

**Minutes**  
**Ashtabula County Senior Services Levy Advisory Board**  
**May 15, 2017**

**Present**

Patrick Arcaro  
Jerome Brockway  
Paul Fuller  
Susan Hill  
Randy Jones  
Mary Pepperney  
Mary Runyan  
Michelle Thomas  
Virginia Walker  
Pam Zack

**Absent**

Debra Boyle  
Neroy Carter  
Joyce Crease  
Sandy John  
Jane Wallace  
Lee Ann Walters-  
Young  
Camille Zalar

**Staff**

Renee Dragon  
Alissa Drees  
Kira Ernst  
Ronald Smith

**BOCC**

JP Ducro

**Call to Order**

Michelle Thomas called the meeting to order.

**Approval of minutes**

Michelle asked the Board to review the minutes from January 18, 2017 and the discussion notes from March 15, 2017. After the Board read over the minutes and discussion notes, Paul Fuller made the motion to approve the minutes from January 18, 2017 and Susan Hill second the motion. All in favor. Michelle Thomas states the discussion notes from March 15, 2017 do not need approved, due to the fact there were not enough board members present to form a quorum.

**Chair's Report**

Michelle welcomed new board member Mary Runyan, then had people present go around the room and introduce themselves. Michelle reports that Alissa Drees and Kira Ernst are new as well and introduces the new Ashtabula County Department of Job & Family Services staff to the board.

RFP Software- United Way, Randy Jones states that he is a customer of the company, not an advocate. Randy stated, "This system is concise, easy to use, and maintains all of the information in one location." Randy demonstrates how the calendar and email processes work in software. Software contains all information, including what has been paid to date in comparison to total contract amount. The software is \$2400/yr. and has an upfront cost of \$4500-\$4900. If anyone has questions on the software, a video conference can be held with the company 24/7. Paul Fuller questions backup of software, if software is safe? Randy states it is secure and all information is saved on the cloud. Dr. Brockway questions if fees increase yearly. Randy informs that price has remained consistent each year. United Way has lost volunteers due to the new technology, as some volunteers did not want to use the new technology.

Michelle suggests for Ashtabula County Department of Job & Family to get in contact with RFP Software Company to ask necessary questions if interested.

Consolidating Services-SLAB Committee has discussed on multiple occasions to consolidate services. Would like three categories transportation, meals, and other. Other category would contain Educations and Wellness, Personal Care, etc. Patrick states that staff will come up with ideas on how the three RFP's can work. Mary Pepperney states that some agencies put limits on the type of work the providers will supply. JP Ducro states it's an inefficient use of resources to send different people to do jobs within one household. Ronald Smith will have something put together in regards to consolidation of services for RFP at the next SLAB meeting in July.

Provider Complaint-Michelle indicates we have not received a complaint for Comfort Keepers since April 25, 2017. Jack, owner of Comfort Keepers, has informed they have their staff in place and are now providing services to all persons requesting services. Ron reports that ACDJFS last received a report from Jack on May 9, 2017. Jack stated they are providing services in the amount of 225 hours every two weeks and they have 154 clients. Currently have eleven clients on wait list in which three are being processed and eight are being accessed.

### **Funding**

Ron Smith presented the Revenue & Expense Report as of April 30, 2017. We began the year with \$798,874.05, and collected \$1,048,362.32 in taxes from our Senior Levy for a total available amount of \$1,847,236.37. Total expenses YTD are \$495,770.35.

### **Contract Reports**

*Contract Report:* Ronald Smith presented the contract report. The report represents payments made against their contracts that began January 1, 2017 and runs through the calendar year. The last column on the left Ronald represents on average where the providers are supposed to be at this particular time of the year. After three months the report reflects where the provider would be expected to be at that time which is 25% of their contract and after four months we would expect the providers to be at 33% of their contract.

*Wait List:* Ronald Smith reported the wait list includes the number of people served along with the reported number of clients waiting to receive services. JP Ducro asks if the reason ARHHS waitlist is high is due to Comfort Keepers waitlist. Ronald Smith states that he is unsure of why the wait list is higher than the served list and Job & Family Services will question reasoning. Michelle questions if the waiting list would be less when only three RFPs. Patrick states the idea is the wait list will disappear due to the fact personal care, education & wellness, chore, and homemaker would be under one category.

## **Committees**

Michelle informed the board that they would like to make a budget committee. Budget Committee to meet June 7<sup>th</sup> at 9am at Atech building. Board will look at money received for levy and make sure allocating money to the necessary areas. Committee will consist of Dr. Brockway, Michelle Thomas, Patrick Arcaro, Mary Pepperney, and Ron Smith.

## **Old Business**

Kira Ernst gives update on Senior Citizen Conference stating currently 39 vendors, three room sponsors, and 74 attendees. Reports that the 74 attendees are all from mailing out the invitations. We have not received counts from the nursing homes or senior centers. Newspaper ad will run for Senior Citizen Conference in Gazette and Star Beacon in the following weeks.

## **New Business**

Michelle states that Conneaut Human Resource Center has requested excess funds to purchase a new van for transportation of the seniors and USDA meals. Patrick reports that Deborah Newcomb states that Conneaut has requested \$10,000 to purchase the vehicle. Dr. Brockway makes the motion to give Conneaut Human Resource Center up to \$10,000 and Randy Jones seconded the motion. All in favor.

## **Public Comment**

No public available for comment.

## **Adjourn**

Michelle made the motion to adjourn the meeting. Dr Brockway seconded the motion. The meeting was adjourned.

**Next Board Meeting**

**July 19, 2017**

**Ohio Means Jobs**