



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

Jason Berry
Director

Donald Spencer
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Mary Gantz

Larry Gramlich

Cynthia McIlvain

Wayne Meehan

Paul Simonton

Cheryl Rivard

Monroe County Commission on Aging Regular Board Meeting February 14, 2024

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. Approval of Agenda
6. Public Comment
7. Special Presentations- Retired and Senior Volunteer Program
8. Consent Agenda
 - A. Approval of the Minutes of the January 10, 2024 Regular Meeting
 - B. Strategic Planning Committee Notes of February 1, 2024
 - C. Finance Reports
 - D. Correspondence- None
 - E. Formal Agency Reports- None
9. Director's Report
10. Old Business
 - A. Ad Hoc Report and Recommendation
11. New Business
 - A. Frenchtown Senior Center Operations Budget Amendment
 - B. Frenchtown Senior Center Adult Day Service Budget Amendment
12. Public Comment
13. Commission Members' Comments
14. Adjournment

The next Regular Board meeting is scheduled for Wednesday, March 13, 2024, 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 TDD (734) 240-7301



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Monroe County Commission on Aging

Regular Board Meeting Minutes

January 10, 2024

Commission on Aging Conference Room

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

Members present Cheryl Rivard, Martin Kaufman, Mary Ann Wertenberger, Paul Simonton, Wayne Meehean, Larry Gramlich, Cynthia McIlvain, Don Spencer

Members excused: Mary Gantzog

Approval of the Agenda:

Martin Kaufman made a motion to approve the January 10, 2024 Regular Board Meeting Agenda as presented. Supported by Wayne Meehean.

Motion carried.

Public Comment: None.

Election of Chairperson – Don Spencer

Nominated by: Cheryl Rivard

Roll Call Vote Taken:

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

Motion carried.

Election of Vice Chairperson – Martin Kaufman

Nominated by: Larry Meehean

Roll Call Vote Taken:

Mary Ann Wertenberger – Yes	Larry Gramlich – Yes
Wayne Meehean – Yes	Martin Kaufman – Abstained
Paul Simonton – Yes	Don Spencer - Yes
Cynthia McIlvain - Yes	Cheryl Rivard - Yes

Motion carried.

Election of Secretary – Mary Ann Wertenberger

Nominated by: Cynthia McIlvain, Wayne Meehean



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Cynthia McIlvain

Wayne Meehan

Paul Simonton

Cheryl Rivard

Roll Call Vote Taken:

Mary Ann Wertenberger – Yes
Wayne Meehan – Yes
Paul Simonton – Yes
Cynthia McIlvain – Yes

Larry Gramlich – Yes
Martin Kaufman – Yes
Don Spencer – Yes
Cheryl Rivard – Yes

Motion carried.

Motion to add Don Spencer as having voted on the December 13, 2023 Board Meeting Minutes

Motion by: Larry Gramlich
Motion Carried.

Supported by: Cheryl Rivard

Special Presentations:

Sandie Pierce, Monroe Center for Healthy Aging presented. A 2023 Year in Review packet was given to each Board Member. 2023 was a good year. All programs are doing well. Meals have exceeded 2019 pre-pandemic numbers. There were 24,631 noon meals and 658 Un-duplicated clients in 2023.

Collin Keehn, United Way Project Ramp presented. Since the inception of the program in 1989, 319 ramps have been built. 41% of the Ramps have been constructed within the last 5 years. The average total cost of a Ramp is \$6,100. Project Ramp would like to decrease the wait time for construction.

Consent Agenda:

- A. Approval of the Minutes of the December 13, 2023 Regular Meeting.
 - 1. Approval was made upon record correction.
- B. Strategic Planning Committee notes of January 4, 2024.
- C. Finance Reports
- D. Correspondence – None.
- E. Formal Agency Reports – None

Motion to approve by: Larry Gramlich **Supported by:** Cynthia McIlvain
Motion Carried.

Directors' Report:

Jason Berry reported the following:

➤ Common Measures Report

The December Common Measures Reports provide the Commission with the provider's Cumulative Units Reported vs. Maximum, Cumulative Unduplicated Clients



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Paul Simonton

Cheryl Rivard

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 categories most visited. Transportation was the most viewed at 145. During December 2023 there were 483 views.

➤ **Waitlist/Service Not Provided Summary**

Mr. Berry reported that from November 25, 2023, through December 25, 2023, there are 28 reported seniors on the Project Ramp waitlist.

SPC Committee Members 2024: Cynthia McIlvain (Chair), Paul Simonton, Martin Kaufman, Don Spencer, Mary Ann Wertenberger (Alternate), Cheryl Rivard (Alternate)

Old Business:

A. Milan Meals on Wheels Request for \$6,039.00 in additional 2023 Funding

Motion to approve by: Paul Simonton **Supported by:** Wayne Meehean

Roll Call Vote Taken:

Mary Ann Wertenberger – Yes

Larry Gramlich – Yes

Wayne Meehean – Yes

Martin Kaufman – Yes

Paul Simonton – Yes

Don Spencer – Yes

Cynthia McIlvain – Yes

Cheryl Rivard – Yes

Motion carried.

New Business:

A. Pure Psychiatry Refusal of 2024 Service Contract

Jason Berry will look for new Agencies willing to be providers

Public Comment: None.

Commission Members Comments:

Cynthia McIlvain welcomed Jason Berry. Jeff McBee will be missed.

Cheryl Rivard stated that the meeting went well.

Wayne Meehean and Don Spencer suggested a possible luncheon by the February 14, 2024 Board Meeting.



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Wayne Meehean

Paul Simonton

Cheryl Rivard

Adjournment:

Motion by: Wayne Meehean
Motion Carried.

Supported by: Cynthia McIlvain

Wayne Meehean and Cheryl Rivard adjourned the meeting at 1:58 p.m.

The next Regular Board meeting takes place on Wednesday, February 14, 2024, 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

February 1, 2024

Present: Cynthia McIlvain, Paul Simonton, Martin Kaufman, Cheryl Rivard, Don Spencer, Ramona Hall, and Jason Berry.

Cynthia McIlvain began the meeting at 2:00 p.m.

1. **Choices Counseling Solutions:**

- a. Request by Choices Counseling Solutions to present at the next Commission on Aging board meeting were presented and approved by the SPC.
 - i. Business information was reviewed by the committee.

2. **Ad Hock Committee Review-Adult Day Service:**

- a. Ad Hock Committee reviewed full report on Frenchtown Senior Center and approved memorandum letter with recommendations to be presented to next COA board meeting.

3. **Agenda Items Deferred with Committee Approval:**

- a. Adult Day Service Definition Revision
- b. COA Policy and Procedure on Board Member Attendance

The meeting adjourned at 2:25 p.m.

The next meeting is scheduled for March 7, 2024 at 2:00 p.m. at the Commission on Aging.

Jason Berry, Recording Secretary

RUN DATE: 02/01/24 12:43
APPR

County of Monroe
Appropriation Report

PAGE: 00206
FISCAL DATE: 01/31/24 24/JAN

** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	Exp
89000 CONTINGENCIES								
280-89000-969001 CONTINGENCY-RESTRICTED		0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-89000-969002 CONTINGENCY		176,802.00	0.00	0.00	0.00	0.00	176,802.00	0.00
TOTAL CONTINGENCIES		176,802.00	0.00	0.00	0.00	0.00	176,802.00	0.00
89800 FUND BALANCE CARRYFORWARD								
280-89800-969501 FUND BALANCE CARRYFORW		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FUND BALANCE CARRYFORW		0.00	0.00	0.00	0.00	0.00	0.00	0.00
97000 SPECIAL EXP/REV-OTHER AGENCIES								
280-97000-801280 CONTRACT SRV-OLDER NE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-830060 BOARD PROJCTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-963000 CENTRAL SERVICES/INDIR		24,076.00	0.00	0.00	0.00	0.00	24,076.00	0.00
280-97000-965015 ASH SENIOR CITIZENS CE		24,331.00	0.00	0.00	0.00	0.00	24,331.00	0.00
280-97000-965020 RETIRED SENIOR VOLUNTE		81,000.00	0.00	0.00	0.00	0.00	81,000.00	0.00
280-97000-965031 AREA AGENCY ON AGING 1		13,614.00	0.00	0.00	0.00	0.00	13,614.00	0.00
280-97000-965035 BEDFORD TRANSPORTATION		54,650.00	0.00	0.00	0.00	0.00	54,650.00	0.00
280-97000-965041 BEDFORD VET CENTER PAN		277,498.00	0.00	0.00	0.00	0.00	277,498.00	0.00
280-97000-965042 BEDFORD VET CENTER VAN		4,396.00	0.00	0.00	0.00	0.00	4,396.00	0.00
280-97000-965045 BERLIN SENIOR CITIZEN		13,250.00	0.00	0.00	0.00	0.00	13,250.00	0.00
280-97000-965055 CATHOLIC SOCIAL SERVIC		49,796.00	0.00	0.00	0.00	0.00	49,796.00	0.00
280-97000-965065 DUNDEE SENIOR CITIZEN		245,705.00	0.00	0.00	0.00	0.00	245,705.00	0.00
280-97000-965071 EMERGENCY NEEDS		8,500.00	0.00	0.00	0.00	0.00	8,500.00	0.00
280-97000-965075 FRENCHTOWN SR CITIZEN		334,799.00	0.00	0.00	0.00	0.00	334,799.00	0.00
280-97000-965085 LAKE ERIE TRANSIT		239,200.00	0.00	0.00	0.00	0.00	239,200.00	0.00
280-97000-965087 MILAN PUBLIC TRANSIT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965088 THE OPPORTUNITY CENTER		81,000.00	0.00	0.00	0.00	0.00	81,000.00	0.00
280-97000-965091 SENIOR LEGAL SERVICES		261,560.00	0.00	0.00	0.00	0.00	261,560.00	0.00
280-97000-965098 PURE PSYCHIATRY OF MIC		10,150.00	0.00	0.00	0.00	0.00	10,150.00	0.00
280-97000-965105 M.C.O.P. HOME CARE SER		148,000.00	0.00	0.00	0.00	0.00	148,000.00	0.00
280-97000-965106 RAMP PROGRAM		122,500.00	0.00	0.00	0.00	0.00	122,500.00	0.00
280-97000-965115 M.C.O.P. HOME CHORE		103,200.00	0.00	0.00	0.00	0.00	103,200.00	0.00
280-97000-965121 M.C.O.P. SPEC TRANSPOR		148,000.00	0.00	0.00	0.00	0.00	148,000.00	0.00
280-97000-965122 M.C.O.P. HOME INJURY C		6,500.00	0.00	0.00	0.00	0.00	6,500.00	0.00
280-97000-965123 M.C.O.P. FOOD DISTRIBU		150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00
280-97000-965125 M.C.O.P. RESOURCE ADVO		171,000.00	0.00	0.00	0.00	0.00	171,000.00	0.00
280-97000-965135 LIFE NUTRITION PROGRAM		530,062.00	0.00	0.00	0.00	0.00	530,062.00	0.00

RUN DATE: 02/01/24 12:43
APPR

County of Monroe
Appropriation Report

PAGE: 00207
FISCAL DATE: 01/31/24 24/JAN

** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	Exp
280-97000-965136	CARING ALTERNATIVES-ME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965137	HOME INSTAD SENIOR CA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965141	ALZHEIMER PROGRAM	9,120.00	0.00	0.00	0.00	0.00	9,120.00	0.00
280-97000-965165	MONROE SENIOR CITIZEN	450,000.00	0.00	0.00	0.00	0.00	450,000.00	0.00
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
280-97000-965181	DEAF & HEARING IMPAIRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965201	MILAN SENIOR MEALS ON	25,300.00	0.00	0.00	0.00	0.00	25,300.00	0.00
280-97000-965205	EMERGENCY FUEL	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
280-97000-965215	MILAN SENIOR CENTER	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.00
280-97000-965216	MILAN SENIOR TRANSIT	15,200.00	0.00	0.00	0.00	0.00	15,200.00	0.00
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	159,785.00	0.00	0.00	0.00	0.00	159,785.00	0.00
280-97000-965340	YMCA CANCER SURVIVOR	5,760.00	0.00	0.00	0.00	0.00	5,760.00	0.00
280-97000-965380	YMCA	37,795.00	0.00	0.00	0.00	0.00	37,795.00	0.00
280-97000-965390	MCOP VOLUNTEER CAREGIV	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00
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		3,863,747.00	0.00	0.00	0.00	0.00	3,863,747.00	0.00
97500 SPECIAL APPROP TO OTHER FUNDS								
280-97500-999101	TRANSFER OUT - GENERAL	207,978.00	0.00	0.00	0.00	0.00	207,978.00	0.00
TOTAL SPECIAL APPROP TO OTHE		207,978.00	0.00	0.00	0.00	0.00	207,978.00	0.00
TOTAL 280 SENIOR CITIZENS FUND		4,248,527.00	0.00	0.00	0.00	0.00	4,248,527.00	0.00

** 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	93,374.00	0.00	0.00	5,089.44	5,089.44	88,284.56	5.45
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/AUTH PER DIEM	6,000.00	0.00	0.00	300.00	300.00	5,700.00	5.00
101-67200-715000	SOCIAL SECURITY	7,603.00	0.00	0.00	339.67	339.67	7,263.33	5.26
101-67200-716000	EMPLOYERS-RETIREMENT	17,752.00	0.00	0.00	1,306.77	1,306.77	16,445.23	7.36
101-67200-716001	DC RETIREMENT	2,487.00	0.00	0.00	75.97	75.97	2,411.03	3.05
101-67200-716010	EMPLOYERS-RET HEALTH C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-67200-716012	EMPLOYER-HCS	1,868.00	0.00	0.00	101.78	101.78	1,766.22	5.45
101-67200-717000	UNEMPLOYMENT INSURANCE	100.00	0.00	0.00	5.41	5.41	94.59	5.41
101-67200-718000	WORKERS COMPENSATION I	80.00	0.00	0.00	4.72	4.72	75.28	5.90
101-67200-719000	HEALTH INSURANCE	14,825.00	0.00	0.00	520.76	520.76	14,304.24	3.51
101-67200-720000	LIFE INSURANCE	143.00	0.00	0.00	7.30	7.30	135.70	5.10
101-67200-721000	OPTICAL INSURANCE	143.00	0.00	0.00	4.84	4.84	138.16	3.38
101-67200-722000	DENTAL INSURANCE	633.00	0.00	0.00	24.72	24.72	608.28	3.91
101-67200-723000	DISABILITY INSURANCE	937.00	0.00	0.00	38.34	38.34	898.66	4.09
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	1,905.00	0.00	0.00	0.00	0.00	1,905.00	0.00
101-67200-729000	PRINTING AND IMAGING	1,600.00	0.00	0.00	0.00	0.00	1,600.00	0.00
101-67200-730000	POSTAGE AND MAILING FE	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
101-67200-731000	COMPUTER EQUIP & SUPPL	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	0.00	0.00	3,250.00	0.00
101-67200-814015	SOFTWARE LICENSE FEE	25,651.00	0.00	0.00	178.36	178.36	25,472.64	0.70
101-67200-814016	PAYROLL SERVICES	2,400.00	0.00	0.00	76.52	76.52	2,323.48	3.15
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	675.00	0.00	0.00	0.00	0.00	675.00	0.00
101-67200-851000	TELEPHONE	850.00	0.00	0.00	0.00	0.00	850.00	0.00
101-67200-861000	TRAVEL	300.00	0.00	0.00	0.00	0.00	300.00	0.00
101-67200-864000	CONFERENCE AND CONVENT	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-67200-864080	CONF/CONVENTION BOARD	1,587.00	0.00	0.00	86.46	86.46	1,500.54	5.45
101-67200-911000	GENERAL LIABILITY INSU	1,652.00	0.00	0.00	142.66	142.66	1,509.34	8.64
101-67200-921000	ELECTRICITY	1,153.00	0.00	0.00	7.32	7.32	1,145.68	0.64
101-67200-922000	WATER AND SEWAGE	550.00	0.00	0.00	69.19	69.19	480.81	12.58
101-67200-933000	HEATING FUEL	100.00	0.00	0.00	0.00	0.00	100.00	0.00
101-67200-933000	MAINT-OFFICE EQUIP AND	2,000.00	0.00	0.00	414.73	414.73	1,585.27	20.74
101-67200-942000	COPIER EXPENSE/LEASE	15,950.00	0.00	0.00	0.00	0.00	15,950.00	0.00
101-67200-963000	CENTRAL SERVICES/INDIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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		207,978.00	0.00	0.00	26,578.80	26,578.80	181,399.20	12.78

REVEN

Revenue Report

FISCAL DATE: 01/31/24

24/JAN

** 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	-544,539.00	0.00	0.00	-544,539.00	0.00
TOTAL	FUND BALANCE CARRYFORWARD	-544,539.00	0.00	0.00	-544,539.00	0.00
97000	SPECIAL EXP/REV-OTHER AGENCIES					
280-97000-402000	CURRENT PROPERTY TAXES	-3,600,988.00	-1,283,470.16	-1,283,470.16	-2,317,517.84	35.64
280-97000-413000	PRIOR YEAR TAX ADJUSTMENTS	22,750.00	168.03	168.03	22,581.97	0.74
280-97000-420000	DELINQUENT PERSONAL PROP TAXES	-3,500.00	-123.40	-123.40	-3,376.60	3.53
280-97000-434020	OTH TAXES-PYMT IN LIEU OF TAX	-7,500.00	0.00	0.00	-7,500.00	0.00
280-97000-437000	INDUSTRIAL FACILITY TAX	-11,500.00	-109.49	-109.49	-11,390.51	0.95
280-97000-445000	TAXES-PENALTIES & INT ON TAXES	-250.00	0.00	0.00	-250.00	0.00
280-97000-573000	LC STABIL SHARE TAX 2014 PA80	-100,000.00	0.00	0.00	-100,000.00	0.00
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	0.00	-2,000.00	0.00
280-97000-676070	SPECIAL REVENUE-REIMBURSEMENT	-1,000.00	0.00	0.00	-1,000.00	0.00
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	-3,703,988.00	-1,283,535.02	-1,283,535.02	-2,420,452.98	34.65
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	-4,248,527.00	-1,283,535.02	-1,283,535.02	-2,964,991.98	30.21

COA Director's Report Items (2/14/24)

1. Common Measures Reports – Included in Packet
2. COA Website Views – Included in Packet
3. Waitlist/Service not Provided Summary – Included in Packet

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

(Goal is to be between 95% - 100%)

As of: December

Provider/Program	Cumulative Units	Unit Maximum	Percentage
Milan Seniors for Healthy Living - Resource	72.25	500.00	14%
Frenchtown Adult Day Services	3,824.25	7,626.00	50%
Berlin Township Senior Citizens Group	3,116.00	4,940.00	63%
Pure Psychiatry	107.00	145.00	74%
MCOP-Utility Assistance Program	13,500.00	15,000.00	90%
Milan Seniors for Healthy Living	9,004.25	9,600.00	94%
MCOP-Specialized Transportation	7,551.00	8,000.00	94%
Milan Seniors Meals on Wheels	3,139.00	3,298.00	95%
Lake Erie Transportation Commission	11,579.00	12,000.00	96%
MCOP-Home Care	7,959.00	8,000.00	99%
Monroe Family YMCA Cancer Survivorship	96.00	96.00	100%
Monroe Family YMCA Enhanced Fitness	918.83	918.00	100%
MCOP-Resource Advocacy	9,495.35	9,450.00	100%
MCOP-Volunteer Caregiver Program	383.00	375.00	102%
MCOP-Home Injury Control	6,650.43	6,500.00	102%
RSVP	59,928.69	58,330.00	103%
Health Van	2,582.00	2,500.00	103%
MCOP-Home Chore	4,472.75	4,300.00	104%
United Way Project Ramp of MC	128,676.46	122,382.00	105%
Ash Senior Citizens	2,878.00	2,553.00	113%
Living Independence for Everyone	161,002.00	140,000.00	115%
Monroe Senior Citizens Center	98,922.31	84,191.00	117%
MCOP-Food Assistance Program	433,755.00	344,285.00	126%
Bedford Senior Community Center	53,187.18	41,000.00	130%
Monroe County Senior Legal Services	2,792.70	2,100.00	133%
MCOP-Opportunity Center at ALCC	11,956.50	8,760.00	136%
Dundee Area Senior Citizens Center	44,184.25	31,950.00	138%
Memory Lane Care Services	370.00	240.00	154%
Frenchtown Senior Citizens Center	56,233.95	34,500.00	163%
MCOP-Unmet Emergency Needs	14,999.91	8,500.00	176%
Milan Seniors Transportation	1,581.00	830.00	190%

Table B.
Unduplicated Clients Served vs. Anticipated Clients Served
(Goal is to be at least 95%)

As of: December

Provider/Program	Cumulative Unduplicated Clients	Anticipated Clients Served	Percentage
Pure Psychiatry	45	200	23%
Frenchtown Adult Day Services	17	35	49%
Memory Lane Care Services	11	20	55%
MCOP-Utility Assistance Program	27	41	66%
Lake Erie Transportation Commission	495	750	66%
Ash Senior Citizens	90	120	75%
Milan Seniors for Healthy Living	188	250	75%
MCOP-Resource Advocacy	1,455	1,800	81%
MCOP-Home Chore	360	430	84%
Bedford Senior Community Center	1,039	1,200	87%
RSVP	291	330	88%
Monroe Family YMCA Cancer Survivorship	11	12	92%
Berlin Township Senior Citizens Group	120	130	92%
Living Independence for Everyone	1,154	1,200	96%
MCOP-Home Injury Control	88	90	98%
MCOP-Home Care	142	145	98%
MCOP-Volunteer Caregiver Program	10	10	100%
Monroe Senior Citizens Center	1,507	1,500	100%
United Way Project Ramp of MC	21	20	105%
Monroe Family YMCA Enhanced Fitness	218	200	109%
Health Van	192	175	110%
Milan Seniors Transportation	33	30	110%
Milan Seniors Meals on Wheels	29	25	116%
Dundee Area Senior Citizens Center	526	450	117%
MCOP-Food Assistance Program	1,643	1,350	122%
Monroe County Senior Legal Services	1,001	800	125%
MCOP-Specialized Transportation	287	210	137%
Frenchtown Senior Citizens Center	1,368	1,000	137%
MCOP-Unmet Emergency Needs	26	19	137%
MCOP-Opportunity Center at ALCC	287	100	287%
Milan Seniors for Healthy Living - Resource	44	15	293%

Table C.**Actual Expenditures vs. Total Budget**

(Goal is to be between 95% - 100%)

As of: December

Provider/Program	Actual Expenditures	Total Budget	Percentage
Pure Psychiatry	\$27,888.00	\$50,923.00	55%
Berlin Township Senior Citizens Group	\$35,916.00	\$64,548.00	56%
Memory Lane Care Services	\$41,734.53	\$68,950.00	61%
Milan Seniors for Healthy Living - Resource	\$47,003.95	\$62,591.00	75%
MCOP-Volunteer Caregiver Program	\$20,798.33	\$24,165.00	86%
MCOP-Utility Assistance Program	\$27,963.45	\$30,968.00	90%
Health Van	\$228,010.00	\$247,742.00	92%
Lake Erie Transportation Commission	\$670,510.00	\$725,512.00	92%
MCOP-Specialized Transportation	\$433,524.60	\$466,692.00	93%
Milan Seniors Transportation	\$108,546.72	\$112,913.00	96%
Milan Seniors Meals on Wheels	\$85,315.00	\$88,476.00	96%
Frenchtown Adult Day Services	\$232,242.00	\$240,320.00	97%
Ash Senior Citizens	\$39,354.44	\$39,925.00	99%
Monroe Family YMCA Cancer Survivorship	\$13,260.00	\$13,260.00	100%
RSVP	\$183,974.51	\$183,937.00	100%
Monroe Family YMCA Enhanced Fitness	\$41,554.00	\$41,469.00	100%
United Way Project Ramp of MC	\$146,594.71	\$142,700.00	103%
Monroe County Senior Legal Services	\$347,347.01	\$334,715.00	104%
Bedford Senior Community Center	\$412,423.65	\$392,869.00	105%
Monroe Senior Citizens Center	\$712,059.79	\$667,747.00	107%
MCOP-Home Chore	\$223,818.41	\$208,978.00	107%
MCOP-Resource Advocacy	\$257,065.44	\$238,208.00	108%
Dundee Area Senior Citizens Center	\$393,607.16	\$350,027.00	112%
Living Independence for Everyone	\$1,550,679.05	\$1,338,944.00	116%
MCOP-Home Care	\$368,132.71	\$310,333.00	119%
MCOP-Opportunity Center at ALCC	\$91,544.90	\$76,735.00	119%
Milan Seniors for Healthy Living	\$89,605.49	\$74,126.00	121%
Frenchtown Senior Citizens Center	\$435,710.00	\$331,705.00	131%
MCOP-Home Injury Control	\$24,731.75	\$18,616.00	133%
MCOP-Food Assistance Program	\$380,414.65	\$261,194.00	146%
MCOP-Unmet Emergency Needs	\$17,218.44	\$10,718.00	161%

Table D.

Total Cost Per Unduplicated Client (Year to Date)

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

As of: December

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 for Healthy Living - Reso	\$47,003.95	44	\$1,068.27	\$62,591.00	15	\$4,172.73	26%
MCOP-Opportunity Center at ALCC	\$91,544.90	287	\$318.97	\$76,735.00	100	\$767.35	42%
Berlin Township Senior Citizens Group	\$35,916.00	120	\$299.30	\$64,548.00	130	\$496.52	60%
MCOP-Specialized Transportation	\$433,524.60	287	\$1,510.54	\$466,692.00	210	\$2,222.34	68%
Monroe County Senior Legal Services	\$347,347.01	1,001	\$347.00	\$334,715.00	800	\$418.39	83%
Milan Seniors Meals on Wheels	\$85,315.00	29	\$2,941.90	\$88,476.00	25	\$3,539.04	83%
Health Van	\$228,010.00	192	\$1,187.55	\$247,742.00	175	\$1,415.67	84%
MCOP-Volunteer Caregiver Program	\$20,798.33	10	\$2,079.83	\$24,165.00	10	\$2,416.50	86%
Milan Seniors Transportation	\$108,546.72	33	\$3,289.29	\$112,913.00	30	\$3,763.77	87%
Monroe Family YMCA Enhanced Fitness	\$41,554.00	218	\$190.61	\$41,469.00	200	\$207.35	92%
Frenchtown Senior Citizens Center	\$435,710.00	1,368	\$318.50	\$331,705.00	1,000	\$331.71	96%
Dundee Area Senior Citizens Center	\$393,607.16	526	\$748.30	\$350,027.00	450	\$777.84	96%
United Way Project Ramp of MC	\$146,594.71	21	\$6,980.70	\$142,700.00	20	\$7,135.00	98%
Monroe Senior Citizens Center	\$712,059.79	1,507	\$472.50	\$667,747.00	1,500	\$445.16	106%
Monroe Family YMCA Cancer Survivors	\$13,260.00	11	\$1,205.45	\$13,260.00	12	\$1,105.00	109%
Memory Lane Care Services	\$41,734.53	11	\$3,794.05	\$68,950.00	20	\$3,447.50	110%
RSVP	\$183,974.51	291	\$632.21	\$183,937.00	330	\$557.38	113%
MCOP-Unmet Emergency Needs	\$17,218.44	26	\$662.25	\$10,718.00	19	\$564.11	117%
MCOP-Food Assistance Program	\$380,414.65	1,643	\$231.54	\$261,194.00	1,350	\$193.48	120%
Living Independence for Everyone	\$1,550,679.05	1,154	\$1,343.74	\$1,338,944.00	1,200	\$1,115.79	120%
MCOP-Home Care	\$368,132.71	142	\$2,592.48	\$310,333.00	145	\$2,140.23	121%
Bedford Senior Community Center	\$412,423.65	1,039	\$396.94	\$392,869.00	1,200	\$327.39	121%
MCOP-Home Chore	\$223,818.41	360	\$621.72	\$208,978.00	430	\$486.00	128%
Ash Senior Citizens	\$39,354.44	90	\$437.27	\$39,925.00	120	\$332.71	131%
MCOP-Resource Advocacy	\$257,065.44	1,455	\$176.68	\$238,208.00	1,800	\$132.34	134%
MCOP-Home Injury Control	\$24,731.75	88	\$281.04	\$18,616.00	90	\$206.84	136%
MCOP-Utility Assistance Program	\$27,963.45	27	\$1,035.68	\$30,968.00	41	\$755.32	137%
Lake Erie Transportation Commission	\$670,510.00	495	\$1,354.57	\$725,512.00	750	\$967.35	140%
Milan Seniors for Healthy Living	\$89,605.49	188	\$476.62	\$74,126.00	250	\$296.50	161%
Frenchtown Adult Day Services	\$232,242.00	17	\$13,661.29	\$240,320.00	35	\$6,866.29	199%
Pure Psychiatry	\$27,888.00	45	\$619.73	\$50,923.00	200	\$254.62	243%

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

(Goal is to be between 95% - 100%)

As of: December

Provider/Program	Actual Revenue	Total Budget	Percentage
Berlin Township Senior Citizens Group	\$43,491.44	\$64,548.00	67%
Lake Erie Transportation Commission	\$521,802.96	\$725,512.00	72%
Memory Lane Care Services	\$49,829.25	\$68,950.00	72%
Milan Seniors for Healthy Living - Resource	\$47,276.57	\$62,591.00	76%
United Way Project Ramp of MC	\$109,100.06	\$142,700.00	76%
MCOP-Specialized Transportation	\$357,627.26	\$466,692.00	77%
MCOP-Volunteer Caregiver Program	\$18,771.00	\$24,165.00	78%
Pure Psychiatry	\$41,081.00	\$50,923.00	81%
Health Van	\$209,084.02	\$247,742.00	84%
Milan Seniors Meals on Wheels	\$74,704.89	\$88,476.00	84%
MCOP-Resource Advocacy	\$204,051.03	\$238,208.00	86%
MCOP-Utility Assistance Program	\$26,627.53	\$30,968.00	86%
RSVP	\$183,839.33	\$183,937.00	100%
Monroe Family YMCA Enhanced Fitness	\$42,122.05	\$41,469.00	102%
MCOP-Home Chore	\$216,516.04	\$208,978.00	104%
Milan Seniors Transportation	\$117,935.42	\$112,913.00	104%
MCOP-Home Care	\$324,641.45	\$310,333.00	105%
Monroe County Senior Legal Services	\$356,131.72	\$334,715.00	106%
Monroe Family YMCA Cancer Survivorship	\$14,260.00	\$13,260.00	108%
Monroe Senior Citizens Center	\$727,061.22	\$667,747.00	109%
Ash Senior Citizens	\$43,966.30	\$39,925.00	110%
Living Independence for Everyone	\$1,480,185.91	\$1,338,944.00	111%
Bedford Senior Community Center	\$438,737.00	\$392,869.00	112%
Frenchtown Adult Day Services	\$269,795.00	\$240,320.00	112%
MCOP-Food Assistance Program	\$304,833.75	\$261,194.00	117%
Dundee Area Senior Citizens Center	\$427,770.36	\$350,027.00	122%
Frenchtown Senior Citizens Center	\$424,653.00	\$331,705.00	128%
MCOP-Home Injury Control	\$24,220.79	\$18,616.00	130%
Milan Seniors for Healthy Living	\$100,550.02	\$74,126.00	136%
MCOP-Opportunity Center at ALCC	\$106,315.44	\$76,735.00	139%
MCOP-Unmet Emergency Needs	\$17,298.31	\$10,718.00	161%

Date
Jan 1, 2024 - Jan 31, 2024

 Free form 1



Segment	Page location	Untitled segment	
		Views	Totals
			↓ Views
Totals		639 100% of total	639 100% of total
1	https://www.co.monroe.mi.us/204/Transportation-Services	181	181
2	https://www.co.monroe.mi.us/180/Commission-on-Aging	179	179
3	https://www.co.monroe.mi.us/195/In-Home-Services	47	47
4	https://www.co.monroe.mi.us/192/Services	42	42
5	https://www.co.monroe.mi.us/200/Senior-Counseling-Services	36	36
6	https://www.co.monroe.mi.us/201/Senior-Groups	32	32
7	https://www.co.monroe.mi.us/193/Adult-Day-Services	26	26
8	https://www.co.monroe.mi.us/194/Health-Nutrition-Services	20	20
9	https://www.co.monroe.mi.us/205/Volunteer-Services	16	16
10	https://www.co.monroe.mi.us/187/Former-Members	15	15



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
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Cynthia McIlvain

Wayne Meehan

Paul Simonton

Cheryl Rivard

To: Commission on Aging Board Members

From: Jason Berry

Date: February 14, 2024

RE: Waitlist/Requested Service Not Provided- January 2024

The following is a summary of all reported seniors placed or remaining on a waitlist and seniors requesting service that was not provided from December 25th of 2023 through January 25th of 2024:

United Way Project Ramp

- At the time of last report, there were 36 seniors awaiting a ramp.

Monroe County Commission on Aging Ad Hoc Committee Report

2/1/24

Background Information:

On November 8th, 2023 the Monroe County Commission on Aging Board of Trustees created an Ad Hoc Committee to prepare an action plan to assist in the development of goals for the Frenchtown Seniors Center Inc. Adult Day Service Program. This need was established over the past several years because of declining client enrollment which has fallen far below the past number of clients served and caused a significant reduction in the units of service delivered which the Commission on Aging funding is based upon.

This has resulted in the Frenchtown Seniors Center Inc. Executive Director requesting budgetary adjustments which have significantly elevated per unit costs to the Commission on Aging. As an example, the 2024 budget approved at \$13.14 per unit was increased to \$29.05 per unit at the Executive Directors recommendation in July of 2023. In addition, the allocation funded by the Commission on Aging has risen from \$20,000.00 in 2018 to \$159,785.00 for the 23-24 fiscal year. This has left the Commission on Aging Board questioning why this program is failing to meet its budgetary and operational projections as well as its community responsibilities.

Prior to the Covid Pandemic the number of clients served by the Adult Day Service Program was approximately the number anticipated in the budget. In 2018 (pre-covid pandemic), the unduplicated number of clients reported as being served in the Adult Day Service program was 41 clients from 7 communities in Monroe County. In November of 2022 the cumulative number of clients served was reported at 17 from 5 communities. On January 16th it was verbally reported to the Ad Hoc Committee that the number of clients now enrolled appears to be approximately 9 with the possibility of a tenth to be added soon according to the Adult Day Service Program Director. These 9 clients reside in 5 communities, with none being residents of the city of Monroe which has been the Adult Day Service Program's greatest source of clients historically.

There are three full time employees currently working in the program. They are 1 Program Director, 2 Nurses' Aides, and a part time nurse's aide who is on call when needed. The number of paid employees was listed at 4 on the budget application dated March 31, 2023.

Ad Hoc Committee Members:

The Ad Hoc Committee appointed by the Commission on Aging Board President Cheryl Rivard is comprised of Commissioners Paul Simonton, Donald A. Spencer, and Mary Ann Wertenberger. The previous Commission on Aging Director Jeff McBee and the current Director Jason Berry have attended meetings and advised the Ad Hoc Committee during its deliberations and in determining the recommendations.

Ad Hoc Committee Activities:**Materials reviewed:**

Past and present Commission on Aging and Frenchtown Seniors Center Inc. Adult Day Service documents including:

Commission on Aging annual reports,

Commission on Aging Board Meeting and Strategic Planning Committee Minutes,

2024 Adult Day Service, Senior Millage Funding Application,

Memorandum from Executive Director Paul Iacoangeli to Commission on Aging Director Jeff McBee requesting an increase in program unit rate, dated July 25, 2023.

The Programmatic Assessment document from the Area Agency on Aging I-B, Fiscal Year 22-23.

The Adult Day Health Services Program brochure produced by the Frenchtown Seniors Center Inc.

Eight evaluations provided by the Frenchtown Seniors Center Inc. Executive Director, titled *Dementia Adult Day Care Evaluation 2022-2023*.

The Frenchtown Seniors Center Inc. Web Site featuring a cable television commercial highlighting the Adult Day Service Program.

The Behavioral and Physical Health and Aging Services Administration, Bureau of Aging, Community Living, and Supports (ACLS Bureau), Transmittal Letter (TL) to provide guidance regarding the updated C-1 Adult Day Services Standard for Service, dated October 10, 2023 concerning new requirements for Adult Day Service Programs. This was shared with the Adult Day Service Program Director at the January 16th meeting.

Adult Day Service modifications from MDHHS provided by the Commission on Aging Director Jason Berry and shared with the Adult Day Service Program Director at the January 16th meeting.

Education, attendance, service plans, and training documentation provided by the Frenchtown Seniors Center's Executive Director, Paul Iacoangeli.

Meetings:

On November 30th at 10:30 a.m. the Ad Hoc committee and then Commission on Aging Director Jeff McBee met with Frenchtown Seniors Center Inc. Executive Director Paul Iacoangeli and briefly visited the program afterwards for approximately 1½ hours. The program has done some advertising on cable television and LETA bus stop benches.

On December 7th at 10:30 a.m. the Ad Hoc Committee members met for approximately 1 hour to discuss the initial findings and consider the next steps. This resulted in the determination that additional information was needed to understand the internal operation more completely and specifically to learn of any outreach efforts now taking place. The committee requested to

meet with the Adult Day Service Program Director, Jean Siemik. At Mr. Iacoangeli's request Christine Pidruzny, Office Manager, was included in the meeting.

On January 16th at 10:30 am. The Ad Hoc Committee met with Jean Siemik and Christine Pidruzny at the Frenchtown Seniors Center for approximately 1½ hours. This meeting also included Jason Berry, Director of the Commission on Aging. At the meeting *The Behavioral and Physical Health and Aging Services Administration, Bureau of Aging, Community Living, and Supports (ACLS Bureau), Transmittal Letter (TL) to provide guidance regarding the updated C-1 Adult Day Services Standard for Service dated October 10, 2023 concerning new requirements for Adult Day Service Programs* was shared with the Program Director Siemik. Questions concerning the internal operations were addressed by Ms. Siemik and Ms. Pidruzny. These questions addressed referrals, service plans, staff credentials, staff training, family supports, and outreach.

On Tuesday, January 30th at 9:00 a.m. the Ad Hoc Committee met with past Commission on Aging Director Jeffery McBee and the current Director Jason Berry, for approximately 2 1/2 hours to discuss the findings and to make recommendations leading to a plan of action to address the Adult Day Service Program needs and to bring it into compliance with the terms of its contract with the Commission on Aging.

Finding:

1. The Adult Day Service Program lacks a plan to provide direction and accountability for the organization to its clients, families and caretakers within the community. The success of this program requires additional exposure amongst community families, community health agencies, social services providers serving senior citizens, and other care givers. These constituents represent key sources for referrals.

Recommended Action:

The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day service Program's mission, vision, and goals are defined, measured, annually reviewed and communicated to the community. Together these plans should direct and document the support and outreach that is being provided by staff to clients, family caretakers, community providers and the public in the future. Input for this plan should be broad based and include constituents from throughout Monroe County.

Finding:

2. The Adult Day Service Program Director does not meet the position's qualification requirements of the Monroe County Commission on Aging. She reportedly has some educational background in the social work area that concluded approximately 28 years ago at the Monroe County Community College. This staff member appears to be dedicated to the clients and families and possesses past field experience as a nurse's aide. She does not however possess any current health care related degrees, certifications, licenses, or other credentials that document her ongoing training or other preparation that would document her ability to successfully serve as the Adult Day Service Program Director. Training of the nurse's aides is also an area that is deficient reportedly due to the lack of opportunities related to the Covid epidemic.

Recommended Actions:

The administration should employ a Program Director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree.

The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Adult Day Services Program.

Finding:

3. The anticipated number of clients, projected units of service, and budget projections are inaccurate and appear to be inflated in the 24 funding application.

Recommended Action:

There is a need to base the budget application on realistic projections concerning the anticipated number of clients, units of service, and related costs. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Services Program for the current year that has accurate client projections and budgetary information.

Finding:

4. The Administration requires additional professional and technical support to provide direction and oversight to the Adult Day Service Program. In our discussions it became apparent that the lack of knowledge about serving clients with Dementia, local programs serving seniors, or the need for effective outreach and marketing is a hindrance to the successful operation of this program.

Recommended Action:

The administration of the Frenchtown Seniors Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Finding:

5. The Frenchtown Seniors Center Inc. Adult Day Services Program is not meeting the needs of the aging population with dementia related health concerns in Monroe County. The progress of the Frenchtown Seniors Center Inc. administration and board towards implementing these recommended action items must be closely monitored due to the unmet needs of this population of senior citizens and their families and the significant resources being invested by the County of Monroe.

Recommended Actions:

The Monroe County Commission on Aging Board should place the Adult Day Service Program on a 90-day probation period per Policy #: MCCOA 11-04. The policy follows:

Probation Definition: A specified period of time within which the Agency must comply with specified terms of the contract and/or corrective actions identified by the Monroe County Commission on Aging.

When the Agency has failed to comply with the terms of the contract, the Monroe County Commission on Aging may place the Agency operations on probation. The written notice of probation shall be sent in writing, shall contain reasons for probation, any corrective action required of the Agency, the effective date, and the right of the Agency to appeal at the next regular Board meeting. Appeals must be in writing, explaining the reason(s) for the appeal and received by Commission on Aging staff at least two weeks prior to the Board meeting. During the probationary period, the Agency will continue to receive reimbursement for expenses incurred as part of the contract. If, during the probationary timeframe, the Agency does not comply with the corrective actions, suspension or termination will be initiated.

Jason Berry, Commission on Aging Director will serve as a liaison between the Monroe County Commission on Aging and the Frenchtown Senior Center Inc. Executive Director and Board of Directors during the 90-day probationary period and report to the Commission on Aging Board on the progress of the Frenchtown Seniors Center Inc. Day Service Program in complying with the recommended actions contained in the Monroe County Commission on Aging Ad Hoc Report at the Board's monthly meetings.

Respectfully Submitted,

Monroe County Commission on Aging

Ad Hoc Committee Members:

Donald A. Spencer

Paul Simonton

Mary Ann Wertenberger

Memorandum

To: Monroe County Commission on Aging

cc. Jason Berry, Director, Monroe County Commission on Aging

From: Ad Hoc Committee,

Paul Simonton, Donald A. Spencer, Mary Ann Wertenberger

Date: 2/1/2024

Subject: Commission on Aging Ad Hoc Committee Report, 2/1/2024,
Findings and Recommended Actions

On November 8th, 2023 Chairperson Cheryl Rivard of the Monroe County Commission on Aging appointed an Ad Hoc Committee to prepare an action plan to assist in the development of goals for the Frenchtown Senior Center Inc. Adult Day Service Program. This need was established over the past several years because of declining client enrollment which has fallen far below the past number of clients served and caused a significant reduction in the units of service delivered which the Commission on Aging funding is based upon.

The Ad Hoc Committee has conducted its work and the attached Monroe County Commission on Aging Ad Hoc Committee Report dated 2/1/2024 outlines the background, activities, findings (5) and recommended actions to bring the Adult Day Service program into compliance with the terms of its contract with the Monroe County Commission on Aging.

The Ad Hoc Committee recommends placing the Frenchtown Senior Citizens Inc. Adult Day Service Program on a probation period, per Policy #: MCCOA 11-04, for 90 days with the following conditions:

1. The Frenchtown Seniors Center Inc. will develop a strategic plan that includes a communications plan to ensure that the Adult Day Service Program's mission, vision, and goals are defined, measured, annually reviewed and communicated to the community.
2. The administration should employ a Program Director with a minimum of a bachelor's degree in a health or human services related field or be a qualified health professional as evidenced by a proper health care license, professional certification, or degree. The administration should set up a schedule for continuous professional training opportunities for all staff administering and providing direct services to clients enrolled in the Adult Day Service Program.
3. The Frenchtown Seniors Center Inc. must resubmit a budget application for the Adult Day Service Program for the current year that has accurate client projections and budgetary information
4. The administration of the Frenchtown Senior Center Inc. will secure a qualified health care professional with experience in serving clients with dementia who will consult and advise the current administration on operational matters during the 2024 and 2025 budget years.

Thank you,

Donald A. Spencer, Ed.D, Monroe County Commission on Aging Chairman



Frenchtown Center for Active Adult
2786 Vivian Rd
Monroe, MI 48162

Phone (734) 243-6210
Fax (734) 243-5761
piacoangeli@frenchtownsenior.com

January 29, 2024

Board of Directors

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Darla Myers

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Treasurer

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Secretary

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Charles Mushing

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Lance Slaton

James Smith

Alan VanWashenova

Executive Director

Paul Iacoangeli

Monroe County Commission on Aging
Jason Berry, Director
965 South Raisinville Road
Monroe, MI 48161

RE: Frenchtown Center for Active Adults and Adult Day Service
revised budget request.

Dear Mr. Berry:

Please consider this a request to be placed on the agenda for the February meeting to discuss amending the budgets for Center Operations and the Adult Day Services program.

We have resolved our dispute and made progress regarding our partnership with AgeWays Nonprofit Senior Services (formerly known as AAA 1B). As a result, we have signed a contract for the 2023-24 fiscal year. Accepting their funding and staff modifications will reduce our request by roughly \$58,000.00 for the 2024 Adult Day Services.

I would also like to take this opportunity to amend the Center Operations budget. Last year, we witnessed an increase of 36% more units over 2022. Our meal program grew by 42% compared to 2022, and since beginning operations in 2018, it has increased by 332%. Our expanded combination of fitness programs has grown by 240% compared to 2022 and attracted more boomers.

As a result, I would like to amend the Center Operations' budget and request an increase of \$17,630.50. The increase involves adding weekly hours to our Building Attendant (2 hrs), Administrative Assistant (12 hrs), and Kitchen Aid (5 hrs) positions. Center staff are instructors for several of our fitness programs, and the Administrative Assistant fills in when they are in class. The extra activity in the kitchen dining area requires more food preparation and cleanup hours.

In addition, I am requesting \$4,500.00 for shelving to complete our outdoor walk-in refrigerator/freezer project.

Thank you for your time and consideration of this matter.

Respectfully Submitted

Paul Iacoangeli
Executive Director



Commission on Aging



Member Agency





2024 Senior Millage Funding

Frenchtown Senior Center Inc

Official Agency Name

Center Operations

Program/Service

2024 Senior Millage Funding Application

Frenchtown Senior Citizens Inc January 29, 2024
Official Agency Name **Date of Application**

Center Operations 734-243-6210
Program Type: **Phone Number**

2786 Vivian Rd Monroe 48162
Mailing Address **City** **Zip**

Paul Iacoangeli Executive Director
Primary Contact Person **Title**

Date organization was established: 1977

Which option below describes your organization?

For-Profit **Non-Profit** X **Government**

Days and hours of service: Monday through Friday - 8:30 a.m. to 4:00 p.m.

Number of paid employees **Full time** 4 **Part time** 5

Officers Information:		
<i>Name</i>	<i>Title</i>	<i>County of Residence</i>

<u>Darla Myers</u>	<u>Chair</u>	<u>Monroe</u>
<u>Jon Moore</u>	<u>Vice-Chair</u>	<u>Monroe</u>
<u>Dianne Beaudrie</u>	<u>Treasurer</u>	<u>Monroe</u>
<u>Mary Ann Mack</u>	<u>Secretary</u>	<u>Monroe</u>
<u>Jean Guyor</u>	<u>Member</u>	<u>Monroe</u>
<u>Daniel Hartong</u>	<u>Member</u>	<u>Monroe</u>
<u>James Smith</u>	<u>Member</u>	<u>Monroe</u>
<u>Alan VanWashenova</u>	<u>Member</u>	<u>Monroe</u>

2024 Program Summary

1. Describe the program for which funds are requested (Limit response to space provided):

Frenchtown Center for Active Adults is a multi-purpose center where individuals have returned for activities, meals, health-related activities, information, referral, and access to services. We have witnessed an increase in our number of units. An overwhelming amount of people have put COVID behind them and have resumed their return to as normal of a life as the situation allows. Many of the COVID preventative measures remain in place, and people are encouraged to stay away if they are not feeling well. We remain committed to our mission to provide information on aging, activities, socialization, and vital nutrition.

In 2022 we were awarded a Michigan Senior Wellness grant for health promotion. Funds were used to purchase equipment and train staff to instruct a nationally recognized program Geri-Fit. The class started meeting on Tuesday and Thursday mornings and became immensely popular, so after 8 weeks, an advanced class began an hour after the basic class.

The dining room has started seeing larger crowds, and our carryout service remains popular. The dine-in service increase in utilization is encouraging since the socialization aspect of dining together is the major purpose of a congregate meal site.

2. Explain the need for your program and its relevance to improving the quality of life for Monroe County seniors (Limit response to space provided):

We understand the need for social and physical activities and their importance in this stage of life. We now offer Enhanced Exercise or a similar form of exercise 5 days a week. In addition to the Geri-Fit program, we offer chair yoga and plan on offering Tai Chi in the near future. We attribute many of our new members to our exercise opportunities. We find that many of our 70+ members enjoy the smaller personal and more private setting compared to a fitness center. The baby boomers enjoy the benefit of the value of the programs versus the higher cost associated with a fitness center. Each of these exercise programs is designed explicitly for our mature population. If one program prevents one fall, the program has proven its worth.

A unique characteristic of our Center is our recreational area. This area is used every day, sometimes all day. The pool leagues returned on Wednesday mornings and Thursday afternoons. A new group of Chics with Sticks is playing on Monday mornings. Many others come and play at one of the four tables during various times of the day, especially around lunchtime. Each of these opportunities provides a wide range of people the opportunity to socialize and enjoy themselves from the amount of laughter often heard.

2024 Program Summary Continued

3. What measures will you use to evaluate the success of your program (Limit response to space provided)?

Our data collection method is successful and remains unchanged. We can use the collected data for our benefit or our funders. For instance, we have seen the benefits of a new program or a category. Even though we had a slow start in 2022 compared to the same period in 2023, our fitness category has seen a 300+ percentage increase in participation. Our lunch program has increased and served an additional 160 percent increase in meals. Our kiosk remains a valuable tool and continues to be used to gather participant service usage.

We use surveys to evaluate the effectiveness of programs, the general atmosphere, and staff interaction. We continuously monitor our participants in the Center to ensure they have the best possible experience.

4. Do you charge a mandatory direct fee to clients for your services? If yes, please provide details including fee amount (Limit response to space provided).

We conform to the philosophy that we act as a multi-purpose activity center where individuals gather for activities, meals, health-related activities, information, referral, and access to services. While we strongly encourage people to use the facility and gather for various reasons, we provide an opportunity to join and pay a modest membership fee. This \$20.00 membership fee has never been mandatory to use the facility.

Due to the pandemic, the board imposed a \$20.00 fee to purchase a kiosk scan card. They felt it was necessary to have individual information in the unlikely event we needed to contact trace. People can offset the fee by taking advantage of reduced lunch costs, special events, discounts on dinners, travel, and some instructor-led programs.

5. Indicate how many "COA" unduplicated clients you expect to serve in 2024?	<u>1,150.00</u>
6. How many seniors did you have to place on a wait list or were unable to serve in 2022 due to lack of resources? (documentation may be requested for verification purposes)	<u>0</u>
7. How much reserve funding (i.e. "fund balance" or "rainy day funds") do you have available for this program at this time?	<u>\$50,000.00</u>
8. How much did the 2022 actual revenue exceed (or fall short of) the 2022 actual expenditures for this program?	<u>\$42,697.00</u>

2024 Request

1. Number of Units Requested	42,000.00
2. Requested Unit Rate	\$8.39
3. Total Designation Requested (#1 x #2)	\$352,429.50

Explain any increases or decreases in number of units requested (#1) and/or requested unit rate (#2) from prior year (Limit response to space provided).

We are comfortable revising our proposal to 42,000 units for 2024. Attendance has skyrocketed, with many baby boomers taking advantage of our exercise offerings. The unit rate increase reflects the additional funding request we are proposing.

Explain any increases or decreases in funding requested for salaries and/or operations from prior year (Limit response to space provided).

We had retirements during the past year, and to entice quality candidates, positions were returned to full-time with benefits offered. An increase in the hourly rate to keep our current staff from leaving, additional hours for two staff positions. Food, utilities, and equipment cost increase. Pool tables this year require maintenance, final payment of copier, and purchase of kitchen equipment. We have also made progress with SMART in securing a handicap van and asking for a minor maintenance expense if it comes to fruition.

This funding level is contingent on the Area Agency on Aging 1B not remaining with the DADC program.

Check the appropriate "Unit of Service"

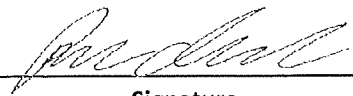
One Day	_____
One Dollar	_____
One Hour	_____ X _____
One Meal	_____
One Pound of Food	_____
1 - One-Way-Trip	_____

What is the total cost to you to provide one unit of this service? \$9.83

I assure the Monroe County Commission on Aging that all the information provided herein is current and accurate, and any Senior Millage Funds designated will be used expressly for the purposes requested, and that all services and activities will be operated in accordance with State and Federal Laws, Monroe County Commission on Aging Regulations, Policies and Procedures.

Paul Iacoangeli
Print Name

Executive Director
Title


Signature

January 29, 2024
Date

Proposed Operations Budget for Calendar Year 2024

Provider: Frenchtown Senior Citizens, Inc

Program: Center Operations

Operations	2023	2024	Difference	Revised 2024	Revised Difference
Advertising	\$1,000.00	\$1,000.00		\$1,000.00	
Central Services/Indirect Cost					
Client Program Supplies					
Client Transportation					
Conference/Training	\$135.00	\$135.00		\$135.00	
Contracted Services	\$3,123.00	\$4,800.00	\$1,677.00	\$4,800.00	
Direct Financial Assistance					
Dues/Fees/License	\$1,635.00	\$2,100.00	\$465.00	\$2,100.00	
Duplication/Printing	\$600.00	\$600.00		\$600.00	
Electric	\$8,830.00	\$8,600.00	(\$230.00)	\$8,600.00	
Employee/Volunteer Expenses	\$2,000.00	\$2,000.00		\$2,000.00	
Equipment Lease/Purchase	\$2,500.00	\$7,500.00	\$5,000.00	\$12,000.00	\$4,500.00
Equipment Maintenance	\$3,000.00	\$3,000.00		\$3,000.00	
Facility Maintenance Contracts	\$8,250.00	\$8,250.00		\$8,250.00	
Food Purchase	\$16,000.00	\$20,500.00	\$4,500.00	\$20,500.00	
Fundraising Activities	\$10,408.00	\$8,408.00	(\$2,000.00)	\$8,408.00	
Gas (Facility)	\$2,937.00	\$8,651.00	\$5,714.00	\$8,651.00	
Home Modification Supplies/Equipment					
Internet					
Janitorial Supplies	\$1,500.00	\$2,000.00	\$500.00	\$2,000.00	
Kitchen Supplies/disposables	\$3,000.00	\$4,500.00	\$1,500.00	\$4,500.00	
Liability Insurance	\$3,855.00	\$3,855.00		\$3,855.00	
Newsletter Expense	\$2,225.00	\$2,425.00	\$200.00	\$2,425.00	
Office Equip. Repair & Maint.	\$700.00	\$1,000.00	\$300.00	\$1,000.00	
Office Supplies	\$5,000.00	\$5,500.00	\$500.00	\$5,500.00	
Postage	\$1,130.00	\$1,400.00	\$270.00	\$1,400.00	
Rent					
Staff travel	\$800.00	\$900.00	\$100.00	\$900.00	
Subscriptions/Manuals	\$400.00	\$400.00		\$400.00	
Telephone	\$2,450.00	\$2,450.00		\$2,450.00	
Trash/Lawn/Snow Care					
Vehicle Gas and Oil					
Vehicle Insurance					
Vehicle Lease/Purchase					
Vehicle Maintenance		\$1,000.00	\$1,000.00	\$1,000.00	
Volunteer Insurance					
Volunteer Meal Reimbursement					
Volunteer Recognition	\$2,500.00	\$2,500.00		\$2,500.00	
Volunteer Transport/Stipend Reimburse.					
Water	\$800.00	\$975.00	\$175.00	\$975.00	
Total Operations	\$84,778.00	\$104,449.00	\$19,671.00	\$108,949.00	\$4,500.00

Proposed Annual Wages/Benefits Budget for Calendar Year 2024

Program: Center Operations

Positions	2023	2024	Difference	Revised 2024	Revised Difference
Executive Director	\$47,010.00	\$55,738.00	\$8,728.00	\$55,738.00	
Accountant	\$28,016.00	\$43,645.00	\$15,629.00	\$40,527.50	(\$3,117.50)
Office Manager	\$23,995.00	\$40,064.00	\$16,069.00	\$40,064.00	
Program Coordinator	\$37,283.00	\$38,567.00	\$1,284.00	\$38,567.00	
Building Attendant	\$26,988.00	\$21,566.00	(\$5,422.00)	\$23,098.00	\$1,532.00
Administrative Assistant	\$10,297.00	\$14,637.00	\$4,340.00	\$22,862.00	\$8,225.00
Head Cook	\$32,143.00	\$37,283.00	\$5,140.00	\$37,283.00	
Assistant Cook	\$23,204.00	\$28,173.00	\$4,969.00	\$28,173.00	
Kitchen Aid	\$17,991.00	\$14,377.00	(\$3,614.00)	\$20,868.00	\$6,491.00
Total Wages & Benefits	\$246,927.00	\$294,050.00	\$47,123.00	\$307,180.50	\$13,130.50
Total Budget	\$331,705.00	\$398,499.00	\$66,794.00	\$416,129.50	\$17,630.50

Revenue Sources for Calendar Year 2024

Provider: Frenchtown Senior Citizens, Inc

Program: Center Operations

Revenue Sources	2023	2024	Difference	Revised 2024	Revised Difference
Area Agency on Aging 1-B					
Client Cost Share					
Commission on Aging (COA)	\$276,405.00	\$334,799.00	\$58,394.00	\$352,429.50	\$17,630.50
Commodities Supplemental Food Prog					
Community Mental Heath					
Community Service Block Grant					
Corporate Sponsorship					
Corporation National & Community Serv.					
Department of Agriculture					
Department of Human Services					
Donations	\$2,000.00	\$2,000.00		\$2,000.00	
Dues	\$9,300.00	\$9,500.00	\$200.00	\$9,500.00	
Emergency Food Assistance Program					
Employee Ins. Cost share					
Fares					
Federal Section 5311					
Funds Raised	\$15,000.00	\$19,000.00	\$4,000.00	\$19,000.00	
Hope Network					
Office of Services to the Aging					
Private Pay					
Public Act 51					
SMART					
United Way					
Units of Government	\$10,000.00	\$10,000.00		\$10,000.00	
Van Fees					
Enter other funding source below					
Lunch Proceeds	\$18,000.00	\$22,000.00	\$4,000.00	\$22,000.00	
Breakfast Proceess	\$500.00	\$700.00	\$200.00	\$700.00	
Miscellaneous	\$500.00	\$500.00		\$500.00	
Total Revenue	\$331,705.00	\$398,499.00	\$66,794.00	\$416,129.50	\$17,630.50
In-kind Description:	Donated Facilities			In-Kind Amount:	\$70,010.00

Program	Center Operations
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2024 Senior Millage Funding

Frenchtown Senior Center Inc

Official Agency Name

Adult Day Services

Program/Service

2024 Senior Millage Funding Application

Frenchtown Senior Citizens Inc
Official Agency Name

January 29, 2024
Date of Application

Adult Day Services
Program Type:

734-243-6210
Phone Number

2786 Vivian Rd
Mailing Address

Monroe
City

48162
Zip

Paul Iancoangeli
Primary Contact Person

Executive Director
Title

Date organization was established: 1977

Which option below describes your organization?

For-Profit **Non-Profit** X **Government**

Days and hours of service: Monday through Friday - 6:00 a.m. to 6:00 p.m.

Number of paid employees **Full time** 4 **Part time** 1

Officers Information:		
Name	Title	County of Residence
<u>Darla Myers</u>	<u>Chair</u>	<u>Monroe</u>
<u>Jon Moore</u>	<u>Vice-Chair</u>	<u>Monroe</u>
<u>Dianne Beaudrie</u>	<u>Treasurer</u>	<u>Monroe</u>
<u>Mary Ann Mack</u>	<u>Secretary</u>	<u>Monroe</u>
<u>Jean Guyor</u>	<u>Member</u>	<u>Monroe</u>
<u>Daniel Hartong</u>	<u>Member</u>	<u>Monroe</u>
<u>James Smith</u>	<u>Member</u>	<u>Monroe</u>
<u>Alan VanWashenova</u>	<u>Member</u>	<u>Monroe</u>

2024 Program Summary

1. Describe the program for which funds are requested (Limit response to space provided):

We provide services to older adults with Alzheimer's or dementia which include personal care, specialized transportation within a fifteen-mile radius, and dementia-specific participant-centered programming. Also, participants can make arraignments for extended hours of care five days a week. We have physical therapy and occupational therapy services available while participants are at our facility, as well as a beautician to take care of their hair needs.

As a non-profit organization people living in Monroe County can take advantage of our program as an alternative to a long-term care facility. The program provides older adults an opportunity to age in place, keeping them more active and mentally stimulated than a long-term care facility. We can say this with a certain level of confidence due to the fact of our staff participant ratio, and our scheduled activities throughout the entire day.

The importance of this program continues to transform the lives of the caregiver as well as the participant. It provides the much-needed balance of respite for the caregiver as well as a different form of stimulation and challenge for the participant. The program hours provide the flexibility the caregiver requires, whether for a simple appointment or leave for work for the day.

2. Explain the need for your program and its relevance to improving the quality of life for Monroe County seniors (Limit response to space provided):

The service provided by the Dementia Adult Day Care program is very difficult to replicate. It is designed to provide daytime care of any part of the day, but less than 24 hours of care, for older persons with dementia provided through a structured program of social and rehabilitative and/or maintenance services in a supportive or group setting other than the participant's home. We offer a bimonthly caregiver support group in partnership with Gabby's Ladder Grief Center. This partnership provides the caregiver with peer support and allows the caregiver the comfort of knowing their loved one is in proper care.

We have never refused service to any caregiver or had anyone on a waiting list. We have the capacity to serve 25 to 30 participants per day. Our program enjoys a good reputation from those we have served going into our 25th year. Caregivers would rather allow their loved ones to live at home if possible, instead of placing them in a long-term care facility. The program improves the quality of life for the caregiver and participant by providing a secure, comfortable, and safe environment that allows the caregiver to work, run errands, go to appointments, or get a much-needed break from 24-hour caregiving.

2024 Program Summary Continued

3. What measures will you use to evaluate the success of your program (Limit response to space provided)?

We use surveys and stress assessments to measure and evaluate the program's success. A program evaluation is completed yearly by all the current caregivers in our DADC program. This is our method for obtaining and evaluating the views of our caregivers regarding the quality of the service provided to the participant. When program evaluations are returned, the surveys are reviewed by the staff, the executive director, and the advisory board to enhance or improve service delivery or expand programming. Caregiver stress assessments are sent out to all current caregivers every six months to ensure we make a difference and reduce caregiver stress.

4. Do you charge a mandatory direct fee to clients for your services? If yes, please provide details including fee amount (Limit response to space provided).

Yes. A financial form is completed during intake to determine the amount of the hourly cost-share that the participant or caregiver can provide. The hourly amount is determined using a sliding scale based on the participant's income. Using a mandatory form, staff record the participants' arrival and departure times for each day they attend. The form calculates the hours and multiplies it by the predetermined hourly cost-share for each day, providing the monthly hours attended and the cost-share due. The cost-share amount is entered into the Monthly Services Rendered form. At the end of the month, participant forms are printed and given to the Accountant for review. After the review, copies are given to the Program Director and sent to the participants' caregivers showing the cost-share requested for the month of services.

During their recent onsite programmatic assessment, Area Agency on Aging 1B informed us that cost-sharing will now be strictly voluntary. The program has operated under the supervision of AAA1B since the start and budgets cost-share as a revenue source. If we don't resolve this, cost-share becomes too variable. The COA policy has a provision for cost-share and we will adhere to the established practice.

5. Indicate how many "COA" unduplicated clients you expect to serve in 2024?

20.00

6. How many seniors did you have to place on a wait list or were unable to serve in 2022 due to lack of resources? (documentation may be requested for verification purposes)

0

7. How much reserve funding (i.e. "fund balance" or "rainy day funds") do you have available for this program at this time?

\$28,000.00

8. How much did the 2022 actual revenue exceed (or fall short of) the 2022 actual expenditures for this program?

\$18,000.00

2024 Request

1. Number of Units Requested

4,500.00

2. Requested Unit Rate

\$22.67

3. Total Designation Requested (#1 x #2)

\$102,008.30

Explain any increases or decreases in number of units requested (#1) and/or requested unit rate (#2) from prior year (Limit response to space provided).

We are attempting to provide a more realistic number of expected units we will serve in 2024. Regrettably, we should have used a more realistic number than the unit number established by the Area Agency on Aging 1B for 2023. Prior to the pandemic, we did over 8,800 units. In 2022 we did 5,100 units and anticipated the program being more utilized this year and in 2024. The unit rate reflects the increased cost of maintaining a quality program.

Explain any increases or decreases in funding requested for salaries and/or operations from prior year (Limit response to space provided).

Over the past few years, we have monitored how much time Center staff has supported the program. For the past two years, we have shifted those costs to the program to provide a more realistic service cost. To retain qualified staff, hourly increases are needed to remain competitive. There will be a reduced workload for Center staff and the ability to collect cost-share funds.

This funding level is contingent on the Area Agency on Aging 1B not remaining with the DADC program.

Check the appropriate "Unit of Service"

One Day

One Dollar

One Hour

One Meal

One Pound of Food

1 - One-Way-Trip

X

What is the total cost to you to provide one unit of this service?

\$37.79

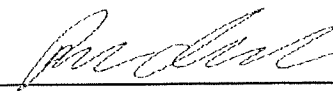
I assure the Monroe County Commission on Aging that all the information provided herein is current and accurate, and any Senior Millage Funds designated will be used expressly for the purposes requested, and that all services and activities will be operated in accordance with State and Federal Laws, Monroe County Commission on Aging Regulations, Policies and Procedures.

Paul Iacoangeli

Print Name

Executive Director

Title



Signature

January 29, 2024

Date

Proposed Operations Budget for Calendar Year 2024

Provider: Frenchtown Senior Citizens, Inc

Program: Adult Day Services

Operations	2023	2024	Difference	Revised 2024	Revised Difference
Advertising	\$2,800.00	\$2,800.00		\$4,800.00	\$2,000.00
Central Services/Indirect Cost					
Client Program Supplies	\$1,200.00	\$1,200.00		\$1,200.00	
Client Transportation	\$500.00	\$500.00		\$500.00	
Conference/Training	\$500.00	\$500.00		\$500.00	
Contracted Services	\$1,670.00	\$1,670.00		\$1,670.00	
Direct Financial Assistance					
Dues/Fees/License	\$865.00	\$865.00		\$865.00	
Duplication/Printing	\$600.00	\$600.00		\$600.00	
Electric	\$3,570.00	\$3,570.00		\$3,570.00	
Employee/Volunteer Expenses	\$1,000.00	\$1,000.00		\$1,000.00	
Equipment Lease/Purchase	\$775.00	\$775.00		\$775.00	
Equipment Maintenance				\$1,000.00	\$1,000.00
Facility Maintenance Contracts	\$2,370.00	\$2,370.00		\$2,370.00	
Food Purchase	\$1,500.00	\$1,500.00		\$1,500.00	
Fundraising Activities					
Gas (Facility)	\$1,140.00	\$1,140.00		\$1,140.00	
Home Modification Supplies/Equipment					
Internet					
Janitorial Supplies	\$560.00	\$560.00		\$560.00	
Kitchen Supplies/disposables	\$950.00	\$950.00		\$950.00	
Liability Insurance	\$1,925.00	\$1,925.00		\$1,925.00	
Newsletter Expense					
Office Equip. Repair & Maint.	\$500.00	\$500.00		\$500.00	
Office Supplies	\$1,200.00	\$1,200.00		\$1,200.00	
Postage	\$500.00	\$500.00		\$500.00	
Rent					
Staff travel	\$480.00	\$480.00		\$480.00	
Subscriptions/Manuals	\$400.00	\$400.00		\$400.00	
Telephone	\$615.00	\$615.00		\$615.00	
Trash/Lawn/Snow Care					
Vehicle Gas and Oil					
Vehicle Insurance					
Vehicle Lease/Purchase					
Vehicle Maintenance					
Volunteer Insurance					
Volunteer Meal Reimbursement					
Volunteer Recognition					
Volunteer Transport/Stipend Reimburse.					
Water	\$240.00	\$240.00			
Total Operations	\$25,860.00	\$25,860.00		\$28,620.00	\$3,000.00

Proposed Annual Wages/Benefits Budget for Calendar Year 2024

Program: Adult Day Services

Positions	2023	2024	Difference	Revised 2024	Revised Difference
Program Director	\$55,495.00	\$58,272.00	\$2,777.00	\$58,272.00	
C.N.A.	\$41,004.00		(\$41,004.00)		
Nurse's Aide (FT)	\$41,004.00	\$37,361.00	(\$3,643.00)	\$37,361.00	
Nurse's Aide (FT)		\$37,361.00	\$37,361.00	\$37,361.00	
Nurse's Aide (PT)	\$18,445.00	\$13,925.00	(\$4,520.00)	\$6,965.09	(\$6,959.91)
Clerical (Center Office Manager)	\$20,997.00	\$7,186.00	(\$13,811.00)	\$7,186.00	
Executive Director	\$9,500.00	\$9,822.00	\$322.00	\$9,822.00	
Accountant	\$28,015.00	\$18,063.00	(\$9,952.00)	\$21,822.50	\$3,759.50
Clerical				\$40,663.80	\$40,663.80
Total Wages & Benefits	\$214,460.00	\$181,990.00	(\$32,470.00)	\$219,453.39	\$37,463.39
Total Budget	\$240,320.00	\$207,850.00	(\$32,470.00)	\$248,073.39	\$40,463.39

Revenue Sources for Calendar Year 2024

Provider: Frenchtown Senior Citizens, Inc

Program: Adult Day Services

Revenue Sources	2023	2024	Difference	Revised 2024	Revised Difference
Area Agency on Aging 1-B	\$98,000.00		(\$98,000.00)	\$98,000.00	\$98,000.00
Client Cost Share	\$22,500.00	\$27,500.00	\$5,000.00	\$27,500.00	
Commission on Aging (COA)	\$100,255.00	\$159,785.00	\$59,530.00	\$102,008.30	(\$57,776.70)
Commodities Supplemental Food Prog					
Community Mental Health					
Community Service Block Grant					
Corporate Sponsorship					
Corporation National & Community Serv.					
Department of Agriculture					
Department of Human Services					
Donations	\$565.00	\$565.00		\$565.00	
Dues					
Emergency Food Assistance Program					
Employee Ins. Cost share					
Fares					
Federal Section 5311					
Funds Raised					
Hope Network					
Office of Services to the Aging					
Private Pay					
Public Act 51					
SMART					
United Way	\$4,000.00	\$4,000.00		\$4,000.00	
Units of Government					
Van Fees					
Enter other funding source below					
Fee for Service	\$15,000.00	\$16,000.00	\$1,000.00	\$16,000.00	
Total Revenue	\$240,320.00	\$207,850.00	(\$32,470.00)	\$248,073.30	\$40,223.30
In-kind Description:	Donated Facilities			In-Kind Amount:	\$32,000.00

Provider	<u>Frenchtown Senior Citizens, Inc</u>
Program	<u>Adult Day Services</u>

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