

Discussion Notes
Ashtabula County Senior Services Levy Advisory Board
July 10, 2019

Present

Jerome Brockway
Neroy Carter
Susan Hill
Mary Runyan
Michelle Thomas
Lynn Zalewski

Absent

Willietta Bunch-
Marbury
Paul Fuller
Mary Pepperney
Dianne Solembrino
Virginia Walker
Jane Wallace
Pam Zack

Staff

Patrick Arcaro
Ronald Smith
Alissa Drees
Darcy Mosier

BOCC

Kathryn Whittington

Call to Order

Dr. Brockway called the meeting to order.

Approval of Minutes

The minutes from the May 15th, 2019 meeting could not be approved, since there were not enough board members present to form a quorum.

Chair's Report

Dr. Brockway expressed appreciation and praise to staff and volunteers for their contribution to this year's Senior Conference.

Funding

Ron Smith presented the Revenue & Expense Report as of June 30th, 2019. He stated the year began with \$968,429.59. The current year revenue is \$1,061,300.94 for a total amount of \$2,029,730.53. The total expenses YTD were \$873,022.08 leaving an unobligated available balance of \$286,218.45.

Contract Reports

Contract Report: Darcy Mosier presented the contract report. This report represents payments made against provider's contracts beginning January 1, 2019 through the calendar year. Darcy reported that all the providers should have used approximately 42% of their annual budget through May. Ashtabula County Community Action Agency; Home Delivered Meals was at 36%, while Country Neighbor Program; Homemaker was at 35%. CNP states in the past there have been some challenges with staffing for both homemaker and personal care. Ashtabula County Council on Aging; Chore was at 32%, while Conneaut Human Resources Center and Country Neighbor were at 15% and 16%. Neroy Carter asked if there was any provider in the City of Ashtabula that did lawn care. Alissa Drees confirmed Ashtabula Senior Center does provide lawn care services in the city. Alissa Drees will provide a phone number and email address to Neroy Carter for the Ashtabula Senior Center.

Wait List: Darcy Mosier reported, as of May 31, 2019, Country Neighbor Program had 21 seniors on the waitlist for Home Delivered Meals and CNP is currently serving 94 meals to seniors. Ashtabula Regional Home Health Services had 11 clients on the waitlist for Personal Care Services, while Country Neighbor had 4 clients for Personal Care, on their waitlist. In addition, Country Neighbor had 29 seniors on the waitlist for Homemaker services while actively serving 92 seniors. When asked about the waitlist for Home Delivered Meals, Barb Klingensmith, Executive Director of Country Neighbor Program said the waitlist clients are assessed and prioritized by need; level 1 & 2, having the most need. Barb went on to explain she is staying within her allocated budget of Senior Levy funds to bring her through the end of the year and that she is close to her target percent of budget at this point of the contract. When asked how long a client is on the waitlist, Barb explained shifting and fluctuation in the waitlist often occurs when seniors return home from hospitalization or rehabilitation stays. The seniors are on the waitlist until there becomes space available for them to come off and receive meals. Alissa Drees confirmed CNP is only budgeted for a specific amount of meals per month causing seniors to be put on the waitlist when the need exceeds the budgeted levy funds resulting in the waitlist. Michelle asked are the 21 people on the waitlist the same 21 from the previous months. Darcy explains the CNP currently is now checking in quarterly with clients to see if there are any changes in their status to keep the waitlist accurate and current. Kathryn Whittington asked Barb Klingensmith what it would take to eliminate the waitlist and provide those 21 seniors with meals. Barb stated approximately \$22,000.00 to cover meals through the end of the FY 2019 contract. In addition, Barb was asked if she had the funds to eliminate the waitlist, would she have the capacity to deliver. Barb Klingensmith stated “Absolutely”. Barb was asked to follow up with Patrick Arcaro to provide additional information regarding the waitlist for Home Delivered Meals. Michelle Thomas noticed there was a jump in Ashtabula Regional Home Health Services numbers, both served and waitlist, for the months of April and May. Darcy shared the explanation Connie Fox from Ashtabula Regional Home Health Services gave for the increase in numbers in April and May. Connie stated ARHHS uses a total of 3 grant programs. In the past they have averaged out the units by month for the year per grant program. This year they used monies for the grant first, along with Senior Levy monies instead of averaging out grant monies for the entire year as they had done in the past. The grant monies are now coming to the break point which is causing the increase in the numbers being served by Senior Levy funds forcing a growing waitlist. ARHHS waitlist is the result of funding and not exceeding her allocated funds for the contract year.

Committees

1. Personal Care/Independence & Wellness Committee- Darcy reported the committee met on June 10th, 2019. The topics discussed were senior hunger, transportation and informative needs of seniors in Ashtabula County. Committee continues to discuss meeting the needs of those that choose not to leave their homes for socialization but desire companionship. Next meeting to be announced.

2. Program Committee- Alissa Drees reports there are no changes to the RFP process.

3. RFP Committee- Dr. Brockway handed out the Evaluation committee list and added the committees were created from those that have previously served on the committee and considered those whose expertise would be an asset. Alissa added the RFP release date was this day (7/10/19) and the proposals are due on 8/5/19. Neroy Carter asked if new vendors or

contractors are ever contacted. Alissa explained that in 2018 many contacts were made to various providers of all capacities and the only potentially new provider that responded was the YMCA. Alissa added there were a few new providers that requested the RFP for this year. Alissa also shared the Evaluation Committee members will be notified of dates and times for meetings once the proposals are obtained. Google Docs were discussed, and the Senior Levy Advisory Board agreed a hard copy of the RFP would be best for the Evaluation Committee members. However, the documents could be downloaded into Google Doc, emailed by request, then the committee member may print a hard copy themselves. Patrick Arcaro reminded the committee the purpose of the Google Docs was due to the unavailability of all committee members to attend all evaluation meetings. Michelle asked if possible, could a committee member conference call if unable to attend. Everyone agreed that it would be reasonable to conference call if unable to attend. Dr. Brockway asked if it was agreeable to go back to paper and if committee members want Google Docs they may request. The committee also agreed that the documents may be picked up for review prior to the evaluation meetings, if desired.

Old Business

Feed the Hope- Dr. Brockway read a letter received from members of the Feed the Hope committee thanking the Senior Levy for the potential donation. The letter read the goal this year was 300,000 meals and 500 volunteers were needed to complete the packaging of meals to be distributed to 15 food pantries throughout Ashtabula County. Board members inquired about the percentage of seniors using the food pantries in Ashtabula County and asked that that figure be shared at the next meeting. Dr. Brockway continued the discussion as agreed from the 5/15/19 SLAB meeting where the motion was made and carried to donate \$4,000.00 to Feed the Hope. Barb Klingensmith via phone, stated Feed the Hope had roughly reached \$55,000.00 of their target goal of \$75,000.00. The board was reminded August 13th was the donation submission deadline and the Senior Levy donation needed to be submitted prior to the next SLAB meeting on 9/11/19. After discussion the SLAB agreed to donate \$10,000.00 to Feed the Hope and the donation would be ratified by the SLAB at the 9/11/19 SLAB meeting.

2019 Senior Conference- Senior Conference Committee finalized and reviewed the 2019 Senior Conference budget and discussed issues and possible solutions on 6/20/19. Darcy shared the income total from the vendors and sponsorships. The total was \$12,005.00. The total expenses were \$8,608.06 and the remaining balance was \$3,396.94. These numbers reflect a total use of \$1,410.96 of the Senior Levy initial \$5,000.00 allocated funds to the 2019 Senior Conference. The number of attendees were 330 seniors, 36 staff/speakers/volunteers and 41 vendors/sponsors combined. The placemat survey provided valuable information from those that attended the Senior Conference and the information was shared with committee members.

Professional Development Committee – Darcy reported the idea of a Professional Development Committee was discussed at the Senior Conference Committee meeting on 6/20/19. The committee discussed possibly forming a sub-committee to facilitate professional development for professionals in the area by providing topics pertaining to the seniors needs. Dr. Brockway suggested this sub-committee could possibly build off the already established Family and Children First Council. Dr. Brockway went on to express Family and Children First Council already provides an existing process for

professional development. Lynn Zalewski agreed to contact Family and Children First Council to see if the topic of senior needs could be added to their existing program of annual professional development for the coming year.

New Business

Dr. Brockway and committee requested an account of total cost to eliminate waitlist from the providers Country Neighbor Program and Ashtabula Regional Home Health Services; Homemaker, Personal Care and Home Delivered Meals. The figures will be presented at next meeting, on 9/11/19.

Public Comment

No public available for comment.

Adjourn

Dr. Brockway ended the meeting. No motion was needed because there were not enough members present to form a quorum.

Next Board Meeting
November 6th, 2019 at 10 a.m.
Ohio Means Jobs