

**O3A COUNCIL OF GOVERNMENTS AGENDA**

**Meeting Date:** Thursday, November 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

Randy Johnson, Chair  
Clallam County

- Call to Order
- Approval of Agenda
- Public comment for agenda items  
(Please limit comments to 5 minutes)

**Motion to Approve**

**Public Comment**

All matters listed within the consent Agenda have been distributed to members of the Council of Governments (COG) for review and are considered routine. Consent Agenda items will be approved by one motion of the COG with no separate discussion. If separate discussion is desired on any item, that item may be removed from the Consent Agenda at the request of a COG member for action later in the agenda.

Laura Cepoi,  
Executive Director

- Consent Agenda Items:
  - September 1, 2022 Minutes
  - June, July, August 2022 Disbursements

**Motion to Approve**  
**Enclosure 1 Pages 1-2**  
**Enclosure 2 Pages 3-5**

Corena Stern,  
CFO

- Executive Director's Report
  - 2022 2<sup>nd</sup> Quarter Service Summary

**Enclosure 3 Pages 6-7**  
**Enclosure 4 Page 8-9**

Carol Ann Lase,  
Admin. Director

- Older Americans Act 2023 Subcontracts
  - Congregate & Home Delivered Nutrition, Legal Services, Volunteer Transportation & Evidence Based programs

**Enclosure 6 Pages 28-29**

Pam Tuttle  
Grays Harbor

- Advisory Council Activity Report
  - September 20, 2022 minutes

**Report**  
**Enclosure 7 Pages 30-32**

Randy Johnson, Chair  
Clallam County

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

**Announcement**  
**Public Comment**

**Adjourn**

**NEXT MEETING REMINDERS:** The next Council of Governments meeting is Thursday, December 1, 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)

September 1, 2022

In Person – Shelton Civic Center

**COMMISSIONERS ATTENDING:** Randy Johnson, Chair (Clallam); Greg Brotherton, Vice-Chair (Jefferson); and Lisa Olsen (Pacific – attended by phone).

**COMMISSIONERS ABSENT:** Grays Harbor County was not represented.

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

**ADVISORY COUNCIL MEMBERS:** None.

**GUESTS/PUBLIC:** None.

**CALL TO ORDER:** Randy Johnson, Chair, called the meeting to order at 10:04 a.m.

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

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA ITEMS:** Corena noted there should be one correction to the August 4, 2022 minutes presented for approval: in the Fiscal Report on the 2<sup>nd</sup> page of the minutes the ARP match funds received should be listed as \$110,0000 instead of \$200,0000. **Motion** to approve the Consent Agenda items as corrected was made by Greg Brotherton, with a 2<sup>nd</sup> by Lisa Olsen. **Motion Passed.**

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

- Laura thanked Corena and her team for their work on the SAO audit, noting that the exit conference will be scheduled soon.
- Laura briefly reviewed how the agency is preparing for the ALTSA monitoring at the end of the month. Contract unit staff are uploading documents, as will fiscal. This monitoring visit was postponed from 2020, so it is the first time ALTSA has conducted a program monitoring for the agency in several years.

**Staffing and Organization Update:**

- Laura noted that the agency has been shorthanded for client service and case management supervision support in the north offices; management team and supervisors in the south offices are stepping up to provide the additional support needed during the agency's supervision transition.

- Laura noted that the lower caseloads for the agency has been welcomed by our case managers, who express appreciation for how the lower caseloads improves their ability to work more closely with clients on an individual basis. Case managers are also already reporting greater satisfactions with their work and feeling less work-related stress. O3A is the first AAA to meet the new 1-75 caseload ratio in the state.
- Laura informed the board that a review of the SHIBA/MIPPA program by the Office of Insurance Commissioner (OIC) was very positive; so much so that the OIC will offer the agency additional funding.
- Laura noted that Michelle Fogus, Contract Specialist, is working with the state to develop a Smart Home pilot project.
- Laura reviewed her participation on a Benefits and Eligibility workgroup as part of her service on the WA CARES commission. Laura is one of the speakers at WA CARES webinars promoting the importance of long term care planning for near-retirees.
- **Contract Approval: Moore Wright Group subcontract.** Laura reviewed the proposed subcontract, noting it is funded by the Grays Harbor Rural Health Equity Grant. The Moore Wright Group (TMWG) has submitted a proposal to provide outreach and direct services using a mobile assistance vehicle. This will be a 2<sup>nd</sup> provider for this type of service; services under the North Beach Senior Center project approved earlier this year have been delayed due to an inability to obtain the required vehicle due to supply chain issues. TMWG expects to begin providing services soon after contract execution. After a brief discussion, the following motion was made. **Motion:** The Olympic Area Agency on Aging Council of Governments approves a contract with The Moore Wright Group to provide mobile services as presented in the memorandum in the amount of \$30,536. Laura Cepoi is authorized to execute the contract on behalf of the agency. Motion by Lisa Olsen, with a 2<sup>nd</sup> by Greg Brotherton. **Motion passed.**

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

Corena reviewed the Revenue & Expense Summary through May 2022, noting that the agency's financial results continue to trend as expected. The agency had a year to date (YTD) overall surplus of \$176,901 for non-restricted funds, and a YTD surplus of \$36,714 for MTD /MAC-TSOA restricted funds. The non-restricted fund balance as of May 31, 2022 is \$3,045,266, and the restricted MTD MAC-TSOA fund balance is \$490,743. Corena reported the SAO financial audit is nearing completion, the 3-year accountability audit is still in process. In addition, ALTSA will also conduct a fiscal review as part of the general agency monitoring in September. Corena noted that she is working on the annual Area Plan budget required by ALTSA, and that work on the 2023 Operating Budget (OP) will begin soon. The agency anticipates requesting a 7%-8% COLA for staff in the OP. Benefit costs with PEBB increased by approximate 9.8% for our group for 2023.

#### **ADVISORY COUNCIL (AC) REPORT:**

There were no Advisory Council representatives in attendance. Staff noted the AC did not meet in August.

**EXECUTIVE SESSION:** At 10:56 a.m. the meeting was adjourned to an Executive Session for the purpose of performing the annual personnel evaluation of the Executive Director Laura Cepoi, for a time period estimated to be 15 minutes. At 11:40 a.m. the open meeting reconvened. The board stated Laura's performance review is Satisfactory. After thanking Laura for her service, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments confirms the annual personnel review of Laura Cepoi as the agency's Executive Director is Satisfactory, and she is approved to receive the 2.5% merit pay increase under the terms of her contract. Motion by Greg Brotherton, 2<sup>nd</sup> by Lisa Olsen. **Motion Passed.**

**COG MEMBER ANNOUNCEMENTS:** None.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** The meeting was adjourned by consensus at 11:41 a.m.



# 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

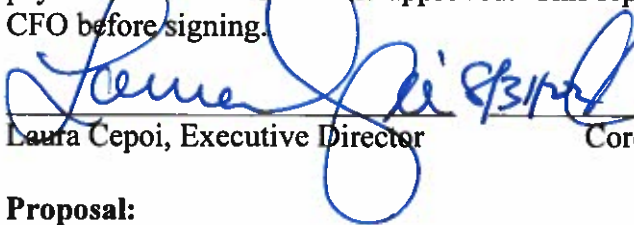
August 30, 2022

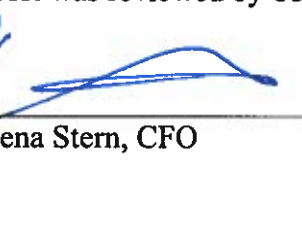
The following warrants/checks/electronic payments (EFT's) for the period June 1, 2022, through June 30, 2022, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7803308	Through: 7803504	\$462,941.21 (1) ✓
<u>Payroll:</u>			
EFTs	Numbers: 40742	Through: 40849	\$268,886.89 (2) ✓
	(Check numbers 40706-40741 voided due to out of order) ✓		
IRS			\$0.00 ✓
Savings			\$4,930.00 ✓
<u>Electronic Payments:</u>	Dates: 06/01/2022	Through: 06/30/2022	\$1,172.77 ✓
Total			\$737,930.87

- (1) Net of payroll transfer
- (2) Net of IRS payment

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

 8/31/22  
 Laura Cepoi, Executive Director

  
 Corena Stern, CFO

8/31/22  
Date

**Proposal:**

I recommend that the O3A COG approve payments for the month of June 2022.

**PROPOSED MOTION:**

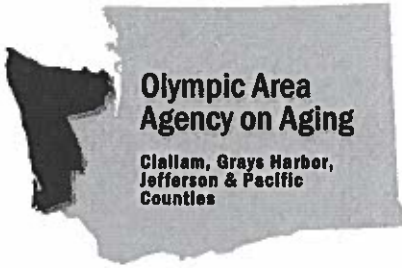
**Motion:** The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of June 2022.

Approval by COG

\_\_\_\_\_  
Randy Johnson, COG Chair

\_\_\_\_\_  
Date:

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



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October 25, 2022

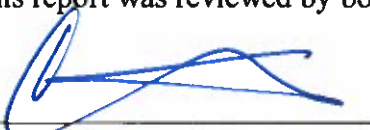
The following warrants/checks/electronic payments (EFT's) for the period July 1, 2022, through July 31, 2022, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7803505	Through: 7803665	\$435,207.00 (1)
<u>Payroll:</u>			
EFTs	Numbers: 40850	Through: 40965	\$280,386.64 (2)
IRS			\$176,808.99
Savings			\$4,930.00
<u>Electronic Payments:</u>	Dates: 07/01/2022	Through: 07/31/2022	\$1,750.32
Total			\$899,082.95

(1) Net of payroll transfer  
 (2) Net of IRS payment

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

\_\_\_\_\_  
 Laura Cepoi, Executive Director

  
 \_\_\_\_\_  
 Corena Stern, CFO

  
 \_\_\_\_\_  
 Date

**Proposal:**

I recommend that the O3A COG approve payments for the month of July 2022.

**PROPOSED MOTION:**

Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of July 2022.

Approval by COG

\_\_\_\_\_  
 Randy Johnson, COG Chair

\_\_\_\_\_  
 Date:

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



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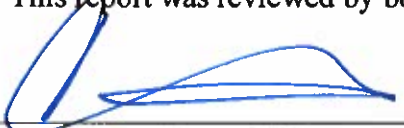
The following warrants/checks/electronic payments (EFT's) for the period August 1, 2022, through August 31, 2022, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7803666	Through: 7803839	\$483,703.68 (1)
<u>Payroll:</u>			
EFTs	Numbers: 40966	Through: 41072	\$266,848.06 (2)
IRS			\$86,370.45
Savings			\$4,930.00
<u>Electronic Payments:</u>	Dates: 08/01/2022	Through: 08/31/2022	\$833.96
Total			\$842,686.15

- (1) Net of payroll transfer
- (2) Net of IRS payment

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

\_\_\_\_\_  
 Laura Cepoi, Executive Director

  
 \_\_\_\_\_  
 Corena Stern, CFO

  
 \_\_\_\_\_  
 Date

**Proposal:**

I recommend that the O3A COG approve payments for the month of August 2022.

**PROPOSED MOTION:**

Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of August 2022.

Approval by COG

\_\_\_\_\_  
 Randy Johnson, COG Chair

\_\_\_\_\_  
 Date:

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



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## **DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) -October 21, 2022**

### **Audits/Monitoring**

We continue to work on the SAO Accountability Audit which is a three-year cycle because of some personnel issues this has remained open as the agency wraps up some outstanding issues. The fiscal portion of the audit has been completed with excellent results. Our exit conference was held on September 21<sup>st</sup> and Commissioner Brotherton attended. Many thanks to Corena Stern and her fiscal team for scoring an "A" on the audit. This is the second year in a row with no findings and speaks to the sound fiscal practices Corena has brought to the agency.

We completed our ALTA Monitoring at the end of September as well. Given the amount of change and turnover since the last audit completed in 2017, I was surprised by the successes the agency earned. This is directly attributable to the enthusiasm, responsiveness, and commitment to the work by our contracts, fiscal, community programs and case management staff. The monitoring team commented on several "best practices" that they saw at O3A that they would like to share statewide.

Our service delivery has really been updated and I am proud our efforts were reflected and recognized in achievements that we made with this audit, initializing new relationships and developing partnerships.

### **Staffing Updates**

Doug Sheaffer, Direct Services Supervisor, in Pacific County will be retiring at the end of October after providing 25 years of service and making a difference in thousands of lives. He has been a regular contributor the Chinook Observer writing about all the ways that people can get support from O3A. He has made a real difference to his community and this agency, and we wish him the best for his well-deserved retirement. We are currently recruiting to fill his position.

We are happy to announce that Rebecca McHugh was promoted from Case Manager to Case Management Supervisor for Clallam/Jefferson Counties. We continue to receive positive responses from staff about the recent changes. Many thanks for the outstanding leadership of Ann Peterson, Case Management Director and excellent teamwork from supervisors Doug Sheaffer and Samantha Thurston who have transcended the boundaries of regional offices to whole agency care.

Rebecca McHugh and Leigha Culp, Case Manager (Aberdeen) spoke at a statewide conference on the impact lowered caseload ratios have made on delivering services to clients. They both did a wonderful job describing the intensity of the work and the relief to be able to have the time to deliver the best services to our clients with the lowered case load ratios. O3A is currently the only AAA in the State to meet the new lowered caseload.

### **SHIBA/MIPPA:**

Open Enrollment has begun! SHIBA clinics in the north are happening in multiple venues and our office in Gray Harbor is getting a lot of foot traffic for assistance on choosing the right plan.



### **Program Updates:**

O3A has been working with local organizations, along with the Washington Department of Health (DOH), to bring mobile COVID vaccines and other health services to Ocean Shores.

On Thursday, Oct. 20, the Care-A-Van, a mobile COVID vaccination clinic provided by the DOH, along with the MAV (Mobile Assistance Van) was held at the Lions Club Park.

The Care-A-Van provided bivalent boosters for both children and adults, as well as first and second doses of the vaccine. A \$50 incentive was available for those receiving their first or second dose, incentives were not approved for boosters.

This event also served as the inaugural service of the MAV, a partnership between O3A, North Beach Senior Center and the Arc of Grays Harbor. Once a month, the MAV will take food items, COVID information and supplies and resource assistance to underserved communities around Grays Harbor.

### **CONTRACTS**

- Carol Ann Laase has been added as a contract authority to sign contracts on my behalf while I am in D.C.
- Signed an Older American Act Contract addendum no cost extension to allow spend out through 9-30-2023
- Signed a no cost extension of Rural Equity Grants (Clallam & Grays Harbor) through May 31, 2024
- Signed a contract for \$15,000 wage support fellowship 2022-20223

### **Long Term Services and Supports Commission:**

I will be on a speakers panel for Long-Term Care Planning for Younger Workers to be held on 10/27.

#### **Summary**

Long-term care is a predictable cost – 70% of us will need it at some point in our lives. And sometimes the need for care doesn't wait until we age, whether due to an accident, disability, or other condition that causes a person to need help with daily activities. In fact, 19% of care recipients are 55 or younger.

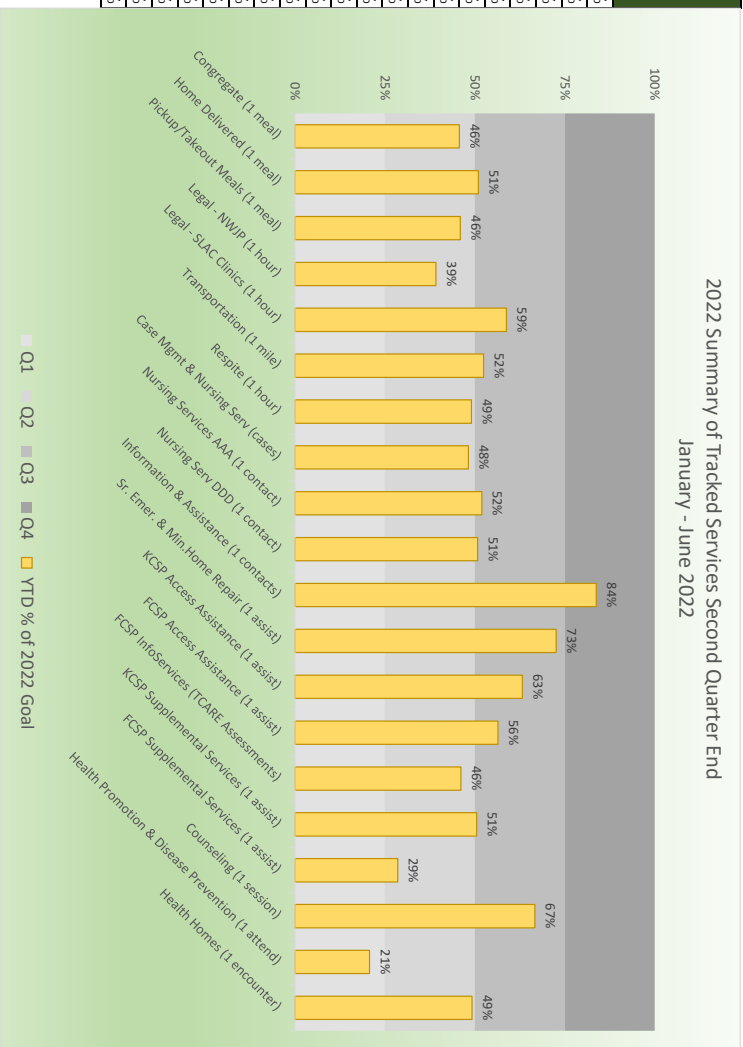
It can be hard to know when you should start planning for long-term care and how to prioritize it compared to other financial and future planning needs. You may also be wondering how to help older loved ones plan for their own care. Join us to find out what you need to know about long-term care planning at each stage of your life. We will also provide an overview of the WA Cares Fund and how it will help younger workers.

Respectfully Submitted,

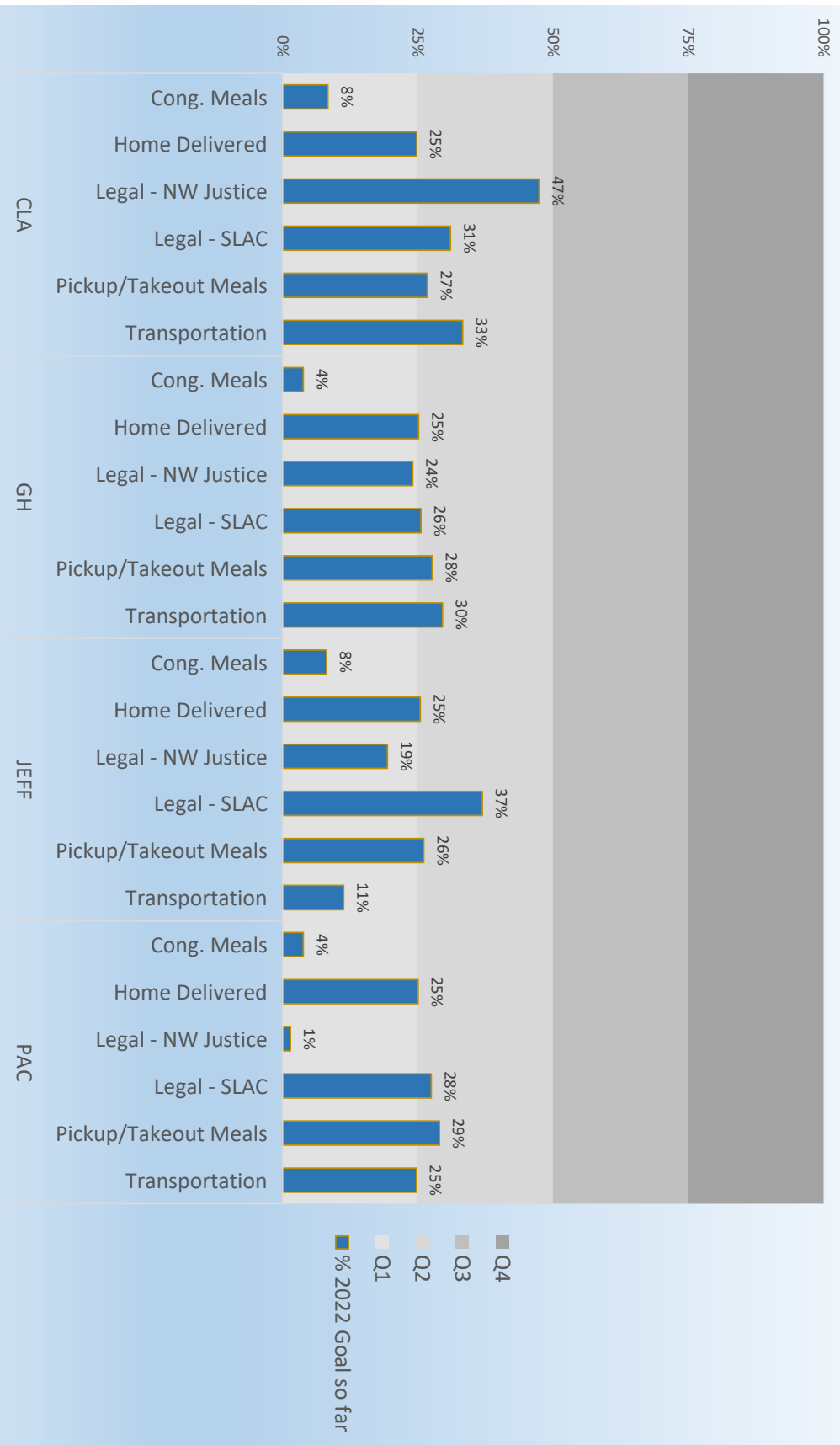
Laura Cepoi, Executive Director



Service (2022 Calendar Year)	Contract Units / Goal (12 months)	Actual Units Served (by Quarter End)	Undup. Clients (by Quarter End)	YTD % of 2022 Goal
Congregate (1 meal)	15630	7145	162	46%
Home Delivered (1 meal)	111612	56895	469	51%
Pickup/Takeout Meals (1 meal)	33774	15529	448	46%
Legal - NWJP (1 hour)	1232	482.6	34	39%
Legal - SLAC Clinics (1 hour)	320	188.1157	100	59%
Transportation (1 mile)	115543	60576	125	52%
Respite (1 hour)	15490	7603.5	93	49%
Case Mgmt & Nursing Serv (cases)	20,979	10,114	N/A	48%
Nursing Services AAA (1 contact)	2,053	1,066	N/A	52%
Nursing Serv DDD (1 contact)	298	131	N/A	51%
Information & Assistance (1 contacts)	709022	593703	N/A	84%
Sr. Emer. & Min.Home Repair (1 assist)	62	45	35	73%
KCSP Access Assistance (1 assist)	288	182	N/A	63%
FCSP Access Assistance (1 assist)	1,003	566	N/A	56%
FCSP InfoServices (TCARE Assessments)	117	54	N/A	46%
FCSP Supplemental Services (1 assist)	97	49	28	51%
FCSP Supplemental Services (1 assist)	63	18	9	29%
Counseling (1 session)	39	26	6	67%
Health Promotion & Disease Prevention (1 attend)	651	135	26	21%
Health Homes (1 encounter)	2,100	1034	198	49%



## 2022 Summary of Tracked Services by County Second Quarter End January - June 2022



Refreshed: 9/28/2022 10:43

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



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**DATE:** October 27, 2022  
**TO:** O3A Council of Governments  
**FROM:** Corena Stern, CFO  
**SUBJECT:** O3A June and July 2022 Operating Results

Following this memo is O3A's Revenue and Expense Summary through July 2022. The Agency had an overall YTD operating surplus of \$278,859 for Title XIX funds and a YTD surplus of \$91,457 for MTD MACTSOA restricted funds. Local fund balance was \$140,020 at the end of July.

General and Case Management fund balance stands at \$3,147,224 as of 07/31/22.

The MTD MAC/TSOA program has a fund balance of \$545,486.

The working advance from AL TSA was increased by \$183,642 to \$1,355,345 in the month of June.

	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/21	2,868,365	454,029	114,899	1,355,345	4,792,638
Surplus (Deficit) through July 2022	411,073	91,457	25,121	-	527,651
Used for underfunded programs	(132,214)	-	-	-	(132,214)
Fund Balance 7/31/2022	3,147,224	545,486	140,020	1,355,345	5,188,075

Case Management gains mitigated other program losses - in the Health Homes CCO and Health Home Lead program area, as well as in Administration.

The figures below are exclusive of MTD MACTSOA program:

	YTD
<b>Core Svs Contract Mgmt (CSCM)</b>	<b>45,443</b>
<b>Core Case Management (CM)</b>	<b>358,596</b>
<b>Other / Admin</b>	<b>(35,483)</b>
<b>Fund Use</b>	<b>5,666</b>
<b>Home Care Referral Registry (HCRR)</b>	<b>1,369</b>
<b>Health Homes CCO</b>	<b>(51,458)</b>
<b>Health Homes Lead</b>	<b>(45,273)</b>
<b>Total</b>	<b>278,859</b>

## Narrative Overview -

Overall, the agency fell short of budget revenue projections through July - \$5,759,518 out of a YTD budget of \$6,092,008. – a difference of \$332,490. Case management revenues increased in July with the new contract and are now in line with YTD budget figures. MTD Mac/TSAO revenues are under but may even out with the next quarterly milestone billing. Health Homes CCO and Lead revenues are under budget and subcontracted pandemic spending is lagging from budget projections

The expenditure budget came in under by \$460,962. Over half (251K) of this variance to budget is related to payroll and benefits coming in less than budgeted in several programs, including Planning and Contract Management, MTD-MacTsoa and Family Caregivers Support Services and Health Homes Lead. Some vacancies accounted for the reduction in planned expenditures. Other expenditures coming in less than budgeted include Caregiver Training and COVID related expenditures.

Overall, the agency has exceeded fund balance surplus projections by \$128,472 through July 2022 and has increased fund balance by \$395k YTD.

**Case Management** surplus was 358k at the end of July 2022, very close to Budget -304k. Payroll was slightly under budget. Revenues are down from budget projections due to lower caseloads; however, the new case unit rate contract began in July and revenues will increase to cover the difference. The agency received additional funding for inflationary adjustments as well as reduced caseload ratios.

**Admin-** YTD costs for payroll and benefits are slightly over target due to termination payouts and some new hires. State Auditor bills for the Annual Audit in the amount of 20k were processed in July. In addition, advertising costs are over budget due to the costs associated with new hire advertising. Admin costs were higher in July and available resources to charge admin were lower due to nutrition contracts that don't allow or ran out of Admin - consequently \$10,358 of fund balance was used to fund Admin in July and \$9,881 in June.

**IT –** YTD Under Budget in Payroll, Technology purchases and travel.

**PCM –** Payroll under budget due to staff vacancies and reorganization.

**I&A –** Actual expenses are slightly over in Payroll and supplies and Admin allocation.

**MTD-MacTSOA –**Revenues are slightly under projections but will catch up later in the year with the other quarterly milestone billings. Expenses were significantly down from the budget in Payroll and Benefits, but another care coordinator has been hired, so monthly payroll is now on target.

**FCSP/KCSP –** Operating expenses are lower than budgeted in payroll, benefits, and admin allocation. Pandemic funding is being used for some short-term respite and some services to grandparents. Additional funding has been used for more respite services.

**HCRR – Olympic and Pacific HCRR program has ended as of June 30<sup>th</sup>, 2022.** A private sector company has contracted with the State to perform this function.

**Ombuds –** Revenues are keeping pace with expenses. Expenses are up with the hiring of assistant staff.

**Health Homes CCO** ended YTD July with a deficit due to payroll and benefit expenses increasing as staff were hired – however Revenues are not meeting targets..

**Health Homes Lead** deficits were less than budgeted by 42k, due to reduced staffing costs. YTD losses are 45k.

**COVID funding** spending moved to Federal ARP for June and July. The Agency has received additional State match ARP funding for the new SFY23 in the amount of 102k

## Other items of note –

- **2021 Financial and Federal Single State Audit** is completed and an exit conference was held on September 21<sup>st</sup>. The audit was clean. The Single Audit selection this year was for the Medicaid Cluster federal funding which included Case Management. A copy of the audit is attached.

This is an **Accountability Audit** year and that portion of the audit has extended out farther than September. The area under review for the Accountability Audit is payroll. SAO is hoping to conclude the Accountability Audit in November.

- Our cognizant agency, ALTSA, conducted a programmatic and **Fiscal monitoring** September 27-29<sup>th</sup>. The Fiscal monitoring went well and it is expected that there will be only a few recommendations.

- Budgets-

The **State Federal contract** budget has been completed and submitted. New funding for Hospital Care Transitions has been provided, as well as some one-time Nutrition funding, increased Senior Farmer's market funding and the 2<sup>nd</sup> year State Match of ARP. The increase in the case management rate will provide funding to lower case management ratios and funding for inflationary cost salary adjustments for case management.

**Older Americans Act line-item Budget** was submitted on August 30<sup>th</sup>, 2022 and does not provide any additional funds. A larger portion of Nutrition funding has been earmarked for Home Delivered Meals instead of Congregate Meals. ALTSA has notified the agency that the budget submitted has been approved on October 25<sup>th</sup> with full allocations and anticipates getting contracts out over the next few weeks.

**Area Plan Budget** – This budget is near completion and includes service data projections, cost allocation plan, FTE allocation plan, staffing plan, tribal plan updates, subcontracting numbers, match requirements and overall funding plan. It is a requirement of the Older American's Act funding the agency receives, which represents about 20% of our current funding.

**Operating Budget** – Payroll analysis is complete in draft form - anticipated cost of living increase is in the 8% range, reflecting year over year CPI. The preliminary PEBB insurance rates just came out and we are looking at a 9.6% increase for our group.

Other budget increases will include travel and general liability insurance.

- American Rescue Plan funding contracts are in 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. For SFY 23, the state has provided matching funds from the general fund that must be spent June 30, 2023.  
  
For ARP funding there is no line-item budget and money is transferable between titles and originally could be used for any emergent need as long as the Emergency Declaration lasts. As the MDD and PHE are nearing the end, AL TSA has recently stated that since the funding was committed during the MDD/PHE that the flexibility between titles will continue until the end of the contract.



Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	2022 Budget
<b>FUNDING</b>										
Older Americans Act	178,644	131,657	46,987	59,620	131,657	(72,036)	845,624	952,660	(107,036)	1,610,944
State/Federal	429,174	471,171	(41,997)	591,654	467,791	123,863	3,296,302	3,305,830	(9,528)	5,669,104
MTD Mac/Tsoa	130,936	113,309	17,627	39,810	58,750	(18,940)	459,647	519,368	(59,722)	925,238
Other ALTSA	5,958	7,878	(1,919)	22,995	7,878	15,118	61,624	55,143	6,482	94,530
HCRR	8,968	-	8,968	-	-	-	82,087	70,668	11,419	70,668
Multi Service Center	-	12,827	(12,827)	-	12,827	(12,827)	65,840	38,480	27,360	89,787
Health Homes	52,676	60,000	(7,324)	53,864	60,305	(6,441)	359,041	409,805	(50,764)	721,305
Other (COVID,SHIBA, SFM, CGT, Sr E	81,567	105,722	(24,155)	93,924	105,722	(11,798)	589,353	740,055	(150,702)	1,268,665
<b>Total Funding</b>	<b>887,924</b>	<b>902,563</b>	<b>(14,639)</b>	<b>861,869</b>	<b>844,929</b>	<b>16,940</b>	<b>5,759,518</b>	<b>6,092,008</b>	<b>(332,490)</b>	<b>10,450,241</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	388,652	391,435	2,782	381,030	390,787	9,757	2,602,306	2,756,833	154,527	4,736,333
Benefits	130,795	136,879	6,084	124,274	136,133	11,860	870,946	968,083	97,136	1,649,967
Training	2,439	506	(1,933)	-	506	506	3,291	3,291	(0)	6,135
Office & Program Supplies	8,821	7,382	(1,439)	5,221	7,382	2,161	48,524	52,970	4,446	89,880
Technology Equip & Supplies	6,457	5,917	(541)	4,164	5,917	1,752	38,040	41,417	3,377	71,000
Admin Allocation	80,225	81,086	(745)	91,856	77,638	(14,218)	559,548	540,364	(19,184)	932,840
IT Allocation	33,811	30,813	(2,998)	27,769	30,813	3,045	204,233	221,676	17,443	376,361
Professional Services	3,446	12,265	8,818	25,272	12,465	(12,807)	56,588	72,008	15,420	130,332
Communications-Phone & Postage	7,036	8,587	1,551	5,594	8,587	2,993	54,890	61,063	6,173	103,997
Travel	8,832	11,883	3,051	12,221	11,883	(338)	60,778	83,443	22,665	142,860
Advertising	2,597	675	(1,922)	4,275	675	(3,600)	20,795	12,475	(8,320)	18,600
Rentals	22,522	22,274	(248)	21,027	22,274	1,248	156,713	158,706	1,993	273,079
Insurance	3,585	3,964	380	4,013	3,964	(49)	30,076	28,142	(1,934)	47,962
Utilities	1,604	1,887	283	1,289	1,887	598	13,947	13,462	(485)	23,197
Maintenance & Repair	1,761	1,733	(28)	2,956	1,733	(1,224)	14,907	14,684	(222)	23,347
Miscellaneous	(2,180)	833	3,013	1,630	833	(796)	(360)	5,833	6,194	10,000
<b>Total Operating Expenditures</b>	<b>700,404</b>	<b>718,118</b>	<b>16,109</b>	<b>712,590</b>	<b>713,477</b>	<b>887</b>	<b>4,735,221</b>	<b>5,034,451</b>	<b>299,230</b>	<b>8,635,889</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance	4,630	6,426	1,796	5,121	6,426	1,306	35,293	44,985	9,692	77,117
Transportation	6,311	6,167	(144)	5,768	6,167	399	41,234	43,167	1,932	74,000
Congregate Meals (C1)	18,098	27,943	9,845	20,729	27,943	7,213	234,755	195,598	(39,157)	335,311
Nutrition Education	250	-	(250)	250	-	(250)	500	-	(500)	-
Home Delivered Meals (C2)	49,405	33,632	(15,774)	14,834	33,632	18,798	190,360	235,421	45,061	403,579
Home Delivered Meals (State Expansion)	-	2,743	2,743	16,449	2,743	(13,706)	27,318	19,202	(8,116)	32,918
Senior Farmer's Market	13,755	14,900	1,144	13,677	14,900	1,223	27,432	29,799	2,367	44,699
Professional Consulting Services	4,732	5,678	(2,387)	3,661	5,678	2,017	15,448	39,747	24,299	68,138
Home Repair & Sr. Emergency Fund	11,612	1,667	(9,945)	1,026	1,667	641	26,294	11,669	(14,625)	20,000
Senior Drug Education	-	-	-	588	-	(588)	11,665	-	(11,665)	-
Kinship Care Service Delivery	-	-	-	634	-	(634)	4,118	-	(4,118)	-
Kinship Good & Services	11,865	2,900	(8,965)	1,630	2,900	1,270	26,659	20,298	(6,362)	34,796
Respite Services	30,383	31,250	867	29,230	31,250	2,020	226,283	218,750	(7,533)	375,000
Supplemental Services	2,391	1,512	(879)	1,652	1,512	(140)	12,026	10,585	(1,441)	18,146
Services to Grandparents	2,989	3,946	956	-	3,946	3,946	9,215	27,619	18,404	47,347
Other Payments	61,433	99,458	38,025	82,923	99,458	16,536	531,518	688,803	157,286	1,191,460
<b>Total Subcontractor Expenditures</b>	<b>217,854</b>	<b>238,221</b>	<b>17,034</b>	<b>198,171</b>	<b>238,221</b>	<b>40,050</b>	<b>1,420,119</b>	<b>1,585,643</b>	<b>165,524</b>	<b>2,722,510</b>
<b>ADMIN &amp; IT ALLOCATION ADD BACK</b>	<b>(114,036)</b>	<b>(112,372)</b>	<b>1,664</b>	<b>(120,744)</b>	<b>(109,728)</b>	<b>11,016</b>	<b>(764,900)</b>	<b>(768,692)</b>	<b>(3,792)</b>	<b>(1,325,436)</b>
<b>Total Expenditures</b>	<b>804,222</b>	<b>843,967</b>	<b>34,806</b>	<b>790,017</b>	<b>841,970</b>	<b>51,953</b>	<b>5,390,440</b>	<b>5,851,402</b>	<b>460,962</b>	<b>10,032,963</b>
<b>GENERAL FUND SURPLUS (DEFICIT)</b>	<b>83,702</b>	<b>58,596</b>	<b>20,167</b>	<b>71,852</b>	<b>2,959</b>	<b>68,893</b>	<b>369,078</b>	<b>240,606</b>	<b>128,472</b>	<b>417,278</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 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	61,996	48,726	(13,270)	52,160	46,847	(5,313)	361,128	331,111	(30,017)		575,442
Benefits	18,544	14,657	(3,887)	13,777	13,692	(85)	106,216	101,595	(4,621)		170,575
Training	-	300	300	-	300	300	285	1,600	1,315		3,100
Office & Program Supplies	816	1,000	184	843	1,000	157	5,279	7,000	1,721		12,000
Technology Equip & Supplies		-	-		-	-	-	-	-		-
Admin Allocation		-	-		-	-	-	-	-		-
IT Allocation	3,090	2,934	(156)	2,640	2,934	294	18,769	20,796	2,026		35,524
Professional Services	1,817	7,800	5,983	24,325	8,000	(16,325)	52,751	38,200	(14,551)		74,200
Communications-Phone & Postage	447	583	136	357	583	227	3,786	4,083	297		7,000
Travel	987	800	(187)	1,079	800	(279)	7,056	5,600	(1,456)		9,600
Advertising	1,226	-	(1,226)	3,608	-	(3,608)	16,637	4,500	(12,137)		5,000
Rentals	2,611	2,626	15	2,611	2,626	15	18,147	18,383	236		31,514
Insurance	299	356	56	364	356	(9)	2,595	2,490	(105)		4,268
Utilities	249	300	51	249	300	51	2,427	2,100	(327)		3,900
Maintenance & Repair	202	200	(2)	202	200	(2)	2,135	3,800	1,665		4,800
Miscellaneous	(2,180)	-	2,180	-	-	-	(2,180)	-	2,180		-
<b>Total Operating Expenditures</b>	<b>90,106</b>	<b>80,283</b>	<b>(9,824)</b>	<b>102,214</b>	<b>77,638</b>	<b>(24,576)</b>	<b>595,031</b>	<b>541,257</b>	<b>(53,774)</b>		<b>936,924</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>ADMIN ALLOCATION ADD BACK</b>	<b>(80,225)</b>	<b>(80,283)</b>	<b>(58)</b>	<b>(91,856)</b>	<b>(77,638)</b>	<b>14,218</b>	<b>(559,548)</b>	<b>(541,257)</b>	<b>18,290</b>		<b>(936,924)</b>
<b>Total Expenditures</b>	<b>9,881</b>	<b>-</b>	<b>(9,881)</b>	<b>10,358</b>	<b>-</b>	<b>(10,358)</b>	<b>35,483</b>	<b>-</b>	<b>(35,483)</b>		<b>-</b>
<b>Revenues Over (Under) Expended</b>	<b>(9,881)</b>	<b>-</b>	<b>9,881</b>	<b>(10,358)</b>	<b>-</b>	<b>10,358</b>	<b>(35,483)</b>	<b>-</b>	<b>35,483</b>		<b>-</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	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	18,474	18,169	(305)	18,545	18,169	(376)	126,873	129,223	2,349		220,602
Benefits	5,759	6,470	711	5,716	6,470	754	39,014	45,116	6,102		77,562
Training	-	-	-	-	-	-	-	-	-		-
Office & Program Supplies	644	500	(144)	314	500	186	3,976	3,500	(476)		6,000
Technology Equip & Supplies	6,457	3,917	(2,541)	2,654	3,917	1,263	21,999	27,417	5,418		47,000
Admin Allocation	-	-	-	-	-	-	-	-	-		-
IT Allocation	-	-	-	-	-	-	-	-	-		-
Professional Services	925	500	(425)	-	500	500	1,105	3,500	2,395		6,000
Communications-Phone & Postage	273	500	227	262	500	238	2,289	3,500	1,211		6,000
Travel	136	833	698	127	833	706	1,590	5,833	4,244		10,000
Advertising	-	-	-	-	-	-	-	1,000	1,000		1,000
Rentals	955	974	19	1,004	974	(30)	6,746	6,818	72		11,689
Insurance	145	172	27	176	172	(4)	1,275	1,206	(69)		2,068
Utilities	23	15	(8)	23	15	(9)	262	44	(218)		117
Maintenance & Repair	20	40	20	66	40	(27)	224	277	53		475
Miscellaneous	-	-	-	-	-	-	-	-	-		-
<b>Total Operating Expenditures</b>	<b>33,811</b>	<b>32,089</b>	<b>(1,721)</b>	<b>28,888</b>	<b>32,089</b>	<b>3,202</b>	<b>205,352</b>	<b>227,434</b>	<b>22,082</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>	<b>(33,811)</b>	<b>(32,089)</b>	<b>1,721</b>	<b>(28,888)</b>	<b>(32,089)</b>	<b>(3,202)</b>	<b>(205,352)</b>	<b>(227,434)</b>	<b>(22,082)</b>		<b>(388,512)</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Revenues Over/(Under) Expend.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>											
Older Americans Act	90,779	87,333	3,446	55,167	87,333	(32,166)	526,138	611,330	(85,193)		1,047,995
State/Federal	36,922	42,540	(5,619)	39,704	42,540	(2,836)	310,530	297,782	12,748		510,484
MTD Mac/Tsoa		-			-		-	-	-		0
Other AL TSA	-	3,794	(3,794)	17,037	3,794	13,243	38,983	26,559	12,424		45,530
HCRR		-			-		-	-	-		0
Multi Service Center		-			-		-	-	-		0
Health Homes		-			-		-	-	-		0
Other - COVID & Farmers Market/OCH	56,434	68,625	(12,191)	66,028	68,625	(2,597)	419,408	480,376	(60,967)		823,501
<b>Total Funding</b>	<b>184,135</b>	<b>202,293</b>	<b>(18,158)</b>	<b>177,937</b>	<b>202,293</b>	<b>(24,356)</b>	<b>1,295,060</b>	<b>1,416,048</b>	<b>(120,988)</b>		<b>2,427,510</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	16,610	30,827	14,217	20,330	30,960	10,629	125,535	214,529	88,993		381,773
Benefits	5,471	10,753	5,282	7,125	10,774	3,650	42,400	75,026	32,626		128,978
Training	-	150	150	-	150	150	(40)	1,050	1,090		1,800
Office & Program Supplies	352	510	158	321	510	189	3,364	3,570	206		6,120
Technology Equip & Supplies		-			-		-	-	-		0
Admin Allocation	15,717	20,874	5,157	19,931	20,186	255	125,129	133,060	7,931		230,423
IT Allocation	2,529	2,401	(128)	2,161	2,401	240	15,360	17,017	1,657		29,070
Professional Services	-	140	140	-	140	140	-	978	978		1,676
Communications-Phone & Postage	432	443	11	310	443	133	3,295	3,098	(197)		5,311
Travel	402	1,250	848	2,639	1,250	(1,389)	5,866	8,750	2,884		15,000
Advertising	-	250	250	418	250	(168)	2,107	1,750	(357)		3,000
Rentals	2,245	1,876	(369)	2,266	1,876	(390)	15,614	13,131	(2,483)		25,510
Insurance	192	291	99	192	291	99	1,889	2,037	149		3,493
Utilities	245	208	(36)	298	208	(90)	2,123	1,458	(665)		2,500
Maintenance & Repair	157	125	(32)	180	125	(55)	1,095	875	(220)		1,500
Miscellaneous	-	-			-		-	-	-		0
<b>Total Operating Expenditures</b>	<b>44,351</b>	<b>70,097</b>	<b>25,747</b>	<b>56,169</b>	<b>69,563</b>	<b>13,394</b>	<b>343,738</b>	<b>476,330</b>	<b>132,591</b>		<b>836,153</b>
<b>SUBCONTRACTOR EXPENDITURES</b>											
Legal Assistance	4,630	6,426	1,796	5,121	6,426	1,306	35,293	44,985	9,692		77,117
Transportation	6,311	6,167	(144)	5,768	6,167	399	41,234	43,167	1,932		74,000
Congregate Meals (C1)	18,098	27,943	9,845	20,729	27,943	7,213	234,755	195,598	(39,157)		335,311
Nutrition Education	250	-	(250)	250	-	(250)	500	-	(500)		0
Home Delivered Meals (C2)	49,405	33,632	(15,774)	14,834	33,632	18,798	190,360	235,421	45,061		403,579
Home Delivered Meals (State Expansion)	-	2,743	2,743	16,449	2,743	(13,706)	27,318	19,202	(8,116)		32,918
Senior Farmer's Market	13,755	14,900	1,144	13,677	14,900	1,223	27,432	29,799	2,367		44,699
Prof Consulting Services (Disease Prev)	4,732	2,345	(2,387)	3,661	2,345	(1,316)	15,448	16,416	968		28,142
Home Repair & Sr. Emergency Fund	-	-			-		-	-	-		0
Senior Drug Education	-	-		588	-	(588)	11,665	-	(11,665)		0
Kinship Care Service Delivery	-	-			-		-	-	-		0
Kinship Good & Services	-	-			-		-	-	-		0
Respite Services	-	-			-		-	-	-		0
Supplemental Services	-	-			-		-	-	-		0
Services to Grandparents	-	-			-		-	-	-		0
COVID	36,937	55,831	18,895	43,338	55,831	12,494	321,872	390,820	68,947		669,977
<b>Total Subcontractor Expenditures</b>	<b>134,118</b>	<b>149,987</b>	<b>15,869</b>	<b>124,415</b>	<b>149,987</b>	<b>25,571</b>	<b>905,879</b>	<b>975,408</b>	<b>69,529</b>		<b>1,665,742</b>
<b>IT ALLOCATION ADD BACK</b>											
<b>Total Expenditures</b>	<b>178,468</b>	<b>220,084</b>	<b>41,615</b>	<b>180,584</b>	<b>219,550</b>	<b>38,966</b>	<b>1,249,617</b>	<b>1,451,737</b>	<b>202,121</b>		<b>2,501,895</b>
<b>Revenues Over/(Under) Expend.</b>	<b>5,666</b>	<b>(17,791)</b>	<b>23,458</b>	<b>(2,648)</b>	<b>(17,257)</b>	<b>14,610</b>	<b>45,443</b>	<b>(35,690)</b>	<b>81,133</b>		<b>(74,385)</b>

	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>											
Older Americans Act		-	-		-	-	-	-	-		-
State/Federal	313,075	327,814	(14,739)	402,590	324,434	78,156	2,260,301	2,289,362	(29,061)		3,921,319
MTD Mac/Tsoa		-	-		-	-	-	-	-		-
Other AL TSA		-	-		-	-	-	-	-		-
HCRR		-	-		-	-	-	-	-		-
Multi Service Center		-	-		-	-	-	-	-		-
Health Homes		-	-		-	-	-	-	-		-
Other (CGT - Caregiver Training)	3,281	17,083	(13,802)	16,715	17,083	(368)	72,919	119,583	(46,664)		205,000
<b>Total Funding</b>	<b>316,356</b>	<b>344,897</b>	<b>(28,541)</b>	<b>419,306</b>	<b>341,517</b>	<b>77,789</b>	<b>2,333,220</b>	<b>2,408,945</b>	<b>(75,725)</b>		<b>4,126,319</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	157,809	162,613	4,804	159,377	163,096	3,718	1,098,912	1,135,461	36,549		1,953,485
Benefits	54,709	56,573	1,864	53,686	56,660	2,974	375,263	395,459	20,196		679,220
Training	-	-	-	-	-	-	-	-	-		315
Office & Program Supplies	2,488	2,250	(238)	1,383	2,250	867	9,509	15,750	6,241		27,000
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-		-
Admin Allocation	31,377	29,705	(1,673)	37,395	27,950	(9,445)	214,063	195,655	(18,407)		337,329
IT Allocation	14,738	13,584	(1,154)	12,592	13,584	992	88,097	96,275	8,178		164,461
Professional Services	491	2,500	2,009	177	2,500	2,323	670	17,500	16,830		30,000
Communications-Phone & Postage	2,668	2,917	249	2,456	2,917	461	20,363	20,417	54		35,000
Travel	2,132	3,333	1,202	2,257	3,333	1,076	14,926	23,333	8,408		40,000
Advertising	-	167	167	-	167	167	-	1,167	1,167		2,000
Rentals	8,289	8,353	64	8,609	8,353	(255)	58,538	58,474	(64)		100,241
Insurance	1,597	1,647	50	1,687	1,647	(41)	12,593	11,527	(1,067)		19,760
Utilities	467	583	116	324	583	259	3,842	4,083	242		7,000
Maintenance & Repair	612	583	(28)	924	583	(340)	4,929	4,083	(846)		7,000
Miscellaneous	-	833	833	-	833	833	-	5,833	5,833		10,000
<b>Total Operating Expenditures</b>	<b>277,377</b>	<b>285,641</b>	<b>8,264</b>	<b>280,868</b>	<b>284,456</b>	<b>3,588</b>	<b>1,901,705</b>	<b>1,985,018</b>	<b>83,313</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	3,281	17,083	13,802	16,715	17,083	368	72,919	119,583	46,664		205,000
<b>Total Subcontractor Expenditures</b>	<b>3,281</b>	<b>17,083</b>	<b>13,802</b>	<b>16,715</b>	<b>17,083</b>	<b>368</b>	<b>72,919</b>	<b>119,583</b>	<b>46,664</b>		<b>205,000</b>
<b>IT ALLOCATION ADD BACK</b>											-
<b>Total Expenditures</b>	<b>280,658</b>	<b>302,725</b>	<b>22,067</b>	<b>297,583</b>	<b>301,539</b>	<b>3,956</b>	<b>1,974,624</b>	<b>2,104,602</b>	<b>129,977</b>		<b>3,617,811</b>
<b>Revenues Over/(Under) Expend.</b>	<b>35,698</b>	<b>42,173</b>	<b>(6,474)</b>	<b>121,723</b>	<b>39,978</b>	<b>81,745</b>	<b>358,596</b>	<b>304,344</b>	<b>54,252</b>		<b>508,508</b>



Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>											
Older Americans Act	68,375	27,786	40,588	-	27,786	(27,786)	234,110	194,505	39,605		333,437
State/Federal	2,904	44,834	(41,930)	76,500	44,834	31,666	283,110	313,840	(30,730)		538,012
MTD Mac/Tsoa		-	-		-	-	-	-	-		-
Other ALTA (MIPPA)	5,958	4,083	1,875	5,958	4,083	1,875	22,641	28,583	(5,942)		49,000
HCRR		-	-		-	-	-	-	-		-
Multi Service Center		-	-		-	-	-	-	-		-
Health Homes		-	-		-	-	-	-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	17,450	8,555	8,895	6,864	8,555	(1,691)	65,259	59,887	5,372		102,664
<b>Total Funding</b>	<b>94,687</b>	<b>85,259</b>	<b>9,428</b>	<b>89,323</b>	<b>85,259</b>	<b>4,063</b>	<b>605,120</b>	<b>596,816</b>	<b>8,304</b>		<b>1,023,113</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	43,317	41,758	(1,560)	45,604	41,919	(3,685)	302,039	291,744	(10,295)		500,135
Benefits	14,785	15,890	1,105	15,514	15,919	405	102,174	111,126	8,953		190,516
Training	674	-	(674)	-	-	-	674	-	(674)		-
Office & Program Supplies	2,703	1,652	(1,051)	1,707	1,652	(55)	16,870	11,565	(5,306)		19,825
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-		-
Admin Allocation	9,890	8,028	(1,861)	10,643	7,764	(2,880)	64,565	54,126	(10,439)		93,692
IT Allocation	4,943	4,285	(658)	4,223	4,285	62	28,596	30,373	1,778		51,894
Professional Services		292	292		292	292		2,042	2,042		3,500
Communications-Phone & Postage	1,145	2,083	938	970	2,083	1,113	12,537	14,583	2,047		25,000
Travel	1,047	1,083	36	1,495	1,083	(411)	6,592	7,583	991		13,000
Advertising	1,371	-	(1,371)	41	-	(41)	1,516	1,000	(516)		2,500
Rentals	3,603	4,014	411	3,748	4,014	266	25,840	28,095	2,256		48,164
Insurance	429	520	90	533	520	(14)	3,846	3,637	(209)		6,234
Utilities	352	398	46	251	398	147	2,820	2,787	(33)		4,778
Maintenance & Repair	398	323	(75)	590	323	(267)	3,139	2,261	(878)		3,876
Miscellaneous		-	-		-	-	-	-	-		-
<b>Total Operating Expenditures</b>	<b>84,657</b>	<b>80,326</b>	<b>(4,331)</b>	<b>85,319</b>	<b>80,252</b>	<b>(5,067)</b>	<b>571,208</b>	<b>560,923</b>	<b>(10,285)</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	3,333	-	23,331			39,996
Home Repair & Sr. Emergency Fund	11,612	1,667	(9,945)	1,026	1,667	641	26,294	11,669	(14,625)		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>11,612</b>	<b>5,000</b>	<b>(9,945)</b>	<b>1,026</b>	<b>5,000</b>	<b>3,974</b>	<b>26,294</b>	<b>35,000</b>	<b>(14,625)</b>		<b>59,996</b>
<b>IT ALLOCATION ADD BACK</b>											-
<b>Total Expenditures</b>	<b>96,269</b>	<b>85,326</b>	<b>(14,276)</b>	<b>86,345</b>	<b>85,252</b>	<b>(1,093)</b>	<b>597,501</b>	<b>595,923</b>	<b>(24,909)</b>		<b>1,023,110</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(1,581)</b>	<b>(66)</b>	<b>(4,848)</b>	<b>2,978</b>	<b>8</b>	<b>2,970</b>	<b>7,619</b>	<b>893</b>	<b>(16,605)</b>		<b>3</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>											
Older Americans Act		-	-		-	-	-	-	-		-
State/Federal		-	-		-	-	-	-	-		-
MTD Mac/Tsoa	130,936	113,309	17,627	39,810	58,750	(18,940)	459,647	519,368	(59,722)		925,238
Other AL TSA		-	-		-	-	-	-	-		-
HCRR		-	-		-	-	-	-	-		-
Multi Service Center		-	-		-	-	-	-	-		-
Health Homes		-	-		-	-	-	-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-	-	-	-		-
<b>Total Funding</b>	<b>130,936</b>	<b>113,309</b>	<b>17,627</b>	<b>39,810</b>	<b>58,750</b>	<b>(18,940)</b>	<b>459,647</b>	<b>519,368</b>	<b>(59,722)</b>		<b>925,238</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	33,906	33,609	(297)	33,696	33,878	182	212,456	236,035	23,580		405,427
Benefits	11,644	12,443	799	12,018	12,492	474	75,716	87,241	11,525		149,700
Training	-	-	-	-	-	-	-	-	-		-
Office & Program Supplies	182	292	109	98	292	194	1,283	2,042	758		3,500
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-		-
Admin Allocation	6,521	5,620	(902)	7,769	5,435	(2,335)	41,604	37,888	(3,716)		65,585
IT Allocation	3,097	2,938	(159)	2,646	2,938	292	18,810	20,825	2,015		35,579
Professional Services	-	-	-	-	-	-	55	-	(55)		-
Communications-Phone & Postage	459	583	124	430	583	153	3,217	4,083	866		7,000
Travel	713	1,250	537	394	1,250	856	6,123	8,750	2,627		15,000
Advertising	-	-	-	-	-	-	-	750	750		1,500
Rentals	747	758	11	796	758	(37)	5,617	5,309	(308)		9,100
Insurance	300	356	56	365	356	(9)	2,628	2,493	(135)		4,274
Utilities	14	83	69	9	83	75	120	583	463		1,000
Maintenance & Repair	64	142	78	133	142	8	540	992	452		1,700
Outreach	-	-	-	-	-	-	21	-	(21)		-
											-
<b>Total Operating Expenditures</b>	<b>57,649</b>	<b>58,075</b>	<b>426</b>	<b>58,354</b>	<b>58,208</b>	<b>(147)</b>	<b>368,190</b>	<b>406,991</b>	<b>38,801</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>	<b>-</b>			<b>-</b>							<b>-</b>
<b>Total Expenditures</b>	<b>57,649</b>	<b>58,075</b>	<b>426</b>	<b>58,354</b>	<b>58,208</b>	<b>(147)</b>	<b>368,190</b>	<b>406,991</b>	<b>38,801</b>		<b>699,365</b>
<b>Revenues Over/(Under) Expend.</b>	<b>73,287</b>	<b>55,234</b>	<b>18,054</b>	<b>(18,544)</b>	<b>542</b>	<b>(19,087)</b>	<b>91,457</b>	<b>112,377</b>	<b>(20,920)</b>		<b>225,873</b>



Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>											
Older Americans Act	4,378	16,537	(12,159)	891	16,537	(15,647)	66,701	115,762	(49,061)		198,449
State/Federal	72,841	55,982	16,858	61,138	55,982	5,156	409,770	391,877	17,893		671,789
MTD Mac/Tsoa		-	-		-	-	-	-	-		-
Other ALTSA		-	-		-	-	-	-	-		-
HCRR		-	-		-	-	-	-	-		-
Multi Service Center		-	-		-	-	-	-	-		-
Health Homes		-	-		-	-	-	-	-		-
Other (AWHI & CGT Non-Core)	4,401	11,458	(7,057)	4,317	11,458	(7,142)	31,766	80,208	(48,442)		137,500
<b>Total Funding</b>	<b>81,620</b>	<b>83,978</b>	<b>(2,358)</b>	<b>66,345</b>	<b>83,978</b>	<b>(17,633)</b>	<b>508,237</b>	<b>587,847</b>	<b>(79,610)</b>		<b>1,007,738</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	12,529	18,963	6,435	13,692	19,000	5,307	88,955	131,922	42,967		226,937
Benefits	4,232	6,409	2,178	4,035	6,416	2,381	26,501	44,718	18,217		76,801
Training	-	56	56	-	56	56	-	391	391		670
Office & Program Supplies	665	745	80	418	745	327	4,071	5,214	1,143		8,939
Technology Equip & Supplies	-	-	-	1,511	-	(1,511)	1,511	-	(1,511)		-
Admin Allocation	7,770	8,028	258	6,248	7,764	1,516	47,774	54,126	6,352		93,692
IT Allocation	1,768	1,678	(90)	392	1,678	1,286	9,621	11,892	2,271		20,314
Professional Services	-	417	417	576	417	(160)	576	2,917	2,340		5,000
Communications-Phone & Postage	459	611	152	200	611	411	3,184	4,276	1,092		7,331
Travel	589	583	(5)	1,641	583	(1,058)	3,188	4,083	895		7,000
Advertising	-	208	208	208	208	(0)	536	1,458	923		2,500
Rentals	1,582	1,754	172	80	1,754	1,674	9,674	12,280	2,606		21,051
Insurance	171	203	32	265	203	(61)	1,531	1,424	(107)		2,441
Utilities	127	191	64	64	191	127	1,006	1,336	330		2,290
Maintenance & Repair	181	207	26	634	207	(427)	1,775	1,447	(329)		2,480
Miscellaneous	-	-	-	1,630	-	(1,630)	1,798	-	(1,798)		-
<b>Total Operating Expenditures</b>	<b>30,071</b>	<b>40,054</b>	<b>9,983</b>	<b>31,594</b>	<b>39,832</b>	<b>8,238</b>	<b>201,704</b>	<b>277,484</b>	<b>75,780</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	-	-	-	634	-	(634)	4,118	-	(4,118)		-
Kinship Good & Services	11,865	2,900	(8,965)	1,630	2,900	1,270	26,659	20,298	(6,362)		34,796
Respite Services	30,383	31,250	867	29,230	31,250	2,020	226,283	218,750	(7,533)		375,000
Supplemental Services	2,391	1,512	(879)	1,652	1,512	(140)	12,026	10,585	(1,441)		18,146
Services to Grandparents	2,989	3,946	956	-	3,946	3,946	9,215	27,619	18,404		47,347
AWHI & CGT Non-Core	4,401	4,583	182	4,317	4,583	267	31,766	30,170	(1,596)		52,963
<b>Total Subcontractor Expenditures</b>	<b>52,029</b>	<b>44,191</b>	<b>(7,838)</b>	<b>37,461</b>	<b>44,191</b>	<b>6,730</b>	<b>310,068</b>	<b>307,422</b>	<b>(2,646)</b>		<b>528,252</b>
<b>IT ALLOCATION ADD BACK</b>											
<b>Total Expenditures</b>	<b>82,100</b>	<b>84,245</b>	<b>2,145</b>	<b>69,055</b>	<b>84,023</b>	<b>14,968</b>	<b>511,771</b>	<b>584,906</b>	<b>73,134</b>		<b>1,005,698</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(480)</b>	<b>(267)</b>	<b>(213)</b>	<b>(2,710)</b>	<b>(45)</b>	<b>(2,665)</b>	<b>(3,534)</b>	<b>2,941</b>	<b>(6,476)</b>		<b>2,040</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
<b>FUNDING</b>										
Older Americans Act		-	-		-	-	-	-	-	-
State/Federal		-	-		-	-	-	-	-	-
MTD Mac/Tsoa		-	-		-	-	-	-	-	-
Other ALTSA		-	-		-	-	-	-	-	-
HCRR	2,772	-	2,772		-	-	44,600	47,112	(2,512)	47,112
Multi Service Center		-	-		-	-	-	-	-	-
Health Homes		-	-		-	-	-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-	-	-	-	-
<b>Total Funding</b>	<b>2,772</b>	<b>-</b>	<b>2,772</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,600</b>	<b>47,112</b>	<b>(2,512)</b>	<b>47,112</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	4,078	-	(4,078)	-	-	-	23,535	15,913	(7,622)	15,913
Benefits	1,555	-	(1,555)	-	-	-	9,388	6,317	(3,071)	6,317
Training	-	-	-	-	-	-	-	-	-	-
Office & Program Supplies	38	-	(38)	-	-	-	714	433	(281)	433
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-	-
Admin Allocation	706	-	(706)	-	-	-	4,342	2,974	(1,369)	2,974
IT Allocation	-	-	-	-	-	-	1,393	1,622	229	1,622
Professional Services	-	-	-	-	-	-	-	556	556	556
Communications-Phone & Postage	80	-	(80)	-	-	-	600	254	(346)	254
Travel	35	-	(35)	-	-	-	35	189	154	189
Advertising	-	-	-	-	-	-	-	-	-	-
Rentals	434	-	(434)	-	-	-	2,373	1,783	(590)	1,783
Insurance	48	-	(48)	-	-	-	313	192	(121)	192
Utilities	45	-	(45)	-	-	-	477	312	(165)	312
Maintenance & Repair	40	-	(40)	-	-	-	252	156	(96)	156
Miscellaneous	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>7,060</b>	<b>-</b>	<b>(7,060)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,422</b>	<b>30,701</b>	<b>(12,721)</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>7,060</b>	<b>-</b>	<b>(7,060)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,422</b>	<b>30,701</b>	<b>(12,721)</b>	<b>30,701</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(4,288)</b>	<b>-</b>	<b>(4,288)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,179</b>	<b>16,411</b>	<b>(15,232)</b>	<b>16,411</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
<b>FUNDING</b>										
Older Americans Act		-	-		-	-		-	-	-
State/Federal		-	-		-	-		-	-	-
MTD Mac/Tsoa		-	-		-	-		-	-	-
Other AL TSA		-	-		-	-		-	-	-
HCRR	6,197	-	6,197		-	-	37,487	23,556	13,931	23,556
Multi Service Center		-	-		-	-		-	-	-
Health Homes		-	-		-	-		-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-		-	-	-
<b>Total Funding</b>	<b>6,197</b>	<b>-</b>	<b>6,197</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,487</b>	<b>23,556</b>	<b>13,931</b>	<b>23,556</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	3,694	-	(3,694)		-	-	20,274	14,186	(6,088)	14,186
Benefits	1,488	-	(1,488)		-	-	9,204	5,865	(3,339)	5,865
Training	-	-	-		-	-	-	-	-	-
Office & Program Supplies	28	-	(28)		-	-	152	863	711	863
Technology Equip & Supplies	-	-	-		-	-	-	-	-	-
Admin Allocation	619	-	(619)		-	-	3,695	2,974	(722)	2,974
IT Allocation	-	-	-		-	-	1,449	1,689	240	1,689
Professional Services	32	-	(32)		-	-	32	2,000	1,968	2,000
Communications-Phone & Postage	34	-	(34)		-	-	322	1,001	679	1,001
Travel	-	-	-		-	-	-	71	71	71
Advertising	-	-	-		-	-	-	-	-	-
Rentals	246	-	(246)		-	-	1,485	1,001	(483)	1,001
Insurance	50	-	(50)		-	-	330	200	(129)	200
Utilities	-	-	-		-	-	-	-	-	-
Maintenance & Repair	-	-	-		-	-	11	-	(11)	-
Miscellaneous	-	-	-		-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>6,190</b>	<b>-</b>	<b>(6,190)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,953</b>	<b>29,851</b>	<b>(7,102)</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>6,190</b>	<b>-</b>	<b>(6,190)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,953</b>	<b>29,851</b>	<b>(7,102)</b>	<b>29,851</b>
<b>Revenues Over/(Under) Expend.</b>	<b>7</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>534</b>	<b>(6,295)</b>	<b>6,829</b>	<b>(6,295)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
<b>FUNDING</b>										
Older Americans Act	15,112	-	15,112	3,563	-	3,563	18,675	31,063	(12,388)	31,063
State/Federal	3,432	-	3,432	11,721	-	11,721	32,591	12,968	19,623	27,500
MTD Mac/Tsoa		-	-		-	-		-	-	-
Other ALTSA		-	-		-	-		-	-	-
HCRR		-	-		-	-		-	-	-
Multi Service Center	-	12,827	(12,827)	-	12,827	(12,827)	65,840	38,480	27,360	89,787
Health Homes		-	-		-	-		-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-		-	-	-
<b>Total Funding</b>	<b>18,545</b>	<b>12,827</b>	<b>5,718</b>	<b>15,284</b>	<b>12,827</b>	<b>2,458</b>	<b>117,106</b>	<b>82,511</b>	<b>34,595</b>	<b>148,350</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	9,426	9,681	255	9,804	9,830	26	65,808	67,914	2,106	117,063
Benefits	3,331	3,444	114	2,706	3,471	765	22,798	24,138	1,340	41,552
Training	1,765	-	(1,765)	-	-	-	2,372	250	(2,122)	250
Office & Program Supplies	549	83	(466)	-	83	83	1,416	583	(833)	1,000
Technology Equip & Supplies		-	-		-	-		-	-	-
Admin Allocation	-	1,606	-	223	1,553	1,330	7,025	10,825	3,800	18,738
IT Allocation	889	843	(46)	760	843	83	5,401	5,975	574	10,207
Professional Services		-	-		-	-		-	-	-
Communications-Phone & Postage	558	167	(391)	136	167	31	1,442	1,167	(275)	2,000
Travel	1,667	1,500	(167)	1,275	1,500	225	8,190	10,500	2,310	18,000
Advertising	-	-	-	-	-	-	-	-	-	-
Rentals	274	362	88	276	362	86	1,924	2,533	609	4,342
Insurance	86	102	16	105	102	(3)	730	715	(15)	1,226
Utilities		-	-		-	-		-	-	-
Maintenance & Repair		-	-		-	-		-	-	-
Miscellaneous (rounding included)	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>18,545</b>	<b>17,788</b>	<b>(2,363)</b>	<b>15,284</b>	<b>17,911</b>	<b>2,627</b>	<b>117,106</b>	<b>124,600</b>	<b>7,494</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>18,545</b>	<b>17,788</b>	<b>(2,363)</b>	<b>15,284</b>	<b>17,911</b>	<b>2,627</b>	<b>117,106</b>	<b>124,600</b>	<b>7,494</b>	<b>214,379</b>
<b>Revenues Over/(Under) Expend.</b>	<b>-</b>	<b>(4,961)</b>	<b>3,355</b>	<b>-</b>	<b>(5,084)</b>	<b>5,084</b>	<b>-</b>	<b>(42,089)</b>	<b>42,089</b>	<b>(66,029)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
<b>FUNDING</b>											
Older Americans Act			-			-					-
State/Federal			-			-					-
MTD Mac/Tsoa			-			-					-
Other AL TSA			-			-					-
HCR R			-			-					-
Multi Service Center			-			-					-
Health Homes	31,086	36,000	(4,914)	30,803	36,305	(5,502)	221,693	247,805	(26,112)		433,305
Other			-			-					-
<b>Total Funding</b>	<b>31,086</b>	<b>36,000</b>	<b>(4,914)</b>	<b>30,803</b>	<b>36,305</b>	<b>(5,502)</b>	<b>221,693</b>	<b>247,805</b>	<b>(26,112)</b>		<b>433,305</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	22,173	21,069	(1,105)	23,534	21,069	(2,465)	148,003	147,127	(876)		253,603
Benefits	7,978	7,873	(105)	8,457	7,873	(584)	53,621	55,048	1,427		94,617
Training			-			-					-
Office & Program Supplies	357	250	(107)	138	250	112	1,889	1,750	(139)		3,000
Technology Equip & Supplies			-			-					-
Admin Allocation	4,613	4,014	(598)	5,788	3,882	(1,906)	30,893	27,063	(3,830)		48,416
IT Allocation	2,468	1,875	(594)	2,109	1,875	(234)	14,991	13,286	(1,705)		22,699
Professional Services		417	417		417	417		2,916	2,916		5,000
Communications-Phone & Postage	414	600	186	408	600	192	3,391	4,200	809		7,200
Travel	826	1,000	174	811	1,000	189	5,829	7,000	1,171		12,000
Advertising		50	50		50	50		350	350		600
Rentals	1,537	1,557	20	1,637	1,557	(80)	10,755	10,899	143		18,683
Insurance	239	284	45	291	284	(7)	2,103	1,988	(115)		3,409
Utilities	82	83	2	70	83	13	869	583	(286)		1,000
Maintenance & Repair	88	83	(5)	228	83	(145)	807	583	(223)		1,000
Miscellaneous			-			-					-
<b>Total Operating Expenditures</b>	<b>40,775</b>	<b>39,155</b>	<b>(1,620)</b>	<b>43,471</b>	<b>39,022</b>	<b>(4,449)</b>	<b>273,151</b>	<b>272,793</b>	<b>(358)</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>											
<b>Total Expenditures</b>	<b>40,775</b>	<b>39,155</b>	<b>(1,620)</b>	<b>43,471</b>	<b>39,022</b>	<b>(4,449)</b>	<b>273,151</b>	<b>272,793</b>	<b>(358)</b>		<b>471,226</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(9,689)</b>	<b>(3,155)</b>	<b>(6,534)</b>	<b>(12,668)</b>	<b>(2,717)</b>	<b>(9,951)</b>	<b>(51,458)</b>	<b>(24,988)</b>	<b>(26,470)</b>		<b>(37,921)</b>

Description	Jun - Actual	Jun - Budget	Jun - Variance	Jul - Actual	Jul - Budget	Jul - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	2022 Budget
<b>FUNDING</b>											
Older Americans Act		-	-		-	-	-	-	-		-
State/Federal		-	-		-	-	-	-	-		-
MTD Mac/Tsoa		-	-		-	-	-	-	-		-
Other ALTSA		-	-		-	-	-	-	-		-
HCRR		-	-		-	-	-	-	-		-
Multi Service Center		-	-		-	-	-	-	-		-
Health Homes	21,590	24,000	(2,410)	23,061	24,000	(939)	137,348	162,000	(24,652)		288,000
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-		-	-	-	-	-		-
<b>Total Funding</b>	<b>21,590</b>	<b>24,000</b>	<b>(2,410)</b>	<b>23,061</b>	<b>24,000</b>	<b>(939)</b>	<b>137,348</b>	<b>162,000</b>	<b>(24,652)</b>		<b>288,000</b>
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	4,640	6,020	1,380	4,287	6,020	1,732	28,787	41,668	12,880		71,766
Benefits	1,301	2,366	1,065	1,240	2,366	1,126	8,651	16,433	7,783		28,264
Training	-	-	-	-	-	-	-	-	-		-
Office & Program Supplies	-	100	100	-	100	100	-	700	700		1,200
Technology Equip & Supplies	-	2,000	2,000	-	2,000	2,000	14,530	14,000	(530)		24,000
Admin Allocation	3,012	3,211	199	3,859	3,106	(753)	20,457	21,674	1,217		39,016
IT Allocation	287	275	(12)	246	275	30	1,745	1,927	181		3,303
Professional Services	181	200	19	194	200	6	1,400	1,400	-		2,400
Communications-Phone & Postage	66	100	34	66	100	34	465	400	(65)		900
Travel	298	250	(48)	503	250	(253)	1,382	1,750	368		3,000
Advertising	-	-	-	-	-	-	-	500	500		500
Rentals	-	-	-	-	-	-	-	-	-		-
Insurance	28	33	5	34	33	(1)	243	231	(11)		397
Utilities	-	25	25	-	25	25	-	175	175		300
Maintenance & Repair	-	30	30	-	30	30	-	210	210		360
Miscellaneous	-	-	-	-	-	-	-	-	-		-
<b>Total Operating Expenditures</b>	<b>9,814</b>	<b>14,610</b>	<b>4,796</b>	<b>10,428</b>	<b>14,505</b>	<b>4,076</b>	<b>77,661</b>	<b>101,068</b>	<b>23,407</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	16,814	21,960	5,146	18,553	21,960	3,407	104,960	148,230	43,270		263,520
<b>Total Subcontractor Expenditures</b>	<b>16,814</b>	<b>21,960</b>	<b>5,146</b>	<b>18,553</b>	<b>21,960</b>	<b>3,407</b>	<b>104,960</b>	<b>148,230</b>	<b>43,270</b>		<b>263,520</b>
<b>IT ALLOCATION ADD BACK</b>											
<b>Total Expenditures</b>	<b>26,628</b>	<b>36,570</b>	<b>9,942</b>	<b>28,981</b>	<b>36,465</b>	<b>7,483</b>	<b>182,621</b>	<b>249,298</b>	<b>66,677</b>		<b>438,926</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(5,038)</b>	<b>(12,570)</b>	<b>7,533</b>	<b>(5,920)</b>	<b>(12,465)</b>	<b>6,544</b>	<b>(45,273)</b>	<b>(87,298)</b>	<b>42,026</b>		<b>(150,926)</b>





# Olympic Area Agency on Aging

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

**DATE:** October 26, 2022

**TO:** O3A Council of Governments

**FROM:** Janis Housden, Contracts and Program Manager

**RE:** 2023 Older Americans Act – Service Contract Renewals

## **Backgrounds:**

Senior Nutrition Program (SNP) Services and Transportation services historically have been included in the same Request for Proposals (RFP), four-year cycle. The next combined RFP is expected to be released in mid-2024 for Contracts to begin on January 1, 2025. Contracts are issued at 80% pending receipt of final OAA funding approval.

As a result of the COVID-19 pandemic, Congregate meal sites were closed in 2020-2021. The demand for Home Delivered Meals (HDM) rose exponentially. Emergency funding became available to help meet the SNP's HDM needs. However, the surge of HDM has been slow to level off.

Both SNP Contractors, Coastal Community Action Programs (CCAP) and Olympic Community Action Programs (OlyCAP), began reopening congregate meals sites in March of 2022. Attendance was low and continues to be low to date. The State proposed an option that Congregate meal sites could offer "to go" meals. However, those meals picked up and taken away from a Congregate site must be counted as HDM, because of lack of socialization (eating a meal with other people).

Combined with the continued high demand for HDM and expensing Congregate take out meals to HDM, both SNP providers quickly exhausted their OAA HDM funds mid-year. O3A was able to provide some additional emergency funds. Historically, OAA Nutrition funds have been split 50/50 between Congregate and HDM. Based on expenditures and meal counts data, the split for 2023 will be 30/70: 30% of the funds for Congregate and 70% of the funds for HDM.

Transportation services are holding steady, and we expect little change in 2023.

Senior Legal Advice Clinics continue to meet the needs of all clients expertly and efficiently within the OAA allowable budget. O3A is preparing for one long time attorney in Jefferson County, who has been a SLAC attorney for many, many years, will retire in 2023 or 2024. Two additional attorneys have been contracted since 2020 and are assisting with the Jefferson County SLAC clinics. There was an increase in demand for services in the Aberdeen area in Grays Harbor. Rather than bring aboard another attorney, the current SLAC attorney enjoys his SLAC work and has instead added clinics in order to serve all needs.

Evidence-Based Health Programs are barely recovering from the pandemic. In-person workshops are slow to reemerge. Some programs are still offering virtual and in-person programs. While a new RFP will be released at the end of this year, there are a couple of contracts that may be renewed if funding allows.



**Recommendation:** Olympic Area Agency on Aging's Advisory Council recommends that the Council of Governments approve the proposed OAA Service Contracts as outlined below, in the total amount of \$804,000.

CCAP Congregate: \$129,000 CCAP HDM \$260,000 OlyCAP Congregate: \$61,000 OlyCAP HDM: \$189,000	CCAP Transp. (Grays Harbor): \$22,000 CCS Transp. (Pacific): \$17,000 CCS Transp. (Clallam): 9,000 ECHHO Transp. (Jefferson): \$26,000	SLAC Program: \$45,000 NJP Legal Services: \$26,000 Evidence-Based Programs RFP TBA EB Renewals \$20,000
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Total \$804,000

**Proposed Motion:**

Olympic Area Agency on Aging Council of Governments approves the 2023 Older Americans Act Service Contracts as described, for a total of \$804,000. Laura Cepoi, Executive Director, is authorized to sign these contracts.

**The Advisory Council  
of the  
Olympic Area Agency on Aging  
Meeting Minutes for September 20, 2022  
Location: Zoom Conference Call**

**MEMBERS PRESENT:** Beth Pratt, Chair; Susan Conniry, Vice-Chair; Charla Wright, Dale Jacobson, Ginny Adams; Jane Lauzon; Laura Morris, Margaret Taylor, Marsha Melnick, Pam Tuttle; Sandy Goodwick,

**MEMBERS ABSENT:** Joe Sharkey

**O3A STAFF PRESENT:** CarolAnn Laase, Administrative Director; Ingrid Henden, O3A Contracts Manager; Michelle Fogus, Contract Specialist

**GUESTS:** No guests present.

**CALL TO ORDER:** 10:07 a.m. by Beth Pratt, Chair.

**NEW BUSINESS/CHANGES to AGENDA:** No changes.

**PUBLIC COMMENT:** No public present.

**MEMBERSHIP REVIEW/APPROVAL:** The council reviewed the two applications and recommendation for the Pacific county vacancies, and the application and recommendation for the Jefferson County vacancy. Motion to recommend both Pacific county representative candidates Beth Tripp and Nancy Gorshe was made by Susan with a second by Pam. **Motion Passed.** Motion to recommend Jefferson county representative candidate Maria Ritter was made by Susan with a second by Marsha. **Motion Passed.**

**REVIEW/APPROVE MEETING MINUTES:** A motion to approve the minutes from the July special meeting as written was made by Susan with a second by Marsha. **Motion Passed.**

**EXECUTIVE DIRECTOR REPORT:** CarolAnn Laase, Administrative Director  
CarolAnn reviewed the first quarter service summary report for 2022. The nutrition program is beginning to pull back from 'grab and go' options at congregate sites (even though these are provided at a congregate site, they are counted as a home delivered meal). We expect that the 2<sup>nd</sup> quarter service summary will be available soon.

The State Public Health Emergency will end October 31, 2022. We are currently expecting the Federal PHE to end at the end of the year. The end of these PHEs have programmatic and financial impacts; it will remove flexibilities around funding and remote visits.

O3A is continuing to grow and change; we will have hired 20 people by the end of the year (16 have been hired since February). We were the first AAA in the state to reach the 1:75 caseload ratio for our case managers, giving staff more time to spend with clients. We will be hiring two new Case Management Supervisors: one to replace the previous

supervisor in Clallam and Jefferson counties who resigned and one to replace the Pacific county supervisor who is retiring at the end of October.

Next year we will need to write our four year Area Plan, which will include many activities for the council: outreach, community feedback, survey distribution, review plan documents, review goals and objectives, attend local public hearings. Area Plan years have a packed schedule and we may not be able to skip any meetings in the summer.

The State Auditor's office exit meeting is tomorrow for the fiscal portion; this was an accountability review of the last three years and we expect that exit by the end of the year. This audit was completed remotely and our fiscal staff did a great job handling the extra work it created.

Aging & Long-Term Support Administration (ALTSA) staff will be at the O3A office next week for our program audit. These usually occur every three years; due to the pandemic it has been 5 years since our last review. They will look at both program and fiscal components. Margaret extended a congratulations to the fiscal department on doing so many audits at the same time.

Our Statewide Health Insurance Benefits Advisors program also received a review with excellent results – the Office of the Insurance Commissioner who runs the program has requested O3A apply for more funding as our programs are doing so well.

We have started the budget planning for next year and are looking at a 7% cost of living increase for staff to maintain a living wage.

### **CONTRACTS MANAGEMENT & PLANNING:**

Michelle reported that we have contracted with the North Beach Senior Center in Ocean Shores to run the Mobile Assistance Van (MAV). We had run into a bit of a roadblock when we couldn't find a van, however our contractor has located a van in Arkansas. The program will officially launch on Thursday, October 20 at the Project Connect event in Ocean Shores and we expect to start providing services throughout the county by late October. We have identified 8 locations throughout the county and have partners at 3. Each location needs a place to park the van that is safe for people to access and an inside space for private meetings as needed.

O3A is also working on a Smart Homes program that utilizes an Echo dot or similar device to operate smart switches and plugs in the home that can be turned on or off by voice. This innovative use of assistive technology will allow people to remain in their homes and age in place while helping with fall prevention, chronic disease management, depression, and social isolation. This program will pilot in Grays Harbor and Pacific counties in late 2022 or early 2023.

Ingrid informed the council that Silvernest pulled back from the contract for homeshare services due to internal changes. We are currently working with them to determine how we can move forward to bring this program to our area.

## **LOCAL MEMBER REPORTING:**

**Margaret** will not be offering the Stressbusters for Caregivers program any more. She has been elected President of the local bar association and Pro-bono association. Pro-bono can provide legal assistance to people of any age; Margaret will keep us updated on events. Margaret also reported that she has had to call 911 for lift assist and the fire department has been wonderful each time they come out.

**Laura** added that your local fire department can also connect you with other resources that may be able to help as well.

**Susan** had three calls from people on how to use the food bank – they had never used one before; this is indicative that people who have always been able to get by are needing more resources.

**Pam** has at least 20 messages each Tuesday from people looking for assistance; last week three were mental health emergencies.

**Beth** routes people to O3A regularly who have called the Sequim Chamber for information and assistance.

**Sandy** added that Clallam/Jefferson/Kitsap counties are part of the Salish Behavioral Health Organization. There are concerns from the mental health community that the 988 hotline could end up with a crisis team showing up at someone's home.

**Ginny** September is National Senior Center Month and she will share NCOA resources and upcoming webinar.

**Beth** will be playing with the Port Angeles Symphony beginning October 1, with a Pops concert scheduled for early October.

**Charla** has been appointed to SCOA and will attend the first meeting next week.

**Jane** attended the Summit Pacific health fair that had 3 floors of vendors. Quinault Wellness has opened in Aberdeen to serve all of Grays Harbor.

**MEETING ADJOURNED:** 11:19 am by Beth Pratt, Chair.