

O3A COUNCIL OF GOVERNMENTS AGENDA

Meeting Date: Thursday, April 4, 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: 824-3553-5850 Pass Code: 443488

Randy Johnson, Chair
Clallam County

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

Motion to Approve

Public Comment

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

- Consent Agenda Items:
 - January 2024 Disbursements
 - March 7, 2024 draft meeting minutes

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

Laura Cepoi,
Executive Director

- Executive Director's Report
 - DOH Amendment CB026652-04

Enclosure 3 Pages 4-5
Enclosure 4 Page 6

Corena Stern, CFO

- 2023 Year End Budget Update

Enclosure 5 Page 7-21

Carol Ann Laase,
Admin Director

- O3A Employee Handbook Update
 - Updated Draft Employee Handbook

Enclosure 6 Page 22-24
Separate Attachment

Eileen Svoboda
Jefferson County

- Advisory Council Activity Report
 - February 20, 2024 AC minutes

Report
Enclosure 7 Pages 25-26

Randy Johnson, Chair
Clallam County

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

Announcement
Public Comment

Motion if needed
Adjourn

MEETING REMINDER: The next Council of Governments meeting is Thursday, May 2, 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.



Olympic Area Agency on Aging

2200 W Sims Way Unit 100
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February 23, 2024

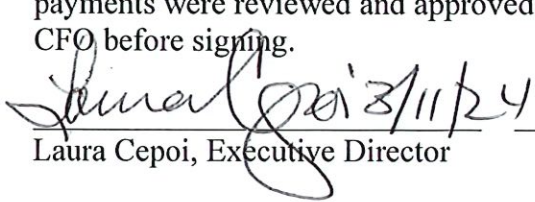
The following warrants/checks/electronic payments (EFT's) for the period January 1, 2024, through January 31, 2024, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

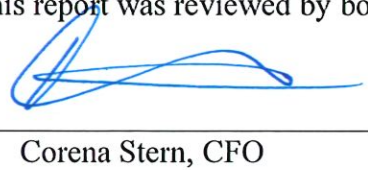
			Total
<u>Warrants:</u>	Numbers: 7806758	Through: 7806967	\$678,984.24 (1)
<u>Payroll:</u>			
EFTs	Net Pay for 1/2024 payroll including taxes		\$413,480.00 (2)
<u>FSA Electronic Payments:</u>	Dates: 01/01/2024	Through: 01/31/2024	\$2,835.71
<u>ADP Payroll Fees:</u>	Dates: 01/1/2024	Through: 01/31/2024	\$942.90
			Total
			\$1,096,242.85

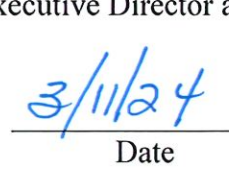
(1) Net of payroll transfer

(2) Net of IRS payment

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


 Laura Cepoi, Executive Director


 Corena Stern, CFO


 Date

Proposal:

I recommend that the O3A COG approve payments for the month of January 2024.

PROPOSED MOTION:

Motion: The Olympic Area Agency on Aging Council of Governments approves the Olympic Area Agency on Aging's payments for the month of January 2024.

Approval by COG

 Randy Johnson - COG Chair

 Date:

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



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Draft

Minutes

Olympic Area Agency on Aging
COUNCIL OF GOVERNMENTS (COG)

March 7, 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 (Jefferson).

GUESTS/PUBLIC: None.

CALL TO ORDER: Jill Warne, Vice-Chair, called the meeting to order at 10:03 a.m.

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

PUBLIC COMMENT: None.

NOMINATING COMMITTEE/ELECTION OF OFFICERS: Vice-Chair Jill Warne led a brief discussion that ended with a consensus agreement that as all members were in attendance and all in agreement, the election of officers should move forward at this meeting instead of delaying election of officers to April, given that elections were already delayed. Vice-Chair Jill Warne stated members present would serve as the nominating committee. After discussion in open meeting, the nominating committee agreed that the following slate of officers be submitted to serve for 2024-2025: Randy Johnson as Chair and Lisa Olsen as Vice-Chair. There were no nominations from the floor, and nominations were closed. The following motion was then made: **Motion:** The Olympic Area Agency on Aging Council of Governments accepts the election of the following 2024-2025 officers: Randy Johnson as Chair and Lisa Olsen as Vice-Chair. Motion by Jill Warne, 2nd by Heidi Eisenhour. **Motion Passed.**

APPROVAL OF CONSENT AGENDA ITEMS: Corena Stern noted there is a typographical error on page 2 of the draft Minutes for January 4, 2024 under the fiscal report: it should read Title XIX restricted funds instead of "non"-restricted funds (strike "non"). **Motion** to approve the Consent Agenda items with the correction to the minutes as noted was made by Randy Johnson, with a 2nd by Lisa Olsen. **Motion Passed.**

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- Legislative update: Laura reported that the proposed increase in case management funding was not included in the Governor's or Senate budget. The Senate budget funded nutrition at the Governor's budget level equal to about 50% of the need, and an amendment was introduced for \$10 million. The House budget included \$15 million for one year, not ongoing funding. Laura noted that the nutrition program funding will have the most direct impact on older adults in our area, and reviewed information included in her report on food insecurity rates in our region.
- Laura reported the successful hire of two case managers in Raymond and Aberdeen, a new Care Coordinator in Aberdeen, and another Case Manager joining at Aberdeen next week. O3A is for now fully staffed in client services. We continue to recruit for a Contract Specialist and a Payroll Accountant. Laura reported the separation of service of a manager unable to return to her position from leave, noting reorganization of the duties is under review. She also reported the separation of a trial service employee.
- **Contract Approval:**
 - Carol Ann Laase reviewed the proposed contract extension for Home Delivered Meals (HDM) provider PurFoods, LLC, d/b/a Mom's Meals. As previously reviewed, Mom's Meals was contracted to serve HDM clients on an interim basis after the cancellation of the Olympic Community Action Programs (OlyCAP) nutrition contracts in Clallam and Jefferson last fall. While the new contracted nutrition provider – Coastal Community Action Programs (CCAP) – has been successful in establishing Congregate services, they have not been able to pick up HDM services as early as anticipated. The requested extension of the Mom's Meals contract through June 30, 2024 will ensure that necessary client services continue while CCAP prepares to deliver services with an updated estimate of phasing in local HDM services in April-June. To preserve Older Americans Act funds for ongoing service delivery through the OAA contracts, this extension will be funded by agency reserves. After a brief discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments (COG) approves a three month 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. Motion by Randy Johnson, 2nd by Heidi Eisenhour. **Motion Passed.**

FISCAL REPORT: *Corena Stern, CFO*

Corena reviewed the Revenue & Expense Summary through November 2023, noting the agency continues to trend as expected. Through November the agency had a YTD operating surplus of \$987,717 for Title XIX restricted funds and a YTD surplus of \$196,695 for MTD MAC-TSOA restricted funds. The non-restricted fund balance as of February 23, 2024 is \$4,696,982, and the restricted MTD MAC-TSOA fund balance is \$885,216. Local fund balance is \$459,178 as of the end of November including YTD interest income of \$150,559. O3A is considering ways to potentially increase spending on payroll and benefits to improve recruitment and retention.

ADVISORY COUNCIL (AC) REPORT:

Ginny Adams noted that she was substituting for Eileen Svoboda who could not attend. Ginny noted she has attended the congregate site in Port Townsend and is pleased with CCAP's program so far; the food is good and clients have the option to take 2-3 frozen meals home as well. She reported the interview for one of the Jefferson vacancies went well; Jeanette Siburg was interviewed and then recommended for appointment at the February meeting. The AC also talked about their activity plan and committees for 2024. Some members have participated in phone or email advocacy to support the senior nutrition and case management funding legislation.

COG MEMBER ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned by consensus at 10:54 a.m.



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DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) – March 29, 2024

Legislative Updates:

WA Cares: Now that WA Cares can be used out-of-state with the passage of the portability in this past legislative session, we will now be contending with challenges to the program with initiative 2124 which will be on the November ballot. I-2124 provides an opt out choice that would, according to experts, bankrupt Washington's long term care program. More than 3 million workers began building their benefits through a small payroll tax in July 2023. This benefit will provide workers with a big return on investment. Benefits start at \$36,500 in 2026 growing to as much as \$60,000 in 20 years, indexed to inflation. Long term care expenses are not covered by traditional health insurance or Medicare.

I continue to serve as a Long-Term Services and Supports Trust Commissioner, where much time is spent in commission workgroups. Additionally, WA Cares will be expanding O3A outreach as we develop a provider network to meet the needs of new customers- this will eventually impact our Information and Assistance staff who will assist WA Cares beneficiaries in accessing benefits and supports as well as our contracts staff who will be charged with resource development. AAA's in WA are important partners in this program so much time has been spent working with Aging and Long Term Services Administration to operationalize access and services of this program for beneficiaries.

Follow-up: During the Senior Nutrition discussion at the April meeting about the study methodology around the cost of meal. The following information is from the Feeding America website:

<https://www.feedingamerica.org/research/map-the-meal-gap/how-we-got-the-map-data>

Food insecurity rates and numbers: The relationship between food insecurity and its closely linked indicators (poverty, unemployment, homeownership, disability prevalence, etc.) are first analyzed at the state level. Then, the coefficient estimates from this analysis are used with the same variables for every county and congressional district. Together, these variables can generate estimated food insecurity rates for individuals and children at the local level.

Cost-of-food index: Nielsen assigns every sale of UPC-coded food items in a county to one of the 26 food categories in the USDA Thrifty Food Plan (TFP) and then weights those categories based on actual pounds purchased per week. We then apply county and sales tax rates to the Nielsen market basket prices to create a relative price index that, when applied to the national average meal cost, reveals differences in the cost of food at the local level.

Staffing Updates:

1. Employee Handbook has been updated! There were many changes as listed in the memo for COG approval in this packet, I want to thank Carol Ann Laase and Michelle Busch, HR Specialist, for their hard work in tracking the back and forth on even the most minor details to get the Employee Handbook in its best shape ever. This handbook is essential for all staff to be familiar with as it gives employees access to O3A policies, procedures and guidelines that explain how O3A functions for employees.

2. We continue to seek a Contract Specialist located in Aberdeen/Port Townsend and a Payroll Specialist.
3. Agency leadership reviewed community outreach by O3A staff and was surprised by the multiple outreach events per day that were occurring in all counties. Staff presence in local senior and community centers and reservations is regular and coupled with the multiple programs- SHIBA, Information and Assistance, Family Caregiving Program, Kinship navigator, Ombudsman, and Mobile Assistance Van (MAV)- means that our client base may not be registering that all these programs are operated under the same umbrella. Staff were provided a choice among branded apparel to wear when representing the agency which were delivered this week.
4. Staff in Grays Harbor and Pacific Counties met this week for a two-day dementia training offsite. The training was well received, and it was great to watch how much our staff enjoyed learning about this topic. Going forward we will look at more opportunities for staff to learn together to improve the client experience.

Dementia Program:

During our 7.01 meeting with the Quinault Nation this week we had a productive conversation around providing Dementia training and supports to the tribal social workers in addition to the other programs that would support individuals and their caregivers.

We have submitted our request and payment for curriculum review of our dementia training to the Alzheimer's Association for professional certification and expect a response within the next 60 days.

Respectfully submitted,

Laura Cepoi, Executive Director



Olympic Area Agency on Aging

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DATE: October 29, 2021

TO: Olympic Area Agency on Aging COG Members

FROM: Laura Cepoi, Executive Director

SUBJECT: Approval of Amendment #4 to COVID Equity Grant contract
WA DOH Contract # CBO26652 – Grays Harbor

Background

As previously reported, we applied for two COVID Equity grants and were funded for a total of \$750,000 - \$350,000 for Grays Harbor and \$350,000 for Clallam. The WA Department of Health grants have funded projects that focus on reduction of COVID-19 related health disparities at the community level. Amendment #4 to the Grays Harbor County grant provides an additional \$60,000 in funding, for a total new maximum consideration of \$410,000. Prior amendments extended the performance period through May 31, 2024 which remains unchanged.

Grant funds will be used to support the Mobile Assistance Van (MAV) project including expansion costs associated with adding five additional sites, and the purchase of supplies including frozen proteins. The MAV project now serves all four counties with 23 sites or “stops”.

Recommendation

I recommend that the COG approve Washington State Department of Health Contract Amendment #CBO26652-04.

PROPOSED MOTION

Motion: The Olympic Area Agency on Aging Council of Governments approves Washington State Department of Health Contracts amendment #CBO26652-04 for Grays Harbor County. Laura Cepoi is authorized to execute the amendment on behalf of the agency.



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DATE: March 22, 2024
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A December 2023 Operating Results

Following this memo is O3A's Revenue and Expense Summary through December 2023. The Agency had an overall YTD operating surplus of \$1,112,300 for Title XIX funds and a YTD surplus of \$279,819 for MTD MACTSOA restricted funds.

Local fund balance stands at \$491,643 at the end of December which includes YTD interest of \$166,301

General and Case Management fund balance is \$4,821,565 as of 12/31/23.

The **MTD MAC/TSOA** program has a fund balance of \$968,340.

	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 Dec 2023	1,296,049	279,819	229,934	-	1,805,802
Used for underfunded programs	(183,749)	-	-	-	(183,749)
Fund Balance 12/31/2023	4,821,565	968,340	491,643	1,355,345	7,636,894

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)	65,118
Core Case Management (CM)	1,295,035
Other / Admin	(19,706)
Fund Use	(470)
Home Care Referral Registry (HCRR)	-
Health Homes CCO	(39,083)
Health Homes Lead	(124,959)
Total	1,175,933

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 –

The amended budget for 2023 that was adopted December 7th is included in the following analysis:

Overall, the agency ended the year ahead 207k of **amended** budget **revenue** projections - \$12,106,797 out of an amended annual budget of \$11,899,639. 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 ran very close to budget – within 21k, slightly under.

Information and Assistance Revenues and Expenditures ended the year over budget by 56k.

Ombudsman program came in over AMENDED budget on Revenues by 6k and Expenditures are under by 11k.

Health Homes Lead is over YEAR-END revenue budget by 75k. and OVER expenditures by 23Kk.

The agency **expenditures** came in under amended estimates by \$165,398. YTD Salaries and Benefits were under budget by (266k). The largest difference for Payroll & Benefits Budget vs Actual comes from the Case Management department (70k) under budget, followed by the Kinship caregiver program and the Health Homes CCO program.

Overall, the agency has exceeded amended fund balance surplus projections by \$372,556 through December 2023 and has increased fund balance by \$1,462,695 YTD. In addition, the agency has received \$166k in YTD interest.

Case Management surplus was \$1,295,035k at the end of December 2023, amended original Budget was \$1,168,987k.

Admin- When compared to the amended budget, only some small travel, supply and rent costs were less than budget for a small variance of 15k under expenditure budget.

IT – YTD Under Budget (11K) in Technology purchases and under budget in Payroll (24K). Travel and professional services came in under budget, as well.

PCM – Slightly over budget (96K) in Revenues due to Hunger Relief and DOH (MAV) the amended budget. 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. In addition, WA Cares outreach quarterly milestones were billed and resulted in a surplus for the month's of November and December.

Information & Assistance – 56k over the amended budget in revenues. Expenses were under by 42k. Admin and IT allocation, professional services and rents were all under budget.

MTD-MacTSOA – Revenues were with 5k of the updated budget. Expenditures came in slightly below the amended budget – mostly in the IT and Admin allocation.

FCSP/KCSP – Payroll and Benefits are came in budget by 55k. 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 – Revenue and Expenses ended the year close to the amended budget.

Health Homes CCO ended December with a (39k) deficit. Budget was a (34k) deficit. Revenues came in 70k under budget and Payroll/Benefits came in 52k under budget.

Health Homes Lead deficits were less than budgeted by 52k. Year-end losses were 124k.

Other items of note –

- The Agency Payroll Accountant left at the beginning of October and we are still recruiting a new fiscal staff member.
- 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 and Grays Harbor County still have a large portion of the contract to spend (342K as of 12/31/2023). 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 11th), 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 December 2023, there was still slightly over 625k in FED ARP to spend by 9/30/2024.

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	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act	116,269	128,846	(12,577)		1,523,361	1,859,786	(336,425)
State/Federal	530,039	574,773	(44,735)		6,713,973	6,402,438	311,535
MTD Mac/Tsoa	135,628	105,952	29,676		899,815	894,496	5,319
Other AL TSA	13,261	20,793	(7,532)		96,946	249,517	(152,571)
HCRR	-	-	-		-	-	-
Multi Service Center	18,687	-	18,687		132,619	105,389	27,230
Health Homes	56,694	63,000	(6,306)		723,576	719,800	3,776
Other (COVID,SHIBA, SFM, CGT, Sr E	234,335	113,587	120,748	Hunger Relief	2,016,507	1,668,213	348,295
Total Funding	1,104,911	1,006,951	97,960		12,106,797	11,899,639	207,158
OPERATING EXPENDITURES							
Salaries & Wages	378,202	468,026	89,824		4,800,667	5,021,426	220,758
Benefits	128,920	157,481	28,561		1,593,813	1,635,825	45,855
Training	989	706	(283)		3,450	6,135	2,685
Office & Program Supplies	7,383	8,049	665		97,390	103,584	6,194
Technology Equip & Supplies	7,923	6,042	(1,882)		65,179	72,500	7,321
Admin Allocation	81,024	84,325	3,302		1,082,335	1,107,359	(39,625)
IT Allocation	37,298	37,486	509		408,213	446,775	38,562
Professional Services	6,990	5,215	(1,726)		99,369	130,776	31,406
Communications-Phone & Postage	7,393	8,587	1,193		94,507	102,742	8,235
Travel	10,449	15,500	6,386		163,199	191,039	27,839
Advertising	3,566	2,592	(622)		25,158	35,600	10,442
Rentals	21,844	23,350	223		272,666	280,200	7,534
Insurance	6,460	4,947	(1,830)		60,278	59,368	(910)
Utilities	2,881	2,329	(653)		26,934	25,795	(1,139)
Maintenance & Repair	2,627	1,826	(835)		31,297	27,311	(3,986)
Miscellaneous/KIN NAV	10,430	833	(9,596)		12,982	10,000	(2,982)
Total Operating Expenditures	714,380	827,293	113,234		8,837,438	9,256,435	358,189
SUBCONTRACTOR EXPENDITURES							
Legal Assistance	7,086	6,426	(660)		90,300	77,117	(13,183)
Transportation	5,082	6,167	1,085		59,796	74,000	14,204
Congregate Meals (C1)	30,677	15,903	(14,774)		111,200	190,830	79,630
Nutrition Education	-	-	-		500	-	(500)
Home Delivered Meals (C2)	38,442	44,360	5,917		346,706	532,314	185,608
Home Delivered Meals (State Expansion)	-	2,743	2,743		18,485	32,918	14,433
Senior Farmer's Market	-	-	-		36,947	113,333	76,386
Professional Consulting Services	955	2,345	1,390		41,259	28,142	(13,117)
Home Repair & Sr. Emergency Fund	3,642	2,079	(1,563)		32,188	31,992	(196)
Senior Drug Education	-	-	-		12,024	-	(12,024)
Kinship Care Service Delivery	-	-	-		15,787	-	(15,787)
Kinship Good & Services	3,672	2,900	(772)		33,511	34,796	1,285
Respite Services	35,021	30,605	(4,415)		398,161	367,264	(30,897)
Supplemental Services	3,254	2,096	(1,158)		32,532	25,146	(7,386)
Services to Grandparents	780	3,946	3,165		33,272	47,347	14,075
Other Payments	156,571	115,034	(41,537)	Hunger Relief	2,035,918	1,628,544	(407,375)
Total Subcontractor Expenditures	285,182	234,602	(50,580)		3,298,588	3,183,743	(114,845)
ADMIN & IT ALLOCATION ADD BACK	(118,001)	(122,229)	(4,228)		(1,491,925)	(1,569,871)	(77,946)
Total Expenditures	881,561	939,666	58,426		10,644,101	10,870,307	165,398
Operating FUND SURPLUS (DEFICIT)	223,350	67,286	156,386		1,462,695	1,029,332	372,556

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
OPERATING EXPENDITURES							
Salaries & Wages	47,345	53,654	6,309		679,110	672,167	(6,943)
Benefits	17,414	15,985	(1,429)		203,760	212,239	8,479
Training	-	500	500		1,244	3,100	1,856
Office & Program Supplies	852	1,000	148		9,494	12,000	2,506
Technology Equip & Supplies		-	-		-	-	-
Admin Allocation		-	-		-	-	-
IT Allocation	3,309	3,393	83		36,580	40,449	3,868
Professional Services	6,325	2,000	(4,325)		92,381	92,200	(181)
Communications-Phone & Postage	376	583	208		8,009	7,000	(1,009)
Travel	42	1,000	958		8,419	12,000	3,581
Advertising	1,649	1,500	(149)		11,767	10,000	(1,767)
Rentals	3,090	3,590	501		37,214	43,085	5,871
Insurance	590	420	(170)		5,217	5,044	(173)
Utilities	406	500	94		4,276	3,900	(376)
Maintenance & Repair	448	200	(248)		4,201	4,800	599
Miscellaneous	-	-	-		918	-	(918)
Total Operating Expenditures	81,847	84,325	2,478		1,102,591	1,117,985	15,393
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	(81,024)	(84,325)	(3,302)		(1,082,885)	(1,117,985)	(35,100)
Total Expenditures	823	-	(823)		19,706	-	(19,706)
Revenues Over (Under) Expended	(823)	-	823		(19,706)	-	19,706

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
OPERATING EXPENDITURES							
Salaries & Wages	20,089	22,877	2,788		248,852	271,228	22,376
Benefits	6,898	7,376	478		86,285	87,914	1,629
Training	-	-	-		-	-	-
Office & Program Supplies	385	500	115		5,086	6,000	914
Technology Equip & Supplies	7,361	4,042	(3,319)		36,879	48,500	11,621
Admin Allocation	-	-	-		-	-	-
IT Allocation	-	-	-		322	-	(322)
Professional Services	-	500	500		49	6,000	5,951
Communications-Phone & Postage	322	500	178		5,023	6,000	977
Travel	49	833	784		5,953	10,000	4,047
Advertising	-	-	-		352	1,000	648
Rentals	1,385	970	(415)		15,345	11,640	(3,705)
Insurance	352	251	(101)		2,794	3,012	218
Utilities	102	15	(88)		1,175	117	(1,059)
Maintenance & Repair	34	40	6		925	475	(450)
Miscellaneous	-	-	-		-	-	-
Total Operating Expenditures	36,977	37,904	927		409,040	451,886	42,846
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	(36,977)	(37,904)	(927)		(409,040)	(451,886)	(42,846)
Total Expenditures	-	-	(0)		-	-	-
Revenues Over/(Under) Expend.	-	-	0		-	-	-

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance
FUNDING							
Older Americans Act	96,836	90,738	6,098		890,183	1,088,850	(198,667)
State/Federal	34,352	45,221	(10,869)		521,251	442,651	78,600
MTD Mac/Tsoa		-			-	-	-
Other ALTSA/KINSHIP NAV	11,473	7,993	3,480		45,337	95,916	(50,579)
Dementia Catalyst		-			-	-	-
Multi Service Center		-			-	-	-
Health Homes		-			-	-	-
SFMNP/OCH/HungerRel/ARP/StateNU	124,783	76,515	48,268	ARP / DOH and Hunger Relief	1,525,482	1,258,397	267,085
Total Funding	267,444	220,466	46,977		2,982,253	2,885,814	96,439
OPERATING EXPENDITURES							
Salaries & Wages	20,868	25,457	4,589		276,451	301,946	25,495
Benefits	7,194	8,883	1,689		95,917	105,950	10,033
Training	299	150	(149)		299	1,800	1,501
Office & Program Supplies	397	510	113		6,717	6,120	(597)
Technology Equip & Supplies		-			-	-	-
Admin Allocation	24,359	20,238	(4,121)		334,970	258,560	(76,410)
IT Allocation	2,034	2,086	52		22,480	24,868	2,389
Professional Services	-	140	140		-	1,676	1,676
Communications-Phone & Postage	303	443	140		4,543	5,311	768
Travel	1,614	1,920	306		18,812	23,039	4,227
Advertising	228	667	438		2,168	8,000	5,832
Rentals	1,352	898	(454)		16,238	10,771	(5,467)
Insurance	195	258	64		1,923	3,101	1,178
Utilities	363	250	(113)		3,204	3,000	(204)
Maintenance & Repair	141	125	(16)		1,513	1,500	(13)
Miscellaneous/KIN NAV program	10,430	-	(10,430)		10,430	-	(10,430)
Total Operating Expenditures	69,776	62,024	(7,753)		795,665	755,643	(40,022)
SUBCONTRACTOR EXPENDITURES							
Legal Assistance	7,086	6,426	(660)		90,300	77,117	(13,183)
Transportation	5,082	6,167	1,085		59,796	74,000	14,204
Congregate Meals (C1)	30,677	15,903	(14,774)		111,200	190,830	79,630
Dementia Catalyst/ Nut Educ	-	-	-		500	-	(500)
Home Delivered Meals (C2)	38,442	44,360	5,917		346,706	532,314	185,608
Home Delivered Meals (State Expansion)	-	2,743	2,743		18,485	32,918	14,433
Senior Farmer's Market	-	-	-		36,947	113,333	76,386
Prof Consulting Services (Disease Prev)	955	2,345	1,390		41,259	28,142	(13,117)
Home Repair & Sr. Emergency Fund	-	-	-		-	-	-
Senior Drug Education	-	-	-		12,024	-	(12,024)
Kinship Care Service Delivery	-	-	-		-	-	-
Kinship Good & Services	-	-	-		-	-	-
Respite Services	-	-	-		-	-	-
Supplemental Services	-	-	-		-	-	-
Services to Grandparents	-	-	-		-	-	-
ARP / Hunger Relief/State SN/doh/WACa	96,895	69,701	(27,194)	COVID Emergency meals/transp/vaccine	1,404,253	1,084,145	(320,108)
Total Subcontractor Expenditures	179,137	147,644	(31,493)		2,121,470	2,132,799	11,329
IT ALLOCATION ADD BACK							
Total Expenditures	248,913	209,668	(39,245)		2,917,135	2,888,442	(28,693)
Revenues Over/(Under) Expend.	18,531	10,798	7,732		65,118	(2,628)	67,746

	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act		-	-		-	-	-
State/Federal	415,325	410,633	4,692		4,867,736	4,889,027	(21,291)
MTD Mac/Tsoa		-	-		-	-	-
Other ALTSA		-	-		-	-	-
HCRR		-	-		-	-	-
Multi Service Center		-	-		-	-	-
Health Homes		-	-		-	-	-
Other (CGT - Caregiver Training)	29,356	17,083	12,272	FCSP and KCSP	254,995	169,906	85,089
Total Funding	444,681	427,716	16,964		5,122,730	5,058,933	63,797
OPERATING EXPENDITURES							
Salaries & Wages	165,816	224,127	58,312		2,044,201	2,146,347	102,146
Benefits	53,390	75,541	22,152		679,137	647,455	(31,682)
Training	-	-	-		197	315	118
Office & Program Supplies	3,221	2,917	(305)		30,757	35,000	4,243
Technology Equip & Supplies		-	-		-	-	-
Admin Allocation	27,798	32,044	4,246		376,681	392,516	15,835
IT Allocation	18,130	18,587	458		200,395	221,599	21,204
Professional Services	428	1,250	822		4,340	15,000	10,660
Communications-Phone & Postage	3,004	2,917	(87)		36,975	35,000	(1,975)
Travel	2,986	5,000	2,014		52,373	60,000	7,627
Advertising	-	167	167		-	2,000	2,000
Rentals	8,240	9,113	873		98,514	109,360	10,846
Insurance	3,234	2,303	(931)		29,051	27,636	(1,415)
Utilities	1,175	750	(425)		8,901	9,000	99
Maintenance & Repair	1,041	667	(374)		11,181	8,000	(3,181)
Miscellaneous	-	833	833		-	10,000	10,000
Total Operating Expenditures	288,461	376,216	87,755		3,572,701	3,719,228	146,527
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	29,356	17,083	(12,272)		254,995	169,906	(85,089)
Total Subcontractor Expenditures	29,356	17,083	(12,272)		254,995	169,906	(85,089)
IT ALLOCATION ADD BACK							
Total Expenditures	317,817	393,299	75,482		3,827,696	3,889,134	61,439
Revenues Over/(Under) Expend.	126,864	34,417	92,447		1,295,035	1,169,799	125,236

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act	17,230	21,204	(3,973)		361,033	454,445	(93,412)
State/Federal	11,654	43,932	(32,278)		635,182	427,189	207,993
MTD Mac/Tsoa					-	-	-
Other ALTSA (MIPPA)	1,788	12,800	(11,012)		51,609	153,601	(101,992)
HCRR					-	-	-
Multi Service Center					-	-	-
Health Homes					-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, A	75,580	11,451	64,129		180,890	137,410	43,480
Total Funding	106,252	89,387	16,865		1,228,713	1,172,645	56,068
OPERATING EXPENDITURES							
Salaries & Wages	55,422	46,588	(8,834)		652,142	643,042	(9,100)
Benefits	18,921	16,571	(2,350)		226,064	247,627	21,563
Training	-	-	-		524	-	(524)
Office & Program Supplies	651	1,652	1,002		27,191	26,825	(366)
Technology Equip & Supplies					-	-	-
Admin Allocation	9,049	9,276	226		100,465	112,262	11,797
IT Allocation	5,258	5,397	139		58,120	64,247	6,128
Professional Services		292	292		-	3,500	3,500
Communications-Phone & Postage	1,806	2,083	278		19,638	25,000	5,362
Travel	1,216	1,250	34		25,058	25,000	(58)
Advertising	1,337	-	(1,337)		9,633	9,500	(133)
Rentals	4,009	4,400	392		47,797	52,804	5,007
Insurance	937	668	(269)		8,280	8,011	(269)
Utilities	578	398	(179)		5,509	4,778	(731)
Maintenance & Repair	598	323	(275)		6,606	6,876	270
Miscellaneous					-	-	-
Total Operating Expenditures	99,780	88,899	(10,881)		1,187,028	1,229,473	42,445
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	3,642	2,079	(1,563)		32,188	31,992	(196)
Senior Drug Education					-	-	-
Kinship Care Service Delivery					-	-	-
Kinship Good & Services					-	-	-
Respite Services					-	-	-
Supplemental Services					-	-	-
Services to Grandparents					-	-	-
Other Payments					-	-	-
Total Subcontractor Expenditures	3,642	2,079	(1,563)		32,188	31,992	(196)
IT ALLOCATION ADD BACK							
Total Expenditures	103,422	90,978	(12,445)		1,219,216	1,261,465	42,249
Revenues Over/(Under) Expend.	2,830	(1,591)	4,420		9,497	(88,820)	98,317

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act							
State/Federal							
MTD Mac/Tsoa	135,628	105,952	29,676		899,815	894,496	5,319
Other ALTSA							
HCRR							
Multi Service Center							
Health Homes							
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)							
Total Funding	135,628	105,952	29,676		899,815	894,496	5,319
OPERATING EXPENDITURES							
Salaries & Wages	27,950	37,596	9,646		344,319	368,179	23,860
Benefits	11,980	13,569	1,588		124,593	117,635	(6,958)
Training	-	-	-		-	-	-
Office & Program Supplies	451	292	(159)		4,693	3,500	(1,193)
Technology Equip & Supplies	-	-	-		-	-	-
Admin Allocation	5,060	5,903	843		65,309	73,113	7,803
IT Allocation	3,454	3,544	90		38,174	42,191	4,017
Professional Services	-	-	-		-	-	-
Communications-Phone & Postage	449	583	134		6,099	7,000	901
Travel	1,175	1,542	367		13,865	18,500	4,635
Advertising	-	-	-		180	1,500	1,320
Rentals	1,194	732	(461)		14,274	8,790	(5,484)
Insurance	615	438	(177)		5,438	5,261	(177)
Utilities	68	83	15		781	1,000	219
Maintenance & Repair	108	142	34		2,192	1,700	(492)
Outreach	-	-	-		77	-	(77)
Total Operating Expenditures	52,503	64,424	11,921		619,996	648,369	28,374
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	52,503	64,424	11,921		619,996	648,369	28,374
Revenues Over/(Under) Expend.	83,124	41,528	41,596		279,819	246,127	33,693

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance
FUNDING							
Older Americans Act	2,203	16,904	(14,702)		219,663	243,991	(24,328)
State/Federal	68,707	60,455	8,252		668,539	641,071	27,468
MTD Mac/Tsoa		-	-		-	-	-
Other ALTSA		-	-		-	-	-
HCRR		-	-		-	-	-
Multi Service Center		-	-		-	-	-
Health Homes		-	-		-	-	-
Other (AWHI & CGT Non-Core)	4,616	6,875	(2,259)		55,141	82,500	(27,359)
Total Funding	75,526	84,234	(8,708)		943,344	967,562	(24,218)
OPERATING EXPENDITURES							
Salaries & Wages	11,292	19,011	7,718		160,261	205,129	44,868
Benefits	3,772	6,418	2,646		53,824	64,533	10,709
Training	540	56	(484)		540	670	130
Office & Program Supplies	920	745	(175)		8,618	8,939	321
Technology Equip & Supplies		-	-		1,291	-	(1,291)
Admin Allocation	6,890	7,589	699		94,454	94,002	(452)
IT Allocation	1,446	1,483	37		15,154	17,678	2,524
Professional Services	-	417	417		106	5,000	4,894
Communications-Phone & Postage	536	611	75		6,431	7,331	900
Travel	693	792	99		6,190	9,500	3,310
Advertising	-	208	208		683	2,500	1,817
Rentals	2,020	1,992	(28)		22,165	23,901	1,735
Insurance	258	184	(74)		2,302	2,205	(97)
Utilities	188	225	37		2,234	2,700	466
Maintenance & Repair	215	217	2		3,620	2,600	(1,020)
Miscellaneous	-	-	-		1,557	-	(1,557)
Total Operating Expenditures	28,771	39,946	11,176		379,430	446,687	67,257
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		-	-		15,787	-	(15,787)
Kinship Good & Services	3,672	2,900	(772)		33,511	34,796	1,285
Respite Services	35,021	30,605	(4,415)		398,161	367,264	(30,897)
Supplemental Services	3,254	2,096	(1,158)		32,532	25,146	(7,386)
Services to Grandparents	780	3,946	3,165		33,272	47,347	14,075
AWHI & CGT Non-Core	4,616	4,459	(157)		55,141	52,963	(2,178)
Total Subcontractor Expenditures	47,343	44,005	(3,338)		568,405	527,516	(40,889)
IT ALLOCATION ADD BACK							
Total Expenditures	76,114	83,952	7,838		947,835	974,203	26,368
Revenues Over/(Under) Expend.	(587)	283	(870)		(4,491)	(6,641)	2,149

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act		-	-		52,482	72,500	(20,018)
State/Federal		14,532	(14,532)		21,265	2,500	18,765
MTD Mac/Tsoa		-	-		-	-	-
Other ALTSA		-	-		-	-	-
HCRR		-	-		-	-	-
Multi Service Center	18,687	-	18,687		132,619	105,389	27,230
Health Homes		-	-		-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		1,663	(1,663)		-	20,000	(20,000)
Total Funding	18,687	16,195	2,492		206,366	200,389	5,977
OPERATING EXPENDITURES							
Salaries & Wages	11,093	10,848	(245)		120,206	121,108	902
Benefits	3,039	3,124	85		33,678	36,790	3,112
Training	150	-	(150)		646	250	(396)
Office & Program Supplies	121	83	(37)		1,627	1,000	(627)
Technology Equip & Supplies		-	-		-	-	-
Admin Allocation	1,801	1,687	(114)		16,892	20,889	3,997
IT Allocation	980	1,005	25		10,831	11,985	1,154
Professional Services		-	-		-	-	-
Communications-Phone & Postage	278	167	(111)		2,718	2,000	(718)
Travel	371	1,663	1,292		9,103	15,000	5,897
Advertising		-	-		375	-	(375)
Rentals	680	479	(201)		7,275	5,744	(1,532)
Insurance	175	125	(50)		1,547	1,495	(52)
Utilities		-	-		-	-	-
Maintenance & Repair		-	-		-	-	-
Miscellaneous (rounding included)		-	-		-	-	-
Total Operating Expenditures	18,687	19,180	493		204,899	216,260	11,362
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	18,687	19,180	493		204,899	216,260	11,362
Revenues Over/(Under) Expend.	-	(2,985)	2,985		1,467	(15,872)	17,339

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act		-	-				
State/Federal		-	-				
MTD Mac/Toa		-	-				
Other ALTSA		-	-				
HCRR		-	-				
Multi Service Center		-	-				
Health Homes	29,352	37,000	(7,648)		341,862	412,800	(70,938)
Other		-	-				
Total Funding	29,352	37,000	(7,648)		341,862	412,800	(70,938)
OPERATING EXPENDITURES							
Salaries & Wages	13,479	22,538	9,060		205,766	228,930	23,164
Benefits	4,529	8,301	3,772		69,603	99,085	29,481
Training		-	-				
Office & Program Supplies	386	250	(136)		3,207	3,000	(207)
Technology Equip & Supplies		-	-				
Admin Allocation	2,969	4,216	1,247		41,273	49,594	8,322
IT Allocation	2,100	1,721	(379)		23,215	20,522	(2,693)
Professional Services		417	417			5,000	5,000
Communications-Phone & Postage	254	600	346		4,273	7,200	2,927
Travel	967	1,200	233		14,544	14,400	(144)
Advertising	-	50	50			600	600
Rentals	1,158	1,175	17		13,843	14,105	262
Insurance	374	267	(108)		3,308	3,199	(110)
Utilities	103	83	(20)		853	1,000	147
Maintenance & Repair	76	83	7		1,059	1,000	(59)
Miscellaneous		-	-				
Total Operating Expenditures	26,396	40,902	14,505		380,945	447,634	66,689
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	26,396	40,902	14,505		380,945	447,634	66,689
Revenues Over/(Under) Expend.	2,956	(3,902)	6,858		(39,083)	(34,834)	(4,249)

Description	Dec - Actual	Dec - Budget	Dec - Variance	Explanations	YTD Actual	Amended Approved Budget	Variance
FUNDING							
Older Americans Act		-	-		-	-	-
State/Federal		-	-		-	-	-
MTD Mac/Tsoa		-	-		-	-	-
Other ALTA		-	-		-	-	-
HCRR		-	-		-	-	-
Multi Service Center		-	-		-	-	-
Health Homes	27,342	26,000	1,342		381,714	307,000	74,714
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-		-	-	-
Total Funding	27,342	26,000	1,342		381,714	307,000	74,714
OPERATING EXPENDITURES							
Salaries & Wages	4,849	5,329	480		69,358	63,348	(6,010)
Benefits	1,783	1,712	(71)		20,952	20,439	(513)
Training	-	-	-		-	-	-
Office & Program Supplies	-	100	100		-	1,200	1,200
Technology Equip & Supplies	563	2,000	1,438		27,009	24,000	(3,009)
Admin Allocation	3,098	3,373	275		52,290	41,773	(10,517)
IT Allocation	266	270	3		2,943	3,236	294
Professional Services	188	200	13		2,494	2,400	(94)
Communications-Phone & Postage	66	100	34		798	900	102
Travel	-	300	300		8,882	3,600	(5,282)
Advertising	-	-	-		-	500	500
Rentals	-	-	-		-	-	-
Insurance	47	34	(14)		417	404	(14)
Utilities	-	25	25		-	300	300
Maintenance & Repair	-	30	30		-	360	360
Miscellaneous	-	-	-		-	-	-
Total Operating Expenditures	10,860	13,473	2,613		185,143	162,460	(22,683)
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	25,704	23,790	(1,914)		321,530	321,530	0
Total Subcontractor Expenditures	25,704	23,790	(1,914)		321,530	321,530	0
IT ALLOCATION ADD BACK							
Total Expenditures	36,564	37,263	699		506,673	483,990	(22,683)
Revenues Over/(Under) Expend.	(9,222)	(11,263)	2,041		(124,959)	(176,990)	52,031



Olympic Area Agency on Aging

2200 W. Sims Way, Unit #100

Port Townsend, WA 98368

www.o3a.org

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

DATE: March 29, 2024
TO: Olympic Area Agency on Aging COG Members
FROM: Laura Cepoi, Executive Director
SUBJECT: Approval of agency Employee Handbook update

Background

The agency's Employee Handbook (EH) was last updated in 2018, a review conducted by management team with the assistance of both our employment law attorney (Mike Bolasina) and our professional Human Resources Consultant (Kara Turner). The result was a personnel policies handbook which has served the agency well from January 1, 2019 to present.

During the past five years we have seen many changes that were not reflected in the existing EH including new state benefit programs, remote work, changes in benefit carriers, and an upgrade to timekeeping and payroll system software which resulted in small changes in leave and payroll policies. Over the past year O3A has conducted a careful review of the Employee Handbook. The draft presented for review incorporates changes in policy authorized by the Executive Director over the past five years as well as system and program changes. Language throughout was carefully reviewed and edited for clarity without modifying the existing intent of policies. We also identified policy sections that merited greater clarity to assist supervisors in achieving consistent routine policy application. We obtained Kara Turner's services to review this new draft in February 2024.

Attached separately you will find a copy of the final draft revised Employee Handbook. Updates in general include the following items:

- Duplications were removed where possible.
- A miscellaneous policy section was created for policies without clear section affiliation.
- Updated definitions of Exempt and Non-Exempt employees (noting paid on a salary and hourly basis, respectively).
- Added the Juneteenth holiday (observed by O3A from 2022 forward). O3A now offers 12 paid holidays.
- During the pandemic O3A developed a sound remote work policy and opted to retain a modified remote work option for experienced staff in most positions based on satisfactory job performance and supervisor approval.
- Updated the inclement weather / office closure policy to allow for more regional flexibility appropriate to local conditions.

- Removed obsolete TB testing requirement for staff.
- Schedules: Established updated window for supervisors to establish staff schedules as starting work no earlier than 7:00 a.m. and ending work no later than 6:00 p.m., Monday – Friday.
- Inclusion of updated FMLA/PF&ML policies into the EH.
- Clarification of continuation of agency paid benefits during protected leaves (FMLA & PF&ML) per PEBB policies in WAC.
- Updated language specific to medical benefits package now being provided through the state HCA – PEBB pool, with associated requirements in benefits sections.
- As of January 1, 2024 employees are no longer charged a premium cost share for medical benefits (was \$50/month). O3A now pays 100% of staff benefit premiums. Language was updated to allow O3A to flexibly support dependent care medical plan coverage as finances allow on a go forward basis. Employees continue to pay 100% of other voluntary policies.
- Leave With Out Pay (LWOP) section expanded: PF&ML confirmed as unpaid leave for O3A; employees do not accrue leave while on LWOP other than birthday leave. Employees on LWOP not covered by FMLA or PF&ML must work 8 or more hours per month to receive employer-paid benefits, following PEBB policies.
- Changes related to updated timekeeping and payroll system upgrade to ADP:
 - Timesheets are now completed, approved and submitted electronically.
 - Two defined pay periods per month (1st-15th, 16th – end) vs. one monthly pay period.
 - Payroll draw eliminated: With two pay periods per month, the need for the option of a voluntary mid-month partial payroll draw no longer existed so this policy was removed.
 - Overtime pay. Eliminated comp time in lieu of overtime pay policy; agency non-Exempt staff now earn and are paid out in full for any overtime hours.
 - Eliminated Donation of Leave. With the Paid Family & Medical Leave (PF&ML) program there is no longer a need to support staff on medical leave with donations of leave from co-workers.
 - Sick Leave Transfer: O3A had a policy allowing staff to transfer up to 24 hours of sick leave each year to a “Personal Leave” category (with a use-it-or-lose-it clause). ADP could not process this policy, so Personal Leave was removed and staff now have the option to transfer up to 24 hours of sick leave to annual leave instead. To support retention of minimum leave balances, only sick leave over 40 hours is eligible for transfer.
 - Clarification that leave accrues monthly, but is allocated 50/50 for each pay period.
 - Sick Leave accrual based on regularly scheduled hours (vs. the number of days worked).
 - Partial month Sick Leave and Annual Leave accrual are calculated in the same fashion for partial pay periods.
 - Birthday leave: O3A traditionally adds a full workday of annual leave to employee annual leave balances in their Birthday month. ADP provides this as a separate leave category. Birthday leave still accrues automatically but is only available for use on or after the actual birth date; it does not expire and is still included in exit leave cash out (240 hours max with annual leave).
- Receipts: All meal expense reimbursements now require a receipt (O3A had a policy that expenses under \$10 did not require a receipt).
- Travel policies updated to reflect meal reimbursement rates similar to state employees, including the same rates and similar requirements to qualify (11 hours travel time and/or overnight status, with some exceptions).

- Zero tolerance for drugs or alcohol. Supervisors will take a training for how to identify those under the influence of drugs or alcohol. O3A's liability insurance pool carrier, RMSA, offers a one hour free "Drug and Alcohol Awareness" course.
- Removed Maternity Disability & Accommodation section as the need for this leave is covered within the FMLA/PF&ML policies.
- Clarification that the three days of Bereavement leave can be taken all at once or intermittently.

Recommendation

I recommend that the COG approve the 2024 Employee Handbook update with an effective date of April 5, 2024 as presented. A Table of Contents, page numbering and basic formatting will be completed before the Employee Handbook is issued. As some April travel has already occurred, the handbook will be issued to staff with the administrative instruction that the new travel policies will not apply until May 1, 2024.

Proposed Motion:

The Olympic Area Agency on Aging Council of Governments approves the 2024 Employee Handbook update effective as of April 5, 2024.

**The Advisory Council of the
Olympic Area Agency on Aging
Meeting Minutes for February 20, 2024
Location: Zoom Conference Call & Sequim O3A Office**

MEMBERS PRESENT: Susan Conniry, Chair; Beth Tripp, Beth Pratt, Eileen Svoboda, Ginny Adams, Jane Lauzon, Joe Sharkey, Marsha Melnick, Nancy Gorshe, Pam Tuttle, Ronnie Meldrum.

MEMBERS ABSENT: Jeanine Grey

O3A STAFF PRESENT: Ingrid Henden, O3A Contracts Manager, 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 January 16, 2024 was made by Nancy with a second by Ronnie. **Motion Passed.**

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

MEMBERSHIP UPDATE:

Susan, Ginny, and Michelle interviewed an applicant for the open Jefferson County representative position and provided a recommendation that she be appointed to the council. Motion to appoint Jeanette Siburg as a Jefferson County Representative put forth by Ronnie and seconded by Beth T. **Motion passed.**

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. Michelle will follow-up with any members who have not yet selected a committee.

EXECUTIVE DIRECTORS REPORT:

Laura was unable to attend the meeting.

CONTRACTS MANAGEMENT AND PLANNING:

Michelle reported that the MAV is adding two sites in Jefferson County, and three in the south counties. In March there will be 23 sites serving over 1,000 people per month.

Ingrid reported that the Welcome Home Food program has started delivering food boxes, and participants are happy and thankful for the program.

LOCAL MEMBER REPORTING:

- Ginny reported that Coastal CAP has taken over the congregate nutrition site in Port Townsend and are starting with meals on Wednesday and Thursdays. Participants are happy to have meals provided again.
- Beth T. discussed a non-profit program called Happy Tuesday run by a local chef that provides meals to people who are homeless or close to it. The program is feeding 80-100 people hot meals now and wants to get up to 200. Michelle will follow-up with Beth regarding possible funding opportunities.
- Beth T. also reported that their senior center receives many donations of medical supplies and asked if there is somewhere they can donate it? Insulin needles in original packaging, ostomy supplies, c-pap supplies, etc. Michelle will follow-up with Beth regarding a needle exchange program in Aberdeen and a Medical Supply closet in Ocean Shores. Ginny will contact ECHHO, a non-profit medical supply closet in Port Townsend, to see if they can use any of the supplies.
- Susan reported that the Project Connect in January included the Assessor's office, which was very popular with attendees. Susan also stated that the Affordable Connectivity program is no longer adding people.
- Pam discussed the Call-In program in Ocean Shores provided through the North Beach Senior Resource Center. Currently the program is available Monday – Friday for people who are socially isolated or homebound. Participants call in to chat or leave a message each day; if a participant hasn't called in by noon, volunteers will try to contact them. If they cannot contact the participant, they will call for a wellness check. The program is very much appreciated by the participants, some of whom this may be their only contact.

STATE COUNCIL ON AGING:

SCOA Legislative Priorities and the draft minutes were sent to the council; Susan provided a brief report on the January meeting and was able to meet with Representatives at a conference in Ocean Shores.

MEETING ADJOURNED:

10:58 a.m. by Susan Conniry, Chair