

**Minutes**  
**Ashtabula County Senior Services Levy Advisory Board**  
**September 20, 2017**

**Present**

Patrick Arcaro  
Neroy Carter  
Joyce Crease  
Paul Fuller  
Susan Hill  
Randy Jones  
Mary Pepperney  
Michelle Thomas  
Virginia Walker  
Pam Zack  
Camille Zalar

**Absent**

Jerome Brockway  
Debra Boyle  
Sandy John  
Mary Runyan  
Jane Wallace

**Staff**

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 July 19, 2017. After the Board read over the minutes, Pam Zack made the motion to approve the minutes from July 19, 2017 and Paul Fuller seconded the motion. All in favor.

**Chair's Report**

**Funding**

Ron Smith presented the Revenue & Expense Report as of August 31, 2017. He stated that the year began with \$798,874.05, and \$1,793,321.90 was collected in taxes from the Senior Levy for a total available amount of \$2,592,195.95. The total expenses YTD were \$1,096,575.68. Joyce Crease asked if there is a follow up procedure ACDJFS completes for an agency if they are below or above budget. Alissa stated there is communication with the providers when their percentage of funds used is not within range.

**Contract Reports**

*Contract Report:* Kira Ernst presented the contract report. The report represented payments made against provider's contracts that began January 1, 2017 and ran through the calendar year. Kira reported that ACCAA Education and Wellness 211 service has used 100% of their funding and are only billing expenses, as they are using other program funds.

*Wait List:* Kira Ernst reported that ACCAA home delivered meals and ARHHS personal care wait list will continue to grow due to the demand of the services in the two areas. Kira said that the wait list for Ashtabula County Council on Aging was cut in half for the month of August. Mary asked if ACCOA has a consistent chore personnel. Michelle Thomas reported that it is the same person who has been completing the chore service for ACCOA.

## **Committees**

### **Old Business**

*Comfort Keepers Service* – Alissa stated that Comfort Keepers gave five of their clients to Country Neighbor. She reported that Barb from Country Neighbor is prepared to take up to 75 of Comfort Keepers clients, if necessary. Patrick asked Alissa if Jack Warren from Comfort Keepers signed amendment. Alissa stated, yes, he is giving up funding of \$33,000 and some of these funds will be allocated to Country Neighbor to pick up any clientele not being served in the Jefferson, Austinburg, Geneva, and Saybrook area.

### **New Business**

*Country Neighbor Letter* – Michelle requested for the members to read the Country Neighbor letter. Michelle informed the board that Barb had a new employee who was giving all seniors personal care who requested the service. Therefore, Country Neighbor used 96% of their budget and are asking for \$9,325 in order to continue giving personal care services for the rest of this fiscal year. Randy asked if this was a one-time allocation. Michelle informed him that it is a one-time payment. Paul Fuller motioned to approve one-time additional funding to CNP for Personal Care of \$9,325.00 Susan Hill seconded the motion. All in favor.

*RFP Pre-Selection Meeting*- Michelle requested for everyone to read over the letter from Geneva Area Senior Center. She informed the board that there was a meeting with Denny and Bob from GASC in order to discuss the attendance at the Pre-Proposal Conference. Michelle stated that the Levy is 80% of the funding for GASC and not funding the center isn't an option. Joyce reported, the word "mandatory" has always been in the RFP and has never meant that the agency would be disqualified, rather they would lose points. She stated that it needed to be clarified to the providers beforehand that the term "mandatory" now meant disqualified. Virginia stated that in January the SLAB committee voted that in Stage 1 of the RFP, the question would be changed to a yes or no answer question. If a provider did not attend the Pre-Proposal Conference ACDJFS would answer no and the provider would not move on to Stage 2 of the

evaluation process. Mary stated she understood past practice, however, it is in the minutes in great detail and the committee has spent a number of time debating the topic. She cannot justify their meeting, unanimous approval, discussion, approval of the minutes in May, and still approve GASC funding. Mary reported that they're only an advisory board, therefore, she believes that the board should not pass GASC and send their recommendation to the director, Patrick. Then Patrick and the Commissioners can make the decision to fund the GASC. She stated this will put out the message, to all of the providers, that the meeting is mandatory. Neroy stated it is a public record and the board already approved that if a provider did not attend the Pre Proposal Conference they would not go through to Stage 2. Randy motioned not to fund the GASC due to the fact they did not attend the Pre Proposal Conference. Neroy seconded the motion. Paul requested to use the roll call voting procedure. Vote: 7 yes to approve. Opposed: Paul, Camille and Joyce. Vote: Approved. Michelle informed the board that Area Agency on Aging 11 also did not attend the Pre Proposal Conference. Randy motioned not to fund AAOA 11 due to not attending the Pre Proposal Conference. Susan Hill seconded the motion. Vote: 7 yes to approve. Opposed: Paul, Camille and Joyce. Vote: Approved.

1. Independence and Wellness:

- i. ACCAA: Joyce made motion to fund requested ACCAA \$5,500 at the unit rate of \$9.29. Susan Hill seconded the motion. All in favor.
- ii. ACCOA: Paul made the motion to fund ACCOA \$50,680 at the requested unit rate of \$15.48. Mary Pepperney seconded the motion. All in favor.
- iii. CHRC: Susan Hill made the motion to approve CHRC for the same funding amount as 2017(\$27,000) and their new unit rate of \$15.00. Randy seconded the motion. All in favor.
- iv. CNP (Independence and Wellness): Camille Zalar motioned to approve CNP for \$51,193 at a unit rate of \$19.32. Neroy seconded the motion. All in favor.
- v. CNP (Congregate Meals): Susan Hill motioned to approve CNP increase of funding (\$25,907) along with their increased unit rate (\$6.35). Randy Jones seconded the motion. All in favor.

2. Chore Services:

- i. ACCOA: Mary Pepperney motioned to approve ACCOA for the same funding as 2017(\$20,795.42) and their increased unit rate (\$19.31). Randy seconded the motion. All in favor.

- ii. CHRC: Camille motioned to approve the same funding (\$4,550) and unit rate (\$17.50) as 2017. Susan Hill seconded the motion. All in favor.
  - iii. CNP: Neroy motioned to approve Country Neighbor for \$6,782.50 and a unit rate of \$20.00. Susan Hill seconded the motion. All in favor.
- 3. Homemaker:
  - i. CHRC: Susan Hill made the motion to approve CHRC for the same funding (\$40,000) and unit rate (\$20.00) as they previously had in 2017. Randy Jones seconded the motion. All in favor.
  - ii. CNP: Camille made the motion to approve CNP for \$92,970.00, new service area to include Jefferson, Saybrook, Geneva, and Austinburg, and new unit rate of \$20.66. All in favor.
  - iii. ACCAA: Mary P. motioned to approve ACCAA for \$93,288.50 and a unit rate of \$26.29. Neroy seconded the motion. All in favor.
- 4. Protective Services:
  - i. CCOAC: Randy motioned to approve CCOAC for the same funding (\$59,728.90) and unit rate (\$78.00, \$66.88) as 2017 for guardianship and payeeship. Susan seconded the motion. All in favor.
- 5. Home Delivered Meals:
  - i. ACCAA: Susan motioned to approve ACCAA for \$346,368.00 and their decrease unit rate of \$8.00. Camille seconded the motion. All in favor.
  - ii. CNP: Mary motioned to approve CNP for \$174,528.00 and an increased unit rate of \$8.10. Susan Hill seconded the motion. All in favor.
- 6. Personal Care:
  - i. ARHHS: Susan motioned to approve ARHHS for \$125,783.16 and their new unit rate of \$32.85. Mary seconded the motion. All in favor.
  - ii. CNP: Joyce moved to approve CNP for the same funding (\$53,705.36) and unit rate (\$24.04) as 2017. Susan seconded the motion. All in favor.
- 7. Transportation.
  - i. CNP: Susan moved to approve Country Neighbor for \$243,474.62 with the same unit rate (\$1.85) as 2017. All in favor.
  - ii. ACTS: Randy moved to approve ACTS for the same funding (\$71,572.80) and unit rate (\$53.48) as 2017. Susan Hill seconded the motion. All in favor.

- iii. FIA: Joyce motioned to approve that Faith in Action would not receive funding for 2018. Susan Hill seconded the motion. Discussion: Michelle stated FIA agency does not finger print employees, no follow up or monitoring of insurance upon initial check, no follow up or monitoring of driver's license upon initial check. Neroy questioned if any requirements by ACDJFS changed since last year when FIA was funded. Patrick states ACDJFS requires these regulations of other providers and funding sources. He also stated that ACDJFS is trying to get all providers serving ACDJFS clientele to follow the same rules and regulations. Mary asked how long they've been a provider for the levy. Kira Ernst stated that they have been a provider since 2002. Vote: 9 yes to approve. Opposed: Neroy. Vote: Approved.
- iv. Richmond: Randy made the motion not to fund Richmond based on the recommendation of the RFP committee. Susan seconded the motion. All in Favor. Patrick states they are currently subcontracting with CNP.

### **Public Comment**

No public available for comment.

### **Adjourn**

Susan Hill made the motion to adjourn the meeting. Virginia Walker seconded the motion. The meeting was adjourned.

**Next Board Meeting**

**November 15, 2017**

**Ohio Means Jobs**