



Mission Statement: To improve the quality of life and maintain the highest level of independence for those persons age 60 and over, who reside in Antrim County.

Antrim County Commission on Aging

P.O. Box 614, Bellaire, MI 49615-0614
Phone: 231 533-8703 Fax: 231 533-5310 email: coa@antrimcounty.org

AGENDA

COMMISSION ON AGING

BOARD of ADVISORS MEETING

308 East Cayuga, Bellaire, MI 49615

October 25, 2021 @ 1:00pm (postponed from 10/18/21)

CALL TO ORDER:

Review / Approval of Agenda

OPPORTUNITY FOR CONFLICT OF INTEREST DISCLOSURE:

Review / Approval of September 20, 2021 Meeting Minutes

(**Vote to Approve**)

REPORTS:

September 2021 Expenses / Budget

(**Vote to Accept**)

PROGRAMS:

DINING OUT—BC PIZZA—Kalkaska

Nutrition/ Transportation/ Homechore

Personal Care/ Respite/ Homemaker

Project Lifesaver /Senior Companion

Loan Closet (**Vote to Accept**)

OLD BUSINESS:

AAANM Audit—Background Check Procedure (**approve**)

Audio, Video and Security Cameras

Flooring—Update with Baseboards (\$2,350 / \$11,350)

Roof shingles replacement—Still pending

NEW BUSINESS:

Truck Repair (\$1006.18) Keiser Collision & Auto Repair

Employee Pay / Benefits Discussion

FY-21 Ending Report—AAANM

Foot Care Clinics

Veteran's Dinner—November 10, 2021

Staff Thanks w/ Special Recognition to Beth, Donna & JoAnna

PUBLIC COMMENT:

ADJOURNMENT: Next Board Meeting: Monday November 15, 2021

Shared Files - Judy - Board Reports - Board Agenda October 2021

Antrim County Commission on Aging

Board of Advisors

Minutes of September 20th, 2021 Meeting

Board Members Present: Rick Teague; Chair, Bev McCamman, Sally Hannert, Brenda Ricksgers, Judy Parliament. **Others Present:** Amy Tate; office. Diane Rix, member of the public.

Meeting called to order by Rick Teague at 1:02 pm in the Bellaire Senior Center conference room.

The Agenda was reviewed.

Motion by Ricksgers to approve the agenda, supported by McCamman. Approved.

OPPORTUNITY FOR CONFLICT OF INTEREST DISCLOSURE: NONE

The Minutes of the June 21st, 2021 meeting were reviewed. (July meeting was cancelled and August was lacking a quorum). Motion by McCamman, to approve the minutes as presented, supported by Ricksgers. Approved.

Financial Reports

Motion by Teague to accept the financial reports as presented, supported by McCamman. Accepted.

Programs: COA Program Reports were reviewed. Motion by Hannert to accept the Program reports as presented, support by Ricksgers. Accepted.

OLD BUSINESS:

Flooring – We received 3 quotes total, after review Teague made a Motion to recommend accepting the proposal from Custom Coatings for \$9,000, to completely remove tiles in kitchen prior to installing marbled epoxy flooring.

Steamer Purchase- Has been delivered to the Installer, waiting to hear about actual install date after floors are done.

Freezer Purchase- Waiting for flooring to be installed before order is placed.

NEW BUSINESS:

Staff Shortage- (Crisis Mode)- As of today we have had another homemaker put her notice in which leaves us with only one very part-time homemaker, no custodian, only 2 CNA's (1-is currently quarantined due to COVID exposure). Judy is having a conversation with Pete (Admin) and Stephanie (HR) regarding low part time pay unpaid holidays for COA employees and lack of applicants.

Floor installation time process- We will be utilizing the Mancelona Meal Site kitchen, we will close the Office & Bellaire meal site for the week. Some office staff may work from home, others may work at the Mancelona Meal Site. We will remove as much of the kitchen equipment/appliances as we can prior to install.

Flu Immunization Schedule- Sept. 28th 9-noon at Elk Rapids meal site, October 12th 1-3 p.m. at Mancelona Health Dept., Oct. 20th 9-noon at Bellaire Senior Center; For appointment call 1-800-432-4121.

2021-22 Snow Removal Program – The contracts signed last year were for 2 years. Amy is working on making calls to the contractors confirming their return this year. No changes to the application were made.

AAANM Audit Background Check Policy Procedures- Future concern, Judy is working on a clear policy for the procedure of who & how the requirement of Background Checks will be handled.

Audio, Video & Security Cameras- The C.O.A. received a donation from the American Legion to help with the purchase of new Audio/ Video Equipment. The security cameras have to go thru the County IT Dept. Judy is working on obtaining more information on both systems.

PUBLIC COMMENT:

Diane Rix: Diane asked what does a "homemaker" do? Judy described the duties of a COA homemaker.

Rick: [REDACTED]

Adjournment: 2.32 p.m. by Call of the Chair

Respectfully Submitted,

Sally Hannert,
Recording Secretary

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 297000	COMMISSION	ON AGING					
09/01/2021		297000-000-001.000 CASH CONTROL					
09/01/2021	CD	CHK	MARIA GARCIA VAN CONETT	79145		10.41	1,716,209.98
09/01/2021	CD	CHK	ROGER BOOTH	79146		152.87	1,716,046.70
09/01/2021	CD	CHK	BEVERLY MCCAMMAN	79147		2,368.00	1,713,678.70
09/01/2021	CD	CHK	KING ORCHARDS	79161		288.00	1,713,390.70
09/01/2021	CD	CHK	MANCELONA TWP TREASURER	79162		798.00	1,712,592.70
09/03/2021	CD	CHK	CONTINENTAL LINEN SERVICE	79255		238.33	1,712,354.37
09/03/2021	CD	CHK	PRAIRIE FARMS DAIRY	79256		824.48	1,711,529.89
09/03/2021	CD	CHK	AUNT MILLIE'S BAKERIES	79257		54.70	1,711,475.19
09/03/2021	CD	CHK	AUNT MILLIE'S BAKERIES	79258		54.70	1,711,420.49
09/03/2021	CD	CHK	SPARTAN STORES LLC	79259		48.29	1,711,372.20
09/03/2021	CD	CHK	NORTHWEST FIRE	79260		122.00	1,711,250.20
09/03/2021	CD	CHK	FOOD EQUIP REPAIR SERVICE	79261		1,599.79	1,709,650.41
09/03/2021	CR	RCPT	INTEREST ON DEL PP	38275	1.06		1,709,651.47
09/03/2021	CR	RCPT	COA DEL 2020 PP	38275	26.28		1,709,677.75
09/07/2021	CR	RCPT	Imported Subsidiary Database Receipt	38295	2,001.00		1,711,678.75
09/08/2021	CD	CHK	XEROX CORPORATION	79277		362.20	1,711,316.55
09/08/2021	CD	CHK	SANDRA BODLEY	79279		56.56	1,711,259.99
09/08/2021	CD	CHK	PEGGY CRIDER	79280		7.84	1,711,252.15
09/08/2021	CD	CHK	MICHELLE FRATTINI	79281		86.24	1,711,165.91
09/08/2021	CD	CHK	MIKE LABEAU	79282		119.28	1,711,046.63
09/08/2021	CD	CHK	CHERYL SCHMIDT	79283		14.00	1,711,032.63
09/08/2021	CD	CHK	MARIA GARCIA VAN CONETT	79284		31.92	1,711,000.71
09/09/2021	PR	CHK	SUMMARY PR 09/09/2021			22,861.08	1,688,139.63
09/13/2021	CD	CHK	SPECTRUM VOICE TECHNOLOGIES	79311		250.65	1,687,888.98
09/14/2021	CD	VOID	CHERYL SCHMIDT	77705	24.64		1,687,913.62
09/14/2021	CD	CHK	CHERYL SCHMIDT	79318		24.64	1,687,888.98
09/15/2021	CD	CHK	GFL ENVIRONMENTAL	79321		117.83	1,687,771.15
09/15/2021	CD	CHK	JUDY PARLIAMENT	79329		168.32	1,687,602.83
09/15/2021	CD	CHK	BETH LACY	79330		19.50	1,687,583.33
09/15/2021	CD	CHK	STEPHANIE MURRAY	79335		10.00	1,687,573.33
09/17/2021	CD	CHK	GFL ENVIRONMENTAL	79412		117.83	1,687,455.50
09/17/2021	CD	VOID	GFL ENVIRONMENTAL	79412	117.83		1,687,573.33
09/17/2021	CR	RCPT	Imported Subsidiary Database Receipt	38424	4,732.64		1,692,305.97
09/17/2021	CD	CHK	CENTURY LINK	79427		3.62	1,692,302.35
09/20/2021	CD	CHK	ANTRIM COUNTY TRANSPORTATION	79430		2,763.43	1,689,538.92
09/20/2021	CD	CHK	QUILL	79431		363.03	1,689,175.89
09/20/2021	CD	CHK	MICHELLE FRATTINI	79432		127.40	1,689,048.49
09/20/2021	CD	CHK	SANDRA BODLEY	79433		57.68	1,688,990.81
09/20/2021	CD	CHK	PEGGY CRIDER	79434		2.24	1,688,988.57
09/20/2021	CD	CHK	MIKE LABEAU	79435		51.52	1,688,937.05
09/20/2021	CD	CHK	BREE POWELL	79436		13.44	1,688,923.61
09/20/2021	CD	CHK	PRAIRIE FARMS DAIRY	79437		539.90	1,688,383.71
09/20/2021	CD	CHK	AUNT MILLIE'S BAKERIES	79438		109.40	1,688,274.31
09/20/2021	CD	CHK	MARIA GARCIA VAN CONETT	79439		55.10	1,688,219.21
09/20/2021	CD	CHK	MASC CONFERENCE	79440		235.00	1,687,984.21
09/20/2021	CD	CHK	BELLAIRE HARDWARE	79441		42.88	1,687,941.33
09/20/2021	CD	CHK	GORDON FOOD SERVICE INC.	79442		17,881.61	1,670,059.72
09/22/2021	CD	CHK	VERIZON WIRELESS	79459		196.97	1,669,862.75
09/23/2021	PR	CHK	SUMMARY PR 09/23/2021			15,057.51	1,654,805.24
09/24/2021	CR	RCPT	COA DEL 2020 PP	38509	6.62		1,654,811.86
09/27/2021	CD	CHK	CUSTOM COATINGS	79486		4,500.00	1,650,311.86
09/28/2021	CR	RCPT	Imported Subsidiary Database Receipt	38554	17,142.29		1,667,454.15
09/28/2021	POOL	JE	TRANSFER DUE TO COA C/C	38268		45.00	1,667,409.15
09/29/2021	GJ	JE	2 DEPOSIT SLIP CHARGE	38284		8.20	1,667,400.95
09/29/2021	POOL	JE	TRANSFER COA TRUCK FUND REV FOR SEPT	38285		1,126.00	1,666,274.95
09/29/2021	POOL	JE	2 INTEREST ALLOCATION	38286	4.46		1,666,279.41
09/29/2021	CR	RCPT	Imported Subsidiary Database Receipt	38563	494.50		1,666,773.91
09/30/2021	CD	CHK	US POSTAL SERVICE	79516		189.47	1,666,584.44
09/30/2021	CD	CHK	ALYSHA ODOM	79517		60.00	1,666,524.44
09/30/2021	CD	CHK	VILLAGE OF BELLAIRE	79518		203.91	1,666,320.53
09/30/2021	GJ	JE	65 INTEREST ALLOCATION	38608	18.16		1,666,338.69
09/30/2021	GJ	JE	4 INTEREST ALLOCATION	38614	9.67		1,666,348.36
09/30/2021	GJ	JE	1 INTEREST ALLOCATION	38615	4.11		1,666,352.47
09/30/2021	GJ	JE	3 INTEREST ALLOCATION	38616	28.00		1,666,380.47
09/30/2021	GJ	JE	35 INTEREST ALLOCATION	38618	4.65		1,666,385.12
09/30/2021	GJ	JE	33 INTEREST ALLOCATION	38619	22.82		1,666,407.94
09/30/2021			297000-000-001.000	END BALANCE	24,638.73	74,440.77	1,666,407.94

TOTAL FOR FUND 297000 COMMISSION ON AGING

24,638.73

74,440.77

1,666,407.94

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED			
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021					
Fund 297000 - COMMISSION ON AGING									
Revenues									
Dept 000									
297000-000-403.000	CURRENT TAX COUNTY	715,948.00	714,111.93	0.00	1,836.07	99.74			
297000-000-407.000	DELINQUENT TAX COUNTY	47,730.00	43,960.77	0.00	3,769.23	92.10			
297000-000-412.000	DDA RECAPTURE REIMBURSEMENT	0.00	215.30	0.00	(215.30)	100.00			
297000-000-417.000	PERSONAL PROP. TAX-COUNTY PORTION	31,820.00	32,972.98	1.06	(1,152.98)	103.62			
297000-000-423.000	INDUSTRIAL FACILITIES TAX	3,500.00	3,422.25	0.00	77.75	97.78			
297000-000-424.000	COMM FOREST RESR-CO PORTION	100.00	100.77	0.00	(0.77)	100.77			
297000-000-424.010	COMMERCIAL FOREST STUMPAGE FEE	0.00	235.19	0.00	(235.19)	100.00			
297000-000-425.002	P.I.L.T.	2,500.00	2,546.98	0.00	(46.98)	101.88			
297000-000-426.010	SUMMER TAX INTEREST	90.00	66.57	0.00	23.43	73.97			
297000-000-441.000	LOCAL CMMNTY-STBLZTN SHR TAX-2014 PA 8	3,000.00	5,829.07	0.00	(2,829.07)	194.30			
297000-000-522.001	FEDERAL - CONGREGATE MEALS - U.S.D.A	18,500.00	10,802.63	0.00	7,697.37	58.39			
297000-000-522.002	FEDERAL - HOME DELIVERED - U.S.D.A.	14,800.00	16,203.96	0.00	(1,403.96)	109.49			
297000-000-528.000	FEDERAL GRANTS - OTHER	0.00	66,378.00	0.00	(66,378.00)	100.00			
297000-000-565.001	FROM STATE - AGING - C-1	48,759.00	37,196.00	4,132.51	11,563.00	76.29			
297000-000-565.002	FROM STATE - AGING - C-2	58,988.00	44,240.99	4,915.93	14,747.01	75.00			
297000-000-565.008	FEMA	25,000.00	0.00	0.00	25,000.00	0.00			
297000-000-565.012	STATE - CARE MANAGEMENT	48,000.00	11,042.92	1,356.61	36,957.08	23.01			
297000-000-586.001	CONTRACTED WAIVER PAYMENT	33,000.00	17,501.00	2,505.98	15,499.00	53.03			
297000-000-586.004	MIPPA REIMBURSEMENT	3,000.00	3,850.00	100.00	(850.00)	128.33			
297000-000-640.040	AGING PROJECT INCOME-MEALS-DINING	1,500.00	293.00	0.00	1,207.00	19.53			
297000-000-640.041	AGING PROJECT INCOME - MEALS - BELLAIRE	30,000.00	26,179.60	3,047.72	3,820.40	87.27			
297000-000-640.042	AGING PROJ. INCOME - MEALS - CENTRAL LA	3,800.00	0.00	0.00	3,800.00	0.00			
297000-000-640.045	AGING PROJ. INCOME - MEALS - ELK RAPIDS	6,250.00	1,494.50	690.00	4,755.50	23.91			
297000-000-640.047	AGING PROJECT INCOME - MEALS - MANCELON	7,600.00	2,352.85	586.00	5,247.15	30.96			
297000-000-640.048	MEMORIALS - AGING	4,000.00	1,575.00	140.00	2,425.00	39.38			
297000-000-640.049	HOME CHORE	17,500.00	105.00	0.00	17,395.00	0.60			
297000-000-640.050	AGING PROJ. INCOME - HOME DELIVERED MEA	32,000.00	47,957.15	3,369.00	(15,957.15)	149.87			
297000-000-640.060	SENIOR TRIPS	40,000.00	0.00	0.00	40,000.00	0.00			
297000-000-641.003	SENIOR ACTIVITIES	500.00	0.00	0.00	500.00	0.00			
297000-000-641.004	AGING - FROM OUTSIDE FUND RAISERS	2,000.00	6,971.64	76.00	(4,971.64)	348.58			
297000-000-641.005	AGING - MISCELLANEOUS	1,500.00	5,410.00	0.00	(3,910.00)	360.67			
297000-000-641.006	BUSINESS OPERATIONS	7,500.00	4,648.30	640.30	2,851.70	61.98			
297000-000-641.007	CSS HOMEMAKER IN HOME SERVICES	8,000.00	1,595.38	359.63	6,404.62	19.94			
297000-000-641.008	CSS PERSONAL CARE IN HOME SERVICES	6,000.00	1,000.70	149.25	4,999.30	16.68			
297000-000-641.009	CSS AGING - RESPITE CARE	5,500.00	3,332.39	900.00	2,167.61	60.59			
297000-000-641.010	TRUCK FUND SPECIAL FUNDRAISER	30,000.00	17,001.05	1,126.00	12,998.95	56.67			
297000-000-641.012	RESTRICTED DONATION	2,000.00	1,000.00	1,000.00	1,000.00	50.00			
297000-000-665.000	INTEREST EARNED INVEST & CDS	13,500.00	1,237.30	90.94	12,262.70	9.17			
297000-000-669.000	RENTS	500.00	550.00	275.00	(50.00)	110.00			
297000-000-675.000	CONTRACT TRANSPORTATION/SENIOR COMPANIO	2,500.00	1,499.13	40.50	1,000.87	59.97			
297000-000-698.001	UNREALIZED GAIN/LOSS	100.00	348.41	0.00	(248.41)	348.41			
Total Dept 000		1,276,985.00	1,135,228.71	25,502.43	141,756.29	88.90			
TOTAL REVENUES		1,276,985.00	1,135,228.71	25,502.43	141,756.29	88.90			
Expenditures									
Dept 000									
297000-000-933.000	BANKING SERVICE FEES	36.00	0.00	0.00	36.00	0.00			

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

PERIOD ENDING 09/30/2021

Page: 2/5

% Fiscal Year Completed: 74.79

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	ACTIVITY FOR MONTH 09/30/2021		AVAILABLE BALANCE	% BDGT USED					
				0.00	0.00							
Fund 297000 - COMMISSION ON AGING												
Expenditures												
Total Dept 000		36.00	0.00	0.00	0.00	36.00	0.00					
Dept 668 - AGING - HOMECHORE												
297000-668-802.000	CONTRACTUAL SERVICES-IN HOME	2,500.00	0.00	0.00	0.00	2,500.00	0.00					
297000-668-861.000	TRAVEL	200.00	0.00	0.00	0.00	200.00	0.00					
297000-668-901.000	PRINTING AND PUBLISHING	350.00	0.00	0.00	0.00	350.00	0.00					
297000-668-931.000	PLOWING	64,000.00	25,375.00	0.00	0.00	38,625.00	39.65					
Total Dept 668 - AGING - HOMECHORE		67,050.00	25,375.00	0.00	0.00	41,675.00	37.84					
Dept 669 - AGING - COVID												
297000-669-741.000	OPERATING SUPPLIES	0.00	2,586.36	0.00	0.00	(2,586.36)	100.00					
297000-669-814.001	RAW FOOD COST	0.00	8,185.33	7,947.58	0.00	(8,185.33)	100.00					
297000-669-814.002	DISPOSABLES	0.00	3,949.77	0.00	0.00	(3,949.77)	100.00					
297000-669-933.001	EQUIPMENT MAINTENANCE	0.00	1,599.79	1,599.79	0.00	(1,599.79)	100.00					
Total Dept 669 - AGING - COVID		0.00	16,321.25	9,547.37	0.00	(16,321.25)	100.00					
Dept 672 - AGING - TITLE III C1 CONGREGATE MEALS												
297000-672-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	12,934.00	9,848.33	994.91	0.00	3,085.67	76.14					
297000-672-705.000	OTHER WAGES	63,496.00	40,872.69	3,832.43	0.00	22,623.31	64.37					
297000-672-715.000	FICA - COUNTY SHARE	5,847.00	3,883.05	364.83	0.00	1,963.95	66.41					
297000-672-716.000	HEALTH INSURANCE	25,403.00	18,177.26	1,634.29	0.00	7,225.74	71.56					
297000-672-716.008	DELTA DENTAL INSURANCE	2,178.00	1,553.28	154.72	0.00	624.72	71.32					
297000-672-718.000	RETIREMENT - COUNTY SHARE	17,213.00	11,272.18	1,072.57	0.00	5,940.82	65.49					
297000-672-719.000	OTHER FRINGE - AD&D ETC.	796.00	582.64	55.69	0.00	213.36	73.20					
297000-672-724.000	WORKERS' COMPENSATION	2,000.00	2,514.48	0.00	0.00	(514.48)	125.72					
297000-672-725.000	TRAINING	500.00	0.00	0.00	0.00	500.00	0.00					
297000-672-741.000	OPERATING SUPPLIES	5,000.00	1,617.91	490.95	0.00	3,382.09	32.36					
297000-672-742.000	UNIFORMS	2,000.00	611.80	43.50	0.00	1,388.20	30.59					
297000-672-802.000	CONTRACTUAL SERVICES	600.00	708.69	173.44	0.00	(108.69)	118.12					
297000-672-802.016	CONTRACTUAL SERVICES-DINING OUT	8,000.00	384.00	0.00	0.00	7,616.00	4.80					
297000-672-807.000	DUES & SUBSCRIPTIONS	2,000.00	1,687.50	297.50	0.00	312.50	84.38					
297000-672-814.001	RAW FOOD COST	85,000.00	50,959.79	5,908.61	0.00	34,040.21	59.95					
297000-672-814.002	DISPOSABLES	10,000.00	9,808.27	1,273.36	0.00	191.73	98.08					
297000-672-855.000	TELEPHONE	1,275.00	885.27	104.05	0.00	389.73	69.43					
297000-672-861.000	TRAVEL	1,000.00	303.52	59.36	0.00	696.48	30.35					
297000-672-921.000	ELECTRIC	2,500.00	1,228.90	0.00	0.00	1,271.10	49.16					
297000-672-922.000	GAS	900.00	358.90	0.00	0.00	541.10	39.88					
297000-672-923.000	WATER	700.00	343.14	40.78	0.00	356.86	49.02					
297000-672-932.000	BUILDING MAINTENANCE	8,000.00	14.98	0.00	0.00	7,985.02	0.19					
297000-672-933.001	EQUIPMENT MAINTENANCE	7,000.00	812.97	0.00	0.00	6,187.03	11.61					
297000-672-935.000	TRASH REMOVAL	1,257.00	985.50	117.83	0.00	271.50	78.40					
297000-672-940.000	RENT BUILDING SPACE	9,700.00	2,014.00	798.00	0.00	7,686.00	20.76					
297000-672-980.000	EQUIPMENT-COA-TITLE III-C1	5,000.00	48.12	0.00	0.00	4,951.88	0.96					
Total Dept 672 - AGING - TITLE III C1 CONGREGATE MEALS		280,299.00	161,477.17	17,416.82	0.00	118,821.83	57.61					
Dept 674 - AGING - TITLE III C2 HOME DELIVERED MEAL												
297000-674-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	19,402.00	13,676.63	1,492.37	0.00	5,725.37	70.49					

PERIOD ENDING 09/30/2021

* Fiscal Year Completed: 74.79

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	ACTIVITY FOR MONTH 09/30/2021		AVAILABLE BALANCE	* BDGT USED					
				MONTH	09/30/2021							
Fund 297000 - COMMISSION ON AGING												
Expenditures												
297000-674-705.000	OTHER WAGES	95,244.00	56,421.99	5,748.68		38,822.01	59.24					
297000-674-708.000	WAGES - PART TIME	32,781.00	23,885.49	1,923.27		8,895.51	72.86					
297000-674-715.000	FICA - COUNTY SHARE	11,279.00	7,129.42	694.38		4,149.58	63.21					
297000-674-716.000	HEALTH INSURANCE	38,104.00	25,147.07	2,451.45		12,956.93	66.00					
297000-674-716.008	DELTA DENTAL INSURANCE	3,263.00	2,145.59	232.07		1,117.41	65.76					
297000-674-718.000	RETIREMENT - COUNTY SHARE	25,818.00	15,581.59	1,608.89		10,236.41	60.35					
297000-674-719.000	OTHER FRINGE - AD&D ETC.	1,194.00	810.80	83.53		383.20	67.91					
297000-674-741.000	OPERATING SUPPLIES	500.00	1,090.31	88.36		(590.31)	218.06					
297000-674-802.000	CONTRACTUAL SERVICES	500.00	470.28	37.39		29.72	94.06					
297000-674-807.000	DUES & SUBSCRIPTIONS	1,750.00	397.50	297.50		1,352.50	22.71					
297000-674-814.001	RAW FOOD COST	60,000.00	69,761.85	1,538.44		(9,761.85)	116.27					
297000-674-814.002	DISPOSABLES	16,000.00	15,150.60	1,611.62		849.40	94.69					
297000-674-855.000	TELEPHONE	125.00	117.17	7.23		7.83	93.74					
297000-674-861.000	TRAVEL	0.00	22.96	0.00		(22.96)	100.00					
297000-674-864.000	VEHICLE MAINTENANCE	9,000.00	14,644.71	2,005.93		(5,644.71)	162.72					
297000-674-865.000	GAS AND OIL	10,000.00	7,536.93	0.00		2,463.07	75.37					
297000-674-921.000	ELECTRIC	2,400.00	1,843.35	0.00		556.65	76.81					
297000-674-922.000	GAS	900.00	538.37	0.00		361.63	59.82					
297000-674-923.000	WATER	655.00	514.74	61.18		140.26	78.59					
297000-674-933.001	EQUIPMENT MAINTENANCE	0.00	282.50	0.00		(282.50)	100.00					
297000-674-980.000	EQUIPMENT-COA-TITLE III C2	2,000.00	0.00	0.00		2,000.00	0.00					
Total Dept 674 - AGING - TITLE III C2 HOME DELIVERED MEAL												
		330,915.00	257,169.85	19,882.29		73,745.15	77.71					
Dept 676 - AGING - INFORMATION AND REFERRAL												
297000-676-719.000	OTHER FRINGE - AD&D ETC.	0.00	0.02	0.00		(0.02)	100.00					
Total Dept 676 - AGING - INFORMATION AND REFERRAL												
		0.00	0.02	0.00		(0.02)	100.00					
Dept 677 - AGING - EVENTS COORDINATOR												
297000-677-705.000	OTHER WAGES	14,011.00	10,370.35	1,084.93		3,640.65	74.02					
297000-677-715.000	FICA - COUNTY SHARE	1,072.00	774.83	80.90		297.17	72.28					
297000-677-716.000	HEALTH INSURANCE	7,230.00	5,180.96	602.44		2,049.04	71.66					
297000-677-716.008	DELTA DENTAL INSURANCE	378.00	266.94	31.04		111.06	70.62					
297000-677-718.000	RETIREMENT - COUNTY SHARE	2,943.00	2,163.24	226.31		779.76	73.50					
297000-677-719.000	OTHER FRINGE - AD&D ETC.	205.00	150.13	17.44		54.87	73.23					
297000-677-725.000	TRAINING	300.00	235.00	235.00		65.00	78.33					
297000-677-802.297	ACTIVITIES - COMM ON AGING	2,000.00	1,565.48	901.20		434.52	78.27					
297000-677-861.000	TRAVEL	500.00	0.00	0.00		500.00	0.00					
297000-677-965.000	SPECIALIZED EXPENDITURE-SENIOR TRIP	40,000.00	510.00	0.00		39,490.00	1.28					
Total Dept 677 - AGING - EVENTS COORDINATOR												
		68,639.00	21,216.93	3,179.26		47,422.07	30.91					
Dept 679 - AGING - TRANSPORTATION												
297000-679-802.000	CONTRACTUAL SERVICES	8,000.00	5,220.00	757.50		2,780.00	65.25					
297000-679-861.000	TRAVEL	5,000.00	0.00	0.00		5,000.00	0.00					
Total Dept 679 - AGING - TRANSPORTATION												
		13,000.00	5,220.00	757.50		7,780.00	40.15					

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

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PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 74.79

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	ACTIVITY FOR MONTH 09/30/2021		AVAILABLE BALANCE	% BDGT USED					
				ACTIVITY FOR MONTH 09/30/2021								
Fund 297000 - COMMISSION ON AGING												
Expenditures												
Dept 681 - AGING - MEMORIALS												
297000-681-800.000	OTHER SERVICES AND CHARGES	2,000.00	249.00	0.00		1,751.00	12.45					
297000-681-802.000	CONTRACTUAL SERVICES	2,500.00	342.09	326.72		2,157.91	13.68					
Total Dept 681 - AGING - MEMORIALS		4,500.00	591.09	326.72		3,908.91	13.14					
Dept 683 - AGING - HOME MAKING												
297000-683-708.000	WAGES - PART TIME	45,433.00	14,482.52	1,052.75		30,950.48	31.88					
297000-683-715.000	FICA - COUNTY SHARE	2,593.00	1,107.91	80.54		1,485.09	42.73					
297000-683-861.000	TRAVEL	6,000.00	1,198.40	223.72		4,801.60	19.97					
Total Dept 683 - AGING - HOME MAKING		54,026.00	16,788.83	1,357.01		37,237.17	31.08					
Dept 685 - AGING-PERSONAL CARE												
297000-685-705.000	OTHER WAGES	12,990.00	7,625.72	198.18		5,364.28	58.70					
297000-685-708.000	WAGES - PART TIME	18,953.00	4,984.15	497.40		13,968.85	26.30					
297000-685-715.000	FICA - COUNTY SHARE	2,444.00	1,004.33	53.21		1,439.67	41.09					
297000-685-716.000	HEALTH INSURANCE	11,245.00	1,724.94	97.79		9,520.06	15.34					
297000-685-716.008	DELTA DENTAL INSURANCE	898.00	182.41	10.34		715.59	20.31					
297000-685-718.000	RETIREMENT - COUNTY SHARE	5,890.00	1,780.34	43.32		4,109.66	30.23					
297000-685-719.000	OTHER FRINGE - AD&D ETC.	186.00	105.67	5.97		80.33	56.81					
297000-685-861.000	TRAVEL	8,000.00	2,097.76	176.40		5,902.24	26.22					
Total Dept 685 - AGING-PERSONAL CARE		60,606.00	19,505.32	1,082.61		41,100.68	32.18					
Dept 686 - AGING - BUSINESS OPERATIONS												
297000-686-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	32,336.00	23,525.27	2,487.34		8,810.73	72.75					
297000-686-705.000	OTHER WAGES	68,176.00	25,341.99	2,833.46		42,834.01	37.17					
297000-686-708.000	WAGES - PART TIME	22,745.00	17,804.27	950.71		4,940.73	78.28					
297000-686-709.000	OVERTIME AND HOLIDAY	1,000.00	232.01	0.00		767.99	23.20					
297000-686-714.002	1:1 RATIO ANNUITY BENEFIT	350.00	395.64	0.00		(45.64)	113.04					
297000-686-715.000	FICA - COUNTY SHARE	9,801.00	5,324.96	475.28		4,476.04	54.33					
297000-686-716.000	HEALTH INSURANCE	43,398.00	18,133.36	2,108.53		25,264.64	41.78					
297000-686-716.008	DELTA DENTAL INSURANCE	3,138.00	1,298.79	145.69		1,839.21	41.39					
297000-686-718.000	RETIREMENT - COUNTY SHARE	25,884.00	10,942.82	1,164.58		14,941.18	42.28					
297000-686-719.000	OTHER FRINGE - AD&D ETC.	1,362.00	661.30	74.93		700.70	48.55					
297000-686-721.000	PERSONAL LEAVE	3,500.00	(1,250.11)	0.00		4,750.11	(35.72)					
297000-686-724.000	WORKERS' COMPENSATION	12,000.00	16,385.20	0.00		(4,385.20)	136.54					
297000-686-725.000	TRAINING	2,500.00	0.00	0.00		2,500.00	0.00					
297000-686-741.000	OPERATING SUPPLIES	6,000.00	1,535.74	0.00		4,464.26	25.60					
297000-686-802.000	CONTRACTUAL SERVICES	30,000.00	13,573.45	2,990.85		16,426.55	45.24					
297000-686-802.297	ACTIVITIES - COMM ON AGING	2,000.00	19.07	0.00		1,980.93	0.95					
297000-686-807.000	DUES & SUBSCRIPTIONS	500.00	216.00	0.00		284.00	43.20					
297000-686-841.000	PHYSICAL EXAMS EMPLOYEES	750.00	0.00	0.00		750.00	0.00					
297000-686-852.000	POSTAGE	2,800.00	1,933.81	189.47		866.19	69.06					
297000-686-855.000	TELEPHONE	3,000.00	1,240.13	89.31		1,759.87	41.34					
297000-686-861.000	TRAVEL	3,000.00	456.90	0.00		2,543.10	15.23					
297000-686-862.000	CONFERENCE/CONVENTION	1,000.00	0.00	0.00		1,000.00	0.00					
297000-686-864.000	VEHICLE MAINTENANCE	1,500.00	0.00	0.00		1,500.00	0.00					
297000-686-865.000	GAS AND OIL	100.00	76.87	0.00		23.13	76.87					

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

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PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 74.79

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 09/30/2021	ACTIVITY FOR MONTH 09/30/2021		AVAILABLE BALANCE	% BDGT USED					
				ACTIVITY FOR MONTH 09/30/2021	AVAILABLE BALANCE							
Fund 297000 - COMMISSION ON AGING												
Expenditures												
297000-686-881.000	ADVERTISING - RECRUITING	750.00	526.60	0.00	223.40	70.21						
297000-686-921.000	ELECTRIC	6,000.00	3,084.74	0.00	2,915.26	51.41						
297000-686-922.000	GAS	2,500.00	897.26	0.00	1,602.74	35.89						
297000-686-923.000	WATER	1,200.00	857.87	101.95	342.13	71.49						
297000-686-931.000	PLOWING	3,500.00	1,100.00	0.00	2,400.00	31.43						
297000-686-932.000	BUILDING MAINTENANCE	10,000.00	352.32	0.00	9,647.68	3.52						
297000-686-933.001	EQUIPMENT MAINTENANCE	2,000.00	9.74	6.75	1,990.26	0.49						
297000-686-934.000	GROUNDS MAINT.	1,500.00	983.03	30.60	516.97	65.54						
297000-686-940.000	RENT BUILDING SPACE	1,800.00	1,535.00	60.00	265.00	85.28						
297000-686-980.000	EQUIPMENT	5,000.00	244.98	0.00	4,755.02	4.90						
Total Dept 686 ~ AGING ~ BUSINESS OPERATIONS		311,090.00	147,439.01	13,709.45	163,650.99	47.39						
Dept 687 - AGING - RESPITE												
297000-687-705.000	OTHER WAGES	17,938.00	11,214.35	273.66	6,723.65	62.52						
297000-687-708.000	OTHER WAGES	26,173.00	7,147.67	686.88	19,025.33	27.31						
297000-687-715.000	FICA - COUNTY SHARE	3,375.00	1,404.68	73.47	1,970.32	41.62						
297000-687-716.000	HEALTH INSURANCE	14,575.00	2,382.03	135.05	12,192.97	16.34						
297000-687-716.008	DELTA DENTAL INSURANCE	1,240.00	251.95	14.29	988.05	20.32						
297000-687-718.000	RETIREMENT - COUNTY SHARE	8,133.00	2,451.49	59.83	5,681.51	30.14						
297000-687-719.000	OTHER FRINGE - AD&D ETC.	256.00	145.96	8.25	110.04	57.02						
297000-687-861.000	TRAVEL	5,000.00	530.88	108.64	4,469.12	10.62						
Total Dept 687 - AGING - RESPITE		76,690.00	25,529.01	1,360.07	51,160.99	33.29						
Dept 901 - CAPITAL OUTLAY												
297000-901-980.686	CAPITAL OUTLAY - COA	56,000.00	4,500.00	4,500.00	51,500.00	8.04						
Total Dept 901 - CAPITAL OUTLAY		56,000.00	4,500.00	4,500.00	51,500.00	8.04						
Dept 902 - CAPITAL OUTLAY-COMPUTERS												
297000-902-980.686	CAPITAL OUTLAY-COMPUTER-COA	5,500.00	5,453.00	0.00	47.00	99.15						
Total Dept 902 ~ CAPITAL OUTLAY-COMPUTERS		5,500.00	5,453.00	0.00	47.00	99.15						
TOTAL EXPENDITURES		1,328,351.00	706,586.48	73,119.10	621,764.52	53.19						
Fund 297000 - COMMISSION ON AGING:												
TOTAL REVENUES		1,276,985.00	1,135,228.71	25,502.43	141,756.29	88.90						
TOTAL EXPENDITURES		1,328,351.00	706,586.48	73,119.10	621,764.52	53.19						
NET OF REVENUES & EXPENDITURES		(51,366.00)	428,642.23	(47,616.67)	(480,008.23)	834.49						

FINAL		CONGREGATE		SD = Snow Day													
2021	Bellaire	Central Lake		Elk Rapids		Mancelona											
September		Ordered	Served	Ordered	Served	Ordered	Served	Ordered	Served	Dining Out	COVID	E.R. Notes	Mancy Notes				
1		62	62			12	18	23	30					used 3 freezer			
2		63	63			17	18	24	25					put 9 in freezer			
3		116	116			CLOSED		29	37					used 6 freezer			
6		CLOSED				CLOSED		CLOSED									
7		69	69			18	13	35	25					2 "B", put 5 in Free			
8		73	73			10	12	33	23					used 3 freezer			
9		96	96			9	27	32	29					used 10 freezer	1 freezer 1 "B"		
10		87	87			CLOSED		20	14								
13		63	63			18	10	25	20					4 B Meals			
14		59	59			14	13	22	24					2 B Meals			
15		59	59			14	7	29	30								
16		106	106			20	24	37	29					7 frozen put in free			
17		65	65			CLOSED		23	24					8 frozen put in free			
20		59	59			24	13	31	30								
21		70	70			11	13	24	25								
22		67	67			16	6	19	29					Put 5 in freezer			
23		74	74			16	20	24	24					made 4 frozen/			
24		72	72			CLOSED		25	24								
27		65	65			26	16	33	17								
28		59	59			14	19	22	22					Unduplicated			
29		77	77			8	10	25	32					503			
30		65	65			15	16	28	25	61							
Lost Meals																	
Total		1526	1526	0	0	262	255	563	538	61		0					
Under 60												0					
Total		1,526	1,411	0	0	262	255	563	538	61		0					
CUM TOT		20,816	18,825			658	626	1,628	1,634	173		252					
Tot.Cong	Ordered	2,412		23,075							Contract Cong. Meals Attained to Date:	106%					
Tot.Cong	Served	2,265	CUM TOT	21,258							Goal: 20,000 meals						
											AAANM FY21	100%					

MONTHLY COA BOARD OVERVIEW

TO: COA BOARD
FROM: JUDY PARLIAMENT, COA DIRECTOR
SUBJECT: VARIOUS PROGRAMS/GENERAL INFORMATION
DATE: 10/18/2021 REPORT FOR SEPTEMBER 2021 PROGRAMS

MEALS ON WHEELS (AAANM FY-2021)

Number of clients receiving meals during the month of SEPTEMBER 2021: 165

Unduplicated Meals on Wheels Clients for AAANM – FY21: 314 = 8 New

Unduplicated Congregate Meals Clients for AAANM – FY21: 503 = 29 New

IN HOME HOMECHORE – On Hold

No Current Contract in Place

ANTRIM COA – SEPTEMBER 2021 IN-HOME SERVICES (County FY-2021)

CLIENT SUPPORT SERVICES:

Personal Care	19.00 hours to 3 Clients (0 New Clients)
Respite	0.00 hours to 0 Clients (0 New Clients)
Homemaker	39.00 hours to 9 Clients (0 New Clients)

AAANM PURCHASE OF SERVICE: (AAANM FY-2021)

Personal Care	16.00 hours to 4 Clients (0 New Client)
Respite	18.00 hours to 1 Clients (0 New Clients)
Homemaker	26.75 hours to 4 Clients (0 New Clients)

NORTHERN LAKES CMH - COMMUNITY CARE – MEDICAID WAIVER

Respite 20.00 hours to 2 Clients (0 New Clients)

PACE: 0 In-Home Services Provided

TOTAL IN-HOME HOURS FOR SEPTEMBER 2021: 138.75

(10 CSS, 7 AAANM & 2 Northern Lakes Clients)

ADDITIONAL SEPTEMBER SERVICES

6 MEDICAL TRANSPORTS SCHEDULED FOR 6 CLIENTS

1 PROJECT LIFESAVER DEVICE IN USE

54 PARTICIPANT ACCESESSES TO LOAN CLOSET FOR DME (Durable Medical Equipment)

1 Gov Pay Net TRANSACTIONS (Total = \$ 45.00)

September 7, 2021

Judy Parliament, Executive Director
Antrim County Commission on Aging
308 E Cayuga St, PO Box 614
Bellaire, MI 49615

Dear Judy:

Thank you (and all your staff for their hard work!) for assisting AAANM to conduct the on-site/virtual *FY21 Programmatic & Fiscal Assessment* initiated in-person on **July 21, 2021** (programmatic) and virtually on **August 4, 2021** (financial) for Antrim County Commission on Aging Congregate and Home Delivered Meals programs. The assessment review was completed on **August 31, 2021**. This letter and attachments serve as AAANM's feedback report following the assessment review.

Attached, please find the *Assessment Report* and *AAANM FY 2021 Contractor Assessment Tool* completed by AAANM. AAANM Notes can be found in the far right-hand column of the Tool. The *Assessment Report* summarizes Findings, Recommendations, Technical Assistance, and Post-Assessment Plan reminders. Please review and let us know if you agree with everything, or if there are corrections you would like to discuss.

If any "Findings" have been listed that require corrective action, please respond in writing no later than 30 days from the date you receive this feedback report (unless AAANM has set a specific date for individual findings). You are encouraged and welcome to respond to "Recommendations, Technical Assistance, Post-Assessment Plan" if desired.

FINDINGS:

1. Background Check Policy/Procedure: COA needs to have written procedures to include new AASA background check requirements. AAANM recommends COA work with County Human Resources to determine best place to maintain these COA-specific background check requirements in writing. AASA has included the new Background Check requirements in the AASA Operating Standards for Service Programs on pages 6-9. In addition, page 13 has additional nutrition-specific background check requirements. AAANM has attached the updated Standards. **Submit written Background Check policy or procedure no later than September 30, 2021.**

Thank you,

Shannon J Reed

Shannon Reed
Director of Compliance & Contracting

Darcia Brewer

Darcia Brewer, RD
Contract & Administrative Services Coordinator

Christine K. Ruszel

Chris Ruszel
Manager, Finance & Accounting Solutions

Attachments

Area Agency on Aging of Northwest Michigan

FY 2021 CONTRACTOR ASSESSMENT TOOL

Contractor:	Antrim County Commission on Aging
Address:	308 E Cayuga St, PO Box 614, Bellaire, MI 49615
Executive Director:	Judy Parliament, Executive Director
Contract Period:	October 1, 2019 - September 30, 2022
Review Period:	October 1, 2020 - September 30, 2021
Services Contracted:	Congregate Meals (including restaraunt voucher), Home Delivered Meals
Service Area (counties):	Antrim County
Assessment Date(s):	July 21, 2021 (initiated on-site Programmatic assessment); August 4, 2021 (initiated virtual Fiscal assessment); August 13, 2021 (virtual follow-up with County Human Resources) August 31, 2021 - assessment review process completed
AAANM Staff Present:	7/21/21 - Darcia Brewer, Shannon Reed; 8/4/21 - Darcia Brewer, Chris Ruszel; 8/13/21 - Darcia Brewer
Contractor Staff Present:	7/21/21 - Judy Parliament, Amy Tate, Bree Powell, Beth Lacy, Jan Clark; 8/4/21 - Judy Parliament, Amy Tate, Beth Lacy, Jan Clark; 8/13/21 - Amy Tate, Stephanie Murray, Bradley Rizzo
Report Completed By:	Darcia Brewer, RD, Contract & Administrative Services Coordinator (Programmatic) Chris Ruszel, Manager, Finance & Accounting Solutions (Financial)

ASSESSMENT REPORT

FINDINGS – require time-sensitive corrective action because the deficiency is a significant variance from minimum requirements, or a past request/recommendation has not been sufficiently addressed by the Contractor.

1. Background Check Policy/Procedure

COA needs to have written procedures to include new AASA background check requirements. AAANM recommends COA work with County Human Resources to determine best place to maintain these COA-specific background check requirements in writing. AASA has included the new Background Check requirements in the AASA Operating Standards for Service Programs on pages 6-9. In addition, page 13 has additional nutrition-specific background check requirements. AAANM has attached the updated Standards.

Submit written Background Check policy or procedure no later than September 30, 2021.

RECOMMENDATIONS – indicate a need for improvement and could result in future findings if not addressed.

1. Develop and maintain a Background Check tracking tool for staff/volunteers.

Items to include in tracking tool: names, job/volunteer positions, dates of most recently completed ICHAT, and Michigan and National Sex Offender Registry checks, as well as a description of results, if any. The results listed should provide enough detail to clearly indicate that the individual does not meet mandatory exclusion criteria (i.e. describe number of years that have lapsed since the offense, whether or not the offense was a charge or conviction, etc.).

Area Agency on Aging of Northwest Michigan

FY 2021 CONTRACTOR ASSESSMENT TOOL

ASSESSMENT REPORT

2. **Formalize current processes COA has in place into written procedures related to Internal Control and Fraud Prevention/Detection Procedures**
 - A. **Expense approval/invoice coding/cash disbursement process** (including the county's steps of payment and check signing) - Questions 4-8 of the FINANCIAL REVIEW section of the assessment tool relate to this recommendation.
 - B. **Cash handling process** (COA has included some narrative in the Handling Contributions policy but recommend this is expanded upon and include internal control steps taken to prevent & detect fraud/theft (ie segregation of duties, verification by 2nd person, custody of deposit separate from recording, etc.)
3. **Update subcontractor agreement boilerplate with required contract components:**
 - A. Confidentiality of the program and clients served (agrees to sign a confidentiality agreement)
 - B. Attests to not being suspended/debarred from federal or non-federal assistance.
4. **Implement a system to verify subcontractor is not suspended/debarred annually.**
5. **Formalize annual review of restaurant voucher subcontractor(s) by developing and utilizing an assessment tool.**
Items to consider including on the tool: review of current health department inspection reports, review of menu to ensure changes are not being made without approval, verification of current liability insurance coverage

TECHNICAL ASSISTANCE – an area identified (by either the Contractor or AAANM) needing increased understanding or problem-solving for improving service provision

1. **Menu Guidelines Review** – COA is requesting RD to provide review of menu guidelines with kitchen staff and meal site coordinators. AAANM to work with COA to schedule virtual meeting with staff.

POST-ASSESSMENT PLAN – list of to-do's moving forward

1. Review Assessment Report and Assessment Tool to confirm AAANM review is accurate, or identify corrections to discuss with AAANM.
2. Respond to Finding(s): Submit written Background Check policy or procedure no later than September 30, 2021.
3. Work on Recommendations prior to next AAANM assessment review.
4. Update Subcontractor Agreement boilerplate with required contract components.
5. Update FY21 Financial Status Report expense budgets to reflect uses for increased awards (prior to submitting 4th Quarter FSR).
6. Verify AAANM has been added as a Certificate Holder on the Insurance Coverage form.
7. Provide most current documentation of foodservice inspection conducted for Central Lake meal site once meal site resumes operations.
8. Provide documentation of completed sex offender registry checks on volunteers as they return.
9. Provide documentation of 2021 completed fire drills at meal sites that are open for operation.
10. Provide documentation of 2021 completed fire safety inspections by local fire official (or staff if declined by fire official) for meal sites.

ANTRIM COUNTY COMMISSION ON AGING

POLICY AND PROCEDURE MANUAL

Title: 2021 Background Check Process

COA Board Approval _____

Date Reviewed _____

POLICY:

Antrim County Commission on Aging (COA) will conduct criminal background checks through the Michigan State Police ICHAT, Michigan Public Sex Offender Registry and the National Sex Offender Registry , for each new employee, employee, subcontractor, subcontractor employee, and volunteer who has in-person client contact, access to a client's personal property or access to confidential client information.

OBJECTIVE:

To protect in-home service recipients of Antrim County COA / AAANM / NHCM from elder abuse—potential fraudulent activity, immoral acts or inappropriate behavior on the part of COA staff , subcontractors, subcontractors employees and/or volunteers.

PROCEDURE:

1. When applying for employment , contract or volunteer position, an authorization form for a criminal background check is to be completed and signed by the applicant during the pre-hire/contract/volunteer process.
2. Antrim County COA will work together with Human Resources to conduct the criminal background checks through the Michigan State Police ICHAT, Michigan Public Sex Offender Registry and the National Sex Offender Registry for all paid employees, subcontractors and their employees, volunteers, interns and applicants for employment, who will have in-person contact or access to clients personal property or access to confidential client information.
3. All background and other checks will take place prior to employment or placement in a volunteer role. All Criminal record search outcomes are confidential and are to be filed in a secure, confidential and controlled access file location.
 - Employees' search outcomes will be kept with Human Resources in the personnel files .
 - Contractors, contractor employees and volunteers record search outcomes will be kept on file at the COA.
4. All current employees, contractors and volunteers who are subject to this policy must be re-screened every 3 years—no later than 30 days after every third anniversary from the date of their last background check.
5. Current employees and volunteers should immediately report to their supervisor or program director if he or she is presently *being formally investigated* of a crime or if they have any current felony charges pending against them. Failure to report is grounds for disciplinary action up to and including termination of employment or contractual agreement.

6. In accordance with the EEOC, Antrim County COA cannot apply blanket rules that automatically disqualify applicants with convictions. Therefore, an individual with a record of a felony conviction may or may not be considered for employment. Whether or not the candidate is disqualified rests with the discretion of the Antrim County Administrator, HR Director and the COA Director, pursuant to the information obtained in the background check and the responsibilities of the position applied for. In each case, there must be a rational reason for disqualification. It is noted, however, that the safety and security of program clients must be paramount and that the security of sensitive documents are of high priority.

Area on Aging of Northwest Michigan's current Standards of Operation and Participation Requirements:

Area Agency on Aging Directors and Finance Officers Instructions for Criminal Background Check Minimum Standard Compliance TL #2020-427 September 15, 2020

Policy:

1. Each Area Agency on Aging (AAA) 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 (ICCHAT) check and a national and state sex offender registry check for each new employee, employee, subcontractor, subcontractor employee, and volunteer who has in person client contact, in-home client contact, access to a client's personal property, or access to confidential client information:

- A. ICCHAT: <http://apps.michigan.gov/ichat>
- B. Michigan Public Sex Offender Registry: <http://www.mipsor.state.mi.us>
- C. National Sex Offender Registry: <http://www.nsopw.gov>

2. Criminal background checks for new hires must be completed prior to the individual working directly with clients or having access to a client's personal property or confidential client information.

3. All AAAs are required to update criminal background checks for all employees and volunteers every three years to identify convictions in the event they occur while an individual is employed or providing volunteer service:

- A. All employees and volunteers hired prior to the effective date of this policy must be re-screened within 90 days from the effective date of this policy. Thereafter, criminal background checks for these employees and volunteers must be completed no later than 30 days after every third anniversary from the date of the last background check.
- B. Updated criminal background checks for employees and volunteers hired after the effective date of this policy must be completed no later than 30 days after every third anniversary of the date of hire.

4. The use of information obtained from a criminal background check shall be restricted to determining suitability for employment and/or volunteer opportunities. All AAAs are required to maintain a copy of the results of each criminal background check for paid and volunteer staff in a confidential and controlled access file. The information should not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.

5. Exclusions: No employee or volunteer shall be permitted to work directly with clients or have access to a client's personal property or confidential client information if:

A. Mandatory Exclusions: The results of the criminal background check show that the person has a federal or state felony conviction related to one or more of the following crimes:

- Crimes against a "vulnerable adult" as set forth in MCL 750.145n et seq.
- Violent crimes including, but not limited to, murder, manslaughter, kidnapping, arson, assault, battery, and domestic violence;
- Financial crimes including, but not limited to, fraud, forgery, counterfeiting, embezzlement, and tax evasion;
- Sex crimes including, but not limited to, rape, sexual abuse, criminal sexual conduct, and prostitution;
- Cruelty or torture;
- Abuse or neglect; or
- Felony involving the use of a firearm or dangerous weapon.

B. Felony Convictions: The results of the criminal background check show that the person has a federal or state felony conviction within the preceding 10 years from the date of the background check, including but not limited to:

- Crimes involving state, federal, or local government assistance programs;
- Theft crimes including, but not limited to, larceny, burglary, robbery, extortion, false pretenses, false representation, and conversion; or
- Drug crimes including, but not limited to, possession, delivery, and manufacturing.

C. Misdemeanor Convictions: The results of the criminal background check show that the person has a federal or state misdemeanor conviction within the preceding 5 years from the date of the background check, including but not limited to:

- Crimes involving state, federal, or local government assistance programs;
- Crimes against a "vulnerable adult" as set forth in MCL 750.145n et seq;
- Financial crimes including, but not limited to, fraud, forgery, counterfeiting, embezzlement, and tax evasion;
- Theft crimes including, but not limited to, larceny, burglary, robbery, extortion, false pretenses, false representation, and conversion;
- Sex crimes including, but not limited to, rape, sexual abuse, criminal sexual conduct, and prostitution;
- Drug crimes including, but not limited to, possession, delivery, and manufacturing;
- Cruelty or torture;
- Abuse or neglect;
- Home invasion;
- Assault or battery; or

- Misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure, the use of a firearm or dangerous weapon that results in a personal injury, or a misdemeanor involving the use of force or violence or the threat of the use of force or violence. For purposes of the excluded offenses identified above, an individual is considered to have been convicted of a criminal offense when:
 - ◆ A judgement of conviction has been entered against the individual by a federal, state, tribal, or local court regardless of whether there is an appeal pending;
 - ◆ There has been a finding of guilt against the individual by a federal, state, tribal, or local court; or
 - ◆ A plea of guilty or nolo contendere by the individual has been accepted by a federal, state, tribal, or local court. Arrest records, by themselves, do not disqualify an individual.

6. All COA's are required to maintain documentation of all criminal background checks including a list of all paid and volunteer staff who are subject to this policy, the date of the most recently completed criminal background check and the source of the background check. Employees hired prior to the effective date of this policy are not exempt from this requirement.

7. AASA does not consider Senior Community Service Employment Program (SCSEP) enrollees to be AAA employees or volunteers for the purposes of this policy. Rather, SCSEP enrollees are participants in a federal employment and training program funded by the U.S. Department of Labor (USDOL). As such, AAAs that serve as a host agency for SCSEP participants are advised to comply with the USDOL policy described below: "Grantees may take the responsibility of providing background checks before placing participants in community service assignments, provided that the background check is conducted because of the requirements of a specific community service assignment, rather than based on a particular participant, and is consistently applied to all applicants considered for that position. We stress that background checks are relevant to the assignment of participants to particular host agency positions only and cannot be used as a basis for denying eligibility. In addition, grantees should be careful to comply with EEOC and any state or local rules regarding the use of background checks."

8. AASA field representatives will verify the completeness of criminal background checks during the annual on-site AAA assessment. Should assessments continue as virtual assessments due to a continued COVID-19 pandemic, AASA will issue additional guidance regarding CBC testing as part of the FY2021 assessment guide and instructions. In accordance with requirement #1 above, AASA will verify CBC compliance on staff and volunteers who are subject to AASA's and Operating Standards for Area Agencies on Aging and Operating Standards for Service Programs. AASA field representatives will test a random sample of at least ten percent of employee and volunteer files to verify criminal background check documentation for AAAs with ten or more paid or volunteer staff. AASA field representatives will test all documentation for AAAs with less than ten paid or volunteer staff. Results of this review will be included in AASA's AAA assessment feedback report.

Parliament, Judy

From: Matt Rosenberg <mattr@waaratechnologies.com>
Sent: Tuesday, August 10, 2021 8:37 AM
To: Parliament, Judy
Subject: Waara Sound and TV Qoute
Attachments: ACCON.pdf

Hey Judy Parliament

This is as basic as I can get. Like I said I would not keep the Speakers you have they are junk. The good new mics you have are not the greatest but they will work. This is what I would do to get you guys up and run so everyone could hear you and maybe even do some cool activities with this system.

Thanks,
Matt

Proposal

AV Setup

Antrim County Comission on Aging

308 E Cayuga St
Bellaire, MI 49615

2021-0238

08/10/2021

Scope of Work

Waara Technologies will provide and install AV system in the Community Room.

Extra labor charges may be applied due to unexpected retrofit complications.

Prices and specifications in this proposal are based on information received to date.

Prices are valid for 60 days from the date of this proposal.

Hardware delivery is typically 30 days or less upon order placement.

Any changes to the project after approval may affect the price of the proposal amount.

Installation of any unspecified owner furnished equipment will be charged in addition.

Waara Technologies is not responsible for manufacture software malfunctions.

All electrical work must be done by a certified electrician and billed separately.

Waara Technologies wants to supply our customers with the best and most recent products as possible. Due to product demand, some new releases might take longer than expected to receive.

Due to the nature of product cycles and the length of a project, the products originally specified may no longer be available at the time of installation. In such an event, Waara Technologies will do their best to replace the original product with an equal or better product at no additional cost to the customer. If it is not feasible to do so, the customer will be notified of any additional charges that may be required. Client maybe responsible if legal fees occur.

There will be a 25% restocking fee on all custom orders that are returned.

System Descriptions

Audio System

The Audio System provides the ability to listen to music and other audio sources. It includes speakers amplifiers and audio sources and audio distribution. The control interface may be separate since control is often integrated across multiple systems.

Video System

The Video System allows you to watch video sources such as cable or Blu-ray video. It includes video displays, video sources and video distribution. The control interface may be separate since control is often integrated across multiple systems.

AV Setup

Antrim County Comission on Aging

2021-0238

308 E Cayuga St

08/10/2021

Bellaire, MI 49615

Community Room

Mount TV in the front of room high enough for everyone to see. Take sound output of TV and be able to pipe through system. OFE Microphones but the cables are shot replace with new.



2 Binary B6-XLR-3FM-25FT

3P XLR Female to Male Cable with Gold Plated Contacts - 25 Ft (7.5 M)



1 Episode ECA-70MIXAMP-1-240

70V Mixer-Amplifier | 240W X 1 Channel



8 QSC AC-C8T

8" Two-way ceiling speaker, 70/100V transformer with 8 Ohm bypass, 100 conical coverage, include C-ring and rail for blind mount installation



1 AVProEdge AC-DAC-COTO

Digital to Analog AudioConverter

1 Binary B4-TOS-1.5

B4 Series Toslink Cable - 4.9 Ft (1.5 M)

1 Binary B5-AUD-2

B5 Series Analog Audio Cable - 6.5 Ft (2 M)

1 Kordz KOR.PRO-HD1000

Kordz PRO Standard Speed HDMI cable - 10m



AV Setup

Antrim County Comission on Aging

308 E Cayuga St
Bellaire, MI 49615

Proposal

2021-0238

08/10/2021



1 **Sony XR85X95J**
85" Diagonal BRAVIA XR X95J 4K HDR LED TV

1 **Strong SM-RAZOR-F-XL**
Razor Mount | Fixed - 47-90 Inch Displays

1 **Waara Technologies Programming Labor**

1 **Wirepath WP-PC-CAT6-5FT-BLK**
Cat 6 Ethernet Patch Cable - 5 ft | Black

Community Room Total: **\$8,170.89**

Proposal

AV Setup

Antrim County Comission on Aging

2021-0238

308 E Cayuga St
Bellaire, MI 49615

08/10/2021

Price by System *(includes labor)*

Audio System	\$4,166.85
Video System	\$5,768.64

Price Detail

Equipment:	\$8,170.89
Labor:	\$1,764.60
Tax:	\$0.00
Grand Total:	\$9,935.49

Client: **Antrim County Comission on Aging**

Date

Contractor: **Waara Technologies**

Date

Page 4 of 4

County - Security



Advanced Satellite Communications, Inc.
A.S.C. Security Systems

Security Camera Installation (308 E. Cayuga)

Quote #000762 v2

Prepared For:

Antrim County Sheriff's Office
Valerie Craft
107 Grove Street
P.O. Box 568
Bellaire, MI 49615
P: (231) 350-6445
E: craftv@antrimcounty.org

Prepared by:

Advanced Satellite Communications
Adam Barber
12137 Merriman Road
Livonia, MI 48150
P: 734-793-1423
E: abarber@advancesat.com

Date Issued:

09.14.2021

Expires:

09.29.2021

Scope of Work

Purpose:

- Update Security Camera Software to the latest version of Avigilon Control Center (ACC7)
- Security cameras to the building at 308 E. Cayuga St. Bellaire, MI

A.S.C. Scope of Work:

Software Update:

The software running the security camera system (ACC6) has reached end-of-life and needs to be updated to the latest version. (ACC7) ACC6 licenses can no longer be purchased. Adding additional cameras can only be accomplished through a software update.

- A.S.C. to install:
 - (32) ACC6 to ACC7 (Enterprise) Upgrade licenses on existing Antrim County Camera Network
 - (4) ACC7-Enterprise licenses to support new camera installation

Security Camera Install:

Cabling - A.S.C. to run Cat5e cable from Camera Network Switch to each camera location (Listed below)

Camera Type - A.S.C. to install Security Cameras at the locations listed below. 3MP Dome IP cameras to be used at indoor locations. 5MP Bullet IP Cameras used outdoor. The diagram and photos attached show view of the outdoor camera and indoor locations.

No.	Location	View	Camera Type	Cable
1	Main Hall	Room Traffic	3MP Dome	Cat5e
2	Front Entrance	Entry / Traffic	3MP Dome	Cat5e
3	Kitchen	Activity in Kitchen	3MP Dome	Cat5e
4	Rear Parking Lot	Parking/Out-buildings	5MP Bullet	Cat5e



Scope of Work

Customer's Responsibilities

- Clear Pathways for Cable Runs
- Updating Computer workstations with new software



System Devices

Product Description	Qty
3.0 MP, WDR, LightCatcher, Day/Night, Indoor Dome, 3-9mm f/1	3
5.0 MP, WDR, LightCatcher, Day/Night, Indoor/Outdo	1
Backbox (For H4A-BO1-IR Avigilon Bullet Style)	1
CAT5E (Plenum Solid Blue)	500
HD Camera License (HD Camera License - ACC5 or 6 to ACC7 ENT	32
ACC7 Enterprise Edition Camera License	4
RJ45 Connector for CAT5	12
J Hook (1 5/16, up to 50 pr, screw on,)	20
Subtotal:	\$5,221.04

Installation Services

Product Description	Qty
Installation and Programming	1
Subtotal:	\$3,952.00

Quote Summary	Amount
System Devices	\$5,221.04
Installation Services	\$3,952.00
Total:	\$9,173.04

Customer understands that any additional fees that may be incurred to comply with all applicable building codes, zoning ordinances or any other permits needed for installation is their responsibility. Further, reference to Plug and Play is defined herein as utilization of pre-existing cable distribution system for entire property, as is. Delays or distractions caused by customer during installation or service may be billed additionally upon written order to customer. Any alteration or deviation from above quoted specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above this quotation. This is the entire agreement, and no additional services or promise of performance is implied that is not contained herein. Acceptance of quotation - all terms and conditions as written are a part hereof and are binding upon the parties hereto. A.S.C. retains the right to substitute parts of equal or better value to complete a functional system. Upon clients written approval A.S.C. may access clients system(s) for virtual maintenance, trouble shooting and reporting functions. A.S.C. may refer to clients name in various marketing materials unless prohibited by client. A.S.C. shall have no liability for any personal injury, property damage or other loss based on any claim at all including a claim the product failed to perform. A.S.C. will bill after functional completion of the job and expect payment due within the terms stated on this proposal. The Company reserves the right to send the account to a third party for collection. It is understood and agreed that The Company may do so for the entire amount remaining on the contract plus any collection costs incurred in the process. Note: Finance charges of 1.5% per month added to past due invoices. All products shown herein remain the property of A.S.C. until paid in full. Prices contained in this quotation shall be considered firm for a period of (30) days from the date of quotation unless otherwise stated herein. A.S.C. will charge a restocking fee of 20% on all returned or cancelled merchandise. All purchases placed on a credit card for orders over \$2,000. may incur a 2.5% service charge. ATTORNEYS' FEES. In the event of any litigation or arbitration between the parties with respect to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of litigation, as the court or tribunal may determine.

Acceptance

Advanced Satellite Communications

Antrim County Sheriff's Office

A handwritten signature in black ink that reads "Adam Barber".

Adam Barber

Signature / Name

09/14/2021

Date

Valerie Craft

Signature / Name

Initials

Date

A handwritten signature in black ink that reads "Valerie Craft".

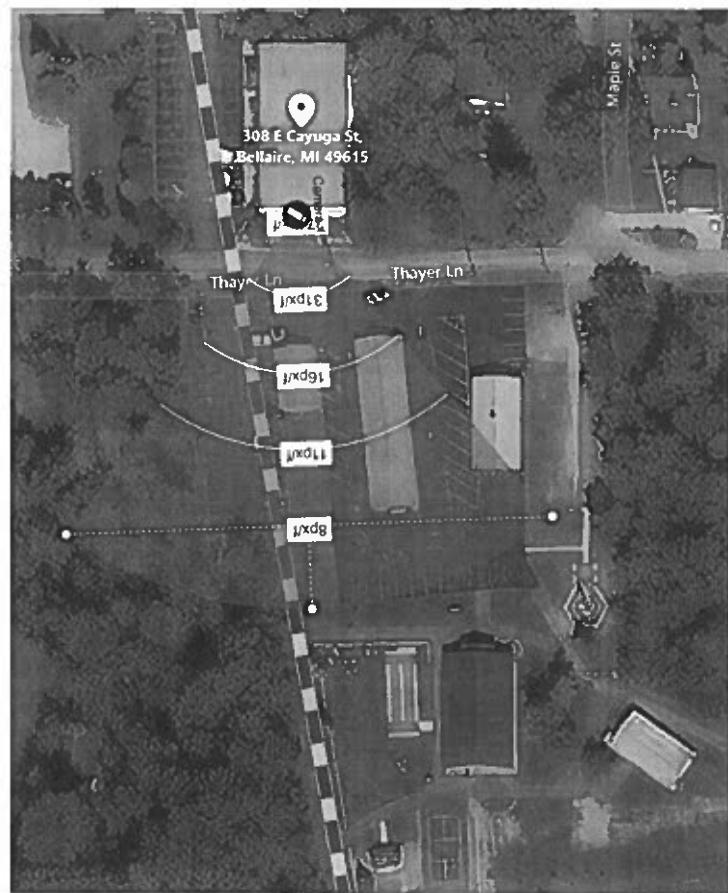
Antrim County – Security Camera Additions

System Purpose

- Update Security Camera Software
- This proposal adds:
 - Security cameras to the building at 308 E/ Cayuga St. Bellaire, MI



Antrim County
308 E. Cayuga St.
Bellaire, MI 49615



Antrim County
308 E. Cayuga St
Bellaire, MI 49615

Surveillance Camera System

- Recording – The existing Camera Server will be used to record the new cameras quoted here.
- Licensing – A.S.C. to update licensing to the latest version of the video server and workstation software ACC7. New Cameras require additional ACC7 licensing, included in this quote.
- Camera Type – A.S.C. to install new cameras according to the table provided. Cameras have integrated Infrared lights for night view and wide dynamic range (WDR) to lessen contrast between light/dark regions. Associated mounting hardware and backboxes are included in this installation to protect camera connections.
 - 5MP Bullet Camera
 - 2MP Indoor Dome Camera
- Camera Power – IP based Surveillance cameras installed here are Powered over Ethernet (POE) connection. Power to be supplied by Antrim County provided POE Switch.
- User Viewing Stations – Within the building, selected computers can be loaded with software to be used as a viewing station. A.S.C. to provide Antrim IT Dept with latest software version that can be pushed to workstations as needed.
- Cabling – A S.C to homerun a Cat5cable to each security camera from nearest network switch.

Surveillance Camera Locations

No.	Location	View	Camera Type	Cable
1	Main Hall	Room Traffic	3MP Dome	Cat5e
2	Front Entrance	Entry / Traffic	3MP Dome	Cat5e
3	Kitchen	Activity in Kitchen	3MP Dome	Cat5e
4	Rear Parking Lot	Parking/Out-buildings	5MP Bullet	Cat5e

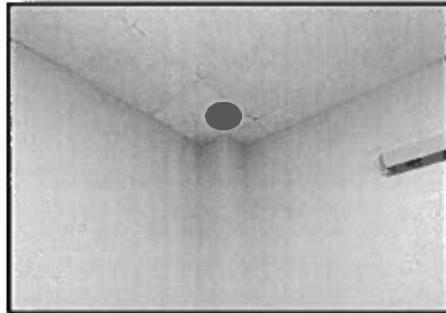
Avigilon Video Management Software Upgrade

- Currently Running ACC6 Enterprise Ed. (End-of-Life)
- 32 Licenses on the Site
- Update Software on both recorders to ACC7 Enterprise. ACC7-ENT-VER-UPG
- New Cameras require New ACC7 Licensing

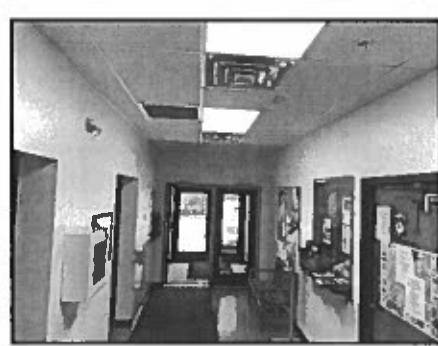


Antrim County
308 E. Cayuga St.
Bellaire, MI 49615

Main Hall



Front Entrance

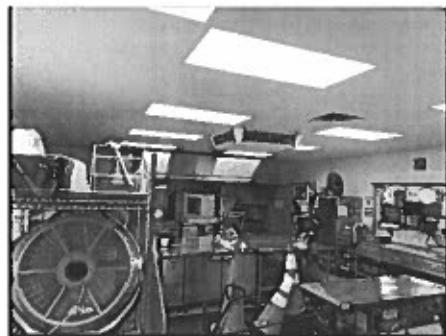
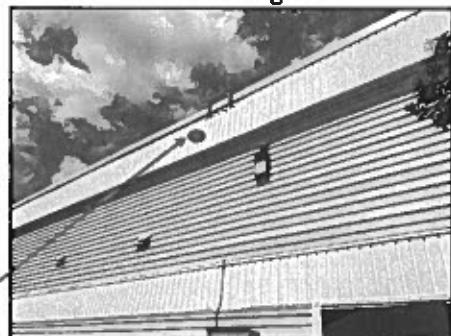


Antrim County
308 E. Cayuga St.
Bellaire, MI 49615

Kitchen



Rear Parking Lot



Proposal

Page # _____ of _____ pages

Change Order

RE: Baseboard

Attn: Judy

PO # 04129

PROPOSAL SUBMITTED TO:	Meals on wheels	JOB NAME	JOB #
ADDRESS	Epoxy Floor	JOB LOCATION	
PHONE #	FAX #	DATE	DATE OF PLANS
		10/12/21	ARCHITECT

We hereby submit specifications and estimates for:

w/ ~~Judy~~ As per discussion
w/ ~~Judy~~ Judy (optional choice)

① Area in kitchen & Storage rm.
off kitchen.

Base board to receive two
coats of gray epoxy & Seal
lower joint w/ Flexible Polyurethane
Caulk (All sealed from floor
to the top of the baseboard.

② Base board in bathroom & front
entrance area to receive two
coats of gray epoxy

cost = \$1425.00

cost = \$925.00

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$2350.00

Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs
will be executed only upon written order, and will become an extra charge
over and above the estimate. All agreements contingent upon strikes,
accidents, or delays beyond our control.

Respectfully
submitted

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

above prices, specifications and conditions are satisfactory and are
hereby accepted. You are authorized to do the work as specified.
Payments will be made as outlined above.

Signature

Judy Parliment

Date of Acceptance 10-15-21

Signature

ESTIMATE

Judy Parliament
Bellaire, MI 49615
(231) 533-8703
3120

JNJ Quality Roofing Repair and Installation

1967 S Main St PO Box 771
Central Lake, MI 49622

Phone: (231) 544-1030

Email: Roofingking2019@yahoo.com

Estimate # 000326
Date 06/14/2021

Description	Total
JNJ Roofing	\$8,550.00
Tear off all old Roofing	
Install new shingles owner's choice of color	
Cut ridge vent	
Apply new Synthetic felt and ice shield	
Clean up and haul away all old debris	
Install new drip edge	
Install new flashing if needed	
10 year workmanship warranty	

Subtotal	\$8,550.00
Total	\$8,550.00



Signed on: 08/02/2021

Judy Parliament

33



KEISER COLLISION & AUTO REPAIR LLC

YOUR ONE STOP SHOP FOR BODY AND REPAIR

keisercollision@gmail.com

643 WILLOW DRIVE, BELLAIRE, MI 49615

Phone: (231) 533-6969

FAX: (231) 533-5560

Workfile ID: a2eaa76b
PartsShare: 6sv5GS

Federal ID: 86-3607771
State ID: F170077

Preliminary Estimate

Customer: Antrim County Comission on Aging

Job Number:

Written By: Bradley Keiser

Insured: Antrim County Comission on Aging Policy #: Claim #:

Type of Loss: Date of Loss: Days to Repair: 0

Point of Impact:

Owner:	Inspection Location:	Insurance Company:
Antrim County Comission on Aging (231) 533-8703 Business	KEISER COLLISION & AUTO REPAIR LLC 643 WILLOW DRIVE BELLAIRE, MI 49615 Repair Facility (231) 533-6969 Day	

VEHICLE

2012 CHEV Silverado 1500 Work Truck Regular Cab 133" WB 4WD 2D P/U 8-4.8L Flex Fuel Electronic Fuel Injection

VIN:	Interior Color:	Mileage In:	Vehicle Out:
License:	Exterior Color:	Mileage Out:	
State:	Production Date:	Condition:	Job #:

TRANSMISSION

Automatic Transmission

Overdrive

4 Wheel Drive

POWER

Power Steering

Power Brakes

DECOR

Dual Mirrors

Tinted Glass

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

SAFETY

Cruise Control

Message Center

Climate Control

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

WHEELS

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

Traction Control

Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

SEATS

Reclining/Lounge Seats

PAINT

Styled Steel Wheels

TRUCK

Clear Coat Paint

Rear Step Bumper

Preliminary Estimate

Customer: Antrim County Comission on Aging

Job Number:

2012 CHEV Silverado 1500 Work Truck Regular Cab 133" WB 4WD 2D P/U 8-4.8L Flex Fuel Electronic Fuel Injection

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		PICK UP BOX					
2	*	Rpr	Concept Fiberglas Heat/Cool box			12.5	4.0
3	*		Add for Clear Coat			0.0	
SUBTOTALS				0.00	12.5	4.0	

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			0.00
Body Labor	12.5 hrs	@ \$ 52.00 /hr	650.00
Paint Labor	4.0 hrs	@ \$ 52.00 /hr	208.00
Paint Supplies	4.0 hrs	@ \$ 32.00 /hr	128.00
Body Supplies	12.5 hrs	@ \$ 1.00 /hr	12.50
Subtotal			998.50
Sales Tax	\$ 128.00	@ 6.0000 %	7.68
Grand Total			1,006.18
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			1,006.18

MyPriceLink Estimate ID / Quote ID:

874714891481522176 /

IRREGULAR PART-TIME and SEASONAL EMPLOYEES - 2021 WAGE SCALES

Commission on Aging

	2021 Increase	2020 Start	2021 START	2020 6 Month	2021 6 MONTH	2020 1 Year	2021 1 YEAR	2020 2 Years	2021 2 YEARS	2020 3 Years	2021 3 YEARS
Homemaker	3.0%	11.63	11.98	12.10	12.46	12.59	12.97	13.10	13.49	13.58	13.99
CENA	3.0%	13.86	14.28	14.40	14.83	14.98	15.43	15.59	16.06	16.19	16.68
Kitchen Assistant	3.0%	10.72	11.04	11.33	11.67	11.96	12.32	12.56	12.94	13.17	13.57
Site Coordinator	3.0%	10.95	11.28	11.57	11.92	12.22	12.59	12.83	13.21	13.46	13.86
Clerical Assistant	3.0%	11.63	11.98	12.10	12.46	12.59	12.97	13.10	13.49	13.58	13.99
MMAP Coordinator	3.0%	11.63	11.98	12.10	12.46	12.59	12.97	13.10	13.49	13.58	13.99

Veteran's Affairs

	2021 Increase	2020 Start	2021 START	2020 6 Month	2021 6 MONTH	2020 1 Year	2021 1 YEAR	2020 2 Years	2021 2 YEARS	2020 3 Years	2021 3 YEARS
Veterans Service Officer II	3.0%	15.51	15.98	15.67	16.14	15.83	16.30	16.15	16.63	16.47	16.96

Maintenance

	2021 Increase	2020 Start	2021 START	2020 6 Month	2021 6 MONTH	2020 1 Year	2021 1 YEAR	2020 2 Years	2021 2 YEARS	2020 3 Years	2021 3 YEARS
Custodian	3.0%	15.06	15.51	15.65	16.12	16.27	16.76	16.86	17.37	17.46	17.98

Antrim County Transportation

Classification	2021 Increase	2020 Start	2021 START	2020 90 Days	2021 90 DAYS	2020 6 Month	2021 6 MONTH	2020 1 Year	2021 1 YEAR	2020 2 Years	2021 2 YEARS	
Driver	3.0%	14.31	14.74	14.70	15.14	14.84	15.29	15.38	15.84	15.74	16.21	
Secretary	3.0%	17.76	18.29					18.30	18.85	18.87	19.44	
	2021 Increase	2020 3 Years	2021 3 YEARS									
Driver	3.0%	16.09	16.57									
Secretary	3.0%	19.45	20.03									

Barnes Park and Sheriff Dept. Seasonal Employee Wage Scale

	2021 Increase	2020 Start	2021 START	2020 1 Year	2021 1 YEAR	2020 2 Years	2021 2 YEARS	2020 3 Years	2021 3 YEARS	2020 4 Years	2021 4 YEARS
Seasonal Worker	3.0%	12.73	13.11	13.26	13.66	13.94	14.36	14.60	15.04	15.24	15.70
	2021 Increase	2020 10 YEARS	2021 10 YEARS	2020 20 YEARS	2021 20 YEARS						
Seasonal Worker	3.0%	16.68	17.18	17.76	18.29						

BOC Action 12-3-2020: 3% increase in wages

GENERAL UNIT - 2021 WAGE SCALES

APPENDIX A

	2021 Increase	2020 Start	2021 START	2020 6 Month	2021 6 MONTH	2020 1 Year	2021 1 YEAR	2020 2 Years	2021 2 YEARS	2020 3 Years	2021 3 YEARS
Plumbing Inspector	3.0%	22.20	22.87	22.81	23.49	23.47	24.17	24.13	24.85	24.70	25.44
Electrical Inspector	3.0%	22.10	22.76	22.74	23.42	23.40	24.10	24.05	24.77	24.62	25.36
Mechanical Inspector	3.0%	21.82	22.47	22.42	23.09	23.09	23.78	23.75	24.46	24.30	25.03
Building Inspector	3.0%	21.78	22.43	22.40	23.07	23.06	23.75	23.73	24.44	24.28	25.01
Appraiser	3.0%	20.00	20.60	20.56	21.18	21.17	21.81	21.74	22.39	22.26	22.93
Executive Assistant- Prosecutor's Office	3.0%	20.00	20.60	20.56	21.18	21.17	21.81	21.74	22.39	22.26	22.93
Residential Appraisal	3.0%	20.00	20.60	20.56	21.18	21.17	21.81	21.74	22.39	22.26	22.93
GIS Technician	3.0%	18.28	18.83	18.86	19.43	19.44	20.02	20.05	20.65	20.61	21.23
IT Support Technician	3.0%	18.28	18.83	18.86	19.43	19.44	20.02	20.05	20.65	20.61	21.23
Chief Deputy	3.0%	18.13	18.67	18.74	19.30	19.33	19.91	19.92	20.52	20.50	21.12
Animal Control Officer	3.0%	17.08	17.59	17.67	18.20	18.26	18.81	18.93	19.50	19.54	20.13
Airport Field Operator	3.0%	17.29	17.81	17.83	18.36	18.38	18.93	18.93	19.50	19.50	20.09
Assistant Abstractor	3.0%	17.08	17.59	17.67	18.20	18.26	18.81	18.93	19.50	19.54	20.13
Executive Secretary	3.0%	16.45	16.94	17.09	17.60	17.62	18.15	18.19	18.74	18.77	19.33
Clerk I	3.0%	16.30	16.79	16.86	17.37	17.43	17.95	18.04	18.58	18.61	19.17
Deputy I	3.0%	16.25	16.74	16.82	17.32	17.37	17.89	17.95	18.49	18.56	19.12
Legal Secretary	3.0%	16.11	16.59	16.69	17.19	17.20	17.72	17.75	18.28	18.32	18.87
Veterans Services Officer I	3.0%	16.11	16.59	16.69	17.19	17.20	17.72	17.75	18.28	18.32	18.87
COA Office Manager	3.0%	16.10	16.58	16.64	17.14	17.17	17.69	17.74	18.27	18.28	18.83
Plan Reviewer	3.0%	16.10	16.58	16.64	17.14	17.17	17.69	17.74	18.27	18.28	18.83
Secretary	3.0%	15.73	16.20	16.28	16.77	16.84	17.35	17.51	18.04	18.05	18.59
Deputy II Maintenance	3.0%	15.45	15.91	16.06	16.54	16.62	17.12	17.23	17.75	17.75	18.28
Airport Equip. Maintenance	3.0%	15.20	15.66	15.76	16.23	16.30	16.79	16.92	17.43	17.46	17.98
Custodian	3.0%	14.92	15.37	15.51	15.98	16.13	16.61	16.72	17.22	17.30	17.82
Deputy II	3.0%	14.96	15.41	15.53	16.00	16.11	16.59	16.71	17.21	17.22	17.74
Clerk II	3.0%	14.96	15.41	15.53	16.00	16.11	16.59	16.71	17.21	17.22	17.74
Food Service Coord./Clerk II	3.0%	14.96	15.41	15.53	16.00	16.11	16.59	16.71	17.21	17.22	17.74
Cook	3.0%	13.51	13.92	14.08	14.50	14.66	15.10	15.24	15.70	15.81	16.28
Clerk Typist	3.0%	13.21	13.61	13.79	14.20	14.33	14.76	14.90	15.35	15.45	15.91
Certified Nurse Assistant	3.0%	12.51	12.89	13.19	13.59	13.97	14.39	14.66	15.10	15.40	15.86
Activities Coordinator	3.0%	11.34	11.68	11.97	12.33	12.64	13.02	13.29	13.69	13.95	14.37
Assistant Cook	3.0%	11.19	11.53	11.82	12.17	12.47	12.84	13.10	13.49	13.75	14.16
Kitchen Aide	3.0%	10.32	10.63	10.60	10.92	10.93	11.26	11.54	11.89	12.14	12.50

BOC Action 12-3-2020: Contract Ratification, 3.0% increase in wages

**PRIVATE (FOR PROFIT) HOME CARE AGENCIES
SERVING THE ANTRIM COUNTY AREA 2021**

Angel Heart Home Care:	231-347-4800
Brightstar:	231-929-7827
Compassionate Care:	231-929-5491
Comfort Keepers:	231-222-5376 or 231-929-9044
Great Lakes Home Care:	231-421-5036
Holli Care:	231-943-1415
Integrity Individual Care:	231-943-0835
Intelicare:	989-448-7446
Monarch Home Health:	231-932-0708
Munson Home Health Care:	1-800-252-2065
Munson Health Ride (for Munson Customers)	231-935-5000
Serenity Home Health Care:	989-343-6955



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