

O3A COUNCIL OF GOVERNMENTS AGENDA

Meeting Date: Thursday, April 6, 2023

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">● Call to Order● Approval of Agenda● Public comment for agenda items (Please limit comments to 5 minutes)● Election of 2023-2024 Officers**	Motion to Approve Public Comment Election of officers
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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">● Consent Agenda Items:<ul style="list-style-type: none">➤ February 2, 2023 Minutes➤ January & February 2023 Disbursements	<u>Motion to Approve</u> Enclosure 1 Pages 1-2 Enclosure 2 Pages 3-4
Laura Cepoi, Executive Director	<ul style="list-style-type: none">● Executive Director's Report	Enclosure 3 Pages 5-6
Corena Stern, CFO	<ul style="list-style-type: none">● Revenue & Expense Report	Enclosure 4 Pages 7-23
Ingrid Henden Contracts Manager	<ul style="list-style-type: none">● Clallam/Jefferson Equity Grant RFP Awards● Equity Grant Mobile Assistance Van (MAV) renewal	Enclosure 5 Pages 24-26 Enclosure 6 Pages 27-28
Carol Ann Laase Administrative Director	<ul style="list-style-type: none">● 2023 Title III-D Evidence Based subcontracts	Enclosure 7 Pages 29-30
Nancy Gorshe, AC Pacific Rep.	<ul style="list-style-type: none">● Advisory Council Activity Report<ul style="list-style-type: none">➤ January 17 & February 21, 2023 AC Minutes	Report Enclosure 8 Pages 31-36
Randy Johnson, Chair Clallam County	<ul style="list-style-type: none">● COG Member Announcements● Public Comment (Please limit comments to 5 minutes)● *Option to update meeting schedule● Adjourn meeting	Announcement Public Comment Motion if needed Adjourn

MEETING REMINDERS: The next Council of Governments meeting is Thursday, May 4, 2023, scheduled to take place via conference call/Zoom at 10:00 a.m.

**The COG may update the approved meeting schedule to designate future meetings as in-person by motion.*

*** Per Interlocal Bylaws, new officers assume their duties at the end of the meeting at which they are elected.*



Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

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Draft

Minutes

Olympic Area Agency on Aging
COUNCIL OF GOVERNMENTS (COG)

February 2, 2023

Via Conference call/Zoom

COMMISSIONERS ATTENDING: Randy Johnson, Chair (Clallam); Greg Brotherton, Vice-Chair (Jefferson); Kevin Pine (Grays Harbor Alternate); and Lisa Olsen (Pacific).

COMMISSIONERS ABSENT: All counties represented.

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

ADVISORY COUNCIL MEMBERS: Nancy Gorshe (Pacific) and Pam Tuttle (Grays Harbor).

GUESTS/PUBLIC: None.

CALL TO ORDER: Randy Johnson, Chair, called the meeting to order at 10:03 a.m.

ADDITIONAL AGENDA ITEMS: After brief discussion, consensus of the board to consider motion to cancel the March meeting due to scheduling conflicts for the commissioners, which would mean moving election of officers from March to the April meeting. The following motion was made: **Motion:** To accept the current Chair and Vice-Chair to continue as officers to April or until elections can be held, and to cancel the March 2023 meeting. Motion by Lisa Olsen with a 2nd by Greg Brotherton. **Motion Passed.**

AGENDA APPROVAL: **Motion:** A motion to approve the agenda as presented and including the above action item was made by Lisa Olsen, with a 2nd by Greg Brotherton. **Motion Passed.**

PUBLIC COMMENT: None.

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

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- Legislative Update: Laura briefly reviewed the main W4A advocacy issues: 1. Fix the Case Management funding formula to reflect maintaining parity with the state and to address wage inflation; 2. Health Homes program rate increase to reflect wage and expense inflation for this "fee for service" program for dual eligible clients, Laura noted O3A continues to be underwater for this program due in large part to caseload volume, although the rate update will be helpful in reducing program losses; and 3) supporting Dementia

Resource Catalyst Funding to expand a two year pilot program to two additional sites; this program provides supports to help people with dementias remain at home.

- Staffing updates: Laura reported the agency has met the 1:75 caseload ratio for Case Management. After a salary review comparing the agency's pay scale for case management work to the State's for similar work, the agency will reclassify the Case Manager job description on the existing pay scale to reflect an increase in pay for this position as a market rate adjustment for a 9% pay increase. The Case Management Director will also be reclassified to reflect additional responsibility and market rate, for a 4% pay increase. The Case Management Supervisor position will remain at the current location on the salary scale, but the three existing supervisors will receive step increases equal to a 5% pay increase. Laura reminded the board that the state provided additional case management funding for this purpose, and the pay increases are within the allowance factored into the 2023 Operating Budget previously approved.
- Program Updates: O3A's SHIBA program had the highest number of enrollments in the state, serving 1,828 during the open enrollment period last quarter - a 38% increase from last year and equal to an additional 691 people served. The agency is working to expand volunteer capacity in the south counties.
- **Contracts Executed:** Laura briefly reviewed contracts executed by her as listed in her report, including Multi-Service Center for Ombudsman services adding \$27,249 in funding for the current contract ending June 30, 2023, 2022; Older Americans Act Amendment #2 adding \$7,275; and ADRC Amendment #2 reducing unexpended COVID response funding by (-\$57,925).
- Laura reported that Coastal Community Action Programs (CCAP) continues to be under a suspension of referrals to their in-home care program due to non-compliance with staff background checks requirements.
- Audit Reports: Laura reported that SAO reviewed their findings and exit recommendations to O3A on their review of the agency's report of a potential loss of public funds in payroll. SAO reviewed O3A's investigation and agreed with the conclusions. SAO did recommend O3A continue to improve employee time reporting. Carol Ann Laase is currently training all supervisors on a four part Employee Handbook module including timesheet review, leave policies, travel, etc. to ensure consistency in application of agency policies and procedures.
- RFP: The Rural Equity Grant for Clallam RFP was issued to identify urgent and needed services related to COVID response and emergency preparation. The MAV project in Grays Harbor has been very successful.

FISCAL REPORT: *Corena Stern, CFO*

- Corena reviewed the Revenue & Expense Summary through October 2022, noting that the agency's financial results continue to trend in a positive direction. The agency had a year to date (YTD) overall surplus of \$547,622 Title XIX non-restricted funds, and a YTD surplus of \$135,303 for MTD /MAC-TSOA restricted funds. The non-restricted fund balance as of October 31, 2022 is \$3,415,987, and the restricted MTD MAC-TSOA fund balance is \$589,332. The local fund balance is \$211,676.
- Corena mentioned reclassification of some YTD payroll and benefits that resulted from coding errors earlier in the year.
- Corena mentioned ADP implementation work has begun, with a plan to "go live" for July.

ADVISORY COUNCIL (AC) REPORT: *Nancy Gorshe and Pam Tuttle*

Nancy mentioned she is new to the board. 2023 Committee sign ups were done at the last AC meeting. The AC would like to consider in person meetings at some point this year, possibly in the spring. The AC will be helping with the Area Plan this year. The COG welcomed Nancy Gorshe as a new member.

COG MEMBER ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned by consensus at 10:34 a.m.



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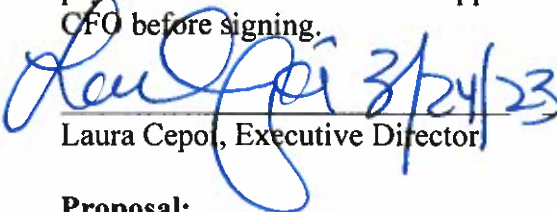
March 14, 2023

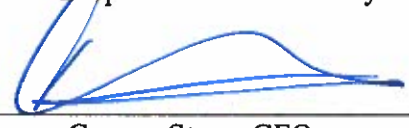
The following warrants/checks/electronic payments (EFT's) for the period January 1, 2023, through January 31, 2023, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7804536	Through: 7804719	\$508,272.79 (1) ✓
<u>Payroll:</u>			
EFTs	Numbers: 41514	Through: 41627	\$284,659.86 (2) ✓
IRS			\$93,608.76
Savings			\$4,730.00 ✓
<u>Electronic Payments:</u>	Dates: 1/01/2023	Through: 1/31/2023	\$788.23 ✓
Total			\$892,059.64

- (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.

 3/24/23
 Laura Cepo, Executive Director


 Corena Stern, CFO

3/17/23
 Date

Proposal:

I recommend that the O3A COG approve payments for the month of January 2023.

PROPOSED MOTION:

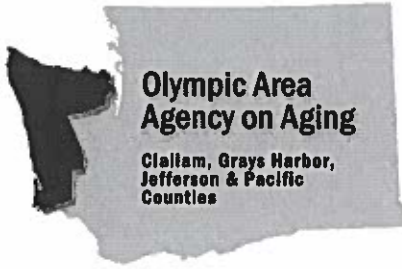
Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of January 2023.

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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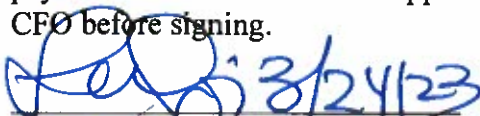
March 22, 2023

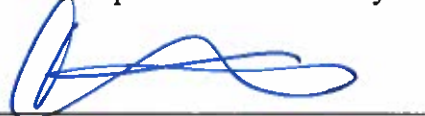
The following warrants/checks/electronic payments (EFT's) for the period February 1, 2023, through February 28, 2023, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

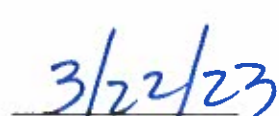
			Total
<u>Warrants:</u>	Numbers: 7804720	Through: 7804884	\$365,975.38 (1) ✓
<u>Payroll:</u>			
EFTs	Numbers: 41628	Through: 41735	\$285,669.14 (2) ✓
IRS			\$93,762.90 ✓
Savings			\$4,730.00
<u>Electronic Payments:</u>	Dates: 2/01/2023	Through: 2/28/2023	\$7,742.94
Total			\$757,880.36

- (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 February 2023.

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 February 2023.

Approval by COG

Randy Johnson, COG Chair

Date:



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DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) – April 3, 2023

Legislative Updates

Last week, Senate Ways and Means adopted the health homes budget amendment. They did not adopt the Case Management budget amendment, which was proposed lower than what was included in the House budget. We currently support the House version which directs inclusion in the maintenance budget. Both the Health Home rate increase and the Dementia Resource Catalyst Funding request were adopted completely, and half of the case management request is under consideration. The three legislative asks this year were:

1. Technical fix to the Case Management Formula to reflect maintenance level adjustments with rapid inflation in wages.
2. Health Home rate increase to keep up with inflation, this is a “fee for service” program for dual-eligible clients. Health Homes program provides care coordination for people on both Medicaid and Medicare (dual-eligibles) who have the most expensive and complex chronic health programs.
3. Dementia Resource Catalyst Funding to help people stay safe at home (supporting Alzheimer’s Association request) to expand a two-year pilot program to two additional AAA sites.

In addition to the legislative requests made by W4A, we also support the Hunger Relief Bill that will provide short term funds to AAAs to address the anticipated surge in demand for food and nutrition because of the end of SNAP emergency allotments during the pandemic. On average the typical household will lose \$98/month. An older adult living alone will more likely see a decrease of \$168/month as a result of smaller household size and the recent SSA increase.

We forwarded O3A service information and data to our legislators and were also able to meet with Representative Tharinger to update him on the positive impact the 2022 legislative action had on our community and agency.

Staffing Updates

All positions have been filled and then are currently no open recruitments. We are preparing staff for the change in payroll processing beginning in July. There will be a onetime interruption to scheduled payroll as dates will be adjusted to occur on the 10th and the 25th of the month. This will ensure the submission and review of timesheets prior to payment which aligns with general accounting/payroll standards and state auditor recommendations.

Audits/Monitoring

O3A staff will meet this week to discuss Community Coastal Action Program (CCAP) progress toward background check compliance and review of the placement hold.

COVID-Equity Grant Programs:

- Rural Equity RFP Clallam County: There were eight respondents to the RFP related to COVID response and emergency preparation, the Allocations Committee would like to fund five proposals, including services for food boxes, preventative care services, MAV, and meals.
- Mobile Assistance Van (MAV): this program continues to increase its outreach and has now begun to visit several tribes. The van goes out 8-9 times per month and is now serving over 400 people per month. Rapid test kits and food boxes tend to be the items that people most need, more people are taking non-Covid handouts now as they seek out more information about services (285 people), also there is a strong demand for dish soap as people

have less money to spend on groceries. This program has been recognized as an innovation and has been selected to present to the US Aging Conference in Salt Lake City this summer. Congratulations to Michelle Fogus, O3A Contracts Specialist for ensuring the success of this program.

New Program:

We launched the companion robot program known as ElliQ in Grays Harbor and Pacific County. This will start as a pilot project for 20 people in our region as we assess its impact on reducing social isolation and supporting folks to live as independently and as safely as possible. Michelle Fogus and I were both able to speak to Grays Harbor radio programs to discuss this roll out. Data from NY state suggests that these devices have a positive impact on making people who live alone feel less isolated and lonely.

Advisory Council Update: Dale Jacobson recently announced his resignation from his position as Pacific County Representative. Dale has served the agency in this capacity for 16+ years, including terms as Vice-Chair and Chair. Recruitment for current AC vacancies is on-going.

Respectfully Submitted,

Laura Cepoi, Executive Director



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DATE: March 29, 2023
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A November/December 2022 Operating Results

Following this memo is O3A's Revenue and Expense Summary through December 2022. The Agency had an overall YTD operating surplus of \$809,711 for Title XIX funds and a YTD surplus of \$234,492 for MTD MACTSOA restricted funds.

Local fund balance \$219,544 at the end of December.

General and Case Management fund balance stands at \$3,689,529 as of 12/31/22.

The **MTD MAC/TSOA** program has a fund balance of \$688,521.

	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/21	2,879,818	454,029	114,899	1,355,345	4,804,091
Surplus (Deficit) through Dec 2022	1,012,264	234,492	104,645	-	1,351,400
Used for underfunded programs	(202,553)	-	-	-	(202,553)
Fund Balance 12/31/2022	3,689,529	688,521	219,544	1,355,345	5,952,939

Case Management gains mitigated other program losses - in the Health Homes CCO and Health Home Lead program area. Fund balance was used for Administration in earlier months, as some grants funding did not have adequate administration attached.

The figures below are exclusive of MTD MACTSOA program:

	YTD
Core Svs Contract Mgmt (CSCM)	132,234
Core Case Management (CM)	980,099
Other / Admin	(36,349)
Fund Use	4,884
Home Care Referral Registry (HCRR)	1,365
Health Homes CCO	(80,294)
Health Homes Lead	(85,909)
Total	916,030

Narrative Overview -

Overall, the agency fell slightly short of budget revenue projections - \$10,409,394 out of a YTD budget of \$10,450,241 – a difference of \$40,847. Case management revenues started increasing in July with the new contract and are now 347K over YTD budget figures. MTD Mac/TSOA revenues were under budget by \$56,533 due to a smaller than anticipated caseload.

Health Homes CCO and Lead revenues ended the year under budget. Subcontracted pandemic spending lagged behind budget projections.

The expenditure budget came in under by \$733,628. Over half (442k) 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 \$733,628 through December 2022 and has increased fund balance by \$1,153,906k YTD.

Case Management surplus was 980k at the end of December 2022, YTD Budget was 508k. YTD Payroll was only slightly under budget (65k). Professional Services and office supplies came in under budget, as well IT allocation expense. The bulk of the budget variance was due to revenues increasing from original budget projections due to the new case unit rate contract that began in July. The agency received additional funding for inflationary adjustments as well as reduced caseload ratios. This resulted in an additional 347k in revenues.

Admin- YTD costs for payroll and benefits are slightly over target due to termination payouts and some new hires. State Auditor bills and attorney costs for the investigation pushed professional services over budget. In addition, advertising costs are over budget (18k) due to the costs associated with new hire advertising.

IT – YTD Under Budget (15K) in Technology purchases, professional services and travel.

PCM – Payroll under budget (210k) due to staff vacancies and reorganization.

I&A – Slightly under budget for the year.

MTD-MacTSOA –Revenues are under projections due to lower caseloads. Current caseload is 257, budget for December was 291. Expenses were significantly down (54K) from the budget in Payroll and Benefits due to staff vacancies.

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

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

Ombuds – Revenues are over budget to keep pace with expenses. Expenses are up with the hiring of assistant staff and travel.

Health Homes CCO ended YTD December with a deficit due to Revenues not meeting targets. Deficits are 42k higher than budgeted.

Health Homes Lead deficits were less than budgeted by 65k, due to reduced staffing costs. YTD losses are 85k.

Other items of note –

- Implementation of the new Timecard, PR and HR system has begun. In addition to installing new systems, the agency is making several changes to pay methods. These changes are in-line with recommendations from the State Auditor and our cognizant Agency, AL TSA.

Changes include:

- Moving to a semi-monthly payroll from a monthly payroll with a draw
- Paying employees AFTER timecards are submitted
- Employees classified as non- exempt from OT will now be hourly instead of salaried

The technical planning and set-up meetings with the ADP Team have been going smoothly. Testing is expected to begin in May after employee data is extracted near the end of April.

Targeted go live date for the new systems is July 1, 2023.

- A comparative analysis of payroll subscription services was finalized in December and due to pricing, customer service, staff product review and reference checks, ADP was selected as the vendor. This is a monthly subscription and not a contract (can be canceled at any time) with a 5 year price lock. Costs are estimated to be in the \$12,000 range annually with only doing one payroll a month– other vendors were in the 20k range.

- 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.

At the end of December 2022, there was still over a million dollars in FED ARP to spend and all of the 102k SFY 23 State ARP to spend. A little over 400k has been spent on nutrition for the grant period.

The spending plan for ARP dollars has been updated and 250k of the 3B is still available for project spending.

- The process of creating the 2022 Annual Report for the State Auditor has begun. The December final billings to AL TSA were submitted and approved for payment by AL STA. This is the earliest these items have been in process for the agency in many years.

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	2022 Budget
FUNDING											
Older Americans Act	101,297	131,657	(30,360)	89,871	131,657	(41,786)		1,364,384	1,610,944	(246,560)	1,610,944
State/Federal	583,989	471,171	112,818	595,192	486,595	108,597		6,149,368	5,669,104	480,264	5,669,104
MTD Mac/Tsoa	39,315	60,372	(21,057)	159,112	113,639	45,473		868,705	925,238	(56,533)	925,238
Other AL TSA	5,337	7,878	(2,541)	438	7,878	(7,440)		82,936	94,530	(11,594)	94,530
HCRR	-	-	-	-	-	-		82,087	70,668	11,419	70,668
Multi Service Center	18,244	12,827	5,417	16,929	-	16,929		137,802	89,787	48,015	89,787
Health Homes	48,689	63,500	(14,811)	65,138	64,000	1,138		641,912	721,305	(79,393)	721,305
Other (COVID,SHIBA, SFM, CGT, Sr E	74,926	105,722	(30,796)	50,862	105,722	(54,860)	funding	1,082,200	1,268,665	(186,465)	1,268,665
Total Funding	871,796	853,126	18,670	977,543	909,490	68,053		10,409,394	10,450,241	(40,847)	10,450,241
OPERATING EXPENDITURES											
Salaries & Wages	360,960	392,076	31,115	363,787	394,693	30,906		4,444,411	4,736,333	291,922	4,736,333
Benefits	123,857	136,382	12,525	123,176	136,477	13,301		1,499,274	1,649,967	150,693	1,649,967
Training	-	706	706	600	706	106		4,469	6,135	1,666	6,135
Office & Program Supplies	6,251	7,382	1,131	6,536	7,382	846		86,161	89,880	3,719	89,880
Technology Equip & Supplies	1,971	5,917	3,945	466	5,917	5,450		57,250	71,000	13,750	71,000
Admin Allocation	62,808	73,051	10,243	74,554	74,229	(325)		920,533	932,840	12,307	932,840
IT Allocation	28,565	31,013	2,738	27,537	31,027	3,597		349,296	376,361	27,065	376,361
Professional Services	6,789	7,465	829	3,869	6,465	2,751		89,662	130,332	40,669	130,332
Communications-Phone & Postage	5,542	8,587	2,755	3,602	8,587	4,985		88,487	103,997	15,510	103,997
Travel	19,224	11,883	(6,526)	7,738	11,883	4,958		122,078	142,860	20,782	142,860
Advertising	2,957	1,925	(860)	1,447	675	(616)		33,686	18,600	(15,086)	18,600
Rentals	21,745	22,274	(396)	21,885	22,274	(444)		269,079	270,079	1,000	273,079
Insurance	3,967	3,964	(143)	3,749	3,964	240		49,503	47,962	(1,541)	47,962
Utilities	2,167	1,987	(221)	2,392	2,087	(439)		23,194	23,197	3	23,197
Maintenance & Repair	2,077	1,733	(376)	3,911	1,733	(2,359)		27,194	23,347	(3,847)	23,347
Miscellaneous	71	833	763	1,811	833	(978)		1,628	10,000	8,372	10,000
Total Operating Expenditures	648,949	707,177	58,228	647,060	708,932	61,978		8,065,904	8,632,889	566,985	8,635,889
SUBCONTRACTOR EXPENDITURES											
Legal Assistance	4,851	6,426	1,575	6,064	6,426	363		65,171	77,117	11,946	77,117
Transportation	5,814	6,167	353	4,490	6,167	1,677		68,153	74,000	5,847	74,000
Congregate Meals (C1)	22,701	27,943	5,241	10,081	27,943	17,862		334,791	335,311	519	335,311
Nutrition Education	-	-	-	-	-	-		1,000	-	(1,000)	-
Home Delivered Meals (C2)	48,269	33,632	(14,638)	52,689	33,632	(19,058)		382,047	403,579	21,532	403,579
Home Delivered Meals (State Expansion)	-	2,743	2,743	-	2,743	2,743		27,318	32,918	5,600	32,918
Senior Farmer's Market	-	-	-	-	-	-		72,081	44,699	(27,382)	44,699
Professional Consulting Services	5,457	5,678	221	1,430	5,678	4,249		35,830	68,138	32,308	68,138
Home Repair & Sr. Emergency Fund	648	1,667	1,019	2,785	1,663	(1,122)		33,642	20,000	(13,642)	20,000
Senior Drug Education	-	-	-	-	-	-		11,665	-	(11,665)	-
Kinship Care Service Delivery	880	-	(880)	555	-	(555)		9,498	-	(9,498)	-
Kinship Good & Services	750	2,900	2,150	499	2,900	2,401		37,193	34,796	(2,397)	34,796
Respite Services	31,183	31,250	67	31,157	31,250	93		387,376	375,000	(12,376)	375,000
Supplemental Services	1,382	1,512	130	2,503	1,512	(991)		21,387	18,146	(3,241)	18,146
Services to Grandparents	265	3,946	3,681	2,507	3,946	1,439		34,217	47,347	13,130	47,347
Other Payments	78,839	101,288	22,449	62,556	101,164	38,608	nutrition	940,999	1,191,460	250,461	1,191,460
Total Subcontractor Expenditures	201,040	225,151	24,111	177,315	225,023	47,708		2,462,370	2,722,510	260,140	2,722,510
ADMIN & IT ALLOCATION ADD BACK	(91,083)	(106,088)	(15,006)	(101,985)	(107,279)	(5,294)		(1,272,786)	(1,325,436)	(52,650)	(1,325,436)
Total Expenditures	758,906	826,240	67,333	722,390	826,677	104,393		9,255,488	10,029,963	774,475	10,032,963
GENERAL FUND SURPLUS (DEFICIT)	112,890	26,886	86,003	255,153	82,814	172,445		1,153,906	420,278	733,628	417,278

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act						-		-	-	-	-
State/Federal						-		-	-	-	-
MTD Mac/Tsoa								-	-	-	-
Other AL TSA						-		-	-	-	-
HCRR						-		-	-	-	-
Multi Service Center						-		-	-	-	-
Health Homes						-		-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)						-		-	-	-	-
Total Funding	-	-	-	-	-	-		-	-	-	-
OPERATING EXPENDITURES											
Salaries & Wages	37,997	47,553	9,556	46,872	49,643	2,771		577,618	575,442	(2,176)	575,442
Benefits	11,891	13,817	1,927	13,906	13,817	(89)		174,931	170,575	(4,355)	170,575
Training	-	500	500	-	500	500		285	3,100	2,815	3,100
Office & Program Supplies	396	1,000	604	628	1,000	372		9,615	12,000	2,385	12,000
Technology Equip & Supplies		-	-		-	-		-	-	-	-
Admin Allocation		-	-		-	-		-	-	-	-
IT Allocation	2,584	2,953	369	2,507	2,953	446		32,018	35,524	3,506	35,524
Professional Services	5,296	3,000	(2,296)	2,682	2,000	(682)		81,003	74,200	(6,803)	74,200
Communications-Phone & Postage	353	583	230	294	583	290		5,716	7,000	1,284	7,000
Travel	322	800	478	47	800	753		9,512	9,600	88	9,600
Advertising	1,096	-	(1,096)	275	-	(275)		23,540	5,000	(18,540)	5,000
Rentals	2,653	2,626	(27)	2,647	2,626	(21)		31,281	31,514	233	31,514
Insurance	356	356	(0)	328	356	28		4,317	4,268	(49)	4,268
Utilities	435	400	(35)	567	500	(67)		4,166	3,900	(266)	3,900
Maintenance & Repair	202	200	(2)	1,927	200	(1,727)		4,999	4,800	(199)	4,800
Miscellaneous	34	-	(34)	1,811	-	(1,811)		(281)	-	281	-
Total Operating Expenditures	63,616	73,789	10,173	74,491	74,979	488		958,720	936,924	(21,797)	936,924
SUBCONTRACTOR EXPENDITURES											
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								-	-	-	-
Total Subcontractor Expenditures	-	-	-	-	-	-		-	-	-	-
ADMIN ALLOCATION ADD BACK	(62,808)	(73,789)	(10,981)	(74,554)	(74,979)	(425)		(922,371)	(788,156)	134,215	(936,924)
Total Expenditures	808	-	(808)	(63)	-	63		36,349	148,768	112,418	-
Revenues Over (Under) Expended	(808)	-	808	63	-	(63)		(36,349)	(148,768)	(112,418)	-

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
OPERATING EXPENDITURES											
Salaries & Wages	18,657	18,347	(310)	18,603	18,347	(256)		219,797	220,602	805	220,602
Benefits	6,528	6,502	(26)	6,505	6,502	(3)		70,301	77,562	7,261	77,562
Training	-	-	-	-	-	-		-	-	-	-
Office & Program Supplies	281	500	219	158	500	342		6,837	6,000	(837)	6,000
Technology Equip & Supplies	1,153	3,917	2,764	466	3,917	3,450		31,361	47,000	15,639	47,000
Admin Allocation	-	-	-	-	-	-		-	-	-	-
IT Allocation	-	-	-	-	-	-		106	-	(106)	-
Professional Services	-	500	500	-	500	500		1,260	6,000	4,740	6,000
Communications-Phone & Postage	290	500	210	106	500	394		3,791	6,000	2,209	6,000
Travel	153	833	680	155	833	678		3,157	10,000	6,843	10,000
Advertising	-	-	-	-	-	-		156	1,000	844	1,000
Rentals	967	974	7	967	974	7		10,787	11,689	902	11,689
Insurance	172	172	0	156	172	17		2,130	2,068	(62)	2,068
Utilities	42	15	(27)	134	15	(119)		372	117	(256)	117
Maintenance & Repair	32	40	8	180	40	(140)		360	475	115	475
Miscellaneous	-	-	-	-	-	-		-	-	-	-
Total Operating Expenditures	28,275	32,300	4,025	27,431	32,300	4,869		350,415	388,512	38,097	388,512
SUBCONTRACTOR EXPENDITURES											
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								-	-	-	-
Total Subcontractor Expenditures	-	-	-	-	-	-		-	-	-	-
IT ALLOCATION ADD BACK	(28,275)	(32,300)	(4,025)	(27,431)	(32,300)	(4,869)		(350,415)	(388,512)	(38,097)	(388,512)
Total Expenditures	-	-	-	-	-	-		-	-	-	-
Revenues Over/(Under) Expend.	-	-	-	-	-	-		-	-	-	-

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act	98,179	87,333	10,846	86,939	87,333	(394)		944,430	1,047,995	(103,565)	1,047,995
State/Federal	37,212	42,540	(5,328)	33,098	42,540	(9,442)		491,598	510,484	(18,886)	510,484
MTD Mac/Tsoa		-			-			-	-	-	0
Other AL TSA	-	3,794	(3,794)	-	3,794	(3,794)		38,983	45,530	(6,547)	45,530
HCRR		-			-			-	-	-	0
Multi Service Center		-			-			-	-	-	0
Health Homes		-			-			-	-	-	0
Other - COVID & Farmers Market/OCH	44,091	68,625	(24,534)	20,966	68,625	(47,659)	CARES Act/Vaccine Access	773,834	823,501	(49,667)	823,501
Total Funding	179,482	202,293	(22,811)	141,004	202,293	(61,288)		2,248,846	2,427,510	(178,664)	2,427,510
OPERATING EXPENDITURES											
Salaries & Wages	17,785	31,135	13,350	18,349	31,135	12,786		224,402	381,773	157,371	381,773
Benefits	6,525	10,806	4,281	5,837	10,806	4,969		75,865	128,978	53,113	128,978
Training	-	150	150	-	150	150		35	1,800	1,765	1,800
Office & Program Supplies	359	510	151	248	510	262		7,027	6,120	(907)	6,120
Technology Equip & Supplies		-			-			-	-	-	0
Admin Allocation	14,188	17,709	3,522	13,768	17,995	4,227		204,558	230,423	25,865	230,423
IT Allocation	2,115	2,417	302	2,052	2,417	365		26,203	29,070	2,866	29,070
Professional Services	-	140	140	-	140	140		-	1,676	1,676	1,676
Communications-Phone & Postage	303	443	140	198	443	244		4,913	5,311	398	5,311
Travel	2,117	1,250	(867)	491	1,250	759		11,167	15,000	3,833	15,000
Advertising	311	250	(61)	56	250	194		2,782	3,000	218	3,000
Rentals	2,282	1,876	(406)	2,278	1,876	(402)		26,943	22,510	(4,433)	25,510
Insurance	336	291	(45)	263	291	28		3,055	3,493	438	3,493
Utilities	291	208	(83)	274	208	(65)		3,537	2,500	(1,037)	2,500
Maintenance & Repair	161	125	(36)	460	125	(335)		2,296	1,500	(796)	1,500
Miscellaneous	-	-			-			-	-	-	0
Total Operating Expenditures	46,773	67,309	20,536	44,273	67,595	23,321		592,782	833,153	240,372	836,153
SUBCONTRACTOR EXPENDITURES											
Legal Assistance	4,851	6,426	1,575	6,064	6,426	363		65,171	77,117	11,946	77,117
Transportation	5,814	6,167	353	4,490	6,167	1,677		68,153	74,000	5,847	74,000
Congregate Meals (C1)	22,701	27,943	5,241	10,081	27,943	17,862		334,791	335,311	519	335,311
Nutrition Education	-	-			-			1,000	-	(1,000)	0
Home Delivered Meals (C2)	48,269	33,632	(14,638)	52,689	33,632	(19,058)		382,047	403,579	21,532	403,579
Home Delivered Meals (State Expansion)	-	2,743	2,743	-	2,743	2,743		27,318	32,918	5,600	32,918
Senior Farmer's Market	-	-			-			72,081	44,699	(27,382)	44,699
Prof Consulting Services (Disease Prev)	5,457	2,345	(3,112)	1,430	2,345	916		35,830	28,142	(7,688)	28,142
Home Repair & Sr. Emergency Fund	-	-			-			-	-	-	0
Senior Drug Education	-	-			-			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	41,235	55,831	14,596	11,845	55,831	43,986	COVID Emergency meals/transp/vaccine	525,774	669,977	144,203	669,977
Total Subcontractor Expenditures	128,328	135,087	6,759	86,598	135,087	48,489		1,523,830	1,665,742	141,912	1,665,742
IT ALLOCATION ADD BACK											
Total Expenditures	175,101	202,396	27,295	130,872	202,682	71,810		2,116,612	2,498,895	382,283	2,501,895
Revenues Over/(Under) Expend.	4,381	(103)	4,484	10,133	(389)	10,522		132,234	(71,385)	203,619	(74,385)

	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act		-	-		-	-			-	-	-
State/Federal	402,803	327,814	74,989	408,060	328,706	79,354		4,268,454	3,921,319	347,135	3,921,319
MTD Mac/Tsoa		-	-		-	-			-	-	-
Other AL TSA		-	-		-	-			-	-	-
HCRR		-	-		-	-			-	-	-
Multi Service Center		-	-		-	-			-	-	-
Health Homes		-	-		-	-			-	-	-
Other (CGT - Caregiver Training)	20,424	17,083	3,341	17,674	17,083	591	KCSP	154,111	205,000	(50,889)	205,000
Total Funding	423,227	344,897	78,330	425,734	345,789	79,945		4,422,565	4,126,319	296,246	4,126,319
OPERATING EXPENDITURES											
Salaries & Wages	157,903	163,305	5,401	150,061	163,753	13,692		1,911,452	1,953,485	42,032	1,953,485
Benefits	54,570	56,698	2,128	51,929	56,779	4,850		656,951	679,220	22,269	679,220
Training	-	-	-	-	-	-		-	315	315	315
Office & Program Supplies	1,207	2,250	1,043	1,146	2,250	1,104		15,980	27,000	11,020	27,000
Technology Equip & Supplies	-	-	-	-	-	-		-	-	-	-
Admin Allocation	23,439	26,564	3,125	27,471	26,992	(479)		345,950	337,329	(8,621)	337,329
IT Allocation	12,325	13,673	1,348	11,957	13,673	1,716		151,284	164,461	13,177	164,461
Professional Services	1,146	2,500	1,354	807	2,500	1,693		4,180	30,000	25,820	30,000
Communications-Phone & Postage	2,468	2,917	448	1,349	2,917	1,567		34,415	35,000	585	35,000
Travel	5,956	3,333	(2,623)	2,266	3,333	1,067		30,371	40,000	9,629	40,000
Advertising	-	167	167	-	167	167		-	2,000	2,000	2,000
Rentals	8,622	8,353	(269)	8,622	8,353	(269)		101,636	100,241	(1,395)	100,241
Insurance	1,695	1,647	(49)	1,543	1,647	104		20,778	19,760	(1,017)	19,760
Utilities	656	583	(72)	748	583	(165)		6,627	7,000	373	7,000
Maintenance & Repair	817	583	(234)	714	583	(131)		8,731	7,000	(1,731)	7,000
Miscellaneous	-	833	833	-	833	833		-	10,000	10,000	10,000
Total Operating Expenditures	270,806	283,406	12,600	258,615	284,364	25,749		3,288,355	3,412,811	124,456	3,412,811
SUBCONTRACTOR EXPENDITURES											
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	20,424	17,083	(3,341)	17,674	17,083	(591)		154,111	205,000	50,889	205,000
Total Subcontractor Expenditures	20,424	17,083	(3,341)	17,674	17,083	(591)		154,111	205,000	50,889	205,000
IT ALLOCATION ADD BACK											
Total Expenditures	291,230	300,490	9,260	276,289	301,447	25,158		3,442,466	3,617,811	175,345	3,617,811
Revenues Over/(Under) Expend.	131,997	44,408	87,590	149,445	44,342	105,103		980,099	508,508	471,591	508,508

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2022 Budget
FUNDING												
Older Americans Act	559	27,786	(27,227)	667	27,786	(27,120)		276,271	333,437	(57,166)		333,437
State/Federal	77,659	44,834	32,825	85,894	44,834	41,059		614,280	538,012	76,268		538,012
MTD Mac/Tsoa		-	-		-	-		-	-	-		-
Other AL TSA (MIPPA)	5,337	4,083	1,253	438	4,083	(3,646)		43,953	49,000	(5,047)		49,000
HCRR		-	-		-	-		-	-	-		-
Multi Service Center		-	-		-	-		-	-	-		-
Health Homes		-	-		-	-		-	-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	5,789	8,555	(2,766)	7,913	8,555	(642)		98,912	102,664	(3,752)		102,664
Total Funding	89,344	85,259	4,084	94,911	85,259	9,652		1,033,416	1,023,113	10,303		1,023,113
OPERATING EXPENDITURES												
Salaries & Wages	47,130	41,660	(5,470)	48,142	41,739	(6,403)		517,813	500,135	(17,678)		500,135
Benefits	16,641	15,875	(766)	17,164	15,890	(1,274)		174,531	190,516	15,985		190,516
Training	-	-	-	-	-	-		1,142	-	(1,142)		-
Office & Program Supplies	1,926	1,652	(274)	3,376	1,652	(1,724)		30,606	19,825	(10,781)		19,825
Technology Equip & Supplies	-	-	-	-	-	-		-	-	-		-
Admin Allocation	7,978	7,379	(600)	10,283	7,498	(2,785)		110,854	93,692	(17,162)		93,692
IT Allocation	4,134	4,314	180	4,010	4,323	312		49,788	51,894	2,106		51,894
Professional Services		292	292		292	292		-	3,500	3,500		3,500
Communications-Phone & Postage	1,053	2,083	1,031	957	2,083	1,126		19,430	25,000	5,570		25,000
Travel	2,625	1,083	(1,541)	1,331	1,083	(248)		14,137	13,000	(1,137)		13,000
Advertising	846	500	(346)	960	-	(960)		6,141	2,500	(3,641)		2,500
Rentals	3,909	4,014	105	3,909	4,014	105		45,223	48,164	2,941		48,164
Insurance	569	520	(49)	525	520	(5)		6,598	6,234	(364)		6,234
Utilities	459	398	(61)	514	398	(116)		4,779	4,778	(1)		4,778
Maintenance & Repair	474	323	(151)	436	323	(113)		5,419	3,876	(1,543)		3,876
Miscellaneous		-	-		-	-		-	-	-		-
Total Operating Expenditures	87,744	80,092	(7,651)	91,607	79,813	(11,794)		986,462	963,114	(23,348)		963,114
SUBCONTRACTOR EXPENDITURES												
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	3,333		-	39,996	39,996		39,996
Home Repair & Sr. Emergency Fund	648	1,667	1,019	2,785	1,663	(1,122)		33,642	20,000	(13,642)		20,000
Senior Drug Education								-	-	-		-
Kinship Care Service Delivery								-	-	-		-
Kinship Good & Services								-	-	-		-
Respite Services								-	-	-		-
Supplemental Services								-	-	-		-
Services to Grandparents								-	-	-		-
Other Payments								-	-	-		-
Total Subcontractor Expenditures	648	5,000	4,352	2,785	4,996	2,211		33,642	59,996	26,354		59,996
IT ALLOCATION ADD BACK												
Total Expenditures	88,392	85,092	(3,299)	94,392	84,809	(9,582)		1,020,104	1,023,110	3,006		1,023,110
Revenues Over/(Under) Expend.	952	167	785	519	450	69		13,311	3	13,308		3

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act		-	-		-	-		-	-	-	-
State/Federal		-	-		-	-		-	-	-	-
MTD Mac/Tsoa	39,315	60,372	(21,057)	159,112	113,639	45,473		868,705	925,238	(56,533)	925,238
Other AL TSA		-	-		-	-		-	-	-	-
HCRR		-	-		-	-		-	-	-	-
Multi Service Center		-	-		-	-		-	-	-	-
Health Homes		-	-		-	-		-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-		-	-	-	-
Total Funding	39,315	60,372	(21,057)	159,112	113,639	45,473		868,705	925,238	(56,533)	925,238
OPERATING EXPENDITURES											
Salaries & Wages	28,459	33,878	5,419	29,490	33,878	4,388		368,444	405,427	36,983	405,427
Benefits	10,165	12,492	2,327	10,478	12,492	2,014		131,843	149,700	17,856	149,700
Training	-	-	-	-	-	-		-	-	-	-
Office & Program Supplies	230	292	62	215	292	77		2,260	3,500	1,240	3,500
Technology Equip & Supplies	-	-	-	-	-	-		-	-	-	-
Admin Allocation	4,277	5,165	888	5,293	5,249	(44)		67,430	65,585	(1,845)	65,585
IT Allocation	2,590	2,958	368	2,513	2,963	450		32,088	35,579	3,491	35,579
Professional Services	-	-	-	-	-	-		55	-	(55)	-
Communications-Phone & Postage	416	583	167	134	583	450		5,395	7,000	1,605	7,000
Travel	2,054	1,250	(804)	499	1,250	751		11,701	15,000	3,299	15,000
Advertising	-	750	750	-	-	-		-	1,500	1,500	1,500
Rentals	769	758	(10)	769	758	(10)		9,487	9,100	(386)	9,100
Insurance	356	356	(0)	327	356	29		4,351	4,274	(77)	4,274
Utilities	17	83	66	30	83	53		205	1,000	795	1,000
Maintenance & Repair	81	142	61	78	142	64		933	1,700	767	1,700
Outreach	-	-	-	-	-	-		21	-	(21)	-
Total Operating Expenditures	49,414	58,707	9,294	49,825	58,046	8,221		634,213	699,365	65,152	699,365
SUBCONTRACTOR EXPENDITURES											
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								-	-	-	-
Total Subcontractor Expenditures	-	-	-	-	-	-		-	-	-	-
IT ALLOCATION ADD BACK	-										
Total Expenditures	49,414	58,707	9,294	49,825	58,046	8,221		634,213	699,365	65,152	699,365
Revenues Over/(Under) Expend.	(10,099)	1,665	(11,763)	109,288	55,593	53,694		234,492	225,873	8,619	225,873

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act	2,559	16,537	(13,979)	2,265	16,537	(14,273)		119,780	198,449	(78,669)	198,449
State/Federal	66,315	55,982	10,332	68,100	55,982	12,118		727,261	671,789	55,472	671,789
MTD Mac/Tsoa		-	-		-	-		-	-	-	-
Other AL TSA		-	-		-	-		-	-	-	-
HCRR		-	-		-	-		-	-	-	-
Multi Service Center		-	-		-	-		-	-	-	-
Health Homes		-	-		-	-		-	-	-	-
Other (AWHI & CGT Non-Core)	4,622	11,458	(6,836)	4,309	11,458	(7,150)		55,343	137,500	(82,157)	137,500
Total Funding	73,495	83,978	(10,483)	74,674	83,978	(9,305)		902,384	1,007,738	(105,354)	1,007,738
OPERATING EXPENDITURES											
Salaries & Wages	17,366	19,005	1,640	17,443	19,005	1,562		164,244	226,937	62,693	226,937
Benefits	5,740	6,417	677	5,796	6,417	621		51,016	76,801	25,785	76,801
Training	-	56	56	-	56	56		-	670	670	670
Office & Program Supplies	575	745	170	620	745	125		7,043	8,939	1,896	8,939
Technology Equip & Supplies		-	-		-	-		1,511	-	(1,511)	-
Admin Allocation	6,006	7,379	1,372	7,775	7,498	(277)		84,231	93,692	9,461	93,692
IT Allocation	1,479	1,689	210	1,435	1,689	254		17,202	20,314	3,111	20,314
Professional Services	-	417	417	-	417	417		576	5,000	4,424	5,000
Communications-Phone & Postage	394	611	217	297	611	314		5,481	7,331	1,850	7,331
Travel	1,149	583	(566)	451	583	132		6,132	7,000	868	7,000
Advertising	-	208	208	-	208	208		536	2,500	1,964	2,500
Rentals	1,606	1,754	148	1,606	1,754	148		17,741	21,051	3,310	21,051
Insurance	204	203	(0)	191	203	12		2,520	2,441	(79)	2,441
Utilities	171	191	20	169	191	22		1,687	2,290	603	2,290
Maintenance & Repair	209	207	(3)	195	207	11		2,795	2,480	(315)	2,480
Miscellaneous	37	-	(37)	(9)	-	9		1,877	-	(1,877)	-
Total Operating Expenditures	34,935	39,465	4,530	35,970	39,584	3,614		364,593	477,446	112,853	477,446
SUBCONTRACTOR EXPENDITURES											
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	880	-	(880)	555	-	(555)		9,498	-	(9,498)	-
Kinship Good & Services	750	2,900	2,150	499	2,900	2,401		37,193	34,796	(2,397)	34,796
Respite Services	31,183	31,250	67	31,157	31,250	93		387,376	375,000	(12,376)	375,000
Supplemental Services	1,382	1,512	130	2,503	1,512	(991)		21,387	18,146	(3,241)	18,146
Services to Grandparents	265	3,946	3,681	2,507	3,946	1,439		34,217	47,347	13,130	47,347
AWHI & CGT Non-Core	4,622	4,583	(39)	4,309	4,459	151		55,343	52,963	(2,381)	52,963
Total Subcontractor Expenditures	39,082	44,191	5,109	41,530	44,067	2,537		545,015	528,252	(16,763)	528,252
IT ALLOCATION ADD BACK											
Total Expenditures	74,017	83,656	9,638	77,500	83,651	6,151		909,609	1,005,698	96,089	1,005,698
Revenues Over/(Under) Expend.	(522)	322	(845)	(2,827)	327	(3,154)		(7,224)	2,040	(9,264)	2,040

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act			-			-					
State/Federal			-			-					
MTD Mac/Tsoa			-			-					
Other ALTSA			-			-					
HCRR			-			-		44,600	47,112	(2,512)	47,112
Multi Service Center			-			-					
Health Homes			-			-					
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)			-			-					
Total Funding	-	-	-	-	-	-		44,600	47,112	(2,512)	47,112
OPERATING EXPENDITURES											
Salaries & Wages	-	-	-	-	-	-		23,535	15,913	(7,622)	15,913
Benefits	-	-	-	-	-	-		9,388	6,317	(3,071)	6,317
Training	-	-	-	-	-	-		-	-	-	-
Office & Program Supplies	-	-	-	-	-	-		714	433	(281)	433
Technology Equip & Supplies	-	-	-	-	-	-		-	-	-	-
Admin Allocation	-	-	-	-	-	-		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	-	-	-	-	-	-		600	254	(346)	254
Travel	-	-	-	-	-	-		35	189	154	189
Advertising	-	-	-	-	-	-		-	-	-	-
Rentals	-	-	-	-	-	-		2,373	1,783	(590)	1,783
Insurance	-	-	-	-	-	-		313	192	(121)	192
Utilities	-	-	-	-	-	-		477	312	(165)	312
Maintenance & Repair	-	-	-	-	-	-		252	156	(96)	156
Miscellaneous	-	-	-	-	-	-		-	-	-	-
Total Operating Expenditures	-	-	-	-	-	-		43,422	30,701	(12,721)	30,701
SUBCONTRACTOR EXPENDITURES											
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								-	-	-	-
Total Subcontractor Expenditures	-	-	-	-	-	-		-	-	-	-
IT ALLOCATION ADD BACK											
Total Expenditures	-	-	-	-	-	-		43,422	30,701	(12,721)	30,701
Revenues Over/(Under) Expend.	-	-	-	-	-	-		1,178	16,411	(15,233)	16,411

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act			-			-					
State/Federal			-			-					
MTD Mac/Tsoa			-			-					
Other ALTSA			-			-					
HCRR			-			-		37,487	23,556	13,931	23,556
Multi Service Center			-			-					
Health Homes			-			-					
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)			-			-					
Total Funding								37,487	23,556	13,931	23,556
OPERATING EXPENDITURES											
Salaries & Wages			-			-		20,274	14,186	(6,088)	14,186
Benefits			-			-		9,204	5,865	(3,339)	5,865
Training			-			-					
Office & Program Supplies			-			-		152	863	711	863
Technology Equip & Supplies			-			-					
Admin Allocation			-			-		3,695	2,974	(722)	2,974
IT Allocation			-			-		1,449	1,689	240	1,689
Professional Services			-			-		32	2,000	1,968	2,000
Communications-Phone & Postage			-			-		325	1,001	676	1,001
Travel			-			-			71	71	71
Advertising			-			-					
Rentals			-			-		1,485	1,001	(483)	1,001
Insurance			-			-		330	200	(129)	200
Utilities			-			-					
Maintenance & Repair			-			-		11		(11)	
Miscellaneous			-			-					
Total Operating Expenditures								36,956	29,851	(7,105)	29,851
SUBCONTRACTOR EXPENDITURES											
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											
Total Subcontractor Expenditures											
IT ALLOCATION ADD BACK											
Total Expenditures								36,956	29,851	(7,105)	29,851
Revenues Over/(Under) Expend.								531	(6,295)	6,826	(6,295)

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act	-	-	-	-	-	-		23,902	31,063	(7,161)	31,063
State/Federal	-	-	-	40	14,532	(14,492)		47,775	27,500	20,275	27,500
MTD Mac/Tsoa	-	-	-	-	-	-		-	-	-	-
Other ALTSA	-	-	-	-	-	-		-	-	-	-
HCRR	-	-	-	-	-	-		-	-	-	-
Multi Service Center	18,244	12,827	5,417	16,929	-	16,929		137,802	89,787	48,015	89,787
Health Homes	-	-	-	-	-	-		-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)	-	-	-	-	-	-		-	-	-	-
Total Funding	18,244	12,827	5,417	16,969	14,532	2,437		209,479	148,350	61,129	148,350
OPERATING EXPENDITURES											
Salaries & Wages	9,929	9,830	(99)	9,859	9,830	(29)		114,991	117,063	2,072	117,063
Benefits	2,863	3,486	623	2,850	3,486	636		39,208	41,552	2,345	41,552
Training	-	-	-	600	-	(600)		3,007	250	(2,757)	250
Office & Program Supplies	927	83	(844)	28	83	56		2,748	1,000	(1,748)	1,000
Technology Equip & Supplies	-	-	-	-	-	-		-	-	-	-
Admin Allocation	1,579	1,476	(103)	1,838	1,500	(339)		13,996	18,738	4,742	18,738
IT Allocation	744	849	105	721	849	127		9,213	10,207	994	10,207
Professional Services	-	-	-	-	-	-		-	-	-	-
Communications-Phone & Postage	115	167	52	26	167	141		2,109	2,000	(109)	2,000
Travel	1,175	1,500	325	606	1,500	894		17,202	18,000	798	18,000
Advertising	532	-	(532)	-	-	-		532	-	(532)	-
Rentals	279	362	83	337	362	25		3,400	4,342	942	4,342
Insurance	102	102	(0)	94	102	8		1,225	1,226	1	1,226
Utilities	-	-	-	-	-	-		-	-	-	-
Maintenance & Repair	-	-	-	-	-	-		-	-	-	-
Miscellaneous (rounding included)	-	-	-	10	-	(10)		10	-	(10)	-
Total Operating Expenditures	18,244	17,854	(390)	16,969	17,878	909		207,641	214,379	6,738	214,379
SUBCONTRACTOR EXPENDITURES											
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	-	-	-	-	-	-		-	-	-	-
Total Subcontractor Expenditures	-	-	-	-	-	-		-	-	-	-
IT ALLOCATION ADD BACK											
Total Expenditures	18,244	17,854	(390)	16,969	17,878	909		207,641	214,379	6,738	214,379
Revenues Over/(Under) Expend.	-	(5,027)	5,027	-	(3,346)	3,346		1,838	(66,029)	67,867	(66,029)

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2022 Budget
FUNDING											
Older Americans Act		-	-		-	-		-	-	-	-
State/Federal		-	-		-	-		-	-	-	-
MTD Mac/Tsoa		-	-		-	-		-	-	-	-
Other AL TSA		-	-		-	-		-	-	-	-
HCRR		-	-		-	-		-	-	-	-
Multi Service Center		-	-		-	-		-	-	-	-
Health Homes	31,826	37,500	(5,674)	30,931	38,000	(7,069)		382,820	433,305	(50,485)	433,305
Other		-	-		-	-		-	-	-	-
Total Funding	31,826	37,500	(5,674)	30,931	38,000	(7,069)		382,820	433,305	(50,485)	433,305
OPERATING EXPENDITURES											
Salaries & Wages	20,924	21,343	419	21,058	21,343	285		252,520	253,603	1,082	253,603
Benefits	7,524	7,923	398	7,566	7,923	356		91,373	94,617	3,245	94,617
Training		-	-		-	-		-	-	-	-
Office & Program Supplies	349	250	(99)	118	250	132		3,180	3,000	(180)	3,000
Technology Equip & Supplies		-	-		-	-		-	-	-	-
Admin Allocation	3,337	4,427	1,090	4,045	3,749	(296)		49,362	48,416	(946)	48,416
IT Allocation	2,064	1,887	(177)	2,002	1,887	(116)		25,573	22,699	(2,873)	22,699
Professional Services		417	417		417	417		-	5,000	5,000	5,000
Communications-Phone & Postage	374	600	226	174	600	426		5,513	7,200	1,687	7,200
Travel	1,846	1,000	(846)	1,079	1,000	(79)		10,643	12,000	1,357	12,000
Advertising	-	50	50	-	50	50		-	600	600	600
Rentals	1,583	1,557	(26)	1,583	1,557	(26)		18,725	18,683	(42)	18,683
Insurance	284	284	(0)	267	284	17		3,484	3,409	(76)	3,409
Utilities	139	83	(55)	89	83	(5)		1,345	1,000	(345)	1,000
Maintenance & Repair	132	83	(48)	101	83	(17)		1,397	1,000	(397)	1,000
Miscellaneous		-	-		-	-		-	-	-	-
Total Operating Expenditures	38,556	39,904	1,348	38,082	39,226	1,144		463,114	471,226	8,113	471,226
SUBCONTRACTOR EXPENDITURES											
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		-	-		-	-		-	-	-	-
Total Subcontractor Expenditures	-	-	-	-	-	-		-	-	-	-
IT ALLOCATION ADD BACK											
Total Expenditures	38,556	39,904	1,348	38,082	39,226	1,144		463,114	471,226	8,113	471,226
Revenues Over/(Under) Expend.	(6,730)	(2,404)	(4,326)	(7,151)	(1,226)	(5,925)		(80,294)	(37,921)	(42,373)	(37,921)

Description	Nov - Actual	Nov - Budget	Nov - Variance	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	2022 Budget
FUNDING											
Older Americans Act		-	-		-	-		-	-	-	-
State/Federal		-	-		-	-		-	-	-	-
MTD Mac/Tsoa		-	-		-	-		-	-	-	-
Other ALTSA		-	-		-	-		-	-	-	-
HCRR		-	-		-	-		-	-	-	-
Multi Service Center		-	-		-	-		-	-	-	-
Health Homes	16,863	26,000	(9,137)	34,208	26,000	8,208		259,092	288,000	(28,908)	288,000
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-		-	-		-	-	-	-
Total Funding	16,863	26,000	(9,137)	34,208	26,000	8,208		259,092	288,000	(28,908)	288,000
OPERATING EXPENDITURES											
Salaries & Wages	4,811	6,020	1,209	3,909	6,020	2,111		49,320	71,766	22,446	71,766
Benefits	1,410	2,366	956	1,145	2,366	1,221		14,664	28,264	13,600	28,264
Training	-	-	-	-	-	-		-	-	-	-
Office & Program Supplies	-	100	100	-	100	100		-	1,200	1,200	1,200
Technology Equip & Supplies	818	2,000	1,182	-	2,000	2,000		24,378	24,000	(378)	24,000
Admin Allocation	2,003	2,952	948	4,081	3,749	(332)		36,114	39,016	2,903	39,016
IT Allocation	240	275	35	233	275	42		2,978	3,303	325	3,303
Professional Services	194	200	6	225	200	(25)		2,556	2,400	(156)	2,400
Communications-Phone & Postage	66	100	34	66	100	34		798	900	102	900
Travel	1,012	250	(762)	-	250	250		8,021	3,000	(5,021)	3,000
Advertising	-	-	-	-	-	-		-	500	500	500
Rentals	-	-	-	-	-	-		-	-	-	-
Insurance	33	33	0	31	33	2		403	397	(6)	397
Utilities	-	25	25	-	25	25		-	300	300	300
Maintenance & Repair	-	30	30	-	30	30		-	360	360	360
Miscellaneous	-	-	-	-	-	-		-	-	-	-
Total Operating Expenditures	10,587	14,351	3,763	9,691	15,148	5,457		139,230	175,406	36,176	175,406
SUBCONTRACTOR EXPENDITURES											
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	12,558	23,790	11,232	28,728	23,790	(4,938)		205,771	263,520	57,749	263,520
Total Subcontractor Expenditures	12,558	23,790	11,232	28,728	23,790	(4,938)		205,771	263,520	57,749	263,520
IT ALLOCATION ADD BACK											
Total Expenditures	23,145	38,141	14,996	38,419	38,938	519		345,001	438,926	93,925	438,926
Revenues Over/(Under) Expend.	(6,282)	(12,141)	5,859	(4,211)	(12,938)	8,727		(85,909)	(150,926)	65,017	(150,926)



Olympic Area Agency on Aging

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MEMORANDUM

Date: March 30, 2023
To: O3A Council of Governments
From: Ingrid Henden, O3A Contracts Manager
RE: Clallam & Jefferson Rural Health Equity Grant Proposals

Background:

O3A received a \$350,000 grant from the Department of Health to address rural health inequities related to the COVID-19 pandemic in Clallam County through May 31, 2024.

After meeting with several key partners of our Rural Equity Advisory Team (REAT), and receiving approval to extend the grant to Jefferson County, we decided to publish an RFP to meet the needs of the rural populations in both counties. While the grant does not require an RFP, we determined it was the best way to provide services throughout the counties.

Request for Proposals:

The RFP for the Rural Health Equity Grant was developed to be accessible to agencies large and small in both counties with multiple grants up to \$75,000 available to be awarded. The RFP was released on January 26, 2023 with proposals due February 24; in an effort to reach the widest range of agencies the opportunity was advertised in both counties through:

- Notices in local newspapers in Clallam and Jefferson counties;
- Posted on the O3A website;
- Emailed the RFP to:
 - Members of the REAT;
 - Clallam & Jefferson Advisory Council members;
 - O3A Provider Network Meeting distribution list;
 - Rural Development Initiative Leadership Cohort;
 - Clallam Resilience Project members;
 - O3A contractors in Clallam and Jefferson counties;
 - Current Rural Health Equity contractors in Grays Harbor County;
 - Washington State Office of Minority & Women's Business Enterprises website;
 - Tribal Nations in Clallam & Jefferson counties and DSHS Office of Indian Policy Tribal Liaison.

Proposals Received:

Our wide range of advertising was successful and O3A received eight proposals totaling \$566,931. The O3A Advisory Council Allocation Committee reviewed and scored the proposals to determine who would receive the grant. After scoring each proposal, Allocation Committee members ranked the proposals based upon their scores. We averaged those rankings to determine the final ranking of each proposal. The Allocation Committee recommends five proposals receive funding; the top three ranked proposals and the two proposals tied for fourth. To fully fund all five proposals plus invoice for O3A expenses is \$27,701 over the amount available in the grant.

We are recommending that the top three proposals are funded at 100%. For the two proposals that are tied for fourth, we recommend funding the North Beach Senior Center (NBSC) at 100% and the remaining funds to Jefferson County Public Health (JCPH) at 66%. We make this recommendation based upon the services provided in each proposal: JCPH will be serving a low-income and rural population, with a large portion of the grant to be spent on assessment. NBSC will be expanding the Mobile Assistance Van (MAV), which includes providing food boxes at each event. Nutrition is our biggest need, especially with the termination of the additional SNAP benefits. This need will continue to grow, particularly in the west end of the counties.

We have confirmed with JCPH that their project is still viable at that amount.

Awards:

Sequim Food Bank: \$73,725

Welcome Home Food Boxes

Delivery of free nutritionally dense food boxes to elderly or disabled individuals with chronic care conditions upon their release from a hospital or care facility. The boxes will be designed under guidance of a registered dietitian to support the ongoing treatment of chronic diseases such as diabetes and heart disease and to help compensate for health disparities that result from lack of access to healthy food.

Jefferson Healthcare: \$69,160

Care Gap Closer

Fund the salary for a Care Gap Closer for one year to identify missing recommended preventative care services specific to COVID-19-related health disparities and address them. We plan to target outreach efforts to Black, Indigenous and People of Color (BIPOC) and other underserved populations in rural East Jefferson County, including the geographically isolated areas of Quilcene and Brinnon.

Port Angeles Food Bank: \$67,016

Nourishing Neighbors

Meal prep program for community members suffering from social isolation exacerbated by the pandemic and lacking the time and financial resources needed to prepare and cook nutritious meals to specifically address common risk factors for COVID-19 in a low-income rural community. The goal is to build 400 meals a week, 180 will be allocated to the Sequim Food Bank for their "Welcome Home Food" program, 200 will be stocked in the Market freezer at the Port Angeles Food Bank, and 2 will go home with each club member on build day.

North Beach Senior Center: \$75,000 (100%)

Mobile Assistance Van

Expand MAV events, currently provided in Grays Harbor and Pacific counties, to include four to six locations monthly in the west end of Clallam and Jefferson counties. These events provide COVID rapid tests, masks, hygiene kits, food boxes, and informational sheets as well as I&A staff to connect with state, O3A, and other local resources.

Jefferson County Public Health: \$49,799 (66%)

Tailored Outreach

Partnership with YMCA to connect with the communities they serve in order to provide education, awareness, and access to COVID-19 prevention, testing, and vaccination. We will collaborate with the YMCA's Family Resources Navigator program, working closely with Family Resource Navigators (FRNs) who are already in place and have relationships and trust established with the community. JCPH will tap into the FRNs' knowledge of their communities' concerns, needs, and preferences to inform JCPH's messaging and strategies to more effectively improve the community's understanding of and access to COVID-19 prevention measures.

Recommendation:

Staff and the Advisory Council recommend the Council of Governments support the Clallam and Jefferson Rural Health Equity RFP awards as described above.

PROPOSED MOTION:

The Olympic Area Agency on Council of Governments approve the Clallam and Jefferson Rural Health Equity RFP awards as presented in the memorandum. The O3A Executive Director, Laura Cepoi is authorized to sign contracts with the recommended organizations for the above referenced awards.



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MEMORANDUM

Date: March 22, 2023
To: Olympic Area Agency on Aging's Council of Governments
From: Michelle Fogus, O3A Contract Specialist
RE: Equity Grant Mobile Unit Contract Renewal

Background:

O3A received a \$350,000 grant from the Department of Health to address rural inequities related to the COVID-19 pandemic. This grant does not require an RFP for services, so we are able to sole source contracts as needed. After contracts with North Beach Senior Center for the MAV (Mobile Assistance Van) project, the Arc of Grays Harbor for translation and outreach services and logo development, and O3A staff time and expenses, \$215,000 is remaining in the grant.

Based on a community needs assessment, the primary project identified was the creation of a mobile unit. The MAV was created in partnership with the North Beach Senior Center (NBSC), and an initial contract was executed for July 1, 2022 to May 31, 2023 in the amount of \$68,189. The funding was based on an estimated four service days per month, serving eight locations throughout Grays Harbor.

As the project unfolded, it became apparent that it was not feasible to do two events per service day due to various constraints, including the schedules of our partner locations at food banks. The MAV is therefore currently serving seven locations in Grays Harbor and one in Pacific County on a seven-day-per-month schedule. Costs are higher than anticipated for staffing, mileage, and vehicle maintenance to serve the target areas.

Additionally, we anticipate possibly adding one more location in Grays Harbor and several locations in Pacific County in the coming months. This will necessitate the NBSC hiring a second part- to full-time employee. We are also seeking to purchase a second van with grant funds to help cover the large geographic area to be served and to have a back-up should the primary van be out of service for any reason. The van would be owned, maintained, and insured by NBSC.

The MAV has been extremely well-received by the communities served. In the first four months of operation, November 2022 through February 2023, the MAV served just over 1500 guests. The level of need was much higher than we anticipated, and smaller food

banks are struggling to provide enough food. The MAV has also handed out hundreds of COVID rapid tests, masks, and informational sheets as well as holding two events with the DOH Care-a-Van to provide COVID boosters. Forty-five individuals were boosted during the two events. Many other MAV guests have been assisted by I&A staff to connect with state, O3A, and other local resources, from SNAP to utility assistance to Medicare help through SHIBA.

It should also be noted that the NBSC has provided a huge in-kind contribution to the project through both food donations and volunteer labor. Without that contribution, the MAV would be unable to assist so many people and to address food insecurity in outlying areas. In the first two months of operation (November and December, 2022) the NBSC provided \$19,000 worth of shelf-stable items, frozen protein items, and produce. Since then they have increased the food available at some high-need locations and have added two locations. NBSC volunteers have bagged food, loaded and unloaded the van, and even accompanied the MAV to events when additional staffing has been needed.

Proposal:

We propose renewing the contract with the NBSC for the remainder of the grant period, through May 2024, to continue existing services and expand into Pacific County. All deliverables have been met from the initial contract and the NBSC has provided much more than anticipated through its in-kind contributions.

The proposal is for a total contract award of \$215,000 for the remainder of the grant period. This will allow for expansion, the purchase of a second van if approved, and the purchase of any incidental items needed for distribution in specific areas (e.g., we were able to purchase cold-weather gear for locations with high numbers of unhoused individuals).

Recommendation:

The Olympic Area Agency on Aging Advisory Council recommends the Council of Governments approve the North Beach Senior Center mobile services contract as described above with a performance period of June 1, 2023 to May 31, 2024.



Olympic Area Agency on Aging

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MEMORANDUM

DATE: March 21, 2023
TO: Olympic Area Agency on Aging's Council of Governments
FROM: Janis Housden, Contracts and Program Manager
RE: 2023 Older Americans Act - TIIID Health Program RFP Awards

Background:

The Federal Older Americans Act, Title III D for Preventative Health (TIIID), provides funding for Health Promotion and Disease Prevention programs to improve older adults' health and well-being, and reduce disease and injury that drive up health care costs.

The Olympic Area Agency on Aging (O3A) maximizes TIIID funding to help build local programs that support healthy lifestyles, healthy behaviors (falls prevention), and provide socialization to improve the quality of life and an older adult's ability to live independently.

Request for Virtual and In-Person Proposals:

The Request for Proposals (RFP) for evidence-based programs was released on December 13, 2022. The opportunity was advertised throughout O3A's 4-county service area by providing:

1. Notices about the RFP in local newspapers in every county;
2. Emails to former and current providers, allied agencies, and the Tribes in each county;
3. Notice broadcasted by WA DOH, statewide Falls Prevention Coalition monthly Bulletin.
4. Postings on the Office of Minority and Women Owned Business website; and
5. Posted on O3A's website.

Proposals Received:

Nine inquiries into the RFP were made resulting in seven applications with one application withdrawn. The remaining six applications all scored very well.

Advisory Council Approved Awards:

It's very exciting to see the interest in providing in-person services again! Not only are these programs important for falls prevention and healthier lifestyles, but the in-person attendance supports peer socialization. And, it's been several years since any program has been offered in Pacific county, especially on the Long Beach Peninsula.

Proposer:	New or Returning	Program:	Area served:	Request:	#
Mary Stewart	Returning - 2nd Yr	Bingocize!	online-4 counties	\$7,306.00	
Marsha Melnick	Returning - 5th Yr	SAIL	Clallam (Sequim-PA)	\$12,521.00	
Marsha Melnick	Returning - 5th Yr	TJQMBB	Clallam (Sequim-PA)	\$12,473.00	
Ocean Beach Hospital	New - 2023	OTAGO	Pacific County-LB Peninsula	\$14,900.00	
Peninsula Senior Activity Center	New - 2023	SAIL	Pacific County-LB Peninsula	\$410.00	
Jefferson Healthcare	New - 2023	TJQMBB	Jefferson - PT & Tri Area	\$1,800.00	S
			TOTAL RFP REQUEST	\$49,410.00	

The total amount of the awards above is \$49,410.00 and within O3A TIIID funding budget for 2023. While the OAA funding is approximately \$29,000, the additional amount of \$20,856 is from the American Rescue Plan Act funds which must be spent out by September 2024.

Request for Motion:

Olympic Area Agency on Aging Advisory Council recommends the O3A Council of Governments approve the six (6) Title III-D Evidence-based program Contract awards in the total amount of \$49,410.00.

**The Advisory Council
of the
Olympic Area Agency on Aging
Meeting Minutes for January 17, 2023
Location: Zoom Conference Call**

MEMBERS PRESENT: Pam Tuttle, Chair; Margaret Taylor, Vice-Chair; Beth Pratt, Beth Tripp, Ginny Adams, Jane Lauzon, Joe Sharkey, Laura Morris, Maria Ritter, Nancy Gorshe, Susan Conniry

MEMBERS ABSENT: Dale Jacobson, Marsha Melnick, Sandy Goodwick

O3A STAFF PRESENT: Laura Cepoi, Executive Director; Ingrid Henden, O3A Contracts Manager; Michelle Fogus, Contract Specialist; Kristina Whipple, Contracts Assistant

GUESTS: No guests present.

CALL TO ORDER: 10:09 a.m. by Pam Tuttle, Chair.

NEW BUSINESS/CHANGES to AGENDA: No changes.

PUBLIC COMMENT: No public present.

REVIEW/APPROVE MEETING MINUTES: A motion to approve the minutes from the November meeting as written was made by Nancy with a second by Beth T. **Motion Passed.**

MEMBERSHIP UPDATE: Ingrid provided an update of vacancies on the council. There is currently a vacant position in Clallam, Jefferson, and Pacific, as well as Minority, Tribal, and SCOA rep. We'll advertise for those position in the local papers for those counties. We have received one application for the SCOA position so far.

COMMITTEE MEMBERSHIP DISCUSSION: Ingrid discussed the need to sign up for a new committee for 2023. Council members may serve on multiple committees, however, they must serve on at least one. Committees must have representation from all four counties. Council members can send their selections to Ingrid.

2023 MEETING SCHEDULE UPDATE: Ingrid reviewed with the council the new requirements of the Open Public Meeting Act for public meetings held virtually. Agencies and councils that held meetings virtually prior to March 2020 may continue to do so; agencies that met in person prior to March 2020 must provide a physical location for the public and members to attend the meeting and the location must be published. Since the council did not start meeting virtually until after this, we will need to provide a physical location for meetings. O3A will alternately host the meetings in their Sequim and Aberdeen offices; guests and council members are welcome to attend the meeting at the specified office each month. Additionally, Ingrid reviewed the expected council activities for the year around the Area Plan.

EXECUTIVE DIRECTOR REPORT: Laura Cepoi, Executive Director
Laura announced that O3A is essentially fully staffed and case managers are at a 1:74 staffing ratio.

Laura reviewed the legislative asks for this year including the Dementia Action Collaborative which does not have a placeholder in the budget but which provides needed and necessary services and supports. Another ask is for case management parity with DSHS; AAAs received funding last year to match case manager salaries with the State but there was no funding included to keep them at that level. Case Managers are still handling self-neglect calls for their clients as APS is not staffed in our area and is referring many calls to their contractor in Ohio. We are asking the state to include funding for case management parity as an ongoing item. The third budget ask is for an increase in Health Homes rates; O3A and other AAAs have run this program at a loss for seven years.

O3A staff have been trained in Care Transitions for hospital discharges and will be meeting with area hospitals to get the program started. Care Transitions provides assistance to patients before and after discharge to ensure a smooth transition home.

Laura reported that O3A's Statewide Health Insurance Benefits Advisors (SHIBA) program had a very successful open enrollment. They assisted almost 1,600 people to enroll in Medicare during the open enrollment period (October 15 – December 7) and about assisted about 3,000 people in 2022.

Laura discussed her Health and Aging Policy Fellowship and announced that she has a placement with the Senate Special Committee on Aging where she is working on senior nutrition, including reauthorization of the Farm Bill Act. The Farm Bill Act includes SNAP and Senior Farmers' Market Nutrition Program funding and needs to be reauthorized every five years.

Laura reviewed the 3rd Quarter Service Summary with the council.

Laura stated that in 2024 O3A will receive less Older Americans Act funding due to changes in the interstate funding formula. Laura is requesting that seniors who live alone and seniors who are 75 and older hold more weight in population counts as they tend to access more services, and dementia becomes more prevalent after age 75.

CONTRACTS MANAGEMENT & PLANNING:

Michelle reported that the Mobile Assistance Van (MAV) in Grays Harbor is continuing to serve people in Grays Harbor; 300 people were served in November, 400 were served in December. The MAV is adding two more sites, Nealon and Oakville, and is looking to expand into Pacific county. Cold weather gear has been ordered and will be available at MAV sites soon.

Ingrid announced that the Rural Health Equity grant RFP for Clallam county would be released soon. This is the same grant that is funding the MAV in Grays Harbor; we are hopeful that we can expand that program into the West End of Clallam and Jefferson counties. The Allocations committee will need to meet to review and score the proposals submitted.

Ingrid reported that the O3A Homeshare program will launch by the end of the month; we have signed the agreement with Silvernest and our landing page on their website is live. Marki Lockhart, Community Programs Manager, and Ingrid will develop a presentation and we will be looking for groups to present to so please let us know if you have a group who is interested.

LOCAL MEMBER REPORTING:

Nancy commented that she is on her local hospital board and the Washington State Hospital Association Committee for Difficult Discharge patients and there has been significant advocacy and cooperation between the hospital association and the state around how evaluations, assessments and discharges are done to provide the best outcomes and that it has made hospital CEOs more aware of community based resources.

State Council on Aging: Vacant

Council members are welcome to apply for this position. SCOA Minutes will be sent out as they are available.

MEETING ADJOURNED: 11:41 am by Pam Tuttle, Chair.

**The Advisory Council
of the
Olympic Area Agency on Aging
Meeting Minutes for February 21, 2023
Location: Zoom Conference Call**

MEMBERS PRESENT: Susan Conniry, Acting Chair; Ginny Adams, Joe Sharkey, Laura Morris, Nancy Gorshe, Sandy Goodwick

MEMBERS ABSENT: Beth Pratt, Beth Tripp, Dale Jacobson, Jane Lauzon, Margaret Taylor, Maria Ritter, Marsha Melnick, Pam Tuttle

O3A STAFF PRESENT: Carol Ann Laase, Administrative Director; Ingrid Henden, O3A Contracts Manager; Janis Housden, O3A Contracts Manager; Michelle Fogus, Contract Specialist; Kristina Whipple, Contracts Assistant

GUESTS: No guests present.

CALL TO ORDER: 10:06 a.m. by Susan Conniry, Acting Chair.

NEW BUSINESS/CHANGES to AGENDA: No changes.

PUBLIC COMMENT: No public present.

REVIEW/APPROVE MEETING MINUTES: Approval of the minutes was tabled until the March meeting due to lack of a quorum.

MEMBERSHIP UPDATE: Ingrid provided an update of vacancies on the council. There is currently a vacant position in Clallam, Jefferson, and Pacific, as well as Minority Rep and Tribal Rep. O3A staff will advertise for those position in the local papers for those counties.

AC OFFICER UPDATE: Pam Tuttle stepped down as Chair. Margaret Taylor is currently Vice Chair and due to a conflict, can not step into the Chair position until May. Susan Conniry will continue as Acting Chair until May.

COMMITTEE ASSIGNMENT UPDATE: The Advocacy and Outreach Committee needs a Pacific County representative. The Planning Committee and the Allocations Committee have representatives from all 4 counties.

EXECUTIVE DIRECTOR REPORT: Carol Ann Laase, Administrative Director, reported that as the Public Health Emergency (PHE) ends on March 31, the funding for additional SNAP benefits is also ending. Seniors who receive SNAP benefits will lose an average \$143 a month. State legislature has a Hunger Relief Bill which would create bridge

funding to assist those who are losing the additional benefits. O3A may receive about \$75,000 with the possibility of additional funding. The bill will also provide more funding to local food banks.

O3A is almost completely staffed up. The Aberdeen office will be fully staffed once the open case manager position is filled, which we expect to happen next month. The Planner position is the only other vacancy. Case management caseload ratios are 1:75 as required.

Carol Ann provided a legislative update to the council. Sen. Tharinger is championing all aging bills which include management parity, the health homes rate increase, and Dementia Action Catalysts in more AAAs.

CONTRACTS MANAGEMENT & PLANNING:

Janis presented the results of the Title III-D RFP. Title III-D Evidence Based Programs (EBP) are designed to help older adults stay active and toned with the ultimate goal of preventing falls. And we issue RFPs for this program every year. Six proposals were received and all proposals were able to be funded because we had some additional TITLE III-D emergency funds. Motion to recommend the proposals was tabled until next month due to a lack of a quorum.

Ingrid announced that the Clallam Rural Health Equity Grant RFP has been released; council members are encouraged to share the information as are O3A employees, as we are trying to reach as many people as possible. It's due on Friday Feb 24. The Allocations Committee will need to meet to review the proposals in early March, in advance of the council meeting.

Ingrid updated the council on the homeshare project. It has launched! Ingrid did the first presentation at the Clallam County Provider Breakfast. We want to present to many different kinds of groups – not just social service providers – so if council members have any clubs or groups that they belong to in any of the 4 counties who would welcome a presentation, please contact Ingrid. The program will be posted on the O3A facebook account. Susan offered the next Project Connect event on April 26th as a possible location.

Michelle stated that the Mobile Assistance Van (MAV) is doing great and is adding sites in Pacific County. She will be amending the contract soon to extend the length of the contract and increase the funding to cover the additional costs for the added sites.

Michelle reported that the Smart Homes pilot project has started and O3A is accepting referrals for up to 20 people in Grays Harbor or Pacific Counties to receive an ElliQ Digital Care Companion. Participants must be over 60 years old, and live alone or be alone for most of the day. There is no income requirement; there is limited funding to cover the cost of internet for a few participants for the length of the pilot program which is one year. ElliQ is also available as a private pay device.

LOCAL MEMBER REPORTING:

Susan asked the council to be aware that increases in benefits can have unintended negative consequences. For example, the increase in social security benefits could disqualify some people from programs that are designed to assist those with low incomes by moving them out of the low income bracket required for these programs. Our voices are important at the legislative level so that officials understand how program changes affect the population.

STATE COUNCIL ON AGING:

We have received one application for the SCOA position from Susan Conniry. Motion to recommend Susan was tabled until next month due to a lack of a quorum.

MEETING ADJOURNED:

10:53 by Susan Conniry Acting Chair