



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

Mission Statement

The Monroe County Commission on Aging is charged with recommending the prudent spending of public dollars to promote the health, dignity, and independence of Monroe County residents sixty years of age and older.

Jason Berry
Director

Donald Spencer
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Larry Gramlich

Mary Gantz

Madonna Burkit

Cynthia McIlvain

Wayne Meehan

Paul Simonton

Monroe County Commission on Aging

Regular Board Meeting

April 9, 2025 1:00 p.m.

Monroe County Commission on Aging Board Room

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:
 - A. Bedford Veterans Center (Nancy Schiffer)
 - B. Dundee Senior Citizen Center (Nancy Clark)
8. Consent Agenda
 - A. Approval of Minutes of March 12, 2025 Regular Meeting
 - B. Strategic Planning Committee Notes of April 3, 2025
 - C. Finance Reports
 - D. Correspondence-None
 - E. Formal Agency Reports-None
9. Director's Report
10. Old Business
 - a. None
11. New Business
 - A. Bedford Health Van
 - a. Budget Revision
 - B. Frenchtown Senior Center-Adult Day Service
 - a. Request to transfer \$86,980.00 of 2025 funds from the Frenchtown Senior Center-Adult Day Care Service (Account 280-97000-965225) to 280 Senior Citizens Fund Contingency (Account 280-89000-969002) to financially support other 2025 proposals. (Jason Berry)
 - C. Proposal for COA Additional Staffing
 - a. Request to approve hiring a full-time Fiscal Manager or related position for the Commission on Aging beginning 2026. (Jason Berry)
 - D. Proposals for Audio Equipment/Tables & Chairs
 - a. Request to transfer \$14,000.00 of 2025 funds from 280 Senior Citizens Fund Contingency (Account 280-89000-969002) to 67200 Commission on Aging for the purchase of chairs, tables, and audio equipment. (Jason Berry)
12. Public Comment
13. Commission Members' Comments
14. Adjournment

The next Regular Board meeting will be on Wednesday, May 14, 2025, 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:



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
Chairman

Martin Kaufman
Vice-Chairman

Mary Ann Wertenberger
Secretary

Mary Gantzoz

Madonna Burkit

Cynthia McIlvain

Wayne Meehean

Paul Simonton

Monroe County Commission on Aging Regular Board Meeting Minutes

March 12, 2025

Commission on Aging Conference Room

Don Spencer called the meeting to order at 1:05 p.m.

Members present Don Spencer, Martin Kaufman, Madonna Burkit,
Mary Ann Wertenberger, Paul Simonton,
Cynthia McIlvain, Larry Gramlich, Mary Gantzoz

Members excused: Wayne Meehean

Pledge of Allegiance

Silent Prayer

Approval of the Agenda:

Motion to approve the January 8, 2025 Regular Board Meeting Agenda as presented.

Motion by: Mary Gantzoz **Supported by:** Cynthia McIlvain
Motion carried.

Public Comment: None.

Special Presentations:

Cheri Boron, LIFE (Living Independence For Everyone)

LIFE has delivered 161,241 meals in 2024. The agency has faced many challenges. Those include an increase in the minimum wage, staffing issues, new sick time rules and rising food costs.

Sandie Pierce, Monroe Center for Healthy Living

Distributed 2024 Year in Review brochure which lists programs and statistics for the Center. Activity units for 2024 totaled 67,241, which is an increase of 5.6% from the 2023 total of 63,675 units. There were 1,522 total clients served in 2024 who were over 60 years of age. 26,087 total noon meals were served 2024.

Beth Berlin, RSVP

Distributed a handout from AmeriCorps. The RSVP has been sponsored by the Monroe Center of Healthy Aging since 2014. RSVP is funded by a federal grant from AmeriCorps and the Monroe County Senior Millage. There are 301 volunteers serving over 40 county non-profits with 59,008 hours served.



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
Chairman

Martin Kaufman
Vice-Chairman

Mary Ann Wertenberger
Secretary

Mary Gantzoz

Madonna Burkit

Cynthia McIlvain

Wayne Meehean

Paul Simonton

Consent Agenda:

- A. Approval of the Minutes of the March 12, 2025 Regular Meeting.
- B. Strategic Planning Committee notes of February 6, 2025.
- C. Strategic Planning Committee notes of March 6, 2025
- D. Finance Reports
- E. Correspondence – None.
- F. Formal Agency Reports – None

Motion to approve by: Larry Gramlich Supported by: Mary Gantzoz
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. During February 2025 there were 683 total views. Transportation was the most viewed at 210.

➤ Waitlist/Service Not Provided Summary

Mr. Berry reported that from January 25, 2025, through February 25, 2025, there were no ramps built. There are 43 seniors are on the Project Ramp waitlist.

Old Business:

A. Stephanie Kasprzak, Manuel Hoskins, MCOP Opportunity Center

Motion to accept the MCOP Opportunity Center's cost share for food \$2.00 and \$10.00 Membership fee.

Motion to approve: Paul Simonton Supported by: Larry Gramlich

Roll Call Vote Taken

Martin Kaufman - Yes

Larry Gramlich - Yes

Mary Ann Wertenberger - Yes

Madonna Burkit - Yes

Cynthia McIlvain - Yes

Don Spencer - Yes

Mary Gantzoz - Yes

Paul Simonton - Yes

Motion Carried.



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
Chairman

Martin Kaufman
Vice-Chairman

Mary Ann Wertenberger
Secretary

Mary Gantzoz

Madonna Burkit

Cynthia McIlvain

Wayne Meehean

Paul Simonton

B. COA Providers Directors

a. Progress Report on Older Adult Needs Assessment – Sandie Pierce

Motion to approve the recommendation of the Strategic Planning Committee which is to not endorse a survey and the COA staff not participate in a monthly press release and a COA provider request the funds from the COA board for the printed material and engage in the distribution of the documents.

Motion to approve: Larry Gramlich Supported by: Mary Gantzoz

Roll Call Vote Taken

Martin Kaufman - Yes

Cynthia McIlvain - Yes

Larry Gramlich - Yes

Don Spencer - Yes

Mary Ann Wertenberger - Yes

Mary Gantzoz - Yes

Madonna Burkit - Yes

Paul Simonton - Yes

Motion Carried.

C. Motion to approve the Budget Calendar Proposal

Motion to approve: Paul Simonton Supported by: Larry Gramlich

Motion Carried.

D. Motion to request approve the Commission on Aging Additional Funds Request Document – Jason Berry

Motion to approve: Cynthia McIlvain Supported by: Mary Ann Wertenberger

Motion Carried.

E. Motion to move forward to purchase conference room chairs, tables, and audio equipment from the Contingency Account.

Motion to approve: Paul Simonton Supported by: Martin Kaufman

Motion Carried.

F. Motion from Choices Counseling Solutions requesting additional funding totaling \$28,500.00 equaling 190 units at \$150.00 per unit.

Roll Call Vote Taken

Martin Kaufman - Yes

Cynthia McIlvain - Yes

Larry Gramlich - Yes

Don Spencer - Yes

Mary Ann Wertenberger - Yes

Mary Gantzoz - Yes

Madonna Burkit - Yes

Paul Simonton - Yes

Motion to approve: Paul Simonton Supported by: Cynthia McIlvain

Motion Carried.



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
Chairman

Martin Kaufman
Vice-Chairman

Mary Ann Wertenberger
Secretary

Mary Gantz

Madonna Burkit

Cynthia McIlvain

Wayne Meehan

Paul Simonton

Public Comment:

Colin Keehn, United Way Ramp Program presented updates for the program.

Commission Members Comments:

Paul Simonton:

Don't forget to change your clocks

Cynthia McIlvain:

Larry was missed.

Don Spencer:

After attending the Directors Meeting and reading the Directors Meeting Minutes Report, there is a concern about the perception people have when coming to the Board feeling they were on trial. He has been on and front of many boards and this doesn't sit well with him. The Board is committed the senior services that are being provided in Monroe County and would like to compliment the SPC and the Directors.

Don has been on the Board for 3 years Board President for approximately 2 years. The Board reads and asks questions and take their duties seriously. The Board's mission is to recommend the prudent spending of public dollars to promote the health, dignity and independence of Monroe County residents 60 years of age and older. They come prepared and ready to ask questions and listen. On a practical level, the review of proposals are submitted to us as individual board members and the Strategic Planning Committee (SPC), which is made of 4 Board members. It is recommended when Providers come the meeting regarding their budget, the person that works on the budget should also attend. This would help smooth communication with the Board. The Commission on Aging Board is dedicated to the quality of services. Disagreements shouldn't become personal.

To the Board: Our work is going to become more difficult. The ability to work together will be more important than ever. Be very sensitive to the people that are sitting there so that we are directing our dialog to one another, and when appropriate to the Provider so that people don't feel as if they're on trial. We continue to be accountable to our taxpayers. Moving forward, we can all do a better job of working towards a relationship that will pay off for our senior citizens. Providers do an amazing job.



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
Chairman

Martin Kaufman
Vice-Chairman

Mary Ann Wertenberger
Secretary

Mary Gantz

Madonna Burkit

Cynthia McIlvain

Wayne Meehan

Paul Simonton

Adjournment:

Motion by: Cynthia McIlvain
Motion Carried.

Supported by: Mary Ann Wertenberger

The meeting was adjourned at 2:58 p.m.

**The next Regular Board meeting takes place on Wednesday,
April 9, 2025 at 1:00 p.m. at the Monroe County Commission on Aging, 965
South Raisinville Road, Monroe, MI 48161.**

Ramona Hall, Recording Secretary



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

Don Spencer
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Mary Gantz

Larry Gramlich

Cynthia McIlvain

Wayne Meehan

Paul Simonton

Madonna Burkit

Commission on Aging Strategic Planning Committee Notes April 3, 2025 2p.m. Commission on Aging Office

1. Bedford Health Van

a. Budget Revision Request

Recommendation: The Strategic Planning Committee recommends approving the budget revision as presented.

2. Frenchtown Senior Center-Adult Day Service

a. Request from director to transfer \$86,980.00 of the Frenchtown Senior Center-Adult Day Care Service 2025 allocated funds to 280 Senior Citizens Fund 2025 contingency account to financially support other proposals.

Recommendation: The Strategic Planning Committee recommends approving the transfer of \$86,980.00 of the Frenchtown Senior Center-Adult Day Care Service 2025 allocated funds to 280 Senior Citizens Fund 2025 contingency account.

3. Proposal for COA Additional Full-Time Staffing

Recommendation: The Strategic Planning Committee recommends approving the hiring of a full-time Fiscal Manager for the Commission on Aging beginning 2026.

4. Proposals for Audio Equipment/Tables & Chairs

Recommendation: The Strategic Planning Committee recommends approving the transfer of \$14,000.00 from 280 Senior Citizens Fund contingency to 67200 Commission on Aging for the purchase of chairs, tables, and audio equipment.

RUN DATE: 04/02/25 10:51

REVEN

County of Monroe

Revenue Report

PAGE: 00084

FISCAL DATE: 03/31/25 25/MAR

** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	MTD Receipts	YTD Receipts	Balance	\$ Coll
89800	FUND BALANCE CARRYFORWARD					
280-89800-695001	FUND BALANCE CARRYFORWARD-REV	-348,203.00	0.00	0.00	-348,203.00	0.00
	TOTAL FUND BALANCE CARRYFORWARD	-348,203.00	0.00	0.00	-348,203.00	0.00
97000	SPECIAL EXP/REV-OTHER AGENCIES					
280-97000-402000	CURRENT PROPERTY TAXES	-3,899,708.00	-927,277.15	-4,015,904.23	116,196.23	102.98
280-97000-415000	PRIOR YEAR TAX ADJUSTMENTS	21,077.00	0.00	135.59	26,941.41	0.50
280-97000-420000	DELINQUENT PERSONAL PROP TAXES	-3,500.00	-119.06	-211.93	-3,288.07	6.06
280-97000-434020	OTH TAXES-PYMT IN LIEU OF TAX	-7,500.00	-5,362.88	-5,411.39	-2,088.61	72.15
280-97000-437000	INDUSTRIAL FACILITY TAX	-15,827.00	-7,811.27	-12,058.50	-3,768.50	76.19
280-97000-445000	TAXES-PENALTIES & INT ON TAXES	-250.00	0.00	0.00	-250.00	0.00
280-97000-573000	LOC COMM STABILIZATION SHARE	-175,000.00	0.00	-103,289.73	-71,710.27	59.02
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	-11,006.76	9,006.76	550.34
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	-17,512.60	17,512.60	0.00
280-97000-687030	REBATES-PRESCRIPTION	0.00	0.00	0.00	0.00	0.00
	TOTAL SPECIAL EXP/REV-OTHER AGENCIES	-4,077,708.00	-940,570.36	-4,165,259.55	87,551.55	102.15
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	-4,425,911.00	-940,570.36	-4,165,259.55	-260,651.45	94.11

RUN DATE: 04/02/25 10:49

County of Monroe

PAGE: 00230

APPR

Appropriation Report

FISCAL DATE: 03/31/25 25/MAR

** 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	24,286.00	0.00	0.00	0.00	0.00	24,286.00	0.00
	TOTAL CONTINGENCIES	24,286.00	0.00	0.00	0.00	0.00	24,286.00	0.00
97000 SPECIAL EXP/REV-OTHER AGENCIES								
280-97000-963000	CENTRAL SERVICES/INDIR	35,517.00	0.00	0.00	0.00	0.00	35,517.00	0.00
280-97000-965015	ASH SENIOR CITIZENS CE	24,330.00	0.00	0.00	2,468.27	4,498.16	19,831.84	18.49
280-97000-965020	RETIRED SENIOR VOLUNTE	93,000.00	0.00	0.00	6,202.93	12,789.90	80,210.10	13.75
280-97000-965025	AREA AGENCY ON AGING 1	14,020.00	0.00	0.00	1,168.36	2,336.72	11,683.28	16.67
280-97000-965031	BEDFORD TRANSPORTATION	59,645.00	0.00	0.00	5,403.09	12,139.41	47,505.59	20.35
280-97000-965035	BEDFORD SENIOR CITIZEN	274,500.00	0.00	0.00	23,877.24	50,542.92	223,957.08	18.41
280-97000-965041	BEDFORD VET CENTER PAN	4,950.00	0.00	0.00	351.39	791.06	4,158.94	15.98
280-97000-965045	BERLIN SENIOR CITIZEN	57,353.00	0.00	0.00	1,927.26	4,051.89	53,301.11	7.06
280-97000-965065	DUNDEE SENIOR CITIZEN	265,200.00	0.00	0.00	46,009.50	46,009.50	219,190.50	17.35
280-97000-965071	EMERGENCY NEEDS	10,000.00	0.00	0.00	3,421.10	4,921.10	5,078.90	49.21
280-97000-965075	FRENCHTOWN SR CITIZEN	381,522.00	0.00	0.00	50,831.21	101,269.62	280,252.38	26.54
280-97000-965085	LAKE ERIE TRANSIT	243,100.00	0.00	0.00	34,426.70	34,426.70	208,673.30	14.16
280-97000-965088	THE OPPORTUNITY CENTER	117,000.00	0.00	0.00	19,539.00	19,539.00	97,461.00	16.70
280-97000-965091	SENIOR LEGAL SERVICES	270,614.00	0.00	0.00	23,309.02	45,491.32	225,122.68	16.81
280-97000-965097	CHOICES COUNSELING SOL	38,550.00	0.00	0.00	12,300.00	12,300.00	26,250.00	31.91
280-97000-965105	M.C.O.P. HOME CARE SER	148,000.00	0.00	0.00	9,435.01	20,525.77	127,474.23	13.87
280-97000-965106	RAMP PROGRAM	167,955.00	0.00	0.00	0.00	0.00	167,955.00	0.00
280-97000-965115	M.C.O.P. HOME CHORE	103,200.00	0.00	0.00	8,724.00	12,072.00	91,128.00	11.70
280-97000-965121	M.C.O.P. SPEC TRANSPOR	146,000.00	0.00	0.00	12,520.00	12,520.00	133,480.00	8.46
280-97000-965122	M.C.O.P. HOME INJURY C	6,500.00	0.00	0.00	762.00	1,910.36	4,589.64	29.39
280-97000-965123	M.C.O.P. FOOD DISTRIBU	164,406.00	0.00	0.00	18,204.60	35,445.30	128,960.70	21.56
280-97000-965125	M.C.O.P. RESOURCE ADVO	176,700.00	0.00	0.00	4,152.44	29,676.29	147,023.71	16.79
280-97000-965135	LIFE NUTRITION PROGRAM	596,204.00	0.00	0.00	41,845.72	94,278.24	501,925.76	15.81
280-97000-965141	ALZHEIMER PROGRAM	38,400.00	0.00	0.00	8,560.00	8,560.00	29,840.00	22.29
280-97000-965165	MONROE SENIOR CITIZEN	463,500.00	0.00	0.00	33,540.83	66,989.61	396,510.39	14.45
280-97000-965201	MILAN SENIOR MEALS ON	20,900.00	0.00	0.00	957.00	957.00	19,943.00	4.58
280-97000-965205	EMERGENCY FUEL	15,000.00	0.00	0.00	4,637.73	10,196.49	4,803.51	67.98
280-97000-965215	MILAN SENIOR CENTER	51,000.00	0.00	0.00	4,146.00	4,146.00	46,854.00	8.13
280-97000-965216	MILAN SENIOR TRANSIT	24,000.00	0.00	0.00	1,248.00	1,248.00	22,752.00	5.20
280-97000-965220	MILAN SENIOR RESOURCE	21,840.00	0.00	0.00	1,800.75	1,800.75	20,039.25	8.25
280-97000-965225	ADULT DAY CARE SERVICE	86,980.00	0.00	0.00	0.00	0.00	86,980.00	0.00
280-97000-965340	YMCA CANCER SURVIVOR	6,048.00	0.00	0.00	756.00	1,512.00	4,536.00	25.00
280-97000-965380	YMCA	39,685.00	0.00	0.00	3,631.32	7,132.55	32,552.45	17.97
280-97000-965390	MCOF VOLUNTEER CAREGIV	3,000.00	0.00	0.00	64.00	160.00	2,840.00	5.33
	TOTAL SPECIAL EXP/REV-OTHER	4,170,619.00	0.00	0.00	386,220.47	660,237.66	3,510,381.34	15.83
97500 SPECIAL APPROP TO OTHER FUNDS								
280-97500-999101	TRANSFER OUT - GENERAL	231,006.00	0.00	0.00	0.00	0.00	231,006.00	0.00
	TOTAL SPECIAL APPROP TO OTH	231,006.00	0.00	0.00	0.00	0.00	231,006.00	0.00
TOTAL 280 SENIOR CITIZENS FUND								
		4,425,911.00	0.00	0.00	386,220.47	660,237.66	3,765,673.34	14.92

COA Director's Report Items (4/9/25)

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	472.00	2,553.00	18%
Bedford Senior Community Center	9,206.25	50,000.00	18%
Bedford Twp. Veterans Center Pantry	953.00	4,950.12	19%
Berlin Township Senior Citizens Group	349.00	4,940.00	7%
Choices Counseling Solutions	82.00	257.00	32%
Dundee Area Senior Citizens Center	7,668.25	44,200.00	17%
Frenchtown Senior Citizens Center	11,275.50	42,500.00	27%
Health Van	519.00	2,550.00	20%
Lake Erie Transportation Commission	1,841.00	13,000.00	14%
Living Independence for Everyone	23,688.00	149,800.00	16%
MCOP-Food Assistance Program	88,613.25	411,015.00	22%
MCOP-Home Care	1,109.50	8,000.00	14%
MCOP-Home Chore	503.00	4,300.00	12%
MCOP-Home Injury Control	1,910.36	6,500.00	29%
MCOP-Opportunity Center at ALCC	2,171.00	13,000.00	17%
MCOP-Resource Advocacy	\$1,595.50	9,500.00	17%
MCOP-Specialized Transportation	626.00	7,400.00	8%
MCOP-Unmet Emergency Needs	4,921.10	10,000.00	49%
MCOP-Utility Assistance Program	10,196.49	15,000.00	68%
MCOP-Volunteer Caregiver Program	20.00	375.00	5%
Memory Lane Care Services	107.00	480.00	22%
Milan Seniors for Healthy Living	1,447.75	8,500.00	17%
Milan Seniors Meals on Wheels	332.00	3,800.00	9%
Milan Seniors Transportation	177.00	1,500.00	12%
Milan Aging in Action - Resource	144.00	1,040.00	14%
Monroe County Senior Legal Services	452.20	2,690.00	17%
Monroe Family YMCA Cancer Survivorship	24.00	96.00	25%
Monroe Family YMCA Enhanced Fitness	164.99	918.00	18%
Monroe Senior Citizens Center	14,882.75	103,000.00	14%
RSVP	7,275.25	57,000.00	13%
United Way Project Ramp of MC	0.00	122,500.00	0%

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	79	120	66%
Bedford Senior Community Center	652	1,150	57%
Bedford Twp. Veterans Center Pantry	40	40	100%
Berlin Township Senior Citizens Group	80	130	62%
Choices Counseling Solutions	19	8	238%
Dundee Area Senior Citizens Center	343	425	81%
Frenchtown Senior Citizens Center	1,162	1,150	101%
Health Van	71	175	41%
Lake Erie Transportation Commission	225	550	41%
Living Independence for Everyone	771	1,160	66%
MCOP-Food Assistance Program	1,048	1,600	66%
MCOP-Home Care	81	150	54%
MCOP-Home Chore	157	430	37%
MCOP-Home Injury Control	15	90	17%
MCOP-Opportunity Center at ALCC	58	350	17%
MCOP-Resource Advocacy	480	1,800	27%
MCOP-Specialized Transportation	51	250	20%
MCOP-Unmet Emergency Needs	7	22	32%
MCOP-Utility Assistance Program	17	30	57%
MCOP-Volunteer Caregiver Program	1	8	13%
Memory Lane Care Services	10	18	56%
Milan Seniors for Healthy Living	91	250	36%
Milan Seniors Meals on Wheels	10	30	33%
Milan Seniors Transportation	18	20	90%
Milan Aging in Action - Resource	35	200	18%
Monroe County Senior Legal Services	303	1,097	28%
Monroe Family YMCA Cancer Survivorship	3	12	25%
Monroe Family YMCA Enhanced Fitness	166	200	83%
Monroe Senior Citizens Center	1,311	1,650	79%
RSVP	209	325	64%

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

(Goal is to be between 3% - 13%)

As of: February

Provider/Program	Actual Expenditures	Total Budget	Percentage
Ash Senior Citizens	\$6,265.15	\$41,978.00	15%
Bedford Senior Community Center	\$84,496.00	\$452,536.00	19%
Bedford Twp. Veterans Center Pantry	\$1,335.66	\$4,950.12	27%
Berlin Township Senior Citizens Group	\$4,422.50	\$79,826.00	6%
Choices Counseling Solutions		\$261,354.29	0%
Dundee Area Senior Citizens Center	\$77,203.18	\$399,200.00	19%
Frenchtown Senior Citizens Center	\$60,914.00	\$451,221.97	13%
Health Van	\$45,425.12	\$261,844.08	17%
Lake Erie Transportation Commission	\$133,371.00	\$902,120.00	15%
Living Independence for Everyone	\$239,060.82	\$1,474,239.95	16%
MCOP-Food Assistance Program	\$63,044.69	\$332,064.85	19%
MCOP-Home Care	\$45,962.49	\$397,440.00	12%
MCOP-Home Chore	\$28,764.07	\$224,646.58	13%
MCOP-Home Injury Control	\$3,659.53	\$23,000.00	16%
MCOP-Opportunity Center at ALCC	\$27,546.08	\$121,000.00	23%
MCOP-Resource Advocacy	\$36,726.72	\$258,141.76	14%
MCOP-Specialized Transportation	\$47,929.79	\$484,441.00	10%
MCOP-Unmet Emergency Needs	\$4,659.83	\$12,353.48	38%
MCOP-Utility Assistance Program	\$11,676.23	\$31,103.48	38%
MCOP-Volunteer Caregiver Program	\$3,365.66	\$18,608.00	18%
Memory Lane Care Services	\$10,417.67	\$58,426.00	18%
Milan Seniors for Healthy Living	\$10,588.71	\$91,844.10	12%
Milan Seniors Meals on Wheels	\$12,394.82	\$89,744.00	14%
Milan Seniors Transportation	\$13,443.41	\$121,241.00	11%
Milan Aging in Action - Resource	\$14,982.25	\$149,851.00	10%
Monroe County Senior Legal Services	\$63,620.55	\$359,939.00	18%
Monroe Family YMCA Cancer Survivorship	\$2,628.00	\$13,446.19	20%
Monroe Family YMCA Enhanced Fitness	\$9,802.00	\$46,308.50	21%
Monroe Senior Citizens Center	\$114,990.13	\$756,635.00	15%
RSVP	\$26,828.58	\$191,942.00	14%

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 Unduplicate d Clients Served	Cost Per Unduplicated Client	Total Budget	Anticipated Clients Served	Unduplicated Cost Goal	Percent
Ash Senior Citizens	\$6,265.15	79	\$79.31	\$41,978.00	120	\$349.82	23%
Bedford Senior Community Center	\$84,496.00	652	\$129.60	\$452,536.00	1,150	\$393.51	33%
Bedford Twp. Veterans Center Pantry	\$1,335.66	40	\$33.39	\$4,950.12	40	\$123.75	27%
Berlin Township Senior Citizens Group	\$4,422.50	80	\$55.28	\$79,826.00	130	\$614.05	9%
Choices Counseling Solutions		19	\$0.00	\$261,354.29	8	\$32,669.29	0%
Dundee Area Senior Citizens Center	\$77,203.18	343	\$225.08	\$399,200.00	425	\$939.29	24%
Frenchtown Senior Citizens Center	\$60,914.00	1,162	\$52.42	\$451,221.97	1,150	\$392.37	13%
Health Van	\$45,425.12	71	\$639.79	\$261,844.08	175	\$1,496.25	43%
Lake Erie Transportation Commission	\$133,371.00	225	\$592.76	\$902,120.00	550	\$1,640.22	36%
Living Independence for Everyone	\$239,060.82	771	\$310.07	\$1,474,239.95	1,160	\$1,270.90	24%
MCOP-Food Assistance Program	\$63,044.69	1,048	\$60.16	\$332,064.85	1,600	\$207.54	29%
MCOP-Home Care	\$45,962.49	81	\$567.44	\$397,440.00	150	\$2,649.60	21%
MCOP-Home Chore	\$28,764.07	157	\$183.21	\$224,646.58	430	\$522.43	35%
MCOP-Home Injury Control	\$3,659.53	15	\$243.97	\$23,000.00	90	\$255.56	95%
MCOP-Opportunity Center at ALCC	\$27,546.08	58	\$746.86	\$121,000.00	350	\$345.71	216%
MCOP-Resource Advocacy	\$36,726.72	480	\$76.51	\$258,141.76	1,800	\$143.41	53%
MCOP-Specialized Transportation	\$47,929.79	51	\$939.80	\$484,441.00	250	\$1,937.76	48%
MCOP-Unmet Emergency Needs	\$4,659.83	7	\$665.69	\$12,353.48	22	\$561.52	119%
MCOP-Utility Assistance Program	\$11,676.23	17	\$686.84	\$31,103.48	30	\$1,036.78	66%
MCOP-Volunteer Caregiver Program	\$3,365.66	1	\$3,365.66	\$18,608.00	8	\$2,326.00	145%
Memory Lane Care Services	\$10,417.67	10	\$1,041.77	\$58,426.00	18	\$3,245.89	32%
Milan Seniors for Healthy Living	\$10,588.71	91	\$116.36	\$91,844.10	250	\$367.38	32%
Milan Seniors Meals on Wheels	\$12,394.82	10	\$1,239.48	\$89,744.00	30	\$2,991.47	41%
Milan Seniors Transportation	\$13,443.41	18	\$746.86	\$121,241.00	20	\$6,062.05	12%
Milan Aging in Action - Resource	\$14,982.25	35	\$428.06	\$149,851.00	200	\$749.26	57%
Monroe County Senior Legal Services	\$63,620.55	303	\$209.97	\$359,939.00	1,097	\$328.11	64%
Monroe Family YMCA Cancer Survivor	\$2,628.00	3	\$876.00	\$13,446.19	12	\$1,120.52	78%
Monroe Family YMCA Enhanced Fitne	\$9,802.00	166	\$59.05	\$46,308.50	200	\$231.54	26%
Monroe Senior Citizens Center	\$114,990.13	1,311	\$87.71	\$756,635.00	1,650	\$458.57	19%
RSVP	\$26,828.58	209	\$128.37	\$191,942.00	325	\$590.59	22%

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

(Goal is to be between 3% - 13%)

As of: February

Provider/Program	Actual Revenue	Total Budget	Percentage
Ash Senior Citizens	\$7,394.78	\$41,978.00	18%
Bedford Senior Community Center	\$87,746.68	\$452,536.00	19%
Bedford Twp. Veterans Center Pantry	\$1,883.39	\$4,950.12	38%
Berlin Township Senior Citizens Group	\$6,044.78	\$79,826.00	8%
Choices Counseling Solutions		\$261,354.29	0%
Dundee Area Senior Citizens Center	\$91,760.51	\$399,200.00	23%
Frenchtown Senior Citizens Center	\$123,955.00	\$451,221.97	27%
Health Van	\$40,197.39	\$261,844.08	15%
Lake Erie Transportation Commission	\$99,937.74	\$902,120.00	11%
Living Independence for Everyone	\$225,028.07	\$1,474,239.95	15%
MCOP-Food Assistance Program	\$68,687.46	\$332,064.85	21%
MCOP-Home Care	\$55,981.93	\$397,440.00	14%
MCOP-Home Chore	\$30,307.12	\$224,646.58	13%
MCOP-Home Injury Control	\$5,104.36	\$23,000.00	22%
MCOP-Opportunity Center at ALCC	\$27,633.82	\$121,000.00	23%
MCOP-Resource Advocacy	59288.04	\$258,141.76	1%
MCOP-Specialized Transportation	\$39,277.70	\$484,441.00	8%
MCOP-Unmet Emergency Needs	\$5,313.34	\$12,353.48	43%
MCOP-Utility Assistance Program	\$10,588.73	\$31,103.48	34%
MCOP-Volunteer Caregiver Program	\$2,694.00	\$18,608.00	14%
Memory Lane Care Services	\$28,111.31	\$58,426.00	48%
Milan Seniors for Healthy Living	\$25,866.88	\$91,844.10	28%
Milan Seniors Meals on Wheels	\$20,349.16	\$89,744.00	23%
Milan Seniors Transportation	\$43,716.90	\$121,241.00	36%
Milan Aging in Action - Resource	\$19,929.68	\$149,851.00	13%
Monroe County Senior Legal Services	\$57,970.60	\$359,939.00	16%
Monroe Family YMCA Cancer Survivorship	\$2,738.00	\$13,446.19	20%
Monroe Family YMCA Enhanced Fitness	\$7,882.55	\$46,308.50	17%
Monroe Senior Citizens Center	\$117,084.67	\$756,635.00	15%
RSVP	\$41,630.90	\$191,942.00	22%

COA Page Views

Totals
Views

https://www.co.monroe.mi.us/204/Transportation-Services	212
https://www.co.monroe.mi.us/180/Commission-on-Aging	165
https://www.co.monroe.mi.us/195/In-Home-Services	69
https://www.co.monroe.mi.us/192/Services	59
https://www.co.monroe.mi.us/194/Health-Nutrition-Services	44
https://www.co.monroe.mi.us/193/Adult-Day-Services	38
https://www.co.monroe.mi.us/205/Volunteer-Services	35
https://www.co.monroe.mi.us/187/Former-Members	28
https://www.co.monroe.mi.us/201/Senior-Groups	23
https://www.co.monroe.mi.us/200/Senior-Counseling-Services	20
https://www.co.monroe.mi.us/197/Multi-Purpose-Senior-Centers	19
https://www.co.monroe.mi.us/199/Resource-Advocacy	15
https://www.co.monroe.mi.us/203/Senior-Legal-Services	14
https://www.co.monroe.mi.us/182/By-Laws-Policies	9
https://www.co.monroe.mi.us/191/Service-Definitions	8
Grand total	758



Commission On Aging

www.co.monroe.mi.us/commonaging

A Division of the Monroe County
Community Planning & Engagement Department

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

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

Jason Berry
Director

Donald Spencer
Chair

Martin Kaufman
Vice-Chair

Mary Ann
Wertenberger
Secretary

Mary Gantz

Larry Gramlich

Cynthia McIlvain

Wayne Meehan

Paul Simonton

To: Commission on Aging Board Members

From: Jason Berry

Date: April 9, 2025

RE: Waitlist/Requested Service Not Provided- March 2025

The following is a summary of all reported seniors placed or remaining on a waitlist and seniors requesting service that was not provided in March of 2025: 39 Senior Citizens

United Way Project Ramp

- At the time of this report, there are 39 seniors awaiting a ramp.



Bedford Community Education Health Van

3/11/25

COA Committee

I am writing this budget change for the difference in the Director wages, previous Director's payouts and the increase in the Smart revenue.

The increase in the Director's wages is due to my being hired as the Director of the Health Van which equals a difference of \$2785.00. The previous Director's final 2 weeks of pay and her one time payout of sick time, vacation time and comp time which equaled \$9837.00.

The increase of the Smart revenue is due to an excess funds payment of \$77584 payment for fiscal YR23.

I currently have 7 drivers. I have a driver that is suppose to start in April of 2025. I'm interviewing a potential driver on March 13th and on March 18th. I want to have 2 extra drivers so that I don't have to drive and I don't want to have to deny any clients transportation.

Thankyou.

Becki Niemiec



Proposed Operations Budget for Calendar Year 2025

Provider: Bedford Public Schools/Health Van

Program: Transportation

Operations	2024	2025	Difference	Revised 2025	Revised Difference
Advertising	\$1,000.00	\$1,200.00	\$200.00		
Central Services/Indirect Cost	\$12,000.00	\$15,000.00	\$3,000.00		
Client Program Supplies					
Client Transportation					
Conference/Training	\$400.00	\$400.00			
Contracted Services	\$5,000.00	\$1,900.00	(\$3,100.00)		
Direct Financial Assistance					
Dues/Fees/License	\$200.00	\$100.00	(\$100.00)		
Duplication/Printing					
Electric					
Employee/Volunteer Expenses					
Equipment Lease/Purchase	\$500.00	\$100.00	(\$400.00)		
Equipment Maintenance					
Facility Maintenance Contracts					
Food Purchase					
Fundraising Activities					
Gas (Facility)					
Home Modification Supplies/Equipment					
Internet					
Janitorial Supplies					
Kitchen Supplies/disposables					
Liability Insurance					
Newsletter Expense					
Office Equip. Repair & Maint.	\$1,250.00	\$250.00	(\$1,000.00)		
Office Supplies	\$2,000.00	\$2,000.00			
Postage					
Rent					
Staff travel	\$1,650.00	\$1,650.00			
Subscriptions/Manuals					
Telephone	\$3,000.00	\$2,700.00	(\$300.00)		
Trash/Lawn/Snow Care					
Vehicle Gas and Oil	\$28,000.00	\$25,000.00	(\$3,000.00)		
Vehicle Insurance					
Vehicle Lease/Purchase					
Vehicle Maintenance	\$8,000.00	\$8,000.00			
Volunteer Insurance					
Volunteer Meal Reimbursement					
Volunteer Recognition					
Volunteer Transport/Stipend Reimburse.					
Water					
Total Operations	\$63,000.00	\$58,300.00	(\$4,700.00)		

Provider:	Bedford Public Schools/Health Van
Program:	Transportation

Revenue Sources for Calendar Year 2025

Provider:	<u>Bedford Public Schools/Health Van</u>
Program:	<u>Transportation</u>

Revenue Sources	2024	2025	Difference	Revised 2025	Revised Difference
Area Agency on Aging 1-B					
Client Cost Share	\$52,308.00	\$50,000.00	(\$2,308.00)		
Commission on Aging (COA)	\$54,650.00	\$59,644.50	\$4,994.50		
Commodities Supplemental Food Prog					
Community Mental Heath					
Community Service Block Grant					
Corporate Sponsorship					
Corporation National & Community Serv.					
Department of Agriculture					
Department of Human Services	\$6,304.00	\$11,005.50	\$4,701.50		
Donations					
Dues					
Emergency Food Assistance Program					
Employee Ins. Cost share					
Fares					
Federal Section 5311					
Funds Raised					
Hope Network					
Office of Services to the Aging					
Private Pay	\$105,723.00	\$71,194.08	(\$34,528.92)		
Public Act 51					
SMART	\$36,669.00	\$70,000.00	\$33,331.00		
United Way					
Units of Government					
Van Fees					
Enter other funding source below					
Fund Balance	\$42,835.00		(\$42,835.00)		
SMART PAYOUT FOR EXCESS FY23				\$7,584.00	
Total Revenue	\$298,489.00	\$261,844.08	(\$36,644.92)	\$7,584.00	
In-kind Description:	Rent - \$1800.00			In-Kind Amount:	\$1,800.00

APPR

Appropriation Report

FISCAL DATE: 02/28/25 25/FEB

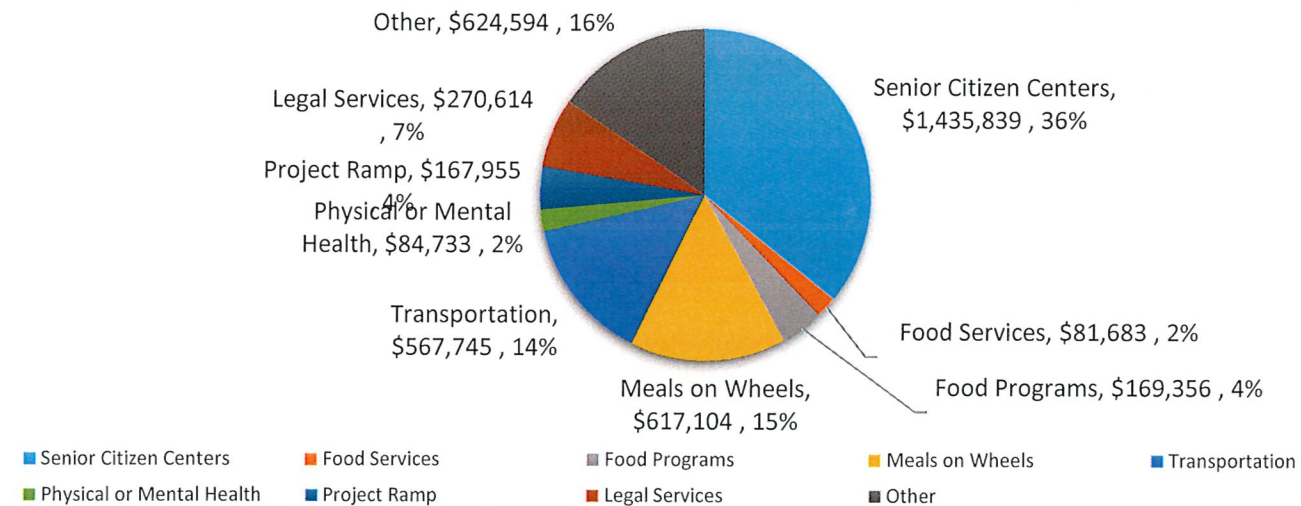
** 280 SENIOR CITIZENS FUND

Account #	Description	Amended Budget	Committed	Encumbered	MTD Expenditures	YTD Expenditures	Balance	\$ Exp
89000 CONTINGENCIES								
280-89000-969002 CONTINGENCY		24,286.00	0.00	0.00	0.00	0.00	24,286.00	0.00
TOTAL CONTINGENCIES		24,286.00	0.00	0.00	0.00	0.00	24,286.00	0.00
97000 SPECIAL EXP/REV-OTHER AGENCIES								
280-97000-963000 CENTRAL SERVICES/INDIR		35,517.00	0.00	0.00	0.00	0.00	35,517.00	0.00
280-97000-965015 ASH SENIOR CITIZENS CE		24,330.00	0.00	0.00	2,029.89	2,029.89	22,300.11	8.34
280-97000-965020 RETIRED SENIOR VOLUNTE		93,000.00	0.00	0.00	6,586.97	6,586.97	86,413.03	7.08
280-97000-965025 AREA AGENCY ON AGING 1		14,020.00	0.00	0.00	1,168.36	1,168.36	12,851.64	8.33
280-97000-965031 BEDFORD TRANSPORTATION		59,545.00	0.00	0.00	6,736.32	6,736.32	52,808.68	11.29
280-97000-965035 BEDFORD SENIOR CITIZEN		274,500.00	0.00	0.00	26,665.68	26,665.68	247,834.32	9.71
280-97000-965041 BEDFORD VET CENTER PAN		4,950.00	0.00	0.00	439.67	439.67	4,510.33	8.88
280-97000-965045 BERLIN SENIOR CITIZEN		57,553.00	0.00	0.00	2,124.63	2,124.63	55,428.37	3.70
280-97000-965065 DUNDRE SENIOR CITIZEN		255,200.00	0.00	0.00	0.00	0.00	255,200.00	0.00
280-97000-965071 EMERGENCY NEEDS		10,000.00	0.00	0.00	1,500.00	1,500.00	8,500.00	15.00
280-97000-965075 FRENCHTOWN SR CITIZEN		381,522.00	0.00	0.00	50,438.41	50,438.41	331,083.59	13.22
280-97000-965085 LAKE ERIE TRANSIT		243,100.00	0.00	0.00	0.00	0.00	243,100.00	0.00
280-97000-965088 THE OPPORTUNITY CENTER		117,000.00	0.00	0.00	0.00	0.00	117,000.00	0.00
280-97000-965091 SENIOR LEGAL SERVICES		270,614.00	0.00	0.00	22,182.30	22,182.30	248,431.70	8.20
280-97000-965097 CHOICES COUNSELING SOL		38,550.00	0.00	0.00	0.00	0.00	38,550.00	0.00
280-97000-965105 M.C.O.P. HOME CARE SER		148,000.00	0.00	0.00	11,090.76	11,090.76	136,909.24	7.49
280-97000-965106 RAMP PROGRAM		167,955.00	0.00	0.00	0.00	0.00	167,955.00	0.00
280-97000-965115 M.C.O.P. HOME CHORE		103,200.00	0.00	0.00	3,348.00	3,348.00	99,852.00	3.24
280-97000-965121 M.C.O.P. SPEC TRANSPOR		148,000.00	0.00	0.00	0.00	0.00	148,000.00	0.00
280-97000-965122 M.C.O.P. HOME INJURY C		6,500.00	0.00	0.00	1,148.36	1,148.36	5,351.64	17.67
280-97000-965123 M.C.O.P. FOOD DISTRIBU		164,406.00	0.00	0.00	17,240.70	17,240.70	147,165.30	10.44
280-97000-965125 M.C.O.P. RESOURCE ADVO		176,700.00	0.00	0.00	25,523.85	25,523.85	151,176.15	14.49
280-97000-965135 LIFE NUTRITION PROGRAM		596,204.00	0.00	0.00	52,432.52	52,432.52	543,771.48	8.79
280-97000-965141 ALZHEIMER PROGRAM		38,400.00	0.00	0.00	0.00	0.00	38,400.00	0.00
280-97000-965165 MONROE SENIOR CITIZEN		483,500.00	0.00	0.00	33,448.78	33,448.78	450,051.22	7.22
280-97000-965201 MILAN SENIOR MEALS ON		20,900.00	0.00	0.00	0.00	0.00	20,900.00	0.00
280-97000-965205 EMERGENCY FUEL		15,000.00	0.00	0.00	5,558.76	5,558.76	9,441.24	37.06
280-97000-965215 MILAN SENIOR CENTER		51,000.00	0.00	0.00	0.00	0.00	51,000.00	0.00
280-97000-965216 MILAN SENIOR TRANSIT		24,000.00	0.00	0.00	0.00	0.00	24,000.00	0.00
280-97000-965220 MILAN SENIOR RESOURCE		21,840.00	0.00	0.00	0.00	0.00	21,840.00	0.00
280-97000-965225 ADULT DAY CARE SERVICE		86,880.00	0.00	0.00	756.00	756.00	86,124.00	0.00
280-97000-965340 YMCA CANCER SURVIVOR		6,048.00	0.00	0.00	3,501.23	3,501.23	2,546.77	12.50
280-97000-965380 YMCA		39,685.00	0.00	0.00	96.00	96.00	39,589.00	8.82
280-97000-965390 MCOOP VOLUNTEER CAREGIV		3,000.00	0.00	0.00	0.00	0.00	3,000.00	3.20
TOTAL SPECIAL EXP/REV-OTHER		4,170,619.00	0.00	0.00	274,017.19	274,017.19	3,896,601.81	6.57
97500 SPECIAL APPROP TO OTHER FUNDS								
280-97500-999101 TRANSFER OUT - GENERAL		231,006.00	0.00	0.00	0.00	0.00	231,006.00	0.00
TOTAL SPECIAL APPROP TO OTHE		231,006.00	0.00	0.00	0.00	0.00	231,006.00	0.00
TOTAL 280 SENIOR CITIZENS FUND		4,425,911.00	0.00	0.00	274,017.19	274,017.19	4,151,893.81	6.1

Monroe County Senior Millage

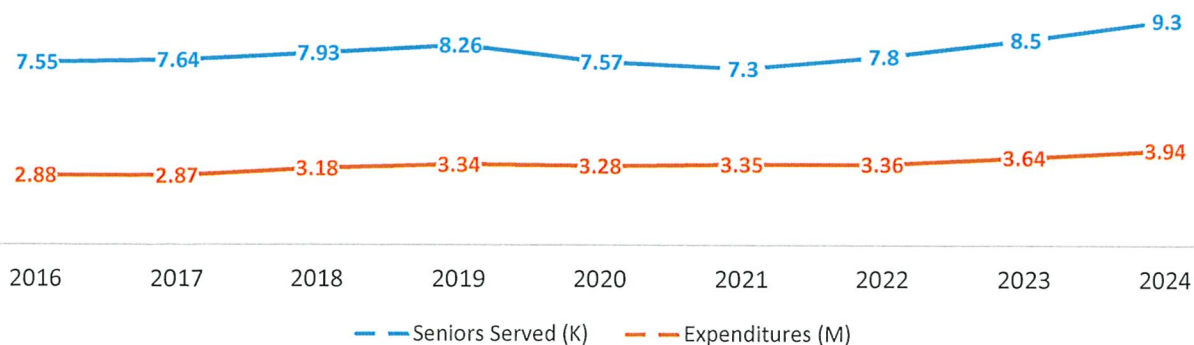
- On the August 6, 2024 primary election, the Monroe County Senior Millage passed with 77% approval for a 10 year period.
 - A levy of .5883 mill of the .75 mill Senior Millage, based on taxable values, was used to fund the senior millage programs in 2025.
- For 2025, there are 32 senior millage funded programs in Monroe County and 20 agencies that provide these services.
- The services include:
 - Senior Citizen Centers: \$1,435,839
 - Food Services: \$102,583
 - Food Programs: \$169,356
 - Meals on Wheels: \$596,204
 - Transportation: \$567,745
 - Physical or Mental Health Programs: \$84,733
 - Other: \$1,063,163 (e.g. Adult Day Service, Home Care, Home Chore, Home Injury, Resource Advocacy, Unmet Needs, Utility Assistance, & Volunteer Programs)

2025 Senior Millage Funding



- In recent years prior to 2023, the senior millage funded programs averaged a 2% growth in expenditures each year. In 2023 and 2024, the growth was 8%.
- The total number of seniors served increased by 3% in 2022, 8% in 2023, and 9% in 2024.

SENIORS SERVED & EXPENDITURES



Commission on Aging Request for Additional Staff

Reasons for Additional Staffing

- Assistance in financial management of records (e.g. applications, budgets, annual report)
- Support in program monitoring and review
- Aid in internal and external audits
- Assistance with department and program reports
- Support in processing payments to service providers
- Aid in data collection for department and programs

Data to Support Additional Staffing

Year	Senior Citizen Fund YTD Expenditures	Percentage -/+
2025 (Projected Budget)	\$4,425,911.00 (potentially)	11%+ (potentially)
2024	\$3,945,059.40	8%+
2023	\$3,647,364.59	8%+
2022	\$3,361,148.63	1%+
2021	\$3,354,271.14	2%+
2020	\$3,287,872.23	

Year	Total Number of Seniors Served	Percentage -/+
2024	9,320	+9%
2023	8,509	+8%
2022	7,822	+6%
2021	7,327	-3%
2020	7,574	

Year	Total Number Programs	Percentage -/+
2026 (Expected Applicants)	36 (potentially)	Up to +4 (potentially)
2025	32	-2
2024	34	+2
2023	32	+2
2022	30	-1
2021	31	-1
2020	32	

Historical Staffing Information:

- Prior to 2018: there were 2 Full-Time COA Staff
- Prior to 2016: there were 2 Full-Time COA Staff and 1 Part-Time COA Staff

Other Michigan Counties Compared:

Location	Monroe County	Calhoun County	Muskegon County
Population	155,609	133,353	176,564
2025 Senior Millage	4.4 million	3.5 million	2.2 million
Total Programs/Grants	32	20	20
Total Staffing	1.5	3.5	1.5

Commission on Aging Fiscal Manager-Finance

Department: Community Planning and Engagement

Wage Grade:

FLSA Status: Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Management position under the general supervision of the Director of Community Planning and Engagement; participates in Commission on Aging policy making and program development with other administrative personnel; assists in directing, planning, and organizing senior millage financial management, reporting, and accounting functions; supports the Director of Community Planning and Engagement ensuring compliance with accounting rules, laws, and reporting; supports internal control of financial transactions and activities; responsible for database management and security of financial management and accounting system. Act on behalf of the Director of Community Planning and Engagement when needed; makes recommendations on improvements to financial and accounting functions of senior mileage funds to enhance the effectiveness and accuracy of reporting. Provide financial analyses of senior millage funds along with budget recommendations that support the findings of the analysis.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Assists in development and implementation of financial goals and objectives of Commission on Aging policies and procedures and in managing and directing the service providers of senior millage funds.
- Acts as lead in senior millage funding compliance and assist funded programs in complying with the financial, program, and reporting requirements of the Commission on Aging.
- Acts as lead in managing, monitoring and supporting senior millage financial accounting software and database of information. Under authorization from supervisor, maintains user profiles, including account restrictions and program access. Serves as a lead contact for accounting software vendor and for software users. Provides phone support, instructions, answers questions, provides training, etc. for a variety of user skill levels. Creates, maintains and publishes instructional materials. Coordinates and administers software updates.
- Assist the conversion and integration of senior millage financial transaction systems into the County accounting and financial management systems as they are planned and implemented. Analyzes information flow and processes to determine whether they can be improved and/or automated as part of the integration. Coordinates training for various senior millage service providers.
- Performs internal financial audits of senior millage funds and external financial audits of senior mileage service providers and programs along with program recommendations that support the findings of the audits.

- Assists the various senior millage programs with senior millage funding applications, including assistance of financial materials, in agreement of the procedures of the Commission on Aging.
- Assists the Commission on Aging in budget preparation, including assisting in planning, distribution, collection, and processing of budget documents. Assists senior millage programs in budget preparation for senior millage funding.
- Coordinates with senior mileage service providers and performs financial analysis of service providers and programs in accordance with the goals of the Commission on Aging.
- Assists in producing a variety of management reports, including senior millage financial reports, Commission on Aging reports, and service provider or program evaluation reports.
- Enhances skills and knowledge of acceptable accounting principles, reporting requirements, and technological advances through ongoing training and educational programs. Reads and confers to keep current on accounting and reporting compliance.
- Performs as directed special projects, surveys, research and analysis.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: Bachelor's degree or equivalent with coursework in accounting, finance, public or business administration or a field related to the work.

Experience: Three years of progressively more responsible professional level experience in a large fund accounting system, which included experience with grant preparation, budget preparation, payroll, accounts payable and receivable, data processing, and database administration. Supervisory experience preferred.

Other Requirements:

Knowledge of:

- Principles and practices of governmental accounting. Working knowledge of federal and state regulations related to area of responsibility.
- Analysis and reporting of financial data.
- Accounting principles, statistical techniques, practices and procedures.
- Administrative and clerical procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel, database management, and payroll and financial systems), managing files and records.
- Principles and process for providing customer and personal service.

Skill in:

- Handling interruptions without losing on-the-job effectiveness.
- Using sound, independent judgment within established policy and procedural guidelines.
- Using technology appropriate to the position held.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Talking/listening to others to convey information effectively.
- Researching, analyzing and evaluating complex financial data. Detailed oriented.

Ability to:

- To communicate effectively through written and oral communication.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.
- Prioritize and self-direct, analyze situations, identify situations where appropriate to make decisions. Using sound, independent judgment within established policy and procedural guidelines
- Planning and directing the work of others
- Training others in work procedures
- Maintaining accurate records and files
- Preparing clear, concise and effective written material
- Program design and assessment

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

Ability to use standard office equipment including a computer.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

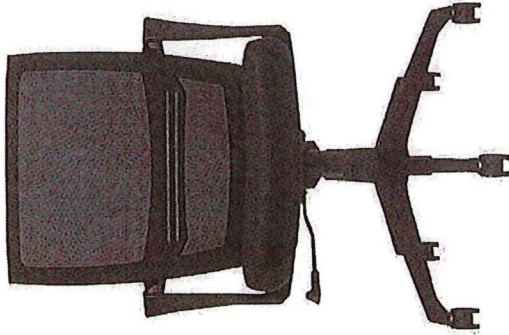
Attend work regularly and work under stressful conditions

Working Conditions:

Works in normal office conditions.

May drive a County or personal vehicle in the course of the work

[← Back](#) | [Home](#) / [Chairs & Seating](#) / [Chairs](#) / [Office Chairs](#)



Offices To go Mesh Back Luxhide Conference Chair, Black (OTG13026B)

Item #: 24455184 | Model #: OTG13026B
No reviews yet [Write a review](#) | [2 Questions](#)

\$279.45 Business price



Deliver by Wed, Apr 09.



Free Returns

Online. In store. Always free.
[Learn More](#)

Quantity

Add to cart

[Share](#) [Compare](#) [Add to list](#)



Enhanced delivery available

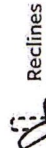
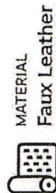
We deliver and assemble your product on a schedule that you choose.

☐ Add enhanced delivery starting at **\$149.00**

Please note: total installation cost and delivery date will vary based on the total furniture purchase. Any handling fees for this product will be added to the enhanced service price.

Save an extra \$69.34

Highlights [View all details](#)



[Compare items](#) [Clear all](#)

[Compare items](#)

[Home](#) > [Furniture](#) > [Chairs & Seating](#) > [Chairs](#) > [Office Chairs](#) > [Computer & Desk Chairs](#)

Offices To Go High-Back Mesh/Luxhide Managers Chair, Black, Adjustable Arms (OTG12110B)

Item #: 901-2730459

Model #: OTG12110B

Brand: Global

Not yet rated. Be the first to [Write a review](#)

Price Drop

\$279.99

Per each

1 ▾

Add to cart

VISA

MasterCard

Discover

American Express

Apple Pay

Google Pay

Net 30

Earn 279 points Free delivery

Ship to: [48161](#) ▾

Mon, Apr 7 - Tue, Apr 8

Free returns

[Add to list](#)

Customers also viewed

45% off



Quill Brand® Hyken Mesh Task Chair, Black (234BI-CC)

Item #: 901-990119

★★★★★ (2500)

~~\$299.99~~**\$164.99**

Per each

1 ▾

Add

Earn 164 points

25% off



Staples Kroy Ergonomic Mesh Swivel Task Chair, Black (UN59456)

Item #: 901-2260271

★★★★★ (5928)

~~\$269.99~~**\$194.99**

Per each

1 ▾

Add

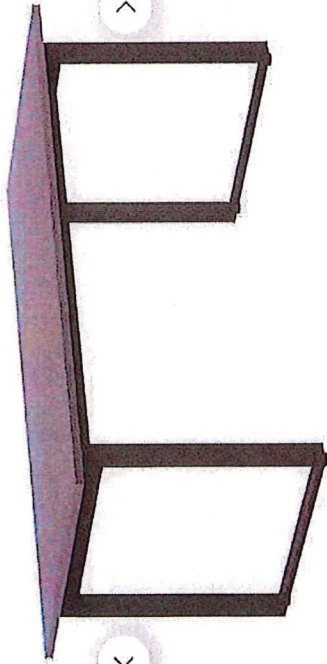
Earn 194 points

Trending deals

12% off

30% off

← Back | Home / Home & Office Tables / Tables / Conference Room Tables



Flash Furniture Redmond 72"W x 36"D Conference Table, Laminate, Gray Oak (MTM7236LTGRYUBF)

Item #: 24595239 | Model #: MTM7236LTGRYUBF

No reviews yet [Write a review](#) | [Ask a question](#)

\$487.18 Business price



Deliver by Mon, Apr 07.



Free Returns

Online. In store. Always free.

[Learn More](#)

Quantity

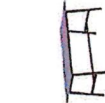
Add to cart

Share

Selected

Add to list

Alternative to consider



Flash Furniture Redmond 72"W x 36"D Conference Table, Laminate, Gray Oak (MTM7236LTGRYABF)

No reviews yet

\$518.39

Add

Highlights [View all details](#)

- Contemporary Commercial Grade Conference Table
- Overall Dimensions: 36"W x 72"D x 30"H; Shape: Rectangle
- Color: Gray Oak; Material: Engineered Wood, Steel

[Compare items](#) ^

[Clear all](#)

[Compare items](#)

[Home](#) > [Furniture](#) > [Office and Multipurpose Tables](#) > [Tables](#) > [Conference Room Tables](#)

Flash Furniture Redmond 72"W x 36"D Conference Table, Laminate, Gray Oak (MTM7236LTGRYUBF)

Item #: 901-24595239

Model #: MTM7236LTGRYUBF

Brand: Flash Furniture

Not yet rated. Be the first to [Write a review](#)**\$597.99**

Per each

1

Add to cart

 Earn 597 points  Heavy item fee Ship to: [48161](#) Thu, Apr 3 - Fri, Apr 4 Free returns Add to list

Customers also viewed



Offices To Go Superior Laminate 120" Racetrack Conference Table, Autumn Walnut (TDSL12048RS-AWL)

Item #: 901-2637945

\$739.99

Per each

1

Add

Earn 739 points

Price Drop



Offices To Go Superior Laminate 42" Round Table, Autumn Walnut (TDSL42R-AWL)

Item #: 901-2632999

★★★★★ (0)

\$224.99

Per each

1

Add

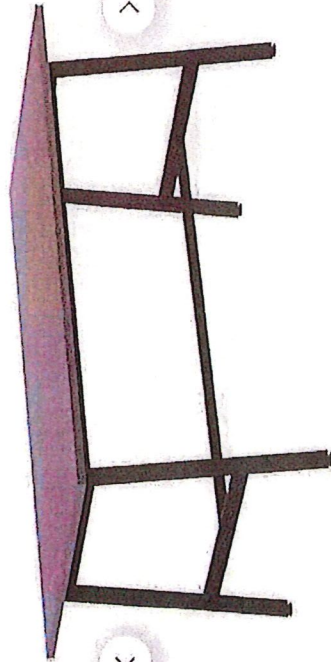
Earn 224 points

Trending deals

14% off

19% off

← Back | Home / Home & Office Tables / Tables / Conference Room Tables



Flash Furniture Redmond 72"W x 36"D Conference Table, Laminate, Gray Oak (MTM7236LTGRYABF)

Item #: 24595284 | Model #: MTM7236LTGRYABF

No reviews yet [Write a review](#) | [1 Question](#)

\$518.39 Business price



Deliver by Mon, Apr 07.



Free Returns

Online. In store. Always free.
[Learn More](#)

Quantity
1

Add to cart

Share Compare Add to list

Save an extra \$31.21



Flash Furniture Redmond 72"W x 36"D Conference Table, Laminate, Gray Oak (MTM7236LTGRYUBF)

No reviews yet

\$487.18

1 Add

Highlights [View all details](#)

- Contemporary Commercial Grade Conference Table
- Overall Dimensions: 36"W x 72"D x 30"H; Shape: Rectangle
- Color: Gray Oak; Material: Engineered Wood, Steel

Compare items

Clear all

Compare items

[Home](#) > [Furniture](#) > [Office and Multipurpose Tables](#) > [Tables](#) > [Conference Room Tables](#)

Flash Furniture Redmond 72"W x 36"D Conference Table, Laminate, Gray Oak (MTM7236LTGRYABF)

Item #: 901-24595284

Model #: MTM7236LTGRYABF

Brand: Flash Furniture

Not yet rated. Be the first to [Write a review!](#)**\$560.99**

Per each

Limited quantity available: 19 remaining

1 ▾

Add to cart

VISA

MasterCard

Discover

American Express

Apple Pay

Google Pay

Net 30

 Earn 560 points
  Heavy item fee

 Ship to: 40161 ▾

 Thu, Apr 3 - Fri, Apr 4

 Free returns

 Add to list

Customers also viewed

Price Drop



Office To Go Superior Laminate 42" Round Table, Autumn Walnut (TDSL42R-AWL)

Item #: 901-2637959

★★★★★ (0)

\$224.99

Per each

1 ▾

Add

Earn 224 points



Flash Furniture Wren Kidney Activity Table, 48" x 96", Height Adjustable, Gray (XUA4896KIDGYTP)

Item #: 5013101510EL

\$401.99

Per each

1 ▾

Add

Earn 401 points

Trending deals

14% off

10% off