

Minutes
Ashtabula County Senior Services Levy Advisory Board Meeting

September 15th, 2021

Zoom Meeting

Present

Patrick Arcaro
Jerome Brockway
Willietta Bunch-
Marbury
Neroy Carter
Christine Litweiler
Emory Moore
Mary Pepperney
Joseph Rapose
Rhonda Rodriguez
Mary Runyan
Dianne Solebrino
Virginia Walker
Jane Wallace
Pam Zack
Lynn Zalewski

Absent

Michelle Thompson

Staff

Ronald Smith
Alissa Drees
Darcy Mosier

BOCC

Kathryn Whittington

Call to Order

Chair, Lynn Zalewski called the meeting to order.

Approval of Minutes

Lynn Zalewski asked the board to review the minutes from July 14th, 2021. After the board reviewed the minutes, Dr. Brockway made a motion to approve the minutes from July 14, 2021. Mary Runyan seconded the motion. Motion carried.

Chair's Report

Chair, Lynn Zalewski gave thanks to the evaluation committees and ACJFS staff for all their time and hard work they put into the RFP process.

Funding

Ron Smith presented the Revenue & Expense Report as of August 31, 2021. Ron shared, as of the end of August the Senior Levy collected \$1,825,861.43 and there is an available balance of \$2,760,023.20. Ron showed the total expenses at the end of August was \$1,281,439.43, which is 65.5% 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 58% of their annual budget which is through the month of July 2021. ACCAA; Homemaker services was below the target at 33%. Darcy inquired about the low funding percentage that has been used thus far and ACCAA shared they continue to be low staffed for the homemaker services and diligently advertise for employment. Chore service providers, ACCOA; 69%, CNP; 61%. Both providers are currently over their target percentage and believe their units of service will decline as the weather shifts and less mowing is required. CHRC, Chore service; has used 4%, which is well below their target percentage. The CHRC Director, believed once the center was opened to seniors in July there would be an incline in services provided. CCOAC; 37% of Guardianship has been used and Payeeship has not used any funding from the SL at this time. Currently, other resources are being utilized for Payeeship which is driving their overall percentage below the target. Darcy added, historically in September, CCOAC begins using funding for both Guardianship and Payeeships services. ACCAA; 34%, used for Independence & Wellness services. Darcy contact ACCAA for supporting information regarding the low percentage of funds being used. Alissa Holdson shared their numbers started to dip due to low calls overall at 2-1-1. ACCAA think the additional stimulus money, unemployment funds, and continued eviction moratorium combined with the fact they help so many people avoid eviction and stay connected on their utilities in winter, led to less inquiries for assistance in the past months. She is continuing to monitor. Alissa added, there was an uptick in units for August and they continue to look at ways that they can be proactive, especially to their seniors. The trend is indicating an increase in units.

Wait List: Darcy Mosier reviewed the providers displaying a waitlist. CNP; Home Delivered Meals had four (4) clients, and Homemaker; four (4) clients on the waitlist for July. Darcy contacted CNP, Director Barb Klingensmith and she shared her concern about taking on more clients for Home Delivered Meals, as she is not sure what additional funding, if any, will be available for the FY 2022 and she didn't want to add clients now then not be able to provide the meals after the first of the year due to funding challenges. Barb added, her staff would reevaluate clients receiving Home Delivered Meals and make sure those on the waitlist would receive services. CNP; Homemaker continues to service their clients the best they can with the staffing they have. ARHHS Personal Care had twenty-six (26) clients on the waitlist. Darcy contacted Connie Fox at Region Home Health regarding the waitlist, and she supported that ARHHS does not have enough units in their grant to eliminate the wait list, presently. ACCAA; Homemaker had four (4) clients on their waitlist in July. Currently, they have two clients on the waitlist, one has been contacted but has not returned ACCAA's call, and the other client has chosen to wait due to health and safety concerns of staff coming into their home.

Committee:

1. Independence & Wellness/Technology Committee Quarterly meeting update: Lynn Zalewski, Chair, updated the board summarizing the last quarterly committee meeting with the four Senior Center directors on September 9th, 2021. ACCOA and CHRC were available to meet via Zoom. CNP and GASC sent an email summarizing how they are currently using their technology that was granted by the Senior Levy for the senior centers. Lynn explained ACCOA expanded their band width, purchased Zoom which they use for events and socials as well as Bingo. The cameras that were purchased are used for live streaming and taking photos to post on social media. Lynn added, ACCOA stated in June and July they had over 4,000 reaches and 518 people engaged on their social

media site. ACCOA will be using their tele media to try and break a world bingo record for the greatest number of people attending a bingo game followed by prizes and giveaways. ACCOA also noted the addition to their touchless registration now allows them the capability to provide a COVID screening questionnaire when entering the center. CHRC shared they are still waiting for an electrician to get their touchless kiosk up and running. The receptionist currently is registering clients in and out at her desk. Ryan Tattrie, Director added the goal is to make the check-in process independently possible by the seniors. CHRC is still in need of a laminator to laminate the senior's cards for entering and registration. Ryan shared the Zoom account is phenomenal and they are getting a good response from those that attend and added he encourages those who typically attend programming in person to attend via Zoom if they are not feeling well that day and CHRC will see that a lunch is available to be delivered to the client. CHRC is using the laptop and scheduling software that was purchased and shared with the committee how it is helpful to them. CNP is moving forward and regrouping with several new staffing changes. Barb Klingensmith, Director shared in July CNP; Orwell hosted a guest speaker. It was live in Orwell; shared on Facebook Live with Andover CNP and GASC with real time interaction between all audiences. In September, CNP Andover has a technology workshop geared for seniors with Family connect, an IT company onsite at the Andover location to aid and assist seniors with basic technology skills. Also, in September CNP is organizing a walking event and is hoping to coordinate with all the centers in the county for participation. Additionally, CNP is using Zoom for an in-person guided walking tour of historic Savannah, Georgia with a live tour guide. A live audience will be at the CNP Orwell dining room as well as CNP Andover and GASC. Barb extended an invitation to the other centers to join CNP. September 30th, CNP is doing a live cooking demonstration at Orwell, Andover, and GASC in real time with the tour guide live from Savannah, making a Savannah, Georgia culinary dish. All present at their centers will be able to experience the interactive event and taste a piece of Savannah culture. Bob Gruber from the Geneva Senior Center shared that GASC now have all seniors in an electronic database used to check clients in for different events such as Putt-Putt, Bingo, and other activities. Bob has Live streamed and Zoomed with CNP allowing GACS clients to enjoy CNP's events. In addition, GASC will be meeting with University Health Care Systems and their local EMC to put on digital education programming. Lynn Zalewski added the committee will continue to meet with the directors of the senior centers quarterly for their technology updates.

Old Business:

Lynn Zalewski shared on September 10, 2021 the Annual Feed the Hope in Ashtabula County, packaged 300,000 meals for distribution throughout Ashtabula Counties food pantries. Director Arcaro added it was a great event and Feed the Hope was very appreciative of the donation made from Senior Levy.

New Business:

- 1. RFP evaluation/approval*

Director Arcaro addressed the board and discussed moving into the future in terms of prioritizing services, and/or how the Senior Levy gives the money out to the various providers they have. Director Arcaro explained to the board that he signed off on most of the recommendations presented to him by the evaluation committees essentially, but after some discussions with his staff and looking at long term availabilities, moneys, needs for services and going into the future, he came up with a recommendation he would like to discuss with SLAB. Director Arcaro added this is the recommendation he is planning on presenting to the Board of Commissioners. Director Arcaro said, if the administrators of the contracts continue at the current expending amounts, even with the replacement levy, we are never going to be able to meet the needs and are going to be in the red. Director Arcaro explained, going forward there are some things the Senior Levy Advisory Board are going to need to discuss if we continue down the road we're on. Possible considerations might be capping the funding, eliminating providers, or prioritizing services. Alissa Drees, Fiscal Supervisor addressed the spreadsheet Director Arcaro asked her to create and share with the SLAB prior to meeting. Alissa expands on the effect the future of the funding will have if no decrease is made at this time. Alissa explains, the amount the providers requested for FY 2022, for all services under levy funding, including all special projects and administration costs, would be \$1,941,346.65. The Evaluation Committee recommendations for FY2022, would be at \$1,927,746.31. Alissa added we would be working at a huge deficit and would deplete the carryover monies, as well as tap in and almost wipe out the reserve by end of the Levy term of FY2025 if these recommendations are approved. If you were to follow the FY 2022 Director's Recommendation of a 2% decrease overall, we would use the carryover and only slightly tap into the reserve. The total of this decreases overall, to all providers would be \$33,654.93. Furthermore, we also must take into consideration that these amounts do not include if there are any carryover monies left at the end of each fiscal year and all providers use every cent of their contracted amounts every year. Director Arcaro opens the floor for discussion. Mary Pepperney feels part of the process should involve the service providers and asking the agencies to reevaluate for need through in person assessments, specifically considering the continued staffing difficulties. Lynn added moving forward the evaluation committees seek outcomes from providers as supporting data for need. Alissa reminded the board any assessments, evaluations or outcomes would need to be considered for FY 2023 RFP due to the timeframe we are in with this current RFP/contract process. Lynn asks the board for their recommendation and for their approval. Lynn clarifies for the board that they can recommend the evaluation committees recommendation, or they can recommend Director Arcaro's recommendation of a 2% decrease of the evaluation committees' recommendation. Lynn asks that a letter of explanation go out to the providers addressing the deficit spending and that we will be in touch with them in the very near future about prioritization and outcomes and needs for FY 2022.

The following are the provider requests, committee recommendations and Director Arcaro's recommendations.

1. Chore Services:

- i. Ashtabula County Council on Aging requested \$28,271.56, unit rate of \$21.75. The Committee recommended to fund the amount requested and unit rate. The director's recommendation after 2% decrease is \$27,706.13, unit rate \$21.75.
- ii. Conneaut Human Resource Center requested \$4,800.00, unit rate of \$30.00. The Committee recommended to fund \$2,000.00 and unit rate of \$20.00. The committee's recommendation stemmed from a pattern of unused funding for FY 2021 and recommended to fund the amount that was last used in FY 2019. The director's recommendation after 2% decrease is \$1,960.00.

iii. Country Neighbor Program, Inc. requested \$7,475.00, unit rate of \$23.00. The Committee recommended to fund the amount requested and unit rate. The director's recommendation after 2% decrease is \$7,325.50.

2. Homemaker Services:

i. Conneaut Human Resource Center requested \$26,722.00; unit rate \$24.29. The Committee recommended to reduce funds to \$23,122.00 and unit rate \$21.02. The amount of unused funds for FY 2020 and projected unused funding for FY 2021 along with no waitlist were determining factors in decreasing the recommended funding and unit rate. The director's recommendation after 2% decrease is \$22,659.56.

ii. Country Neighbor Program, Inc. requested \$101,844.00, unit rate \$23.00. Committee recommended to fund the amount requested and unit rate. The director's recommendation after 2% decrease is \$99,807.12.

iii. Ashtabula County Community Action Agency requested \$72,467.25; unit rate \$26.89. The Committee recommended to decrease funds requested to \$50,000.00 and fund the requested unit rate amount of \$26.89. The committee notes the pattern of unused funds for the past two fiscal years, staffing issues and decline in units may indicate a shift in need. The director's recommendation after 2% decrease is \$49,000.00.

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 to fund \$58,028.90 of the amount requested and unit rates. The decrease of \$1,700.00 is due to the request for SL to pay for the full amount of a proposed small equipment purchase. The committee allocated \$500.00 towards the purchase of the laptop keeping within the inventory accountability specifications and the percentage of time the equipment will be used for SL business. The director's recommendation after 2% decrease is \$56,868.32.

4. Home Delivered Meals Services:

i. Ashtabula County Community Action Agency requested \$323,190.00, unit rate of \$8.10. The Committee recommended decreasing the amount requested to \$316,008.00 and funding the requested unit rate of \$8.10 thus allowing to meet the proposed average units per month of 3,325. The committee noted there was no waitlist for FY 2020, nor for the current FY 2021. The committee acknowledged the increase was allocated for salaries and projected increase in food cost. The director's recommendation after 2% decrease is \$309,687.84.

ii. Country Neighbor Program, Inc. requested \$258,160.80, unit rate of \$8.18. The Committee recommended decreasing the requested amount to \$235,636.00 and redirect the difference of \$22,524.80 to CNP Congregate Meals. Should the congregate site close in FY 2022, the committee recommends at that time CNP request for the congregate meal funds to be designated to CNP HDM's using the amendment process. The director's recommendation after 2% decrease is \$230,923.28.

5. Personal Care Services:

i. Ashtabula Regional Home Health Services requested \$158,400.00, unit rate of \$36.00. The Committee recommended decreasing the amount requested to \$129,600.00, and unit rate requested. The committee noted this is an increase from current contract of \$3,204.00. The committee recommends if there are available funds remaining that ARHHS be considered for those funds. The director's recommendation after 2% decrease is \$127,008.00.

ii. Country Neighbor Program, Inc. requested \$57,902.00, unit rate \$26.50. The Committee recommended the requested amount and unit rate. There was no increase in the requested amount from FY 2021. The director's recommendation after 2% decrease is \$56,743.96.

6. Transportation Services:

i. Country Neighbor Program, Inc. requested \$318,240.90, unit rate of \$2.02. The Committee recommended the requested amount of \$318,240.90 and the unit rate of \$2.02. There was a \$.90 increase from FY 2021. The director's recommendation after 2% decrease is \$311,876.08.

ii. ACTS requested \$71,572.80, unit rate of \$62.05/hr. The Committee recommended amount requested and unit rate increase. The director's recommendation after 2% decrease is \$70,141.34.

7. Independence & Wellness Services:

- i. Ashtabula County Community Action, Information and Referral for Seniors Program requested \$5,500.00, unit rate \$9.29. The committee recommended the amount requested and the unit rate. There was no change from FY 2021. The director's recommendation after 2% decrease is \$5,390.00.
- ii. Ashtabula County YMCA requested \$66,721.92; unit rate \$2.50. The committee discussed cost if limiting Ashtabula site to the same programming as outreach sites. YMCA proposed a revised contract amount of \$46,488.70 and unit rate of \$4.47. The committee requested further review at the SLAB meeting. After discussion, the committee agreed to award the same contract and unit rate as FY 2021; \$37,362.15, unit rate \$3.68. The director's recommendation after 2% decrease is \$36,614.91.
- iii. Ashtabula County Council on Aging requested \$67,808.00; unit rate \$21.19. The committee recommended not increasing the contract amount from FY 2021 and recommended funding \$53,680.00 and the requested unit rate of \$21.19. The committee agreed by increasing the unit rate by \$4.05 it would allow for the continuous improving, increasing in person and virtual programming, extra COVID safety precautions to maintain compliance with health precautions and pay higher wages as the need was identified in their request.
- iiii. Conneaut Human Resource Center requested \$34,200.00; unit rate \$19.00. The committee recommended not increasing the contract amount or unit rate to the requested amount. Director Arcaro requested further review from the committee at which time the director of CHRC provided additional information. The committee recommended funding the same amount as FY 2021; \$30,600.00 and increasing the unit rate to the requested amount of \$19.00. The director's recommendation after 2% decrease is \$29,988.00.
- iiiii. Country Neighbor Program, Inc. requested \$54,000.000; unit rate \$22.50. The committee recommended not to increase the contract amount from FY 2021 at \$53,693.00 and recommends awarding the requested unit rate of \$22.50. The director's recommendation after 2% decrease is \$52,619.14.
County Neighbor Program, Inc. congregate meals requested \$23,055.00; unit rate \$7.95. The committee recommended funding the requested amount and unit rate. The director's recommendation after 2% decrease is \$22,593.90.
- iiiii. Geneva Area Senior Corporation requested \$86,511.00; unit rate \$17.25. The committee recommended no increase in the contract amount of \$73,776.00 from FY 2021 and recommended to increase the unit rate to \$17.25 as requested to align their unit rate with the other senior centers. The director's recommendation after 2% decrease is \$72,300.48.

8. Companionship Services:

- i. Country Neighbor Program, Inc. requested \$5,379.00; unit rate \$16.30. The committee recommended the amount requested and the unit rate. The director's recommendation after 2% decrease is \$5,271.42.

Mary Pepperney made the motion to recommend the same recommendations Director Arcaro made in the spreadsheet present by Alissa Drees. Rhonda Rodriquez seconded the motion. Motion carried.

2. 2022 Senior Conference venue/Lakeside proposed contract summary

Darcy Mosier reviewed the projected cost of \$5,193.80 for food, labor and supplies proposed by Lakeside High School for the 2022 Senior Conference. Darcy added there was an increase in charges of \$843.80 from the previous quote in September of 2020, for the Senior Conference planned for 2021, which was ultimately cancelled due to COVID. Lynn Zalewski added this was informational and there was discussion at the Pre-SLAB meeting that if there was to be a conference in 2022 all should be funded by sponsorships due to the current provider contract cutbacks for FY 2022. Dianne Solembrino wishes to explore other venues due to cost. The board asked that Darcy explore other venues with consideration of cost, stairs, and safety for seniors and present that information at the next SLAB meeting on November 17th, 2021.

No public available for comment.

Adjourn

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

Next Board Meeting
November 17th, 2021 at 10 a.m.
Zoom Meeting