

**Minutes**  
**Ashtabula County Senior Services Levy Advisory Board**  
**September 17, 2020**

**Zoom Meeting**

**Present**

Patrick Arcaro  
Jerome Brockway  
Neroy Carter  
Paul Fuller  
Christine Litweiler  
Mary Pepperney  
Joseph Rapose  
Rhonda Rodriquez  
Mary Runyan  
Michelle Thomas  
Virginia Walker  
Jane Wallace  
Pam Zack  
Lynn Zalewski

**Absent**

Willietta Bunch-  
Marbury  
Dianne Solembrino

**Staff**

Ronald Smith  
Alissa Drees  
Darcy Mosier

**BOCC**

Kathryn Whittington

**Call to Order**

Dr. Brockway called the Zoom meeting to order.

**Approval of Minutes**

Dr. Brockway asked the board to review the minutes from July 16<sup>th</sup>, 2020. After the board reviewed the minutes, Mary Runyan made a motion to approve the minutes from July 16th, 2020. Pam Zack seconded the motion. Motion carried.

**Chair's Report**

Dr. Brockway expressed there was no chairs report as there are a lot of items under new business and a lot of business to conduct.

**Funding**

Ron Smith presented the Revenue & Expense Report as of August 31, 2020. He stated the year began with \$968,429.59. The current year revenue is \$1,791,491.75, total revenue \$2,780,412.90. Ron notes we have spent so far this year 64.7% of total budget and expressed 67% is the percentage used as a guideline at this point. Paul Fuller asked if the revenue was going to hold for the rest of the year. Ron stated there will be some tax collected and deposited before December, however, was uncertain of the amount at this point.

**Contract Reports**

Contract Report: Darcy Mosier presented the contract report. This report represents payments made against provider's contracts beginning January 1, 2020 through the calendar year. Darcy reported that the providers goal to date, is to have used approximately 58% of their annual budget. Country Neighbor Program; Home Delivered Meals has used 79% of

their funds so far for the FY 2020. Darcy explained this is due to the significant increase in home delivered meals due to COVID-19. Darcy added Country Neighbor's Congregate Meal site is not open for meals due to the health and safety crisis. In addition, clients who previously received their meals at the congregate site, now have the choice to receive a home delivered meal. Darcy explained, this has increased the home delivered meal units, significantly. Ashtabula County Community Action Agency; Homemaker, is below the target at 28%. When ACCAA was asked why the percentage remains low, Joey Savel, Senior Services Program Coordinator explained there continues to be a few clients who refuse homemaker services due to COVID-19 and not wanting staff in their homes. Darcy shared there has been a slight increase in homemaker services for the months June, July and August FY 2020, however the units remain below the months of June, July and August of FY 2019. Joey Savel added she continues to pursue staff for homemaker positions that remain open as that is also a contributing factor to the low percentage. Darcy contacted Hattie Gubke-Barnard of Ohio Means Jobs to inquire about using the employment agency to possibly assist in filling homemaker positions. Hattie advised Darcy that ACCAA uses the OMJ system for employment purposes. Conneaut Human Resource Center; Homemaker is below target at 44%, due to fewer clients wanting homemaker services due to family and client concerns over COVID-19 and staff entering homes. Country Neighbor Program, Inc.; Homemaker is at 49% of their payments made against their contract. Some clients continue to refuse services due to COVID-19 concerns. Country Neighbor Program also has vacant positions for homemaker staff. When CNP was asked what means they use to recruit vacant positions, CNP confirmed they use multiple resources and job placement agencies to attempt to fill open positions but continue to have difficulty possessing qualified applicants and filling the positions. Ashtabula Regional Home Health Services; Personal Care are at 53%, slightly lower than the target amount. Catholic Charities of Ashtabula County; Payeeship/Guardianship is at 33% due to no invoices being submitted for Guardianship so far for FY 2020. Darcy added, historically Guardianship invoices start to be submitted to Ashtabula County Senior Services Levy in September of the FY when CCOAC's other resources have been exhausted.

Wait List: Darcy Mosier reviewed the providers displaying a waitlist. Country Neighbor Program, Inc.; Homemaker service as of July 2020, had ten (10) clients on the waitlist for homemaker service. Barb Klingensmith, CNP Executive Director stated Homemaker program continues to be challenged by staffing vacancies and was hopeful those positions would soon be filled. ACCAA's waitlist was at ten (10) clients for the month of July. When contacted, Joey Savel, Senior Services Program Coordinator expressed August waitlist was down to one (1) and those on the July's list were now receiving services.

### Committee:

1. Independence and Wellness/ Technology- Dr. Brockway expressed appreciation for the time and effort the Independence and Wellness/Technology committee put into investigating a need for technology in the Senior Centers so they may provide their programming to seniors outside of the Senior Center setting during COVID-19 and moving forward. Paul Fuller committee member summarized the committee's steps that led to their findings and recommendation to the Senior Levy Advisory Board. Discussion involved what the future might look like at the Senior Centers and how they plan to provide Independence & Wellness services to their clients moving forward with consideration to COVID-19.

Senior Center directors expressed how technology would enhance their capabilities to provide services to their client and supplied the committee many examples of how they are currently providing services along with the challenges they are facing. Mary Pepperney, committee member voiced her concern of the lack of basic technology the Senior Centers are currently equipped with. Dr. Brockway stated there needs to be a plan with specific goals and programming put in place for specific technology utilization. Mary Runyan and Mary Pepperney added the Senior Centers have established programs and are trying to use the programs already in place and convey them to the seniors at their homes, but it will take upgrades in technology to make that happen. Alissa Drees added, they do have ideas on how they intend to utilize the requested technology and the committee will meet quarterly to make sure they are meeting certain goals and expectations for the centers to receive the technology funds. Christine Litwiler expressed her concerns that there may be many seniors that are not able to afford WIFI in order to connect with virtual programming. Lynn added the directors were not looking to take away service for those that do not have technology and were doing many activities for those that are not connected by technology but to enhance those that would engage in technology. Dr. Brockway expressed the next step would be for directors of Senior Centers to provide specific programs, goals, technology utilization, present a plan to monitor and collect outcomes, provide reports to committee as well as data that is collected from monitoring, commit to continued collaboration among Senior Center providers and agree to quarterly meetings with Independence & Wellness/ Technology committee. Mary Runyan backed the committee by adding the Senior Levy Advisory Board would have a direct impact on the Senior Centers challenges by meeting with the directors quarterly. Dr. Brockway concluded by stating a procedure will be put together to disburse the funds. A motion was presented to the floor to approve to move \$40,000 into the special program category for technology by Lynn Zalewski. Paul Fuller seconded the motion. Motion carried.

**New Business:** RFP Evaluation approval.

RFP Pre-Selection Meeting- Listed below are the recommendations of the evaluation committees. Darcy Mosier states Independence & Wellness RFPs are presently undetermined by the Evaluation Committee and the committee will present their recommendation at the next Senior Levy Advisory Board meeting on November 16, 2020.

1. Chore Services:

- i. Ashtabula County Council on Aging requested \$27,339.90, unit rate of \$21.03. The Committee recommended to fund the amount requested.
- ii. Conneaut Human Resource Center requested \$5,200.00, unit rate of \$20.00. The Committee recommended to fund \$3,000.00 and their requested unit rate of \$20.00. CHRC had an unused balance from FY 2019 of \$1,163.75 and no contract for FY 2020. \$3,045.00 was the amount funded in FY 2019.
- ii. Country Neighbor Program, Inc. requested \$7,312.50, unit rate of \$22.50. The Committee recommended to fund the amount requested.

Darcy asked for questions or comments from the floor. No questions or comments were expressed.

iii. Darcy Mosier went through the evaluation committee's recommendations for each of the Chore Service proposals. Paul Fuller made a motion to approve the funding amounts and unit rates for ACCOA, CHRC and CNP chore services. Neroy Carter seconded the motion. Motion carried.

## 2. Homemaker Services:

i. Conneaut Human Resource Center requested \$32,000.00, unit rate of \$20.00. The Committee recommended to reduce funds requested to \$27,000.00 and fund unit rate requested of \$20.00.

ii. Country Neighbor Program, Inc. requested \$105,910.00, unit rate \$22.25. Committee recommended to reduce funds requested to \$98,530.00 and increase unit rate to the requested amount of \$22.25.

iii. Ashtabula County Community Action Agency requested \$92,141.56; unit rate \$25.97. The Committee recommended to decrease funds requested to \$70,000.00 and maintain the unit rate amount of \$25.97.

Darcy asked for questions or comments from the floor. Dr. Brockway explained the reductions in the recommendations were due to the amount of unused funds left over from homemaker service providers for FY 2019.

iv. Darcy Mosier went through the evaluation committee's recommendations for each of the Homemaker contracts. Mary Pepperney made a motion to approve the funding amounts and unit rates for CHRC, CNP and ACCAA; Homemaker services. Rhonda Rodriguez seconded the motion. Motion carried.

## 3. Guardianship/Payeeship Services:

i. Catholic Charities of Ashtabula County requested a total of \$59,728.90, unit rate of \$78.00 for Guardianship and \$66.88 for Payeeship. The Committee recommended the amount requested with no change from FY 2019.

Darcy asked for questions or comments from the floor. No questions or comments were expressed.

ii. Darcy Mosier went through the evaluation committee's recommendation for Catholic Charities of Ashtabula County, Guardianship/Payeeship Services. Virginia Walker made a motion to approve the funding amount and unit rates for Catholic Charities of Ashtabula County services for Guardianship and Payeeship. Jane Wallace seconded the motion. Motion carried.

## 4. Home Delivered Meals Services:

i. Ashtabula County Community Action Agency requested \$316,008.00, unit rate of \$7.92. The Committee recommended funding the requested amount and unit rate of \$7.92. There was no increase from FY 2020.

ii. Country Neighbor Program, Inc. requested \$255,636.00, unit rate of \$8.10. The Committee recommended the increase in the requested amount and unit rate.

Darcy asked for questions or comments from the floor. No questions or comments were expressed.

ii. Darcy Mosier went through the evaluation committee's recommendations for each of the Home Delivered Meals service contracts. Mary Runyan made a motion to approve the funding amounts and unit rates for ACCAA and CNP Home Delivered Meal services. Joseph Rapose seconded the motion. Motion carried.

#### 5. Personal Care Services:

RFP Evaluation Discussion- Dr. Brockway explained the rationale for the committee's recommendation not to contract with CareStar at this time was they did not provide any direct care services. They provide management services and contract with providers in the area. For those reasons the committee did not recommend CareStar.

i. Ashtabula Regional Home Health Services requested \$126,396.00, unit rate of \$35.11. The Committee recommended the amount, and unit rate requested. There was no increase in the amount requested from FY 2020.

ii. CareStar requested \$140,490.00, unit rate \$22.00 weekdays, \$23.00 weekends. The Committee recommended CareStar not be considered as a provider at this time due to no current networking system for personal care services in the area or a base in proximity. CareStar is a case management service provider.

iii. Country Neighbor Program, Inc. requested \$57,972.30, unit rate \$25.95. The Committee recommended the requested amount and unit rate. There was no increase in the requested amount from FY 2020.

iii. Darcy Mosier went through the evaluation committee's recommendations for each of the Personal Care Services. Rhonda Rodriguez made the motion to approve the funding amounts and unit rates for ARHHS and CNP, Personal Care Services. Mary Pepperney seconded the motion. Motion carried.

#### 6. Transportation Services:

i. Country Neighbor Program, Inc. requested \$318,240.00, unit rate of \$1.95. The Committee recommended the requested amount of \$318,240.00 and the unit rate of \$1.95. No change from FY 2020.

ii. ACTS requested \$71,572.80, unit rate of \$60.92/hr. The Committee recommended amount requested and unit rate increase.

iii. Richmond Transportation requested \$110,151.00, unit rate of \$2.20 with wait time of \$0.30 per minute. The Committee recommended Richmond Transportation not be considered as a provider due to the cost per mile, per client and 30 cents per minute wait time.

iv. Sunset Transportation requested \$119,683.00, unit rate of \$1.99. The Committee recommended Sunset Transportation not be considered as a provider at this time due to \$0.50 cents per minute wait time.

RFP Evaluation Discussion- Dr. Brockway stated the committee indicated they would like Country Neighbor Program; Transportation to outsource when needed with Sunset Transportation and Richmond Transportation. County Neighbor Program will be informed of the committee's request.

iv. Darcy Mosier went through the evaluation committee's recommendations for each of the Transportation Service contracts. Lynn Zalewski made a motion to approve the funding amounts and unit rates for CNP and ACTS transportation services. Mary Runyan seconded the motion. Motion carried.

Dr. Brockway thanked all committee members on the evaluation committees for their time, effort and energy reviewing and researching the RFP's and the process. He added the Independence & Wellness Evaluation Committee will continue to meet and present their recommendations at the November 16th, 2020, Senior Levy Advisory Board meeting.

#### 2021 Senior Conference venue and contract

Dr. Brockway explains Lakeside High School would like to enter a contract for the 2021 Senior Conference. The contract will include providing tables, chairs, equipment, set up and custodian availability for \$1,000.00, food service staff for \$900.00, and boxed lunches for \$2,450.00 which will include all paper products. The contract total is \$4,350.00. Neroy Carter asked if there is any financial obligation if the conference needs to be cancelled. Darcy Mosier responded, there would be no financial obligation if the conference needs to be cancelled on June 17<sup>th</sup> and June 18<sup>th</sup>, 2021 due to health and safety reasons. Dr. Brockway asked the board if there is a motion to approve entering a contract with Ashtabula Area City School System for the 2021 Senior Conference venue. Neroy Carter made a motion to approve the venue and contract for Lakeside High School to host the 2021 Senior Levy Conference. Mary Pepperney seconded the motion. Motion carried.

#### Country Neighbor Program, Inc. requesting \$50,000.00 additional funds for Home Delivered Meals Services FY 2020

Ron Smith, Chief Financial Officer explained the additional funds for home delivered meals will come from the fund balance carried over in the beginning of the year. Dr. Brockway confirms some of the funds will be coming from the Country Neighbor Program; Congregate Meals site that is not serving meals at this time due to COVID-19.

Motion to ratify the addition funds of \$50,000.00 for Country Neighbor Program; Home Delivered Meals for FY 2020 was made by Mary Runyan. Lynn Zalewski seconded the motion. Motion carried.

#### Ratification of the \$10,000.00 donation to Feed the Hope

Motion to ratify the \$10,000.00 donation already in the budget for FY 2020 was made by Lynn Zalewski. Paul Fuller seconded the motion. Motion carried.

**Public Comment**

No public available for comment.

**Adjourn**

Jane Wallace made a motion to adjourn the meeting. Mary Runyan seconded the motion. Motion carried. The meeting was adjourned.

**Next Board Meeting  
November 16th, 2020 at 10 a.m.  
Zoom Meeting**