)	0
Home Delivered Meals (C2)	38,777	29,161	(9,616)	534,460	320,774	(213,686)	349,936
Home Delivered Meals (State Expansion)	6,307	2,743	(3,564)	31,187	30,175	(1,012)	32,918
Senior Farmer's Market	0	0	0	33,617	46,590	12,973	46,590
Prof Consulting Services (Disease Prev)	2,894	2,345	(549)	19,729	25,797	6,068	28,142
Home Repair & Sr. Emergency Fund	0	0	0	0	-	0	0
Senior Drug Education	0	0	0	12,613	-	(12,613)	0
Kinship Care Service Delivery		0	0	0	-	0	0
Kinship Good & Services		0	0	0	-	0	0
Respite Services		0	0	0	-	0	0
Supplemental Services		0	0	0	-	0	0
Services to Grandparents		0	0	0	-	0	0
COVID	58,498	1,051	(57,447)	516,020	241,722	(274,298)	242,773
				0	0.0		
Total Subcontractor Expenditures	123,217	70,343	(52,874)	1,507,983	1,050,529	(457,454)	1,120,872
IT ALLOCATION ADD BACK							
Total Expenditures	181,921	121,782	(60,138)	2,065,749	1,660,368	(405,381)	1,782,486
Revenues Over/(Under) Expend.	(9,579)	3,268	(12,847)	74,971	(1,430)	76,402	(3,880)

	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act			0	0	0	0	0
State/Federal	309,609	299,300	10,309	3,378,042	3,247,340	130,702	3,547,460
MTD Mac/Toa		0		0	0	0	0
Other ALTSA		0	0	0	0	0	0
HCRR		0		0	0	0	0
Multi Service Center		0		0	0	0	0
Health Homes		0		0	0	0	0
Other (CGT - Caregiver Training)	5,190	15,751	(10,561)	108,696	173,258	(64,561)	189,009
Total Funding	314,799	315,051	(252)	3,486,738	3,420,598	66,140	3,736,469
OPERATING EXPENDITURES							
Salaries & Wages	140,186	142,400	2,213	1,518,919	1,552,295	33,376	1,695,139
Benefits	63,389	52,787	(10,601)	581,596	601,025	19,429	653,898
Training	0	0	0	206	315	110	315
Office & Program Supplies	1,059	2,250	1,191	14,620	24,750	10,130	27,000
Technology Equip & Supplies	0	0	0	0	0	0	0
Admin Allocation	27,385	25,610	(1,774)	266,817	293,124	26,307	319,511
IT Allocation	11,728	13,371	1,642	132,047	148,800	16,753	162,170
Professional Services	328	2,500	2,172	3,749	27,500	23,751	30,000
Communications-Phone & Postage	3,404	3,500	96	33,910	38,500	4,590	42,000
Travel	1,687	4,583	2,896	12,652	50,417	37,765	55,000
Advertising	0	167	167	288	1,833	1,545	2,000
Rentals	8,290	8,219	(71)	90,768	90,410	(357)	98,629
Insurance	1,766	1,722	(44)	19,887	18,946	(941)	20,668
Utilities	476	583	107	5,467	6,417	950	7,000
Maintenance & Repair	619	583	(35)	7,133	6,417	(716)	7,000
Miscellaneous	0	833	833	0	9,167	9,167	10,000
Total Operating Expenditures	260,316	259,109	(1,207)	2,688,057	2,869,914	181,857	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	5,190	18,750	13,560	108,696	206,250	97,554	225,000
					0		
Total Subcontractor Expenditures	5,190	18,750	13,560	108,696	206,250	97,554	225,000
IT ALLOCATION ADD BACK							0
Total Expenditures	265,506	277,859	12,353	2,796,753	3,076,164	279,411	3,355,331
Revenues Over/(Under) Expend.	49,293	37,192	12,102	689,985	344,434	345,551	381,138

Description	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act	32,184	28,349	3,835	298,123	311,842	(13,719)	340,191
State/Federal	51,326	44,411	6,915	495,469	488,518	6,951	532,929
MTD Mac/Tsoa		0	0	0	0	0	0
Other ALTSA	-	1,080	(1,080)	0	11,875	(11,875)	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	4,444	25,100	(20,655)	49,133	276,098	(226,965)	301,198
Total Funding	87,955	98,939	(10,985)	842,725	1,088,333	(245,607)	1,187,272
OPERATING EXPENDITURES							
Salaries & Wages	42,603	44,048	1,445	421,875	479,063	57,188	523,202
Benefits	20,241	18,114	(2,127)	167,878	205,443	37,565	223,569
Training	0	0	0	962	0	(962)	0
Office & Program Supplies	3,130	1,652	(1,478)	16,352	18,173	1,821	19,825
Technology Equip & Supplies	0	0	0	0	0	0	0
Admin Allocation	10,427	9,690	(737)	100,029	111,745	11,715	121,729
IT Allocation	3,699	4,583	884	44,646	51,002	6,357	55,594
Professional Services		23	23	21	248	227	270
Communications-Phone & Postage	1,313	2,217	904	16,346	24,390	8,043	26,607
Travel	605	1,250	645	5,948	13,750	7,802	15,000
Advertising	21	0	(21)	1,695	1,500	(195)	1,500
Rentals	4,025	3,974	(51)	43,961	43,710	(251)	47,683
Insurance	605	590	(15)	6,658	6,494	(164)	7,084
Utilities	412	398	(14)	4,698	4,380	(319)	4,778
Maintenance & Repair	444	323	(121)	4,810	3,553	(1,257)	3,876
Miscellaneous		0	0	0	0	0	0
Total Operating Expenditures	87,525	86,862	(663)	835,880	963,450	127,570	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	178,750		195,000
Home Repair & Sr. Emergency Fund	300	3,150	2,850	10,642	34,650	24,008	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	300	19,400	2,850	10,642	213,400	24,008	232,796
IT ALLOCATION ADD BACK							0
Total Expenditures	87,825	106,262	2,187	846,522	1,176,850	151,578	1,283,515
Revenues Over/(Under) Expend.	129	(7,323)	(8,797)	(3,797)	(88,517)	(94,029)	(96,243)

Description	Nov - Actual	Nov - Budget	Nov - 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	29,510	32,560	(3,050)	611,147	609,649	1,498	742,906
Other ALTSA		0		0	0	0	0
HCRR		0		0	0	0	0
Multi Service Center		0		0	0	0	0
Health Homes		0		0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		0		0	0	0	0
Total Funding	29,510	32,560	(3,050)	611,147	609,649	1,498	742,906
OPERATING EXPENDITURES							
Salaries & Wages	28,539	32,090	3,551	294,654	338,494	43,839	370,589
Benefits	12,846	12,479	(367)	114,284	135,990	21,707	148,469
Training	0	0	0	300	0	(300)	0
Office & Program Supplies	209	292	82	2,738	3,208	470	3,500
Technology Equip & Supplies	0	0	0	55	0	(55)	0
Admin Allocation	5,619	5,537	(81)	52,222	62,425	10,203	68,130
IT Allocation	2,538	2,921	383	28,800	32,507	3,707	35,432
Professional Services	0	0	0	0	0	0	0
Communications-Phone & Postage	483	583	101	5,699	6,417	718	7,000
Travel	1,619	1,667	48	9,537	18,333	8,796	20,000
Advertising	0	750	750	0	1,500	1,500	1,500
Rentals	1,069	1,071	2	11,740	11,783	43	12,854
Insurance	386	2,953	2,567	4,246	32,480	28,235	35,433
Utilities	12	83	71	139	917	778	1,000
Maintenance & Repair	92	142	49	1,067	1,558	492	1,700
Outreach	0	0	0	13	0	(13)	0
				0	0		0
Total Operating Expenditures	53,412	60,568	7,155	525,493	645,612	120,119	705,608
SUBCONTRACTOR EXPENDITURES							
Legal Assistance				0	0		0
Transportation				0	0		0
Congregate Meals (C1)				0	0		0
Nutrition Education				0	0		0
Home Delivered Meals (C2)				0	0		0
Home Delivered Meals (State Expansion)				0	0		0
Senior Farmer's Market				0	0		0
Professional Consulting Services				0	0		0
Home Repair & Sr. Emergency Fund				0	0		0
Senior Drug Education				0	0		0
Kinship Care Service Delivery				0	0		0
Kinship Good & Services				0	0		0
Respite Services				0	0		0
Supplemental Services				0	0		0
Services to Grandparents				0	0		0
Other Payments				0	0		0
Total Subcontractor Expenditures	0	0	0	0	0	0	0
IT ALLOCATION ADD BACK	0						0
Total Expenditures	53,412	60,568	7,155	525,493	645,612	120,119	705,608
Revenues Over/(Under) Expend.	(23,902)	(28,008)	4,105	85,654	(35,963)	121,617	37,298

Description	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act	-	18,958	(18,958)	104,622	208,541	(103,918)	227,499
State/Federal	54,290	60,566	(6,277)	593,187	666,228	(73,041)	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)	4,350	0	4,350	51,801	0	51,801	0
Total Funding	58,640	79,524	(20,885)	749,610	874,769	(125,158)	954,293
OPERATING EXPENDITURES							
Salaries & Wages	9,410	12,792	3,382	127,536	139,765	12,230	152,557
Benefits	4,473	5,055	582	44,190	57,501	13,311	62,557
Training	0	56	56	100	614	514	670
Office & Program Supplies	145	745	600	2,250	8,194	5,944	8,939
Technology Equip & Supplies		0	0	1,040	0	(1,040)	0
Admin Allocation	5,841	6,922	1,080	68,908	79,860	10,951	86,991
IT Allocation	1,449	1,251	(198)	12,537	13,918	1,381	15,169
Professional Services	0	833	833	2	9,167	9,164	10,000
Communications-Phone & Postage	523	611	88	5,500	6,720	1,220	7,331
Travel	31	792	761	1,821	8,708	6,887	9,500
Advertising	0	208	208	492	2,292	1,800	2,500
Rentals	1,658	1,636	(22)	16,577	17,993	1,415	19,628
Insurance	165	161	(4)	1,831	1,772	(59)	1,933
Utilities	142	191	49	1,462	2,099	637	2,290
Maintenance & Repair	173	207	34	2,234	2,273	39	2,480
Miscellaneous	44	0	(44)	499	0	(499)	0
Total Operating Expenditures	24,054	31,459	7,405	286,981	350,877	63,896	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	591	382	(209)	2,444	4,207	1,763	4,589
Kinship Good & Services	2,921	3,059	138	25,778	33,648	7,870	36,707
Respite Services	29,610	32,270	2,659	358,433	354,966	(3,467)	387,236
Supplemental Services	750	2,746	1,996	16,207	30,207	14,000	32,953
Services to Grandparents	0	4,625	4,625	22,853	50,879	28,026	55,504
AWHI & CGT Non-Core	4,350	4,583	233	51,828	50,543	(1,285)	55,002
Total Subcontractor Expenditures	38,223	47,666	9,443	477,542	524,449	46,907	571,991
IT ALLOCATION ADD BACK							0
Total Expenditures	62,276	79,125	16,848	764,523	875,326	110,803	954,537
Revenues Over/(Under) Expend.	(3,637)	400	(4,036)	(14,913)	(558)	(14,355)	(244)

Description	Nov - Actual	Nov - Budget	Nov - 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	12,892	8,917	3,975	88,922	98,083	(9,161)	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	12,892	8,917	3,975	88,922	98,083	(9,161)	107,000
OPERATING EXPENDITURES							
Salaries & Wages	6,855	3,807	(3,048)	49,987	41,412	(8,575)	45,219
Benefits	3,804	1,644	(2,160)	21,301	17,992	(3,308)	19,637
Training	0	-	0	0	0	0	0
Office & Program Supplies	21	108	87	358	1,192	833	1,300
Technology Equip & Supplies	0	-	0	0	0	0	0
Admin Allocation	1,264	692	(572)	8,468	8,128	(340)	8,841
IT Allocation	344	415	72	4,071	4,624	553	5,039
Professional Services		1,250	1,250	0	13,750	13,750	15,000
Communications-Phone & Postage	41	190	149	698	2,095	1,396	2,285
Travel	0	142	142	0	1,558	1,558	1,700
Advertising	0	-	0	0	0	0	0
Rentals	204	205	2	2,240	2,260	20	2,466
Insurance	55	54	(1)	602	589	(13)	642
Utilities	31	78	47	305	858	553	936
Maintenance & Repair	21	39	19	207	430	223	469
Miscellaneous		-	0	0	0	0	0
Total Operating Expenditures	12,639	8,626	(4,014)	88,237	94,888	6,651	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	12,639	8,626	(4,014)	88,237	94,888	6,651	103,535
Revenues Over/(Under) Expend.	253	291	(38)	686	3,195	(2,510)	3,465

Description	Nov - Actual	Nov - Budget	Nov - 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 AL TSA		0		0	0	0	0
HCRR	6,359	8,417	(2,057)	70,176	92,583	(22,408)	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	6,359	8,417	(2,057)	70,176	92,583	(22,408)	101,000
OPERATING EXPENDITURES							
Salaries & Wages	3,136	4,024	888	35,875	44,264	8,388	48,302
Benefits	1,727	1,840	114	16,503	20,337	3,834	22,180
Training	0	-	0	0	0	0	0
Office & Program Supplies	41	216	175	502	2,374	1,872	2,590
Technology Equip & Supplies	0	-	0	0	0	0	0
Admin Allocation	630	692	63	6,506	8,128	1,622	8,841
IT Allocation	357	478	120	4,598	5,318	719	5,796
Professional Services	0	-	0	309	10,000	9,691	10,000
Communications-Phone & Postage	97	250	153	696	2,752	2,056	3,002
Travel	0	18	18	0	195	195	213
Advertising	0	-	0	0	0	0	0
Rentals	242	-	(242)	2,666	1,698	(969)	1,698
Insurance	63	62	(2)	695	677	(18)	739
Utilities	0	-	0	0	0	0	0
Maintenance & Repair	2	-	(2)	15	0	(15)	0
Miscellaneous		-	0	0	0	0	0
Total Operating Expenditures	6,296	7,580	1,283	68,367	95,743	27,376	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	6,296	7,580	1,283	68,367	95,743	27,376	103,361
Revenues Over/(Under) Expend.	63	837	(774)	1,809	(3,159)	4,968	(2,361)

Description	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2021 Budget
FUNDING							
Older Americans Act	5,000	-	5,000	23,618	28,563	(4,945)	28,563
State/Federal	0	-	0	18,014	10,468	7,546	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	5,037	13,640	(8,603)	64,772	81,842	(17,070)	81,842
Health Homes		-	0	0	0	0	0
Other (SHIBA, SFM, CGT, Sr Emerg, M	0	-		0	0	0	0
Total Funding	10,037	13,640	(3,603)	106,404	120,873	(14,469)	135,405
OPERATING EXPENDITURES							
Salaries & Wages	5,561	5,757	196	60,302	62,479	2,177	68,236
Benefits	2,376	2,049	(327)	22,473	23,301	828	25,350
Training	0	-	0	0	250	250	250
Office & Program Supplies	0	83	83	888	917	29	1,000
Technology Equip & Supplies		-	0	0	0	0	0
Admin Allocation	530	1,384	854	7,874	16,256	8,381	17,682
IT Allocation	729	440	(288)	5,013	4,901	(112)	5,342
Professional Services		-	0	0	0	0	0
Communications-Phone & Postage	135	167	32	1,158	1,833	675	2,000
Travel	363	2,500	2,137	4,875	27,500	22,625	30,000
Advertising	0	-	0	0	0	0	0
Rentals	286	345	60	3,184	3,798	614	4,144
Insurance	58	57	(1)	639	624	(15)	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	10,037	12,782	2,745	106,406	141,860	35,453	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	10,037	12,782	2,745	106,406	141,860	35,453	154,684
Revenues Over/(Under) Expend.	0	858	(858)	(3)	(20,987)	20,984	(19,279)

Description	Nov - Actual	Nov - Budget	Nov - 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	27,925	40,000	(12,075)	350,609	410,000	(59,391)	450,000
Other		0	0	0	0	0	0
Total Funding	27,925	40,000	(12,075)	350,609	410,000	(59,391)	450,000
OPERATING EXPENDITURES							
Salaries & Wages	17,762	21,355	3,592	173,418	232,205	58,786	253,559
Benefits	8,286	9,520	1,234	71,153	104,885	33,732	114,404
Training		0	0	0	0	0	0
Office & Program Supplies	202	375	173	2,695	4,125	1,430	4,500
Technology Equip & Supplies		0	0	0	0	0	0
Admin Allocation	3,654	3,461	(193)	33,120	42,131	9,011	45,697
IT Allocation	2,023	1,938	(85)	23,672	21,570	(2,101)	23,508
Professional Services		417	417	0	4,583	4,583	5,000
Communications-Phone & Postage	522	750	228	5,355	8,250	2,895	9,000
Travel	413	1,667	1,254	3,224	18,333	15,109	20,000
Advertising	0	50	50	0	550	550	600
Rentals	1,407	1,399	(8)	15,416	15,390	(26)	16,789
Insurance	321	312	(9)	3,527	3,432	(95)	3,744
Utilities	62	83	21	698	917	218	1,000
Maintenance & Repair	80	83	4	871	917	46	1,000
Miscellaneous		0	0	0	0	0	0
Total Operating Expenditures	34,731	41,409	6,678	333,149	457,287	124,138	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	34,731	41,409	6,678	333,149	457,287	124,138	498,802
Revenues Over/(Under) Expend.	(6,806)	(1,409)	(5,396)	17,461	(47,287)	64,748	(48,802)

Description	Nov - Actual	Nov - Budget	Nov - 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 AL TSA		0		0	0	0	0
HCRR		0		0	0	0	0
Multi Service Center		0		0	0	0	0
Health Homes	21,405	34,600	(13,195)	181,742	294,290	(112,548)	328,890
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		0		0	0	0	0
Total Funding	21,405	34,600	(13,195)	181,742	294,290	(112,548)	328,890
OPERATING EXPENDITURES							
Salaries & Wages	4,071	5,812	1,741	46,145	63,484	17,339	69,296
Benefits	1,470	1,616	147	14,585	18,440	3,855	20,057
Training	0	0	0	0	0	0	0
Office & Program Supplies	0	100	100	0	1,100	1,100	1,200
Technology Equip & Supplies	818	2,800	1,982	24,817	30,800	5,983	33,600
Admin Allocation	2,847	4,153	1,306	24,366	37,658	13,292	41,938
IT Allocation	236	277	42	2,709	3,049	340	3,327
Professional Services	231	800	569	2,869	8,800	5,931	9,600
Communications-Phone & Postage	66	100	34	743	800	57	900
Travel	0	750	750	1,680	7,433	5,752	8,183
Advertising	0	0	0	0	500	500	500
Rentals	0	0	0	1	0	(1)	0
Insurance	36	35	(1)	396	389	(8)	424
Utilities	0	25	25	0	275	275	300
Maintenance & Repair	0	30	30	0	330	330	360
Miscellaneous		0		0	0	0	0
Total Operating Expenditures	9,776	16,499	6,724	118,312	173,059	54,747	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	17,291	28,000	10,709	127,926	233,000	105,074	261,000
Total Subcontractor Expenditures	17,291	28,000	10,709	127,926	233,000	105,074	261,000
IT ALLOCATION ADD BACK							0
Total Expenditures	27,066	44,499	17,433	246,238	406,059	159,821	450,684
Revenues Over/(Under) Expend.	(5,661)	(9,899)	4,238	(64,496)	(111,769)	47,273	(121,794)



Olympic Area Agency on Aging

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Port Townsend, WA 98368
www.o3a.org

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MEMORANDUM

DATE: February 28, 2022
TO: Olympic Area Agency on Aging Council of Governments
FROM: Olympic Area Agency on Aging Advisory Council
RE: 2022 Older Americans Act - TIIID Health Program RFP Awards

Background:

The Federal Older Americans Act (OAA), Title III D for Preventative Health (TIIID), provides funding for Health Promotion and Disease Prevention programs to reduce illnesses that lower quality of life, drive health care costs and reduce an older adult's ability to live independently. The Olympic Area Agency on Aging (O3A) maximizes TIIID funding to help build accessible programs that support healthy lifestyles and healthy behaviors, to improve the quality of life and an older adult's ability to live independently.

Through a procurement process, O3A supports community leaders to help build and offer evidenced-based programs by providing funding for leadership training and workshops.

The COVID-19 pandemic which interrupted in-person programs beginning March 2019, continues to seep into early 2022. Older adults are cautious about attending healthy fitness classes in person. Since 2019, Janis Housden has continued to work closely with the National Council on Aging (NCOA), supporting guidelines for approved virtual (online) - evidence-based programs. Many popular programs have been reconfigured and approved for online training while maintaining an evidence-based rating. Older adults who choose not to attend in person, and who have internet or mobile phones can easily participate from their own living rooms or care facility; using computers, tablets, or smart phones (voice and/or video).

2022 Request for Proposals:

Last year's RFP was released in December of 2020 for "virtual" programs only. For 2022, the RFP was meticulously rewritten for Virtual and In-Person programs. The "hybrid" RFP was launched in December of 2021 and the results were impressive. A total of nine (9) proposals were received, two did not qualify as responders failed to submit evidence-based programs, and one responder withdrew. Six qualified proposals (some for the same program) totaling \$90,765.93 were presented to the Advisory Council's Allocations Committee for review.

2022 Funding:

O3A's OAA TIIID funding for 2022 is \$22,914. In addition, O3A received American Rescue Plan Act (ARP) funding. ARP apportioned \$50,822 for TIIID to be spent out by 9/2024. Keeping in mind to (1) strategically dole out these funds over the next three years while (2) avoiding setting up any programs that cannot be sustained when the funding ends in 2024, and (3) offering the broadest range of programs to older adults, the Allocations Committee reviewed several funding scenarios presented by Janis Housden.

2022 Allocation Committee Recommended Awards:

1. Marsha Melnick dba ABC4PD: *Virtual Tai Ji Quan Movement for Better Balance* – \$6,769.00
2. Marsha Melnick dba ABC4PD: *Stay Active and Independent for Life (SAIL)* - \$14,904.00
3. Each Moment Counts: *Stress Busting for Caregivers* - \$11,992.93.
4. Mary Stewart dba Warm Heart Family Yoga: *Bingocize* - \$8,396.00

The total amount of the awards above is \$42,061.93 and is within O3A TIIID funding budget for 2022.

Proposed Motion:

The Olympic Area Agency on Aging Council of Governments approves the 2022 Older Americans Act Title III-D Evidence-based program RFP awards as described above, for a total of \$42,061.93. Laura Cepoi, Executive Director, is authorized to sign these contracts.



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MEMORANDUM

Date: February 28, 2022
To: O3A Council of Governments
From: Elizabeth Pratt, Chair & Rebecca Knievel, Vice Chair, Advisory Council
RE: Tribal Social Isolation Project RFP – First Round of Awards

Background:

Tribal communities have been disproportionately impacted by the COVID-19 pandemic due to health and socioeconomic disparities resulting from racial inequity and historical trauma. An N4A survey of Title VI programs determined support needs in the following areas:

- ◆ 78% - Reducing social isolation among elders
- ◆ 63% - Additional funding flexibility to meet local needs
- ◆ 43% - Finding ways to safely provide in-home care
- ◆ 43% - Providing virtual programming
- ◆ 37% - Addressing the need for PPE and other supplies for tribal elders and staff to stay safe and healthy while delivering services

O3A developed this non-competitive RFP to meet the needs of tribal elders and encourage Tribes to add or expand services to reduce the impact of social isolation. This one-time grant will be available to each Tribe that submits an RFP. This is the first round of awards, as more RFPs are received, there will be future award rounds.

These grants are funded through American Rescue Plan (ARP) funds through September 30, 2024; each tribe's contract period for this award will be tied to their RFP response and the end dates for each contract may vary.

First Round of Proposals:

O3A is currently prepared to fund up to \$150,000 of activities and programs to reduce the social isolation of elders. The RFP was initially released to each Tribe in October 2021, with the first round of proposals requested by November 30, 2021. We received four proposals in the first round, totaling \$146,064.

Awards:

Jamestown S'Klallam Tribe: \$50,000

Continue to fund Elder Outreach Partner-Case Manager position to further address health

impacts and social isolation concerns of tribal elders.

Makah: \$21,098

Improve access to transportation, chore services, home modifications, internet access, outreach & education, and provide more and varied activities for elders.

Quileute: \$47,600

Purchase tablets & pre-paid data plans for 8 months with monthly check-ins.

Quinault: \$27,366

Purchase Kindle Fires/Grandpads to improve elder access to programs and activities and social/community connections.

Staff met with the Allocations Committee on Thursday, February 10 to review and score the proposals. All four proposals met the requirements to receive their requested award.

Recommendation:

The Advisory Council recommends the Council of Governments approve the Tribal Social Isolation RFP awards as described above.

PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments approves the Tribal Social Isolation grants as presented in this memorandum. The O3A Executive Director, Laura Cepoi is authorized to sign contracts with the recommended tribes for the above referenced awards.

**The Advisory Council
of the
Olympic Area Agency on Aging
Meeting Minutes for January 18, 2022
Location: Zoom Conference Call**

MEMBERS PRESENT: Beth Pratt, Chair; Charla Wright; Connie King; Ginny Adams; Jane Lauzon; Joe Sharkey; Karen Sturnick; Laura Morris; Margaret Taylor; Marti Anthony; Sandy Goodwick;

MEMBERS ABSENT: Becca Knievel, Vice Chair; Dale Jacobson; Denny Evans;

O3A STAFF PRESENT: Laura Cepoi, Executive Director; Ingrid Henden, Contract Specialist; Janis Housden, Contract Specialist; Michelle Fogus, Contract Specialist.

GUESTS: Jody Moss, Susan Conniry.

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

NEW BUSINESS/CHANGES to AGENDA: None.

PUBLIC COMMENT: Jody said her goodbyes to the council. Susan reported that she has started a new non-profit, North Beach Project Connect, it is a division of the North Beach Senior Center, and its purpose is to network agencies and provide a one-stop shop of resources to the public. Events will be held quarterly, on the third Thursday; the first event is this week. Susan also reported that 142 homes in Ocean Shores are scheduled to have their water shut off for delinquent accounts, she is working to find assistance for them.

2022 SPEAKERS/PRESENTATIONS REQUESTS/SUGGESTIONS: Suggested topics included Mental Health Peer Support (similar to Oregon's); disaster preparedness; Geriatric Psychological Evaluations; what happens after APS investigation; housing; climate change; use of voice assisted and other technology to assist people to stay in their homes; WATAP (Washington Assistive Technology Act Program); information on Assisted Living evictions.

O3A staff will send a survey for the council and review the results at the February meeting.

SELECT COG MEETING REPRESENTATIVE: Connie, Marsha, and Pam volunteered to attend the February 3 COG meeting which will be held by video conference.

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

APS PRESENTATION: *Samantha Hyder, Social and Health Program Consultant, APS*
Samantha was unable to attend today's meeting; we will try to reschedule the presentation for February.

EXECUTIVE DIRECTOR REPORT: *Laura Cepoi*

Laura reported that the Governor's budget includes funding to increase the Personal Needs Allowance (PNA) to \$2,382 per month, and increased funding to the Senior Farmers Market Nutrition Program. ALTSA has requested funding for additional in-home AAA case managers; AAAs are requesting parity by adjusting the monthly rate per case by the level of increase in the overall funding per FTE since 2015. O3A will be scheduling meetings with legislators next week to discuss these priorities, please let us know if you would like to participate in those meetings.

Collection of payroll taxes to fund WA Cares has been delayed to allow the legislature to address concerns with the program. Laura testified at an Appropriations hearing on January 11, in support of the need for rural seniors to have access to a variety of supports that protect their economic security.

Laura announced that O3A is recruiting for a Community Services Director, which will replace the position Jody retired from last month. The new position will integrate contracts, planning, and outward facing programs. The Direct Services Director will oversee all in-home care management programs and will be reclassified as Client Services Director.

Laura reviewed the 3rd Quarter 2021 Service Report with the council. Sandy commented she is interested in food insecurity for seniors; 50% of seniors don't eat well. There are many Free Little Pantries in Clallam. Food insecurity is also an issue for LGBTQ+ teens. Connie mentioned that there are no services in Tokeland/Grayland. There are many seniors, and only two restaurants, both of which are very expensive. Karen asked about O3A's Home Repair/Senior Emergency fund, and what qualifies as an emergency? It is not focused on housing, but for an immediate, emergent need like utilities, occasionally a used appliance.

CONTRACTS AND PLANNING REPORT:

Ingrid reviewed the 2022 Activity Timeline with the council.

Janis reported that the Title IIID Health Programs RFP had been released for a hybrid of virtual and/or in-person programs. She has received two responses from new providers, a Geri-Fit and a Bingocize, as well as programs from past providers like Tai Ji Quan Movement for Better Balance and Stressbusters. The RFP is open through the end of January and hopefully we will receive a few more proposals. If we receive more proposals than there is funding, we will need to have the Allocation committee review the proposals. Karen mentioned that there is a Sit and Be Fit program out of Spokane on public television.

Janis informed the council that the 2022 Nutrition and Transportation contract renewals have been completed for all providers.

Michelle reported that she had met with Coastal CAP and Arc, and reached out to the health department and local tribes regarding the Rural Health Equity grant from the CDC. The grant is specific to Grays Harbor and the impacts of COVID-19 on health disparities.

LOCAL MEMBER REPORTING:

- Beth announced the Sunshine Festival will be on the first full weekend in March and Red, Set, Go will be happening in February, with different options for fitness
- Pam announced that the North Beach Project Connect's first event will be Thursday, January 20.
- Michelle announced that the federal website for COVID-19 tests has gone live; www.covidtests.gov; up to four tests for free per household.

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

SCOA minutes will be sent out as they are available.

PUBLIC COMMENT: Susan recommended council members attend forums and debates to ask legislators about emergency assistance for landslides, flooding; remind them that issues occur throughout the whole region, not just where they live

MEETING ADJOURNED: The meeting was adjourned by consensus at 11:53 pm.