

**Minutes**  
**Ashtabula County Senior Services Levy Advisory Board**

**May 19<sup>th</sup>, 2021**

**Zoom Meeting**

**Present**

Patrick Arcaro  
Jerome Brockway  
Willietta Bunch-  
Marbury  
Neroy Carter  
Mary Pepperney  
Rhonda Rodriquez  
Mary Runyan  
Dianne Solembrino  
Virginia Walker  
Jane Wallace  
Pam Zack  
Lynn Zalewski

**Absent**

Christine Litweiler  
Emory Moore  
Joseph Rapose

**Staff**

Ronald Smith  
Alissa Drees  
Darcy Mosier

**BOCC**

Kathryn Whittington

**Call to Order**

Lynn Zalewski called the Zoom meeting to order.

**Approval of Minutes**

Lynn Zalewski asked the board to review the minutes from March 17<sup>th</sup>, 2021. After the board reviewed the minutes, Mary Runyan made a motion to approve the minutes from March 17<sup>th</sup>, 2021. Neroy Carter seconded the motion. Motion carried.

**Chair's Report**

Lynn Zalewski shared with the board the name of the new Senior Levy Advisory Board member, Emory Moore. Lynn gave a brief background and will introduce him formally to the board members at the July 14<sup>th</sup>, 2021 meeting.

**Funding**

Ron Smith presented the Revenue & Expense Report as of April 30<sup>th</sup>, 2021. Ron shared, as of the end of April the Senior Levy collected \$1,088,595.43 and there is an available balance of \$2,022,757.20. Ron showed the total expenses at the end of April was \$648,403.36, which is 33.4% of the contracted expenses for the FY 2021.

**Contract Reports**

Contract Report: Darcy Mosier presented the contract report. This report represents payments made against provider's contracts beginning in January through the calendar year. Darcy reported the providers goal to date is to have used approximately 25% of their annual budget which is through the month of March 2021. ACCAA; Homemaker services

was below the target at 11%. Joey Savel of ACCAA confirmed the percentage is below the target due to staffing, however Joey was happy to share ACCAA hired two new staff for homemaker services and projects the target percentage to increase, soon. ACCOA; Chore services was high, at 39% of their funds used. Darcy reminded the board that ACCOA provided chore services for those December clients that were on the waitlist in January. By doing so, it resulted in driving the percentage higher. Darcy shared she will continue to monitor the funds as it is lawn care season and is a busy time for chore providers. ACCOA Chore services for CNP and Conneaut Human Resource Center are below the target at 5% and 0%. Darcy shared CNP chore service units are beginning to increase with clients needing lawn care and looking at the trend from previous years, CNP; Chore begins slowly at the beginning of the year and levels out using chore funds, late spring through summer. Ryan Tattrie, Director of Conneaut Human Resource Center explained their chores services are mostly lawn care and he projects chore services being utilized beginning in May throughout the summer.

Wait List: Darcy Mosier reviewed the providers displaying a waitlist. CNP; Homemaker had nineteen (19) clients, and Personal Care; five (5) clients on the waitlist for March. Darcy noted there was little increase or decrease in the waitlist for CNP in March from the previous month. Director Barb Klingensmith noted her staffing shift remains a concern and is diligently working to fill the open positions. ACCAA; Homemaker had eight (8) clients on their waitlist for March and currently (April) have hired and filled open positions which allowed them to delete their waitlist.

### Committee:

1. Independence & Wellness/Technology Committee Quarterly meeting update: Lynn Zalewski shared the committee met with the four Senior Center directors at the end of March for the quarterly meeting. At that time, other than CNP, the remaining Senior Centers were either in the process of receiving funds or receiving the technology equipment. All Senior Centers discussed re-opening their sites in the future when orders from Governor DeWine were lifted, as well as continuing to offer a hybrid option for activities virtually. Alissa Drees added Barb Klingensmith, director of County Neighbor Program, Inc., was waiting for clarification and direction from Ohio Association of Senior Centers for reopening guidelines. Alissa also shared Geneva Area Seniors Corporation expressed intentions of reopening July 1<sup>st</sup>.
2. RFP Committees; Review process and timeline: Lynn reviewed with the advisory board the timeline and the RFP process. Lynn pointed out the dates and times of the Evaluation Committee meetings in August.

### Old Business

Lynn reminded the advisory board that beginning July 1, 2021 all Senior Center providers will be cost reimbursement for units of service. Darcy added the providers were notified of the change on March 23<sup>rd</sup>, 2021.

### New Business

Lynn shared the Programming Committee met on April 7<sup>th</sup>, 2021 to discuss potential changes in programming for the Senior Levy, 2022 RFP's. Lynn added after discussion the committee's recommendation is to add the Senior

Companionship component to the Independence & Wellness; Homemaker, RFP. Any provider may request an RFP for just Senior Companionship services independently and/or with Homemaker services. Lynn also explained the Senior Companionship description is a social and recreational service, specifically geared to help prevent social isolation and loneliness for senior clients in their homes. Lynn asked for a motion to add Senior Companionship to the Ashtabula County Senior Levy RFP's under Independence & Wellness; Homemaker and/or Senior Companionship services. Dr. Brockway made the motion to add Senior Companionship to the RFP. Dianne Solembrino seconded the motion. Motion carried.

**Public Comment**

No public available for comment.

**Adjourn**

Mary Pepperney made a motion to adjourn the meeting. Neroy Carter seconded the motion. Motion carried. The meeting was adjourned.

**Next Board Meeting  
July 14, 2021 at 10 a.m.  
Location to be announced**