



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
mcco@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

March 13, 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- Bedford Senior Center & LIFE
8. Consent Agenda
 - A. Approval of the Minutes of the February 14, 2024 Regular Meeting
 - B. Strategic Planning Committee Notes of March 7, 2024
 - C. Finance Reports
 - D. Correspondence- None
 - E. Formal Agency Reports- None
9. Director's Report
10. Old Business
 - A. None
11. New Business
 - A. Choices Counseling Solutions Application and Budget
 - B. Frenchtown Senior Center Adult Day Service Appeal to Probation
12. Public Comment
13. Commission Members' Comments
14. Adjournment

The next Regular Board meeting is scheduled for Wednesday, April 10, 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 TDY (734) 240-7301



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Monroe County Commission on Aging

Regular Board Meeting Minutes

February 14, 2024

Commission on Aging Conference Room

Martin Kaufman called the meeting to order at 1:02 p.m.

Members present Don Spencer, Martin Kaufman, Paul Simonton, Wayne Meehan, Larry Gramlich

Members excused: Cheryl Rivard, Cynthia McIlvain, Mary Ann Wertenberger
Mary Gantz

Approval of the Agenda:

Don Spencer made a motion to approve the February 14, 2024 Regular Board Meeting Agenda as presented. **Supported by:** Martin Kaufman

Motion carried.

Public Comment: None.

Motion to hear a special presentation from the Every 9th American Committee

Motion Carried:

Special Presentations: Beth Berlin, Retired Senior Volunteer Program (RSVP)

The AmeriCorps Seniors RSVP program pairs Americans 55 and older with organizations making change in communities across the country. It is funded by an AmeriCorps federal grant and the Monroe County Senior Millage. The program has been sponsored by the Monroe Center for Healthy Aging since 2014. The RSVP's focus areas are "access to care" for older adults and tutoring /supporting youth. The RSVP has 338 volunteers with 60,575 hours served. The Agency has 40 stations located in Monroe County.

Every 9th American Committee: Kate Weber, Treasurer

The Committee is seeking to renew the millage of up to .75 per \$1,000 of taxable value for a period of 10 years, from 2025 and continuing through 2034. This will provide funding for senior citizen services to residents 60 years of age and older in Monroe County. The Committee would like the Commission on Aging to endorse this millage request for the August 6, 2024 primary ballot.



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Cheryl Rivard

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

Motion to approve by: Wayne Meehan **Supported by:** Martin Kaufman
Motion Carried.

Directors' Report:

Jason Berry reported the following:

➤ **Common Measures Report**

The January 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 categories most visited. Transportation was the most viewed at 161. During January 2024 there were 639 views.

➤ **Waitlist/Service Not Provided Summary**

Mr. Berry reported that from December 25, 2023, through January 25, 2024, there are 36 reported seniors on the Project Ramp waitlist.

Old Business:

A. Motion to approve the Ad Hoc Report and Recommendations

Motion by: Paul Simonton **Supported by:** Martin Kaufman
Motion Carried.

New Business:

A. Motion to approve the Frenchtown Senior Center Budget Amendment

Motion by: Wayne Meehan **Supported by:** Paul Simonton



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Paul Simonton

Cheryl Rivard

Roll Call Vote Taken:

Wayne Meehan - Yes

Paul Simonton - Yes

Larry Gramlich - Yes

Martin Kaufman - Yes

Don Spencer - Yes

Motion carried.

Motion to approve the Frenchtown Adult Day Service Budget Amendment

Motion by: Wayne Meehan

Supported by: Larry Gramlich

Roll Call Vote Taken:

Wayne Meehan - Yes

Paul Simonton - Yes

Larry Gramlich - Yes

Martin Kaufman - Yes

Don Spencer - Yes

Motion carried.

Public Comment: None.

Commission Members Comments:

Martin Kaufman expressed a need for future training opportunities for Board Members. Larry Gramlich and Paul Simonton agreed with this statement.

Adjournment:

Motion by: Wayne Meehan

Supported by: Larry Gramlich

Motion Carried.

Wayne Meehan and Larry Gramlich adjourned the meeting at 2:47 p.m.

The next Regular Board meeting takes place on Wednesday, March 13, 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

March 7, 2024

Present: Cynthia McIlvain, Paul Simonton, Martin Kaufman, Don Spencer, and Jason Berry.

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

1. Choices Counseling Solutions:

- a. A request by Choices Counseling Solutions to present their 2024 application and budget at the next Commission on Aging Board meeting was accepted and recommended by the SPC.
 - i. Business information was reviewed by the committee.

2. Frenchtown Senior Center Adult Day Service:

- a. The Frenchtown Senior Center Adult Day Service submitted an appeal on February 28, 2014 to the probation placed on them by the COA board on February 14, 2024. A request was given to present to the full COA board their appeal to the probation on March 13, 2024.
- b. The Strategic Planning Committee recommended to the full COA that the request to revoke the probation be denied.

The meeting adjourned at 3:33 p.m.

The next meeting is scheduled for April 4, 2024 at 2:00 p.m. at the Commission on Aging.

Jason Berry, Recording Secretary

RUN DATE: 03/01/24 10:45

REVEN

** 280 SENIOR CITIZENS FUND

County of Monroe

Revenue Report

PAGE: 00078

FISCAL DATE: 02/29/24 24/FEB

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	-1,398,551.42	-2,682,021.58	-918,966.42	74.48
280-97000-415000	PRIOR YEAR TAX ADJUSTMENTS	22,750.00	-3.68	164.35	22,585.65	0.72
280-97000-420000	DELINQUENT PERSONAL PROP TAXES	-3,500.00	-82.16	-205.56	-3,294.44	5.87
280-97000-434020	OTH TAXES-PYMT IN LIEU OF TAX	-7,500.00	-2,938.35	-2,938.35	-4,561.65	39.18
280-97000-437000	INDUSTRIAL FACILITY TAX	-11,500.00	-4,544.25	-4,653.74	-6,846.26	40.47
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 PAGO	-100,000.00	-73,148.46	-73,148.46	-26,851.54	73.15
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	-3,430.35	1,430.35	171.52
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	-1,479,268.32	-2,766,233.69	-937,754.31	74.68
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	-1,479,268.32	-2,766,233.69	-1,482,293.31	65.11

RUN DATE: 03/01/24 10:43

APPR

County of Monroe
Appropriation Report

PAGE: 00060

FISCAL DATE: 02/29/24 24/FEB

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	7,072.80	12,162.24	81,211.76	13.03
101-67200-705000	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	75.00	375.00	5,625.00	6.25
101-67200-715000	SOCIAL SECURITY	7,603.00	0.00	0.00	521.59	921.26	6,681.74	12.12
101-67200-716000	EMPLOYERS-RETIREMENT	17,752.00	0.00	0.00	1,335.48	2,642.25	15,109.75	14.88
101-67200-716001	DC RETIREMENT	2,487.00	0.00	0.00	189.94	265.91	2,221.09	10.69
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	141.46	243.24	1,624.76	13.02
101-67200-717000	UNEMPLOYMENT INSURANCE	100.00	0.00	0.00	7.15	12.56	87.44	12.56
101-67200-718000	WORKERS COMPENSATION I	80.00	0.00	0.00	5.72	10.44	69.56	13.05
101-67200-719000	HEALTH INSURANCE	14,825.00	0.00	0.00	901.70	1,422.46	13,402.54	9.60
101-67200-720000	LIFE INSURANCE	143.00	0.00	0.00	9.12	16.42	126.58	11.48
101-67200-721000	OPTICAL INSURANCE	143.00	0.00	0.00	8.58	13.42	129.58	9.38
101-67200-722000	DENTAL INSURANCE	633.00	0.00	0.00	44.99	69.71	563.29	11.01
101-67200-723000	DISABILITY INSURANCE	937.00	0.00	0.00	39.18	77.52	859.48	8.27
101-67200-725000	ACCURED 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	123.80	192.95	192.95	1,588.25	16.63
101-67200-729000	PRINTING AND IMAGING	1,600.00	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	0.68	0.68	1,499.32	0.05
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	29.75	208.11	3,041.89	6.40
101-67200-814015	SOFTWARE LICENSE FEE	25,651.00	0.00	0.00	462.00	18,050.84	7,600.16	70.37
101-67200-814016	PAYROLL SERVICES	2,400.00	0.00	0.00	90.47	166.99	2,233.51	7.76
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	135.00	90.00	60.00
101-67200-851000	TELEPHONE	675.00	0.00	0.00	30.34	30.34	644.66	4.49
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	1,587.00	0.00	0.00	120.16	206.62	1,380.38	13.02
101-67200-921000	ELECTRICITY	1,652.00	0.00	0.00	158.99	301.65	1,350.35	18.26
101-67200-922000	WATER AND SEWAGE	193.00	0.00	0.00	7.32	7.32	185.68	3.79
101-67200-923000	HEATING FUEL	550.00	0.00	0.00	51.89	121.08	428.92	22.01
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	20.38	435.11	1,564.89	21.76
101-67200-963000	CENTRAL SERVICES/INDIR	15,950.00	0.00	0.00	0.00	0.00	15,950.00	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	123.80	11,510.32	38,089.12	169,765.08	18.37

RUN DATE: 03/01/24 10:43

County of Monroe

PAGE: 00206

APPR

Appropriation Report

FISCAL DATE: 02/29/24 24/FEB

** 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 SERV-OLDER NE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-830060	BOARD PROJECTS	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
280-97000-965025	AREA AGENCY ON AGING 1	13,614.00	0.00	0.00	0.00	0.00	13,614.00	0.00
280-97000-965031	BEDFORD TRANSPORTATION	54,650.00	0.00	0.00	0.00	0.00	54,650.00	0.00
280-97000-965035	BEDFORD SENIOR CITIZEN	277,498.00	0.00	0.00	0.00	0.00	277,498.00	0.00
280-97000-965041	BEDFORD VET CENTER PAN	4,396.00	0.00	0.00	0.00	0.00	4,396.00	0.00
280-97000-965042	BEDFORD VET CENTER VAN	13,250.00	0.00	0.00	0.00	0.00	13,250.00	0.00
280-97000-965045	BERLIN SENIOR CITIZEN	49,796.00	0.00	0.00	0.00	0.00	49,796.00	0.00
280-97000-965055	CATHOLIC SOCIAL SERVICE	245,705.00	0.00	0.00	0.00	0.00	245,705.00	0.00
280-97000-965065	DUNDEE SENIOR CITIZEN	8,500.00	0.00	0.00	0.00	0.00	8,500.00	0.00
280-97000-965071	EMERGENCY NEEDS	334,799.00	0.00	0.00	0.00	0.00	334,799.00	0.00
280-97000-965075	FRENCHTOWN SR CITIZEN	239,200.00	0.00	0.00	0.00	0.00	239,200.00	0.00
280-97000-965085	LAKE ERIE TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965087	MILAN PUBLIC TRANSIT	81,000.00	0.00	0.00	0.00	0.00	81,000.00	0.00
280-97000-965088	THE OPPORTUNITY CENTER	261,560.00	0.00	0.00	0.00	0.00	261,560.00	0.00
280-97000-965091	SENIOR LEGAL SERVICES	10,150.00	0.00	0.00	0.00	0.00	10,150.00	0.00
280-97000-965098	PURE PSYCHIATRY OF MIC	148,000.00	0.00	0.00	0.00	0.00	148,000.00	0.00
280-97000-965105	M.C.O.P. HOME CARE SER	123,500.00	0.00	0.00	0.00	0.00	123,500.00	0.00
280-97000-965106	RAMP PROGRAM	103,200.00	0.00	0.00	0.00	0.00	103,200.00	0.00
280-97000-965115	M.C.O.P. HOME CHORE	148,000.00	0.00	0.00	0.00	0.00	148,000.00	0.00
280-97000-965121	M.C.O.P. SPEC TRANSPOR	6,500.00	0.00	0.00	0.00	0.00	6,500.00	0.00
280-97000-965122	M.C.O.P. HOME INJURY C	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00
280-97000-965123	M.C.O.P. FOOD DISTRIBU	171,000.00	0.00	0.00	0.00	0.00	171,000.00	0.00
280-97000-965125	M.C.O.P. RESOURCE ADVO	530,062.00	0.00	0.00	0.00	0.00	530,062.00	0.00
280-97000-965135	LIFE NUTRITION PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965136	CARING ALTERNATIVES-ME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
280-97000-965137	HOME INSTEAD SENIOR CA	9,120.00	0.00	0.00	0.00	0.00	9,120.00	0.00
280-97000-965141	ALZHEIMER PROGRAM	450,000.00	0.00	0.00	0.00	0.00	450,000.00	0.00
280-97000-965165	MONROE SENIOR CITIZEN	0.00	0.00	0.00	0.00	0.00	0.00	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
280-97000-965191	DEAF & HEARING IMPAIRE	25,300.00	0.00	0.00	0.00	0.00	25,300.00	0.00
280-97000-965201	MILAN SENIOR MEALS ON	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
280-97000-965205	EMERGENCY FUEL	40,000.00	0.00	0.00	0.00	0.00	40,000.00	0.00
280-97000-965215	MILAN SENIOR CENTER							

280-97000-965216 MILAN SENIOR TRANSIT	15,200.00	0.00	0.00	1,968.00	1,968.00	13,232.00	12.95
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	8,433.26	8,433.26	151,351.74	5.28
280-97000-965340 YMCA CANCER SURVIVOR	5,760.00	0.00	0.00	720.00	720.00	5,040.00	12.50
280-97000-965380 YMCA	37,795.00	0.00	0.00	3,451.75	3,451.75	34,343.25	9.13
280-97000-965390 MCOP VOLUNTEER CAREGIV	3,000.00	0.00	0.00	120.00	120.00	2,880.00	4.00
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	309,560.49	309,560.49	3,554,186.51	8.01
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	309,560.49	309,560.49	3,938,966.51	7.29

COA Director's Report Items (3/13/24)

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 11% - 21%)

As of: February

Provider/Program	Cumulative Units	Unit Maximum	Percentage
Ash Senior Citizens	434.00	2,553.00	17%
Bedford Twp. Veterans Center Pantry		1,320.00	0%
Bedford Twp. Veterans Center Van		250.00	0%
Bedford Senior Community Center	8,026.20	45,000.00	18%
Berlin Township Senior Citizens Group	370.00	4,940.00	7%
Dundee Area Senior Citizens Center		39,250.00	0%
Frenchtown Adult Day Services	755.25	4,500.00	17%
Frenchtown Senior Citizens Center	9,854.50	42,000.00	23%
Lake Erie Transportation Commission		13,000.00	0%
Living Independence for Everyone		145,000.00	0%
MCOP-Food Assistance Program		375,000.00	0%
MCOP-Home Care		8,000.00	0%
MCOP-Home Chore		4,300.00	0%
MCOP-Home Injury Control		6,500.00	0%
MCOP-Opportunity Center at ALCC		9,000.00	0%
MCOP-Resource Advocacy		9,500.00	0%
MCOP-Specialized Transportation		7,789.00	0%
MCOP-Unmet Emergency Needs		8,500.00	0%
MCOP-Utility Assistance Program		15,000.00	0%
MCOP-Volunteer Caregiver Program		375.00	0%
Memory Lane Care Services		120.00	0%
Milan Seniors for Healthy Living		8,000.00	0%
Milan Seniors Transportation		950.00	0%
Milan Seniors Meals on Wheels		4,600.00	0%
Monroe County Senior Legal Services	423.50	2,600.00	16%
Monroe Family YMCA Enhanced Fitness	168.54	918.00	18%
Monroe Family YMCA Cancer Survivorship	24.00	96.00	25%
Monroe Senior Citizens Center	16,199.00	100,000.00	16%
RSVP		60,000.00	0%
Health Van	450.00	2,500.00	18%

Table B.**Unduplicated Clients Served vs. Anticipated Clients Served**

(Goal is to be at least 11%)

As of: February

Provider/Program	Cumulative Unduplicated Clients	Anticipated Clients Served	Percentage
Ash Senior Citizens	73	120	61%
Bedford Twp. Veterans Center Pantry		37	0%
Bedford Twp. Veterans Center Van		21	0%
Bedford Senior Community Center	616	1,200	51%
Berlin Township Senior Citizens Group	84	130	65%
Dundee Area Senior Citizens Center		425	0%
Frenchtown Adult Day Services	13	1,150	1%
Frenchtown Senior Citizens Center	1,187	20	5935%
Lake Erie Transportation Commission		750	0%
Living Independence for Everyone		1,200	0%
MCOP-Food Assistance Program		1,400	0%
MCOP-Home Care		155	0%
MCOP-Home Chore		430	0%
MCOP-Home Injury Control		90	0%
MCOP-Opportunity Center at ALCC		300	0%
MCOP-Resource Advocacy		1,800	0%
MCOP-Specialized Transportation		210	0%
MCOP-Unmet Emergency Needs		19	0%
MCOP-Utility Assistance Program		41	0%
MCOP-Volunteer Caregiver Program		8	0%
Memory Lane Care Services		20	0%
Milan Seniors for Healthy Living		250	0%
Milan Seniors Transportation		30	0%
Milan Seniors Meals on Wheels		40	0%
Monroe County Senior Legal Services	280	1,000	28%
Monroe Family YMCA Enhanced Fitness	161	200	81%
Monroe Family YMCA Cancer Survivorship	4	12	33%
Monroe Senior Citizens Center	1,123	1,650	68%
RSVP		330	0%
Health Van	51	175	29%

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

(Goal is to be between 11% - 21%)

As of: February

Provider/Program	Actual Expenditures	Total Budget	Percentage
Ash Senior Citizens	\$4,829.73	\$39,925.00	12%
Bedford Twp. Veterans Center Pantry		\$4,395.00	0%
Bedford Twp. Veterans Center Van		\$13,215.00	0%
Bedford Senior Community Center	\$74,779.28	\$431,223.00	17%
Berlin Township Senior Citizens Group	\$3,080.50	\$71,046.00	4%
Dundee Area Senior Citizens Center		\$384,555.00	0%
Frenchtown Adult Day Services		\$102,008.30	0%
Frenchtown Senior Citizens Center		\$352,429.50	0%
Lake Erie Transportation Commission		\$859,787.00	0%
Living Independence for Everyone		\$1,416,941.00	0%
MCOP-Food Assistance Program		\$261,194.00	0%
MCOP-Home Care		\$376,239.00	0%
MCOP-Home Chore		\$221,078.00	0%
MCOP-Home Injury Control		\$22,990.00	0%
MCOP-Opportunity Center at ALCC		\$83,275.00	0%
MCOP-Resource Advocacy		\$249,886.00	0%
MCOP-Specialized Transportation		\$484,441.00	0%
MCOP-Unmet Emergency Needs		\$10,785.00	0%
MCOP-Utility Assistance Program		\$31,035.00	0%
MCOP-Volunteer Caregiver Program		\$21,808.00	0%
Memory Lane Care Services		\$43,835.00	0%
Milan Seniors for Healthy Living		\$86,458.00	0%
Milan Seniors Transportation		\$110,913.00	0%
Milan Seniors Meals on Wheels		\$87,816.00	0%
Monroe County Senior Legal Services	\$59,822.89	\$359,060.00	17%
Monroe Family YMCA Enhanced Fitness	\$6,789.00	\$41,469.00	16%
Monroe Family YMCA Cancer Survivorship	\$1,230.00	\$13,260.00	9%
Monroe Senior Citizens Center		\$710,492.00	0%
RSVP		\$177,442.00	0%
Health Van	\$35,605.00	\$298,489.00	12%

Table D.

Total Cost Per Unduplicated Client (Year to Date)

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

As of: February

Provider/Program	Actual Expenses	Y-T-D Unduplicated Clients	Cost Per Unduplicated Client	Total Budget	Anticipated Clients Served	Unduplicated Cost Goal	Percent
Ash Senior Citizens	\$4,829.73	73	\$66.16	\$39,925.00	120	\$332.71	20%
Bedford Twp. Veterans Center Pantry				\$4,395.00	37	\$118.78	0%
Bedford Twp. Veterans Center Van				\$13,215.00	21	\$629.29	0%
Bedford Senior Community Center	\$3,080.50	616	\$5.00	\$431,223.00	1,200	\$359.35	1%
Berlin Township Senior Citizens Group	\$3,080.50	84	\$36.67	\$71,046.00	130	\$546.51	7%
Dundee Area Senior Citizens Center				\$384,555.00	425	\$904.84	0%
Frenchtown Adult Day Services		13	\$0.00	\$102,008.30	1,150	\$88.70	0%
Frenchtown Senior Citizens Center		1,187	\$0.00	\$352,429.50	20	\$17,621.48	0%
Lake Erie Transportation Commission				\$859,787.00	750	\$1,146.38	0%
Living Independence for Everyone				\$1,416,941.00	1,200	\$1,180.78	0%
MCOP-Food Assistance Program				\$261,194.00	1,400	\$186.57	0%
MCOP-Home Care				\$376,239.00	155	\$2,427.35	0%
MCOP-Home Chore				\$221,078.00	430	\$514.13	0%
MCOP-Home Injury Control				\$22,990.00	90	\$255.44	0%
MCOP-Opportunity Center at ALCC				\$83,275.00	300	\$277.58	0%
MCOP-Resource Advocacy				\$249,886.00	1,800	\$138.83	0%
MCOP-Specialized Transportation				\$484,441.00	210	\$2,306.86	0%
MCOP-Unmet Emergency Needs				\$10,785.00	19	\$567.63	0%
MCOP-Utility Assistance Program				\$31,035.00	41	\$756.95	0%
MCOP-Volunteer Caregiver Program				\$21,808.00	8	\$2,726.00	0%
Memory Lane Care Services				\$43,835.00	20	\$2,191.75	0%
Milan Seniors for Healthy Living				\$86,458.00	250	\$345.83	0%
Milan Seniors Transportation				\$110,913.00	30	\$3,697.10	0%
Milan Seniors Meals on Wheels				\$87,816.00	40	\$2,195.40	0%
Monroe County Senior Legal Services	\$59,822.89	280	\$213.65	\$359,060.00	1,000	\$359.06	60%
Monroe Family YMCA Enhanced Fitness	\$6,789.00	161	\$42.17	\$41,469.00	200	\$207.35	20%
Monroe Family YMCA Cancer Survivorship	\$1,230.00	4	\$307.50	\$13,260.00	12	\$1,105.00	28%
Monroe Senior Citizens Center	\$1,230.00	1,123	\$1.10	\$710,492.00	1,650	\$430.60	0%
RSVP				\$177,442.00	330	\$537.70	0%
Health Van	\$35,605.00	51	\$698.14	\$298,489.00	175	\$1,705.65	41%

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

(Goal is to be between 11% - 21%)

As of: February

Provider/Program	Actual Revenue	Total Budget	Percentage
Ash Senior Citizens	\$5,425.13	\$39,925.00	14%
Bedford Twp. Veterans Center Pantry		\$4,395.00	0%
Bedford Twp. Veterans Center Van		\$13,215.00	0%
Bedford Senior Community Center	\$43,480.00	\$431,223.00	10%
Berlin Township Senior Citizens Group	\$5,212.07	\$71,046.00	7%
Dundee Area Senior Citizens Center		\$384,555.00	0%
Frenchtown Adult Day Services		\$102,008.30	0%
Frenchtown Senior Citizens Center		\$352,429.50	0%
Lake Erie Transportation Commission		\$859,787.00	0%
Living Independence for Everyone		\$1,416,941.00	0%
MCOP-Food Assistance Program		\$261,194.00	0%
MCOP-Home Care		\$376,239.00	0%
MCOP-Home Chore		\$221,078.00	0%
MCOP-Home Injury Control		\$22,990.00	0%
MCOP-Opportunity Center at ALCC		\$83,275.00	0%
MCOP-Resource Advocacy		\$249,886.00	0%
MCOP-Specialized Transportation		\$484,441.00	0%
MCOP-Unmet Emergency Needs		\$10,785.00	0%
MCOP-Utility Assistance Program		\$31,035.00	0%
MCOP-Volunteer Caregiver Program		\$21,808.00	0%
Memory Lane Care Services		\$43,835.00	0%
Milan Seniors for Healthy Living		\$86,458.00	0%
Milan Seniors Transportation		\$110,913.00	0%
Milan Seniors Meals on Wheels		\$87,816.00	0%
Monroe County Senior Legal Services	\$31,398.20	\$359,060.00	9%
Monroe Family YMCA Enhanced Fitness	\$7,134.78	\$41,469.00	17%
Monroe Family YMCA Cancer Survivorship	\$2,690.00	\$13,260.00	20%
Monroe Senior Citizens Center		\$710,492.00	0%
RSVP		\$177,442.00	0%
Health Van	\$30,708.00	\$298,489.00	10%

Date

Feb 1, 2024 - Feb 29, 2024



Free form 1



Segment		Untitled segment	Totals
Page location		Views	↓ Views
Totals		665 100% of total	665 100% of total
1	https://www.co.monroe.mi.us/180/Commission-on-Aging	199	199
2	https://www.co.monroe.mi.us/204/Transportation-Services	152	152
3	https://www.co.monroe.mi.us/192/Services	48	48
4	https://www.co.monroe.mi.us/201/Senior-Groups	45	45
5	https://www.co.monroe.mi.us/205/Volunteer-Services	39	39
6	https://www.co.monroe.mi.us/195/In-Home-Services	37	37
7	https://www.co.monroe.mi.us/200/Senior-Counseling-Services	28	28
8	https://www.co.monroe.mi.us/197/Multi-Purpose-Senior-Centers	20	20
9	https://www.co.monroe.mi.us/199/Resource-Advocacy	20	20
10	https://www.co.monroe.mi.us/193/Adult-Day-Services	19	19



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 Gantzog

Larry Gramlich

Cynthia McIlvain

Wayne Meehean

Paul Simonton

Cheryl Rivard

To: Commission on Aging Board Members
From: Jason Berry
Date: March 8, 2024
RE: Waitlist/Requested Service Not Provided- February 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 January 25th of 2024 through February 25th of 2024:

United Way Project Ramp

- At the time of last report, there were 40 seniors awaiting a ramp.

Choices Counseling Solutions
15366 S. Dixie Hwy.
Monroe, MI 48161
734-210-1071



Commission on Aging
965 S Raisinville Road
Monroe, MI 48161

Mr. Berry,

I am writing to submit our request to present our application and interest in being a provider for Senior Mental Health through the COA. We would like to be in attendance and present for the board meeting on March 13th.

Thank you in advance for your kind consideration.

Regards,

Audrey Schroeder, LMSW, CTC-SW



2024 Senior Millage Funding

Choices Counseling Solutions

Official Agency Name

Senior Mental Health

Program/Service

2024 Senior Millage Funding Application

Choices Counseling Solutions

Official Agency Name

February 5, 2024

Date of Application

Senior Mental Health Direct Services

Program Type:

734-210-1071

Phone Number

15366 S Dixie HWY

Mailing Address

Monroe

City

48161

Zip

Audrey Schroeder, LMSW, CTC-SW

Primary Contact Person

Clinical Therapist, Owner

Title

Date organization was established:

08/08/2002

Which option below describes your organization?

For-Profit ☒

Non-Profit ☐

Government ☐

Days and hours of service:

Admin Hours M-TH 10-3, Day and Evening Appointments Available

Number of paid employees

Full time ☐

Part time ☐ 6

Officers Information:		
Name	Title	County of Residence

Audrey Schroeder

Clinical Therapist

Monroe

Jerri Stotz

Clinical Therapist

Lenawee

Serina Vanderbush

Clinical Therapist

Monroe

Kelly Schwind

Clinical Therapist

Lucas

Monica Gonzalez

Office Manager

Monroe

Amy Koepf

Insurance/Billing/Credential

Monroe

2024 Program Summary

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

Senior Mental Health Counseling and Outreach Program Description

Overview:

This program aims to improve the mental health and well-being of seniors in the community by providing in-office, outreach services, education, and support. We recognize that mental health challenges can be unique for older adults and strive to create a safe and welcoming environment where they can access the resources they need.

Target Population:

Seniors aged 60 and above who are experiencing mental health concerns such as depression, anxiety, loneliness, isolation, or adjustment difficulties. Individuals who may be at risk for mental health problems due to social isolation, health issues, or life transitions. Seniors who have little or no mental health coverage who may need financial assistance with copays, deductibles or full session cost.

Program Benefits:

Outreach and engagement: Trained staff will connect with seniors in their homes, senior centers, community events, and other settings to raise awareness about mental health, reduce stigma, and build trust. Individual assessments: We will conduct confidential assessments to understand each senior's unique needs and concerns. Individual counseling: Short-term counseling sessions will be available to address specific mental health concerns and provide emotional support. Resource referrals: We will connect seniors with appropriate mental health services, social services, and health and community resources based on their individual needs.

Additional Information:

The program may be offered in different formats, such as individual sessions, tele-health, or home-based visits. We will collaborate with community partners, such as senior centers, healthcare providers, and social service agencies, to ensure a comprehensive and coordinated approach to care. Culturally competent services will be available to meet the diverse needs of the community. Confidentiality and respect for individual privacy will be upheld throughout the program.

Please note: This is a general program description and may need to be adapted to fit the specific needs of the individual, community, and target population.

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 need for senior mental health services is critical and growing. According to the National Institute of Mental Health, about 20 % of adults aged 65 and older experience a mental health disorder in a given year. This number is expected to rise as the population ages. It is important to raise awareness about the need for senior mental health services and to advocate for increased access to care. Mental health care can be expensive and Medicare coverage for mental health services is limited. The consequences of not addressing senior mental health needs can be serious. Untreated mental health problems can lead to increased physical health problems, functional decline, social isolation and increased risk of suicide. By working together, we can ensure that all seniors have access to the mental health care they need.

There are many reasons why seniors are at an increased risk for mental health problems. Some of the most common factors include:

Loss of loved ones: Seniors may experience grief and loss due to the death of spouses, friends, or other family members.

Physical health problems: Chronic health conditions, such as pain, heart disease, or diabetes can take a toll on mental well-being.

Social Isolation: Seniors may become isolated due to retirement, limited mobility, or transportation difficulties.

Financial worries: Concerns about income, housing, and healthcare can be stressful.

Changes in cognitive function: Some seniors may experience memory loss or other cognitive changes that can lead to anxiety and depression.

Despite the need for services, many seniors do not receive mental health care. This is due to a number of factors including:

Stigma: There is still a stigma associated with mental illness, which can prevent seniors from seeking help.

Lack of awareness: Seniors may not be aware of the symptoms of mental health disorders or the types of services available.

Limited access to care/Cost: There is a shortage of mental health professionals who specialize in working with older adults. Mental health care can be expensive, and Medicare coverage for mental health services is limited.

2024 Program Summary Continued

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

Individual Outcomes:

Reduction in symptoms: This could include measuring changes in depression, anxiety, grief, stress, or other relevant mental health symptoms using standardized scales or questionnaires. Improvement in functioning: This could involve assessing daily living skills, social engagement, participation in activities, and overall quality of life. Increased satisfaction with treatment: This could be measured through surveys or interviews with program participants.

Program-Level Outcomes:

Completion rates: Tracks how many participants complete the program as planned. Engagement in therapy: Measures how actively participants participate in individual and group therapy sessions. Readmission rates: Determine how many participants require further hospitalization or intensive treatment after program completion. Cost-effectiveness: Compare the program's costs to its benefits for participants and the healthcare system.

Additionally:

Participant feedback: Gathering qualitative data through surveys and interviews can provide valuable insights into participants' experience and areas for improvement.

It is important to note that the specific measures used will vary depending on the program's goals, target population, and resources. However, by focusing on these key areas, programs can gain valuable insights into their effectiveness and identify areas for improvement.

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).

Annual Mental Health Assessment (90791) \$210; One hour session (90837) \$150; 45 minute session (90834) \$150; 30 minute session (90832) \$80; Health and Behavior Assessment or Reassessment (96156) \$145; Health Behavior Intervention 30 minute (96158) \$75; Health Behavior Intervention 15 minute in conjunction with 96158 \$38.

5. Indicate how many "COA" unduplicated clients you expect to serve in 2024? 8

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) 2

7. How much reserve funding (i.e. "fund balance" or "rainy day funds") do you have available for this program at this time? \$0.00

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

2024 Request

1. Number of Units Requested 67 1 hour sessions 268 units

2. Requested Unit Rate 67 sessions at \$150

3. Total Designation Requested (#1 x #2) \$10,050.00

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).

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

Check the appropriate "Unit of Service"

One Day

One Dollar

One Hour

One Meal

One Pound of Food

1 - One-Way-Trip

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

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.

Print Name

Signature

Title

Date

Proposed Wages/Benefits Budget for Calendar Year 2024

Provider

Program

Current Budget (2023)						Proposed Budget (2024)				
Position	Mandatory Benefits **	Discretionary Benefits ***	Benefits Total	Annual Wages	Wages and Benefits Total*	Mandatory Benefits **	Discretionary Benefits ***	Benefits Total	Annual Wages	Wages and Benefits Total*
Clinical Therapist #1	1099 Employee		\$0.00	\$28,000.00	\$28,000.00			\$0.00	\$40,000.00	\$40,000.00
Clinical Therapist #2	1099 Employee		\$0.00	\$12,331.42	\$12,331.42			\$0.00	\$36,000.00	\$36,000.00
Clinical Therapist #3	1099 Employee		\$0.00	\$7,531.44	\$7,531.44			\$0.00	\$12,000.00	\$12,000.00
Clinical Therapist #4	1099 Employee		\$0.00	\$738.47	\$738.47			\$0.00	\$52,000.00	\$52,000.00
Office Biller	1099 Employee		\$0.00	\$6,136.69	\$6,136.69			\$0.00	\$18,000.00	\$18,000.00
Office Manager #1 (no l	1099 Employee		\$0.00	\$7,514.00	\$7,514.00			\$0.00	\$0.00	\$0.00
Office Manager #2	\$463.97		\$463.97	\$5,601.03	\$6,065.00	\$2,181.53		\$2,181.53	\$17,838.47	\$20,020.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00
			\$0.00		\$0.00			\$0.00		\$0.00

Proposed Operations Budget for Calendar Year 2024

Provider:

Program:

Operations	2023	2024	Difference	Revised 2024	Revised Difference
Advertising	\$757.27	\$875.00	\$117.73		
Central Services/Indirect Cost			\$0.00		
Client Program Supplies			\$0.00		
Client Transportation			\$0.00		
Conference/Training	\$150.00	\$450.00	\$300.00		
Contracted Services	\$1,418.50	\$1,631.28	\$212.78		
Direct Financial Assistance			\$0.00		
Dues/Fees/License	\$6,136.69	\$7,364.03	\$1,227.34		
Duplication/Printing	\$409.76	\$475.00	\$65.24		
Electric			\$0.00		
Employee/Volunteer Expenses			\$0.00		
Equipment Lease/Purchase	\$269.32	\$309.72	\$40.40		
Equipment Maintenance			\$0.00		
Facility Maintenance Contracts			\$0.00		
Food Purchase	\$555.43	\$650.00	\$94.57		
Fundraising Activities			\$0.00		
Gas (Facility)			\$0.00		
Home Modification Supplies/Equipment			\$0.00		
Internet	\$458.89	\$500.00	\$41.11		
Janitorial Supplies			\$0.00		
Kitchen Supplies/disposables			\$0.00		
Liability Insurance	\$117.00	\$117.00	\$0.00		
Newsletter Expense			\$0.00		
Office Equip. Repair & Maint.			\$0.00		

Office Supplies	\$761.89	\$876.17	\$114.28		
Postage	\$25.80	\$30.00	\$4.20		
Rent	\$6,600.00	\$6,600.00	\$0.00		
Staff travel			\$0.00		
Subscriptions/Manuals			\$0.00		
Telephone	\$332.82	\$350.00	\$17.18		
Trash/Lawn/Snow Care			\$0.00		
Vehicle Gas and Oil			\$0.00		
Vehicle Insurance			\$0.00		
Vehicle Lease/Purchase			\$0.00		
Vehicle Maintenance			\$0.00		
Volunteer Insurance			\$0.00		
Volunteer Meal Reimbursement			\$0.00		
Volunteer Recognition			\$0.00		
Volunteer Transport/Stipend Reimburse.			\$0.00		
Water			\$0.00		
Total Operations	\$17,993.37	\$20,228.20	\$2,234.83	\$0.00	\$0.00

Proposed Annual Wages/Benefits Budget for Calendar Year 2024

Provider:

Program:

Positions	2023	2024	Difference	Revised 2024	Revised Difference
Office Manager #1 (No longer employed)	\$7,514.00	\$0.00	(\$7,514.00)		
Office Manager #2	\$6,065.00	\$20,020.00	\$13,955.00		
Clinical Therapist #1	\$28,000.00	\$40,000.00	\$12,000.00		
Clinical Therapist #2	\$12,331.42	\$36,000.00	\$23,668.58		

				\$0.00		
				\$0.00		
Total Wages & Benefits	\$68,317.02	\$178,020.00	\$109,702.98	\$0.00	\$0.00	\$0.00
Total Budget	\$86,310.39	\$198,248.20	\$111,937.81	\$0.00	\$0.00	\$0.00

Revenue Sources for Calendar Year 2024

Provider:

Program:

Revenue Sources	2023	2024	Difference	Revised 2024	Revised Difference
Area Agency on Aging 1-B			\$0.00		\$0.00
Client Cost Share			\$0.00		
Commission on Aging (COA)			\$0.00		
Commodities Supplemental Food Prog			\$0.00		
Community Mental Health			\$0.00		
Community Service Block Grant			\$0.00		
Corporate Sponsorship			\$0.00		
Corporation National & Community Serv.			\$0.00		
Department of Agriculture			\$0.00		
Department of Human Services			\$0.00		
Donations			\$0.00		
Dues			\$0.00		
Emergency Food Assistance Program			\$0.00		
Employee Ins. Cost share			\$0.00		

Fares				\$0.00			
Federal Section 5311				\$0.00			
Funds Raised				\$0.00			
Hope Network				\$0.00			
Office of Services to the Aging				\$0.00			
Private Pay				\$0.00			
Public Act 51				\$0.00			
SMART				\$0.00			
United Way				\$0.00			
Units of Government				\$0.00			
Van Fees				\$0.00			
Enter other funding source below							
Insurance	\$82,892.92	\$132,000.00	\$49,107.08				
Client Payments	\$14,754.24	\$24,000.00	\$9,245.76				
			\$0.00				
Total Revenue	\$97,647.16	\$156,000.00	\$58,352.84	\$0.00	(\$156,000.00)		
In-kind Description:				In-Kind Amount:			



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Commission on Aging



Member Agency



February 28, 2024

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

RE: Frenchtown Center of Active Adults, Adult Day Service appeal of 90-day probation.

Dear Mr. Berry:

Please consider this a request to be placed on the agenda for the March meeting to discuss our appeal of the 90-day probation imposed on the Adult Day Service program at the Commission's February 14, 2024, regularly scheduled meeting.

Please see the attached information explaining our reasons for the appeal.

Thank you for your time and consideration of this matter.

Respectfully submitted


Paul Iacoangeli
Executive Director

Committee 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.

Response:

While the committee's information may be correct it does not provide the necessary context to explain the reasons changes were made and increases were requested. As the Executive Director and past Commission on Aging (COA) board member I have repeatedly presented those funding increases during budget hearings with the Commission. I will attempt to explain those increases again since I obviously did not do an adequate job when I appeared during those budget hearings.

The Adult Day Service (ADS) program started when funding became available from Area Agency on Aging 1B (AAA1B) in 1998. The concept was presented to the COA and the Commission allocated the necessary funds to meet the match request. In the years that followed the match was always approved by the Commission. In 2020 I made the decision to have the Center staff keep track of the support they provided to the ADS. In 2021 there was a request to increase the COA allocation to \$61,165 and listed the additional staff support in the budget. Listing staff supporting a program within an agency is customary and should be expected so the COA has the true program cost. While past budget requests did not take all staff costs into consideration I hold myself to a high standard in dealing with public funds accountability. By working towards gathering all the necessary information of the ADS budget it also produced a reduction in the Center COA allocation by \$13,945 due in part to a shift in staff to the ADS program. In 2023 staff changes due to retirements and hiring replacement staff combined with the increase in benefit cost resulted in an increase in allocation of \$39,090 to the ADS program bringing the total allocation request to \$100,255 and the unit rate to \$13.15. The 2023 unit rate adjustment made in July of 2023 to \$29.05 was to allow the program to capture more of the funding already approved in their budget, no additional funding was requested. The per unit rate for the 2023 budget year averaged \$23.18.

The \$159,785 referenced in the report while accurate neglects to mention the dispute Frenchtown had in March of 2023 with AAA1B giving me doubts of a contract renewal with them. Failure to renew the contract with AAA1B would result in \$98,000 in forfeited funding, and without the assistance of the COA the program would have undoubtedly been forced to cease operations. The dispute was explained during the April 12, 2023, COA meeting during which a representative from AAA1B participated in those discussions. Once this dispute was

resolved the FY 2023-2024 budget with AAA1B was signed and an amended budget submitted and recently approved by the COA in the amount of \$102,008 and a unit rate of \$22.67

In regard to the unit rate the COA has the obvious responsibility of determining what their comfort level is in approving agency request. As a former COA board member, I always valued the unique services the agencies are able to provide to the older population in Monroe County. The \$22.67 unit rate for the service the ADS program provides is not out of line compared to other unique services provided by the agencies. Home Chore unit cost \$23.75 per hour. A round trip for transportation equates to a unit cost between \$26.00 - \$43.72. The unit cost of legal service is \$120.65. These are a few of the unique and vital services provided to Monroe County older residents and funded by the voter approved Senior Millage.

Committee Background Information:

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.

Response:

In 2018, there were in fact, 41 clients who came from 12 communities representing 70 percent of Monroe County; City of Monroe 9, Monroe Township 7, Frenchtown Township 5, Newport 5, Carleton 3, Raisinville 3, South Rockwood 2, LaSalle 2, Dundee 2, Erie and Lambertville and Temperance each had 1. I understand how there could be some confusion since the PeerPlace reporting is by Zip Code, and the 48161 and 48162 all fall under the PeerPlace heading *mailing city* Monroe when Monroe is a mixture of City and Townships. In reviewing the PeerPlace records, it appears from 2014 – 2017, there was a yearly average of 4 participants from the City of Monroe, with 2018 being an exceptionally busy year for the program.

For 2024, we currently have 13 County participants registered from the City of Monroe 1, Monroe Township 2, Frenchtown Township 3, Carleton 3, Flat Rock 1, LaSalle 1, Petersburg 1, and South Rock 1.

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.

Response:

A strategic plan is currently being developed.

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.

Response:

For 26 years, the Area Agency on Aging 1B has awarded the program a contract after our agency responded to their Request for Proposals. As a result of these contract awards, the program has complied with the rigorous rules established by the State of Michigan and currently administered by the Michigan Department of Health and Human Services (MDHHS), Bureau of Aging, Community Living, and Supports (ACLS Bureau). Their Operating Standards for Service Programs comprises the operating guidelines to be followed by providers of services to older persons in Michigan.

These Statewide Operating Standards are adopted by the Michigan Commission on Services to the Aging (MCSA) following input, review, and comment by the stakeholders of the Michigan Aging Network. Since the 1981 amendments, federal direction has been reduced significantly. Accordingly, the ACLS Bureau began developing and adopting more explicit state policies, which included Minimum Standards for Congregate Meals, Home Delivered Meals, Adult Day Care, In-Home Services, and Senior Centers. This document resulted from a review of these standards and an aggregation of other major policies into one comprehensive publication. Revisions of any definition or minimum standard shall be made only by action of the MCSA. (See Attachment 1, pages 1 – 8)

In the REQUEST FOR PROPOSALS (RFP) and OPERATING STANDARDS MANUAL For Social and Nutrition Services Fiscal Years 2020-2022 (October 1, 2019 – September 30, 2022) an interpretation was provided for a qualified health professional. (See attachment 2, page 2)

Given the interpretation, the current Program Director's resume and college transcript were provided to AAA 1B to fill the vacancy created by the unexpected departure of the previous Program Director. Having been a nurse aide and a supervisor in the program for nine years, the promotion did not occur until after she was thoroughly vetted by the Area Agency on Aging 1B. In the response dated April 15, 2021, from AAA 1B Manager of Caregiver Services, it was determined she met or exceeded the Statewide Operating Standards. (See attachment 3, page 1)

On May 19, 2023, the State of Michigan Department of Health and Human Services updated the Operating Standards for Area Agencies on Aging, effective May 19, 2023, for Adult Day Services C-1, and made Dementia Adult Day Care C-2 an Inactive Standard. As a result, further refinements were made to the qualifications of the program director. (See Attachment 1, page 6). Those changes were approved in the minutes of the meeting provided in Attachment 4. It is worth noting that operating service standards will **allow adult day programs to provide a high standard of care** to all participants and receive feedback from **subject matter experts**. (See Attachment 4, page 4)

Since there are no minute meetings posted online for the Commission on Services to the Aging (CSA) Meetings before 2021, I must conclude that the same policy analysis and feedback from a similar workgroup comprised of subject matter experts recommended the changes that led to the Area Agency on Aging 1B interpreting what a qualified health professional in the RFP for Fiscal Years 2020-2022. (See Attachment 2, page 2)

Very similar language appears in the Monroe County Commission on Aging Service Definition and Minimum Requirements Manual, which was adopted on March 14, 2014, with the most recent update on July 12, 2017, and the Michigan Office of Services to the Aging Operating Standards for Service Programs for Adult Day Services C-1 updated 3-17-06. (See Attachment 6, pages 1 – 6). Having reviewed both, I conclude that the COA had every intention of following these Operating Standards by including many portions of them in their policy.

Per MCCOA Policy 14-01;
Minimum Service Requirements

20. Staffing

Each ADS program shall employ a full-time program director with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional. (See Attachment 5 page 1)

10. Each program shall employ a full-time program director with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional. (See Attachment 6, page 5)

The committee was concerned that nothing documented her ability to serve as the Adult Day Service Program Director successfully. On the contrary, the Program Director has participated in two programmatic assessments conducted by AAA 1B. She has demonstrated her ability to supervise and effectively lead the program, as observed by the document sharing and in-person programmatic assessments conducted during the program's regular business hours.

The committee also expressed concern regarding the deficiency in training of the nurse's aides. Personnel files are reviewed as part of the programmatic assessment, and the program must adhere to the Operating Standards listed in the current Service Definition. (See Attachment 2, page 3) Training is a mandatory requirement for compliance with the Operating Standards. Training is reviewed during the Programmatic Assessment conducted by the AAA 1B Caregiver and Social Services Program Manager. During the last Programmatic Assessment conducted on March 2, 2023 (See Attachment 7, page 1), the Program Manager notes all staff training logs were reviewed, and no corrective action was noted. (See Attachment 7, page 4)

Even though we comply with both the AAA 1B Service Definition and the COA policy, we will work to provide staff additional training in subject matter material.

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.

Response:

This concern was expressed before our 2024 budget presentation in March of 2023 and adjustments were made, further refinements were made in our amended 2024 budget, which was recently approved. The Commission was made aware that our prior unit and participant numbers were based on the goals established by AAA 1B. Any changes in those goals were reflected in our COA budgets and, I believe, constantly applied since the Commission implemented the fee-for-service model. We have repeatedly requested an adjustment from AAA 1B, but they were either rejected or slightly modified, but we were assured by AAA 1B these were goals. With the recent Operation Standard release, AAA 1B has modified our reporting units by adjusting the unit from 1 hour of service to 15 minutes of service. (See Attachment 1, page 1) While we will exceed the units of service goal, we may not meet the goal of 35 participants.

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.

Response:

We are somewhat mystified regarding the committees' statement referencing a lack of knowledge about serving clients with dementia, local programs serving seniors, or the need for effective outreach and marketing.

The Executive Director, having been a board member of the COA and a board member of the United Way of Monroe County, has a deep appreciation and understanding of many local programs serving seniors. He also has participated in numerous training courses regarding people with cognitive impairments.

The Program Director is well respected and has worked with participants with various cognitive impairments and dementia for over 11 years. As community events and health checks have started to return, the Program Director, who was promoted towards the end of the pandemic, is becoming acquainted with various people from the local agencies. Our previous Program Director, who came from outside the community, faced a similar learning curve and started making various connections just before the pandemic.

During our meetings, the committee members suggested doing more outreach and offered to help initiate contacts. Since those first few meetings, many others have been done, including 5 doctors' offices, 5 care facilities, and 7 places of worship. Our focus shifted to places of worship after attending an Exhale workshop. In a caregiver survey conducted in Southeast Michigan, the caregiver's church was the most trusted source of information.

In addition to working with a Certified Senior Case Manager with Enriched Life Home Care Services, we are currently working with Exhale – The Family Caregiver Initiative. After having read the Article in The Monroe News December 4, 2023 edition, titled *Exhale hopes to bring reimagined respite to area caregivers*. "The program is looking for organizations, ... who want to reimagine respite in ways that are more meaningful to family caregivers," said Amber Slichta, vice president and programs learning, Ralph C. Wilson, Jr. Foundation. We did not hesitate to get involved because it would allow us to work with agencies in Wayne, St. Clair, Oakland, Macomb, Livingston, and Washtenaw counties. We have participated in two virtual meetings and an in-person workshop in Detroit. We have several additional virtual meetings scheduled, and we will return to Detroit on May 15 for the final in-person workshop.

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,

Response:

While it may be the Commission's prerogative to place an agency on probation, we feel that had the agency/program been able to demonstrate the actions taken and provide information specific to their concerns before the Commission meeting, the outcome may have been different.

Given the additional information, I respectfully request that the COA reconsider the 90-day probation. Reconsidering your action will erase a black mark on a program that not only has served seniors with a multitude of cognitive impairments but also provided countless hours of respite to spouses, siblings, grand and great-grandchildren, and many other family and friends. We will continue to work with the COA Director as things progress.

VIII. COMMUNITY

Attachment 1 - Page 1

Service Name	Adult Day Services
Service Number	C-1
Service Category	Community
Service Definition	Daytime care of any part of a day but less than 24-hour care for adults with functional and/or cognitive impairment, including dementia provided through a structured program of social and rehabilitative and/or maintenance services in a supportive group setting other than the participant's and/or caregiver's home. Adult Day Services (ADS) provide meaningful activity, socialization, and enrichment opportunities for eligible participants to help; maximize optimal functioning, promote community living for as long as possible and delay placement into nursing home or other institutional settings. Adult Day Services provide respite to caregivers.
Unit of Service	15 minutes of care provided per participant

Minimum Standards

1. Each program shall establish written eligibility criteria, which will include at a minimum that participants:
 - a. May require ongoing supervision in order to live in their own homes or the home primary caregiver.
 - b. May require a substitute caregiver while their primary caregiver needs relief or is otherwise unavailable.
 - c. May have difficulty or be unable to perform activities of daily living (ADLs) without assistance.
 - d. May be socially isolated, lonely and/or distressed as the result of declining social activity.
 - e. May have frequent hospitalizations or emergency room visits.
 - f. May be at risk of placement into an institutional setting due to functional level and/or caregiver stress/burnout.
 - g. May have a dementia related diagnosis, display symptoms of a dementia, or are living with a chronic health condition. A physician's diagnosis is recommended.
 - h. Must be capable of leaving their residence, with assistance, in order to receive Adult Day Services.

C-1 ADULT DAY SERVICES (ADC) (CONT'D)

Attachment 1 - Page 2

- i. May benefit from intervention in the form of enrichment and opportunities for social activities in order to prevent and/or postpone deterioration that would likely lead to institutionalization.
2. Each program shall have uniform preliminary screening procedures and maintain consistent records. Such screening may be conducted over the telephone or virtually. Records for each potential participant shall include at a minimum:
 - a. The individual's name, address, and telephone number
 - b. The individual's age or birth date
 - c. The name, address, and telephone number of the emergency contact.
 - d. Disabilities, or other diagnosed medical conditions
 - e. Perceived supportive service needs as expressed by the participant and/or caregiver
 - f. Race, gender identity (optional at preliminary screen)
3. If preliminary screening indicates an individual may be eligible for Adult Day Services, a comprehensive individual assessment of need shall be performed before or at the time of admission to the program. All assessments shall be conducted face to face. Assessors must attempt to acquire and/or verify each item of information listed below, but must also recognize, and accept the participant's right to refuse to provide requested items.
 - a. Basic Information
 1. Individual's name, address, and telephone number
 2. Date of birth
 3. Sexual orientation, gender identity
 4. Marital status
 5. Race and/or ethnicity
 6. Living arrangements
 7. Condition of home environment, if known
 8. Income and expenses, by source
 9. Previous occupation(s), special interests, and hobbies
 10. Religious affiliation (optional)
 11. Emergency contact(s)
 12. Medical/health insurance and long-term care insurance information
 13. Guardianship documents, if applicable
 - b. Functional Status
 1. Vision
 2. Hearing
 3. Speech
 4. Oral status (condition of teeth, gums, mouth, and tongue)
 5. Prostheses
 6. Psychosocial functioning
 7. Cognitive functioning
 8. Difficulties with activities of daily living (ADLs) and instrumental activities of daily living (IADLs)

C-1 ADULT DAY SERVICES (ADC) (CONT'D)

Attachment 1 - Page 3

9. History of chronic and acute illnesses
10. List of medications (prescription, over the counter, supplements, herbal remedies)
11. Physician orders, if applicable
12. Eating patterns (diet history) and special dietary needs

c. Supporting Resources

1. Physician's name, address, and telephone number
2. Preferred pharmacy name, address, and telephone number
3. Services currently receiving
4. Extent of family and/or informal support network
5. Hospitalization history
6. Preferred hospital
7. Faith-based support contact name and telephone number

d. Need Identification

1. Participant perceived
2. Caregiver perceived
3. Assessor perceived

- e. Admission to the program may be determined through assessment, a trial visit, or recommendation/referral.

f. Caregiver Information and Assessment

Each program shall complete a baseline Modified Caregiver Strain Index (MCSI) and NAPIS form. The MCSI and NAPIS information shall be updated on a yearly basis.

4. A service plan shall be developed for each individual admitted to an Adult Day Service program. The service plan must be developed in cooperation with, and be approved by, the participant, the participant's guardian, or designated representative. The service plan shall contain at a minimum:

- a. A statement of the participant's needs, strengths, and resources
- b. A statement of the goals and objectives for meeting identified needs
- c. A description of methods and/or approaches to be used in addressing needs
- d. Identification of standard and optional program services to be provided
- e. Treatment orders of qualified health professionals, when applicable
- f. A statement of medications being administered to participant or that the participant is reminded to take while in the program
- g. Persons demonstrating significant impairments in cognition, communication and personal care activities of daily living may require one or more of the following:
 1. Modifications in environmental cues, communication approach, and task breakdown to enhance comprehension and participation in identified activities
 2. Supervision to maintain personal safety
 3. Hands-on assistance to perform activities of toileting, grooming, and hygiene

C-1 ADULT DAY SERVICES (ADC) (CONT'D)

Attachment 1 - Page 4

Each program shall have a written policy/procedure to govern the development, implementation, and management of service plans. Each participant is to be reassessed every six months to determine the results of implementation of the service plan. If observation indicates a change in participant status, a reassessment may be necessary before six months have passed.

5. Each program shall maintain comprehensive and complete participant files, to be kept confidential and in controlled access storage, which include at a minimum:
 - a. Details of participant's referral to Adult Day Services
 - b. Emergency contact
 - c. Recent photograph of participant
 - d. Information gathered from preliminary screening
 - e. Assessment of participant's need or copy of assessment (and reassessments) from the referring program, if applicable
 - f. Service plan with notation and date of any revisions
 - g. Record of participant attendance
 - h. Monthly progress notes of participant status indicating maintenance, decline, or improvement
 - i. Documentation of all medications taken on premises, including:
 1. The name of each medication
 2. The dosage, frequency, and time each medication is to be taken
 3. Actual time each medication dosage is taken and initials of staff person administering or reminding
 4. Reason given by the participant if refused
 5. Reason for each administration of prescribed PRN medication
 6. Medications must be administered from original pharmacy labeled package
 - j. Documentation of standard and optional services provided to the participant
 - k. Each program shall have a signed release of information form that is time-limited and specific to the information being released
6. Each Adult Day Service shall provide directly or arrange for the provision of the following standard services for the participant.
 - a. Transportation
 - b. Personal care: consisting of assistance with ADLs as specified in the participant service plan
 - c. Program/Activities: An array of planned activities suited to the needs and preferences of the participants designed to encourage physical exercise, maintain, or restore abilities, prevent deterioration, and offer social interaction. Activity choices should be person-centered and allow for each individual to decide whether or not to participate. If a participant declines an activity, an alternative should be offered.

C-1 ADULT DAY SERVICES (ADC) (CONT'D)

Attachment 1 - Page 5

- d. Nutrition: one hot meal per eight-hour day which provides one-third of recommended daily allowances and follows the meal pattern of the *General Requirements for Nutrition Programs*. Snacks will be made available. Participants in attendance from eight to 14 hours shall receive an additional meal or snacks that meet required nutrition standards. Modified diet menus should be provided, where feasible and appropriate, which take into consideration participant choice, health, religious and ethnic diet preferences. Meals may be acquired from a congregate meal provider where possible and feasible.
 1. For meal provision within the Adult Day Services setting, Title III-C-1 (OAA congregate meal funding) and state congregate meal funding may only be used as specified in the ACLS Bureau Operating Standards for Services Programs General Requirements for Nutrition Service Programs and C-3 Congregate Meals Service Standard
 - e. The program shall demonstrate awareness of and offer referrals to other caregiver supports and services as needed.
7. Each Adult Day Service may provide directly or arrange for the provision of the following optional services for the participant. If arrangements are made for provision of any service at a place other than program operated facilities, a written agreement specifying supervision requirements and responsibilities shall be in place.
- a. Rehabilitative: physical, occupational, speech and hearing therapies provided under order from a physician by licensed practitioners
 - b. Medical support: laboratory, x-ray, pharmaceutical services provided under order from a licensed professional
 - c. Nursing services: provided by a licensed R.N. or by a licensed L.P.N. under R.N. supervision, or by another staff person under R.N. direction and supervision
 - d. Dental: under the direction of a dentist
 - e. Podiatric: provided or arranged for under the direction of a physician
 - f. Ophthalmologic: provided or arranged for under the direction of an ophthalmologist
8. Each ADS program shall establish a written policy for medication management and must designate which staff are trained and authorized to administer medications. The medication management policy, which must include a medication training program, must be approved by a registered nurse, physician, or pharmacist. Licensed nurses are required to oversee medication administration but administering medications can be a delegated task performed by trained staff. The written policy shall also contain the following:
- a. Written consent from the participant, or participant's guardian, or designated representative, for assistance when taking medications
 - b. Verification of medication regimen, including prescriptions and dosages
 - c. Training and authority of staff to assist participants in taking medications

C-1 ADULT DAY SERVICES (ADC) (CONT'D)

- d. Procedures for medication set up
 - e. Secure storage of medications belonging to and brought in by participants.
 - f. Proper disposal of unused medications
 - g. Instructions for entering medication information in participant files, including times and frequency of assistance
9. Each provider shall establish a written policy/procedure for discharging individuals from the program that includes, at a minimum, one or more of the following:
- a. The participant's desire to discontinue attendance
 - b. Improvement in the participant's status so that they no longer meet eligibility requirements
 - c. An increase in the availability of caregiver support from family and/or friends.
 - d. Permanent institutionalization of participant
 - e. When the program becomes unable to continue to serve the participant
10. Each program shall employ a program director/manager with a minimum of a bachelor's degree or applicable knowledge and experience.
11. At least two staff members must be present on the premises whenever two or more participants are in the ADS facility. Volunteers may be counted towards the staffing minimums if they have received the same level of training as paid staff. The program shall continually provide support staff at a minimum of one staff person for each five participants.
12. Program staff shall be provided with an orientation training that includes topics specified in the *General Requirements for All Service Programs*, and the following:
- a. Introduction to the program
 - b. The Aging Network
 - c. Maintenance of records and files (as appropriate)
 - d. The aging process
 - e. Ethics
 - f. Emergency procedures
 - g. Diversity, equity, and inclusion
 - h. Normal aging vs. disease symptoms
 - i. Techniques for effective communication with program participants
 - j. Adult Protective Services law and mandated employee reporting requirements
 - k. Participant rights and responsibilities
 - l. Assessment and management of responsive behavior
 - m. Blood Borne Pathogens and Universal Precautions
 - n. Confidentiality/HIPAA

C-1 ADULT DAY SERVICES (ADC) (CONT'D)

- o. First Aid and CPR/AED
- p. Training to understand, respond to, and address the needs of participants with Alzheimer's disease and other dementias. Including but not limited to:
 - 1. Explanation of Alzheimer's disease and other dementias and their progression
 - 2. Assessing and managing responsive behavior
 - 3. Communication approaches and techniques
 - 4. Effect of environmental factors on the participant
 - 5. Impact of the disease on family caregivers

It is recommended that Initial training programs include the following:

- a) Impact of caregiver stress
- b) Regional caregiver supportive services
- c) Therapeutic 1:1 and small group engagement
- d) Physical care techniques related to activities of daily living
- e) Food Safety
- f) Information and referral resources in the event of a crisis situation such as:
 - 1. Illness or death of the primary caregiver
 - 2. Suicidal ideation of the caregiver or participant
 - 3. Adverse incident during the delivery of service

Program staff shall be provided in-service training at least twice each year. One training per year shall be focused on caregiving for persons with dementia. Additional trainings may include updates, and refresher trainings on any of the above listed orientation training topics, or other pertinent topics related to Adult Day Services which increase staff knowledge and understanding while incorporating new developments and advancements in geriatric and dementia care. Records shall be maintained which identify the dates of training, topics covered and persons attending.

- 13. If the program operates its own vehicles for transporting participants to and from the service center the following transportation minimum standards shall be met:
 - a. All drivers and vehicles shall be appropriately licensed, and all vehicles used shall be appropriately insured.
 - b. Each program shall develop standards regarding criteria for safe driving records of persons responsible for providing transportation.
 - c. The program will ensure there is a written plan for safe transport that is part of the participant's service plan. This may include any level of assistance: on and off the vehicle, curb to curb, door to door, or door to in-home.
- 14. A monthly calendar of activities must be prepared and posted in a visible place.

Attachment 1 - Page 8

Service Name	Dementia Adult Day Care- INACTIVE STANDARD AS OF MAY 19, 2023
Service Number	C-2
Service Category	Community
Service Definition	Daytime care of any part of the day, but less than 24 hours 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 client's home. These standards are in addition to the ACLS Bureau Adult Day Services Standards.
Unit of Service	One hour

Removed May 19, 2023



REQUEST FOR PROPOSALS (RFP) and OPERATING STANDARDS MANUAL
For Social and Nutrition Services
Fiscal Years 2020-2022 (October 1, 2019 – September 30, 2022)



Our Mission: The Area Agency on Aging 1-B (AAA 1-B) enhances the lives of older adults and adults with disabilities in the communities we serve.

The Area Agency on Aging 1-B is funded in part by the federal Older Americans Act and the Michigan Department of Health & Human Services (MDHHS)/Aging and Adult Services Agency (AASA). The AAA 1-B complies with the terms and regulations of the Title V of the Civil Rights Act of 1964 as amended, and Section 504 of the Social Rehabilitation Act of 1973 and is an Equal Opportunity Employer program. Reasonable accommodations will be provided upon notification or request.

Michael Karson, Chief Executive Officer and President
AnnaGloria McCormick, Director, AASA

29100 Northwestern Highway Suite 400, Southfield, Michigan 48034

Toll Free 800-852-7795

website: www.aaa1b.org

*Aides or unlicensed staff performing medication services for the Adult Day Service provider does not perform such activities as eye drops, injections, or any decision/action.

- If agency or facility staff (i.e. RN or LPN under the supervision of an RN) is administering medications, the medication policy must include a provision to maintain a written prescription in the resident's record signed by an authorized prescriber (i.e., physician, nurse practitioner). The policy shall allow verbal or telephone orders to be taken by a pharmacist or registered nurse but must be countersigned by the ordering authorized prescriber within 48 to 72 hours. All staff must use the eight "Rs": right person; right medications; right dose; right time; right route; right documentation; right reason; and right response.

Discharge Procedures

Each Adult Day Service provider shall establish a written policy/procedure for discharging individuals from the program that includes, at a minimum, one or more of the following:

- The participant's desire to discontinue attendance
- Improvement in the participant's status so that they no longer meet eligibility requirements
- An increase in the availability of caregiver support from family and/or friends
- Permanent institutionalization of participant
- When the program becomes unable to continue to serve the participant and referral to another provider is not possible. Contractors shall document in the participant file, date and reason for discharge for those participants whose Adult Day Services are terminated.

Personnel

Each Adult Day Service program shall employ a full-time program director (100 % of time allocated to the ADS program) with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional.

The AAA 1-B interprets "professionally qualified" to mean an individual with a minimum of two (2) years of college in nursing, social work, public health, or related field; or an individual with at least two (2) years supervisory experience in nursing, social work, public health, or a related field

- The program shall continually provide support staff at a ratio of no less than one staff person for each six participants
- At least one staff shall always be on-site when participants are in attendance

Health support services may be provided only under the supervision of a Registered Nurse (RN). The provider shall have a staff person present who is knowledgeable in first-aid procedures, including CPR, whenever participants are present at the Adult Day Service center.

Attachment 2 - Page 3

If the program acquires either required or optional services from other individuals or agencies, it shall be accomplished through a written agreement that clearly specifies the terms of the arrangement. Each Adult Day Service provider who subcontracts either required or optional services to other individuals or agencies must have prior written approval of the AAA 1-B program manager.

It is recommended that personal care staff and volunteers have annual two-step Mantoux TB test and/or chest x-ray results documented in the employee file.

Personnel Orientation

All Adult Day Service programs shall have a formal staff development program.

All program staff shall complete an initial orientation program that includes, in addition to the topics specified in the General Requirements for All Service Programs, content in the following areas:

- Basic first-aid and emergency response procedures
- Assessment and observation skills
- The Aging Network requirements
- The aging process
- Maintaining participant and program records and files (as appropriate)
- An introduction to the program
- Working with disabled individuals
- Ethics, specifically acceptable work ethics, honoring the participant's dignity; respect of the participant and their property; and prevention of theft of the participant's belongings.

Personnel Training

Program staff shall be provided, at a minimum, two in-service training programs per year after completing the initial orientation program above, which is specifically designed to increase their knowledge and understanding of the program, participants, and aging process issues; and to improve their skills at tasks performed in the provision of service. Issues addressed under the aging process may include, though are not limited to, cultural diversity, dementia, cognitive impairment, mental illness, abuse, and exploitation. Records shall be maintained which identify the dates of training, topics covered, and persons attending.

Transportation

If the program operates its own vehicles for transporting participants to and from the Adult Day Service center, the following transportation minimum standards shall be met:

- All drivers and vehicles shall be appropriately licensed and inspected as required by the Secretary of State, and all vehicles used shall be covered by liability insurance.

piacoangeli@frenchtownsenior.com

From: Andrea Lang <ALang@aaa1b.org>
Sent: Thursday, April 15, 2021 2:26 PM
To: piacoangeli@frenchtownsenior.com
Subject: RE: Replacement Director Question safesend

Good afternoon Paul,

Thank you so much for sending over this information. I did review the *qualified professional* definition in the AAA 1-B RFP.

From my review of your detailed letter, Jean's resume, and transcript; Jean in this case would be suitable for promotion. From reviewing her experience since 2012, she certainly has met the supervisory requirements, and program requirements (care plans, participants and staff).

I will save this information in my files. Please do reach out for additional support.

Andrea Lang, MSIG
Manager Caregiver Services
Area Agency on Aging 1-B
[29100 Northwestern Highway, Suite 400](#)
[Southfield, MI 48034](#)
Work Cell: 248-251-6261 | Email: alang@aaa1b.org
www.aaa1b.org

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From: piacoangeli@frenchtownsenior.com <piacoangeli@frenchtownsenior.com>
Sent: Tuesday, April 13, 2021 2:36 PM
To: Andrea Lang <ALang@aaa1b.org>
Subject: Replacement Director Question

Good Afternoon Andrea,

I hope you are doing well on this sunny afternoon.

We touched on this issue before regarding Jean Siemik as the replacement for the program director. I wanted to get this to you sooner. Unfortunately, because of our State's current situation, she had to make an appointment to see a college counselor for a copy of her transcript. I would have thought since it was an unofficial transcript, she could have gotten it by email. I guess I was wrong.

If you could please review the attached information and let me know your thoughts on promoting her, she truly would be an asset to the program.

Thanks for your input.

Paul

Paul Iacoangeli, Executive Director
Frenchtown Center for Active Adults
2786 Vivian Road
Monroe, MI 48162

Office: (734) 243-6210

E-mail: piacoangeli@frenchtownsenior.com

Website: <https://link.edgepilot.com/s/a1209e14/7burUbVcEuR9PqafF6btA?u=http://www.frenchtownsenior.com/>

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**Commission on Services to the Aging (CSA) Meeting
Michigan Department of Health and Human Services (MDHHS)
Behavioral and Physical Health and Aging Services (BPHASA)
Bureau of Aging, Community Living, and Supports**

**Heritage Commons Senior Enrichment Center
15885 W. Michigan Ave., Marshall, MI 49068
Friday, May 19, 2023**

APPROVED MINUTES

CALL TO ORDER

The meeting of the Commission on Services to the Aging was called to order at 9:00 a.m. by Commission Chair Bob Schlueter.

PLEDGE OF ALLEGIANCE

ROLL CALL

The commission roll call was taken and a quorum was present.

COMMISSION MEMBERS PRESENT

Mark Bomberg, Jimmy Bruce, William Bupp, Nancy Duncan, Walid Gammouh, Jennifer Lepard, Cassie Lopez-Jeng, Joy Murphy, Michael Pohnl, Bob Schlueter, Shirley Tuggle, and Kristie Zamora

COMMISSIONERS EXCUSED

Guillermo Lopez, Tene Milton-Ramsey, and Dennis Smith

STAFF PRESENT

Kelly Cooper, Lacey Charboneau, Tammy Lemmer, Cindy Masterson, and Scott Wamsley

WELCOME

Paulette Porter, Chief Operating Officer and Associate Director for Region 3B Area Agency on Aging (AAA)/CareWell Services Southwest welcomed the commission and gave an overview of the AAA and programs.

APPROVAL OF AGENDA

Commission Chair Bob Schlueter requested a motion to approve the CSA meeting agenda.

A motion was made by Commissioner Tuggle and Commissioner Pohnl seconded the motion. The agenda was approved by voice vote.

APPROVAL OF CSA MEETING MINUTES

Commission Chair Bob Schlueter requested a motion to approve the April 21, 2023, CSA/SAC meeting minutes.

A motion was made by Commissioner Duncan and Commissioner Zamora seconded the motion. The minutes were approved by voice vote.

COMMISSION CHAIR REPORT

Commission Chair Schlueter provided the following updates:

- Gave a huge thank you to the Area Agency on Aging Association (4AM) for the

incredible efforts in organizing Older Michiganian's Day (OMD). There has been some discussed about scheduling next year's May CSA meeting to coordinate with their day of advocacy so that more commissioners could attend.

- Noted appreciation to Cindy Masterson for her support of her division staff attending OMD and introducing them to the commissioners in attendance.
- Thanked Commissioner Bomberg and the IFF committee for all the hard work they put into drafting recommendations.

PUBLIC COMMENTS RELATED TO THE STATE PLAN ON AGING OR ACLS BUREAU PROGRAMS, SERVICES, POLICIES, OR ISSUES IMPACTING OLDER AND VULNERABLE ADULTS

None

CSA Intrastate Funding Formula (IFF) Committee Report

Commissioner Bomberg, IFF Committee Chair, provided an update on the work of the committee:

- Thanked fellow Commissioners Bupp, Duncan, Lepard, Murphy, and Tuggle for their thoughtful review of the IFF and hard work they have put into the draft recommendations.
- Gave an overview of the original CSA-approved IFF committee recommendations.
- Noted that after the CSA approved the draft recommendations, they were posted for a 30-day public review and comment period.
- In May, the committee met to review the public comments received as well as to review more current U.S. Census data.
- The committee made some slight edits to the draft recommendations and added that the recommended new IFF be implemented with the start of the next state-wide plan in Fiscal Year 2024 and phased in over a two-year period.
- Commissioner Bomberg thanked Scott Wamsley and Tammy Lemmer from the ACLS Bureau for providing essential information and data to the IFF committee to assist them with the recommendations.

A motion was made by Commissioner Duncan to approve the Intrastate Funding Formula Committee recommendations (attached to minutes). Commissioner Zamora seconded the motion. Additional discussion followed and the motion was approved by roll call vote 11-0-0.

CSA ADVOCACY COMMITTEE REPORT

Commissioner Duncan, Advocacy Committee Chair, provided an update on the work of the committee:

- Advocacy Committee members - Commissioners Bomberg, Lopez, Murphy, and Tuggle. Chair Schlueter; Adam Burck, State Advisory Committee (SAC) member liaison; and Jen Hunt, ACLS Bureau liaison, also attend meetings.
- Provided an overview of the status of the FY 2024 state budget and noted that the Advocacy Committee would meet with other senior advocacy groups to review the budget for any advocacy efforts they would like to focus on related to the state budget.
- Current issues the advocacy committee is continuing work on/research for possible future CSA action:
 - Follow up on a recommendation from the State Advisory Council (SAC) related to the Senior Project Fresh program and advocacy at the federal level
 - Long-term care ombudsman program staffing – waiting to see what is in this year's budget to then look at potential advocacy in the fall or 2023
 - Follow up with Congresswoman Dingell on her bill related to strengthening support at the federal level for home and community-based services

- Propose that the CSA could schedule a time to have someone from the Dementia Coalition speak to the CSA to see commissioners can help support their efforts
- Older Michiganian's Day (OMD) was very well-attended and the Governor, in her speech to the attendees, addressed many of the issues that are on the CSA advocacy agenda
- Noted that Commissioner Tuggle and SAC co-vice chair, Marj Hobe, gave excellent speeches at OMD

STATE ADVISORY COUNCIL (SAC) UPDATE

Commissioner Pohnl, SAC Committee Chair, provided an update on the work of the committee:

- Thank you to Marj Hobe for her attendance at OMD and providing information to the attendees in her speech
- SAC members have been continuing discussions related to making changes to their priorities
- Meeting next week with the ACLS Bureau staff to work on formalizing recruitment efforts
- Reorganizing the research teams to work on reports. He encouraged CSA members and others in attendance to let him know if there are issues that they would like to see the SAC research for upcoming reports.

BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS DIRECTOR REPORT

ACLS Bureau Director, Scott Wamsley, shared the following with the group:

- Announced that Meghan Groen has been hired by the department as the new Medicaid Director for BPHASA. Farah Hanley, Senior Chief Deputy Director for Health for MDHHS, has been acting in both roles since the previous director, Kate Massey, left the department.
- Noted that the Long-Term Care Ombudsman Program (LTCOP) had been moved to the Economic Stability Administration as part of a reorganization as the LTCOP cannot be housed in the same organization that oversees nursing facilities. He advised the CSA that the bureau continues to have a very strong relationship with this program as the State Unit on Aging is federally mandated to support the program under the Older Americans Act. The ACLS Bureau has also been strengthening relationships between the LTCOP and the Long-Term Care Services (LTCS) Division as they are now part of the bureau. The LTCS Division also manages the Civil Monetary Penalty Program, which are penalty funds paid by nursing facilities. Those funds are used for quality improvement projects that directly impact residents in nursing facilities. The division, under Public Act 9 of 2022, was awarded funds to work on infection control projects in nursing facilities. Some of the projects funded so far under P.A. 9 have been in the area of upgrades to HVAC systems and projects to aid in the isolation of individuals in facilities who have infectious diseases.
- As part of the post-pandemic work, the Operations & Aging Network Support Division and the Aging & Community Services Division have been reviewing how to best restart some of the compliance and technical assistance functions post-pandemic and to do so as consistently as possible.
- Staff have been working with AAAs as they develop their Annual Implementation Plans (AIPs) for CSA approval in August and September of 2023. Staff have also been conducting financial and programmatic assessments, so that when the CSA is asked to approve the AIPs, they can be assured that the programs administered by AAAs are being monitored for compliance.
- Thanked 4AM staff, Dave LaLumia and Jenn Dubey, on a very successful Older Michiganians Day and the advocacy work they do for older adults in Michigan.

- MI Choice Waiver renewal application is currently out for public review and comment. Elizabeth Gallagher and her team have been working diligently to conduct stakeholder feedback sessions related to the application and used the feedback to inform the draft of the application presented for public review and comment. The application must be submitted to the Centers for Medicare and Medicaid Services (CMS) by June 30, 2023, for implementation by October 1, 2023.
- Provided an overview of the Michigan Home and Community-Based Services American Rescue Plan Act (ARPA) Plan (attached to minutes), which is largely Medicaid related, to provide some significant investments into HCBS, which will benefit the aging population. The plan has been approved by CMS and is awaiting legislative approval. These funds are only available until March of 2025, so we are hoping for approval as soon as possible. The bureau will keep the CSA updated on the status.

FINANCIAL UPDATES

Cindy Masterson, Director of the Operations & Aging Network Support Division, provided information related to ACLS Bureau financial updates.

BUSINESS ITEMS

a. Request for Approval of Updated and Combined Adult Day Services and Dementia Adult Day Care Operating Standards

Lacey Charboneau, Field Representative and Caregiver Specialist in the Technical Assistance & Quality Improvement (TAQI) Section, provided an overview stating the request is for approval to implement an updated and combined Operating Standard for Adult Day Services. **This combined operating service standard will allow adult day programs to provide a high standard of care to all participants, including those living with dementia.**

The development of the draft Adult Day Services Operating Standard for Service programs is the result of extensive program policy analysis and feedback from a workgroup comprised of subject matter experts. The draft standard was posted for a 30-day public comment period from March 2, 2023 – April 2, 2023. All responses have been reviewed and, if appropriate, incorporated into the standard.

A motion was made by Commissioner Murphy to approve the request. Commissioner Pohnl seconded the motion. Additional discussion followed and the motion was approved by roll call vote 12-0-0.

b. Request for Approval of Fiscal Year 2023 USDA Senior Farmers Market Nutrition Program Funding – Second Allocation

Cindy Masterson, OANS Division Director, provided an overview stating the request is for approval to award lead agencies coupon books using the second FY 2023 USDA SFMNP grant awarded to the ACLS Bureau in the amount of \$63,267 for the agreement period of October 1, 2022, through September 30, 2023.

The purpose of the USDA SFMNP, known as Senior Project Fresh in Michigan, is to provide low-income older adults with coupons to purchase Michigan-grown fresh produce at farmers markets and roadside stands. Program benefits are \$25 per participant and are distributed as coupon books. Each coupon book includes five \$5 coupons for a total value of \$25. Eligible older adults receive coupon books from the lead agency within the county they reside.

This second allocation will allow for the issuance of benefits to an additional 2,277 participants. Additional coupon books will be made available to all lead agencies, with priority given to those in counties with high poverty rates and high populations of older adults living in poverty. The first allocation, approved by the CSA on March 17, 2023, allowed for the issuance of benefits to 13,015 participants.

A motion was made by Commissioner Bupp to approve the request. Commissioner Gammouh seconded the motion. Additional discussion followed and the motion was approved by roll call vote 12-0-0.

c. Request for Approval to Restore Authorities to the CSA for Flexibilities Approved to Address COVID-19

Scott Wamsley, ACLS Bureau Director, provided an overview stating the request is for approval to return authorities to the CSA on May 19, 2023. It is also recommended that some of the non-federal flexibilities remain in effect until the conclusion of Fiscal Year 2023 to lessen impacts to clients currently being served under these flexibilities.

As background, in March of 2020, the director of the Michigan Aging & Adult Services Agency (AASA) requested approval from the CSA to temporarily transfer certain authorities and functions of the CSA to the AASA/State Unit on Aging (SUA) Director to address the federal Public Health Emergency (PHE). The Commission's approval took immediate effect and was approved to remain in effect through the duration of the State of Emergency and/or until determined by the SUA Director, in consultation with the State of Michigan's Chief Medical Executive, that it should end.

In response to the CSA approval of the transfer of these authorities, the Behavioral and Physical Health and Aging Services Administration, Bureau of Aging, Community Living, and Supports (previously AASA), reviewed CSA-approved definitions, standards, compliance indicators, and requirements for area agencies on aging (AAAs), grantee agencies, and service programs to identify potential administrative policy flexibilities that could support the aging network's COVID-19 response. Some of the flexibilities approved included, but were not limited to, the following:

- Transitioning client service delivery from community-based service settings to in-home or limited access service settings.
- Allowing flexibility in program eligibility requirements to ensure service continuity and/or client safety.
- Adjusting service delivery patterns (e.g., increasing the weekly number of frozen or shelf stable meals provided to home-delivered meals clients).
- Allowing telephonic and/or remote client assessments and reassessments.
- Expanding telephonic "friendly reassurance" contacts and wellness checks with clients.
- Purchasing personal protective equipment.

The timing of this recommendation to restore authorities to the CSA is intended to be concurrent with the resumption of Medicaid eligibility redeterminations by the Michigan Department of Health and Human Services this spring and the "unwinding" of the many flexibilities allowed by the Centers for Medicare & Medicaid Services during the federal COVID-19 PHE for Medicaid-funded programs. Like the non-Medicaid aging network flexibilities, the changes made to the Medicaid program's eligibility, administration, and

policies were intended to ease rules for providers and prevent Medicaid beneficiaries from losing health care coverage.

It is important to note that the CSA's transfer of the authorities described above was an important factor in the aging network's ability to respond quickly and effectively to the challenges presented by the COVID-19 pandemic. The experience gained in administering these authorities will be helpful to the aging network should we be presented with any future large-scale public health crises or service delivery challenges.

A motion was made by Commissioner Bruce to approve the request. Commissioner Tuggle seconded the motion. Additional discussion followed and the motion was approved by roll call vote 12-0-0.

INFORMATIONAL ITEMS

a. State Plan on Aging Update - Discussion

Tammy Lemmer, ACLS Bureau State Assistant Administrator, provided updates on the State Plan on Aging and noted that it is currently out for public review and comment and once that period ends, those comments will be taken into consideration and a final draft of the plan will be provided to the CSA before the June 16, 2023, meeting.

b. Heritage Commons Senior Enrichment Center Overview and Tour

Jen Rice, Manager of the Heritage Commons Senior Enrichment Center provided an overview of programs offered.

ANNOUNCEMENTS

The next Commission on Services to the Aging meeting is scheduled for 9:00 a.m. on Friday, June 16, 2023, at the Ziiibiwing Center, 6650 E. Broadway, Mt. Pleasant, MI, with Public Hearing to follow.

Please note, these meetings are open to the public, and anyone wishing to attend may do so. Those needing assistance should contact Kelly Cooper at cooperk6@michigan.gov at least five (5) days prior to the meeting date.

ADJOURN

Commission Chair Schlueter adjourned the meeting at 11:40 a.m. Jen Rice provided a tour of the facility and working session/lunch followed.

PUBLIC HEARING at 1:00 p.m.



Commission On Aging

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Paul Iacoangeli

Pam LaPan

Cynthia McIlvain

Paul Simonton

Nancy Wain

Attachment 5 - Page 1

- Permanent institutionalization of client.
- When the program becomes unable to continue to serve the client and referral to another provider is not possible.

20. Staffing

- Each ADS program shall employ a full-time program director with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional. The program shall continually provide support staff at a ratio of no less than one staff person for each four (4) participants (one staff person for six (6) participants for programs located in Ohio). Health support services may be provided only under the supervision of a registered nurse.
- Program staff shall be provided with an orientation training, which includes, in addition to the topics specified in the general requirements for all service programs, assessment/observation skills, and basic first aid.
- Programs transporting clients riding in wheelchairs must ensure the wheelchair is belted into the van/bus and the client is belted into the chair. Both types of restraints are required.

21. Each ADS program shall have first-aid supplies available at the ADS center. A staff person certified in first-aid procedures, including CPR and AED must be present at all times participants are in the ADS center. AED machine must be present on site at all times and programs must provide training and annual refresher to certified staff on use of AED equipment.

22. Procedures to be followed in emergency situations (e.g., fire, severe weather) shall be posted in each room of the ADS center. Practice drills of emergency procedures shall be conducted once every six (6) months. The program shall maintain a record of all practice drills.

23. Each ADS day care center shall have the following furnishings:

- At least one straight back chair for each participant and staff person.
- Lounge chairs and/or day beds as needed for naps and rest periods.
- Storage space for participants' personal belongings.
- Tables for both ambulatory and non-ambulatory participants.
- A telephone, which is accessible to all participants.
- Special equipment as needed to assist persons with disabilities.
- All equipment and furnishings in use shall be maintained in safe and functional condition.

24. Each day care center shall demonstrate that it is in compliance with fire safety standards and the Michigan (or Ohio) food code.



MICHIGAN OFFICE OF SERVICES TO THE AGING

Operating Standards For Service Programs

Community

SERVICE NAME	Adult Day Services
SERVICE NUMBER	C-1 updated 3-17-06
SERVICE CATEGORY	Community
SERVICE DEFINITION	Daytime care of any part of a day but less than twenty-four hour care for functionally and/or cognitively impaired elderly persons provided through a structured program of social and rehabilitative and/or maintenance services in a supportive group setting other than the client's home.
UNIT OF SERVICE	One hour of care provided per client.

Minimum Standard

1. Each program shall establish written eligibility criteria, which will include at a minimum:
 - a. That participants must require continual supervision in order to live in their own homes or the home of a primary caregiver.
 - b. Participants must require a substitute caregiver while their primary caregiver is in need of relief, or otherwise unavailable.
 - c. That participants may have difficulty or be unable to perform activities of daily living (ADLs) without assistance.
 - d. That participants must be capable of leaving their residence, with assistance, in order to receive service.
 - e. That participants would benefit from intervention in the form of enrichment and opportunities for social activities in order to prevent and/or postpone deterioration that would likely lead to institutionalization.
2. Each program shall have uniform preliminary screening procedures and maintain consistent records. Such screening may be conducted over the telephone. Records for each potential client shall include at a minimum:
 - a. The individual's name, address and telephone number.
 - b. The individual's age or birth date.
 - c. Physician's name, address and telephone number.
 - d. The name, address and telephone number of the person to contact in case of emergency.
 - e. Handicaps, as defined by Section 504 of the Rehabilitation Act of 1973, or other diagnosed medical problems.
 - f. Perceived supportive service needs as expressed by the individual.
 - g. Race and Sex (Optional)
 - h. An estimate of whether or not the individual has an income at or below the poverty level.

Intake is not required for individuals referred by a case coordination and support, care management or HCBS/ED waiver program.



MICHIGAN OFFICE OF SERVICES TO THE AGING

Operating Standards For Service Programs

3. If preliminary screening indicates an individual may be eligible for Adult Day Services, a comprehensive individual assessment of need shall be performed before admission to the program. All assessments shall be conducted face to face. Assessors must attempt to acquire each item of information listed below, but must also recognize, and accept, the client's right to refuse to provide requested items.

a. Basic Information

- (1) Individual's name, address and telephone number
- (2) Age, date and place of birth
- (3) Sex
- (4) Marital status
- (5) Race and/or ethnicity
- (6) Living arrangements
- (7) Condition of environment
- (8) Income and other financial resources, by source
- (9) Expenses.
- (10) Previous occupation(s), special interests and hobbies
- (11) Religious affiliation

b. Functional Status

- (1) Vision
- (2) Hearing
- (3) Speech
- (4) Oral status (condition of teeth, gums, mouth and tongue)
- (5) Prostheses
- (6) Psychosocial functioning
- (7) Cognitive functioning
- (8) Difficulties in activities of daily living
- (9) History of chronic and acute illnesses
- (10) Medication regimen (Rx, OTC, supplements, herbal remedies), and other physician orders
- (11) Eating patterns (diet history) and special dietary needs

c. Supporting Resources

- (1) Physician's name, address and telephone number
- (2) Pharmacist's name, address and telephone number
- (3) Services currently receiving or received in the past
- (4) Extent of family and/or informal support network
- (5) Hospitalization history
- (6) Medical/health insurance information
- (7) Long term care insurance
- (8) Clergy name, address and telephone number

d. Need Identification



MICHIGAN OFFICE OF SERVICES TO THE AGING

Operating Standards For Service Programs

- (1) Client perceived
- (2) Caregiver perceived, if available
- (3) Assessor perceived

e. Determination of Whether Individual Is Eligible For Program

An initial assessment is not required for individuals referred by a case coordination and support, care management, or HCBS/ED waiver program. Admission to the program may be based on the referral.

4. A service plan shall be developed for each individual admitted to an Adult Day Service program. The service plan must be developed in cooperation with, and be approved by, the client, the client's guardian or designated representative. The service plan shall contain at a minimum:
 - a. A statement of the client's problems, needs, strengths, and resources.
 - b. A statement of the goals and objectives for meeting identified needs.
 - c. A description of methods and/or approaches to be used in addressing needs.
 - d. Identification of basic and optional program services to be provided.
3. Treatment orders of qualified health professionals, when applicable.
 - f. A statement of medications being taken while in the program.

Each program shall have a written policy/procedure to govern the development, implementation and management of service plans. Each client is to be reassessed every three months to determine the results of implementation of the service plan. If observation indicates a change in client status, a reassessment may be necessary before three months have passed.

5. Each program shall maintain comprehensive and complete client files which include at a minimum:
 - a. Details of client's referral to adult day care program.
 - b. Intake records.
 - c. Assessment of individual need or copy of assessment (and reassessments) from the referring program.
 - d. Service plan (with notation of any revisions).
 - e. Listing of client contacts and attendance.
 - f. Progress notes in response to observations (at least monthly).
 - g. Notation of all medications taken on premises (including 1. the medication, 2. the dosage, 3. the date and time, 4. initials of staff person who assisted, and 5. comments).
 - h. Notation of basic and optional services provided to the client
 - i. Notation of any and all release of information about the client, signed release of information form, and all client files shall be kept confidential in controlled access files. Each program shall use a standard release of information form which is time-limited and specific as to the information being released.
6. Each adult day care program shall provide directly or make arrangements for the provision of the following services. If arrangements are made for provision of any service at a place other than program operated facilities, a written agreement specifying supervision requirements and responsibilities shall be in place.
 - a. Transportation.



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- b. Personal care.
 - c. Nutrition: one hot meal per eight-hour day which provides one-third of recommended daily allowances and follows the meal pattern of the General Requirements for Nutrition Programs. Participants in attendance from eight to fourteen hours shall receive an additional meal in order to meet a combined two-thirds of the recommended daily allowances. Modified diet menus should be provided, where feasible and appropriate, which take into consideration client choice, health, Religious and ethnic diet preferences. Meals shall be acquired from a congregate meal provider where possible and feasible.
 - d. Recreation: consisting of planned activities suited to the needs of the client and designed to encourage physical exercise, to maintain or restore abilities and skill, to prevent deterioration, and to stimulate social interaction.
7. Each adult day care program may provide directly or make arrangements for the provision of the following optional services. If arrangements are made for provision of any service at a place other than program operated facilities, a written agreement specifying supervision requirements and responsibilities shall be in place.
- a. Rehabilitative: physical, occupational, speech and hearing therapies provided under order from a physician by licensed practitioners.
 - b. Medical support: laboratory, x-ray, pharmaceutical services provided under order from a physician by licensed professionals.
 - c. Services within the scope of the Nursing Practice Act.
 - d. Dental: under the direction of a dentist.
 - e. Podiatric: provided or arranged for under the direction of a physician.
 - f. Ophthalmologic: provided or arranged for under the direction of an ophthalmologist.
 - g. Health counseling.
 - h. Shopping assistance/escort.
8. Each program shall establish written policies and procedures to govern the assistance to be given participants in taking medications while participating in the program. The policies and procedures must address:
- a. Written consent from the client, or client's representative, to assist in taking medications.
 - b. Verification of medication regimen, including prescriptions and dosages.
 - c. Training and authority of staff to assist clients in taking medications.
 - d. Procedures for medication set up.
 - e. Secure storage of medications belonging to and brought in by participants.
 - f. Disposal of unused medications.
 - g. Instructions for entering medication information in client files, including times and frequency of assistance.
9. Each provider shall establish a written policy/procedure for discharging individuals from the program that includes, at a minimum, one or more of the following:
- a. The participant's desire to discontinue attendance.
 - b. Improvement in the participant's status so that they no longer meet eligibility requirements.
 - c. An increase in the availability of caregiver support from family and/or friends.
 - d. Permanent institutionalization of client.



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- e. When the program becomes unable to continue to serve the client and referral to another provider is not possible.
10. Each program shall employ a full-time program director with a minimum of a bachelor's degree in a health or human services field or be a qualified health professional. The program shall continually provide support staff at a ratio of no less than one staff person for each ten participants. Health support services may be provided only under the supervision of a registered nurse. If the program acquires either required or optional services from other individuals or organizations, it shall be accomplished through a written agreement that clearly specifies the terms of the arrangement.
11. Program staff shall be provided with an orientation training that includes, in addition to the topics specified in the General Requirements for All Service Programs, assessment/observation skills and basic first-aid.

Program staff shall be provided in-service training at least twice each year, which is specifically designed to increase their knowledge and understanding of the program, aging process issues, and to improve their skills at tasks performed in the provision of service. Issues addressed under the aging process may include, though are not limited to, cultural diversity, dementia, cognitive impairment, mental illness, abuse and exploitation. Records shall be maintained which identify the dates of training, topics covered and persons attending.
12. If the program operates its own vehicles for transporting clients to and from the service center the following transportation minimum standards shall be met:
 - a. All drivers and vehicles shall be appropriately licensed and all vehicles used shall be appropriately insured.
 - b. All drivers shall be required to assist persons to get in and out of vehicles. Such assistance shall be available unless expressly prohibited by either a labor contract or an insurance policy.
 - c. All drivers shall be trained to respond to medical emergencies.
13. Each program shall have first aid supplies available at the service center. A staff person knowledgeable in first-aid procedures, including CPR, shall be present at all times participants are in the service center.
14. Procedures to be followed in emergency situations (fire, severe weather, etc.) shall be posted in each room of the service center. Practice drills of emergency procedures shall be conducted once every six months. The program shall maintain a record of all practice drills.
15. Each service center shall have the following furnishings:
 - a. At least one straight back or sturdy folding chair for each participant and staff person.
 - b. Lounge chairs and/or day beds as needed for naps and rest periods.
 - c. Storage space for participants' personal belongings.
 - d. Tables for both ambulatory and non-ambulatory participants.
 - e. A telephone that is accessible to all participants.
 - f. Special equipment as needed to assist persons with disabilities.

All equipment and furnishings in use shall be maintained in safe and functional condition.



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16. Each service center shall demonstrate that it is in compliance with fire safety standards and the Michigan Food Code.



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Friday, March 17, 2023

Paul Iacoangeli, Executive Director
Frenchtown Senior Citizens, Inc
2786 Vivian Rd
Monroe, MI 48162 4925

Dear Paul Iacoangeli,

On behalf of the Area Agency on Aging 1-B (AAA 1-B), I want to thank you and your staff for participating in the on-site programmatic assessment conducted on March 2, 2023, for the following service(s):

- Dementia Adult Day Care

Enclosed with this letter is the Programmatic Assessment Findings Tool. There were three compliance-related issues found during the assessment. Please review the tool as it will provide the summary and any follow up being requested.

Thank you for the time and effort given to the AAA 1-B annual programmatic assessment process. If you have any questions or concerns regarding the programmatic assessment, please do not hesitate to contact me at alang@aaa1b.org or 248-251-6261.

We look forward to the continuing efforts to work together in the service of older adults throughout Region 1-B.

Sincerely,

A handwritten signature in blue ink that reads "Andrea Lang".

Andrea Lang, MSIG, Program Manager, Caregiver & Social Services
alang@aaa1b.org
248-251-6261

CC: Jean Siemik

**On-Site Contractor Review
Annual Programmatic Assessment
Frenchtown Senior Citizens, Inc.: Dementia Adult Day Care
FY2023**

Date of Review: Thursday, March 2, 2023

Compliance Requirement	Item Noted	Corrective Action	Due Date	Resolution Date
1. Total service cost upon which the participant's share is to be determined shall be comprised of all grant funds, matching funds, and program income used to operate the program. Any service recipient or caregiver may volunteer to share in the cost of a service in an amount above that required by the approved sliding scale established for that service. Participants who refuse to voluntarily contribute to the cost of the service provided or participate in an approved cost sharing program for services funded in whole or in part by the Older Americans Act may not be denied service based on non-contribution (Area Agency on Aging 1-B and the Bureau of Aging, Community Living, and Supports Operating Standards Manual for Social and Nutrition Services FY 23-25, P. 7).	Contractor billing on monthly service statement does not reflect voluntary contributions.	Contractor must not send out any monthly service rendered statements until revision to include voluntary contribution language. Send letter to all participants from October 1, 2022, to January 31, 2023, to include the previously sent monthly service rendered statement was not a bill but a donation request. Contractor to send letter to AAA 1-B Program Manager for review prior to sending it to participants.	March 29, 2023	

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2. Each contracting organization must conduct or cause to be conducted a criminal background check that reveals information similar or substantially similar to information found on an internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, employee, etc. Criminal background checks for employees, new employees...must be completed prior to the individual working directly with participants etc. Refer to page 12-13 Area Agency on Aging 1-B and the Bureau of Aging, Community Living, and Supports Operating Standards Manual for Social and Nutrition Services FY 23-25.	Two new staff missing Michigan Public Sex Offender, and additional program staff and volunteers missing ICHAT, Michigan Public Sex Offender and National Public Sex Offender.	Run the criminal background checks that were missing for two new hires and additional program staff and volunteers. Send documentation to AAA 1-B Program Manager via secure email. Develop a process to ensure that upon new hire criminal background checks are being conducted and ran every three years after.	March 24, 2023
3. Prior to hire and monthly thereafter, contractors must conduct a review and maintain documentation of debarment status for employees and subcontractors in the following databases: Office of Inspector General (OIG) List of Excluded Individuals; System for Award Management (SAM); and MDHHS Sanctioned Provider List (Area Agency on Aging 1-B and the Bureau of Aging, Community Living, and Supports Operating Standards Manual for Social and Nutrition Services FY 23-25, p. 15).	MDHHS Sanctioned List of Providers is not being conducted for all program staff.	Pull the MDHHS Sanctioned List of Providers and check against current staff. Send documentation to AAA 1-B Program Manager via secure email. Develop a process to ensure that upon new hire MDHHS Sanctioned List of Providers are being checked and pulled each month after.	March 24, 2023

Notes:

Prior to the programmatic assessment, the Contractor sent all required assessment materials and documents as part of the desk assessment.

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During the assessment, the Contractor provided staff files to review, but criminal background checks was not available. New hired staff were missing a required criminal background check. In addition, the MDHHS Sanctioned Provider checklist is currently not being conducted to check each program staff member. AAA 1-B recommended to pull the list and notate the program staff name where would be on the list as not listed with a date checked. AAA 1-B is requiring the background checks to be run with follow up.

During the programmatic assessment, the AAA 1-B Program Manager reviewed all staff training logs, participant files, survey/survey results, voluntary donation letter, participant files and the Dementia Adult Day Care Programmatic Assessment Tool. It was discussed, the monthly services rendered statement did not follow the cost share and voluntary contributions requirements. AAA 1-B Program Manager will continue to work with Frenchtown Senior Citizens, Inc. to review suggested revisions from the monthly services rendered statement, and service agreement.