

**O3A COUNCIL OF GOVERNMENTS AGENDA**

**Meeting Date:** Thursday, May 5, 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

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

	<ul style="list-style-type: none"><li>● Consent Agenda Items:<ul style="list-style-type: none"><li>➤ April 7, 2022 Minutes</li></ul></li></ul>	<b><u>Motion to Approve</u></b> <b>Enclosure 1 Pages 1-3</b>
Laura Cepoi, Executive Director	<ul style="list-style-type: none"><li>● Executive Director’s Report Contract Approval:<ul style="list-style-type: none"><li>➤ 2022 SFMNP Subcontracts</li></ul></li></ul>	<b>Enclosure 2 Pages 4-17</b>  <b>Enclosure 3 Pages 18-19</b>
Corena Stern, CFO	<ul style="list-style-type: none"><li>● Revenue &amp; Expenditure Report</li></ul>	<b>Enclosure 4 Pages 20-36</b>
Beth Pratt, Chair & Pam Tuttle	<ul style="list-style-type: none"><li>● Advisory Council Activity Report<ul style="list-style-type: none"><li>➤ March 15, 2022 minutes</li></ul></li></ul>	<b>Report</b> <b>Enclosure 5 Pages 37-38</b>
Randy Johnson, Chair Clallam County	<ul style="list-style-type: none"><li>● COG Member Announcements</li><li>● Public Comment (Please limit comments to 5 minutes)</li><li>● Adjourn meeting</li></ul>	<b>Announcement</b> <b>Public Comment</b>  <b>Adjourn</b>

**NEXT MEETING REMINDER:** The next O3A Council of Governments meeting is scheduled for Thursday, June 2, 2022 via conference call / Zoom at 10:00 a.m.



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# Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

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

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

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# Draft

## Minutes

Olympic Area Agency on Aging  
COUNCIL OF GOVERNMENTS (COG)  
April 7, 2022 / 10:00 a.m. – 11:00 a.m.  
Via Conference/Video Call

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

**COMMISSIONERS ABSENT:** All counties represented.

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

**ADVISORY COUNCIL MEMBERS:** Marti Anthony (Jefferson).

**GUESTS/PUBLIC:** None.

**CALL TO ORDER:** Randy Johnson, Chair, called the meeting to order at 10:02 a.m.

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

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA ITEMS:** **Motion** to approve the Consent Agenda items as presented was made by Lisa Olsen, with a 2<sup>nd</sup> by Greg Brotherton. **Motion Passed.**

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

- Laura provided a brief legislative update, noting that the 23% increase in reimbursement for Case Management to achieve parity with the state will fund reduced caseloads. Laura also noted that O3A case management staff do perform high level interventions that help fill the gap for the state create by a lack of APS staffing in our area and local state offices being essentially closed (although State office will reopen around April 30). Laura also mentioned other social service wins from the legislative session including the passage of new funding for Hospital Transitions, a doubling of the individual benefit amount for the Senior Farmers Market Nutrition Program and an increase in the Personal Needs Allowance.
- Laura reported on her attendance at the USAging Policy Briefing in Washington, D.C. in March, noting in particular meetings with Representative Kilmer and his aides. Rep. Kilmer is actively working to support development of an IT Service Corps Volunteer program to focus on digital equity and literacy project for

underserved communities; the Tribal Coastal Resiliency Act to help coastal Tribes mitigate the impacts of climate change and sea level rise; and the Comprehensive Care for Alzheimer's act to establish a new care management model for dementia patients.

- Laura provided an update on the agency's Health Homes program, reporting that real progress to reduce the losses for this program have been made after careful review. Key factors have been a focus on increased accuracy for staff time reporting and a staffing plan allocation review; renegotiation of technology and software contracts required for the program; and securing additional administration fees. While the agency continues to lose money with this program, the annual loss for 2021 was \$-46,218, vs. a loss in 2020 of \$-174,035, reducing the loss by about 73% in one year.
- Laura reported that the Home Share RFP has been posted with an accelerated timeline to allow the American Rescue Plan funding to be allocated before the end of the public health emergency is declared.
- Laura reported that with the expiration of the masking mandate, O3A conducted a staff survey asking about masking preferences before making a policy decision. The results were positive in that staff were in support of masking being required with clients, and most staff were in support of masking being required at the office and/or mask optional. O3A has established a policy that when the risk level for each county is at moderate or less, masking in office would be optional (but always required with clients). Weekly updates are provided to staff each Monday on masking status with current information on Covid levels.
- Laura noted that interviews for the position of Community Programs Manager will take place the week of April 11, 2022.
- Contract Updates: Laura reported the execution of a contact extension with Olympic Community Health (OCH). She also reported the execution of contract amendments for the Home Care Referral Registry contracts to reflect a change in the scope of work now that the Individual Provider transition to the Consumer Directed Employment (CDE) agency has begun. Laura also reported that the Olympic Community Action Programs (OlyCAP) has elected to terminate their home care agency contract with the agency for convenience effective March 31, 2022. All clients have been transitioned to other caregivers or agencies. OlyCAP's other agency contracts are not impacted.
- Laura reviewed the 2021 4<sup>th</sup> Quarter Service Summary, noting that this useful report helps identify the services the community is reaching out for, and usage patterns can help determine the best allocation of funding. The agency was able to get confirmation that minor home repair funds can be used for RV repairs if that is the designated home for a client.
- **Contract Approvals:**
  - **2021-2022 State/Federal Amendment No. 1:** Laura briefly reviewed 2021-2022 State/Federal Amendment No. 1 providing an additional \$110,849 in funding reflecting the state funded match to the first year of the American Rescue Plan act contract. Amendment No. 1 increases the maximum consideration of the contract to \$5,766,108 for the performance period of July 1, 2021 to June 30, 2022. After a short discussion, the following motion was passed: **Motion:** The Olympic Area Agency on Aging Council of Governments approves DSHS Contract #2169-20178, Amendment No. 1 to the State/Federal contract, with a performance period of July 1, 2021 to June 30, 2022. Laura Cepoi is authorized to execute the contract on behalf of the agency. Motion by Jill Warne, with a 2<sup>nd</sup> by Lisa Olsen. **Motion Passed.**
  - **Home Share RFP:** Laura reviewed the Home Share RFP timeline, noting the accelerated schedule to allow American Rescue Plan funding to be allocated as soon as possible. The board mentioned how pleased they were to see this project underway. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments (COG) approves the addition of shared housing projects as a service line for the Olympic Area Agency on Aging. The COG also approves expedited contract issuance if a single application from a qualifying provider is received in response to the April 2022 Home Share project RFP, and Laura Cepoi is authorized to execute a

contract with that designated provider on behalf of the agency. Motion by Greg Brotherton, with a 2<sup>nd</sup> by Jill Warne. **Motion Passed.**

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

- Corena reviewed the Revenue & Expense Summary through December 2021, noting a final year to date (YTD) overall surplus of \$740,768 for non-restricted funds, and a YTD surplus of \$154,516 for MTD / MAC-TSOA restricted funds. The funds surplus for Local/Other funds was \$11,454 at year end. The non-restricted fund balance as of December 31, 2021 was \$2,899,948, and the restricted MTD MAC-TSOA fund balance was \$454,279. Corena noted that the end of year results were as expected with the same trajectory for most of the year.
- Corena noted that work on the year end financial close out has begun. Training of the new Senior Accountant Greg Pearson is going very well. The agency still expects to move forward with selection and installation of a new payroll/timecard system later this year.

**ADVISORY COUNCIL (AC) REPORT:** *Marti Anthony*

Marti noted that she is in agreement that more outreach and marketing for O3A is needed so people in the community are more aware of what a great resource the agency is. She noted that Heaven Gregg, an Information & Assistance (I&A) Specialist based in Port Townsend, provided a very good overview of the I&A program to the Advisory Council at the last meeting.

**COG MEMBER ANNOUNCEMENTS:** None.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** The meeting was adjourned by consensus at 11:103 a.m.



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## DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) -April 30, 2022

### Legislative Updates

Case Management parity and the hospital transitions funding will be part of our new state contracts with special language to ensure that we are reducing caseloads from 1:88 to 1:75 as a performance measurement. O3A will be meeting this benchmark prior to the new fiscal year (July 1). We will be learning more about the statement of work required for the hospital transitions program in the coming weeks and will be setting up processes to ensure that staff are prepared to assist patients in hospitals who need help to discharge to their homes instead of a nursing home.

### Home Sharing

We have received one response to the Home Sharing RFP from Silvernest and their proposal is in review. In addition, The Port Ludlow Voice published an article I submitted on the benefits of home sharing in the May 2022 issue - [PLVoice\\_2022-05.pdf](#). We will plan more outreach and notice about this program as soon as it is established throughout our service region.

### Staffing Updates

There was much interest in the Community Programs Manager position with many well qualified applicants, we are happy announce that Marki Lockhart has accepted the position and will be stepping into this role on May 9<sup>th</sup>. She will be coming to us from Olympic Community Action Programs (OlyCap) where she had been the Community Programs Director for 10 years. Marki will be bringing to O3A a great understanding of community programs and strong analytical and implementation skills to innovate our current outreach and education programs. She enjoys regional travel and is excited to be working with all four counties to ensure that people can age with independence.

We continue to rebalance our organizational structure to ensure that is focused, relevant and supportive of clients, staff, and programs. We are pleased to announce the promotion of Ann Peterson from Case Manager Supervisor in the Aberdeen office to the new position of Case Management Director. Ann has been an agency treasure for many years, and we are excited for what she can bring to services in the Grays Harbor and Pacific Counties.

After review of travel/mileage forms of regional managers it revealed that there is limited interactions between supervisors and direct reports leaving some offices without the support they needed to onboard new staff. Review of staff turnover shows that offices with steady supervisor support do not have as much turnover as those without. Prior to 2015, O3A had separation based on geographic lines with a Case Management Director in the North and South, to save money those positions collapsed into one when the director in the South retired- the Direct Services Director position. Upon review of need and distribution of supervisors and numbers of clients served, the new re-organization will be based on both business line and geographic lines of division to ensure ample client and case management support.

The new structure will support the client and demographic needs of the communities. For example, 2/3's of case management happens in our south counties with over 50% in our Aberdeen office.

Since this is where most of our case management happens it seems that it should be supported with the management structure to keep it successful. Clallam and Jefferson Counties tend to have more needs with family caregiving support services and services that are not necessarily income based.

Data 4/18/22	Raymond	Grays Harbor	Long Beach	Forks	Sequim	Port Townsend
Case managers	2	12	1	1	4	2
#Clients	121	886	84	70	407	125
%Clients	7%	53%	5%	4%	24%	7%

I reviewed the attached PowerPoint and distributed the new organization chart (also attached) with staff in a zoom meeting. I have received positive comments from staff and will be making sure to visit all offices as we add positions and distribute the work to best support our mission.

**Community Outreach**

Grays Harbor I&A staff have been spending time in the local senior centers to get support and information out to community members. Now that hot meals are being served again in the senior centers this is a great time to remind people of resources available to help them remain independent. We will be providing regular weekly outreach at the Ocean Shores Senior Center which will also be setting up a private office for our staff to meet with clients in privacy.

The Long Beach Senior Center is also interested in partnering with O3A staff to provide on-site office accommodation to meet with center members in private to discuss help they may need.

Staff from the Family Caregiver program in the Port Townsend office provided presentations to Jefferson Health Care and the local fire department on services this month. Ads have been placed in the local paper on the programs as well to ensure that residents know that help is available.

On April 11<sup>th</sup> I joined Commissioner Johnson on the Todd Orloff Show to discuss O3A resources for the community.

Respectfully Submitted,

Laura Cepoi, Executive Director

Updated::: November 1, 2021

# Olympic Area Agency on Aging Organization Chart

**Executive Director**  
Laura Cepoi

**Direct Services Director**  
Jaci Hoyle

**Chief Financial Officer**  
Corena Stern

**Contracts Management & Planning Director**  
Jody Moss

**Information Technology Director**  
Karin Beard

**Administrative Director**  
Carol Ann Laase

**Nursing Services Manager**  
Lori Lindley

**Direct Services Supervisor**  
Ann Peterson

**Direct Services Supervisor**  
Doug Sheaffer

**Direct Services Supervisor**  
Josh Reed

**FCSP Supervisor**  
Renee Iverson

**Senior Accountant**  
Vacancy

**Contract Specialist**  
Ingrid Henden  
Janis Housden  
Michelle Fogus

**Information Technology Specialist**  
Maria Koury-Covall  
Ricci Sletkolen

**Administrative Assistant**  
Vacancy

**Registered Nurse**  
Kathleen Brennan-Labidi  
Lois Lund  
Ruth Ann Kolodzie

**Case Manager**  
Theresa Rust  
Cynthia LeVering  
Arleta Vargas  
Samantha Thurston  
Bob Kyllonen  
Dustin Bradley  
Ralph Straughn  
Leigha Culp  
Adam Schillinger  
Darcy Henderson  
Vacancy

**Case Manager**  
Evelyn C. Vaughn  
Annette Ibrahim  
Theron Dixon

**Case Manager**  
Char Carte  
Rebecca McLugh  
Amanda Ellis  
Richard Coberly  
Suzan Brawnllyn  
Ruby Adams  
Maxwell Brown

**FCSP Coordinator**  
Janice Svien  
Fran Koski  
Eric Nessa  
Robert Powell

**Regional LTC Ombudsman**  
Amber Garrotte

**Staff Accountant**  
Cheryle Brown

**Data Systems Specialist**  
Carrie Hillman

**Program Assistant III**  
Windy Earley

**Program Assistant II**  
Jeanette Mitchell

**I&A Specialist/Case Aide**  
Tom Akerlund  
Donna Royle  
Nicole Harris

**I&A Specialist/Case Aide**  
Tom Akerlund  
Donna Royle  
Nicole Harris

**I&A Specialist/Case Aide**  
Heaven Gregg  
Paula Gibeau  
Tamra Smith  
Carolyn Brandelius  
Michael Garcia  
Petra Reininger

**FCSP Coordinator—MAC TSOA Specialist**  
Renee Worthey  
Heather Patterson  
Maria Logan

**Program Development Manager**  
Janet Parris

**Accounting Assistant**  
Vanessa Escene

**Contracts Assistant**  
Hayley James

**Health Homes Care Coordinator**  
Katrine Colten  
Pamela Adams  
Yolanda Pearson  
Vacancy

**I&A Specialist/Case Aide**  
Dave Aldrich  
AnnMarie Abbott  
Jody Rydman  
Patricia Ideall

**I&A Specialist/Case Aide**  
Tom Akerlund  
Donna Royle  
Nicole Harris

**I&A Specialist/Case Aide**  
Heaven Gregg  
Paula Gibeau  
Tamra Smith  
Carolyn Brandelius  
Michael Garcia  
Petra Reininger

**FCSP Coordinator—MAC TSOA Specialist**  
Renee Worthey  
Heather Patterson  
Maria Logan

**SHIBA Coordinator**  
Eva Bennett

**RN Per Diem Vacancy**

**HCRR Program Coordinator Pacific**  
Chris Lee

**HCRR Program Coordinator Olympic**  
Aida Crumb  
Julie Carlson

**HCRR Program Coordinator Olympic**  
Aida Crumb  
Julie Carlson

**Advisory Council**  
21 members

**COUNCIL OF GOVERNMENTS**  
Clallam: Randy Johnson, Vice-Chair (Mark Ozias Alternate)  
Jefferson: Greg Brotherton (Kate Dean, Alternate)  
Grays Harbor: Jill Warne (Vickie Raines, Alternate)  
Pacific: Lisa Olsen, Chair (Mike "Hawk" Runyon, Alternate)

One FTE = 40 hours/week  
Several Staff are < one FTE

■ = Management, Supervisor





# Rebalancing

## O3A

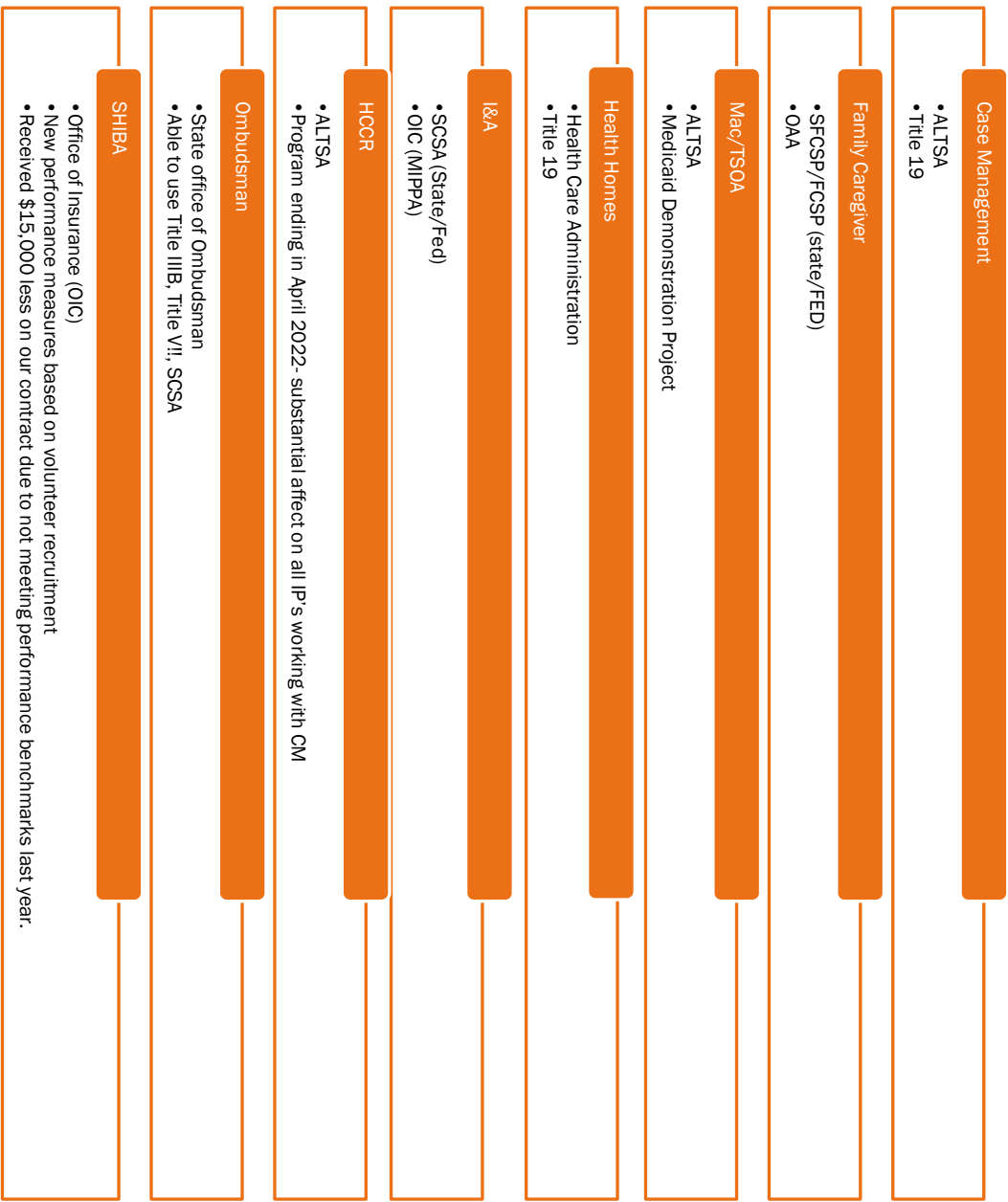
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FUNDING-EFFORTS-FOCUS-STRUCTURE



# Direct Services reorganized into:

1. Client Services
2. Case Management
3. Community Programs



# Why now?

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1. Opportunity to provide organizational support by function, geography and programs.
  - Previous structure had 85% of staff
  - Rebalanced structure mirrors other AAA's structure, Allows for clear focus with accountability for program results as agency has expanded.
2. Contract changes for SHIBA and MIPPA require more planning and outreach to ensure contract compliance to address increasing economic need. New contract for Hospital Transitions will be offered starting July 2022. Expanded outreach and consumer education will be required by the Long-Term Care Trust Act.
3. Legislative wins and opportunities-more advocacy!

# Organizational Structure Variables

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**GEOGRAPHICAL ORGANIZATION:** LOCAL DIFFERENCES ARE CRITICAL FOR SUCCESS

- Tailors' resources needed to succeed within a region
- Allows us to be more community responsive
- Enables clear focus with accountability for results by region
- Enables focus on local funding sources/needs

**PROGRAM ORGANIZATION:** PROGRAMS ARE DIFFERENT FROM ONE ANOTHER. BUT SIMILAR ACROSS REGIONS. (HEALTH HOMES, MAC/TSOA)

- Promotes a depth of understanding within a particular program area and can promote program innovation
- Makes available the resources needed to succeed within a program
- Enables clear focus with accountability for program results
- Enables focus on program funding sources

# Client Services Director

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Provide strategic leadership and operational management of care management programs that plan, and coordinate individualized in-home, long-term services and supports for adults with disabilities.

Oversight of four programs- not eight

Presence in the north counties to provide back-up and support to regional supervisors and care programs.



# Case Management Director

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Oversite of Case Management in Grays Harbor and Pacific Counties. Collaboration with Community Programs Manager on I&A expansion into ADRC in South Counties and partnerships with local senior centers. Focus on community development and local outreach.

About 65% (2/3's) of Case Management Services occurs in the South Counties.

<i>Data</i> 4/18/22	Raymond	Grays Harbor	Long Beach	Forks	Sequim	Port Townsend
CM Staff	2	12	1	1	5	2
Clients	121	886	84	70	407	125
Total%	7%	53%	5%	4%	24%	7%

# Community Programs Manager Outreach and Development

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Develops program policies, goals and objectives . Monitors program performance and establishes metrics.

Coordinate volunteer recruitment plan for programs.

Develop program publicity (newspaper outreach, community education, radio programming

Schedules and coordinates community outreach events per SHIBA/MIPPA/Area Plan requirements.

Educates community agencies and the general public on services provided by O3A.

Hospital  
Transitions

SHIBA/MIPPA

I&A

# Planner

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Manages the Advisory Council and associated committees (Planning, Advocacy, Allocations); follows meeting governance rules

Coordinates volunteer recruitment plan for the Advisory Council

Develops program publicity (newspaper outreach, Trending Healthy, radio programming, community education)

Conducts needs assessment- surveys, townhalls, public forums

7.01 Tribal Plans

Advisory Council

Planning- Area Plan

Education/Outreach

Online Media  
presence/website



# Administrative Director

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- ❑ Pandemic has demanded new and updated policies and competition for labor
- ❑ Management staff need training and ongoing education on proper HR Practices
- ❑ Insurance, Health Benefits, Payroll system have all needed to be changed/updated in this past year. We anticipate more changes to how we do business.
- ❑ All upstream contracts and fee for service contracts that require pro forma processing to ensure consistency
- ❑ COG administration
- ❑ Office Lease management
- ❑ Oversight of Contracts Management

Human  
Resources

Contracts

Governance

Facilities  
Management

# Questions?

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Every success story is a tale of constant adaptation, revision and change.

- Richard Branson



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**DATE:** April 29, 2022  
**TO:** O3A Council of Governments  
**FROM:** Laura Cepoi, Executive Director, and Janis Housden, Contracts Manager  
**RE:** 2022 Senior Farmers Market Nutrition Program Subcontracts

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

The program supports local farmers and provides low-income seniors with vouchers which allow them to purchase fresh fruits and vegetables at participating Farmers Markets, or alternatively provides them with fresh, locally grown produce distributed through the Senior Nutrition Program, including congregate meal sites, Meals on Wheels, food banks, and other local venues. Participating Farmers Markets are required to earn a majority of revenue through the sale of locally grown produce and must be in operation for at least a year. In addition to Farmers Markets, there are a number of Farm Stores approved for participation in the Senior Farmers Market Program.

O3A distributes SFMNP funding on an equal basis to Coastal Community Action Programs (CCAP) in Grays Harbor & Pacific Counties; and to Olympic Community Action Programs (OlyCAP) in Clallam & Jefferson Counties. OlyCAP operates a voucher only program. CCAP, due to a lack of certified farmer markets in the south counties, purchases bulk produce from authorized Farm Stores/Farmers, bags it and distributes it to eligible participants, 1-2 times each month. Funding for 2022 is proposed to be distributed as follows:

Agency	Vouchers/Bulk Food	Nutrition Education	Service Delivery	Total
○ OlyCAP	\$64,880	\$500	\$3,623.75	\$69,003.75
○ CCAP	\$64,920	\$500	\$3,623.75	\$69,043.75
				<b>Total:</b>
				<b>\$138,047.50</b>

**Recommendation:** On April 19, 2022, the O3A Advisory Council reviewed the proposed SFMNP Contract Awards in detail with staff and with a very positive discussion on the overall merits of the program in general. The Advisory Council did inadvertently fail to formalize an intended motion to approve a recommendation to the COG for these subcontracts. However, this is not a new line of business, the providers were selected as part of the Older Americans Act Nutrition Program RFP, and the funding available has been essentially evenly divided based on the local programs. There is also a time factor involved as the program is funded for a start date of June 1, 2022 and the agency would like to issue the contracts as quickly as possible to avoid service delay.

I therefore respectfully request that the O3A Council of Governments approve the Contract Awards as above noted, for the 2022 Seniors Farmers Market Nutrition Program Season for my signature.

**Proposed Moton:** The Olympic Area Agency on Aging Council of Governments approves subcontracts for the Senior Farmers Market Nutrition Program with Olympic Community Action Programs in the amount of \$69,003.75 and with Coastal Community Action Programs in the amount of \$69,043.75, for a performance period of June 1, 2022 to October 31, 2022. Any additional funding received may be distributed to the providers in similar proportions. Laura Cepoi, Executive Director, is authorized to sign the contracts on behalf of the agency.



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**DATE:** April 28, 2022  
**TO:** O3A Council of Governments  
**FROM:** Corena Stern, CFO  
**SUBJECT:** O3A January 2022 Operating Results

Following this memo is O3A's Revenue and Expense Summary for January 2022. The Agency had an overall YTD operating surplus of \$61,517 for General Title XIX funds and a YTD deficit of \$(4,358) for MTD MACTSOA restricted funds.

General/Case Management fund balance stands at \$2,961,465 as of 01/31/22.

The MTD MAC/TSOA program produced an overall deficit of \$ (4,358) at the end of January, but has a fund balance of \$449,921.

	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/21	2,899,948	454,279	126,352	1,171,703	4,652,282
Surplus (Deficit) through Jan 2022	72,360	(4,358)	-	-	68,002
Used for underfunded programs	(10,842)	-	-	-	(10,842)
Fund Balance 1/31/2022	2,961,465	449,921	126,352	1,171,703	4,709,441

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

The figures below are exclusive of MTD MACTSOA program:

	YTD
<b>Core Svs Contract Mgmt (CSCM)</b>	<b>3,932</b>
<b>Core Case Management (CM)</b>	<b>67,808</b>
<b>Other / Admin</b>	<b>(0)</b>
<b>Fund Use</b>	<b>(1,453)</b>
<b>Home Care Referral Registry (HCRR)</b>	<b>183</b>
<b>Health Homes CCO</b>	<b>436</b>
<b>Health Homes Lead</b>	<b>(9,390)</b>
<b>Total</b>	<b>61,517</b>

## **Narrative Overview -**

Overall, the agency fell short of budget revenue projections - \$730,069 out of a YTD of \$867,094 budgeted – This is primarily the result of changes in spending patterns for Pandemic Funding. Nutrition usage shifted from OAA contract funding to ARP.

The expenditure budget came in under by \$157,728. This was mostly related to unspent subcontractor funds, payroll and benefits. Benefits were underbilled by PEBB, as they were unable to get all our newly enrolled employees on their system.

Programs were under in Payroll and Benefits for January. Case Management, the Ombudsman program, Admin, Planning & Contracts and MTD MacTSOA had budgeted but unfilled positions in January.

Overall, the agency has exceeded fund balance surplus projections by \$21k for January 2022.

**Case Management** surplus was 68k for January 2022, primarily due to smaller than anticipated operating expenses.

**Admin-** YTD costs for payroll and benefits are less than anticipated due to the delay in the hiring of a new Senior Accountant.

**IT –** Under Budget in Technology purchases.

**PCM –ARP** 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 close to budget.

**MTD-MacTSOA** –Revenues are slightly under projections but will catch up with the quarterly milestone billings. Expenses were significantly down from the budget in Payroll and Benefits. The agency anticipates hiring another Care Coordinator soon.

**FCSP/KCSP** – Operating expenses are lower than budgeted in payroll, benefits, admin allocation 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. This program is scheduled to end June 30, 2022.

**Ombuds** – Revenues are keeping pace with expenses. YTD expenses are under in staffing and benefits..

**Health Homes CCO** ended January with a small surplus due to payroll and benefit expenses being less than budgeted. Revenues came in slightly lower than budgeted.

**Health Homes Lead** deficits were less than budgeted by 3k. January included a large annual technology fee.

**COVID funding** spending moved into ARP spending in January.

**Other items of note –**

- Work has begun on the 2021 year-end closeout and financial statements. The final 2021 billings have been submitted to ALTSA and we will await the split out Federal and State funds from them to complete our Schedule of Federal Expenditures.
- Training and cross-training for the new Senior Accountant position has been in full- swing. 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.

- American Rescue Plan funding contracts have started the billing /usage phase. This contract includes 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 has provided matching funds from the general fund that must be spent June 30, 2022. There is no line-item budget and money is transferable between titles and can be used for any emergent need as long as the Emergency Declaration lasts.

The current Public Health Emergency is set to expire July 15,2022.

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	Jan - Actual	YTD Actual	YTD Approved Budget	Variance	2022 Budget
<b>FUNDING</b>					
Older Americans Act	49,517	49,517	143,578	(94,061)	1,610,944
State/Federal	456,492	456,492	471,861	(15,369)	5,669,104
MTD Mac/Tsoa	38,280	38,280	58,500	(20,220)	925,238
Other AL TSA	-	-	7,878	(7,878)	94,530
HCRR	18,076	18,076	23,556	(5,480)	70,668
Multi Service Center	9,656	9,656	-	9,656	89,787
Health Homes	51,891	51,891	56,000	(4,109)	721,305
Other (COVID,SHIBA, SFM, CGT, Sr E	106,157	106,157	105,722	435	1,268,665
<b>Total Funding</b>	<b>730,069</b>	<b>730,069</b>	<b>867,094</b>	<b>(137,025)</b>	<b>10,450,241</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	349,522	349,522	395,111	45,590	4,736,333
Benefits	88,361	88,361	139,544	51,183	1,649,967
Training	285	285	206	(79)	6,135
Office & Program Supplies	5,998	5,998	7,706	1,708	89,880
Technology Equip & Supplies	5,220	5,220	5,917	697	71,000
Admin Allocation	67,083	67,083	73,318	6,235	932,840
IT Allocation	23,700	23,700	31,298	7,599	376,361
Professional Services	4,071	4,071	5,103	1,032	130,332
Communications-Phone & Postage	8,974	8,974	8,801	(174)	103,997
Travel	4,291	4,291	11,948	7,658	142,860
Advertising	3,175	3,175	3,175	0	18,600
Rentals	23,080	23,080	22,971	(110)	273,079
Insurance	6,037	6,037	4,062	(1,975)	47,962
Utilities	2,610	2,610	1,950	(659)	23,197
Maintenance & Repair	1,724	1,724	2,572	848	23,347
Miscellaneous	57	57	833	777	10,000
<b>Total Operating Expenditures</b>	<b>594,187</b>	<b>594,187</b>	<b>714,515</b>	<b>120,328</b>	<b>8,635,889</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance	4,669	4,669	6,426	1,758	77,117
Transportation	6,456	6,456	6,167	(289)	74,000
Congregate Meals (C1)	-	-	27,943	27,943	335,311
Nutrition Education	-	-	-	-	-
Home Delivered Meals (C2)	11,302	11,302	33,632	22,330	403,579
Home Delivered Meals (State Expansion)	-	-	2,743	2,743	32,918
Senior Farmer's Market	-	-	-	-	44,699
Professional Consulting Services	1,256	1,256	5,678	4,422	68,138
Home Repair & Sr. Emergency Fund	2,040	2,040	1,667	(373)	20,000
Senior Drug Education	-	-	-	-	-
Kinship Care Service Delivery	1,389	1,389	-	(1,389)	-
Kinship Good & Services	1,000	1,000	2,900	1,900	34,796
Respite Services	32,289	32,289	31,250	(1,039)	375,000
Supplemental Services	1,791	1,791	1,512	(279)	18,146
Services to Grandparents	750	750	3,946	3,196	47,347
Other Payments	106,220	106,220	96,990	(9,230)	1,191,460
<b>Total Subcontractor Expenditures</b>	<b>169,162</b>	<b>169,162</b>	<b>220,853</b>	<b>51,692</b>	<b>2,722,510</b>
<b>ADMIN &amp; IT ALLOCATION ADD BACK</b>	<b>(90,782)</b>	<b>(90,782)</b>	<b>(105,075)</b>	<b>(14,293)</b>	<b>(1,325,436)</b>
<b>Total Expenditures</b>	<b>672,566</b>	<b>672,566</b>	<b>830,294</b>	<b>157,727</b>	<b>10,032,963</b>
<b>GENERAL FUND SURPLUS (DEFICIT)</b>	<b>57,503</b>	<b>57,503</b>	<b>36,801</b>	<b>20,702</b>	<b>417,278</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget	Remaining Budget
<b>FUNDING</b>						
Older Americans Act			-		-	-
State/Federal			-		-	-
MTD Mac/Tsoa						
Other AL TSA			-		-	-
HCRR			-		-	-
Multi Service Center			-		-	-
Health Homes			-		-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)					-	-
<b>Total Funding</b>	-				-	-
<b>OPERATING EXPENDITURES</b>						
Salaries & Wages	42,328	46,632	4,304		575,442	528,810
Benefits	9,964	14,618	4,653		170,575	155,958
Training	285	-	(285)		3,100	3,100
Office & Program Supplies	765	1,000	235		12,000	11,000
Technology Equip & Supplies	-	-	-		-	-
Admin Allocation		-	-		-	-
IT Allocation	2,166	2,904	738		35,524	32,620
Professional Services	3,846	500	(3,346)		74,200	73,700
Communications-Phone & Postage	1,255	583	(671)		7,000	6,417
Travel	57	800	743		9,600	8,800
Advertising	2,826	2,000	(826)		5,000	3,000
Rentals	2,480	2,626	146		31,514	28,888
Insurance	507	356	(152)		4,268	3,913
Utilities	501	300	(201)		3,900	3,600
Maintenance & Repair	101	1,000	899		4,800	3,800
Miscellaneous	-	-	-		-	-
<b>Total Operating Expenditures</b>	<b>67,083</b>	<b>73,318</b>	<b>6,236</b>		<b>936,924</b>	<b>863,606</b>
<b>SUBCONTRACTOR EXPENDITURES</b>						
Legal Assistance			-			-
Transportation			-			-
Congregate Meals (C1)			-			-
Nutrition Education			-			-
Home Delivered Meals (C2)			-			-
Home Delivered Meals (State Expansion)			-			-
Senior Farmer's Market			-			-
Professional Consulting Services			-			-
Home Repair & Sr. Emergency Fund			-			-
Senior Drug Education			-			-
Kinship Care Service Delivery			-			-
Kinship Good & Services			-			-
Respite Services			-			-
Supplemental Services			-			-
Services to Grandparents			-			-
Other Payments			-			-
<b>Total Subcontractor Expenditures</b>	-	-	-		-	-
<b>ADMIN ALLOCATION ADD BACK</b>	<b>(67,083)</b>	<b>(73,318)</b>	<b>(6,236)</b>		<b>(936,924)</b>	<b>(863,606)</b>
<b>Total Expenditures</b>	<b>0</b>	-	-		-	-
<b>Revenues Over (Under) Expended</b>	<b>(0)</b>	-	-		-	-

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act			-		
State/Federal			-		
MTD Mac/Tsoa					
Other ALTSA			-		
HCRR			-		
Multi Service Center			-		
Health Homes			-		
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)					
<b>Total Funding</b>	-				-
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	17,985	17,900	(85)		220,602
Benefits	3,202	6,421	3,219		77,562
Training	-	-	-		-
Office & Program Supplies	641	500	(141)		6,000
Technology Equip & Supplies	-	3,917	3,917		47,000
Admin Allocation		-	-		-
IT Allocation	-	-	-		-
Professional Services	-	500	500		6,000
Communications-Phone & Postage	445	500	55		6,000
Travel	105	833	729		10,000
Advertising	-	-	-		1,000
Rentals	968	974	6		11,689
Insurance	265	172	(92)		2,068
Utilities	63	-	(63)		117
Maintenance & Repair	27	40	13		475
Miscellaneous	-	-	-		-
<b>Total Operating Expenditures</b>	<b>23,700</b>	<b>31,757</b>	<b>8,057</b>		<b>388,512</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					
Transportation					
Congregate Meals (C1)					
Nutrition Education					
Home Delivered Meals (C2)					
Home Delivered Meals (State Expansion)					
Senior Farmer's Market					
Professional Consulting Services					
Home Repair & Sr. Emergency Fund					
Senior Drug Education					
Kinship Care Service Delivery					
Kinship Good & Services					
Respite Services					
Supplemental Services					
Services to Grandparents					
Other Payments					
<b>Total Subcontractor Expenditures</b>	-				-
<b>IT ALLOCATION ADD BACK</b>	<b>(23,700)</b>	<b>(31,757)</b>	<b>(8,057)</b>		<b>(388,512)</b>
<b>Total Expenditures</b>	-	-	-		-
<b>Revenues Over/(Under) Expend.</b>	-	-	-		-

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act	34,389	87,333	(52,944)		1,047,995
State/Federal	28,053	42,540	(14,487)		510,484
MTD Mac/Tsoa		-			0
Other ALTSA	-	3,794	(3,794)		45,530
HCRR		-			0
Multi Service Center		-			0
Health Homes		-			0
Other - COVID & Farmers Market	83,861	68,625	15,236	CARES Act/Vaccine Access	823,501
<b>Total Funding</b>	<b>146,303</b>	<b>202,293</b>	<b>(55,990)</b>		<b>2,427,510</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	18,892	30,548	11,656		381,773
Benefits	3,675	10,700	7,024		128,978
Training	-	150	150		1,800
Office & Program Supplies	627	510	(117)		6,120
Technology Equip & Supplies		-			0
Admin Allocation	14,301	17,596	3,295		230,423
IT Allocation	1,773	2,376	603		29,070
Professional Services	-	140	140		1,676
Communications-Phone & Postage	937	443	(495)		5,311
Travel	-	1,250	1,250		15,000
Advertising	328	250	(78)		3,000
Rentals	2,124	1,876	(249)		25,510
Insurance	394	291	(103)		3,493
Utilities	417	208	(209)		2,500
Maintenance & Repair	86	125	39		1,500
Miscellaneous	-	-			0
<b>Total Operating Expenditures</b>	<b>43,556</b>	<b>66,463</b>	<b>22,907</b>		<b>836,153</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance	4,669	6,426	1,758		77,117
Transportation	6,456	6,167	(289)		74,000
Congregate Meals (C1)	-	27,943	27,943		335,311
Nutrition Education	-	-			0
Home Delivered Meals (C2)	11,302	33,632	22,330		403,579
Home Delivered Meals (State Expansion)	-	2,743	2,743		32,918
Senior Farmer's Market	-	-			44,699
Prof Consulting Services (Disease Prev)	1,256	2,345	1,089		28,142
Home Repair & Sr. Emergency Fund	-	-			0
Senior Drug Education	-	-			0
Kinship Care Service Delivery		-			0
Kinship Good & Services		-			0
Respite Services		-			0
Supplemental Services		-			0
Services to Grandparents		-			0
COVID	75,132	55,831	(19,300)	COVID Emergencymeals/transp/vaccine	669,977
<b>Total Subcontractor Expenditures</b>	<b>98,815</b>	<b>135,087</b>	<b>36,272</b>		<b>1,665,742</b>
<b>IT ALLOCATION ADD BACK</b>					
<b>Total Expenditures</b>	<b>142,370</b>	<b>201,550</b>	<b>59,180</b>		<b>2,501,895</b>
<b>Revenues Over/(Under) Expend.</b>	<b>3,932</b>	<b>743</b>	<b>3,190</b>		<b>(74,385)</b>

	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act		-	-		-
State/Federal	311,559	326,035	(14,476)		3,921,319
MTD Mac/Tsoa		-			-
Other ALTSA		-	-		-
HCRR		-			-
Multi Service Center		-			-
Health Homes		-			-
Other (CGT - Caregiver Training)	10,406	17,083	(6,677)	Non core included on FCSP and KCSP	205,000
<b>Total Funding</b>	<b>321,965</b>	<b>343,118</b>	<b>(21,153)</b>		<b>4,126,319</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	152,317	161,749	9,432		1,953,485
Benefits	38,328	56,407	18,079		679,220
Training	-	-	-		315
Office & Program Supplies	1,141	2,250	1,109		27,000
Technology Equip & Supplies	-	-	-		-
Admin Allocation	24,863	26,394	1,531		337,329
IT Allocation	10,032	13,443	3,411		164,461
Professional Services	-	2,500	2,500		30,000
Communications-Phone & Postage	3,201	2,917	(284)		35,000
Travel	1,574	3,333	1,759		40,000
Advertising	-	167	167		2,000
Rentals	8,483	8,353	(129)		100,241
Insurance	2,478	1,647	(832)		19,760
Utilities	659	583	(76)		7,000
Maintenance & Repair	676	583	(92)		7,000
Miscellaneous	-	833	833		10,000
<b>Total Operating Expenditures</b>	<b>243,751</b>	<b>281,160</b>	<b>37,408</b>		<b>3,412,811</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services					-
Home Repair & Sr. Emergency Fund					-
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Caregiver Training	10,406	17,083	6,677		205,000
<b>Total Subcontractor Expenditures</b>	<b>10,406</b>	<b>17,083</b>	<b>6,677</b>		<b>205,000</b>
<b>IT ALLOCATION ADD BACK</b>					-
<b>Total Expenditures</b>	<b>254,157</b>	<b>298,243</b>	<b>44,086</b>		<b>3,617,811</b>
<b>Revenues Over/(Under) Expend.</b>	<b>67,808</b>	<b>44,875</b>	<b>22,933</b>		<b>508,508</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act	-	27,786	(27,786)		333,437
State/Federal	70,837	44,834	26,003		538,012
MTD Mac/Tsoa		-	-		-
Other AL TSA	-	4,083	(4,083)		49,000
HCRR		-	-		-
Multi Service Center		-	-		-
Health Homes		-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	7,237	8,555	(1,319)		102,664
<b>Total Funding</b>	<b>78,074</b>	<b>85,259</b>	<b>(7,186)</b>		<b>1,023,113</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	42,751	41,542	(1,209)		500,135
Benefits	13,599	15,851	2,251		190,516
Training	-	-	-		-
Office & Program Supplies	1,614	1,652	38		19,825
Technology Equip & Supplies	-	-	-		-
Admin Allocation	8,490	7,332	(1,159)		93,692
IT Allocation	3,164	4,241	1,077		51,894
Professional Services	-	292	292		3,500
Communications-Phone & Postage	1,394	2,083	689		25,000
Travel	504	1,083	580		13,000
Advertising	21	-	(21)		2,500
Rentals	4,078	4,014	(65)		48,164
Insurance	805	520	(285)		6,234
Utilities	455	398	(57)		4,778
Maintenance & Repair	435	323	(112)		3,876
Miscellaneous		-	-		-
<b>Total Operating Expenditures</b>	<b>77,309</b>	<b>79,330</b>	<b>2,021</b>		<b>963,114</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services		3,333	3,333		39,996
Home Repair & Sr. Emergency Fund	2,040	1,667	(373)		20,000
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Other Payments					-
<b>Total Subcontractor Expenditures</b>	<b>2,040</b>	<b>5,000</b>	<b>2,960</b>		<b>59,996</b>
<b>IT ALLOCATION ADD BACK</b>					-
<b>Total Expenditures</b>	<b>79,350</b>	<b>84,330</b>	<b>4,981</b>		<b>1,023,110</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(1,276)</b>	<b>929</b>	<b>(2,205)</b>		<b>3</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act		-	-		-
State/Federal		-	-		-
MTD Mac/Tsoa	38,280	58,500	(20,220)		925,238
Other AL TSA		-	-		-
HCRR		-	-		-
Multi Service Center		-	-		-
Health Homes		-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-
<b>Total Funding</b>	<b>38,280</b>	<b>58,500</b>	<b>(20,220)</b>		<b>925,238</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	25,612	33,942	8,330		405,427
Benefits	7,201	12,503	5,302		149,700
Training	-	-	-		-
Office & Program Supplies	250	292	41		3,500
Technology Equip & Supplies		-	-		-
Admin Allocation	4,347	5,132	785		65,585
IT Allocation	2,171	2,908	737		35,579
Professional Services	-	-	-		-
Communications-Phone & Postage	399	583	184		7,000
Travel	926	1,250	324		15,000
Advertising	-	-	-		1,500
Rentals	1,085	758	(327)		9,100
Insurance	538	356	(182)		4,274
Utilities	21	83	62		1,000
Maintenance & Repair	66	142	76		1,700
Outreach	21	-	(21)		-
					-
<b>Total Operating Expenditures</b>	<b>42,638</b>	<b>57,949</b>	<b>15,312</b>		<b>699,365</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services					-
Home Repair & Sr. Emergency Fund					-
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Other Payments					-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>					<b>-</b>
<b>Total Expenditures</b>	<b>42,638</b>	<b>57,949</b>	<b>15,312</b>		<b>699,365</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(4,358)</b>	<b>551</b>	<b>(4,908)</b>		<b>225,873</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act	15,128	16,537	(1,409)		198,449
State/Federal	46,043	55,982	(9,940)		671,789
MTD Mac/Tsoa		-			-
Other ALTSA		-			-
HCRR		-			-
Multi Service Center		-			-
Health Homes		-			-
Other (AWHI & CGT Non-Core)	4,654	11,458			137,500
<b>Total Funding</b>	<b>65,825</b>	<b>83,978</b>	<b>(11,349)</b>		<b>1,007,738</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	11,337	18,763	7,425		226,937
Benefits	2,079	6,373	4,295		76,801
Training	-	56	56		670
Office & Program Supplies	463	745	282		8,939
Technology Equip & Supplies	-	-	-		-
Admin Allocation	6,135	7,332	1,197		93,692
IT Allocation	1,240	1,660	421		20,314
Professional Services	-	417	417		5,000
Communications-Phone & Postage	514	611	97		7,331
Travel	-	583	583		7,000
Advertising	-	208	208		2,500
Rentals	1,684	1,754	70		21,051
Insurance	281	203	(78)		2,441
Utilities	164	191	27		2,290
Maintenance & Repair	199	207	8		2,480
Miscellaneous	35	-	(35)		-
<b>Total Operating Expenditures</b>	<b>24,130</b>	<b>39,103</b>	<b>14,973</b>		<b>477,446</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance		-	-		-
Transportation		-	-		-
Congregate Meals (C1)		-	-		-
Nutrition Education		-	-		-
Home Delivered Meals (C2)		-	-		-
Home Delivered Meals (State Expansion)		-	-		-
Senior Farmer's Aprket		-	-		-
Professional Consulting Services		-	-		-
Home Repair & Sr. Emergency Fund		-	-		-
Senior Drug Education		-	-		-
Kinship Care Service Delivery	1,389	-	(1,389)		-
Kinship Good & Services	1,000	2,900	1,900		34,796
Respite Services	32,289	31,250	(1,039)		375,000
Supplemental Services	1,791	1,512	(279)		18,146
Services to Grandparents	750	3,946	3,196		47,347
AWHI & CGT Non-Core	4,654	3,946	(708)		52,963
<b>Total Subcontractor Expenditures</b>	<b>41,872</b>	<b>43,553</b>	<b>1,681</b>		<b>528,252</b>
<b>IT ALLOCATION ADD BACK</b>					
<b>Total Expenditures</b>	<b>66,002</b>	<b>82,656</b>	<b>16,654</b>		<b>1,005,698</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(177)</b>	<b>1,322</b>	<b>5,306</b>		<b>2,040</b>



Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act		-	-		-
State/Federal		-	-		-
MTD Mac/Tsoa		-	-		-
Other ALTSA		-	-		-
HCRR	11,797	15,704	(3,907)		47,112
Multi Service Center		-	-		-
Health Homes		-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	-	-	-		-
<b>Total Funding</b>	<b>11,797</b>	<b>15,704</b>	<b>(3,907)</b>		<b>47,112</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	7,164	3,978	(3,186)		15,913
Benefits	2,213	1,579	(634)		6,317
Training	-	-	-		-
Office & Program Supplies	156	108	(47)		433
Technology Equip & Supplies	-	-	-		-
Admin Allocation	1,145	733	(412)		2,974
IT Allocation	294	393	99		1,622
Professional Services	-	139	139		556
Communications-Phone & Postage	36	64	27		254
Travel	-	47	47		189
Advertising	-	-	-		-
Rentals	205	446	241		1,783
Insurance	74	48	(26)		192
Utilities	126	78	(48)		312
Maintenance & Repair	40	39	(1)		156
Miscellaneous	-	-	-		-
<b>Total Operating Expenditures</b>	<b>11,454</b>	<b>7,652</b>	<b>(3,802)</b>		<b>30,701</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services					-
Home Repair & Sr. Emergency Fund					-
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Other Payments					-
<b>Total Subcontractor Expenditures</b>	<b>-</b>				<b>-</b>
<b>IT ALLOCATION ADD BACK</b>					
<b>Total Expenditures</b>	<b>11,454</b>	<b>7,652</b>	<b>(3,802)</b>		<b>30,701</b>
<b>Revenues Over/(Under) Expend.</b>	<b>344</b>	<b>8,052</b>	<b>(7,708)</b>		<b>16,411</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act		-	-		-
State/Federal		-	-		-
MTD Mac/Tsoa		-	-		-
Other ALTSA		-	-		-
HCRR	6,278	7,852	(1,574)		23,556
Multi Service Center		-	-		-
Health Homes		-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	-	-	-		-
<b>Total Funding</b>	<b>6,278</b>	<b>7,852</b>	<b>(1,574)</b>		<b>23,556</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	3,279	3,546	267		14,186
Benefits	1,444	1,466	22		5,865
Training	-	-	-		-
Office & Program Supplies	29	216	187		863
Technology Equip & Supplies	-	-	-		-
Admin Allocation	610	733	124		2,974
IT Allocation	306	409	103		1,689
Professional Services	-	-	-		2,000
Communications-Phone & Postage	93	250	157		1,001
Travel	-	18	18		71
Advertising	-	-	-		-
Rentals	254	250	(3)		1,001
Insurance	80	50	(30)		200
Utilities	-	-	-		-
Maintenance & Repair	2	-	(2)		-
Miscellaneous	-	-	-		-
<b>Total Operating Expenditures</b>	<b>6,095</b>	<b>6,939</b>	<b>844</b>		<b>29,851</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services					-
Home Repair & Sr. Emergency Fund					-
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Other Payments					-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>					<b>-</b>
<b>Total Expenditures</b>	<b>6,095</b>	<b>6,939</b>	<b>844</b>		<b>29,851</b>
<b>Revenues Over/(Under) Expend.</b>	<b>183</b>	<b>913</b>	<b>(730)</b>		<b>(6,295)</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act	-	11,921	(11,921)		31,063
State/Federal	-	2,469	(2,469)		27,500
MTD Mac/Tsoa	-	-	-		-
Other ALTSA	-	-	-		-
HCRR	-	-	-		-
Multi Service Center	9,656	-	9,656		89,787
Health Homes	-	-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	-	-	-		-
<b>Total Funding</b>	<b>9,656</b>	<b>14,390</b>	<b>(4,734)</b>		<b>148,350</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	5,662	9,681	4,018		117,063
Benefits	1,048	3,444	2,396		41,552
Training	-	-	-		250
Office & Program Supplies	-	83	83		1,000
Technology Equip & Supplies	-	-	-		-
Admin Allocation	985	1,466	481		18,738
IT Allocation	623	834	211		10,207
Professional Services	-	-	-		-
Communications-Phone & Postage	135	167	32		2,000
Travel	788	1,500	712		18,000
Advertising	-	-	-		-
Rentals	285	362	77		4,342
Insurance	130	102	(28)		1,226
Utilities	-	-	-		-
Maintenance & Repair	-	-	-		-
Miscellaneous (rounding included)	-	-	-		-
<b>Total Operating Expenditures</b>	<b>9,656</b>	<b>17,640</b>	<b>7,983</b>		<b>214,379</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance	-	-	-		-
Transportation	-	-	-		-
Congregate Meals (C1)	-	-	-		-
Nutrition Education	-	-	-		-
Home Delivered Meals (C2)	-	-	-		-
Home Delivered Meals (State Expansion)	-	-	-		-
Senior Farmer's Market	-	-	-		-
Professional Consulting Services	-	-	-		-
Home Repair & Sr. Emergency Fund	-	-	-		-
Senior Drug Education	-	-	-		-
Kinship Care Service Delivery	-	-	-		-
Kinship Good & Services	-	-	-		-
Respite Services	-	-	-		-
Supplemental Services	-	-	-		-
Services to Grandparents	-	-	-		-
Other Payments	-	-	-		-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>					
<b>Total Expenditures</b>	<b>9,656</b>	<b>17,640</b>	<b>7,983</b>		<b>214,379</b>
<b>Revenues Over/(Under) Expend.</b>	<b>-</b>	<b>(3,250)</b>	<b>3,250</b>		<b>(66,029)</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>					
Older Americans Act		-	-		-
State/Federal		-	-		-
MTD Mac/Tsoa		-	-		-
Other ALTSA		-	-		-
HCRR		-	-		-
Multi Service Center		-	-		-
Health Homes	31,593	34,000	(2,407)		433,305
Other		-	-		-
<b>Total Funding</b>	<b>31,593</b>	<b>34,000</b>	<b>(2,407)</b>		<b>433,305</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	18,223	20,929	2,706		253,603
Benefits	4,712	7,848	3,136		94,617
Training		-	-		-
Office & Program Supplies	313	250	(63)		3,000
Technology Equip & Supplies		-	-		-
Admin Allocation	3,178	3,666	488		48,416
IT Allocation	1,730	1,855	125		22,699
Professional Services		416	416		5,000
Communications-Phone & Postage	499	600	101		7,200
Travel	337	1,000	663		12,000
Advertising	-	50	50		600
Rentals	1,433	1,557	124		18,683
Insurance	435	284	(151)		3,409
Utilities	203	83	(120)		1,000
Maintenance & Repair	93	83	(9)		1,000
Miscellaneous		-	-		-
<b>Total Operating Expenditures</b>	<b>31,156</b>	<b>38,622</b>	<b>7,465</b>		<b>471,226</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services					-
Home Repair & Sr. Emergency Fund					-
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Other Payments					-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>					<b>-</b>
<b>Total Expenditures</b>	<b>31,156</b>	<b>38,622</b>	<b>7,465</b>		<b>471,226</b>
<b>Revenues Over/(Under) Expend.</b>	<b>436</b>	<b>(4,622)</b>	<b>5,058</b>		<b>(37,921)</b>

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	2022 Budget
<b>FUNDING</b>					
Older Americans Act		-	-		-
State/Federal		-	-		-
MTD Mac/Tsoa		-	-		-
Other ALTSA		-	-		-
HCRR		-	-		-
Multi Service Center		-	-		-
Health Homes	20,298	22,000	(1,702)		288,000
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-		-
<b>Total Funding</b>	<b>20,298</b>	<b>22,000</b>	<b>(1,702)</b>		<b>288,000</b>
<b>OPERATING EXPENDITURES</b>					
Salaries & Wages	3,972	5,902	1,930		71,766
Benefits	896	2,334	1,438		28,264
Training	-	-	-		-
Office & Program Supplies	-	100	100		1,200
Technology Equip & Supplies	5,220	2,000	(3,220)		24,000
Admin Allocation	3,028	2,933	(95)		39,016
IT Allocation	201	275	74		3,303
Professional Services	225	200	(25)		2,400
Communications-Phone & Postage	66	-	(66)		900
Travel	-	250	250		3,000
Advertising	-	500	500		500
Rentals	-	-	-		-
Insurance	50	33	(17)		397
Utilities	-	25	25		300
Maintenance & Repair	-	30	30		360
Miscellaneous		-			-
<b>Total Operating Expenditures</b>	<b>13,659</b>	<b>14,582</b>	<b>923</b>		<b>175,406</b>
<b>SUBCONTRACTOR EXPENDITURES</b>					
Legal Assistance					-
Transportation					-
Congregate Meals (C1)					-
Nutrition Education					-
Home Delivered Meals (C2)					-
Home Delivered Meals (State Expansion)					-
Senior Farmer's Market					-
Professional Consulting Services					-
Home Repair & Sr. Emergency Fund					-
Senior Drug Education					-
Kinship Care Service Delivery					-
Kinship Good & Services					-
Respite Services					-
Supplemental Services					-
Services to Grandparents					-
Payments to CCO Health Homes	16,029	20,130	4,101		263,520
<b>Total Subcontractor Expenditures</b>	<b>16,029</b>	<b>20,130</b>	<b>4,101</b>		<b>263,520</b>
<b>IT ALLOCATION ADD BACK</b>					-
<b>Total Expenditures</b>	<b>29,688</b>	<b>34,712</b>	<b>5,024</b>		<b>438,926</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(9,390)</b>	<b>(12,712)</b>	<b>3,322</b>		<b>(150,926)</b>

**The Advisory Council  
of the  
Olympic Area Agency on Aging  
Meeting Minutes for March 15, 2022  
Location: Zoom Conference Call**

**MEMBERS PRESENT:** Becca Knievel, Vice Chair; Charla Wright; Connie King; Denny Evans; Jane Lauzon; Joe Sharkey; Laura Morris; Marsha Melnick; Marti Anthony; Sandy Goodwick

**MEMBERS ABSENT:** Beth Pratt, Chair; Dale Jacobson; Ginny Adams; Margaret Taylor

**O3A STAFF PRESENT:** Laura Cepoi, Executive Director; Ingrid Henden, Contract Specialist; Heaven Gregg, I&A Specialist

**GUESTS:** No guests present.

**CALL TO ORDER:** 10:04 a.m. by Becca Knievel, Vice Chair.

**NEW BUSINESS/CHANGES to AGENDA:** Karen Sturnick, Minority Representative to the AC has resigned. O3A staff will recruit for a new Minority Representative.

**PUBLIC COMMENT:** No public present.

**SELECT COG MEETING REPRESENTATIVE:** Marti volunteered to attend the April 7 COG meeting which will be held by video conference.

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

**O3A PRESENTATION:** *Heaven Gregg, I&A Specialist, O3A*  
Heaven provided an overview of the programs and assistance offered by O3A.

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

Laura shared with the council the legislative successes from the 2022 session: \$24 million to AAA's for case management to address the 23% deficit when compared to state case managers; \$9 million for AAA's in DSHS request (\$16.9 million total) for case management to reduce caseloads to 75:1; \$2.1 million for AAA's Hospital Discharge Transitions for older adults; \$1.5 million for increased AAA's Senior Farmer's Market program expansion, including increasing vouchers from \$40 to \$80; \$900,000 for expansion to home delivered meals for eligible long term care clients; and full funding of the in-home Personal Needs Allowance increase, raising the amount clients can keep from \$1,074 (100% FPL) to \$2,349 (300% FPL), effective July 1, 2022. The operating budget has passed and been sent to the Governor for signature. Laura thanked the council for their advocacy efforts this session.

Federally the social service funding switched to the military to support Ukraine; we'll see about a 1-2% increase in federal funding.

Laura informed the council that about 2/3 of AAAs nationwide have changed over to Aging & Disability Resource Centers (ADRC), including most in Washington. ADRCs reflect the inclusiveness of all ages and all services. O3A will also be changing from Information and Assistance to an ADRC.

Laura reported that the job postings for the Planner and Community Services Manager have been posted and will close on March 31. Two of the Contract Specialists have been reclassified as Contract Managers.

Laura updated council members on the status of O3A in the pandemic. Our offices are open and staff are masked when meeting with clients. Masks will become optional when COVID reaches moderate levels.

Laura informed the council that O3A is having conversations with the State to be a State Lead with Tribes for Health Homes contracts. Last year Laura asked the Healthcare Authority for our agency to be funded at a higher rate since we do not have the volume necessary in our region.

**LOCAL MEMBER REPORTING:**

- Charla announced there will be a Dementia Workshop on April 23 at the Port Angeles Senior Center
- Laura reported that she helped a neighbor find a walker and had a difficult time locating a place with free/loaner/cheap walkers. She also asked where the Living Well Resource Guides are distributed? Ingrid will ask and bring the information to the next meeting.

**STATE COUNCIL ON AGING (SCOA) REPORT:** *Joe Sharkey*  
SCOA minutes will be sent out as they are available.

Joe announced that his SCOA term will be up in September; the council will need to recommend a new representative for appointment.

**PUBLIC COMMENT:** No public present.

**MEETING ADJOURNED:** The meeting was adjourned by consensus at 10:54 am.