

**O3A COUNCIL OF GOVERNMENTS AGENDA**

**Meeting Date:** Thursday, March 7, 2024

**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: 834-0329-0353 Pass Code: 375189**

Jill Warne, Vice-Chair Grays Harbor County	<ul style="list-style-type: none"><li>● Call to Order</li><li>● Approval of Agenda</li><li>● Public comment for agenda items (Please limit comments to 5 minutes)</li><li>● Establish Nominating Committee for 2024-2025 Officers; 3 members minimum Elections at April 4, 2024 meeting</li></ul>	<b>Motion to Approve</b>  <b>Public Comment</b> <b>Establish Committee</b>
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All matters listed within the consent Agenda have been distributed to members of the Council of Governments (COG) for review and are considered routine. Consent Agenda items will be approved by one motion of the COG with no separate discussion. If separate discussion is desired on any item, that item may be removed from the Consent Agenda at the request of a COG member for action later in the agenda.

	<ul style="list-style-type: none"><li>● Consent Agenda Items:<ul style="list-style-type: none"><li>➢ January 4, 2024 Draft Minutes review</li><li>➢ July 2023 – December 2023 Disbursements</li></ul></li></ul>	<b><u>Motion to Approve</u></b> <b>Enclosure 1 Pages 1-2</b> <b>Enclosure 2 Pages 3-8</b>
Laura Cepoi, Executive Director	<ul style="list-style-type: none"><li>● Executive Director’s Report<ul style="list-style-type: none"><li>➢ Extension of Mom’s Meals subcontract</li></ul></li></ul>	<b>Enclosure 3 Pages 9-13</b> <b>Enclosure 4 Page 14</b>
Corena Stern, CFO	<ul style="list-style-type: none"><li>● Revenue &amp; Expense report</li></ul>	<b>Enclosure 5 Page 15-29</b>
Eileen Svoboda Jefferson County	<ul style="list-style-type: none"><li>● Advisory Council Activity Report<ul style="list-style-type: none"><li>➢ January 16, 2024 AC minutes</li></ul></li></ul>	<b>Report</b> <b>Enclosure 6 Pages 30-31</b>
Jill Warne, Vice-Chair Grays Harbor County	<ul style="list-style-type: none"><li>● COG Member Announcements</li><li>● Public Comment (Please limit comments to 5 minutes)</li><li>● *Option to update meeting schedule</li><li>● Adjourn meeting</li></ul>	<b>Announcement</b> <b>Public Comment</b>  <b>Motion if needed</b> <b>Adjourn</b>

**MEETING REMINDER:** The next Council of Governments meeting is Thursday, April 4, 2024, scheduled to take place via conference call/Zoom at 10:00 a.m.

\*COG may update meeting schedule for format (conference call/ zoom or in-person) during a meeting.



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# Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

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

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

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# Draft

# Minutes

Olympic Area Agency on Aging  
COUNCIL OF GOVERNMENTS (COG)

January 4, 2024

Via Zoom/Conference Call

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

**COMMISSIONERS ABSENT:** All counties represented.

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

**ADVISORY COUNCIL MEMBERS:** Ginny Adams and Eileen Svoboda (both Jefferson).

**GUESTS/PUBLIC:** None.

**CALL TO ORDER:** Jill Warne, Vice-Chair, called the meeting to order at 10:01 a.m.

**AGENDA APPROVAL:** **Motion:** A motion to approve the agenda as presented was made by Randy Johnson, with a 2<sup>nd</sup> by Heidi Eisenhour. **Motion Passed.**

**PUBLIC COMMENT:** None.

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

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

- Legislative update: Laura noted AAAs will advocate in this legislative session for case management funding for clients without an assigned caregiver and additional nutrition funding to keep capacity at 2023 levels. Senator Van De Wege will sponsor the nutrition legislation, supported by Representatives Mike Chapman and Steve Tharinger.
- Laura shared that in further support of our staff, the agency will no longer require staff to pay \$50 per month toward their medical premium as a cost share. The agency can afford to absorb this cost.
- Staffing updates: the agency is recruiting for a Case Manager in Raymond and two in Aberdeen, a Contracts Specialist in Aberdeen, and a Payroll Specialist in admin office. A Dementia Outreach Development Coordinator has been hired based in Sequim. The selected candidate has over 15 years of hand-on dementia experience, and extensive community outreach and development experience.

- Laura reported on the outcome of a recent Health Homes program review in October 2023. Of six sections, four were met fully and two were partially met. The program manager is currently on extended leave, so program oversight will shift to Renee Iverson, FCSP Supervisor, after she completes an HCA training in January. Once the supervisor is trained, recruitment for current vacancy can resume.
- Laura reported the execution of the Clallam/Jefferson Long Term Care Ombudsman contract in the amount of \$42,447 and the Grays Harbor Pacific Long Term Care Ombudsman contract in the amount of \$41,018. She noted that in addition to contracts from the Multi Service Center, O3A allocates Federal Older Americans Act Title III-B and State Senior Citizens Services Act funding to fully support the program.
- **Contract Approval:**
  - Laura briefly reviewed the 2024-2025 Older Americans Act contract, DSHS contract #2469-52885. She noted the contract provides a maximum consideration of \$1,445,024 which represents about 80% of anticipated funding. When the state receives the balance of their allocation later in the year an amendment to add full funding will be issued. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS contract #2469-52885, the Older Americans Act contract, with a performance period of January 1, 2024 to September 30, 2025. Laura Cepoi is authorized to execute the contract on behalf of the agency. Motion by Randy Johnson with a 2<sup>nd</sup> by Lisa Olsen. **Motion Passed.**
  - Laura briefly reviewed the MACT/TSOA Implementation contract, DSHS contract #2469-53610 presented for approval, noting the contract provides a maximum consideration for 2024 of \$976,016. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS contract #2469-53610, the MAC TSOA Implementation contract, with a performance period of January 1, 2024 to December 31, 2024. Laura Cepoi is authorized to execute the contract on behalf of the agency. Motion by Randy Johnson with a 2<sup>nd</sup> by Heidi Eisenhour. **Motion Passed.**

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

Corena reviewed the Revenue & Expense Summary through September 2023, noting the agency continues to trend as expected. Through September the agency had a YTD operating surplus of \$763,433 for Title XIX non-restricted funds and a YTD surplus of \$212,272 for MTD MAC-TSOA restricted funds. The non-restricted fund balance as of September 30, 2023 is \$4,472,698, and the restricted MTD MAC-TSOA fund balance is \$900,793. Local fund balance is \$416,660 including YTD interest income of \$121,646. Corena noted O3A has the reserves to absorb future anticipated funding reductions are anticipated due to funding formula changes.

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

Ginny and Eileen reported that at the January meeting 2024 officers were elected. Susan Conniry (Grays Harbor) will continue to serve as Chair and Nancy Gorshe (Pacific) will serve as Vice-Chair. O3A's new Dementia Outreach Coordinator, Bri Buchanan, provided the AC with a very informative review of the agency's new program! Bri spoke about outreach plans for community training. Bri will be training agency staff as a first priority and will also work to establish additional Memory Café's in Pacific and Grays Harbor counties.

**COG MEMBER ANNOUNCEMENTS:** In a brief discussion it was noted that several COG members will have a conflict for the February meeting due to a regional meeting. Staff also shared that the February meeting may be cancelled for lack of business. The following motion was then made: **Motion:** The Olympic Area Agency on Aging Council of Governments will postpone naming a nominating committee to the March meeting with election of officers in April; with no change in officers until the next election. Motion by Heidi Eisenhour, 2<sup>nd</sup> by Lisa Olsen. **Motion Passed.**

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** The meeting was adjourned by consensus at 10:45 a.m.



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Port Townsend WA 98368

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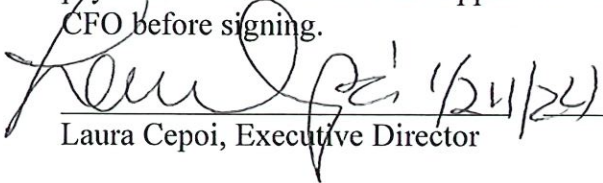
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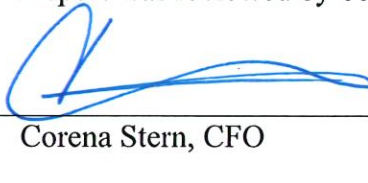
September 8, 2023

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

<u>Warrants:</u>	Numbers: 7805646	Through: 7805833	Total \$612,235.02 (1)
<u>Payroll:</u>			
EFTs	Numbers: GP 42170	Through: GP 42200	\$45,530.76(2)
ADP First Payroll	\$175,186.79 (includes net pay and taxes)		\$175,186.79(2)
			Total \$220,717.55
IRS			\$22,166.37
<u>Electronic Payments:</u>	Dates: 7/01/2023	Through: 7/31/2023	\$1,281.44
		Total	\$856,400.38
(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.

 1/24/24  
 Laura Cepoi, Executive Director

  
 Corena Stern, CFO

1/24/24  
Date

### Proposal:

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

Approval by COG

\_\_\_\_\_  
Jill Warne, COG Vice Chair

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

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



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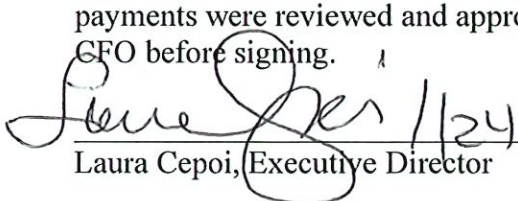
October 20, 2023

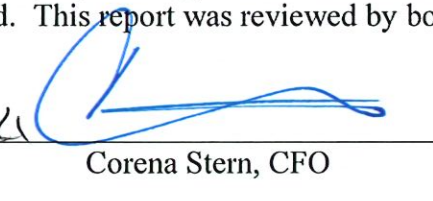
The following warrants/checks/electronic payments (EFT's) for the period August 1, 2023, through August 31, 2023, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7805834	Through: 7806039	\$434,774.92 (1)
	(Warrants 7805970-7806001 voided due to error in Check Order received)		
<u>Payroll:</u>			
EFTs	Net Pay for 8/2023 payroll including taxes		\$409,530.09 (2)
<u>FSA Electronic Payments:</u>	Dates: 8/01/2023	Through: 8/31/2023	\$1,319.78
<u>ADP Payroll Fees:</u>	Dates: 8/1/2023	Through: 8/31/2023	\$1,123.37
Total			\$846,748.16

- (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.

 1/24/24  
 Laura Cepoi, Executive Director

  
 Corena Stern, CFO

1/24/24  
 Date

**Proposal:**

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

Approval by COG

\_\_\_\_\_  
 Jill Warne, COG Vice Chair

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



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January 30, 2024

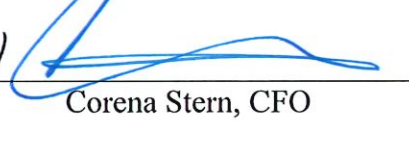
The following warrants/checks/electronic payments (EFT's) for the period September 1, 2023, through September 30, 2023, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7806040	Through: 7806222	\$475,317.92 (1)
<u>Payroll:</u>			
EFTs	Net Pay for 9/2023 payroll including taxes		\$378,810.06 (2)
<u>FSA Electronic Payments:</u>	Dates: 9/01/2023	Through: 9/30/2023	\$484.89
<u>ADP Payroll Fees:</u>	Dates: 9/1/2023	Through: 9/30/2023	\$8,152.94
Total			\$862,765.81

- (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.

 1/30/24  
 Laura Cepoi, Executive Director

  
 Corena Stern, CFO

 1/30/24  
 Date

**Proposal:**

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

Approval by COG

\_\_\_\_\_  
 Jill Warne, COG Vice Chair

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



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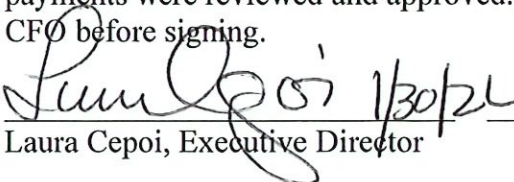
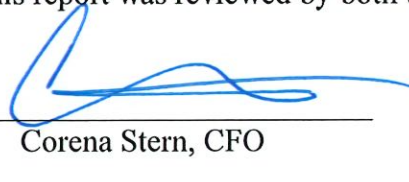
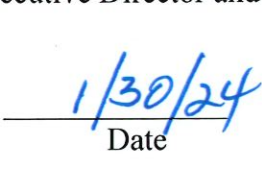
January 30, 2024

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

			Total
<u>Warrants:</u>	Numbers: 7806223	Through: 7806410	\$457,734.85 (1)
<u>Payroll:</u>			
EFTs	Net Pay for 10/2023 payroll including taxes		\$386,694.67 (2)
<u>FSA Electronic Payments:</u>	Dates: 10/01/2023	Through: 10/31/2023	\$955.45
<u>ADP Payroll Fees:</u>	Dates: 10/1/2023	Through: 10/31/2023	\$773.91
Total			\$846,158.88

- (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.

 1/30/24  
 Laura Cepoi, Executive Director
   
 Corena Stern, CFO
 
 1/30/24  
 Date

**Proposal:**

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

Approval by COG

\_\_\_\_\_  
 Jill Warne, COG Vice Chair

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



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January 30, 2024

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

			Total
<u>Warrants:</u>	Numbers: 7806411	Through: 7806597	\$470,494.90 (1)
<u>Payroll:</u>			
EFTs	Net Pay for 11/2023 payroll including taxes		\$380,038.68 (2)
<u>FSA Electronic Payments:</u>	Dates: 11/01/2023	Through: 11/30/2023	\$270.88
<u>ADP Payroll Fees:</u>	Dates: 11/1/2023	Through: 11/30/2023	\$1,901.58
			Total
			\$852,706.04

- (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*  
 Laura Cepoi, Executive Director

*Corena Stern*  
 Corena Stern, CFO

*1/30/24*  
 Date

**Proposal:**

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

Approval by COG

\_\_\_\_\_  
 Jill Warne, COG Vice Chair

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

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





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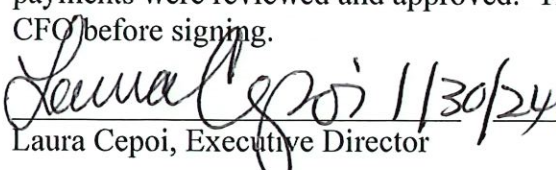
January 30, 2024

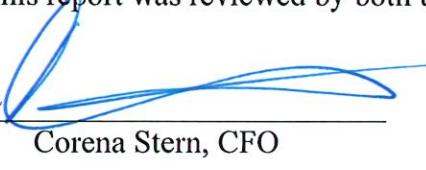
The following warrants/checks/electronic payments (EFT's) for the period December 1, 2023, through December 31, 2023, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7806598	Through: 7806757	\$509,129.21 (1)
<u>Payroll:</u>			
EFTs	Net Pay for 12/2023 payroll including taxes		\$374,515.93 (2)
<u>FSA Electronic Payments:</u>	Dates: 12/01/2023	Through: 12/31/2023	\$897.05
<u>ADP Payroll Fees:</u>	Dates: 12/1/2023	Through: 12/31/2023	\$1,376.70
Total			\$885,918.89

- (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.

 1/30/24  
 Laura Cepoi, Executive Director

  
 Corena Stern, CFO

  
 Date

### Proposal:

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

Approval by COG

\_\_\_\_\_  
Jill Warne, COG Vice 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) – March 1, 2024

### Legislative Updates:

The case management funding was not included in the Governor's budget or Senate budget.

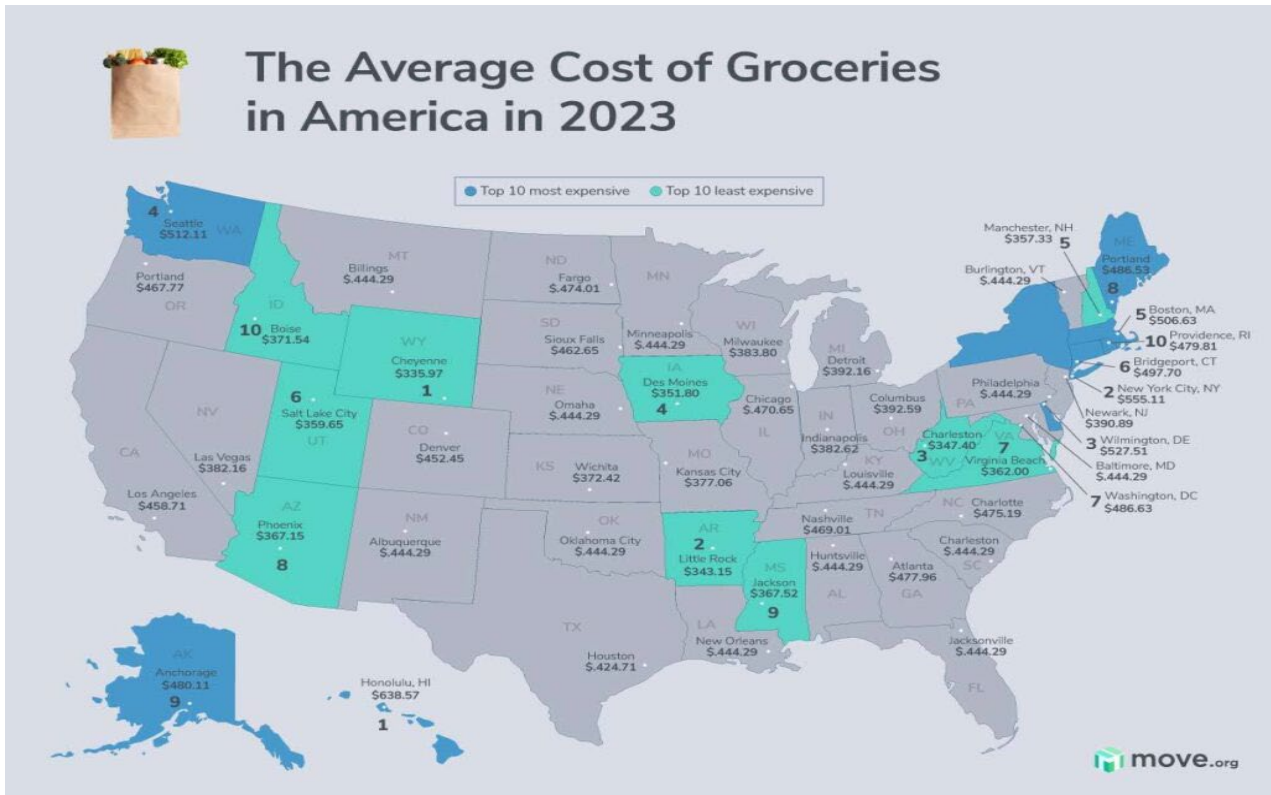
Senior Nutrition: the Senate budget only funds nutrition at the Governor's level—half the need, an amendment was introduced for \$10 million. The House budget got an amendment for \$15 million for one year, not ongoing. We will continue to watch as this bill will have the most impact on older adults. Since we are advocating for the Senior Nutrition bill, it is interesting to note that the highest rates of food insecurity are in rural areas. Also, a lot of attention around WA having high grocery costs. Should note this is based on Seattle prices, which are not the highest in the state.

### [Counties With the Highest Rate of Food Insecurity in Washington | Stacker](#)

Not only do three of our counties rank among the top 5 of the oldest in the state, three of our counties are in the top 5 counties with the highest rate of food insecurity. Cost of groceries are also high in the state. WA ranks as having the 5<sup>th</sup> highest cost for groceries in the country.

Pacific County #3, Grays Harbor County #4. Clallam County #5, Jefferson County #15:

#3. Pacific County:	Food insecurity rate: 15.2% (3,310 total) 39.4% higher than national average Annual food budget shortfall: \$2,661,000 Cost per meal: \$4.70
#4. Grays Harbor County:	Food insecurity rate: 14.7% (10,680 total) 34.9% higher than national average Annual food budget shortfall: \$6,329,000 Cost per meal: \$3.47
#5. Clallam County:	Food insecurity rate: 14.6% (11,000 total) 33.9% higher than national average Annual food budget shortfall: \$6,127,000 Cost per meal: \$3.26
#15. Jefferson County:	Food insecurity rate: 13.2% (4,120 total) 21.1% higher than national average Annual food budget shortfall: \$3,279,000 Cost per meal: \$4.66



Long Term Care Ombudsman: a bill is in the house to meet a \$300,000 shortfall in the Ombudsman budget for 2024. This program is important in providing advocacy for residents in long term care. O3A was underfunded for this program by \$70,000 this year.

We have been using other funding streams through some of the COVID funding to assist this program locally, but next year there will be more impact and will draw down on our case management reserves. The impact of offering this program is great in our region, recently our Regional Ombudsman for Jefferson/Clallam assisted a surviving spouse to get a \$53,000 refund for 4 months of private pay in a facility as a result of not providing contracted services. This was not a punitive judgement, and it was heard on its 4<sup>th</sup> appeal by the Medicare Quality Improvement Organization. This was the first of this kind of case to win on appeal in WA.

**Staffing Updates:**

We hires two new case managers in our south counties - Raymond and Aberdeen office, and onboarded a new care coordinator in Aberdeen recently. Another case manager will begin in Aberdeen next week so that we will be fully staffed in our client services staff. We continue to seek a Contract Specialist located in Aberdeen/Port Townsend and a Payroll Specialist.

Lori Lindley’s presence has been missed in all our offices for some time and unfortunately, she cannot return in her role as Nursing Services Manager. We wish her the best on the next leg of her journey in the company of her family and friends. The Health Homes program has had temporary coverage for the past 5 months during her absence and we will be restructuring to ensure permanent program support soon.

We hired a Payroll Specialist with the agency at the beginning of February, but unfortunately they were unable to meet probationary standards during trial service and were separated from service.

**Dementia Program:**

Our new dementia program was highlighted in the PT Leader recently, see link:

<https://www.ptleader.com/stories/new-resources-for-dementia-care-coming-to-olympic-peninsula,156104>

I am also attaching her monthly report to share the scope and span of her work across all four counties. She will be working with the Clallam County Sheriff's department on the SHARE program and would like to work with Gray's Harbor and Pacific County Sheriff's Department to establish this program. Jefferson County has this program and it is fully funded and operationalized.

Respectfully submitted,

Laura Cepoj, Executive Director

# Building Dementia Capable Communities

## Dementia Outreach Program

### Monthly Report-February 2024

PROJECT	CURRENT STATUS	NEXT STEPS
All Staff Dementia Training	<ul style="list-style-type: none"> <li>○ PowerPoint is 75% complete</li> <li>○ South Counties training date set (March 28/29)</li> <li>○ Location secured: Hoquiam Library</li> </ul>	<ul style="list-style-type: none"> <li>○ Secure training location/Date for North Counties</li> <li>○ Finish PowerPoint</li> <li>○ Create Student Workbook</li> <li>○ Create Training Guide</li> <li>○ Send to Alzheimer’s Association for Certification through EssentiALZ program</li> </ul>
Dealing with Dementia Workshops	<ul style="list-style-type: none"> <li>○ 7 free public workshops secured</li> <li>○ May 30 Sequim Workshop location secured (Sequim Office)</li> <li>○ Flyer Created</li> </ul>	<ul style="list-style-type: none"> <li>○ Approve May 30<sup>th</sup> flyer</li> <li>○ Receive updated invoice and process</li> <li>○ Continue to plan and secure other 6 training locations</li> </ul>
SHARE for Dementia (evidenced based program from Benjamin Rose Institute)	<ul style="list-style-type: none"> <li>○ Received log in and password</li> <li>○ Began SHARE Counselor training course (8hrs)</li> <li>○ Karin is ordering new iPad for program use</li> </ul>	<ul style="list-style-type: none"> <li>○ Finish training course</li> <li>○ Receive iPad</li> <li>○ Create flyer/handouts</li> <li>○ Promote to local physicians</li> <li>○ Secure initial clients</li> </ul>
STAR-C (evidenced based program from UW)	<ul style="list-style-type: none"> <li>○ Informed Lynn at AL TSA of my interest</li> </ul>	<ul style="list-style-type: none"> <li>○ Waiting on Lynn and Joe (AL TSA) to plan a training date</li> </ul>
Adult Day Center- Aberdeen	<ul style="list-style-type: none"> <li>○ HALA-supportive living is interested in opening up a dementia based ADC</li> <li>○ Old Friends Club has been notified and potential use of their social day club model</li> </ul>	<ul style="list-style-type: none"> <li>○ Meeting in person at HALA to assess their space and review next steps: March 20<sup>th</sup></li> </ul>
Adult Day Center- Jefferson County	<ul style="list-style-type: none"> <li>○ Laura made connections with Jefferson Healthcare</li> </ul>	<ul style="list-style-type: none"> <li>○ Jefferson Healthcare Reps will attend Memory Café on Monday March 5<sup>th</sup></li> <li>○ Short meeting on site afterwards to discuss next steps for ADC collaboration</li> </ul>
Dementia Friends-WA (evidenced-based program out of UW and USAging to	<ul style="list-style-type: none"> <li>○ Bri is trained Regional Coordinator for Dementia Friends-WA</li> </ul>	<ul style="list-style-type: none"> <li>○ Bri to organize and set up 3 hr. training for 6 O3A employees.</li> <li>○ Begin delivering 1 hr. informative sessions to the public</li> </ul>

bring awareness to the public)	<ul style="list-style-type: none"> <li>6 O3A employees have volunteered to be trained as Dementia Friend Champions</li> </ul>	
O3A Website Update to include Dementia Outreach Program	<ul style="list-style-type: none"> <li>Completed outline of what webpage will look like inside the o3a website.</li> </ul>	<ul style="list-style-type: none"> <li>Bri and Marki meeting on Tuesday March 6<sup>th</sup> to review and plan next steps</li> </ul>
Dementia Outreach Program Flyer	<ul style="list-style-type: none"> <li>Initial rounds of drafts have been made</li> <li>2 rounds of edits completed</li> </ul>	<ul style="list-style-type: none"> <li>Finish final flyer and get approval by Friday March 8<sup>th</sup></li> </ul>
2024 Living Well Magazine Article/Ad	<ul style="list-style-type: none"> <li>Informed Marki of interest in article/ad submission</li> <li>working on article</li> </ul>	<ul style="list-style-type: none"> <li>Bri to complete 1<sup>st</sup> draft of article by Friday March 8<sup>th</sup> and have Laura review</li> <li>Article due by end of March to Marki</li> <li>Create Ads for <ul style="list-style-type: none"> <li>Dealing with Dementia Workshops</li> <li>Dementia Friends sessions</li> <li>SHARE for Dementia</li> </ul> </li> </ul>
Project Lifesaver (GPS location device that helps find people in elopement events)	<ul style="list-style-type: none"> <li>Connection made with Clallam County Sheriff, Project Lifesaver in use with \$50 fee to public</li> <li>Bri has contact Jefferson, Pacific, GH county Sheriffs to verify their use</li> </ul>	<ul style="list-style-type: none"> <li>Continue conversations and explore options of supporting Project Lifesaver use in counties without it.</li> <li>Explore options for funding the \$50 fee for public in Clallam County</li> </ul>
GETCare	<ul style="list-style-type: none"> <li>No update</li> </ul>	<ul style="list-style-type: none"> <li>Bri needs to reach out to ALISA to get proper training on this program and set up service sets and start tracking contacts/events</li> </ul>
Project ECHO (UW program for medical providers, once a month virtual training session for primary care and early diagnosis expertise)	<ul style="list-style-type: none"> <li>Bri has made contacts with Chief Medical Officer of North Olympic Healthcare Network</li> </ul>	<ul style="list-style-type: none"> <li>Meeting on Wednesday March 7th at 2pm with CMO Dr. Weller to discuss <ul style="list-style-type: none"> <li>Project ECHO</li> <li>SHARE</li> <li>Potential ADC</li> </ul> </li> </ul>



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# Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

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

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

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**DATE:** March 1, 2024

**TO:** Olympic Area Agency on Aging COG Members

**FROM:** Laura Cepoi, Executive Director

**SUBJECT:** Approval of contract extension for HDM provider PurFoods, LLC, d/b/a Mom's Meals

## Background

As previously reviewed with the Council of Governments in 2023, subsequent to canceling a nutrition contract serving Clallam and Jefferson Counties last year O3A contracted with PurFoods, LLC, d/b/a Mom's Meals to provide interim home delivered meal services. Coastal Community Action Programs (CCAP) has expanded their nutrition program footprint to include all four counties in the service area (vs. serving only Grays Harbor and Pacific) and has been successful in establishing Congregate services in both counties. Unfortunately, CCAP is still developing its capacity to take over local Home Delivered Meal (HDM) services in the north. It is anticipated that CCAP will begin to provide HDM during the second quarter of 2024 (April – June). In the meantime, the agency needs to continue providing HDM services to vulnerable adults in Clallam and Jefferson Counties.

As shared with the COG in our financial reporting, the agency has substantial reserves. We propose utilizing \$120,000 for a three-month contract extension, equal to a three-month HDM service invoice average for PurFoods over the past six months. Utilizing reserves allows 2024 Older Americans Act (OAA) allocations to be preserved for CCAP to support nutrition program service delivery into 2025. Should CCAP be unable to assume HDM service delivery by June 30, 2024, the agency will revisit options.

On a long term basis, O3A hopes to maintain a smaller contract with PurFoods, LLC to serve HDM clients who may live in pockets not accessible to the primary HDM provider, again utilizing reserves at a reduced level. In the past some clients who were eligible for HDM services were referred to other resources when the O3A provider could not provide service where the client lives. By maintaining an ongoing option with PurFoods, O3A hopes to serve all clients in need of HDM regardless of where they live in our service area.

## Recommendation

I recommend that the COG approve the 2024 contract extension for PurFoods, LLC as described above.

## PROPOSED MOTION

**Motion:** The Olympic Area Agency on Aging Council of Governments approves a three-month contract extension of the Home Delivered Nutrition subcontract with PurFoods, LLC, d/b/a Mom's Meals for the period of April 1, 2024 to June 30, 2024 in the amount of \$120,000, funded by agency reserves. Laura Cepoi is authorized to execute the amendment on behalf of the agency.



# Olympic Area Agency on Aging

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**DATE:** February 23, 2024  
**TO:** O3A Council of Governments  
**FROM:** Corena Stern, CFO  
**SUBJECT:** O3A October and November 2023 Operating Results

Following this memo is O3A's Revenue and Expense Summary through November 2023. The Agency had an overall YTD operating surplus of \$987,717 for Title XIX funds and a YTD surplus of \$ 196,695 for MTD MACTSOA restricted funds.

Local fund balance stands at \$459,178 at the end of November which includes YTD interest of \$150,559

General and Case Management fund balance is \$4,696,982 as of 02/23/24.

The **MTD MAC/TSOA** program has a fund balance of \$885,216.

	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 Nov 2023	1,164,399	196,695	198,178	-	1,559,272
Used for underfunded programs	(176,682)	-	-	-	(176,682)
Fund Balance 11/30/2023	4,696,982	885,216	459,887	1,355,345	7,397,430



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
<b>Core Svs Contract Mgmt (CSCM)</b>	<b>46,560</b>
<b>Core Case Management (CM)</b>	<b>1,168,171</b>
<b>Other / Admin</b>	<b>(18,906)</b>
<b>Fund Use</b>	<b>(2,713)</b>
<b>Home Care Referral Registry (HCRR)</b>	<b>-</b>
<b>Health Homes CCO</b>	<b>(42,039)</b>
<b>Health Homes Lead</b>	<b>(115,737)</b>
<b>Total</b>	<b>1,035,336</b>

Included in Other/Admin is the vacation payout in July to some employees to help with the change in pay dates due to the transition to ADP Payroll software as suggested by the COG.

### Narrative Overview -

Overall, the agency was ahead 532k of original YTD budget **revenue** projections - \$11,001,835 out of a YTD budget of \$10,605,815. The State Hunger Relief Funds account for the bulk of the difference. The total spend out was \$289k out of the 337k available for the Hunger Relief Funds. Other nutrition spending related to ARP Funding and additional State Nutrition funding contributed to the increase revenues and spending.

Case management revenues are running very close to budget – within 11k, slightly under.

Information and Assistance Revenues and Expenditures are over budget by 139k.

Ombudsman program is over budget on YTD Revenues by 28k and Expenditures are under by 50k.

Health Homes Lead is over YTD revenue budget by 25k. and under expenditures by 10k.

The agency **expenditures** came in under original estimates by \$1,053,562. YTD Salaries and Benefits were under budget by (931k). The largest difference for Payroll & Benefits Budget vs Actual comes from the Case Management department (760k) under budget.

The MTD-MacTsoa program is also under budget in salaries and benefits as new performance metrics were put in place. YTD is 129k under budget.

Overall, the agency has exceeded original fund balance surplus projections by \$1,053,562 through November 2023 and has increased fund balance by \$1,233,531 YTD. In addition, the agency has received \$150k in YTD interest.

The budget update for 2023 that was adopted December 7<sup>th</sup> is not included in the following analysis:

**Case Management** surplus was 1,168,171k at the end of November 2023, YTD original Budget was 398k.

**Admin-** YTD costs for payroll and benefits are overbudget by 58k YTD due to the vacation payout for some staff as a means to mitigate the pay date transition from end of month payroll to semi-monthly with later dates. In addition terminal leave payouts in August and September pushed Payroll overbudget. Professional Services for legal were more than anticipated, as well as ADP processing fees – because it was decided to go to a semi-monthly payroll as opposed to a monthly payroll, the ADP fees are higher than anticipated.

**IT – YTD** Under Budget (15K) in Technology purchases and under budget in Payroll (20K). Travel and professional services are under budget, as well.

**PCM –** Over budget in Revenues and Expenses due to Hunger Relief and DOH (MAV) subcontractor payments being more than budgeted. The use of Hunger Relief Funding, one time Home Delivered Meals funding and some use of ARPA funding has temporarily reduced the use of Older American's Act funding. Admin allocation expenditures are higher than budgeted due to the extra funding being spent out. WA Cares outreach quarterly milestones were billed and resulted in a surplus for the month of November.

**Information & Assistance –** Over budget on Payroll and Benefits (YTD 64k), as well as Admin allocation, supplies, travel and advertising. Senior Emergency fund spend out is more than budgeted, but withing funding provided. If this trend continues this program will be over-budget by 100k. Upon review of the Information and Assistance HR budget in comparison to actuals – it looks like one FTE was not included in the original 2023 budget.

**MTD-MacTSOA –** Payroll and benefits are under budget by 129k YTD due to implementing new (higher)caseload ratios.

**FCSP/KCSP –** Payroll and Benefits are under YTD budget by 79k. Operating expenses are higher than budgeted in respite services (there is plenty of funding for this) and Kinship Care Service Delivery. Other expenses are close to target.

**Ombuds –** Expenses are under budget for the year by 20k, mostly in Payroll, Benefits and Travel.

**Health Homes CCO** ended YTD November with a (42k) deficit. Budget is a (72k) deficit. Revenues are YTD lower 63k than budgeted, Expenses are 93k lower than budgeted, mostly in Payroll and Benefits.

**Health Homes Lead** deficits were less than budgeted by 9k. YTD losses are 115k.

**Other items of note –**

- The Agency Payroll Accountant left at the beginning of October and we are still recruiting a new fiscal staff member.

Payroll Year-end with ADP did not go smoothly, but fiscal was able to meet all reporting requirements by the deadlines. Next year Payroll Year-end should definitely be smoother, as we worked out many kinks this year.

- Significant changes to the Fiscal Year (Jan-Dec) MTD MACTSOA contract have been instituted by the state and it is likely that O3A will not be capturing full funding on this contract in 2024 due to the restructuring of funding methods. Rather than milestone payments and caseload per unit structure there will be a caseload per unit component and a detailed tracking of staff time for “Support Activities” that will be reimbursed. This change is reflective of the move of this program from a “Demonstration” project to a regular “project” and the more limited funding available. O3A has significant restricted fund balance for this program and has instituted caseload ratios standards that should continue to allow the agency to provide these services with no negative financial or service impacts.
- Rural Equity Grant from DOH for Clallam County still has a large portion of the contract to spend (over 250K as of 11/30/2023). The contract ends May 31,2024. Contract Managers will be re-assessing usage in Jan and Feb. There will be no contract extension.
- American Rescue Plan funding contracts are in the billing /usage phase.  
This contract includes regular Older American’s Act funding matching requirements as standard.  
The agency will have 3 years to spend the funds (end date is 9/30/24).  
*For SFY 24 the agency will also be receiving State ARP matching funds available through June 30,2024.*

For ARP funding there is no line-item budget. As the MDD and PHE ended (May 11<sup>th</sup>), ALSTA originally stated that as long as the funding was committed during the MDD/PHE that the flexibility between titles will continue until the end of the contract spend out. As of mid-June 2023 ALSTA has pulled back some of the bucketing flexibility and stated that only the original flexibilities allowed with Older American’s Act funding will be allowed.

**At the end of November 2023, there was still slightly under 700k in FED ARP to spend by 9/30/2024. In addition, there was still 90k of State ARP match to spend by June 30,2024.**

**The Contracts Program Department has developed a new plan to spend out remaining funds. A request has been made to ALSTA fiscal to move 150k 3B funding to Nutrition, as demands for nutrition continue to climb. In addition, \$75K of 3B funding will be used to fund Information and Assistance. Currently the tribal Social Isolation contracts are allocated at \$150k in the 3B category. The MAV project may use some ARP 3B funding once the DOH grant ends. For the ARP 3E monies, the agency is looking at setting up some adult daycare respite at facilities.**

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	2023 Budget
<b>FUNDING</b>										
Older Americans Act	49,412	128,846	(79,434)	92,948	128,846	(35,898)	1,407,092	1,439,801	(32,709)	1,568,647
State/Federal	603,896	559,323	44,572	582,670	559,782	22,888	6,183,937	6,137,054	46,883	6,711,827
MTD Mac/Tsoa	43,944	59,800	(15,856)	43,590	60,372	(16,782)	764,188	788,544	(24,357)	894,496
Other ALTSA	4,452	20,793	(16,341)	4,969	20,793	(15,824)	83,658	228,724	(145,066)	249,517
HCRR	-	-	-	-	-	-	-	-	-	-
Multi Service Center	18,736	15,056	3,681	18,453	15,056	3,397	113,932	105,389	8,543	105,389
Health Homes	60,815	61,300	(485)	49,357	62,500	(13,143)	666,882	656,800	10,082	719,800
Other (COVID,SHIBA, SFM, CGT, Sr E	221,721	113,591	108,130	172,302	113,591	58,710	1,782,147	1,249,503	532,644	1,363,090
<b>Total Funding</b>	<b>1,002,976</b>	<b>958,709</b>	<b>44,267</b>	<b>964,288</b>	<b>960,940</b>	<b>3,348</b>	<b>11,001,835</b>	<b>10,605,815</b>	<b>396,021</b>	<b>11,612,766</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	398,734	467,246	68,512	390,024	467,687	77,663	4,422,464	5,096,234	673,769	5,564,259
Benefits	129,673	157,359	27,687	127,099	157,403	30,304	1,464,893	1,722,113	257,220	1,879,594
Training	-	706	706	404	706	302	2,461	5,429	2,968	6,135
Office & Program Supplies	7,742	8,049	307	5,698	8,049	2,351	90,007	88,535	(1,472)	96,584
Technology Equip & Supplies	488	6,042	5,554	1,911	6,042	4,130	57,256	66,458	9,202	72,500
Admin Allocation	86,365	93,125	6,761	77,540	83,925	6,386	1,003,089	958,385	(44,704)	1,042,710
IT Allocation	31,748	37,472	5,723	31,870	37,472	5,919	370,915	409,290	38,375	446,775
Professional Services	5,803	15,215	9,412	9,345	6,215	(2,514)	92,379	107,561	15,182	112,776
Communications-Phone & Postage	10,335	8,587	(1,748)	5,630	8,587	2,641	87,114	94,155	7,041	102,742
Travel	13,160	15,504	2,344	11,249	15,504	5,023	152,750	170,539	17,789	186,039
Advertising	2,557	2,092	(466)	1,794	2,342	798	21,592	26,008	4,416	28,600
Rentals	23,020	23,350	330	21,783	23,350	305	250,822	256,850	6,029	283,200
Insurance	4,811	4,947	136	4,696	4,947	83	53,818	54,421	603	59,368
Utilities	1,843	2,129	286	2,136	2,229	(29)	24,053	23,465	(588)	25,795
Maintenance & Repair	2,086	1,826	(260)	2,391	1,826	(647)	28,670	22,485	(6,185)	24,311
Miscellaneous	101	833	732	103	833	730	2,552	9,167	6,614	10,000
<b>Total Operating Expenditures</b>	<b>718,465</b>	<b>844,481</b>	<b>126,016</b>	<b>693,673</b>	<b>827,116</b>	<b>133,443</b>	<b>8,124,836</b>	<b>9,111,095</b>	<b>986,259</b>	<b>9,941,388</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance	9,071	6,426	(2,644)	10,097	6,426	(3,670)	83,214	70,691	(12,524)	77,117
Transportation	6,750	6,167	(584)	5,866	6,167	300	54,714	67,833	13,119	74,000
Congregate Meals (C1)	2,188	15,903	13,715	17,746	15,903	(1,843)	80,524	174,928	94,404	190,830
Nutrition Education	-	-	-	-	-	-	500	-	(500)	-
Home Delivered Meals (C2)	2,117	44,360	42,242	16,275	44,360	28,084	308,264	487,955	179,691	532,314
Home Delivered Meals (State Expansion)	-	2,743	2,743	-	2,743	2,743	18,485	30,175	11,690	32,918
Senior Farmer's Market	7,592	-	(7,592)	-	-	-	36,947	113,333	76,386	113,333
Professional Consulting Services	3,416	2,345	(1,071)	3,384	2,345	(1,039)	40,304	25,797	(14,507)	28,142
Home Repair & Sr. Emergency Fund	1,673	2,083	410	2,266	2,083	(183)	32,188	22,913	(9,275)	24,992
Senior Drug Education	-	-	-	-	-	-	12,024	-	(12,024)	-
Kinship Care Service Delivery	1,209	-	(1,209)	132	-	(132)	15,787	-	(15,787)	-
Kinship Good & Services	2,000	2,900	900	-	2,900	2,900	29,839	31,896	2,057	34,796
Respite Services	36,852	30,605	(6,247)	34,944	30,605	(4,339)	363,140	336,659	(26,481)	367,264
Supplemental Services	4,058	2,096	(1,963)	3,926	2,096	(1,831)	29,279	23,051	(6,228)	25,146
Services to Grandparents	3,476	3,946	469	1,841	3,946	2,105	32,492	43,401	10,910	47,347
Other Payments	223,360	115,158	(108,203)	159,070	115,158	(43,913)	1,879,347	1,260,246	(619,101)	1,375,280
<b>Total Subcontractor Expenditures</b>	<b>303,764</b>	<b>234,730</b>	<b>(69,034)</b>	<b>255,547</b>	<b>234,730</b>	<b>(20,816)</b>	<b>3,017,048</b>	<b>2,688,877</b>	<b>(328,171)</b>	<b>2,923,479</b>
<b>ADMIN &amp; IT ALLOCATION ADD BACK</b>	<b>(118,113)</b>	<b>(131,029)</b>	<b>(12,916)</b>	<b>(109,093)</b>	<b>(121,829)</b>	<b>(12,736)</b>	<b>(1,373,579)</b>	<b>(1,374,126)</b>	<b>(546)</b>	<b>(1,496,355)</b>
<b>Total Expenditures</b>	<b>904,116</b>	<b>948,183</b>	<b>44,066</b>	<b>840,126</b>	<b>940,017</b>	<b>99,891</b>	<b>9,768,305</b>	<b>10,425,846</b>	<b>657,541</b>	<b>11,368,512</b>
<b>Operating FUND SURPLUS (DEFICIT)</b>	<b>98,859</b>	<b>10,526</b>	<b>88,333</b>	<b>124,162</b>	<b>20,923</b>	<b>103,239</b>	<b>1,233,531</b>	<b>179,968</b>	<b>1,053,562</b>	<b>244,254</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	52,894	53,654	759	47,424	53,854	6,429	631,765	584,648	(47,118)		638,301
Benefits	15,752	15,985	233	15,447	15,985	538	186,346	174,604	(11,742)		190,589
Training	-	500	500	-	500	500	1,244	2,600	1,356		3,100
Office & Program Supplies	1,202	1,000	(202)	495	1,000	505	8,642	11,000	2,358		12,000
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-		-
Admin Allocation	-	-	-	-	-	-	-	-	-		-
IT Allocation	2,841	3,393	551	2,824	3,393	569	33,271	37,056	3,785		40,449
Professional Services	5,564	12,000	6,436	6,422	3,000	(3,422)	86,055	72,200	(13,855)		74,200
Communications-Phone & Postage	1,749	583	(1,166)	378	583	206	7,633	6,417	(1,216)		7,000
Travel	1,120	1,000	(120)	100	1,000	900	8,377	11,000	2,623		12,000
Advertising	1,513	500	(1,013)	646	-	(646)	10,118	8,500	(1,618)		10,000
Rentals	3,090	3,590	501	3,090	3,590	501	34,124	39,494	5,371		43,085
Insurance	421	420	(0)	421	420	(0)	4,627	4,624	(3)		5,044
Utilities	285	300	15	365	400	35	3,871	3,400	(471)		3,900
Maintenance & Repair	265	200	(65)	540	200	(340)	3,753	4,600	847		4,800
Miscellaneous	-	-	-	-	-	-	918	-	(918)		-
<b>Total Operating Expenditures</b>	<b>86,697</b>	<b>93,125</b>	<b>6,429</b>	<b>78,152</b>	<b>83,925</b>	<b>5,774</b>	<b>1,020,744</b>	<b>960,143</b>	<b>(60,601)</b>		<b>1,044,469</b>
<b>SUBCONTRACTOR EXPENDITURES</b>											
Legal Assistance							-	-	-		-
Transportation							-	-	-		-
Congregate Meals (C1)							-	-	-		-
Nutrition Education							-	-	-		-
Home Delivered Meals (C2)							-	-	-		-
Home Delivered Meals (State Expansion)							-	-	-		-
Senior Farmer's Market							-	-	-		-
Professional Consulting Services							-	-	-		-
Home Repair & Sr. Emergency Fund							-	-	-		-
Senior Drug Education							-	-	-		-
Kinship Care Service Delivery							-	-	-		-
Kinship Good & Services							-	-	-		-
Respite Services							-	-	-		-
Supplemental Services							-	-	-		-
Services to Grandparents							-	-	-		-
Other Payments							-	-	-		-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>ADMIN ALLOCATION ADD BACK</b>	<b>(86,365)</b>	<b>(93,125)</b>	<b>(6,761)</b>	<b>(77,540)</b>	<b>(83,925)</b>	<b>(6,386)</b>	<b>(1,001,838)</b>	<b>(876,218)</b>	<b>125,620</b>		<b>(1,044,469)</b>
<b>Total Expenditures</b>	<b>332</b>	<b>-</b>	<b>(332)</b>	<b>612</b>	<b>-</b>	<b>(612)</b>	<b>18,906</b>	<b>83,925</b>	<b>65,019</b>		<b>-</b>
<b>Revenues Over (Under) Expended</b>	<b>(332)</b>	<b>-</b>	<b>332</b>	<b>(612)</b>	<b>-</b>	<b>612</b>	<b>(18,906)</b>	<b>(83,925)</b>	<b>(65,019)</b>		<b>-</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2023 Budget
<b>OPERATING EXPENDITURES</b>											
Salaries & Wages	21,184	22,877	1,693	20,802	22,877	2,075	228,763	248,351	19,588		271,228
Benefits	7,148	7,376	229	7,017	7,376	360	79,387	80,538	1,151		87,914
Training	-	-	-	-	-	-	-	-	-		-
Office & Program Supplies	514	500	(14)	411	500	89	4,701	5,500	799		6,000
Technology Equip & Supplies	376	4,042	3,666	549	4,042	3,493	29,518	44,458	14,940		48,500
Admin Allocation	-	-	-	-	-	-	-	-	-		-
IT Allocation	-	-	-	-	-	-	-	-	-		-
Professional Services	-	500	500	-	500	500	-	5,500	5,500		6,000
Communications-Phone & Postage	640	500	(140)	317	500	183	4,701	5,500	799		6,000
Travel	99	833	735	617	833	217	4,568	9,167	4,598		10,000
Advertising	-	-	-	-	-	-	-	1,000	1,000		1,000
Rentals	1,385	970	(415)	1,385	970	(415)	15,243	10,670	(4,573)		11,640
Insurance	251	251	0	251	251	0	2,760	2,761	1		3,012
Utilities	81	15	(67)	123	15	(109)	1,175	102	(1,073)		117
Maintenance & Repair	72	40	(32)	82	40	(43)	925	435	(490)		475
Miscellaneous	-	-	-	-	-	-	-	-	-		-
<b>Total Operating Expenditures</b>	<b>31,748</b>	<b>37,904</b>	<b>6,155</b>	<b>31,553</b>	<b>37,904</b>	<b>6,351</b>	<b>371,742</b>	<b>413,983</b>	<b>42,241</b>		<b>451,886</b>
<b>SUBCONTRACTOR EXPENDITURES</b>											
Legal Assistance											
Transportation											
Congregate Meals (C1)											
Nutrition Education											
Home Delivered Meals (C2)											
Home Delivered Meals (State Expansion)											
Senior Farmer's Market											
Professional Consulting Services											
Home Repair & Sr. Emergency Fund											
Senior Drug Education											
Kinship Care Service Delivery											
Kinship Good & Services											
Respite Services											
Supplemental Services											
Services to Grandparents											
Other Payments											
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>IT ALLOCATION ADD BACK</b>	<b>(31,748)</b>	<b>(37,904)</b>	<b>(6,155)</b>	<b>(31,553)</b>	<b>(37,904)</b>	<b>(6,351)</b>	<b>(371,742)</b>	<b>(413,983)</b>	<b>(42,241)</b>		<b>(451,886)</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Revenues Over/(Under) Expend.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act	45,549	90,738	(45,188)	68,691	90,738	(22,047)	793,347	998,113	(204,765)	1,088,850
State/Federal	32,121	45,221	(13,100)	34,523	45,221	(10,698)	486,899	497,430	(10,531)	542,651
MTD Mac/Tsoa	-	-	-	-	-	-	-	-	-	0
Other ALTSA/KINSHIP NAV	733	7,993	(7,260)	1,272	7,993	(6,721)	33,837	87,923	(54,086)	95,916
Dementia Catalyst	-	-	-	-	-	-	-	-	-	0
Multi Service Center	-	-	-	-	-	-	-	-	-	0
Health Homes	-	-	-	-	-	-	-	-	-	0
SFMNP/OCH/HungerRel/ARP/StateNU	173,184	76,515	96,669	147,673	76,515	71,158	1,400,673	841,665	559,008	918,180
<b>Total Funding</b>	<b>251,587</b>	<b>220,466</b>	<b>31,121</b>	<b>252,159</b>	<b>220,466</b>	<b>31,692</b>	<b>2,714,756</b>	<b>2,425,131</b>	<b>289,626</b>	<b>2,645,597</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	26,579	25,457	(1,122)	22,237	25,457	3,220	255,583	276,489	20,906	301,946
Benefits	9,049	8,883	(166)	7,567	8,883	1,316	88,724	97,067	8,343	105,950
Training	-	150	150	-	150	150	-	1,650	1,650	1,800
Office & Program Supplies	515	510	(5)	231	510	279	6,320	5,610	(710)	6,120
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-	0
Admin Allocation	24,880	22,350	(2,530)	21,895	20,142	(1,753)	310,585	238,322	(72,263)	258,560
IT Allocation	1,746	2,086	340	1,735	2,086	351	20,446	22,782	2,337	24,868
Professional Services	-	140	140	-	140	140	-	1,536	1,536	1,676
Communications-Phone & Postage	770	443	(327)	299	443	143	4,240	4,868	629	5,311
Travel	2,636	1,920	(716)	1,852	1,920	68	17,198	21,119	3,921	23,039
Advertising	-	667	667	117	667	549	1,940	7,333	5,393	8,000
Rentals	1,352	898	(454)	1,352	898	(454)	14,886	9,874	(5,013)	13,771
Insurance	122	258	136	175	258	83	1,728	2,843	1,115	3,101
Utilities	258	250	(8)	258	250	(8)	2,841	2,750	(91)	3,000
Maintenance & Repair	105	125	20	109	125	16	1,372	1,375	3	1,500
Miscellaneous	-	-	-	-	-	-	-	-	-	0
<b>Total Operating Expenditures</b>	<b>68,013</b>	<b>64,136</b>	<b>(3,877)</b>	<b>57,828</b>	<b>61,928</b>	<b>4,099</b>	<b>725,863</b>	<b>693,619</b>	<b>(32,244)</b>	<b>758,643</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance	9,071	6,426	(2,644)	10,097	6,426	(3,670)	83,214	70,691	(12,524)	77,117
Transportation	6,750	6,167	(584)	5,866	6,167	300	54,714	67,833	13,119	74,000
Congregate Meals (C1)	2,188	15,903	13,715	17,746	15,903	(1,843)	80,524	174,928	94,404	190,830
Dementia Catalyst/ Nut Educ	-	-	-	-	-	-	500	-	(500)	0
Home Delivered Meals (C2)	2,117	44,360	42,242	16,275	44,360	28,084	308,264	487,955	179,691	532,314
Home Delivered Meals (State Expansion)	-	2,743	2,743	-	2,743	2,743	18,485	30,175	11,690	32,918
Senior Farmer's Market	7,592	-	(7,592)	-	-	-	36,947	113,333	76,386	113,333
Prof Consulting Services (Disease Prev)	3,416	2,345	(1,071)	3,384	2,345	(1,039)	40,304	25,797	(14,507)	28,142
Home Repair & Sr. Emergency Fund	-	-	-	-	-	-	-	-	-	0
Senior Drug Education	-	-	-	-	-	-	12,024	-	(12,024)	0
Kinship Care Service Delivery	-	-	-	-	-	-	-	-	-	0
Kinship Good & Services	-	-	-	-	-	-	-	-	-	0
Respite Services	-	-	-	-	-	-	-	-	-	0
Supplemental Services	-	-	-	-	-	-	-	-	-	0
Services to Grandparents	-	-	-	-	-	-	-	-	-	0
ARP / Hunger Relief/State SN/doh/WACa	147,935	69,701	(78,234)	120,823	69,701	(51,122)	1,307,357	766,711	(540,646)	836,412
<b>Total Subcontractor Expenditures</b>	<b>179,070</b>	<b>147,644</b>	<b>(31,425)</b>	<b>174,191</b>	<b>147,644</b>	<b>(26,546)</b>	<b>1,942,333</b>	<b>1,737,422</b>	<b>(204,912)</b>	<b>1,885,066</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>247,082</b>	<b>211,780</b>	<b>(35,302)</b>	<b>232,019</b>	<b>209,572</b>	<b>(22,447)</b>	<b>2,668,197</b>	<b>2,431,041</b>	<b>(237,156)</b>	<b>2,643,709</b>
<b>Revenues Over/(Under) Expend.</b>	<b>4,504</b>	<b>8,686</b>	<b>(4,182)</b>	<b>20,140</b>	<b>10,894</b>	<b>9,245</b>	<b>46,560</b>	<b>(5,910)</b>	<b>52,470</b>	<b>1,888</b>

	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act		-	-		-	-		-	-	-
State/Federal	405,952	409,715	(3,763)	412,074	410,174	1,900	4,452,411	4,478,394	(25,983)	4,889,027
MTD Mac/Tsoa										
Other AL TSA										
HCRR										
Multi Service Center										
Health Homes										
Other (CGT - Caregiver Training)	34,945	17,083	17,861	10,738	17,083	(6,345)	225,639	187,917	37,722	205,000
<b>Total Funding</b>	<b>440,896</b>	<b>426,798</b>	<b>14,098</b>	<b>422,812</b>	<b>427,257</b>	<b>(4,445)</b>	<b>4,678,050</b>	<b>4,666,311</b>	<b>11,739</b>	<b>5,094,027</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	169,800	223,486	53,686	169,027	223,612	54,586	1,878,385	2,438,742	560,356	2,662,869
Benefits	56,391	75,445	19,054	54,479	75,468	20,989	625,747	826,319	200,572	901,860
Training	-	-	-	197	-	(197)	197	315	118	315
Office & Program Supplies	2,159	2,917	758	1,681	2,917	1,236	27,536	32,083	4,548	35,000
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-	-
Admin Allocation	29,307	35,388	6,081	27,221	31,892	4,670	348,883	360,473	11,589	392,516
IT Allocation	15,566	18,587	3,021	15,471	18,587	3,117	182,265	203,011	20,746	221,599
Professional Services	2	1,250	1,248	2,106	1,250	(856)	3,912	13,750	9,838	15,000
Communications-Phone & Postage	3,427	2,917	(510)	2,491	2,917	425	33,971	32,083	(1,887)	35,000
Travel	4,506	5,000	494	3,414	5,000	1,586	49,387	55,000	5,613	60,000
Advertising	-	167	167	-	167	167	-	1,833	1,833	2,000
Rentals	8,240	9,113	873	8,240	9,113	873	90,274	100,247	9,973	109,360
Insurance	2,303	2,303	(0)	2,303	2,303	(0)	25,817	25,333	(484)	27,636
Utilities	582	750	168	744	750	6	7,726	8,250	524	9,000
Maintenance & Repair	764	667	(98)	824	667	(158)	10,140	7,333	(2,806)	8,000
Miscellaneous	-	833	833	-	833	833	-	9,167	9,167	10,000
<b>Total Operating Expenditures</b>	<b>293,047</b>	<b>378,822</b>	<b>85,776</b>	<b>288,199</b>	<b>375,476</b>	<b>87,277</b>	<b>3,284,240</b>	<b>4,113,939</b>	<b>829,699</b>	<b>4,490,155</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance										
Transportation										
Congregate Meals (C1)										
Nutrition Education										
Home Delivered Meals (C2)										
Home Delivered Meals (State Expansion)										
Senior Farmer's Market										
Professional Consulting Services										
Home Repair & Sr. Emergency Fund										
Senior Drug Education										
Kinship Care Service Delivery										
Kinship Good & Services										
Respite Services										
Supplemental Services										
Services to Grandparents										
Caregiver Training	34,945	17,083	(17,861)	10,738	17,083	6,345	225,639	187,917	(37,722)	205,000
<b>Total Subcontractor Expenditures</b>	<b>34,945</b>	<b>17,083</b>	<b>(17,861)</b>	<b>10,738</b>	<b>17,083</b>	<b>6,345</b>	<b>225,639</b>	<b>187,917</b>	<b>(37,722)</b>	<b>205,000</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>327,991</b>	<b>395,906</b>	<b>67,914</b>	<b>298,938</b>	<b>392,560</b>	<b>93,622</b>	<b>3,509,879</b>	<b>4,301,856</b>	<b>791,977</b>	<b>4,695,155</b>
<b>Revenues Over/(Under) Expend.</b>	<b>112,905</b>	<b>30,893</b>	<b>82,012</b>	<b>123,875</b>	<b>34,698</b>	<b>89,177</b>	<b>1,168,171</b>	<b>364,455</b>	<b>803,716</b>	<b>398,872</b>



Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act	-	21,204	(21,204)	22,225	21,204	1,021	343,802	233,241	110,561	254,445
State/Federal	91,089	43,932	47,157	71,483	43,932	27,550	623,528	483,257	140,271	527,189
MTD Mac/Tsoa	-	-	-	-	-	-	-	-	-	-
Other AL TSA (MIPPA)	3,719	12,800	(9,081)	3,697	12,800	(9,104)	49,821	140,801	(90,980)	153,601
HCRR	-	-	-	-	-	-	-	-	-	-
Multi Service Center	-	-	-	-	-	-	-	-	-	-
Health Homes	-	-	-	-	-	-	-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, M	8,734	11,451	(2,717)	9,284	11,451	(2,167)	105,310	125,959	(20,649)	137,410
<b>Total Funding</b>	<b>103,543</b>	<b>89,387</b>	<b>14,156</b>	<b>106,688</b>	<b>89,387</b>	<b>17,301</b>	<b>1,122,461</b>	<b>983,258</b>	<b>139,203</b>	<b>1,072,645</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	55,980	46,450	(9,530)	59,242	46,565	(12,678)	596,719	506,632	(90,087)	553,221
Benefits	18,636	16,546	(2,090)	19,813	16,567	(3,247)	207,143	181,056	(26,087)	197,627
Training	-	-	-	207	-	(207)	524	-	(524)	-
Office & Program Supplies	1,784	1,652	(131)	1,686	1,652	(34)	26,541	18,173	(8,368)	19,825
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-	-
Admin Allocation	10,087	10,244	157	9,692	9,232	(460)	91,416	102,987	11,571	112,262
IT Allocation	4,515	5,388	874	4,487	5,388	901	52,862	58,850	5,989	64,247
Professional Services	-	292	292	-	292	292	-	3,208	3,208	3,500
Communications-Phone & Postage	1,757	2,083	326	1,202	2,083	882	17,833	22,917	5,084	25,000
Travel	1,987	1,250	(737)	1,515	1,250	(265)	23,842	13,750	(10,092)	15,000
Advertising	1,045	500	(545)	600	500	(100)	8,296	2,500	(5,796)	2,500
Rentals	4,009	4,400	392	4,009	4,400	392	43,788	48,404	4,616	52,804
Insurance	667	668	0	667	668	0	7,343	7,344	1	8,011
Utilities	377	398	21	446	398	(48)	4,932	4,380	(552)	4,778
Maintenance & Repair	445	323	(122)	463	323	(140)	6,008	3,553	(2,455)	3,876
Miscellaneous	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>101,288</b>	<b>90,194</b>	<b>(11,094)</b>	<b>104,029</b>	<b>89,317</b>	<b>(14,711)</b>	<b>1,087,248</b>	<b>973,754</b>	<b>(113,494)</b>	<b>1,062,652</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-	-	-	-
Congregate Meals (C1)	-	-	-	-	-	-	-	-	-	-
Nutrition Education	-	-	-	-	-	-	-	-	-	-
Home Delivered Meals (C2)	-	-	-	-	-	-	-	-	-	-
Home Delivered Meals (State Expansion)	-	-	-	-	-	-	-	-	-	-
Senior Farmer's Market	-	-	-	-	-	-	-	-	-	-
Professional Consulting Services	-	-	-	-	-	-	-	-	-	-
Home Repair & Sr. Emergency Fund	1,673	2,083	410	2,266	2,083	(183)	32,188	22,913	(9,275)	24,992
Senior Drug Education	-	-	-	-	-	-	-	-	-	-
Kinship Care Service Delivery	-	-	-	-	-	-	-	-	-	-
Kinship Good & Services	-	-	-	-	-	-	-	-	-	-
Respite Services	-	-	-	-	-	-	-	-	-	-
Supplemental Services	-	-	-	-	-	-	-	-	-	-
Services to Grandparents	-	-	-	-	-	-	-	-	-	-
Other Payments	-	-	-	-	-	-	-	-	-	-
<b>Total Subcontractor Expenditures</b>	<b>1,673</b>	<b>2,083</b>	<b>410</b>	<b>2,266</b>	<b>2,083</b>	<b>(183)</b>	<b>32,188</b>	<b>22,913</b>	<b>(9,275)</b>	<b>24,992</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>102,960</b>	<b>92,277</b>	<b>(10,683)</b>	<b>106,294</b>	<b>91,400</b>	<b>(14,894)</b>	<b>1,119,436</b>	<b>996,667</b>	<b>(122,770)</b>	<b>1,087,644</b>
<b>Revenues Over/(Under) Expend.</b>	<b>582</b>	<b>(2,890)</b>	<b>3,472</b>	<b>394</b>	<b>(2,013)</b>	<b>2,407</b>	<b>3,025</b>	<b>(13,409)</b>	<b>16,433</b>	<b>(14,999)</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act		-	-		-	-			-	-
State/Federal		-	-		-	-			-	-
MTD Mac/Tsoa	43,944	59,800	(15,856)	43,590	60,372	(16,782)	764,188	788,544	(24,357)	894,496
Other AL TSA		-	-		-	-			-	-
HCRR		-	-		-	-			-	-
Multi Service Center		-	-		-	-			-	-
Health Homes		-	-		-	-			-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-			-	-
<b>Total Funding</b>	<b>43,944</b>	<b>59,800</b>	<b>(15,856)</b>	<b>43,590</b>	<b>60,372</b>	<b>(16,782)</b>	<b>764,188</b>	<b>788,544</b>	<b>(24,357)</b>	<b>894,496</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	29,749	37,596	7,847	29,285	37,596	8,311	316,369	409,653	93,284	447,250
Benefits	9,844	13,569	3,724	9,661	13,569	3,907	112,612	148,544	35,931	162,112
Training	-	-	-	-	-	-	-	-	-	-
Office & Program Supplies	441	292	(149)	372	292	(81)	4,242	3,208	(1,034)	3,500
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-	-
Admin Allocation	5,234	6,519	1,285	4,857	5,875	1,018	60,250	67,210	6,960	73,113
IT Allocation	2,965	3,539	573	2,947	3,539	591	34,721	38,648	3,927	42,191
Professional Services	-	-	-	-	-	-	-	-	-	-
Communications-Phone & Postage	607	583	(24)	387	583	196	5,650	6,417	767	7,000
Travel	1,650	1,542	(108)	1,230	1,542	311	12,690	16,958	4,268	18,500
Advertising	-	-	-	180	750	570	180	1,500	1,320	1,500
Rentals	1,194	732	(461)	1,194	732	(461)	13,080	8,057	(5,023)	8,790
Insurance	438	438	0	438	438	0	4,823	4,823	(0)	5,261
Utilities	59	83	24	71	83	12	713	917	203	1,000
Maintenance & Repair	150	142	(9)	154	142	(12)	2,084	1,558	(526)	1,700
Outreach	-	-	-	-	-	-	77	-	(77)	-
<b>Total Operating Expenditures</b>	<b>52,333</b>	<b>65,035</b>	<b>12,702</b>	<b>50,778</b>	<b>65,141</b>	<b>14,364</b>	<b>567,492</b>	<b>707,493</b>	<b>140,001</b>	<b>771,917</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance										-
Transportation										-
Congregate Meals (C1)										-
Nutrition Education										-
Home Delivered Meals (C2)										-
Home Delivered Meals (State Expansion)										-
Senior Farmer's Market										-
Professional Consulting Services										-
Home Repair & Sr. Emergency Fund										-
Senior Drug Education										-
Kinship Care Service Delivery										-
Kinship Good & Services										-
Respite Services										-
Supplemental Services										-
Services to Grandparents										-
Other Payments										-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IT ALLOCATION ADD BACK</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>52,333</b>	<b>65,035</b>	<b>12,702</b>	<b>50,778</b>	<b>65,141</b>	<b>14,364</b>	<b>567,492</b>	<b>707,493</b>	<b>140,001</b>	<b>771,917</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(8,389)</b>	<b>(5,235)</b>	<b>(3,154)</b>	<b>(7,188)</b>	<b>(4,769)</b>	<b>(2,418)</b>	<b>196,695</b>	<b>81,051</b>	<b>115,644</b>	<b>122,579</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act	3,862	16,904	(13,042)	2,033	16,904	(14,872)	217,461	185,948	31,513	202,852
State/Federal	74,734	60,455	14,279	64,590	60,455	4,135	599,834	665,005	(65,171)	725,460
MTD Mac/Tsoa	-	-	-	-	-	-	-	-	-	-
Other AL TSA	-	-	-	-	-	-	-	-	-	-
HCRR	-	-	-	-	-	-	-	-	-	-
Multi Service Center Health Homes	-	-	-	-	-	-	-	-	-	-
Other (AWHI & CGT Non-Core)	4,858	6,875	(2,017)	4,606	6,875	(2,269)	50,525	75,625	(25,100)	82,500
<b>Total Funding</b>	<b>83,455</b>	<b>84,234</b>	<b>(780)</b>	<b>71,229</b>	<b>84,234</b>	<b>(13,005)</b>	<b>867,820</b>	<b>926,578</b>	<b>(58,758)</b>	<b>1,010,812</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	13,952	19,011	5,059	10,948	19,011	8,063	148,969	207,926	58,957	226,937
Benefits	4,187	6,418	2,232	3,555	6,418	2,863	50,052	70,382	20,330	76,800
Training	-	56	56	-	56	56	-	614	614	670
Office & Program Supplies	723	745	22	637	745	108	7,697	8,194	497	8,939
Technology Equip & Supplies	-	-	-	-	-	-	1,291	-	(1,291)	-
Admin Allocation	7,937	8,381	445	6,312	7,553	1,241	87,567	86,413	(1,154)	94,002
IT Allocation	1,241	1,483	241	1,234	1,483	249	13,708	16,195	2,487	17,678
Professional Services	-	417	417	-	417	417	106	4,583	4,477	5,000
Communications-Phone & Postage	719	611	(108)	411	611	200	5,895	6,720	825	7,331
Travel	335	792	456	163	792	629	5,497	8,708	3,211	9,500
Advertising	-	208	208	-	208	208	683	2,292	1,609	2,500
Rentals	2,020	1,992	(28)	2,020	1,992	(28)	20,146	21,909	1,763	23,901
Insurance	184	184	0	184	184	0	2,044	2,021	(23)	2,205
Utilities	146	225	79	168	225	57	2,045	2,475	430	2,700
Maintenance & Repair	218	217	(2)	229	217	(12)	3,405	2,383	(1,021)	2,600
Miscellaneous	101	-	(101)	103	-	(103)	1,557	-	(1,557)	-
<b>Total Operating Expenditures</b>	<b>31,764</b>	<b>40,738</b>	<b>8,975</b>	<b>25,963</b>	<b>39,910</b>	<b>13,947</b>	<b>350,662</b>	<b>440,816</b>	<b>90,154</b>	<b>480,762</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-	-	-	-
Congregate Meals (C1)	-	-	-	-	-	-	-	-	-	-
Nutrition Education	-	-	-	-	-	-	-	-	-	-
Home Delivered Meals (C2)	-	-	-	-	-	-	-	-	-	-
Home Delivered Meals (State Expansion)	-	-	-	-	-	-	-	-	-	-
Senior Farmer's Aprket	-	-	-	-	-	-	-	-	-	-
Professional Consulting Services	-	-	-	-	-	-	-	-	-	-
Home Repair & Sr. Emergency Fund	-	-	-	-	-	-	-	-	-	-
Senior Drug Education	-	-	-	-	-	-	-	-	-	-
Kinship Care Service Delivery	1,209	-	(1,209)	132	-	(132)	15,787	-	(15,787)	-
Kinship Good & Services	2,000	2,900	900	-	2,900	2,900	29,839	31,896	2,057	34,796
Respite Services	36,852	30,605	(6,247)	34,944	30,605	(4,339)	363,140	336,659	(26,481)	367,264
Supplemental Services	4,058	2,096	(1,963)	3,926	2,096	(1,831)	29,279	23,051	(6,228)	25,146
Services to Grandparents	3,476	3,946	469	1,841	3,946	2,105	32,492	43,401	10,910	47,347
AWHI & CGT Non-Core	4,858	4,583	(274)	4,606	4,583	(23)	50,525	48,503	(2,022)	52,963
<b>Total Subcontractor Expenditures</b>	<b>52,454</b>	<b>44,129</b>	<b>(8,324)</b>	<b>45,449</b>	<b>44,129</b>	<b>(1,319)</b>	<b>521,062</b>	<b>483,510</b>	<b>(37,551)</b>	<b>527,516</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>84,218</b>	<b>84,868</b>	<b>650</b>	<b>71,411</b>	<b>84,039</b>	<b>12,628</b>	<b>871,724</b>	<b>924,326</b>	<b>52,602</b>	<b>1,008,278</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(763)</b>	<b>(633)</b>	<b>(130)</b>	<b>(182)</b>	<b>195</b>	<b>(378)</b>	<b>(3,904)</b>	<b>2,251</b>	<b>(6,156)</b>	<b>2,534</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act	-	-	-	-	-	-	52,482	22,500	29,982	22,500
State/Federal	-	-	-	-	-	-	21,265	12,968	8,297	27,500
MTD Mac/Tsoa	-	-	-	-	-	-	-	-	-	-
Other AL TSA	-	-	-	-	-	-	-	-	-	-
HCRR	-	-	-	-	-	-	-	-	-	-
Multi Service Center	18,736	15,056	3,681	18,453	15,056	3,397	113,932	105,389	8,543	105,389
Health Homes	-	-	-	-	-	-	-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)	1,667	(1,667)		1,667	(1,667)		-	18,337	(18,337)	20,000
<b>Total Funding</b>	<b>18,736</b>	<b>16,723</b>	<b>2,014</b>	<b>18,453</b>	<b>16,723</b>	<b>1,730</b>	<b>187,679</b>	<b>159,194</b>	<b>28,485</b>	<b>175,389</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	11,621	10,848	(773)	11,621	10,848	(773)	109,113	117,851	8,738	128,699
Benefits	3,125	3,124	(1)	3,125	3,124	(1)	30,639	34,093	3,454	37,217
Training	-	-	-	-	-	-	496	250	(246)	250
Office & Program Supplies	138	83	(55)	65	83	18	1,507	917	(590)	1,000
Technology Equip & Supplies	-	-	-	-	-	-	-	-	-	-
Admin Allocation	1,874	1,863	(11)	1,743	1,679	(64)	16,892	19,203	2,311	20,889
IT Allocation	841	1,005	164	836	1,005	169	9,851	10,980	1,128	11,985
Professional Services	-	-	-	-	-	-	-	-	-	-
Communications-Phone & Postage	266	167	(100)	146	167	21	2,441	1,833	(608)	2,000
Travel	173	1,667	1,494	193	1,667	1,474	8,731	18,337	9,605	20,000
Advertising	-	-	-	-	-	-	375	-	(375)	-
Rentals	573	479	(94)	598	479	(119)	6,595	5,265	(1,330)	5,744
Insurance	125	125	(0)	125	125	(0)	1,372	1,370	(2)	1,495
Utilities	-	-	-	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-	-	-	-	-
Miscellaneous (rounding included)	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>18,736</b>	<b>19,360</b>	<b>624</b>	<b>18,453</b>	<b>19,176</b>	<b>723</b>	<b>188,013</b>	<b>210,098</b>	<b>22,086</b>	<b>229,278</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance	-	-	-	-	-	-	-	-	-	-
Transportation	-	-	-	-	-	-	-	-	-	-
Congregate Meals (C1)	-	-	-	-	-	-	-	-	-	-
Nutrition Education	-	-	-	-	-	-	-	-	-	-
Home Delivered Meals (C2)	-	-	-	-	-	-	-	-	-	-
Home Delivered Meals (State Expansion)	-	-	-	-	-	-	-	-	-	-
Senior Farmer's Market	-	-	-	-	-	-	-	-	-	-
Professional Consulting Services	-	-	-	-	-	-	-	-	-	-
Home Repair & Sr. Emergency Fund	-	-	-	-	-	-	-	-	-	-
Senior Drug Education	-	-	-	-	-	-	-	-	-	-
Kinship Care Service Delivery	-	-	-	-	-	-	-	-	-	-
Kinship Good & Services	-	-	-	-	-	-	-	-	-	-
Respite Services	-	-	-	-	-	-	-	-	-	-
Supplemental Services	-	-	-	-	-	-	-	-	-	-
Services to Grandparents	-	-	-	-	-	-	-	-	-	-
Other Payments	-	-	-	-	-	-	-	-	-	-
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>18,736</b>	<b>19,360</b>	<b>624</b>	<b>18,453</b>	<b>19,176</b>	<b>723</b>	<b>188,013</b>	<b>210,098</b>	<b>22,086</b>	<b>229,278</b>
<b>Revenues Over/(Under) Expend.</b>	<b>-</b>	<b>(2,638)</b>	<b>2,638</b>	<b>-</b>	<b>(2,454)</b>	<b>2,454</b>	<b>(334)</b>	<b>(50,905)</b>	<b>50,571</b>	<b>(53,890)</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act										
State/Federal										
MTD Mac/Tsoa										
Other ALTSA										
HCRR										
Multi Service Center										
Health Homes	21,315	35,300	(13,985)	24,205	36,500	(12,295)	312,510	375,800	(63,290)	412,800
Other										
<b>Total Funding</b>	<b>21,315</b>	<b>35,300</b>	<b>(13,985)</b>	<b>24,205</b>	<b>36,500</b>	<b>(12,295)</b>	<b>312,510</b>	<b>375,800</b>	<b>(63,290)</b>	<b>412,800</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	11,962	22,538	10,576	15,201	22,538	7,337	192,288	247,922	55,634	270,460
Benefits	4,048	8,301	4,253	4,897	8,301	3,404	65,074	90,784	25,710	99,085
Training	-	-	-	-	-	-	-	-	-	-
Office & Program Supplies	266	250	(16)	119	250	131	2,821	2,750	(71)	3,000
Technology Equip & Supplies										
Admin Allocation	2,535	4,656	2,121	2,912	4,196	1,284	38,303	45,378	7,075	49,594
IT Allocation	1,803	1,721	(82)	1,792	1,721	(71)	21,115	18,801	(2,314)	20,522
Professional Services		417	417		417	417		4,583	4,583	5,000
Communications-Phone & Postage	333	600	267	249	600	351	4,020	6,600	2,580	7,200
Travel	654	1,200	546	1,396	1,200	(196)	13,577	13,200	(377)	14,400
Advertising	-	50	50	-	50	50	-	550	550	600
Rentals	1,158	1,175	17	1,158	1,175	17	12,685	12,930	245	14,105
Insurance	267	267	(0)	267	267	(0)	2,934	2,932	(2)	3,199
Utilities	53	83	30	84	83	(1)	750	917	167	1,000
Maintenance & Repair	65	83	18	72	83	11	983	917	(67)	1,000
Miscellaneous										
<b>Total Operating Expenditures</b>	<b>23,145</b>	<b>41,342</b>	<b>18,197</b>	<b>28,147</b>	<b>40,882</b>	<b>12,735</b>	<b>354,549</b>	<b>448,262</b>	<b>93,713</b>	<b>489,164</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance										
Transportation										
Congregate Meals (C1)										
Nutrition Education										
Home Delivered Meals (C2)										
Home Delivered Meals (State Expansion)										
Senior Farmer's Market										
Professional Consulting Services										
Home Repair & Sr. Emergency Fund										
Senior Drug Education										
Kinship Care Service Delivery										
Kinship Good & Services										
Respite Services										
Supplemental Services										
Services to Grandparents										
Other Payments										
<b>Total Subcontractor Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>23,145</b>	<b>41,342</b>	<b>18,197</b>	<b>28,147</b>	<b>40,882</b>	<b>12,735</b>	<b>354,549</b>	<b>448,262</b>	<b>93,713</b>	<b>489,164</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(1,830)</b>	<b>(6,042)</b>	<b>4,211</b>	<b>(3,942)</b>	<b>(4,382)</b>	<b>440</b>	<b>(42,039)</b>	<b>(72,462)</b>	<b>30,423</b>	<b>(76,364)</b>

Description	Oct - Actual	Oct - Budget	Oct - Variance	Nov - Actual	Nov - Budget	Nov - Variance	YTD Actual	YTD Approved Budget	Variance	Approved 2023 Budget
<b>FUNDING</b>										
Older Americans Act		-	-		-	-	-	-	-	-
State/Federal		-	-		-	-	-	-	-	-
MTD Mac/Tsoa		-	-		-	-	-	-	-	-
Other ALTSA		-	-		-	-	-	-	-	-
HCRF		-	-		-	-	-	-	-	-
Multi Service Center		-	-		-	-	-	-	-	-
Health Homes	39,500	26,000	13,500	25,153	26,000	(847)	354,372	281,000	73,372	307,000
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-		-	-	-	-	-	-
<b>Total Funding</b>	<b>39,500</b>	<b>26,000</b>	<b>13,500</b>	<b>25,153</b>	<b>26,000</b>	<b>(847)</b>	<b>354,372</b>	<b>281,000</b>	<b>73,372</b>	<b>307,000</b>
<b>OPERATING EXPENDITURES</b>										
Salaries & Wages	5,012	5,329	317	4,237	5,329	1,092	64,509	58,020	(6,490)	63,348
Benefits	1,493	1,712	219	1,537	1,712	175	19,168	18,726	(442)	20,439
Training	-	-	-	-	-	-	-	-	-	-
Office & Program Supplies	-	100	100	-	100	100	-	1,100	1,100	1,200
Technology Equip & Supplies	113	2,000	1,888	1,362	2,000	638	26,447	22,000	(4,447)	24,000
Admin Allocation	4,512	3,725	(787)	2,908	3,357	449	49,192	38,400	(10,793)	41,773
IT Allocation	229	270	41	227	270	43	2,677	2,967	290	3,236
Professional Services	238	200	(38)	200	200	-	2,306	2,200	(106)	2,400
Communications-Phone & Postage	66	100	34	66	100	34	731	800	69	900
Travel	-	300	300	-	300	300	8,882	3,300	(5,582)	3,600
Advertising	-	-	-	-	-	-	-	500	500	500
Rentals	-	-	-	-	-	-	-	-	-	-
Insurance	34	34	(0)	34	34	(0)	370	370	(0)	404
Utilities	-	25	25	-	25	25	-	275	275	300
Maintenance & Repair	-	30	30	-	30	30	-	330	330	360
Miscellaneous	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>11,695</b>	<b>13,825</b>	<b>2,130</b>	<b>10,572</b>	<b>13,457</b>	<b>2,885</b>	<b>174,283</b>	<b>148,987</b>	<b>(25,295)</b>	<b>162,460</b>
<b>SUBCONTRACTOR EXPENDITURES</b>										
Legal Assistance										-
Transportation										-
Congregate Meals (C1)										-
Nutrition Education										-
Home Delivered Meals (C2)										-
Home Delivered Meals (State Expansion)										-
Senior Farmer's Market										-
Professional Consulting Services										-
Home Repair & Sr. Emergency Fund										-
Senior Drug Education										-
Kinship Care Service Delivery										-
Kinship Good & Services										-
Respite Services										-
Supplemental Services										-
Services to Grandparents										-
Payments to CCO Health Homes	35,623	23,790	(11,833)	22,903	23,790	887	295,826	257,115	(38,711)	280,905
<b>Total Subcontractor Expenditures</b>	<b>35,623</b>	<b>23,790</b>	<b>(11,833)</b>	<b>22,903</b>	<b>23,790</b>	<b>887</b>	<b>295,826</b>	<b>257,115</b>	<b>(38,711)</b>	<b>280,905</b>
<b>IT ALLOCATION ADD BACK</b>										
<b>Total Expenditures</b>	<b>47,318</b>	<b>37,615</b>	<b>(9,704)</b>	<b>33,475</b>	<b>37,247</b>	<b>3,772</b>	<b>470,109</b>	<b>406,102</b>	<b>(64,006)</b>	<b>443,365</b>
<b>Revenues Over/(Under) Expend.</b>	<b>(7,818)</b>	<b>(11,615)</b>	<b>3,796</b>	<b>(8,322)</b>	<b>(11,247)</b>	<b>2,925</b>	<b>(115,737)</b>	<b>(125,102)</b>	<b>9,366</b>	<b>(136,365)</b>

**The Advisory Council of the  
Olympic Area Agency on Aging  
Meeting Minutes for January 16, 2024  
Location: Zoom Conference Call & Sequim O3A Office**

**MEMBERS PRESENT:** Susan Conniry, Chair; Beth Tripp, Eileen Svoboda, Ginny Adams, Jane Lauzon, Jeanine Grey, Joe Sharkey, Nancy Gorshe, Ronnie Meldrum.

**MEMBERS ABSENT:** Beth Pratt, Marsha Melnick, Pam Tuttle.

**O3A STAFF PRESENT:** Bri Buchanan, Dementia Outreach Development Coordinator, Ingrid Henden, O3A Contracts Manager; Laura Cepoi, Executive Director; Michelle Fogus, Planner/Program Development Manager.

**CALL TO ORDER:** 10:05 a.m. by Susan Conniry, Chair.

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

**PUBLIC COMMENT:** No public present.

**REVIEW/APPROVE MEETING MINUTES:** A motion to approve the minutes (with corrections) for November 21, 2023 was made by Eileen with a second by Joe. **Motion Passed.**

**COG MEETING ATTENDEE:** Eileen volunteered to attend the February 1, 2024 COG meeting by Zoom.

**MEMBERSHIP UPDATE:**

There are currently open positions in Jefferson, Pacific and Grays Harbor Counties, as well as Disability Rep., Minority Rep., Tribal Rep., and Local Elected Rep. O3A continues to advertise for new members.

**ELECTION OF 2024 OFFICERS:** Eileen presented the slate on behalf of the Nominating committee of Susan Conniry for Chair and Nancy Gorshe for Vice Chair. No other nominations were made. Susan and Nancy were elected to their respective positions unanimously. Their terms of office will begin immediately after the January meeting.

**COMMITTEE SIGN-UPS:** Michelle reviewed the committees and requested members send her their selections for 2024 committees. Each council member is required to sign up for at least one committee; members may serve on multiple committees if they choose.

**EXECUTIVE DIRECTORS REPORT:**

Laura reported that Senior Nutrition continues to be a big need. In the legislature, Senator Van de Wege and Representatives Chapman and Tharinger are all very supportive of increasing funding for senior nutrition. We are asking to sustain nutrition funding at 2023 levels to avoid a 40% decrease. The Port Angeles Senior Center meal site is open and served 106 people for the Christmas meal. The MAV served over 2,000 people in the last quarter. Clallam and Jefferson counties have seen a 40% increase in Home Delivered Meal participants, which may also be impacted by the change in provider in those counties.

There are several legislative advocacy days coming up: January 21 – Alzheimer’s Association; February 1 – Hunger Day; February 22 – Senior Lobby Day.

We are also asking for an increase in case management funding; AAA case managers are receiving clients without a caregiver, which creates more work for the case manager to get other services and supports in the home for the client.

Laura announced that O3A staff would receive a 4.5% COLA in 2024, and the \$50 health care premium has been eliminated. Our Health Home Program Manager has been out on medical leave and Ingrid is the Interim Lead for Health Homes and Renee Iverson, FSCP Supervisor, is the Interim CCO Supervisor. O3A’s SHIBA program continues to lead the State in people served and we have been offered additional funding to provide additional assistance to tribal members.

O3A currently has the following vacancies: 2 Case Managers in Aberdeen; 1 Contract Specialist in Aberdeen; 1 Case Manager in Raymond.

**DEMENTIA OUTREACH DEVELOPMENT COORDINATOR:**

Bri introduced herself to the council and discussed her plans for outreach. She brings 15 years of hands-on dementia experience and her extensive knowledge of dementia medical conditions will help bridge the gap between community services, first responders and our medical community in a comprehensive way that will help us support individuals and families who are dealing with dementia.

Bri’s first project will be to design and implement a Dementia Training specific to our staff and community professional needs. She will also be working with O3A staff to promote a Dementia Friendly Region where we are able to support our communities in protecting the dignity and independence for those living with dementia and for their caregivers.

Bri attended the Memory Café in Port Townsend in December with about 20 participants. She would also like to develop Memory Cafés in Pacific and Grays Harbor counties.

Susan asked Bri for information on declaring a Dementia Day in Ocean Shores and would like to see about starting a Memory Café there as well.

**LOCAL MEMBER REPORTING:**

Susan reported that Project Connect will host their first event of the year on January 31 at the Lion’s Club in Ocean Shores.

**STATE COUNCIL ON AGING:**

Draft minutes were sent to the council; Susan provided a brief report on the November meeting.

**PUBLIC COMMENT:** None.

**MEETING ADJOURNED:**

11:15 by Susan Conniry, Chair