



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
Community Planning & Engagement Department

965 South Raisinville Rd.
Monroe, MI 48161
734-240-3290

Fax: 734-240-3286
mccoa@monroemi.org

Jeff McBee
Director

Cheryl Rivard
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Werthenberger
Secretary

Mary Gantzios

Larry Gramlich

Cynthia McIlvain

Wayne Meehean

Paul Simonton

Donald Spencer

**Monroe County Commission on Aging
Regular Board Meeting
January 11, 2023
Monroe County Commission on Aging Board Room
1:00 p.m.**

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Silent Prayer
5. Oath of Office for Commission Members- Lisa Sanders, Deputy Clerk
6. Review of Organizational Meeting Procedures- Jeff McBee, Director
7. Election of Chairperson
8. Election of Vice Chairperson
9. Election of Secretary
10. Approval of Agenda
11. Public Comment
12. Special Presentations- None
13. Consent Agenda
 - A. Approval of Minutes of December 14, 2022 Regular Meeting
 - B. Strategic Planning Committee Notes of January 5, 2023
 - C. Finance Reports
 - D. Correspondence- None
 - E. Formal Agency Reports- None
14. Director's Report
15. Old Business- None
15. New Business
 - A. MCCCOA Policy 11-01 Proposed Revision
 - B. MCCCOA Policy 11-02 Proposed Revision
 - C. 2023 Budget Calendar Discussion/Approval
16. Public Comment
17. Commission Members' Comments
18. Adjournment



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The next Regular Board meeting will be on Wednesday, February 8, 2023, in the Monroe County Commission on Aging Board Room.

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following:

Human Resources

125 East Second Street, Monroe, MI 48161, Voice (734) 240-7295, and TDY (734) 240-7301



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Policy #: MCCOA 15-01

Title: *Organizational Meeting Procedures*
Adopted: *04-08-2015*
Revised: *N/A*

For its Organizational Meeting, The Monroe County Commission on Aging shall meet on the second Wednesday of January that is not designated a County holiday, or at another reasonable day and time fixed by the Commission on Aging Director, the Commission on Aging Assistant, or any Commission on Aging Board member.

The purpose of the Organizational Meeting shall be to elect a Chairperson, Vice-Chairperson, and any other designated officers, and administer oaths if necessary. The Board may also transact any other business properly brought before it.

The Director or Assistant shall act as the moderator of the Organizational Meeting until such time as the Chairperson of the Board is elected, after which time, the Chairperson shall preside at said meeting. If the Chairperson is not present, then the Vice-Chairperson shall preside after being elected.

The Organizational Meeting shall be held in the Commission on Aging Board Room, unless otherwise notified per the requirements of the Open Meetings Act, and shall be held in accordance with the Open Meetings Act.

The following process shall be used for the election of Commission on Aging officers:

1. The Director, Assistant, or Chairperson (following election) will call for nominations to be made by any Board member.
2. The Director, Assistant, or Chairperson will close the nominations after all Board members have had an opportunity to present their nominations.
3. If only one Board member is nominated, the Director, Assistant, or Chairperson will call for a motion to declare that person to be elected, and if a majority of the Board members are in favor of the motion, that one person nominated shall become the Chairperson, Vice-Chairperson, or other designated officer.
4. If more than one Board member is nominated for a designated office, the Director, Assistant, or Chairperson will call the roll of all Board members, in any order that the Director, Assistant, or Chairperson determines, where each Board member shall, by a public voice vote, declare his or her preference for the designated office being considered, and if one of the nominees receives five (5) affirmative roll call votes, that person shall immediately be declared that designated officer by the Director, Assistant, or Chairperson and no further motion or vote shall be necessary.



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5. If there are three or more nominees and the first roll call vote does not produce one nominee getting at least five (5) affirmative roll call votes, the Director, Assistant, or Chairperson will call for a second roll call vote for the top two vote getters only, and the one of those two who receives five (5) affirmative roll call votes shall immediately be declared the designated officer by the Director, Assistant, or Chairperson. If because of tied votes, there are more than two nominees who are the top two vote getters, then all said nominees who were the top two vote getters shall continue to be nominees, and all of those nominees that do not qualify as being the top two vote getters shall be eliminated. Roll call votes shall be continued until one nominee receives at least five (5) affirmative roll call votes.



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Monroe County Commission on Aging

Regular Board Meeting Minutes

December 14, 2022

Commission on Aging Conference Room

Chairperson Vice Chairman Martin Kaufman called the meeting to order at 1:01 p.m.

Members present

Cynthia McIlvain, Martin Kaufman, Don Spencer, Wayne Meehean, Paul Simonton and Mary Ann Wertenberger

Members excused:

Cheryl Rivard, Mary Gantzogs, Larry Gramlich

Approval of the Agenda:

Mary Ann Wertenberger made a motion to approve the December 14, 2022, Regular Board Meeting Agenda as presented. Support by Cynthia McIlvain. **Motion carried.**

Public Comment:

Beth Berlin, RSVP distributed extra Senior Source Magazines. The magazines will be reprinted in the spring. She also stated that there will be a Food Drive held on Martin Luther King Day.

Special Presentations: None.

Consent Agenda:

- A. Approval of the Minutes of the November 9, 2022 Regular Meeting.
- B. Strategic Planning Committee Notes of December 1, 2022
- C. Finance Reports
- D. Correspondence – None
- E. Formal Agency Reports – None

Wayne Meehean approved the Consent Agenda as presented and place on file. Supported by Donald Spencer - **Motion carried.**

Directors' Report:

Jeff McBee reported the following:

➤ Common Measures Report

The September 2022 Common Measures Reports provide the Commission with the provider's Cumulative Units Reported vs. Maximum, Cumulative Unduplicated Clients Served vs. Anticipated, Actual Expenditures vs. Total Budget, Total Budget Cost per Unduplicated Client, and Actual Revenue vs. Budgeted Revenue.

➤ COA Website Views

The monthly analytics snapshot shows how many hits the COA website received and the category most visited. During November 2022, 133 individuals visited the site with 56 views.



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➤ **Waitlist/Service Not Provided Summary**

Mr. McBee reported that from October 25, 2022, through November 25, 2022, there are 38 reported seniors on the Project Ramp waitlist. RSVP reported 2 customers on their waitlist.

Old Business: None.

New Business:

A. Milan Transportation Request for Additional 2022 Funding

Paul Simonton made a motion to approve the additional Milan Transportation request. Supported by Cynthia McIlvain.

Roll Call.

Mary Ann Wertenberger– Yes	Larry Gramlich -Excused	Cheryl Rivard - Excused
Martin Kaufman – Yes	Paul Simonton – Yes	Mary Gantzogs – Excused
Donald Spencer – Yes		Cynthia McIlvain – Yes
Wayne Meehean - Yes		

Motion Carried

B. Request to adjust Frenchtown Senior Center 2023 Units and Unit Rate

Motion by Paul Simonton. Supported by Mary Ann Wertenberger.

Roll Call.

Mary Ann Wertenberger– Yes	Larry Gramlich -Excused	Cheryl Rivard - Excused
Martin Kaufman – Yes	Paul Simonton – Yes	Mary Gantzogs - Excused
Donald Spencer – Yes		Cynthia McIlvain – Yes
Wayne Meehean - Yes		

Motion Carried

Public Comment: None.

Commission Members Comments: Mary Ann Wertenberger and Martin Kaufman thanked Jeff McBee for his service. They hope Jeff's replacement is also dedicated to the success of this Agency. Don Spencer wished everyone a happy holiday. Cynthia McIlvain and Paul Simonton expressed condolences regarding the recent passing of Ralph Hutchinson of the Self and Family Behavioral Healthcare agency.



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Paul Simonton

Donald Spencer

Adjournment:

Motion to adjourn by Wayne Meehan and supported by Paul Simonton

Voice Vote: Motion Carried

Vice-Chairman Martin Kaufman adjourned the meeting at 1:34 p.m.

The next Regular Board meeting takes place on Wednesday, January 12, 2023, at 1:00 p.m.
at the Monroe County Commission on Aging, 965 South Raisinville Road, Monroe, MI 48161.

Ramona Hall, Recording Secretary

Monroe County Commission on Aging Strategic Planning Committee Meeting Notes

January 5, 2023

Present: Cynthia McIlvain, Cheryl Rivard, Paul Simonton, Mary Ann Wertenberger, Ramona Hall and Jeff McBee.

Cynthia McIlvain began the meeting at 1:55 p.m.

1. **MCCOA Policy 11-01 & 11-02 Revision Discussion:**

The Committee reviewed the proposed removal of the “Year End Reporting” section of the policy and associated language in both policies, as Jeff McBee indicated that the actions included in those sections are completed on a monthly basis. Proposed language was added that reflects the current monthly practice of reporting to the Board. The Committee recommends the approval of the proposed changes to the full Board.

2. **Proposed 2023 Budget Calendar:**

The Committee reviewed two proposed budget calendars. “Proposal A” that reflects the timeline of recent budget calendars and “Proposal B” that extends the application deadline by one month. The Committee recommends approval of “Proposal B.”

3. **Senior Counseling Services Discussion:**

Jeff McBee indicated that with Self & Family Behavioral Healthcare closing, there will be \$10,150.00 in that line-item with no planned expenditures. The Committee came to the consensus to hold off on taking any action with that funding at this time.

4. **Organizational Meeting Policy/Procedures:**

Jeff McBee reminded the Committee that the election of officers will take place at the January 11th meeting and that the Deputy Clerk is expected to be present to issue the Oath of Office to all Board members.

The meeting adjourned at 2:14 p.m.

The next meeting is scheduled for February 2, 2023 at 2:00 p.m. at the Commission on Aging.

Jeff McBee, Recording Secretary

RUN DATE: 01/04/23 08:10
APPR

County of Monroe
Appropriation Report

PAGE: 00190
FISCAL DATE: 12/30/22 22/DEC

** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	% Exp
280-97000-965141	ALZHEIMER PROGRAM	22,848.00	0.00	0.00	442.00	2,754.00	20,094.00	12.05
280-97000-965165	MONROE SENIOR CITIZEN	412,690.00	0.00	0.00	15,694.58	412,376.53	313.47	99.92
280-97000-965175	ARTHUR LESLOW COMMUNIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965185	FOSTER GRANDPARENT TRP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965186	AREA AGENCY ON AGING-M	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965191	DEAF & HEARING IMPAIRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965201	MILAN SENIOR MEALS ON	20,661.00	0.00	0.00	1,480.50	18,927.00	1,734.00	91.61
280-97000-965205	EMERGENCY FUEL	15,000.00	0.00	0.00	0.00	15,000.00	0.00	100.00
280-97000-965215	MILAN SENIOR CENTER	48,000.00	0.00	0.00	3,105.00	29,805.00	18,195.00	62.09
280-97000-965216	MILAN SENIOR TRANSIT	8,100.00	0.00	0.00	0.00	8,100.00	0.00	100.00
280-97000-965220	MILAN SENIOR RESOURCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965225	ADULT DAY CARE SERVICE	61,165.00	0.00	0.00	3,369.01	50,739.47	10,425.53	82.96
280-97000-965340	YMCA CANCER SURVIVOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965380	YMCA	37,795.00	0.00	0.00	9,500.25	37,795.00	0.00	100.00
280-97000-965390	MCOF VOLUNTEER CAREGIV	3,000.00	0.00	0.00	220.00	2,902.00	98.00	96.73
280-97000-965400	AREA AG ON AGING-PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL EXP/REV-OTHER		3,382,602.00	0.00	0.00	157,359.47	3,057,538.42	325,063.58	90.39
97500 SPECIAL APPROP TO OTHER FUNDS								
280-97500-999101	TRANSFER OUT - GENERAL	231,995.00	0.00	0.00	0.00	159,957.37	72,037.63	68.95
TOTAL SPECIAL APPROP TO OTHE		231,995.00	0.00	0.00	0.00	159,957.37	72,037.63	68.95
TOTAL 280 SENIOR CITIZENS FUND		3,615,056.00	0.00	0.00	157,359.47	3,217,495.79	397,560.21	89.00

RUN DATE: 01/04/23 08:10
APPR

County of Monroe
Appropriation Report

PAGE: 00062
FISCAL DATE: 12/30/22 22/DEC

** 101 GENERAL FUND 67200 COMMISSION ON AGING

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	% Exp
101-67200-705000	SALARIES AND WAGES	86,968.00	0.00	0.00	6,460.00	87,828.74	-860.74	100.99
101-67200-706500	SICK PAY BANK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-707100	PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-707200	BD/COM/ATHM PER DIEM	6,000.00	0.00	0.00	250.00	3,275.00	2,725.00	54.58
101-67200-715000	SOCIAL SECURITY	7,112.00	0.00	0.00	497.40	6,715.55	396.45	94.43
101-67200-716000	EMPLOYERS-RETIREMENT	26,525.00	0.00	0.00	1,970.30	26,075.84	449.16	98.31
101-67200-716001	DC RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-716010	EMPLOYERS-RET HEALTH C	24,814.00	0.00	0.00	0.00	6,157.31	18,656.69	24.81
101-67200-716012	EMPLOYER-HCS	764.00	0.00	0.00	129.20	1,467.66	-703.66	192.10
101-67200-717000	UNEMPLOYMENT INSURANCE	93.00	0.00	0.00	6.73	89.23	3.77	95.95
101-67200-718000	WORKERS COMPENSATION I	60.00	0.00	0.00	4.31	57.06	2.94	95.10
101-67200-719000	HEALTH INSURANCE	17,878.00	0.00	0.00	697.26	11,191.16	6,686.84	62.60
101-67200-720000	LIFE INSURANCE	143.00	0.00	0.00	10.94	143.46	-0.46	100.32
101-67200-721000	OPTICAL INSURANCE	122.00	0.00	0.00	4.62	74.95	47.05	61.43
101-67200-722000	DENTAL INSURANCE	842.00	0.00	0.00	40.26	602.06	239.94	71.50
101-67200-723000	DISABILITY INSURANCE	797.00	0.00	0.00	59.18	783.26	13.74	98.28
101-67200-725000	ACCRUED WAGES AND FRIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-728000	OFFICE SUPPLIES	2,000.00	0.00	0.00	0.00	810.59	1,189.41	40.53
101-67200-729000	PRINTING AND IMAGING	600.00	0.00	0.00	0.00	0.00	600.00	0.00
101-67200-730000	POSTAGE AND MAILING FE	1,500.00	0.00	0.00	7.52	46.01	1,453.99	3.07
101-67200-731000	COMPUTER & DATA PROC S	1,600.00	0.00	0.00	0.00	0.00	1,600.00	0.00
101-67200-803000	PRE-EMPLOYMENT PHYSICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-810000	BOARD PER DIEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-810020	BOARD MEMBERS TRAVEL	3,250.00	0.00	0.00	134.50	1,658.60	1,591.40	51.03
101-67200-814015	SOFTWARE LICENSE FEE	20,651.00	0.00	0.00	0.00	19,380.57	1,270.43	93.85
101-67200-814016	PAYROLL SERVICES	815.00	0.00	0.00	0.00	887.24	-72.24	108.86
101-67200-826000	LEGAL AND PROFESSIONAL	2,400.00	0.00	0.00	0.00	0.00	2,400.00	0.00
101-67200-830000	ASSOCIATION & MEMBERSH	225.00	0.00	0.00	0.00	87.50	137.50	38.89
101-67200-851000	TELEPHONE	515.00	0.00	0.00	18.31	688.81	-173.81	133.75
101-67200-861000	TRAVEL	850.00	0.00	0.00	0.00	0.00	850.00	0.00
101-67200-864000	CONFERENCE AND CONVENT	300.00	0.00	0.00	0.00	0.00	300.00	0.00
101-67200-864080	CONF/CONVENTION BOARD	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-67200-911000	GENERAL LIABILITY INSU	1,478.00	0.00	0.00	109.74	1,452.46	25.54	98.27
101-67200-921000	ELECTRICITY	1,500.00	0.00	0.00	124.32	1,833.16	-333.16	122.21
101-67200-922000	WATER AND SEWAGE	200.00	0.00	0.00	0.00	512.92	-312.92	256.46
101-67200-923000	HEATING FUEL	600.00	0.00	0.00	65.40	568.55	31.45	94.76
101-67200-933000	MAINT-OFFICE EQUIP AND	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-67200-942000	COPIER EXPENSE/LEASE	2,000.00	0.00	0.00	66.62	844.01	1,155.99	42.20
101-67200-963000	CENTRAL SERVICES/INDIR	19,193.00	0.00	0.00	0.00	19,193.00	0.00	100.00
101-67200-980575	C.O.-COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMISSION ON AGING		231,995.00	0.00	0.00	10,656.61	192,424.70	39,570.30	82.94

RUN DATE: 01/04/23 08:12

County of Monroe

PAGE: 00073

REVEN

Revenue Report

FISCAL DATE: 12/30/22

22/DEC

** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	MTD Receipts	YTD Receipts	Balance	% Coll
89800	FUND BALANCE CARRYFORWARD					
280-89800-695001	FUND BALANCE CARRYFORWARD-REV	-429,548.00	0.00	0.00	-429,548.00	0.00
TOTAL FUND BALANCE CARRYFORWARD		-429,548.00	0.00	0.00	-429,548.00	0.00
97000	SPECIAL EXP/REV-OTHER AGENCIES					
280-97000-402000	CURRENT PROPERTY TAXES	-3,082,508.00	-162,047.48	-3,054,155.83	-28,352.17	99.08
280-97000-415000	PRIOR YEAR TAX ADJUSTMENTS	22,750.00	0.00	1,065.74	21,684.26	4.68
280-97000-420000	DELINQUENT PERSONAL PROP TAXES	-3,500.00	-416.85	-6,159.41	2,659.41	175.98
280-97000-434020	OTH TAXES-PYMT IN LIEU OF TAX	-7,500.00	-232.18	-8,168.88	668.88	108.92
280-97000-437000	INDUSTRIAL FACILITY TAX	-11,500.00	0.00	-11,819.83	319.83	102.78
280-97000-445000	TAXES-PENALTIES & INT ON TAXES	-250.00	-41.57	-196.07	-53.93	78.43
280-97000-573000	LC STABIL SHARE TAX 2014 PA80	-100,000.00	0.00	-118,862.35	18,862.35	118.86
280-97000-576000	STATE GRANT-REIMB INV LOSS	0.00	0.00	0.00	0.00	0.00
280-97000-665000	INTEREST INCOME	-2,000.00	0.00	-10,918.54	8,918.54	545.93
280-97000-676070	SPECIAL REVENUE-REIMBURSEMENT	-1,000.00	-238.00	-238.00	-762.00	23.80
280-97000-677000	OTHER REVENUE-MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
280-97000-687030	REBATES-PRESCRIPTION	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL EXP/REV-OTHER AGENCIES		-3,185,508.00	-162,976.08	-3,209,453.27	23,945.27	100.75
99999	FUND LEVEL					
280-99999-688000	DEFAULT DISCOUNT	0.00	0.00	0.00	0.00	0.00
TOTAL FUND LEVEL		0.00	0.00	0.00	0.00	0.00
TOTAL 280 SENIOR CITIZENS FUND		-3,615,056.00	-162,976.08	-3,209,453.27	-405,602.73	88.78

COA Director's Report Items (1/11/23)

1. Common Measures Reports – Included in Packet
2. COA Website Views – Included in Packet
3. Waitlist/Service not Provided Summary – Included in Packet
4. 2022 RSVP Volunteer Transportation Report – Included in Packet

Table A.**Cumulative Units Reported vs. Unit Maximum**

(Goal is to be between 86% - 96%)

As of: November

Provider/Program	Cumulative Units	Unit Maximum	Percentage
Memory Lane Care Services	40.50	336.00	12%
United Way Project Ramp of MC	32,540.61	122,382.00	27%
Self and Family Behavioral Healthcare	78.00	180.00	43%
Milan Seniors for Healthy Living	5,882.40	9,600.00	61%
Berlin Township Senior Citizens Group	3,145.00	4,940.00	64%
Frenchtown Adult Day Services	4,962.50	7,626.00	65%
Lake Erie Transportation Commission	10,783.00	15,625.00	69%
MCOP-Specialized Transportation	6,808.00	8,000.00	85%
MCOP-Home Care	7,784.25	8,500.00	92%
Milan Seniors Meals on Wheels	4,206.00	4,591.00	92%
MCOP-Resource Advocacy	8,686.00	9,430.00	92%
MCOP-Opportunity Center at ALCC	7,209.25	7,800.00	92%
Milan Seniors Transportation	762.00	800.00	95%
Ash Senior Citizens	2,433.00	2,553.00	95%
MCOP-Food Assistance Program	355,345.50	369,285.00	96%
MCOP-Volunteer Caregiver Program	362.75	375.00	97%
Health Van	2,613.00	2,700.00	97%
MCOP-Utility Assistance Program	15,000.00	15,000.00	100%
Monroe Family YMCA Enhanced Fitness	918.25	918.00	100%
MCOP-Home Injury Control	6,539.86	6,500.00	101%
MCOP-Unmet Emergency Needs	8,664.46	8,500.00	102%
RSVP	56,790.31	55,556.00	102%
MCOP-Home Chore	4,407.00	4,300.00	102%
Living Independence for Everyone	143,687.00	140,014.00	103%
Monroe Senior Citizens Center	79,712.25	74,956.00	106%
Bedford Senior Community Center	43,817.74	40,014.00	110%
Dundee Area Senior Citizens Center	36,310.00	31,950.00	114%
Monroe County Senior Legal Services	2,655.00	1,995.00	133%
Frenchtown Senior Citizens Center	38,335.75	23,345.00	164%

Table B.

Unduplicated Clients Served vs. Anticipated Clients Served

(Goal is to be at least 86%)

As of: November

Provider/Program	Cumulative Unduplicated Clients	Anticipated Clients Served	Percentage
MCOP-Volunteer Caregiver Program	3	10	30%
Frenchtown Adult Day Services	15	35	43%
Monroe Family YMCA Enhanced Fitness	183	400	46%
Milan Seniors for Healthy Living	136	250	54%
United Way Project Ramp of MC	11	20	55%
Lake Erie Transportation Commission	424	750	57%
Ash Senior Citizens	72	120	60%
Memory Lane Care Services	6	10	60%
Health Van	130	175	74%
MCOP-Opportunity Center at ALCC	67	90	74%
RSVP	264	350	75%
Bedford Senior Community Center	900	1,150	78%
MCOP-Utility Assistance Program	33	41	80%
MCOP-Home Chore	362	430	84%
Monroe Senior Citizens Center	1,347	1,600	84%
Berlin Township Senior Citizens Group	111	130	85%
MCOP-Resource Advocacy	1,552	1,800	86%
MCOP-Specialized Transportation	197	210	94%
MCOP-Home Care	138	143	97%
Living Independence for Everyone	1,161	1,200	97%
MCOP-Unmet Emergency Needs	19	19	100%
Self and Family Behavioral Healthcare	26	25	104%
MCOP-Food Assistance Program	1,421	1,350	105%
MCOP-Home Injury Control	93	85	109%
Monroe County Senior Legal Services	880	737	119%
Frenchtown Senior Citizens Center	1,309	1,000	131%
Dundee Area Senior Citizens Center	495	350	141%
Milan Seniors Transportation	29	20	145%
Milan Seniors Meals on Wheels	32	20	160%

Table C.

Actual Expenditures vs. Total Budget

(Goal is to be between 86% - 96%)

As of: November

Provider/Program	Actual Expenditures	Total Budget	Percentage
United Way Project Ramp of MC	\$58,977.63	\$144,766.84	41%
Self and Family Behavioral Healthcare	\$45,841.00	\$84,206.00	54%
Memory Lane Care Services	\$24,272.25	\$42,587.61	57%
MCOP-Utility Assistance Program	\$21,910.64	\$30,924.88	71%
Berlin Township Senior Citizens Group	\$34,813.00	\$48,605.00	72%
MCOP-Specialized Transportation	\$342,395.75	\$450,269.77	76%
Milan Seniors Meals on Wheels	\$74,382.81	\$93,155.00	80%
Milan Seniors for Healthy Living	\$81,584.46	\$101,252.00	81%
Bedford Senior Community Center	\$309,310.00	\$380,484.00	81%
Ash Senior Citizens	\$33,124.64	\$39,925.00	83%
Milan Seniors Transportation	\$102,065.98	\$118,419.00	86%
Health Van	\$217,267.00	\$247,186.00	88%
Monroe Family YMCA Enhanced Fitness	\$36,877.84	\$41,469.00	89%
RSVP	\$152,967.83	\$171,442.00	89%
MCOP-Resource Advocacy	\$213,133.38	\$233,886.46	91%
Monroe Senior Citizens Center	\$567,697.10	\$617,176.00	92%
Monroe County Senior Legal Services	\$306,688.79	\$331,304.00	93%
Frenchtown Senior Citizens Center	\$300,764.00	\$323,805.00	93%
MCOP-Volunteer Caregiver Program	\$22,526.61	\$24,165.08	93%
MCOP-Home Injury Control	\$17,357.25	\$18,525.96	94%
MCOP-Home Chore	\$203,385.31	\$205,424.39	99%
Frenchtown Adult Day Services	\$190,131.00	\$192,014.00	99%
Living Independence for Everyone	\$1,281,085.72	\$1,288,670.25	99%
Dundee Area Senior Citizens Center	\$321,886.10	\$323,180.00	100%
MCOP-Opportunity Center at ALCC	\$60,739.20	\$60,618.00	100%
MCOP-Unmet Emergency Needs	\$11,071.54	\$10,674.88	104%
MCOP-Home Care	\$299,101.01	\$284,913.00	105%
Lake Erie Transportation Commission	\$628,621.53	\$596,260.00	105%
MCOP-Food Assistance Program	\$310,886.24	\$267,126.19	116%

Table D.

Total Cost Per Unduplicated Client (Year to Date)

(Goal is to be less than 110% at year end)

As of: November

Provider/Program	Actual Expenses	Y-T-D Unduplicated Clients Served	Cost Per Unduplicated Client	Total Budget	Anticipated Clients Served	Unduplicated Cost Goal	Percent
Milan Seniors Meals on Wheels	\$74,382.81	32	\$2,324.46	\$93,155.00	20	\$4,657.75	50%
Self and Family Behavioral Healthcare	\$45,841.00	26	\$1,763.12	\$84,206.00	25	\$3,368.24	52%
Milan Seniors Transportation	\$102,065.98	29	\$3,519.52	\$118,419.00	20	\$5,920.95	59%
Dundee Area Senior Citizens Center	\$321,886.10	495	\$650.27	\$323,180.00	350	\$923.37	70%
Frenchtown Senior Citizens Center	\$300,764.00	1,309	\$229.77	\$323,805.00	1,000	\$323.81	71%
United Way Project Ramp of MC	\$58,977.63	11	\$5,361.60	\$144,766.84	20	\$7,238.34	74%
Monroe County Senior Legal Services	\$306,688.79	880	\$348.51	\$331,304.00	737	\$449.53	78%
MCOP-Specialized Transportation	\$342,395.75	197	\$1,738.05	\$450,269.77	210	\$2,144.14	81%
Berlin Township Senior Citizens Group	\$34,813.00	111	\$313.63	\$48,605.00	130	\$373.88	84%
MCOP-Home Injury Control	\$17,357.25	93	\$186.64	\$18,525.96	85	\$217.95	86%
MCOP-Utility Assistance Program	\$21,910.64	33	\$663.96	\$30,924.88	41	\$754.27	88%
Memory Lane Care Services	\$24,272.25	6	\$4,045.38	\$42,587.61	10	\$4,258.76	95%
Living Independence for Everyone	\$1,281,085.72	1,161	\$1,103.43	\$1,288,670.25	1,200	\$1,073.89	103%
MCOP-Unmet Emergency Needs	\$11,071.54	19	\$582.71	\$10,674.88	19	\$561.84	104%
Bedford Senior Community Center	\$309,310.00	900	\$343.68	\$380,484.00	1,150	\$330.86	104%
MCOP-Resource Advocacy	\$213,133.38	1,552	\$137.33	\$233,886.46	1,800	\$129.94	106%
MCOP-Home Care	\$299,101.01	138	\$2,167.40	\$284,913.00	143	\$1,992.40	109%
Monroe Senior Citizens Center	\$567,697.10	1,347	\$421.45	\$617,176.00	1,600	\$385.74	109%
MCOP-Food Assistance Program	\$310,886.24	1,421	\$218.78	\$267,126.19	1,350	\$197.87	111%
MCOP-Home Chore	\$203,385.31	362	\$561.84	\$205,424.39	430	\$477.73	118%
RSVP	\$152,967.83	264	\$579.42	\$171,442.00	350	\$489.83	118%
Health Van	\$217,267.00	130	\$1,671.28	\$247,186.00	175	\$1,412.49	118%
MCOP-Opportunity Center at ALCC	\$60,739.20	67	\$906.56	\$60,618.00	90	\$673.53	135%
Ash Senior Citizens	\$33,124.64	72	\$460.06	\$39,925.00	120	\$332.71	138%
Milan Seniors for Healthy Living	\$81,584.46	136	\$599.89	\$101,252.00	250	\$405.01	148%
Lake Erie Transportation Commission	\$628,621.53	424	\$1,482.60	\$596,260.00	750	\$795.01	186%
Monroe Family YMCA Enhanced Fitness	\$36,877.84	183	\$201.52	\$41,469.00	400	\$103.67	194%
Frenchtown Adult Day Services	\$190,131.00	15	\$12,675.40	\$192,014.00	35	\$5,486.11	231%
MCOP-Volunteer Caregiver Program	\$22,526.61	3	\$7,508.87	\$24,165.08	10	\$2,416.51	311%

Table E.**Actual Revenue vs. Total Budget**

(Goal is to be between 86% - 96%)

As of: November

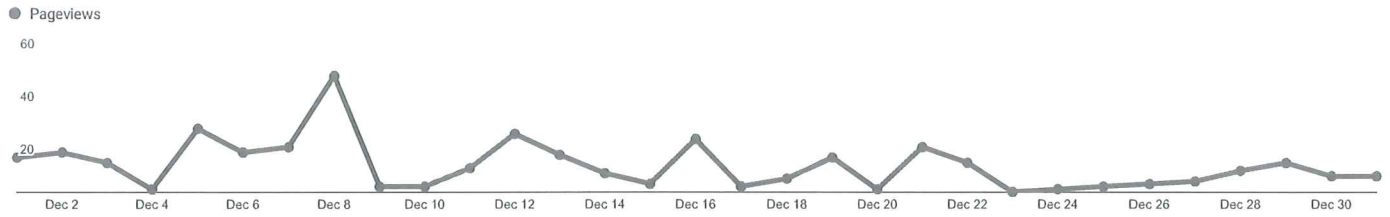
Provider/Program	Actual Revenue	Total Budget	Percentage
Self and Family Behavioral Healthcare	\$14,656.00	\$84,206.00	17%
Memory Lane Care Services	\$9,006.56	\$42,587.61	21%
United Way Project Ramp of MC	\$40,199.41	\$144,766.84	28%
MCOP-Specialized Transportation	\$287,249.74	\$450,269.77	64%
MCOP-Resource Advocacy	\$152,008.24	\$233,886.46	65%
MCOP-Utility Assistance Program	\$21,538.16	\$30,924.88	70%
Milan Seniors for Healthy Living	\$70,701.36	\$101,252.00	70%
Milan Seniors Transportation	\$83,392.22	\$118,419.00	70%
Berlin Township Senior Citizens Group	\$34,430.68	\$48,605.00	71%
Lake Erie Transportation Commission	\$427,172.92	\$596,260.00	72%
MCOP-Opportunity Center at ALCC	\$50,349.37	\$60,618.00	83%
MCOP-Volunteer Caregiver Program	\$21,743.00	\$24,165.08	90%
RSVP	\$154,911.51	\$171,442.00	90%
MCOP-Food Assistance Program	\$244,692.71	\$267,126.19	92%
MCOP-Home Injury Control	\$17,152.07	\$18,525.96	93%
MCOP-Home Care	\$271,568.09	\$284,913.00	95%
MCOP-Unmet Emergency Needs	\$10,312.40	\$10,674.88	97%
Bedford Senior Community Center	\$373,016.00	\$380,484.00	98%
MCOP-Home Chore	\$202,392.37	\$205,424.39	99%
Ash Senior Citizens	\$39,530.13	\$39,925.00	99%
Monroe Senior Citizens Center	\$612,659.09	\$617,176.00	99%
Monroe County Senior Legal Services	\$336,049.93	\$331,304.00	101%
Monroe Family YMCA Enhanced Fitness	\$42,277.12	\$41,469.00	102%
Living Independence for Everyone	\$1,317,552.35	\$1,288,670.25	102%
Milan Seniors Meals on Wheels	\$101,008.68	\$93,155.00	108%
Health Van	\$269,715.00	\$247,186.00	109%
Dundee Area Senior Citizens Center	\$353,637.79	\$323,180.00	109%
Frenchtown Adult Day Services	\$210,219.00	\$192,014.00	109%
Frenchtown Senior Citizens Center	\$396,932.00	\$323,805.00	123%

Commission On Aging

Dec 1, 2022 - Dec 31, 2022

All Users
0.44% Pageviews

Report Tab



Page	Pageviews	Users
	309 % of Total: 0.44% (70,779)	122 % of Total: 0.61% (19,949)
1. /180/Commission-on-Aging	77 (24.92%)	56 (23.53%)
2. /192/Services	39 (12.62%)	26 (10.92%)
3. /204/Transportation-Services	39 (12.62%)	29 (12.18%)
4. /195/In-Home-Services	28 (9.06%)	21 (8.82%)
5. /197/Multi-Purpose-Senior-Centers	14 (4.53%)	9 (3.78%)
6. /205/Volunteer-Services	14 (4.53%)	10 (4.20%)
7. /193/Adult-Day-Services	13 (4.21%)	11 (4.62%)
8. /191/Service-Definitions	11 (3.56%)	9 (3.78%)
9. /199/Resource-Advocacy	11 (3.56%)	8 (3.36%)
10. /200/Senior-Counseling-Services	11 (3.56%)	9 (3.78%)
11. /194/Health-Nutrition-Services	10 (3.24%)	7 (2.94%)
12. /203/Senior-Legal-Services	10 (3.24%)	8 (3.36%)
13. /182/By-Laws-Policies	9 (2.91%)	8 (3.36%)
14. /201/Senior-Groups	9 (2.91%)	9 (3.78%)
15. /604/Commission-on-Aging	5 (1.62%)	5 (2.10%)
16. /187/Former-Members	2 (0.65%)	2 (0.84%)
17. /2018-2019AnnualLineItemBudget.pdf?fbclid=IwAR2XCvW7x2lkEBmXAvLzNsaLR7nv_EyC_c2f_2IVneGAyHKf1r4zdNSgME0	1 (0.32%)	1 (0.42%)
18. /2018-2019AnnualLineItemBudget.pdf?fbclid=IwAR36Jfn6p3cmXcRC54EXUHUa4p_-466sUD1Wv3BZ3CRoYf8UnlkZY3P2gaM	1 (0.32%)	1 (0.42%)
19. /2018-2019AnnualLineItemBudget.pdf?fbclid=IwAR3yFk-FwqcfNTuEM1J_LE07X-i9a25Vc_FsWkUvkADDCXkL6VYE3Viz7MY	1 (0.32%)	1 (0.42%)
20. /204/Transportation-Services?fbclid=IwAR3IVJsnKXEeDBL7iYGoEnV_uMZi1ToXanVkeD7JUSIO15C11MH3bpREY8	1 (0.32%)	1 (0.42%)
21. /calendar.aspx?PREVIEW=YES&EID=1194	1 (0.32%)	1 (0.42%)
22. /DC.Unit_L_Jan192021-2024Final.pdf	1 (0.32%)	1 (0.42%)
23. /officials_and_departments/departments/animal_control/index.php?fbclid=IwAR182RGInhOa6N2g3nwNtwuSMicQIGiITJXnY9sH7Ts8A2pbxnDjV_jPX3o	1 (0.32%)	1 (0.42%)
24. /AgendaCenter/ViewFile/Agenda/180	0 (0.00%)	3 (1.26%)
25. /AgendaCenter/ViewFile/Agenda/182	0 (0.00%)	1 (0.42%)



Commission On Aging

www.co.monroe.mi.us/commonaging

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Wayne Meehan

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Donald Spencer

To: Commission on Aging Board Members

From: Jeff McBee

Date: January 5, 2023

RE: Waitlist/Requested Service Not Provided- December 2022

The following is a summary of all reported seniors placed or remaining on a waitlist and seniors requesting service that was not provided from November 25th of 2022 through December 25th of 2022:

United Way Project Ramp

- There are currently 37 reported seniors awaiting a ramp.

Sunshine Driving Statistics January-December 2022

	# of Rides	# of Repeat Clients	# of Unduplicated Clients	Total Number of Drivers Used	# of Unduplicated Drivers	Rides in Monroe County	Rides Outside of Monroe County
January	36	0	14	12	12	33	3
February	48	4	10	12	1	37	11
March	40	11	7	14	5	30	10
April	26	12	3	11	2	19	7
May	24	5	7	11	1	19	5
June	34	13	2	10	0	29	5
July	31	12	5	9	3	22	9
Aug	43	13	10	13	1	32	11
Sept	42	16	6	9	0	35	7
Oct	46	20	5	9	0	36	10
Nov	33	15	4	7	0	25	8
Dec	34	15	4	8	0	23	11
Totals	437					340	97



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Proposed Revised Policy #: MCCOA 11-01

Title: "Doing Business With Us" Document
Adopted: 02-18-2010
Revised: 07-12-2012

The following document, "Doing Business With Us", serves as an official guide for organizations currently and prospectively contracting to provide services funded by the Monroe County Commission on Aging:

Doing Business With Us

The Monroe County Commission on Aging is a county governmental agency that funds and works with public, private for-profit and non-profit businesses to provide community based services for persons age 60 and over that are Monroe County residents.

Function

The Commission on Aging does business with service providers through fee-for-service contracts.

This section contains general protocol for the fiscal management of Commission on Aging agencies.

Authority

- ❖ The Constitution of Michigan of 1963 Article 4 Section 51
- ❖ Michigan Public Act 39 of 1976

Fee-for-Service

Fee-for-Service contracts are awarded to agencies that make application to the Commission during the application period. Fee-for-Service contracts are generally awarded on an hourly or unit basis, based on type of service and market rate.

Application Time Line

The Commission generally accepts funding applications annually during a specified application period. If a funded service has lapsed or an unmet need arises, the Commission will entertain applications at other times of the year.

Commission on Aging Contract Fiscal Management

Contract Reporting

Agencies receiving funds are required to submit monthly financial and programmatic reports to the Commission on Aging office. Agencies must submit monthly ~~and year-end~~ programmatic and financial reports showing how ~~millage money is program funds were~~ spent, revenues received, clients served, and units served. These reports need to be entered into the PeerPlace System submitted no later than the 25th of the following month in which they are due. Summary reports of this information for all programs will be provided to the Commission on Aging at monthly Board meetings. Calendar year-end reports are due to the Commission on Aging office on or before February 25th of the new



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~~year. The Commission on Aging staff will check to make sure that all reports are received from the agencies by the due date. Agencies failing to submit reports by the due date are reported to the commission for disciplinary action. The Commission on Aging staff will prepare a written report to present to the full Commission on reporting compliance.~~

Agency Payment

Agencies receive payment within ten (10) days of generation of a full detailed invoice.

Deviations to agency payments can include the following:

1. If a contract has been suspended, the Commission on Aging Director will be directed by the Commission on Aging that no payments shall be made to the agency until the funding suspension has been lifted.
2. If an agency has not entered submitted reports ~~into the PeerPlace system or has had late reports one or more months~~, the Commission on Aging Director will notify the Commission on Aging.

Year End Reporting

~~The final report for the previous year ending is due to the Commission on Aging office by February 25th of the new year. This final year-end report does not replace the December monthly reports.~~

~~After February 25th, the Commission on Aging Staff will review all of the reports for accuracy. The review will include the following:~~

- ~~1. Reporting of revenue and expenses against budget and Commission on Aging accounting records.~~
- ~~2. Program income/cost sharing is reported.~~

~~If the report is inaccurate, the Commission on Aging Assistant will notify the agency and request a corrected report.~~

- ~~1. If reporting shows overpayment for the year, due to incorrect reporting or billing errors, a refund of the balance will be requested in writing.~~
- ~~2. At the discretion of the Commission on Aging, any agency that does business with the Commission on Aging must submit to a third party audit of the Commission's choosing for audit of the commission's funds.~~

Any agency wishing to do business with the Monroe County Commission on Aging should refer to the Monroe County Commission on Aging Funding Rules and Regulations and the Monroe County Commission on Aging Operating Guidelines for Service Programs for the full detail on Doing Business with the Commission.



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Proposed Revised Policy #: MCCOA 11-02

Title: *The Monroe County Commission on Aging Funding Rules and Regulations*

Adopted: *Unknown*

Revised: *12-08-2021*

The following 25 items serve as an official record of the funding rules and regulations for agencies funded by the Monroe County Commission on Aging:

The Monroe County Commission on Aging Funding Rules and Regulations

1. To be funded, programs must serve seniors age 60 and older who are residents of Monroe County.
2. Agencies providing programs and services receiving County Millage Funding must submit monthly ~~and year-end~~ programmatic and financial reports showing how all program funds were spent, revenues received, clients served, and units served. These reports need to be ~~entered into the PeerPlace System submitted~~ no later than the 25th of the following month in which they are due. Summary reports of this information for all programs will be provided to the Commission on Aging at Monthly Board meetings. Calendar year end reports are due to the Commission on Aging office on or before February 25th of the new year. Programmatic reports must show number of units and clients served as well as the program income generated by the program.
3. Agencies must report immediately the discontinuation of a millage-funded program in writing to the Commission on Aging no less than three weeks before the program is discontinued.
4. Agencies seeking additional funding during the course of the year may do so by requesting to be placed on the agenda of a Commission on Aging Board meeting. The request of additional funds requires the inclusion of revised budget spreadsheets. Once transfers are applied, revisions must be entered into PeerPlace.
5. Commission on Aging agencies who publish newsletters are required to publish the following disclaimer on their newsletters: "Views and comments expressed in this newsletter are not necessarily the views and comments of the Monroe County Commission on Aging. The Monroe County Commission on Aging is a governmental agency, which funds community senior programming through millage dollars."
6. Payment to Monroe County Commission on Aging Fee for Service funded agencies is based solely on reimbursement for units of service provided and governed by annual contracts for service. Agencies are, however, required to submit line-item budgets and report monthly expenditures into Peerplace indicating how all program



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funds are spent. Agencies are not required to return funds to the Monroe County Commission on Aging if budgeted line-items are under spent at year end. Excess funds received due to the incorrect reporting of units served or billing errors will be deducted from payments for future units served until the balance is reconciled. If all Commission on Aging designated funds are expended prior to the end of the budget year, agencies are required to continue to report units served from other sources ~~in~~ **Peerplace**.

7. Any funded agency that seeks outside grant funding for new programming shall have an alternative plan for continuance prior to the end of the grant. A millage-funded agency should not expect that the Commission on Aging will continue to fund programs and/or staff resulting from the implementation of new grant funding that is discontinued. A millage-funded agency may present their request to the Commission for new programming and match funding, as has been the practice in the past. It should not be expected that the Commission would fund any new programs over and above what it had funded during the current budget year. New funding to agencies is contingent upon available funding and current senior need.
8. Agencies requiring local match dollars from the millage for AAA 1-B grants must present a request in writing to the Commission on Aging Director one month prior to the regular scheduled Commission on Aging Meeting before the grant is due.
9. Agencies requesting to be placed on the Commission on Aging agenda at a regular scheduled or special meeting must submit their written request along with supporting documents for inclusion into the board packet no later than two weeks in advance of the meeting by 5 p.m. A representative of the agency must be present at the meeting for a request to be considered.
10. Agencies receiving millage dollars must sign annually the Commission on Aging Contract for Services.
11. Programs receiving millage funding must have a plan to recover cost share from the clients they serve.
12. Service agencies must maintain a record of the unduplicated number of clients served according to name, date of birth, age, street address, phone numbers, and municipality. The commission reserves the right to request this information at any time for administrative and billing purposes.
13. Agencies must submit to an independent third party audit of the agency showing full disclosure by program, all sources of revenue, expenses, program income, fundraising and fund balance/asset changes. The Commission's funding must be clearly denoted under the revenue sources. A completed IRS 990 should also accompany the audit (if applicable). The Commission will pay for the cost of the audit.



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
Community Planning & Engagement Department

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14. Service agencies are encouraged to develop, support, and participate in local coalitions of service programs in the County in order to avoid duplication of service and maximize resources to the older adult.
15. Funded programs are required to report to COA staff how new clients learned about the program.
16. All printed promotional literature regarding Senior Millage funded programs is required to have the approved Senior Millage and Commission on Aging logos displayed.
17. Service agencies must have a procedure in place to gauge client satisfaction and provide it upon request of the Commission on Aging.
18. Service agencies must have an emergency management procedure in place, which is coordinated with the local Emergency Management Office and/or the AAA 1-B, for the protection and/or evacuation of frail, disabled seniors and/or home care workers in the event of an official disaster, a weather related crisis, or a hazardous environmental condition. Client emergency management criteria must be **entered in the PeerPlace System provided** and updated on a regular basis should any evacuation situation arise.
19. Service agencies must maintain a monthly record of units of service provided along with type of service, and client demographic data and program income received. Services provided by contracted agencies must be provided according to the approved Commission on Aging service definition and contracted unit definition of service.
20. Service agencies must follow generally accepted accounting standards and meet any other fiscal requirements established in the 45CFR Part 74, by OSA.
21. Service agencies must adhere to the OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-Profit Institutions" or "State and Local Governments", which require annual financial audits.
22. Matching funds for new programs and services are always considered. Matching dollars and support are given to programs that target the needs of the most frail and low-income.
23. New programs should have a plan to become partially self-sufficient in the future in order to be considered again for funding.
24. Agencies must continue to work on flexibility and innovation in programs and budgeting in order to maintain the most competitive per unit cost of the service without compromising service quality. Agencies must continue to look for additional sources of grants and revenue as funding streams become diminished or exhausted.



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25. These funding policies, procedures and regulations supersede all other policies and guidelines previously written and dispensed by the Commission on Aging.



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Proposal A The Monroe County Commission on Aging 2023 Budget Calendar for *Budget Year 2024*

Budget Applications Available

Wednesday, February 1, 2023

Budget Applications Due

Wednesday, March 1, 2023 by 4:00 p.m.

Regular Board Meeting

Wednesday, March 8, 2023

COA Conference Room 1:00 p.m.

COA Budget Workshop

Wednesday, March 15, 2023

COA Conference Room 1:00 p.m.

Hearing Dates

*Wednesday, March 22, 2023

COA Conference Room 1:00 p.m.

*Thursday, March 23, 2023

COA Conference Room 1:00 p.m.

COA Budget Deliberation and/or Initial Recommendations

*Wednesday, March 30, 2023

COA Conference Room 1:00 p.m.

*Thursday, March 31, 2023

COA Conference Room 1:00 p.m.

Appeal Hearing(s) and/or Final Recommendations

*Wednesday, April 5, 2023

COA Conference Room 1:00 p.m.

*Thursday, April 6, 2023

COA Conference Room 1:00 p.m.

*Only to be held if needed



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Proposal B The Monroe County Commission on Aging 2023 Budget Calendar for *Budget Year 2024*

Budget Applications Available

Wednesday, March 1, 2023

Budget Applications Due

Friday, March 31, 2023 by 4:00 p.m.

COA Budget Workshop

Wednesday, April 5, 2023

COA Conference Room 1:00 p.m.

COA Regular Board Meeting/Initial Budget Recommendations

Wednesday, April 12, 2023

COA Conference Room 1:00 p.m.

Hearings/Deliberations/Final Recommendations

*Tuesday, April 18, 2023

COA Conference Room 1:00 p.m.

*Wednesday, April 19, 2023

COA Conference Room 1:00 p.m.

*Thursday, April 20, 2023

COA Conference Room 1:00 p.m.

*Only to be held if needed