

O3A COUNCIL OF GOVERNMENTS AGENDA

Meeting Date: Thursday, May 2, 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:
 - February 2024 Disbursements
 - April 4, 2024 draft meeting minutes

Laura Cepoi,
Executive Director

- Executive Director’s Report
 - State Federal Amendment #3

Corena Stern, CFO

- Revenue and Expense Report

Carol Ann Laase,
Admin Director

- Senior Farmers Market Nutrition Program

Nancy Gorshe
Pacific County

- Advisory Council Activity Report
 - March 19, 2024 AC minutes

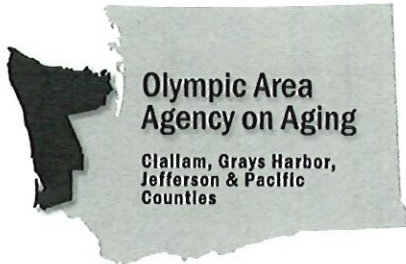
Randy Johnson, Chair
Clallam County

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

Motion to Approve
Enclosure 1 Pages 1
Enclosure 2 Pages 2-3
Enclosure 3 Pages 4-6
Enclosure 4 Page 7
Enclosure 5 Page 8-22
Enclosure 6 Page 23
Report
Enclosure 7 Pages 24-25
Announcement
Public Comment
Motion if needed
Adjourn

MEETING REMINDERS: The next Council of Governments meeting is **Thursday, June 6, 2024**, scheduled to take place via conference call/Zoom at 10:00 a.m. Please note there is **no July meeting** scheduled this year due to the Independence Day Holiday.

*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
 Port Townsend WA 98368
www.o3a.org

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

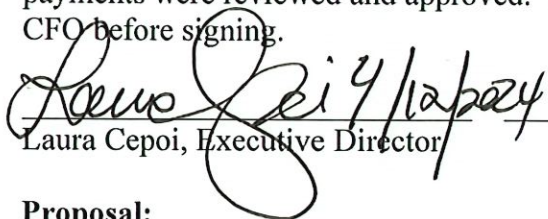
April 5, 2024

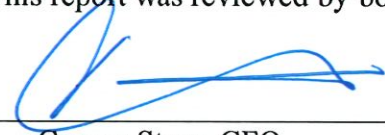
The following warrants/checks/electronic payments (EFT's) for the period February 1, 2024, through February 29, 2024, are presented to the COG for approval. Supporting Check and Payroll Registers are available for review.

			Total
<u>Warrants:</u>	Numbers: 7806968	Through: 7807147	\$509,455.09 (1)
	The first number 7 on the warrant list did not print		
<u>Payroll:</u>			
EFTs	Net Pay for 2/2024 payroll including taxes		\$392,515.17 (2)
<u>FSA Electronic Payments:</u>	Dates: 02/01/2024	Through: 02/29/2024	\$1,340.68
<u>ADP Payroll Fees:</u>	Dates: 02/1/2024	Through: 02/29/2024	\$1,187.99
Total			\$904,498.93

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

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


 Laura Cepoi, Executive Director


 Corena Stern, CFO


 Date

Proposal:

I recommend that the O3A COG approve payments for the month of February 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 February 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)

April 4, 2024

Via Zoom/Conference Call

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

COMMISSIONERS ABSENT: Jefferson County was not represented.

O3A STAFF ATTENDING: Laura Cepoi, Executive Director; Corena Stern, CFO; Michelle Busch, HR Specialist; Carol Ann Laase, Administrative Director.

ADVISORY COUNCIL MEMBERS: Eileen Svoboda, (Jefferson).

GUESTS/PUBLIC: None.

CALL TO ORDER: Randy Jonson, Chair, called the meeting to order at 10:20 a.m.

AGENDA APPROVAL: Motion: A motion to approve the agenda amended to reflect moving all motion items forward to accommodate remote attendance of Jill Warne required for a quorum. Motion by Lisa Olsen with a 2nd by Jill Warne. **Motion Passed.**

PUBLIC COMMENT: None.

APPROVAL OF CONSENT AGENDA ITEMS: Motion to approve the Consent Agenda items as presented was made by Lisa Olsen with a 2nd by Jill Warne. **Motion Passed.**

EMPLOYEE HANDBOOK UPDATE: *Carol Ann Laase*

Carol Ann reviewed the agency's Employee Handbook update presented for approval, noting that the majority of changes were the addition of policies issued since the current handbook was issued in 2019 (WA Paid Family and Medical Leave, remote work, change to PEBB benefits, etc.); updated travel policies; the transition to ADP which required adjustments to pay schedule, time reporting, and leave policies; and language clarification. After discussion, the following motion was made: **Motion:** The Olympic Area Agency on Aging Council of Governments approves the 2024 Employee Handbook update effective as of April 5, 2024. Motion by Lisa Olsen, with 2nd by Jill Warne. **Motion passed.**

DOH EQUITY GRANT AMENDMENT #4 CONTRACT APPROVAL: *Laura Cepoi*

Laura briefly reviewed the amendment which adds \$60,000 in funding to the Grays Harbor contract, noting funds can be utilized in the north counties per prior agreement as well. Funds will support the MAV project for supplies

and site expansion. **Motion:** The Olympic Area Agency on Aging Council of Governments approves Washington State Department of Health contract amendment #CB026652-04 for Grays Harbor County. Laura Cepoi is authorized to execute the amendment on behalf of the agency. Motion by Lisa Olsen with a 2nd by Jill Warne. **Motion Passed.**

With all action items addressed, Jill Warne left the meeting.

EXECUTIVE DIRECTOR'S REPORT: *Laura Cepoi*

- WA Cares: Laura noted that the that Initiative 2124 on the ballot for this November is the next challenge for WA Cares as the opt-out provision is expected to essentially bankrupt the program. Laura continues to serve on the Long-Term Services and Supports Trust Commission. O3A will be expanding outreach and developing plans to prepare the agency to support the significant anticipated increase in community service needs when WA Cares beneficiaries begin to seek access to services and programs in 2026.
- Laura thanked Carol Ann Laase and Michelle Busch for their heard work over the past year in developing and reviewing the Employee Handbook update.
- A review of the agency's various community outreach efforts showed a surprising number of events taking place. It is possible some clients may not realize that the programs they are participating in are under the O3A umbrella. As one means to improve branding, all staff have been provided the option to select an O3A branded apparel item (jacket, vest or polo shirt).
- The south counties participated in a two-day dementia training provided by O3A's Bri Buchanan. The north county event will be in mid-April. In addition, during a recent 7.01 planning meeting with the Quinault Nation there was a very productive conversation about the possibility of the agency providing Dementia training to tribal-social workers in addition to the other programs the would support individuals and their caregivers. We are very excited about the possibility of offering dementia training to tribal nations across the state and very much appreciate the offer of the Quinault Nation to potentially serve as host.

FISCAL REPORT: *Corena Stern, CFO*

Corena reviewed the 2023 year-end report and budget update. The agency ended 2023 with a YTD operating surplus of \$1,112,300 for Title XIX restricted funds and a YTD surplus of \$279,819 for MTD MAC-TSOA restricted funds. The restricted fund balance as of December 31, 2024 is \$4,821,565, and the restricted MTD MAC-TSOA fund balance is \$968,340. Local fund balance is \$491,643 as of the end of December including YTD interest income of \$166,301.

ADVISORY COUNCIL (AC) REPORT: *Eileen Svoboda*

Eileen reported the recommended appoint of Jeanette Siburg for Jefferson County, and the resignation of Jeanine Grey in Pacific. Allocations committee members are helping with the Senior Farmers Market Nutrition Program scoring for north county services in 2024. Pam Tuttle noted the Ocean Shores resource center is open 5 days a week now.

COG MEMBER ANNOUNCEMENTS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: The meeting was adjourned by consensus at 10:58 a.m.



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

DIRECTOR'S REPORT TO O3A COUNCIL OF GOVERNMENTS (COG) – April 26, 2024

WA Cares:

As a member of the LTSS Commission I participate on multiple workgroups to address program criteria and application. First draft of rules will be released in late summer to address assessment/eligibility, rights and responsibilities, application process and providers. Currently I am attending the minimum provider qualifications group and the maximum provider payment group, providing input on behalf of AAA's as well as providing input that is relevant to providing services in rural areas.

All AAA's in the state have received outreach funding to prepare beneficiaries for this benefit. We are in the next phase of preparation and will be receiving funding to expand our provider network to meet the anticipated growth in need and especially will be looking to expand contracts for environmental modifications (ramps, bathroom access, lifts, grab bars).

Locally we are preparing by advancing our transition from Area Agency on Aging (AAA) and expanding our scope as a Aging and Disability Resource Center (ADRC)- we are one of the last holdouts operating as a AAA and our sister agencies have already transitioned to the ADRC model. This is more than a name change as it will officially expand our scope to offer resources and support to people with disabilities. We currently meet many of the criteria to operate as an ADRC and will need to apply for this recognition from the state. This will mainly impact our Information and Assistance staff who will be expected to offer a fuller range of resources to meet needs of those seeking resources because of disability, mental health, or substance abuse. We find this a necessary step to prepare our staff to provide counselling and resources to WA Cares beneficiaries who will be seeking our assistance as working aged adults.

Agency Administration:

AL TSA staff completed a thorough review of our 2024 Area Plan Budget, the 2024-2027 Area Plan Narrative, and 2024 cost allocation plan and approved all with no revisions required.

Staffing Updates:

1. We have reviewed the staff allocation plan and organizational structure with the exit of our Nursing Services Manager and have determined that it would be a reasonable plan for FCSP, MAC/TSOA, KCSP, and Health Homes programs under the guidance of the same regional manager to ensure consistency in program service delivery, staff training, and program data collection/reporting. These programs focus on direct client services outside of case management and have similar service delivery goals of reducing Medicaid/state cost burden, reducing for each client the impacts of medical/economic circumstances, and improving individual client health outcomes while

maximizing client choice. All programs require a varying level of outreach for both clients and service providers.

During the 5 months of the nursing services manager absence, the current FCSP Supervisor, Renee Iverson, successfully added the Health Homes program to her existing program portfolios- MAC TSOA, FCSP and Kinship. Now that Renee has a track record of working with the programs and understands how all these programs can be coordinated for client services. She will now be working within the scope of a new Client Services Manager position beginning May 1, 2024.

2. A Contract Specialist was hired and will begin work in the Port Townsend office on May 1, 2024.
3. We are in the interview process for a Case Manager (growth) position in the Aberdeen office, Care Coordinator and Family Caregiving/Dementia Specialist in the Port Townsend office. We continue to seek a payroll specialist for the fiscal team.

Health Homes:

Staff met to discuss Health Home Leads function at this agency across all programs. We identified challenges to successful management of this program and determined that we needed to codify these issues in a letter to the WA Health Care Authority, the administrating agency. We identified the following issues: Data/tech infrastructure, reimbursement/payment/sustainability, training/capacity building, funding resources do not meet geographic need- poor ROI. We were able to identify that we were meeting 30% of the population need for this service, in line with other agencies, but different economies of scale.

Dementia Program:

The all-staff Dementia training was also extended to APS staff and the Mental Health Navigator with the Jefferson County Sheriff's department in our northern region this month. The agency will be offering 7 free public workshops on "Dealing with Dementia", the first one is scheduled for May 30th in the Sequim office and provides caregivers with tools and resources to manage their loved ones behavior.

"Old Friends Club" is a new site-based program located at HALA in Aberdeen, this program is a day activity program for people with dementia, the program will be marketed for private pay individuals

The Port Townsend Memory Café has a new location/partnership with Reveille Café- Fort Worden beginning June 3, 2024. Fort Worden staff have requested that all park staff be trained in Dementia and Bri will be offering training on two days to meet this need. Bri has been working with the chief medical officers of North Olympic Healthcare network and the Jamestown Family Health Clinic to set-up up virtual training sessions for primary care and early diagnosis expertise in our area through a program with UW.

Contracts:

State of Washinton, Insurance Commissioner: additional contract for the SHIBA program to conduct consumer education and outreach specific to Hoh, Makah, Chinook, Lower Elwha Kallam, Quileute, Quinault, and Shoalwater Bay. Scope of work includes quarterly meetings and reaching Tribal members that may be eligible for Medicare Part D, low-income subsidy (LIS), and the Medicare savings program (MSP). The period for this contract is 4/1/24- 9/30/24 for an amount of \$30,000.

Grays Harbor Foundation: O3A received a \$25,000 award from the Grays Harbor Foundation, funds from this grant are used towards senior emergencies and makes a tremendous difference for older adults.

Respectfully submitted,

Laura Cepoi, Executive Director



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
Home and Community Services Division
PO Box 45600, Olympia, WA 98504-5600

April 19, 2024

Olympic Area Agency on Aging
2200 West Sims Way
Unit 100
Port Townsend, WA 98368

Dear Laura Cepoi, Director:

In preparation for issuing the full funding amendments for the 2024 Older Americans Act (OAA) contract, AL TSA staff completed a thorough review of the 2024 Area Plan Budget, 2024-2027 Area Plan narrative and 7.01 Plan submitted by your agency. We appreciate the work of you and your staff in creating your very thorough and well executed four-year narrative area plan. Your 2024 Area Plan Budget, 2024-2027 Area Plan Narrative and 7.01 plan are approved.

In addition, we have received your 2024 cost allocation plan, and it has been approved. The 2024 fiscal cost allocation plan approval letter will be distributed in a separate document.

If you have additional questions, please contact Lexie Bartunek via e-mail at Lexie.Bartunek@dshs.wa.gov.

Sincerely,

Susan Engels, Office Chief
State Unit on Aging

Transforming Lives

Enclosures

cc: Amie Weeks
Aime Fink
Lexie Bartunek



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www.o3a.org

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

DATE: August 31, 2023
TO: O3A Council of Governments
FROM: Laura Cepoi, Executive Director
SUBJECT: Approval of 2023-2024 State/Federal contract
DSHS Contract #2369-49980, Amendment No. 3

Background

The State/Federal contract provides funding for programs that include the Title XIX Care Management program; Senior Citizens Services Act used to support Information & Assistance as well as programs such as medication management and disease prevention activities, Senior Emergency Fund assistance to low-income persons; and the State Family Caregiver Program. This year the contract includes additional funding for the new WA Cares Outreach and Care Transitions projects. The contract has a performance period of July 1, 2023 to June 30, 2024. Amendment No. 3 presented for approval provides a net decrease in funding of (\$136,779) representing a small increase for SFMNP of \$5,918, and decreases of unutilized ARP SFMNP (\$2,697), (\$5,000) Kinship Caregiver Support, (\$20,000) Kinship Navigator, and (\$115,000) Care Transitions. The decreased funding was identified in advance by O3A as funding we would not be in a position to utilize by June 30, 2024 and will be reallocated. The maximum consideration under the contract decreased to \$7,370,013.

Recommendation:

I recommend that the COG approve the 2023-2024 State/Federal contract, DSHS Contract #2369-49980, Amendment No. 3.

PROPOSED MOTION:

The Olympic Area Agency on Aging Council of Governments (COG) approves DSHS Contract #2369-49980, Amendment No. 3 to the State/Federal contract, with a performance period of July 1, 2023 to June 30, 2024. Laura Cepoi, Executive Director, is authorized to execute the contract amendment on behalf of the agency.



Olympic Area Agency on Aging

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 Port Townsend, WA 98368
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DATE: April 25, 2024
TO: O3A Council of Governments
FROM: Corena Stern, CFO
SUBJECT: O3A January 2024 Operating Results

Following this memo is O3A’s Revenue and Expense Summary through January 2024. The Agency had an overall YTD operating surplus of \$85,539 for Title XIX funds and a YTD surplus of \$17,099 for MTD MACTSOA restricted funds.

Local fund balance stands at \$499,422 at the end of January which includes YTD interest of \$15,597

General and Case Management fund balance is \$4,923,519 as of 01/31/24.

The **MTD MAC/TSOA** program has a fund balance of \$985,439.

	CSCM & CM Title XIX	MTD MacTsoa	Local Funds/Other	DSHS Advance	Total
Prelim Fund Balance 12/31/23	4,837,580	968,340	483,825	1,355,345	7,645,090
Surplus (Deficit) through Jan 2024	109,333	17,099	15,597	-	142,029
Used for underfunded programs	(23,395)	-	-	-	(23,395)
Fund Balance 01/31/2024	4,923,519	985,439	499,422	1,355,345	7,763,725

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:

Core Svs Contract Mgmt (CSCM)	(5,657)
Core Case Management (CM)	115,025
Other / Admin	(0)
Fund Use	(35)
Home Care Referral Registry (HCRR)	-
Health Homes CCO	(4,140)
Health Homes Lead	(19,254)
Total	85,939

Narrative Overview –

Overall, the agency ended January ahead \$19,530 of budgeted **Revenue** projections - \$1,008,768 against \$989,239 for the month of January.

Case management revenues ran very close to budget – within 13k, slightly over due to caregiver training reimbursements.

MTD TSOA revenues are slightly over projections – 11k. Due to the contract change for milestones, the agency is projected to come in under budgeted revenues this year. It is too early to tell, but if January is an indication, then the revenue will likely come in 50k less than budget – which was based on the old contract formula.

Ombudsman program revenues were larger for January than anticipated to match expenses. This means that the program will use agency reserves sooner as funding gets used quicker to meet expenses.

Both Health Homes CCO and Health Homes Lead are under projected revenues for January. Health Homes lead was under revenue budget by \$9,948- the net deficit for January was \$19k.

The agency **Expenditures** came in under amended estimates by \$56,405. YTD Salaries and Benefits were under budget by (90k), which were offset by increased expenditures in subcontractor payments and the expenditures of

two relatively new programs, Kinship Navigator and Dementia Catalyst. The largest difference for Payroll & Benefits Budget vs Actual comes from the Case Management department (44k) under budget.

Overall, the agency has exceeded fund balance surplus projections by \$75,934 for January 2024 and has increased fund balance by \$118,634 which includes \$15,597 in YTD interest.

Case Management surplus was \$115,025 at the end of January 2024, Budget was \$51,348.

Admin- Expenditures were under budget for January overall by 10k, mostly due to Payroll and Benefits being under with temporarily reduced staffing in Fiscal.

IT – YTD Overall Under Budget 9K, primarily in Technology purchases and Payroll

PCM – Slightly over budget (13K) in Expenditures partly due to subcontractor payments, which is likely a timing difference.

Information & Assistance – Payroll slightly higher due to MAV program work, but overall within expenditure budget.

MTD-MacTSOA – Expenditures slightly under budget, mostly in Payroll and Benefits.

FCSP/KCSP – Operating expenses are slightly under budget, mostly in Payroll and Benefits. Direct Services were over budget in Respite and Supplemental services, (there is plenty of funding for this).

Ombuds – Expenses were on target

Health Homes CCO ended January with a (4k) deficit. Revenues came in 3k under budget and expenditures came in 5k under budget.

Health Homes Lead deficit was (19)k. Revenues were under by 10k and expenditures over due to annual software purchase.

Other items of note –

- **The original 2024 budget memo had a typo in regards to the amount of Revenues for 2024. The attached budget had the correct dollar amount, but the narrative attached listed the wrong 2024 Revenue.**

In the memo the total Revenue dollars for 2024 were listed as \$12,255,794, but the attached budget worksheet had \$12,236,028.

\$12,236,028 listed in the worksheet is the correct Budgeted Revenue number for 2024.

- 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, as of 01/31/24 - 424K, which includes Admin and the contract amendment received in April. 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, which are almost spent out at the end of January.

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 January 2024, there was still slightly over 607k in FED ARP (Includes Admin) 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	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	2024 Budget	Remaining Budget
FUNDING									
Older Americans Act	182,164	152,233	29,932		182,164	152,233	29,932	1,773,695	1,621,462
State/Federal	532,503	575,063	(42,561)		532,503	575,063	(42,561)	7,004,451	6,429,388
MTD Mac/Tsoa	69,552	58,500	11,052		69,552	58,500	11,052	894,496	835,996
Other ALTSA/KINSHIP NAV	16,059	45,341	(29,283)		16,059	45,341	(29,283)	544,094	498,753
Dementia Catalyst	10,606	-	-		10,606	-	10,606	-	-
Multi Service Center	21,514	-	21,514		21,514	-	21,514	93,281	93,281
Health Homes	45,892	58,845	(12,953)		45,892	58,845	(12,953)	734,935	676,090
Other (COVID,SHIBA, SFM, CGT, Sr E	130,479	99,256	31,223		130,479	99,256	31,223	1,191,076	1,091,819
Total Funding	1,008,768	989,239	8,923		1,008,768	989,239	19,530	12,236,028	11,246,789
OPERATING EXPENDITURES									
Salaries & Wages	402,747	476,292	73,544		402,747	476,292	73,544	5,768,875	5,292,584
Benefits	132,209	149,193	16,984		132,209	149,193	16,984	1,850,976	1,701,782
Training	723	206	(517)		723	206	(517)	6,135	5,929
Office & Program Supplies	5,316	8,049	2,733		5,316	8,049	2,733	96,584	88,535
Technology Equip & Supplies	7,832	6,042	(1,791)		7,832	6,042	(1,791)	72,500	66,458
Admin Allocation	84,962	95,857	10,895		84,962	95,857	10,895	1,243,520	1,147,663
IT Allocation	32,739	41,700	8,961		32,739	41,700	8,961	505,185	463,485
Professional Services	9,480	4,515	(4,965)		9,480	4,515	(4,965)	122,061	117,546
Communications-Phone & Postage	8,689	8,487	(203)		8,689	8,487	(203)	102,742	94,255
Travel	8,947	15,253	6,306		8,947	15,253	6,306	186,039	170,786
Advertising	1,248	3,592	2,344		1,248	3,592	2,344	31,100	27,508
Rentals	23,594	23,829	235		23,594	23,829	235	291,948	268,119
Insurance	5,280	5,961	681		5,280	5,961	681	71,535	65,574
Utilities	2,108	2,215	107		2,108	2,215	107	26,953	24,738
Maintenance & Repair	4,268	2,626	(1,642)		4,268	2,626	(1,642)	24,311	21,685
Miscellaneous/KIN NAV	11,811	833	(10,977)		11,811	833	(10,977)	10,000	9,167
Total Operating Expenditures	741,953	844,648	102,695		741,953	844,648	102,695	10,410,464	9,565,815
SUBCONTRACTOR EXPENDITURES									
Legal Assistance	7,598	6,509	(1,089)		7,598	6,509	(1,089)	78,112	71,603
Transportation	8,459	6,500	(1,959)		8,459	6,500	(1,959)	78,000	71,500
Congregate Meals (C1)	35,430	23,444	(11,986)		35,430	23,444	(11,986)	281,322	257,879
DEMENCIA CATALYST/Nutrition Educatio	9,580	-	(9,580)		9,580	-	(9,580)	-	-
Home Delivered Meals (C2)	43,739	40,934	(2,805)		43,739	40,934	(2,805)	491,213	450,279
Home Delivered Meals (State Expansion)	11,275	15,315	4,040		11,275	15,315	4,040	183,780	168,465
Senior Farmer's Market	-	-	-		-	-	-	125,450	125,450
Professional Consulting Services	390	2,519	2,129		390	2,519	2,129	30,230	27,711
Home Repair & Sr. Emergency Fund	2,493	3,083	590		2,493	3,083	590	37,000	33,917
Senior Drug Education	-	-	-		-	-	-	-	-
Kinship Care Service Delivery	-	-	-		-	-	-	-	-
Kinship Good & Services	3,854	2,900	(955)		3,854	2,900	(955)	34,796	31,896
Respite Services	34,229	30,605	(3,624)		34,229	30,605	(3,624)	367,264	336,659
Supplemental Services	4,168	2,096	(2,073)		4,168	2,096	(2,073)	25,146	23,051
Services to Grandparents	2,041	3,946	1,905		2,041	3,946	1,905	47,347	43,401
Other Payments	118,221	117,693	1,104	Hunger Relief	118,221	117,693	(528)	1,419,972	1,302,279
Total Subcontractor Expenditures	281,479	255,544	(24,303)		281,479	255,544	(25,935)	3,199,632	2,944,088
ADMIN & IT ALLOCATION ADD BACK	(117,701)	(138,056)	(20,355)		(117,701)	(138,056)	(20,355)	(1,720,369)	(1,582,312)
Total Expenditures	905,731	962,136	58,037		905,731	962,136	56,405	11,889,727	10,927,591
Operating FUND SURPLUS (DEFICIT)	103,038	27,103	66,960		103,038	27,103	75,934	346,301	319,198

Description	Jan - Actual	Jan - Budget	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
OPERATING EXPENDITURES							
Salaries & Wages	48,149	60,698		48,149	60,698	12,549	737,216
Benefits	15,435	18,711		15,435	18,711	3,275	226,598
Training	-	-		-	-	-	3,100
Office & Program Supplies	962	1,000		962	1,000	38	12,000
Technology Equip & Supplies	-	-		-	-	-	-
Admin Allocation	-	-		-	-	-	-
IT Allocation	3,339	4,296		3,339	4,296	957	52,049
Professional Services	9,052	2,100		9,052	2,100	(6,952)	90,485
Communications-Phone & Postage	2,152	583		2,152	583	(1,568)	7,000
Travel	131	1,000		131	1,000	869	12,000
Advertising	627	2,000		627	2,000	1,373	10,000
Rentals	3,636	3,590		3,636	3,590	(45)	43,085
Insurance	537	575		537	575	38	6,898
Utilities	628	400		628	400	(228)	5,000
Maintenance & Repair	314	1,000		314	1,000	686	4,800
Miscellaneous	-	-		-	-	-	-
Total Operating Expenditures	84,962	95,954		84,962	95,954	10,992	1,210,231
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	(84,962)	(95,954)		(84,962)	(95,954)	(10,992)	(1,210,231)
Total Expenditures	0	-		0	-	(0)	-
Revenues Over (Under) Expended	(0)	-		(0)	-	0	-

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Explanations	Approved 2024 Budget
OPERATING EXPENDITURES									
Salaries & Wages	22,835	25,733	2,898		22,835	25,733	2,898		311,977
Benefits	7,767	8,824	1,056		7,767	8,824	1,056		106,435
Training	-	-	-		-	-	-		-
Office & Program Supplies	217	500	283		217	500	283		6,000
Technology Equip & Supplies	159	4,042	3,883		159	4,042	3,883		48,500
Admin Allocation	-	-	-		-	-	-		-
IT Allocation	-	-	-		-	-	-		-
Professional Services	-	333	333		-	333	333		4,000
Communications-Phone & Postage	318	500	182		318	500	182		6,000
Travel	36	833	797		36	833	797		10,000
Advertising	-	-	-		-	-	-		1,000
Rentals	974	970	(4)		974	970	(4)		11,640
Insurance	306	328	22		306	328	22		3,936
Utilities	2	-	(2)		2	-	(2)		175
Maintenance & Repair	125	40	(85)		125	40	(85)		475
Miscellaneous	-	-	-		-	-	-		-
Total Operating Expenditures	32,739	42,103	9,364		32,739	42,103	9,364		510,138
SUBCONTRACTOR EXPENDITURES									
Legal Assistance	-	-	-		-	-	-		-
Transportation	-	-	-		-	-	-		-
Congregate Meals (C1)	-	-	-		-	-	-		-
Nutrition Education	-	-	-		-	-	-		-
Home Delivered Meals (C2)	-	-	-		-	-	-		-
Home Delivered Meals (State Expansion)	-	-	-		-	-	-		-
Senior Farmer's Market	-	-	-		-	-	-		-
Professional Consulting Services	-	-	-		-	-	-		-
Home Repair & Sr. Emergency Fund	-	-	-		-	-	-		-
Senior Drug Education	-	-	-		-	-	-		-
Kinship Care Service Delivery	-	-	-		-	-	-		-
Kinship Good & Services	-	-	-		-	-	-		-
Respite Services	-	-	-		-	-	-		-
Supplemental Services	-	-	-		-	-	-		-
Services to Grandparents	-	-	-		-	-	-		-
Other Payments	-	-	-		-	-	-		-
Total Subcontractor Expenditures	-	-	-		-	-	-		-
IT ALLOCATION ADD BACK	(32,739)	(42,103)	(9,364)		(32,739)	(42,103)	(9,364)		(510,138)
Total Expenditures	-	-	-		-	-	-		-
Revenues Over/(Under) Expend.	-	-	-		-	-	-		-

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act	114,907	98,252	16,656		114,907	98,252	16,656	1,179,023
State/Federal	41,457	66,199	(24,742)		41,457	66,199	(24,742)	794,383
MTD Mac/Tsoa		-			-	-	-	0
Other AL TSA/KINSHIP NAV	12,992	30,938	(17,946)		12,992	30,938	(17,946)	371,250
Dementia Catalyst	10,606	-			10,606	-	10,606	0
Multi Service Center		-			-	-	-	0
Health Homes		-			-	-	-	0
SFMNP/OCH/HungerRel/ARP/WACares	75,673	68,063	7,611	ARP / DOH	75,673	68,063	7,611	816,750
Total Funding	255,636	263,451	(18,421)		255,636	263,451	(7,815)	3,161,406
OPERATING EXPENDITURES								
Salaries & Wages	20,139	38,227	18,088		20,139	38,227	18,088	461,942
Benefits	6,272	8,770	2,498		6,272	8,770	2,498	156,639
Training	-	150	150		-	150	150	1,800
Office & Program Supplies	93	510	417		93	510	417	6,120
Technology Equip & Supplies		-			-	-	-	0
Admin Allocation	32,304	25,881	(6,423)		32,304	25,881	(6,423)	335,902
IT Allocation	2,783	3,580	797		2,783	3,580	797	43,374
Professional Services	190	140	(50)		190	140	(50)	1,676
Communications-Phone & Postage	753	443	(310)		753	443	(310)	5,311
Travel	598	1,920	1,322		598	1,920	1,322	23,039
Advertising	71	667	596		71	667	596	8,000
Rentals	1,391	1,376	(15)		1,391	1,376	(15)	19,515
Insurance	159	479	320		159	479	320	5,748
Utilities	448	250	(198)		448	250	(198)	3,000
Maintenance & Repair	194	125	(69)		194	125	(69)	1,500
Miscellaneous/KIN NAV program	11,811	-	(11,811)		11,811	-	(11,811)	0
Total Operating Expenditures	77,205	82,517	5,312		77,205	82,517	5,312	1,073,566
SUBCONTRACTOR EXPENDITURES								
Legal Assistance	7,598	6,509	(1,089)		7,598	6,509	(1,089)	78,112
Transportation	8,459	6,500	(1,959)		8,459	6,500	(1,959)	78,000
Congregate Meals (C1)	35,430	23,444	(11,986)		35,430	23,444	(11,986)	281,322
Dementia Catalyst/ Nut Educ	9,580	-	(9,580)		9,580	-	(9,580)	0
Home Delivered Meals (C2)	43,739	40,934	(2,805)		43,739	40,934	(2,805)	491,213
Home Delivered Meals (State Expansion)	11,275	15,315	4,040		11,275	15,315	4,040	183,780
Senior Farmer's Market	-	-	-		-	-	-	125,450
Prof Consulting Services (Disease Prev)	390	2,519	2,129		390	2,519	2,129	30,230
Home Repair & Sr. Emergency Fund	-	-	-		-	-	-	0
Senior Drug Education	-	-	-		-	-	-	0
Kinship Care Service Delivery	-	-	-		-	-	-	0
Kinship Good & Services	-	-	-		-	-	-	0
Respite Services	-	-	-		-	-	-	0
Supplemental Services	-	-	-		-	-	-	0
Services to Grandparents	-	-	-		-	-	-	0
ARP / Hunger Relief/State SN/doh/WACares	67,616	70,468	2,852	COVID Emergency meals/transp/vaccine	67,616	70,468	2,852	845,612
Total Subcontractor Expenditures	184,088	165,689	(18,399)		184,088	165,689	(18,399)	2,113,719
IT ALLOCATION ADD BACK								
Total Expenditures	261,293	248,206	(13,087)		261,293	248,206	(13,087)	3,187,285
Revenues Over/(Under) Expend.	(5,657)	15,244	(31,508)		(5,657)	15,244	(20,901)	(25,879)

Olympic Area Agency on Aging
 Jan24_Rev_Exp_Sum_Analysis
 Case Mgmt & Nursing

	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget	Remaining Budget	Variance / Remaining Months	Comments
FUNDING											
Older Americans Act											
State/Federal	410,584	406,939	3,645		410,584	406,939	3,645	4,959,458	4,552,519	505,835	
MTD Mac/Tsoa											
Other ALTSA											
HCRR											
Multi Service Center											
Health Homes											
Other (CGT - Caregiver Training)	24,003	14,000	10,003	FCSP and KCSP	24,003	14,000	10,003	168,000	154,000		
Total Funding	434,586	420,939	13,647		434,586	420,939	13,647	5,127,458	4,706,519	505,835	
OPERATING EXPENDITURES											
Salaries & Wages	172,513	205,877	33,365		172,513	205,877	33,365	2,492,513	2,286,636	254,071	
Benefits	56,517	67,614	11,097		56,517	67,614	11,097	815,188	747,574	83,064	
Training	138	-	(138)		138	-	(138)	315	315	35	
Office & Program Supplies	1,802	2,917	1,114		1,802	2,917	1,114	35,000	32,083	3,565	
Technology Equip & Supplies	-	-	-		-	-	-	-	-	-	
Admin Allocation	28,699	36,426	7,726		28,699	36,426	7,726	454,776	418,350		
IT Allocation	15,427	19,826	4,399		15,427	19,826	4,399	240,189	220,363	24,485	
Professional Services	1	833	833		1	833	833	10,000	9,167	1,019	
Communications-Phone & Postage	2,868	2,917	48		2,868	2,917	48	35,000	32,083	3,565	
Travel	4,699	5,000	301		4,699	5,000	301	60,000	55,000	6,111	
Advertising	-	167	167		-	167	167	2,000	1,833	204	
Rentals	9,145	9,113	(32)		9,145	9,113	(32)	112,364	103,251	11,472	
Insurance	2,479	2,653	174		2,479	2,653	174	31,831	29,179	3,242	
Utilities	572	750	178		572	750	178	9,000	8,250	917	
Maintenance & Repair	1,843	667	(1,176)		1,843	667	(1,176)	8,000	7,333	815	
Miscellaneous	-	833	833		-	833	833	10,000	9,167	1,019	
Total Operating Expenditures	296,701	355,591	58,890		296,701	355,591	58,890	4,316,176	3,960,585	393,582	
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	22,860	14,000	(8,860)		22,860	14,000	(8,860)	168,000	154,000	17,111	
Total Subcontractor Expenditures	22,860	14,000	(8,860)		22,860	14,000	(8,860)	168,000	154,000	17,111	
IT ALLOCATION ADD BACK											
Total Expenditures	319,561	369,591	50,030		319,561	369,591	50,030	4,484,176	4,114,585	410,693	
Revenues Over/(Under) Expend.	115,025	51,348	63,678		115,025	51,348	63,678	643,282	591,934	95,143	

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act	60,949	29,075	31,874		60,949	29,075	31,874	348,902
State/Federal	13,868	41,269	(27,400)		13,868	41,269	(27,400)	495,225
MTD Mac/Tsoa		-	-		-	-	-	-
Other AL TSA (MIPPA)	3,067	14,404	(11,337)		3,067	14,404	(11,337)	172,844
HCRR		-	-		-	-	-	-
Multi Service Center		-	-		-	-	-	-
Health Homes		-	-		-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, ARP)	26,291	10,853	15,438		26,291	10,853	15,438	130,233
Total Funding	104,175	95,600	8,575		104,175	95,600	8,575	1,147,204
OPERATING EXPENDITURES								
Salaries & Wages	60,358	56,261	(4,097)		60,358	56,261	(4,097)	680,709
Benefits	20,338	16,350	(3,988)		20,338	16,350	(3,988)	197,167
Training	585	-	(585)		585	-	(585)	-
Office & Program Supplies	1,315	1,652	337		1,315	1,652	337	19,825
Technology Equip & Supplies	-	-	-		-	-	-	-
Admin Allocation	3,582	10,544	6,963		3,582	10,544	6,963	128,977
IT Allocation	4,525	5,820	1,295		4,525	5,820	1,295	70,518
Professional Services	-	292	292		-	292	292	3,500
Communications-Phone & Postage	1,350	2,083	734		1,350	2,083	734	25,000
Travel	980	1,667	687		980	1,667	687	20,000
Advertising	550	-	(550)		550	-	(550)	5,000
Rentals	3,964	4,400	436		3,964	4,400	436	52,804
Insurance	727	779	51		727	779	51	9,344
Utilities	306	398	92		306	398	92	4,778
Maintenance & Repair	1,057	323	(734)		1,057	323	(734)	3,876
Miscellaneous	-	-	-		-	-	-	-
Total Operating Expenditures	99,636	100,569	933		99,636	100,569	933	1,221,499
SUBCONTRACTOR EXPENDITURES								
Legal Assistance					-	-	-	-
Transportation					-	-	-	-
Congregate Meals (C1)					-	-	-	-
Nutrition Education					-	-	-	-
Home Delivered Meals (C2)					-	-	-	-
Home Delivered Meals (State Expansion)					-	-	-	-
Senior Farmer's Market					-	-	-	-
Professional Consulting Services		-	-		-	-	-	-
Home Repair & Sr. Emergency Fund	2,493	3,083	590		2,493	3,083	590	37,000
Senior Drug Education					-	-	-	-
Kinship Care Service Delivery					-	-	-	-
Kinship Good & Services					-	-	-	-
Respite Services					-	-	-	-
Supplemental Services					-	-	-	-
Services to Grandparents					-	-	-	-
Other Payments/Care Trans.	1,632				1,632		(1,632)	-
Total Subcontractor Expenditures	4,125	3,083	590		4,125	3,083	(1,042)	37,000
IT ALLOCATION ADD BACK								
Total Expenditures	103,761	103,652	1,523		103,761	103,652	(109)	1,258,499
Revenues Over/(Under) Expend.	414	(8,051)	10,097		414	(8,051)	8,465	(111,295)

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act		-	-		-	-	-	-
State/Federal		-	-		-	-	-	-
MTD Mac/Tsoa	69,552	58,500	11,052		69,552	58,500	11,052	894,496
Other ALTSA		-	-		-	-	-	-
HCRR		-	-		-	-	-	-
Multi Service Center		-	-		-	-	-	-
Health Homes		-	-		-	-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		-	-		-	-	-	-
Total Funding	69,552	58,500	11,052		69,552	58,500	11,052	894,496
OPERATING EXPENDITURES								
Salaries & Wages	31,878	36,626	4,748		31,878	36,626	4,748	444,396
Benefits	10,582	12,253	1,671		10,582	12,253	1,671	147,888
Training	-	-	-		-	-	-	-
Office & Program Supplies	181	292	110		181	292	110	3,500
Technology Equip & Supplies		-	-		-	-	-	-
Admin Allocation	4,499	5,751	1,252		4,499	5,751	1,252	72,608
IT Allocation	2,685	3,454	770		2,685	3,454	770	41,852
Professional Services	-	-	-		-	-	-	-
Communications-Phone & Postage	399	583	185		399	583	185	7,000
Travel	768	1,542	773		768	1,542	773	18,500
Advertising	-	-	-		-	-	-	1,500
Rentals	738	732	(6)		738	732	(6)	8,790
Insurance	432	462	31		432	462	31	5,546
Utilities	61	83	22		61	83	22	1,000
Maintenance & Repair	231	142	(89)		231	142	(89)	1,700
Outreach		-	-		-	-	-	-
								-
Total Operating Expenditures	52,453	61,921	9,469		52,453	61,921	9,469	754,280
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	52,453	61,921	9,469		52,453	61,921	9,469	754,280
Revenues Over/(Under) Expend.	17,099	(3,421)	20,520		17,099	(3,421)	20,520	140,216

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act	6,308	17,406	(11,097)		6,308	17,406	(11,097)	208,869
State/Federal	66,594	60,657	5,937		66,594	60,657	5,937	727,885
MTD Mac/Tsoa		-	-		-	-	-	-
Other ALTSA		-	-		-	-	-	-
HCRR		-	-		-	-	-	-
Multi Service Center		-	-		-	-	-	-
Health Homes		-	-		-	-	-	-
Other (AWHI & CGT Non-Core)	4,512	4,674	(163)		4,512	4,674	(163)	56,093
Total Funding	77,414	82,737	(5,323)		77,414	82,737	(5,323)	992,847
OPERATING EXPENDITURES								
Salaries & Wages	12,953	16,807	3,853		12,953	16,807	3,853	203,411
Benefits	4,071	5,040	969		4,071	5,040	969	60,784
Training	-	56	56		-	56	56	670
Office & Program Supplies	509	745	235		509	745	235	8,939
Technology Equip & Supplies	-	-	-		-	-	-	-
Admin Allocation	7,095	7,669	573		7,095	7,669	573	96,811
IT Allocation	1,277	1,644	367		1,277	1,644	367	19,917
Professional Services	-	417	417		-	417	417	5,000
Communications-Phone & Postage	418	611	193		418	611	193	7,331
Travel	190	792	602		190	792	602	9,500
Advertising	-	208	208		-	208	208	2,500
Rentals	1,919	1,992	73		1,919	1,992	73	23,901
Insurance	205	220	14		205	220	14	2,640
Utilities	77	225	148		77	225	148	2,700
Maintenance & Repair	344	217	(127)		344	217	(127)	2,600
Miscellaneous	-	-	-		-	-	-	-
Total Operating Expenditures	29,058	36,641	7,583		29,058	36,641	7,583	446,703
SUBCONTRACTOR EXPENDITURES								
Legal Assistance		-	-		-	-	-	-
Transportation		-	-		-	-	-	-
Congregate Meals (C1)		-	-		-	-	-	-
Nutrition Education		-	-		-	-	-	-
Home Delivered Meals (C2)		-	-		-	-	-	-
Home Delivered Meals (State Expansion)		-	-		-	-	-	-
Senior Farmer's Aprket		-	-		-	-	-	-
Professional Consulting Services		-	-		-	-	-	-
Home Repair & Sr. Emergency Fund		-	-		-	-	-	-
Senior Drug Education		-	-		-	-	-	-
Kinship Care Service Delivery		-	-		-	-	-	-
Kinship Good & Services	3,854	2,900	(955)		3,854	2,900	(955)	34,796
Respite Services	34,229	30,605	(3,624)		34,229	30,605	(3,624)	367,264
Supplemental Services	4,168	2,096	(2,073)		4,168	2,096	(2,073)	25,146
Services to Grandparents	2,041	3,946	1,905		2,041	3,946	1,905	47,347
AWHI & CGT Non-Core	4,512	3,946	(566)		4,512	3,946	(566)	55,000
Total Subcontractor Expenditures	48,804	43,492	(5,313)		48,804	43,492	(5,313)	529,553
IT ALLOCATION ADD BACK								
Total Expenditures	77,863	80,133	2,270		77,863	80,133	2,270	976,256
Revenues Over/(Under) Expend.	(449)	2,604	(3,053)		(449)	2,604	(3,053)	16,591

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act		7,500	(7,500)			7,500	(7,500)	36,901
State/Federal		-	-			-	-	27,500
MTD Mac/Tsoa		-	-			-	-	-
Other ALTSA		-	-			-	-	-
HCRR		-	-			-	-	-
Multi Service Center	21,514	-	21,514		21,514	-	21,514	93,281
Health Homes		-	-			-	-	-
Other (SHIBA, SFM, CGT, Sr Emerg, Misc)		1,667	(1,667)			1,667	(1,667)	20,000
Total Funding	21,514	9,167	12,347		21,514	9,167	12,347	177,682
OPERATING EXPENDITURES								
Salaries & Wages	12,657	11,925	(733)		12,657	11,925	(733)	145,017
Benefits	4,242	3,243	(1,000)		4,242	3,243	(1,000)	39,249
Training	-	-	-		-	-	-	250
Office & Program Supplies	61	83	22		61	83	22	1,000
Technology Equip & Supplies	-	-	-		-	-	-	-
Admin Allocation	2,081	1,917	(164)		2,081	1,917	(164)	24,203
IT Allocation	891	1,146	255		891	1,146	255	13,880
Professional Services	-	-	-		-	-	-	-
Communications-Phone & Postage	166	167	0		166	167	0	2,000
Travel	625	1,000	375		625	1,000	375	15,000
Advertising	-	-	-		-	-	-	-
Rentals	647	479	(168)		647	479	(168)	5,744
Insurance	143	153	10		143	153	10	1,839
Utilities	-	-	-		-	-	-	-
Maintenance & Repair	-	-	-		-	-	-	-
Miscellaneous (rounding included)	-	-	-		-	-	-	-
Total Operating Expenditures	21,514	20,112	(1,401)		21,514	20,112	(1,401)	248,181
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	21,514	20,112	(1,401)		21,514	20,112	(1,401)	248,181
Revenues Over/(Under) Expend.	-	(10,946)	10,946		-	(10,946)	10,946	(70,499)

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act		-	-		-	-	-	-
State/Federal		-	-		-	-	-	-
MTD Mac/Tsoa		-	-		-	-	-	-
Other AL TSA		-	-		-	-	-	-
HCRR		-	-		-	-	-	-
Multi Service Center		-	-		-	-	-	-
Health Homes	23,840	26,845	(3,005)		23,840	26,845	(3,005)	350,935
Other		-	-		-	-	-	-
Total Funding	23,840	26,845	(3,005)		23,840	26,845	(3,005)	350,935
OPERATING EXPENDITURES								
Salaries & Wages	15,626	18,474	2,848		15,626	18,474	2,848	223,592
Benefits	4,995	6,631	1,636		4,995	6,631	1,636	79,908
Training	-	-	-		-	-	-	-
Office & Program Supplies	174	250	76		174	250	76	3,000
Technology Equip & Supplies		-	-		-	-	-	-
Admin Allocation	2,876	2,876	(0)		2,876	2,876	(0)	36,304
IT Allocation	1,578	1,622	44		1,578	1,622	44	19,658
Professional Services		200	200		-	200	200	5,000
Communications-Phone & Postage	200	600	400		200	600	400	7,200
Travel	920	1,200	280		920	1,200	280	14,400
Advertising	-	50	50		-	50	50	600
Rentals	1,180	1,175	(4)		1,180	1,175	(4)	14,105
Insurance	253	271	18		253	271	18	3,256
Utilities	15	83	68		15	83	68	1,000
Maintenance & Repair	162	83	(79)		162	83	(79)	1,000
Miscellaneous		-	-		-	-	-	-
Total Operating Expenditures	27,980	33,517	5,537		27,980	33,517	5,537	409,023
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	27,980	33,517	5,537		27,980	33,517	5,537	409,023
Revenues Over/(Under) Expend.	(4,140)	(6,672)	2,532		(4,140)	(6,672)	2,532	(58,088)

Description	Jan - Actual	Jan - Budget	Jan - Variance	Explanations	YTD Actual	YTD Approved Budget	Variance	Approved 2024 Budget
FUNDING								
Older Americans Act		-	-				-	-
State/Federal		-	-				-	-
MTD Mac/Tsoa		-	-				-	-
Other ALTSA		-	-				-	-
HCRR		-	-				-	-
Multi Service Center		-	-				-	-
Health Homes	22,052	32,000	(9,948)		22,052	32,000	(9,948)	384,000
Other (SHIBA,SFM,CGT,Sr Emerg,Misc)		-	-				-	-
Total Funding	22,052	32,000	(9,948)		22,052	32,000	(9,948)	384,000
OPERATING EXPENDITURES								
Salaries & Wages	5,638	5,664	25		5,638	5,664	25	68,103
Benefits	1,990	1,758	(232)		1,990	1,758	(232)	21,119
Training	-	-	-		-	-	-	-
Office & Program Supplies	-	100	100		-	100	100	1,200
Technology Equip & Supplies	7,674	2,000	(5,674)		7,674	2,000	(5,674)	24,000
Admin Allocation	3,826	4,793	967		3,826	4,793	967	93,940
IT Allocation	236	312	77		236	312	77	3,748
Professional Services	238	200	(38)		238	200	(38)	2,400
Communications-Phone & Postage	66	-	(66)		66	-	(66)	900
Travel	-	300	300		-	300	300	3,600
Advertising	-	500	500		-	500	500	500
Rentals	-	-	-		-	-	-	-
Insurance	38	41	3		38	41	3	497
Utilities	-	25	25		-	25	25	300
Maintenance & Repair	-	30	30		-	30	30	360
Miscellaneous	-	-	-		-	-	-	-
Total Operating Expenditures	19,705	15,723	(3,982)		19,705	15,723	(3,982)	220,666
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	21,601	29,280	7,679		21,601	29,280	7,679	351,360
Total Subcontractor Expenditures	21,601	29,280	7,679		21,601	29,280	7,679	351,360
IT ALLOCATION ADD BACK								
Total Expenditures	41,307	45,003	3,696		41,307	45,003	3,696	572,026
Revenues Over/(Under) Expend.	(19,254)	(13,003)	(6,251)		(19,254)	(13,003)	(6,251)	(188,026)



Olympic Area Agency on Aging

2200 W. Sims Way, Suite 100
 Port Townsend, WA 98368
www.o3a.org

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

DATE: April 19, 2024
TO: O3A Council of Governments
FROM: Janis Housden, Contracts and Program Manager
RE: 2024 Senior Farmers Market Nutrition Program Subcontracts

Background: O3A is contracted by the State to provide the Senior Farmers Market Nutrition Program (SFMNP) in our service region. This is a seasonal program contracted annually with a performance period of June 1st to October 31st. The SFMNP supports local farmers and provides low-income seniors with benefits which allow them to purchase fresh fruits and vegetables at participating Farmers Markets with an EBT benefit card, or alternatively provides them with fresh, locally grown produce distributed through congregate meal sites, Meals on Wheels/Home Delivered Meals, food banks, and other local venues. Each participant may receive a total benefit of \$80 for the season.

Historically, O3A has subcontracted with our Older Americans Act nutrition providers to manage the SFMNP in their service areas. This will continue in 2024 for Grays Harbor and Pacific with Coastal Community Actions Program (CCAP). However, due to the cancelation of the Senior Nutrition Program provider contract last fall for Clallam and Jefferson counties it was necessary to issue a Request for Proposals (RFP) to select a SFMNP provider for the 2024 season in the north service area. On April 8, 2024 AC members Eileen Svoboda (Jefferson) and Joe Sharkey (Clallam) met with O3A staff Marki Lockhart, Janis Housden, and Carol Ann Laase by Zoom for a review of the three SFMNP proposals received. After careful review of scoring and discussion, the review committee recommended the selection of the following proposals: Coastal Community Action Programs for Clallam, and the Jefferson County Farmers Market (JCFM) for Jefferson. This means we will have two SFMNP providers in 2024, with CCAP serving three counties and JCFM serving one.

O3A will distribute SFMNP funding based on 2023 performance date and estimates for 2024 services. Both CCAP and JCFM will offer the SFMNP Benefit (EBT) Card as well as the bulk produce option. Funding for 2024 is proposed to be distributed as follows:

<u>Agency</u>	<u>EBT Benefit Cards/Bulk Food</u>	<u>Nutrition Education</u>	<u>Service Delivery</u>	<u>Total</u>
JCFM	\$81,840	\$525	\$5,245	\$87,610
CCAP	\$74,000	\$475	\$4,743	<u>\$79,218</u>
				Total: \$166,828

Recommendation: At the April 16, 2024 meeting the O3A Advisory Council passed a motion to recommend that the O3A Council of Governments approve the 2024 Senior Farmers Market Nutrition Program subcontracts as described above.

Proposed Motion: The Olympic Area Agency on Aging Council of Governments approves the 2024 Senior Farmers Market Nutrition Program subcontracts with the Jefferson County Farmers Market in the amount of \$87,610 and with Coastal Community Action Programs in the amount of \$79,218, for a total of \$166,828, for a performance period of June 1, 2024 to October 31, 2024. O3A Executive Director, Laura Cepoi, is authorized to sign these contracts.

**The Advisory Council of the
Olympic Area Agency on Aging
Meeting Minutes for March 19, 2024
Location: Zoom Conference Call & Aberdeen O3A Office**

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

MEMBERS EXCUSED: Nancy Gorshe

MEMBERS ABSENT: Jane Lauzon

O3A STAFF PRESENT: Laura Cepoi, Executive Director; Ingrid Henden, 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: Jeanette Siburg introduced herself.

REVIEW/APPROVE MEETING MINUTES: A motion to approve the minutes for February 20, 2024 was made by Marsha with a second by Pam. **Motion Passed.**

COG MEETING ATTENDEE: Eileen volunteered to attend the April 16, 2024 COG meeting by Zoom.

MEMBERSHIP UPDATE:

Michelle reported that Jeanine Grey has resigned, leaving two vacancies in Pacific County. Jeanette Siburg's appointment is pending approval by the Jefferson County Commissioners. Ads will be placed in the next few weeks to recruit new members. If anyone knows of someone who may be interested, please ask them to contact Michelle for more information and an application.

APPOINT COMMITTEE CHAIRS: Susan appointed the following volunteers to chair each committee: Advocacy, Ronnie; Planning, Ginny; Allocations, Nancy (Michelle will confirm that she is still interested in serving; if not, Marsha will assume the chair).

DEMENTIA TRAINING OPPORTUNITY: Members were reminded of two upcoming trainings, one in Hoquiam and one in Sequim, that they are invited to attend. These are 8-hour trainings that will take place over two days. They are professional certification trainings. AC members who would like to attend are asked to contact Michelle.

EXECUTIVE DIRECTORS REPORT:

Laura reported that the legislative session has closed. The new budget added \$12M for senior nutrition. This is especially important in our rural area, where we have some of the highest per-meal costs and highest rates of food insecurity in the state. The MAV is now serving 23 sites and we are looking for continued funding to support low-barrier nutrition access.

Case Management positions have all been filled. The Contract Specialist and Payroll Accountant positions are currently open.

RFP responses for the Senior Farmers Market program will be reviewed next month. The program provides fresh local food and encourages seniors to get out and participate in their community markets. Vouchers are much higher than other states at \$50. However, the redemption rate is only about 58%, indicating that many people do not have access to pick up the food.

Action: Joe and Eileen volunteered to score the proposals.

Laura also reported that O3A is gearing up for WA Cares benefits to become available in July 2026. We will need to support local contractors, particularly small ones, to increase capacity and navigate the payment system.

Bri Buchanan is busy getting certifications for a range of dementia training programs. She will be providing training to caregivers, working to set up Dementia Friends (dementia-friendly community champions) and Star-C (behavior management in home) as well as the professional staff certification trainings. Dementia is the fourth-leading age-adjusted cause of death, and there is currently no cure. Mitigation is focused on changing the environment, reducing stigma, and encouraging early diagnosis. Beth T suggested reaching out to the Dylan Harrell Community Center as a potential place for day services, and Ginny suggested looking into the Port Townsend Community Center.

LOCAL MEMBER REPORTING:

Pam reported that the call-in program is going well. Participant information has been shared with the Ocean Shores PD in case they need to perform wellness checks. The Senior Resource Center is now open 5 days/week. They received a new computer and are getting a new phone system that will have the capability of transferring calls to Pam's personal cell phone for weekend coverage.

STATE COUNCIL ON AGING:

Susan was unable to attend the meeting but reported that the legislative committee meets frequently and sent thank-you letters to legislators. They are reaching out to invite legislators to more meetings. They will also start working soon on next year's request and she is reaching to the Ocean Shores Council to develop their own legislative agenda. She will share minutes when approved.

MEETING ADJOURNED:

10:48 a.m. by Susan Conniry, Chair