

O3A COUNCIL OF GOVERNMENTS AGENDA

Meeting Date: Thursday, June 1, 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

Greg Brotherton, Chair Jefferson County	<ul style="list-style-type: none">● Call to Order● Approval of Agenda● Public comment for agenda items (Please limit comments to 5 minutes)	<p>Motion to Approve</p> <p>Public Comment</p>
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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.

Laura Cepoi, Executive Director	<ul style="list-style-type: none">● Consent Agenda Items:<ul style="list-style-type: none">➢ May 4, 2023 Minutes➢ April 2023 Disbursements● Executive Director's Report● <u>Contract Approvals:</u><ul style="list-style-type: none">➢ 2023-2025 SHIBA contract➢ 2022-2023 State Federal Amendment No. 2	<p><u>Motion to Approve</u> Enclosure 1 Pages 1-3 Enclosure 2 Page 4</p> <p>Enclosure 3 Pages 5-6</p> <p>Enclosure 4 Page 7 Enclosure 5 Page 8</p> <p>Enclosure 6 Pages 9-23</p> <p>Enclosure 7 Pages 24-25</p> <p>Report</p> <p>Announcement Public Comment</p> <p>Motion if needed Adjourn</p>
Corena Stern, CFO	<ul style="list-style-type: none">● Revenue & Expense Report	
Ingrid Henden Contracts Manager	<ul style="list-style-type: none">● North Beach Senior Center subcontract update	
Nancy Gorshe, AC Pacific Rep.	<ul style="list-style-type: none">● Advisory Council Activity Report	
Greg Brotherton, Chair Jefferson 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	

MEETING REMINDERS: The next Council of Governments meeting is Thursday, July 6, 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.*



Olympic Area Agency on Aging

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Draft

Minutes

Olympic Area Agency on Aging
COUNCIL OF GOVERNMENTS (COG)

May 4, 2023

Via Conference call/Zoom

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

COMMISSIONERS ABSENT: Pacific County was unrepresented.

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

ADVISORY COUNCIL MEMBERS: Marsha Melnick (Clallam).

GUESTS/PUBLIC: None.

CALL TO ORDER: Greg Brotherton, Chair, called the meeting to order at 10:04 a.m.

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

PUBLIC COMMENT: None.

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

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- Legislative Update: Laura briefly reviewed progress on the main W4A advocacy issues mentioned in her report. The Kinship Navigator program is being expanded by the state to include all the AAAs, with funding allotted to O3A for the first year anticipated to be \$140,000. This new funding will appear on the new July 1st 2023-2024 State/Federal contract. The Kinship Navigator program assists adults raising a related child (i.e., grandchild, nephew or niece, etc.) with access to programs and services that help ensure the child's placement with a relative is successful.
- Laura noted an anticipated rate increase for the Health Homes program will help to defray ongoing program losses for that program.
- Laura reported the agency is receiving additional Hunger Relief funding as O3A is able to expend funds (using in part the MAV model) that other AAAs stated they would not be able to spend by the June 30th deadline.

- Staffing updates: Laura reported the agency is adding a case manager position in Raymond, which will allow the agency to redistribute client caseload in a manner that will keep the current ratios and allow assignment of cases to better reflect consideration of where staff reside and base office assignment in Pacific County.
- Laura spoke briefly about the continued success of the MAV project, which has expanded to serve clients in Pacific County.
- One Time Annual Leave Cash Out: Laura reviewed O3A's proposal to allow staff a one-time voluntary cash out of up to 80 hours of annual leave to help staff better manage the transition to the new semi-monthly payroll in July. Laura said she wished to thank Lisa Olsen for mentioning the idea during the discussion at the April COG meeting, as this one time cash out will make the payroll transition easier for many staff. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments approves a one-time voluntary cash out for agency employees of annual leave as described in the memorandum. Motion by Randy Johnson, with a 2nd by Jill Warne. **Motion Passed.**
- **Revision to Salary Chart:** Laura reviewed a revision to the 2023 Salary Range chart. She noted the removal of the bottom range as being unutilized; adjustment of Range 12 to reflect a planned revision to steps reflecting previous agency administrative staffing changes; adjustment of Range 32 to allow for future step increases and a single step increase related to nursing staff work in the CORE/Case Management program (not included in the previous salary increases related to case management workload); and a similar update to Range 44 to reflect the Nursing Services Manager's work in CORE and additional duties for the Community Programs Manager. Laura mentioned there is work underway on a third revision to address other ranges. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments approves the updated 2023 O3A Salary Range Revision #2 as presented, effective May 1, 2023. Motion by Randy Johnson, with a 2nd by Jill Warne. **Motion Passed.**
- **2023 SFMNP contracts:** Laura reviewed the 2023 Senior Farmers Market Nutrition Program (SFMNP) provider contracts for the season, which runs from June through October every year. This remains a popular program for both participants and vendors. This year the paper vouchers will be replaced with EBT cards, and there will be bulk food distribution as well. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments approves subcontracts for the Senior Farmers Market Nutrition Program with Olympic Community Action Programs in the amount of \$53,411 and with Coastal Community Action Programs in the amount of \$38,211, for a performance period of June 1, 2023 to October 31, 2023. Laura Cepoi, Executive Director, is authorized to sign the contracts on behalf of the agency. Motion by Randy Johnson, with a 2nd by Jill Warne. **Motion Passed.**
- **2022-2023 State/Federal Amendment No. 1:** Laura reviewed Amendment No. 1 which adds \$322,467 in Hunger Relief funding. **Motion:** The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS Contract #2269-43431 Amendment No. 1 to the State/Federal contract, with a performance period of July 1, 2022 to June 30, 2023. Laura Cepoi is authorized to execute the contract amendment on behalf of the agency. Motion by Randy Johnson, with a 2nd by Jill Warne. **Motion Passed.**
- **2023-2024 Older Americans Act Amendment No. 1:** Laura reviewed Amendment No. 1 which adds the anticipated balance of the agency's Older Americans Act allocation of \$464,879. **Motion:** The Olympic Area Agency on Aging Council of Governments approves the 2023-2024 Older Americans Act contract, DSHS contract #2369-46210, Amendment No. 1. Laura Cepoi is authorized to execute the contract on behalf of the agency. Motion by Randy Johnson, with a 2nd by Jill Warne. **Motion Passed.**

FISCAL REPORT: *Corena Stern, CFO*

- Corena reviewed the Revenue & Expense Summary through February 2023. She noted that through the first two months of the year the agency is trending as expected. Through February the agency shows an overall YTD surplus of \$187,532 for Title XIX non-restricted funds, and a YTD deficit of (\$-30,690) for MTD /MAC-TSOA restricted funds. The non-restricted fund balance as of February 28, 2023 is \$3,877,061, and the restricted MTD MAC-TSOA fund balance is \$657,831. The local fund balance is \$219,544.
- Corena reviewed the transition to ADP to date. Technical planning and testing are moving forward.
- Corena noted work on the 2022 audit report is in progress. Recent GASB updates must be implemented. It is possible a transition to cash-basis reporting for the agency might be beneficial in future and Corena is considering that option.

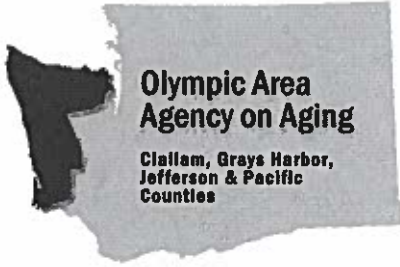
ADVISORY COUNCIL (AC) REPORT: *Marsha Melnick*

Marsha mentioned other than the minutes there is no real news. The AC reviewed the Area Plan survey and will help with distribution.

COG MEMBER ANNOUNCEMENTS: Randy asked if someone from O3A could attend a homelessness task force meeting in June. Clallam staff will reach out to Laura.

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned by consensus at 11:13 a.m.



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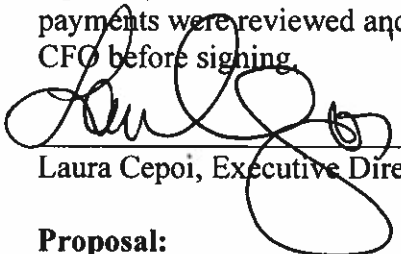
May 17, 2023

The following warrants/checks/electronic payments (EFT's) for the period April 1, 2023, through April 30, 2023, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

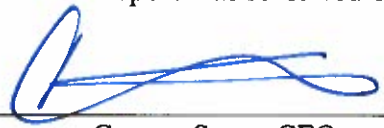
			Total
<u>Warrants:</u>	Numbers: 7805086	Through: 7805260	\$450,070.91 (1)
<u>Payroll:</u>			
EFTs	Numbers: 41846	Through: 41956	\$287,011.54 (2)
IRS			\$96,338.21
Savings			\$4,730.00
<u>Electronic Payments:</u>	Dates: 4/01/2023	Through: 4/30/2023	\$2,162.41
			Total
			\$840,313.07

(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

5/23/23

 Date

Proposal:
 I recommend that the O3A COG approve payments for the month of April 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 April 2023.

Approval by COG

 Greg Brotherton, 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) – May 25, 2023

Legislative Updates

Last month I noted that legislation supporting the **Dementia Action Pilot Program** expansion to another site with one-time only funding would not affect O3A. However, after some consideration our Case Management Director will begin developing a strategy to implement this two-year pilot program in our region. The intent of the program is to help people with possible or diagnosed dementia to live their best lives and stay at home as long as possible. Program funding will increase the availability of dementia-capable services and begin to create more dementia-friendly, dementia-capable communities.

We will need to develop a proposal which will be included in the contract. The proposal is for up to \$375,000 per year, which includes funding for staffing and direct dementia-capable support services. Support services would provide early-stage support programs, specialized dementia supports and services that promote safety and help families manage challenging behaviors, and/or the dementia-capable community connections that address the complex and heightened needs created by dementia.

Overarching goals of the program are to:

- Support people with dementia, including those in early stages, to stay active, socially engaged, and in their own homes.
- Support family caregivers so they can stay healthy and continue to help their loved ones with dementia to stay at home.
- Increase the dementia-capability of AAAs, FCSPs and aging network partners.
- Promote efforts to build Dementia Friendly Communities.

We are currently working with the state on how to implement the Health Home rate increase, 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. We are asking that the administrative costs increase from 8% to 10% along with a 24% increase to the Tier 2 rates.

Staffing Updates

All positions have been filled and there are currently no open recruitments. O3A currently has a 1:74 case management staffing ratio allowing staff to manage workloads and deliver excellent services. As we prepare to expand our service offerings to include the Dementia Action Collaborative and the Kinship Navigator Program we will be reviewing and developing new positions.

Hunger Relief:

Mobile Assistance Van (MAV): this program continues to increase its outreach and has now begun to visit several tribes. The van is making additional site visits with Hunger Relief Funds and is now serving over 500 people per month. Although, this new funding was only deployed in contract in the past month we have already received several thanks from the folks who are benefiting from this additional though limited funding. Please see the note below from Jeffery Moyer, Director, North Beach Senior Center:

"Hey team,

OK, so today, Jesse, one of our volunteer drivers that is taking produce boxes to seniors shared this:

She delivers to some 40 seniors in need and 2 of those on her route have terminal cancer, both ladies living alone. This week we added canned soups, tuna in the produce boxes. When the ladies opened their boxes Jesse said they both started crying because they were in such need and the soups and tuna were just what they needed ! This program, albeit short in duration, is helping in more ways than we all can imagine.

Our volunteer drivers have expressed the desire to continue this program as long as we can and we are going to do just that one way or another.

Thank you all for helping make this happen."

Contracts Signed:

1. Employee Assistance Program (EAP): the rate will remain the same for the next two years- \$1.48 per person. We pay in advance for the contract cycle and will expect to receive an invoice for \$2,664.
2. Spanish Language Outreach (MAV) ARC of Grays Harbor for a total of \$10,000.

Respectfully Submitted,

Laura Cepoi, Executive Director



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DATE: May 26, 2023
TO: O3A Council of Governments
FROM: Laura Cepoi, Executive Director
SUBJECT: Approval of 2023-2025 SHIBA contract

Background: O3A receives funding from the State of Washington through the Office of the Insurance Commissioner to provide the Statewide Health Insurance Benefits Advisors (SHIBA) program in our service region.

Under this program, seniors are assisted to negotiate their health insurance and Medicare/Medicare Part D benefits and receive help with the paperwork. O3A's SHIBA and Information & Assistance in all four counties coordinate with local volunteers to provide one-on-one counseling and outreach to seniors and others in our communities. This program has a consistent high rate of utilization.

The State of Washington Office of the Insurance Commissioner contract presented has a two year performance period of July 1, 2023 to June 30, 2025. Total consideration for the performance period is a maximum of \$178,380, an increase of \$42,276 over the previous initial contract in 2021.

Recommendation: I recommend that the COG approve the 2023-2025 Statewide Health Insurance Benefits Advisors contract as presented.

Proposed Motion: The Olympic Area Agency on Aging Council of Governments approves a contract with the State of Washington Office of Insurance Commissioner for the Statewide Health Insurance Benefits Advisors (SHIBA) program, for the performance period of July 1, 2023 through June 30, 2025. O3A's Executive Director, Laura Cepoi, is authorized to execute the contract on behalf of the agency.



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DATE: May 26, 2023

TO: O3A Council of Governments

FROM: Laura Cepoi, Executive Director

SUBJECT: Approval of 2022-2023 State/Federal Amendment No. 2
DSHS Contract #2269-43431-02

Background

The State/Federal contract provides funding for programs that include the Title XIX Care Management program; Senior Citizens Services Act used to support Information & Assistance, programs such as medication management and disease prevention activities, Senior Emergency Fund assistance to low-income persons; and the State Family Caregiver Program. The contract has a performance period of July 1, 2022 to June 30, 2023. Amendment No. 1 added \$322,467 in additional Hunger Relief funding. Amendment No. 2 presented for approval adds \$143,225 in funding (\$73,672 for SFMNP, \$54,553 one time Home Delivered Meal funding, and \$15,000 in additional Hunger Relief funding. This amendment increases the maximum consideration of this contract to \$7,582,124.

Recommendation:

I recommend that the COG approve the 2022-2023 State/Federal DSHS Contract #2269-43431, Amendment No. 2 as presented.

PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS Contract #2269-43431 Amendment No. 2 to the State/Federal contract, with a performance period of July 1, 2022 to June 30, 2023. Laura Cepoi is authorized to execute the contract amendment on behalf of the agency.



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DATE: May 26, 2023
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A March 2023 Operating Results

Following this memo is O3A’s Revenue and Expense Summary through March 2023. The Agency had an overall YTD operating surplus of \$265,114 for Title XIX funds and a YTD surplus of \$ 51,579 for MTD MACTSOA restricted funds.

Local fund balance stands at \$261,709 at the end of March.

General and Case Management fund balance is \$3,972,861 as of 03/31/23.

The **MTD MAC/TSOA** program has a fund balance of \$740,100.

	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Fund Balance 12/31/22	3,709,265	688,521	261,709	1,355,345	6,014,840
Surplus (Deficit) through Mar 2023	306,462	51,579	-	-	358,041
Used for underfunded programs	(42,867)	-	-	-	(42,867)
Fund Balance 03/31/2023	3,972,861	740,100	261,709	1,355,345	6,330,015

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

The figures below are exclusive of MTD MACTSOA program:

		YTD
Core Svs Contract Mgmt (CSCM)		21,754
Core Case Management (CM)		291,963
Other / Admin	Admin	1,553
Fund Use	I&A, Ombuds, F	(7,255)
Home Care Referral Registry (HCRR)		-
Health Homes CCO		(23,086)
Health Homes Lead		(21,333)
Total		263,596

Narrative Overview -

Overall, the agency fell slightly short of YTD budget revenue projections - \$2,787,999 out of a YTD budget of \$2,875,940 – a difference of \$87,941. Case management revenues are running very close to budget – within 12k.

The expenditure budget came in under by \$294,552. Over half (217k) of this variance to budget is related to payroll and benefits coming in less than budgeted, mostly in Case Management.

Overall, the agency has exceeded fund balance surplus projections by \$206,611 through March 2023 and has increased fund balance by \$315,174 YTD.

Case Management surplus was 292k at the end of March 2023, YTD Budget was 103k. YTD Payroll and benefits were under budget by 21% or 194k.

Admin- YTD costs for payroll and benefits are slightly under target. Accrued costs for the agency’s audit by the State Auditor have pushed professional services over budget; in February the W4A annual membership costs added to the YTD overage in professional services.

IT – YTD Under Budget (7K) in Technology purchases and under budget in Payroll (7K).

PCM – Under budget in Revenues and Expenses due to subcontractor payments being less than budgeted.

I&A – Over budget on Payroll and Benefits, as well as Admin allocation, travel and advertising. If this trend continues this program will be over-budget by 130k.

MTD-MacTSOA – MTD Mac/TSOA revenues were under budget by \$11,101 due to a shift in the split between quarterly milestone billings and payment for casework. Payroll and benefits are under budget by 29k YTD.

The current contract is for only six months, as well. The budget is based on a full year and with more payments for case work instead of milestones– which was the information available at the time the budget was developed last October. We anticipate receiving a full year contract’s funding later in 2023.

FCSP/KCSP – Operating expenses are higher than budgeted in payroll, benefits, and YTD admin allocation. If the trend continues, by the end of the year, this program will be over budget by 40k in payroll and benefits.

Ombuds – Expenses are under budget for the year by 11k, mostly in Payroll, Benefits and travel.

Health Homes CCO ended YTD March with a (23k) deficit. Budget is a (24k) deficit

Health Homes Lead deficits were less than budgeted by 12k. YTD losses are 21k.

Other items of note –

- Implementation of the new Timecard, PR and HR system has begun.

The technical planning and set-up meetings with the ADP Team have been going smoothly; however, the data extraction was delayed two weeks due to issues on ADP’s part. Testing is expected to begin in June after employee data is proofed and re-worked to represent the changes planned in pay structure and pay dates. Set-up for the new time and attendance system is happening concurrently to reflect our grant reimbursement basis expenditure system.

We are planning to provide the employees with a one-time payout of accrued vacation to help ease the transition with the change of pay dates.

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

- Hunger Relief Funding was granted by State and plans are in the works to spend out by June 30th, 2023.

- 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 (May 11th), ALTSA 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 spend out.

At the end of March 2023, there was still a million dollars in FED ARP to spend and 63k SFY 23 State ARP to spend.

The spending plan for ARP dollars has been updated and 200k of the 3B is still available for project spending.

- The 2022 Annual Report for the State Auditor is finalized.

The agency Has been upload to the State Auditor portal prior to the deadline of May 30th.

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	2023 Budget
FUNDING							
Older Americans Act	134,121	136,346	(2,225)	255,393	409,037	(153,644)	1,568,647
State/Federal	491,562	562,730	(71,168)	1,713,809	1,670,127	43,682	6,711,827
MTD Mac/Tsoa	132,124	105,624	26,500	211,523	222,624	(11,101)	894,496
Other AL TSA	7,422	20,793	(13,371)	27,056	62,379	(35,324)	249,517
HCR	-	-	-	-	-	-	-
Multi Service Center	18,753	-	18,753	44,742	-	44,742	105,389
Health Homes	48,667	58,500	(9,833)	157,021	171,000	(13,979)	719,800
Other (COVID,SHIBA, SFM, CGT, Sr E	155,386	113,591	41,795	378,456	340,773	37,683	1,363,090
Total Funding	988,035	997,584	(9,549)	2,787,999	2,875,940	(87,941)	11,612,766
OPERATING EXPENDITURES							
Salaries & Wages	402,291	457,294	55,003	1,206,776	1,369,840	163,064	5,526,725
Benefits	135,582	154,535	18,953	408,816	463,192	54,376	1,862,125
Training	-	206	206	496	618	121	6,135
Office & Program Supplies	10,619	8,049	(2,571)	25,995	24,146	(1,849)	96,584
Technology Equip & Supplies	1,755	6,042	4,286	14,482	18,125	3,643	72,500
Admin Allocation	93,026	84,433	(8,594)	262,747	248,146	(14,602)	1,037,918
IT Allocation	32,318	37,199	4,881	96,403	111,597	15,194	451,943
Professional Services	16,001	6,015	(9,986)	33,442	14,444	(18,998)	112,776
Communications-Phone & Postage	8,398	8,587	189	23,044	25,561	2,517	102,742
Travel	15,756	15,504	(252)	37,077	46,510	9,434	186,039
Advertising	2,344	3,092	748	4,532	8,775	4,243	28,600
Rentals	22,965	22,837	(129)	68,699	68,510	(188)	277,548
Insurance	4,606	4,947	341	14,621	14,842	221	59,368
Utilities	2,957	2,115	(842)	9,198	6,345	(2,853)	25,795
Maintenance & Repair	2,303	2,626	323	6,690	7,878	1,187	24,311
Miscellaneous	1,036	833	(203)	1,203	2,500	1,297	10,000
Total Operating Expenditures	751,956	814,312	62,356	2,214,220	2,431,027	216,807	9,881,108
SUBCONTRACTOR EXPENDITURES							
Legal Assistance	7,443	6,426	(1,017)	20,997	19,279	(1,718)	77,117
Transportation	3,361	6,167	2,806	11,241	18,500	7,259	74,000
Congregate Meals (C1)	3,531	15,903	12,371	10,946	47,708	36,761	190,830
Nutrition Education	-	-	-	-	-	-	-
Home Delivered Meals (C2)	3,531	44,360	40,829	10,749	133,079	122,329	532,314
Home Delivered Meals (State Expansion)	3,665	2,743	(922)	15,796	8,230	(7,567)	32,918
Senior Farmer's Market	-	-	-	-	-	-	113,333
Professional Consulting Services	-	2,345	2,345	-	7,036	7,036	28,142
Home Repair & Sr. Emergency Fund	2,158	2,083	(75)	9,993	6,249	(3,744)	24,992
Senior Drug Education	-	-	-	-	-	-	-
Kinship Care Service Delivery	1,255	-	(1,255)	4,044	-	(4,044)	-
Kinship Good & Services	1,961	2,900	939	4,905	8,699	3,794	34,796
Respite Services	34,280	30,605	(3,675)	103,203	91,816	(11,387)	367,264
Supplemental Services	3,051	2,096	(956)	8,044	6,287	(1,757)	25,146
Services to Grandparents	2,816	3,946	1,130	6,085	11,837	5,752	47,347
Other Payments	140,603	113,605	(26,998)	410,835	338,985	(71,850)	1,375,280
Total Subcontractor Expenditures	207,655	233,177	25,522	616,837	697,702	80,865	2,923,479
ADMIN & IT ALLOCATION ADD BACK	(124,093)	(122,055)	2,038	(357,899)	(361,019)	(3,120)	(1,496,782)
Total Expenditures	835,518	925,434	89,916	2,473,158	2,767,710	294,552	11,307,805
GENERAL FUND SURPLUS (DEFICIT)	152,518	72,150	80,368	314,841	108,230	206,611	304,961

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 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	48,895	52,984	4,089	151,982	158,458	6,476		638,301
Benefits	15,105	15,826	721	46,629	47,425	796		190,589
Training	-	-	-	-	-	-		3,100
Office & Program Supplies	1,699	1,000	(699)	2,998	3,000	2		12,000
Technology Equip & Supplies	-	-	-	-	-	-		-
Admin Allocation	-	-	-	-	-	-		-
IT Allocation	2,892	3,368	475	8,628	10,103	1,475		40,917
Professional Services	15,264	2,800	(12,464)	31,575	4,800	(26,775)		74,200
Communications-Phone & Postage	447	583	136	1,257	1,750	493		7,000
Travel	1,516	1,000	(516)	1,663	3,000	1,337		12,000
Advertising	818	2,000	1,182	1,242	5,000	3,758		10,000
Rentals	3,090	3,151	62	9,325	9,454	129		37,817
Insurance	393	420	27	1,234	1,261	27		5,044
Utilities	469	300	(169)	1,543	900	(643)		3,900
Maintenance & Repair	270	1,000	730	948	3,000	2,052		4,800
Miscellaneous	918	-	(918)	918	-	(918)		-
Total Operating Expenditures	91,775	84,433	(7,343)	259,944	248,151	(11,792)		1,039,668
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	(91,775)	(84,433)	7,343	(261,496)	(248,151)	13,345		(1,039,668)
Total Expenditures	0	-	-	(1,553)	-	1,553		-
Revenues Over (Under) Expended	(0)	-	-	1,553	-	(1,553)		-

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
OPERATING EXPENDITURES								
Salaries & Wages	20,068	22,319	2,251	60,232	66,958	6,725		271,228
Benefits	7,084	7,274	190	21,266	21,823	558		87,914
Training	-	-	-	-	-	-		-
Office & Program Supplies	727	500	(227)	1,410	1,500	90		6,000
Technology Equip & Supplies	1,418	4,042	2,624	5,315	12,125	6,810		48,500
Admin Allocation	-	-	-	-	-	-		-
IT Allocation	-	-	-	-	-	-		-
Professional Services	-	500	500	-	1,500	1,500		6,000
Communications-Phone & Postage	498	500	2	1,241	1,500	259		6,000
Travel	673	833	160	1,298	2,500	1,202		10,000
Advertising	-	-	-	-	-	-		1,000
Rentals	1,385	1,363	(22)	4,163	4,090	(73)		16,868
Insurance	234	251	17	736	753	17		3,012
Utilities	158	-	(158)	504	-	(504)		117
Maintenance & Repair	73	40	(33)	238	119	(119)		475
Miscellaneous	-	-	-	-	-	-		-
Total Operating Expenditures	32,318	37,623	5,305	96,403	112,868	16,465		457,114
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			-	-	-	-		-
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	(32,318)	(37,623)	(5,305)	(96,403)	(112,868)	(16,465)		(457,114)
Total Expenditures	-	-	-	-	-	-		-
Revenues Over/(Under) Expend.	-	-	-	-	-	-		-

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act	47,909	90,738	(42,829)	122,814	272,213	(149,398)		1,088,850
State/Federal	34,534	45,221	(10,687)	153,965	135,663	18,302		542,651
MTD Mac/Tsoa		-		-	-	-		0
Other AL TSA	3,665	7,993	(4,328)	15,796	23,979	(8,183)		95,916
HCRR		-		-	-	-		0
Multi Service Center		-		-	-	-		0
Health Homes		-		-	-	-		0
Other - COVID & Farmers Market/OCH	119,496	76,515	42,981	271,271	229,545	41,726		918,180
Total Funding	205,604	220,466	(14,863)	563,846	661,399	(97,553)		2,645,597
OPERATING EXPENDITURES								
Salaries & Wages	25,913	24,836	(1,077)	75,081	74,508	(573)		301,946
Benefits	8,810	8,770	(40)	26,064	26,309	245		105,950
Training	-	150	150	-	450	450		1,800
Office & Program Supplies	518	510	(8)	1,507	1,530	23		6,120
Technology Equip & Supplies		-		-	-	-		0
Admin Allocation	26,770	20,264	(6,506)	62,350	59,556	(2,794)		257,372
IT Allocation	1,777	2,070	293	5,302	6,211	909		25,156
Professional Services	-	140	140	-	419	419		1,676
Communications-Phone & Postage	321	443	122	949	1,328	378		5,311
Travel	1,234	1,920	686	2,742	5,760	3,018		23,039
Advertising	327	667	339	591	2,000	1,409		8,000
Rentals	1,352	900	(451)	4,072	2,701	(1,370)		13,805
Insurance	224	258	34	725	775	51		3,101
Utilities	241	250	9	758	750	(8)		3,000
Maintenance & Repair	107	125	18	359	375	16		1,500
Miscellaneous		-		-	-	-		0
Total Operating Expenditures	67,594	61,303	(6,292)	180,499	182,672	2,174		757,776
SUBCONTRACTOR EXPENDITURES								
Legal Assistance	7,443	6,426	(1,017)	20,997	19,279	(1,718)		77,117
Transportation	3,361	6,167	2,806	11,241	18,500	7,259		74,000
Congregate Meals (C1)	3,531	15,903	12,371	10,946	47,708	36,761		190,830
Nutrition Education	-	-	-	-	-	-		0
Home Delivered Meals (C2)	3,531	44,360	40,829	10,749	133,079	122,329		532,314
Home Delivered Meals (State Expansion)	3,665	2,743	(922)	15,796	8,230	(7,567)		32,918
Senior Farmer's Market	-	-	-	-	-	-		113,333
Prof Consulting Services (Disease Prev)	-	2,345	2,345	-	7,036	7,036		28,142
Home Repair & Sr. Emergency Fund	-	-	-	-	-	-		0
Senior Drug Education	-	-	-	-	-	-		0
Kinship Care Service Delivery	-	-	-	-	-	-		0
Kinship Good & Services	-	-	-	-	-	-		0
Respite Services	-	-	-	-	-	-		0
Supplemental Services	-	-	-	-	-	-		0
Services to Grandparents	-	-	-	-	-	-		0
COVID	106,903	69,701	(37,202)	291,864	209,103	(82,761)		836,412
Total Subcontractor Expenditures	128,434	147,644	19,210	361,593	442,933	81,340		1,885,066
IT ALLOCATION ADD BACK								
Total Expenditures	196,029	208,947	12,918	542,092	625,606	83,514		2,642,842
Revenues Over/(Under) Expend.	9,575	11,519	(1,944)	21,754	35,794	(14,039)		2,755

	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act		-	-	-	-	-		-
State/Federal	390,731	405,123	(14,392)	1,195,318	1,213,303	(17,985)		4,889,027
MTD Mac/Tsoa		-	-	-	-	-		-
Other ALTSA		-	-	-	-	-		-
HCRR		-	-	-	-	-		-
Multi Service Center		-	-	-	-	-		-
Health Homes		-	-	-	-	-		-
Other (CGT - Caregiver Training)	11,869	17,083	(5,214)	57,294	51,250	6,044		205,000
Total Funding	402,600	422,206	(19,607)	1,252,612	1,264,553	(11,941)		5,094,027
OPERATING EXPENDITURES								
Salaries & Wages	174,223	220,570	46,347	516,308	660,785	144,478		2,662,869
Benefits	58,035	74,913	16,878	174,191	224,570	50,379		901,860
Training	-	-	-	-	-	-		315
Office & Program Supplies	3,318	2,917	(401)	7,027	8,750	1,723		35,000
Technology Equip & Supplies	-	-	-	-	-	-		-
Admin Allocation	34,423	32,084	(2,339)	97,766	94,298	(3,469)		390,712
IT Allocation	15,845	18,450	2,604	47,266	55,349	8,083		224,162
Professional Services	530	1,250	720	1,223	3,750	2,527		15,000
Communications-Phone & Postage	3,692	2,917	(775)	9,754	8,750	(1,004)		35,000
Travel	4,817	5,000	183	12,998	15,000	2,002		60,000
Advertising	-	167	167	-	500	500		2,000
Rentals	8,172	8,142	(31)	24,517	24,426	(92)		97,702
Insurance	2,153	2,303	150	6,896	6,909	14		27,636
Utilities	1,000	750	(250)	3,063	2,250	(813)		9,000
Maintenance & Repair	837	667	(171)	2,346	2,000	(346)		8,000
Miscellaneous	-	833	833	-	2,500	2,500		10,000
Total Operating Expenditures	307,046	370,962	63,916	903,355	1,109,836	206,481		4,479,257
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	11,869	17,083	5,214	57,294	51,250	(6,044)		205,000
Total Subcontractor Expenditures	11,869	17,083	5,214	57,294	51,250	(6,044)		205,000
IT ALLOCATION ADD BACK								-
Total Expenditures	318,915	388,045	69,130	960,649	1,161,086	200,437		4,684,257
Revenues Over/(Under) Expend.	83,685	34,161	49,524	291,963	103,467	188,496		409,770

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act	81,114	21,204	59,911	116,604	63,611	52,993		254,445
State/Federal	(9,997)	43,932	(53,929)	136,450	131,797	4,652		527,189
MTD Mac/Tsoa		-	-	-	-	-		-
Other ALTSA (MIPPA)	3,757	12,800	(9,043)	11,259	38,400	(27,141)		153,601
HCRR		-	-	-	-	-		-
Multi Service Center		-	-	-	-	-		-
Health Homes		-	-	-	-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, M	19,041	11,451	7,591	34,898	34,353	546		137,410
Total Funding	93,916	89,387	4,529	299,211	268,161	31,050		1,072,645
OPERATING EXPENDITURES								
Salaries & Wages	52,857	45,721	(7,135)	155,730	136,895	(18,835)		553,221
Benefits	18,960	16,384	(2,576)	55,903	49,117	(6,786)		197,627
Training	-	-	-	-	-	-		-
Office & Program Supplies	2,436	1,652	(784)	8,563	4,956	(3,607)		19,825
Technology Equip & Supplies	-	-	-	-	-	-		-
Admin Allocation	7,632	9,288	1,656	32,359	27,297	(5,063)		111,746
IT Allocation	4,596	5,348	753	13,708	16,045	2,336		64,991
Professional Services		292	292	-	875	875		3,500
Communications-Phone & Postage	1,535	2,083	548	4,296	6,250	1,954		25,000
Travel	2,123	1,250	(873)	5,651	3,750	(1,901)		15,000
Advertising	871	-	(871)	2,372	-	(2,372)		2,500
Rentals	3,951	4,384	433	11,853	13,151	1,298		52,603
Insurance	624	668	44	1,958	2,003	44		8,011
Utilities	649	398	(251)	1,981	1,195	(786)		4,778
Maintenance & Repair	527	323	(204)	1,425	969	(456)		3,876
Miscellaneous		-	-	-	-	-		-
Total Operating Expenditures	96,761	87,791	(8,970)	295,800	262,502	(33,298)		1,062,679
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	2,158	2,083	(75)	9,993	6,249	(3,744)		24,992
Senior Drug Education				-	-	-		-
Kinship Care Service Delivery				-	-	-		-
Kinship Good & Services				-	-	-		-
Respite Services				-	-	-		-
Supplemental Services				-	-	-		-
Services to Grandparents				-	-	-		-
Other Payments				-	-	-		-
Total Subcontractor Expenditures	2,158	2,083	(75)	9,993	6,249	(3,744)		24,992
IT ALLOCATION ADD BACK								
Total Expenditures	98,919	89,874	(9,045)	305,792	268,751	(37,041)		1,087,671
Revenues Over/(Under) Expend.	(5,003)	(487)	(4,516)	(6,581)	(590)	(5,991)		(15,026)

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act		-	-	-	-	-		-
State/Federal		-	-	-	-	-		-
MTD Mac/Tsoa	132,124	105,624	26,500	211,523	222,624	(11,101)		894,496
Other AL TSA		-	-	-	-	-		-
HCRR		-	-	-	-	-		-
Multi Service Center		-	-	-	-	-		-
Health Homes		-	-	-	-	-		-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-	-	-	-		-
Total Funding	132,124	105,624	26,500	211,523	222,624	(11,101)		894,496
OPERATING EXPENDITURES								
Salaries & Wages	27,166	36,921	9,755	89,709	110,407	20,698		447,250
Benefits	9,602	13,446	3,844	31,923	40,271	8,348		162,112
Training	-	-	-	-	-	-		-
Office & Program Supplies	560	292	(269)	1,311	875	(436)		3,500
Technology Equip & Supplies		-	-	-	-	-		-
Admin Allocation	5,589	5,910	321	17,208	17,371	163		72,777
IT Allocation	3,018	3,512	494	9,004	10,537	1,533		42,679
Professional Services	-	-	-	-	-	-		-
Communications-Phone & Postage	528	583	55	1,730	1,750	20		7,000
Travel	1,571	1,542	(30)	3,472	4,625	1,153		18,500
Advertising	-	-	-	-	-	-		1,500
Rentals	1,185	1,184	(1)	3,555	3,553	(3)		14,210
Insurance	410	438	29	1,286	1,315	29		5,261
Utilities	76	83	8	230	250	20		1,000
Maintenance & Repair	149	142	(7)	439	425	(14)		1,700
Outreach	-	-	-	77	-	(77)		-
Total Operating Expenditures	49,855	64,053	14,198	159,945	191,379	31,434		777,490
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	49,855	64,053	14,198	159,945	191,379	31,434		777,490
Revenues Over/(Under) Expend.	82,269	41,571	40,698	51,579	31,245	20,333		117,006

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act	5,097	16,904	(11,807)	15,974	50,713	(34,739)		202,852
State/Federal	76,294	60,455	15,839	228,077	181,365	46,712		725,460
MTD Mac/Tsoa		-	-	-	-	-		-
Other AL TSA		-	-	-	-	-		-
HCRR		-	-	-	-	-		-
Multi Service Center		-	-	-	-	-		-
Health Homes		-	-	-	-	-		-
Other (AWHI & CGT Non-Core)	4,980	6,875	(1,895)	14,993	20,625	(5,632)		82,500
Total Funding	86,372	84,234	2,137	259,044	252,703	6,341		1,010,812
OPERATING EXPENDITURES								
Salaries & Wages	16,694	15,622	(1,072)	54,008	46,867	(7,141)		189,403
Benefits	5,915	4,915	(1,001)	18,423	14,744	(3,679)		59,331
Training	-	56	56	-	168	168		670
Office & Program Supplies	930	745	(186)	2,115	2,235	119		8,939
Technology Equip & Supplies	-	-	-	-	-	-		-
Admin Allocation	9,227	7,599	(1,628)	28,345	22,334	(6,012)		93,570
IT Allocation	1,264	1,472	208	3,769	4,415	646		17,882
Professional Services	-	417	417	-	1,250	1,250		5,000
Communications-Phone & Postage	603	611	8	1,765	1,833	68		7,331
Travel	332	792	460	1,450	2,375	925		9,500
Advertising	327	208	(119)	327	625	298		2,500
Rentals	1,991	2,089	98	5,973	6,268	295		25,072
Insurance	172	184	12	539	551	13		2,205
Utilities	261	225	(36)	796	675	(121)		2,700
Maintenance & Repair	268	217	(52)	726	650	(76)		2,600
Miscellaneous	118	-	(118)	207	-	(207)		-
Total Operating Expenditures	38,103	35,151	(2,952)	118,444	104,989	(13,455)		426,703
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	1,255	-	(1,255)	4,044	-	(4,044)		-
Kinship Good & Services	1,961	2,900	939	4,905	8,699	3,794		34,796
Respite Services	34,280	30,605	(3,675)	103,203	91,816	(11,387)		367,264
Supplemental Services	3,051	2,096	(956)	8,044	6,287	(1,757)		25,146
Services to Grandparents	2,816	3,946	1,130	6,085	11,837	5,752		47,347
AWHI & CGT Non-Core	4,980	3,946	(1,034)	14,993	11,837	(3,156)		52,963
Total Subcontractor Expenditures	48,343	43,492	(4,852)	141,273	130,475	(10,798)		527,516
IT ALLOCATION ADD BACK								
Total Expenditures	86,446	78,642	(7,804)	259,718	235,464	(24,254)		954,218
Revenues Over/(Under) Expend.	(74)	5,592	(5,666)	(674)	17,239	(17,913)		56,594

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
FUNDING							
Older Americans Act	-	7,500	(7,500)	-	22,500	(22,500)	22,500
State/Federal	-	7,999	(7,999)	-	7,999	(7,999)	27,500
MTD Mac/Tsoa		-	-	-	-	-	-
Other ALTSA		-	-	-	-	-	-
HCRR		-	-	-	-	-	-
Multi Service Center	18,753	-	18,753	44,742	-	44,742	105,389
Health Homes		-	-	-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		1,667	(1,667)	-	5,001	(5,001)	20,000
Total Funding	18,753	17,166	1,587	44,742	35,500	9,242	175,389
OPERATING EXPENDITURES							
Salaries & Wages	10,584	10,584	0	26,266	31,751	5,485	128,699
Benefits	3,046	3,076	30	7,241	9,227	1,986	37,217
Training	-	-	-	496	-	(496)	250
Office & Program Supplies	55	83	28	294	250	(44)	1,000
Technology Equip & Supplies		-	-	-	-	-	-
Admin Allocation	1,945	1,689	(256)	2,911	4,963	2,052	20,793
IT Allocation	856	998	141	2,555	2,993	439	12,123
Professional Services		-	-	-	-	-	-
Communications-Phone & Postage	274	167	(107)	700	500	(200)	2,000
Travel	1,427	1,667	240	2,453	5,001	2,547	20,000
Advertising	-	-	-	-	-	-	-
Rentals	690	480	(211)	1,793	1,439	(354)	5,755
Insurance	117	125	8	366	374	8	1,495
Utilities		-	-	-	-	-	-
Maintenance & Repair		-	-	-	-	-	-
Miscellaneous (rounding included)	-	-	-	-	-	-	-
Total Operating Expenditures	18,993	18,867	(126)	45,075	56,497	11,422	229,332
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	18,993	18,867	(126)	45,075	56,497	11,422	229,332
Revenues Over/(Under) Expend.	(240)	(1,701)	1,461	(333)	(20,998)	20,664	(53,943)

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act								
State/Federal								
MTD Mac/Tsoa								
Other ALTSA								
HCRR								
Multi Service Center								
Health Homes	27,680	33,500	(5,820)	92,003	98,000	(5,997)		412,800
Other								
Total Funding	27,680	33,500	(5,820)	92,003	98,000	(5,997)		412,800
OPERATING EXPENDITURES								
Salaries & Wages	20,830	22,538	1,708	63,682	67,615	3,933		270,460
Benefits	7,538	8,243	706	23,131	24,639	1,508		99,085
Training								
Office & Program Supplies	376	250	(126)	770	750	(20)		3,000
Technology Equip & Supplies								
Admin Allocation	4,269	4,222	(48)	12,419	12,408	(12)		49,366
IT Allocation	1,836	1,708	(127)	5,476	5,125	(351)		20,759
Professional Services		417	417		1,250	1,250		5,000
Communications-Phone & Postage	433	600	167	1,151	1,800	649		7,200
Travel	1,225	1,200	(25)	3,698	3,600	(98)		14,400
Advertising		50	50		150	150		600
Rentals	1,149	1,143	(6)	3,447	3,429	(18)		13,716
Insurance	249	267	17	783	800	17		3,199
Utilities	103	83	(20)	323	250	(73)		1,000
Maintenance & Repair	72	83	11	210	250	40		1,000
Miscellaneous								
Total Operating Expenditures	38,080	40,804	2,725	115,089	122,065	6,976		488,785
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	38,080	40,804	2,725	115,089	122,065	6,976		488,785
Revenues Over/(Under) Expend.	(10,400)	(7,304)	(3,096)	(23,086)	(24,065)	979		(75,985)

Description	Mar - Actual	Mar - Budget	Mar - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
FUNDING								
Older Americans Act		-	-			-		-
State/Federal		-	-			-		-
MTD Mac/Tsoa		-	-			-		-
Other AL TSA		-	-			-		-
HCRR		-	-			-		-
Multi Service Center		-	-			-		-
Health Homes	20,987	25,000	(4,013)	65,018	73,000	(7,982)		307,000
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-			-		-
Total Funding	20,987	25,000	(4,013)	65,018	73,000	(7,982)		307,000
OPERATING EXPENDITURES								
Salaries & Wages	5,062	5,199	137	13,779	15,597	1,818		63,348
Benefits	1,486	1,689	202	4,045	5,066	1,021		20,439
Training	-	-	-	-	-	-		-
Office & Program Supplies	-	100	100	-	300	300		1,200
Technology Equip & Supplies	338	2,000	1,663	9,167	6,000	(3,167)		24,000
Admin Allocation	3,171	3,377	207	9,389	9,920	532		41,581
IT Allocation	233	273	40	694	818	124		3,274
Professional Services	206	200	(6)	644	600	(44)		2,400
Communications-Phone & Postage	66	100	34	199	100	(99)		900
Travel	837	300	(537)	1,652	900	(752)		3,600
Advertising	-	-	-	-	500	500		500
Rentals	-	-	-	-	-	-		-
Insurance	31	34	2	99	101	2		404
Utilities	-	25	25	-	75	75		300
Maintenance & Repair	-	30	30	-	90	90		360
Miscellaneous		-	-		-	-		-
Total Operating Expenditures	11,431	13,326	1,895	39,667	40,067	400		162,305
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	16,850	22,875	6,025	46,684	66,795	20,111		280,905
Total Subcontractor Expenditures	16,850	22,875	6,025	46,684	66,795	20,111		280,905
IT ALLOCATION ADD BACK								
Total Expenditures	28,281	36,201	7,920	86,351	106,862	20,511		443,210
Revenues Over/(Under) Expend.	(7,294)	(11,201)	3,907	(21,333)	(33,862)	12,529		(136,210)



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MEMORANDUM

Date: May 25, 2023
To: Olympic Area Agency on Aging's Council of Governments
From: Michelle Fogus, O3A Contract Specialist
RE: Equity Grant Mobile Unit Contract Amendment

Background:

The Mobile Assistance Van (MAV) was initially funded through a \$350,000 grant from the Department of Health to address rural inequities related to the COVID-19 pandemic. O3A contracted with the North Beach Senior Center (NBSC) to operate the mobile unit.

An initial contract was executed for July 1, 2022 to May 31, 2023 in the amount of \$68,189. The MAV quickly expanded over the first six months of operation, from November 2022 through April 2023. It now serves 12 locations throughout both Grays Harbor and Pacific Counties. NBSC has acquired two additional vans, increased hours for the project manager/van operator to full-time and hired three part-time employees to provide support for the expanded services.

Increased costs associated with expansion have resulted in NBSC outspending the initial \$68,189. Additional funding in the amount of \$37,000 was available through vaccine access funding that O3A received during the pandemic. In May, emergency Hunger Relief funds were granted from the State. Of those monies, \$65,820 was originally allocated to the MAV to purchase shelf-stable food and frozen protein items to support food distribution to the 12 current sites and to prepare for adding 4-6 new sites in Jefferson and Clallam Counties (note: those counties have a separate rural equity contract, which went into effect May 1; all Hunger Relief funding is allocated through the south counties contract). After the initial allocation, O3A also received excess funds from King County; an additional \$69,000 was allocated to the MAV to add home food delivery to approximately 125 housebound seniors for a total of \$135,373 in Hunger Relief funds.

Hunger Relief funds must all be spent and food items received by June 30, 2023. This spans two contract periods with NBSC: the original period with its budget of \$68,189, ending May 31, 2023 and the period beginning June 1, 2023 and running through May 31, 2024, which had an approved budget of \$215,000.

Both contracts require increases to the maximum amounts. All of the available Hunger

Relief funds will be added into the amendment to the current contract in case NBSC is able to purchase all of the food items prior to May 31. Whatever remains of the additional funding as of June 1 will be added onto the next contract that starts on that date.

Proposal:

We propose amending the contract with the NBSC to add the vaccine access funding, additional grant funding, and Hunger Relief funding for the remainder of the current contract period, through May 31, 2023, for a new maximum of \$239,000. Given the extremely short time to expend the Hunger Relief funds we also propose that Hunger Relief funds unexpended by May 31, 2023 should be added to the contractor's next contract (previously approved) which begins June 1st with restrictions on fund expenditure by June 30th.

Recommendation:

The Olympic Area Agency on Aging Advisory Council recommends the Council of Governments approve the North Beach Senior Center mobile services contract increases as described above for the performance periods of July 1, 2022 to May 31, 2023 and June 1, 2023 to May 31, 2024.