

Senior Millage Allocation Committee (SMAC)

Friday, September 1, 2017 8:15 a.m.

Marshall Regional Law Enforcement Center

714 US Hwy 27 N, Marshall, MI 49068

MINUTES

1. **Call to Order/Roll Call:** Chair Vic Potter at 8:15 a.m. and roll called.

Attending: Rod Auton, Jill Booth, Art Kale (8:45), Dianne (Willy) Kalnins, Richard Lindsey, Ralph Moore, Vic Potter, Jim Powers, Teresa Schell, Willie Tabb and Gary Tompkins.

Absent Excused: Jason Rapelje

County Personnel: Michelle Johnson, Finance Director; Helen Guzzo, Senior Service Manager; Rodna Stealy and Lora Stevens, Senior Services staff.

Visitors: Linda Grap, Director of Senior Health Partners (SHP); Karla Fales, CEO of CareWell Services SW; Mike Bearman, Citizen and Heritage Commons Advisor Committee Chair; Mary Jo Byrne, Executive Director of the Fountain Clinic; and Michelle Williamson, CEO of Community Action Agency.

SMAC Candidates: Ronald Cady and Tom Hunsdorfer

2. **Approval of Agenda for September 1, 2017:**

Amendment: Add to #8 New Business, b #5 CareWell Services SW request for supplemental funds for Personal Emergency Response Systems (PERS) for \$4,480.00 to serve the wait list that is currently at 20 individuals.

Motion to add to the September 1, 2017 Agenda – Moore and Kalnins: Motion, Second and Approved - **Motion Carried.**

3. **Minutes for August 4, 2017:**

Motion to accept Minutes for August 4, 2017 – Moore and Lindsey: Motion, Second and Approved - **Motion Carried.**

4. **Introduction of Visitors: No Comments**

5. **SMAC Candidates Interviews:** (Resume attached to SMAC packets)

- Ads seeking candidates to SMAC were placed in the Battle Creek SHOPPER & the Marshall ad-visor & chronicle and posted on the Senior Services website for the opening on SMAC left by Joanne Konkle's resignation.
- Three candidates applied. Theresa Chaney-Huggett withdrew due to personal reasons.
- Tom Hunsdorfer – Retired - discussed past career and employment and his involvement with Forks Senior Center.
- Ronald Cady – Retired - discussed his past career – 34 years in insurance and employment with non-profits and a Kool Family Center member.
- Candidates excused – discussion and ballots filled out and turned in to Stevens to be counted.
- Tom Hunsdorfer received a majority of the votes on the ballots.

6. **Senior Health Partners Presentation (SHP) by Linda Grap-CEO**

- 3 full time staff and 10 Part-time nurses – mostly retired
- Power Point presentation: history of SHP; the services that they provide to seniors in Calhoun County; agencies that they have trained, Universities that they work with and future the programs that they are looking to implement.

7. **Manager's Report: (Helen Guzzo)**

- a. **Meetings/Senior Services Community Presentation**

- b. **Affordable Dementia Care Task Force, Caring Community, Springfield.**

- Maureen Mickus invited Guzzo to participate in the planning of public event about affordable housing for low-income people with dementia at Caring Community, a state licensed Home for Aged Adults, in the City of Springfield. Caring Community has 150 units many of the residents have been homeless. The nursing program at Kellogg Community College is participating and looking at housing nursing students at Caring Community in exchange for time socializing with residents.

- c. **Joanne Konkle Award Update:**

- Joanne Konkle was presented with her award at the Calhoun County Board of Commissioners meeting on August 17, 2017 with a reception was held before the ceremony at the Commission meeting.

- The Office of Senior Services with SMAC support has created the Joanne Konkle Senior Services Achievement Award for Providing Leadership and Exceptional Service to Calhoun County Seniors. This award will take yearly nominations in January/February and be presented the following May at the Centenarian Luncheon.

d. Annual Assessments/Program Monitoring Scheduled:

Guzzo will be participating in CareWell Services annual assessments of Legal Services, Marian Burch Adult Day Care and Senior Services SWM. Guzzo is planning to conduct assessments of the other funded programs later this fall and winter based on the assessment documents that CareWell Services use.

e. Sponsorships:

- Miles for Memories sponsor - \$2,500 Sept 16, 2017 10am;
- Caregivers Retreat sponsor - \$3,500 Sept 27, 2017 from 9am to 2pm; and
- Keep Calhoun County Smiling sponsor - \$350.00 a fundraiser for Dental Programs at Fountain Clinic, October 29, 2017.

f. Unfinished Business

- RFP folders (7 proposals) have been handed out to the RFP SMAC Committee
- Committee review dates are September 15 and 22 in the mornings. (chart below)
- Discussion about why 2 companies are applying for the PERS contract. CareWell SW is the current provider. CareWell Services is non-profit and not sure if an inter-local government agreement is appropriate for this. CareWell SW bid on our RFP and then will send out their own RFP for PERS (Personal Emergency Response System).

Schedule of RFP bidders and review schedule

VENDOR	BENEFITS COUNSELING	CHORE	COMMUNITY CARE OPTIONS	PERS	PRESCRIPTION ASSISTANCE
CareWell SW (Region 3B Area Agency on Aging)	\$ 50,000				
Senior Services, Inc.		\$40,000			
Senior Health Partners (Comprehensive Senior Care Corp.)			\$300,000		
CareWell SW (Region 3B Area Agency on Aging)			\$300,000		
CareWell SW (Region 3B Area Agency on Aging)				\$57,300	
Critical Signal Technologies, Inc.				\$50,000	
Fountain Clinic					\$30,000

RFP Review Subcommittee Schedule:

Friday, September 15, 2017, 8:00am-10:30am, County Building, Garden Level Conference Room

- 8:30am Organizing Discussion/consensus scoring after each presentation
- 9:00am Chore Services, ala Handy Helper: Senior Services, Inc.
- 9:30am Community Care Options: Senior Health Partners
- 10:00am Prescription Assistance: Fountain Clinic

Friday, September 22, 2017, 8:15am-10am, County Building, Garden Level Conference Room

- 8:15am Organizing Discussion/ Consensus scoring after each presentation
- 8:30am Benefits Counseling: CareWell Services SW
- 8:45am Community Care Options: CareWell Services SW
- 9:00am PERS: CareWell Services SW
- 9:30am Personal Emergency Response System (PERS): Critical Signal Technologies, Inc.

- g. **Guzzo** is still working on attending all meal sites and going over procedure processes
- h. **Stand-Down Battle Creek:** scheduled Oct 20 at Full Blast. Guzzo was asked to co-chair this committee. Arron Edlefson, VA Office is also working with Helen on this event.
- i. **Forks Senior Center strategic planning:** Guzzo facilitated the August 23 meeting and discussed possible collaboration between senior centers with a membership cards. They would like to set up a Euchre Tournament as the first event.
- j. **Senior Day at the Park:** This was the second annual event and Stevens stated that about 200 seniors and their caretakers attended. They had a lot of fun and made signs to hold up and show their support for the teams. City of Battle Creek placed ads in the local newspapers. Walgreens rented a cool truck for keeping the water and sandwiches cool. Thank you to all that volunteered that day. Every year it is growing.
- k. **Senior Day at the Fair:** Great success with lunches for over 300 people. The weather was great, not so hot this year. We had a different larger tent with no stage that supported everyone, Senior Times paid for the rental of this larger tent and right out front of the building that had the health exhibits. Left over lunches when to the Marshall House. Played bingo longer this year and LuAnn Cope from Veterans Affairs Office sang and had everyone singing in their chairs.
- l. **Heritage Commons:**

- Euchre group is growing and have a great time. Starting Hawaiian dance lessons at the center soon.
- They started a bingo group free for everyone. Some money was collected last time and is being returned as it was a free event and some of the volunteers didn't know that.
- Center is open 3 days a week (Tue, Wed and Thurs) with over 60 people becoming members.
- Rodna Stealy is at the center on Wednesdays afternoons from 1 to 3pm for Medicare/Medicaid counseling.
- They worked out the free ride home with Dial-A-Ride. They have tokens that they are handing out.
- Meal site is also growing with 13 to 15 attending, Tues and Thurs. The Wednesday meal site in Marshall is at the Marshall House Apartments.
- Kitchen is almost finished with just a few little things before it can be inspected.

m. Forks Senior Center:

- In the process of developing a Strategic Plan with their board
- Renovations have not yet started and County will not increase rent until it is finished.
- Signage is still an issue for out front of the building, but they are working on the ordinance with the city. Calhoun County will pay for the sign. Tabb and Tompkins will follow up with the City Manager and get a variance if need be.

8. NEW BUSINESS:

- a. New SMAC Member is Tom Hunsdorfer.** Will be submitted to BOC for approval and will start at the next SMAC meeting on October 6, 2017.

Motion to accept Tom Hunsdorfer as SMAC member – Booth and Lindsey: Motion, Second and Approved - *Motion Carried.*

b. 2018 Senior Services/Senior Millage Budget Request

- Guzzo handed out reports for the 2018 budget (Attachment A)
- This report was submitted to Jen Bomba and Brad Wilcox – both the Administrative and Contractual Budgets.
- Recommending \$50,000 for each senior center, Kool Family does not currently need funding.

Motion to accept the total amounts on the budget worksheet (Attachment A): Senior Millage Contractual 2018 Budget of \$2,626,837 and Calhoun County Senior Services Administrative 2018 Budget of \$354,937.81 for a total of \$2,981,774.81. Recognizing that the proposed budget proposal is an estimate submitted to BOC approval. Schelle and Booth: Motion, Second and Approved - *Motion Carried*

c. 2017 Senior Services Supplemental Requests/Amendments

- Currently have \$70,445 of uncommitted funding that needs to be spent by 12/31/2017; \$2,625,000 was approved by the Calhoun County BOC to be spent for 2017, but we only allocated \$2,554,555 which leaves \$70,445 that was approved to be spent, they are uncommitted funds. This chart reviews that funding decisions that SMAC considered.

Uncommitted Contractual Services Budget	\$ 70,445	Recommendation for funding	
Supplemental Requests/Amendments			
1. CA Senior Minor Home Repair	\$ 25,000	\$ 45,000	26 on waiting list
2. CA Heating Assistance	\$ 13,500	\$ 13,500	
3. Fountain Clinic Prescription Program	\$ 5,000	\$ 5,000	
4. Health Department	\$\$ neutral	Approve	
5. CareWell Services SW PERS	\$ 4,480	\$ 4,480	
	\$ 47,980	\$ 67,980	

The Fountain Clinic asked to be considered before Community Action, Mary Jo Byrne, Executive Director of the Fountain Clinic presented the request.

- **Fountain Clinic Prescription Program:** \$5,000 supplemental request
Since Community Health Care Connections closed their doors January 1, 2017, Foundation Clinic's requests for help from seniors with prescription costs have gone up and supplemental funds are need to cover demand for prescription assistance.

Motion to accept Fountain Clinic Request for \$5,000 additional supplemental funds for prescription program and not taking administrative fees – Lindsey and Kale: Motion, Second and Approved - *Motion Carried.*

Michelle Williamson, CEO of Community Action presented the request.

- **Community Action Minor Home Repairs:** Due to the demand for home repairs by seniors in need and the current waiting list, Guzzo is recommending \$45,000 in supplemental funding.
 - Current wait list is 26 and the demand at this time of year goes up with roofs, plumbing and furnaces request. All home owners must have insurance and own their home. There is a sliding fee schedule for households over 150% of poverty.
 - Every home repair prevents a home from become unrepairable and vacant when the senior passes away.
 - Community Action requested that the funds have a later spend by date to allow for the contracting process. CA requested more money with the flexibility when spending the funds, some projects might not finish till early 2018
 - Discussed with Michelle Johnson, County Finance Director, setting up a deferred revenue account so the County would expend the money by the end of the fiscal year, Dec. 31, 2017 but Community Action would have until the end of the first quarter of 2018, March 30, 2018 to report how funding was spent.

- o CA has one full time employee to monitor home repair program. CA accounts for staff time and only bills for staff time actually spent on the MHR program.

Motion to approve \$45,000 in 2017 supplemental funding (80% for direct home owner assistance and 20% for administrative contracting fees). Booth and Tompkins: Motion, Second and Approved - Roll Call Vote – All Yes - *Motion Carried.*

- Community Action Senior Home Heating Assistance: \$13,500 supplemental request

Motion to approve Community Actions request for \$13,500 for Home Heating Assistance Program. Booth and Lindsey: Motion, Second and Approved - Roll Call Vote – All Yes - *Motion Carried.*

- Calhoun County Public Health Department: Amend grant moving \$10,000 from Vision to Hearing

Motion to move \$10,000 from the Vision program to the Hearing program. Kale and Booth: Motion, Second and Approved - *Motion Carried.*

Karla Fales, CEO of CareWell Services SW presented the request.

- CareWell Services SW - PERS: \$4,480 supplemental request
 - o 20 people on the wait list, add 10 to 20 a month.
 - o 77% are land line users at \$12 a unit and 23% are cell phone users with \$31 unit; land line users must have a device installed to use their land line with the device.

Motion to approve CareWell Services SW request for \$4,480 additional funds for Personal Emergency Response System program - Kalnins and Tompkins: Motion, Second and Approved - Roll Call Vote – All Yes - *Motion Carried.*

9. Next SMAC meeting: Friday, October 6, 2017, 8:15 am to 11:30am at the Marshall Regional Law Enforcement Center.

10. Adjourned at 10:16am.

11. Strategy planning continued after a short break. Guzzo made a slideshow presentation reviewing the mission and vision statement, past funding and needs of seniors in Calhoun County. Due to lack of time, the SWOT Analysis: Strengths, Weaknesses, Opportunities and Threats was postponed until a later time.



**ADDITIONAL INFORMATION is always available by contacting
Calhoun County Senior Services at (269) 781-0846.**

ATTACHMENT A

Senior Millage 2018		
Proposed 2018 Budget	Service	Allocation
Area Agency on Aging	Community Care Options	\$ 300,000
	Benefits Counseling	\$ 50,000
	Meals	\$ 480,837
	PERS	\$ 50,000
CCPHD	Hearing	\$ 55,000
	Vision	\$ 20,000
Community Action	Minor Home Repair	\$ 100,000
	Transportation	\$ 485,000
	Home Heating Assist.	\$ 85,000
Fountain Clinic	Dental	\$ 375,000
	Prescription Assistance	\$ 30,000
Senior Centers		
Forks Senior Center	Senior Center Support	\$ 50,000
Heritage Commons	Senior Center Support	\$ 50,000
Guardian Finance	Guardianship	\$ 80,000
	Money Management	\$ 30,000
United Way/211	Information & Referral	\$ 10,000
Legal Services	Legal Assistance	\$ 36,000
Marian Burch Adult Day Care Center	Adult Day Care	\$ 90,000
	Senior Fun & Fitness	\$ 95,000
Senior Health Partners	Partnership Support	\$ 25,000
	Chore Services	\$ 40,000
Senior Services Inc.		\$ 40,000
Program Grants		\$ 50,000
Mini Grants		\$ 50,000
	TOTAL	\$ 2,626,837

Calhoun County BUDGET FOR 2018

	Account Number	Account Description	2016 Actual Amount	2017 Amended Budget	2018 Directive	2018 Department Request
Fund: 276 - Senior Millage						
REVENUES						
Department: 15 - Administration						
Division: 158 - Senior Services						
Business Unit: 2672 - Senior Services - Administration						
Taxes - Taxes						
	402.000	Property Taxes Current	2,626,464.00	2,530,599.00	0.00	2,534,760.00
	402.010	Property Taxes Prior Years	(2,204.24)	0.00	0.00	0.00
	402.020	Property Taxes IFT	69,203.77	45,563.00	0.00	48,786.00
	402.030	Property Taxes Payment in Lieu	4,924.54	0.00	0.00	0.00
	441.010	Local Community Stabilization Share Tax Revenue	370,343.99	0.00	0.00	0.00
	445.000	Penalties & Interest on Taxes Revenue	1,123.10	0.00	0.00	0.00
Account Classification Total: Taxes - Taxes			\$3,069,855.16	\$2,576,162.00	\$0.00	\$2,583,546.00

<i>Int - Interest & Rents</i>						
	664.000	Interest and Dividends Revenue	3,296.18	0.00	0.00	0.00
<i>Account Classification Total: Int - Interest & Rents</i>			\$3,296.18	\$0.00	\$0.00	\$0.00
<i>Other Rev - Other Revenues</i>						
	671.000	Miscellaneous Revenue	66,630.74	58,500.00	0.00	60,000.00
<i>Account Classification Total: Other Rev - Other Revenues</i>			\$66,630.74	\$58,500.00	\$0.00	\$60,000.00
<i>Other Fin Sour - Other Financing Sources</i>						
	400.050	Carry Over Miscellaneous	0.00	334,023.00	0.00	338,229.00
<i>Account Classification Total: Other Fin Sour - Other Financing Sources</i>			\$0.00	\$334,023.00	\$0.00	\$338,229.00
Business Unit Total: 2672 - Senior Services - Administration			\$3,139,782.08	\$2,968,685.00	\$0.00	\$2,981,775.00
Business Unit: 2675 - Senior Services - Grant						
<i>Local Cont - Local Contributions</i>						
	580.010	Local Contribution United Way	36,150.00	0.00	0.00	0.00
<i>Account Classification Total: Local Cont - Local Contributions</i>			\$36,150.00	\$0.00	\$0.00	\$0.00
Business Unit Total: 2675 - Senior Services - Grant			\$36,150.00	\$0.00	\$0.00	\$0.00
Division Total: 158 - Senior Services			\$3,175,932.08	\$2,968,685.00	\$0.00	\$2,981,775.00
Department Total: 15 - Administration			\$3,175,932.08	\$2,968,685.00	\$0.00	\$2,981,775.00
REVENUES Total			\$3,175,932.08	\$2,968,685.00	\$0.00	\$2,981,775.00
EXPENSES						
Department: 15 - Administration						
Division: 158 - Senior Services						
Business Unit: 2672 - Senior Services - Administration						
<i>PS - Personnel Services</i>						
	702.020	Salaries Regular	148,904.23	131,694.00	139,799.00	139,799.00
	703.000	Longevity Pay Expense	480.00	540.00	0.00	0.00
	715.030	Allowance Cell Phone	1,500.00	1,238.00	600.00	1,500.00
<i>Account Classification Total: PS - Personnel Services</i>			\$150,884.23	\$133,472.00	\$140,399.00	\$141,299.00
<i>FB - Fringe Benefit</i>						
	719.000	Worker's Comp Expense	248.33	212.00	224.46	224.46
	720.010	Insurance Benefits Hospitalization	19,096.71	18,709.00	31,993.92	31,993.92
	720.020	Insurance Benefits Dental	1,074.97	943.00	1,748.96	1,748.96

	720.030	Insurance Benefits Vision	287.94	245.00	564.00	564.00
	720.040	Insurance Benefits Life	109.91	111.00	126.72	126.72
	720.050	Insurance Benefits Unemployment	144.22	119.00	278.10	278.10
	721.000	Social Security Expense	10,949.26	10,199.00	10,740.51	10,740.51
	724.030	Retirement Defined Benefit	6,278.18	6,831.00	6,891.56	6,891.56
	724.050	Retirement 401(k) ER	2,817.20	2,859.00	2,915.58	2,915.58
Account Classification Total: FB - Fringe Benefit			\$41,006.72	\$40,228.00	\$55,483.81	\$55,483.81
Sup - Supplies						
	727.000	Office Supplies Expense	2,271.55	4,300.00	0.00	3,500.00
Account Classification Total: Sup - Supplies			\$2,271.55	\$4,300.00	\$0.00	\$3,500.00
OSC - Other Services & Charges						
	801.010	Contractual Services Misc	168.12	10,000.00	0.00	0.00
	805.020	Professional Services Consultant Fees	1,200.00	12,000.00	0.00	25,000.00
	805.080	Professional Services Cost Allocation	50,000.04	50,000.00	0.00	50,000.00
	808.000	Association Dues Expense	1,230.00	1,800.00	0.00	1,575.00
	850.010	Communications Data Processing	3,084.00	3,875.00	0.00	3,964.00
	850.030	Communications Telephone Service	1,985.25	1,623.00	0.00	1,495.00
	850.070	Communications Copying	3,361.41	4,387.00	0.00	6,169.00
	850.080	Communications Mailing	1,045.04	1,500.00	0.00	752.00
	870.010	Travel Expense Other	947.08	1,800.00	0.00	1,500.00
	870.020	Travel Expense Mileage	4,442.13	5,200.00	0.00	4,700.00
	870.030	Travel Expense Training	907.09	1,500.00	0.00	1,000.00
	900.000	Printing Expense	1,105.39	3,500.00	0.00	3,000.00
	905.000	Advertising Expense	10,835.44	12,000.00	0.00	14,000.00
	955.000	Miscellaneous Operating Expense	15,131.46	30,000.00	0.00	16,000.00
Account Classification Total: OSC - Other Services & Charges			\$95,442.45	\$139,185.00	\$0.00	\$129,155.00
CO - Capital Outlay						
	980.010	Equipment Small Equipment	1,769.98	1,500.00	0.00	500.00
Account Classification Total: CO - Capital Outlay			\$1,769.98	\$1,500.00	\$0.00	\$500.00
TO - Transfers Out						

	999.000	Transfers Out Operating	0.00	25,000.00	0.00	25,000.00
<i>Account Classification Total: TO - Transfers Out</i>			\$0.00	\$25,000.00	\$0.00	\$25,000.00
Business Unit Total: 2672 - Senior Services - Administration			\$291,374.93	\$343,685.00	\$195,882.81	\$354,937.81
Business Unit: 2674 - Service Allocations						
<i>OSC - Other Services & Charges</i>						
	801.010	Contractual Services Misc	2,393,109.87	2,625,000.00	0.00	2,626,837.00
<i>Account Classification Total: OSC - Other Services & Charges</i>			\$2,393,109.87	\$2,625,000.00	\$0.00	\$2,626,837.00
Business Unit Total: 2674 - Service Allocations			\$2,393,109.87	\$2,625,000.00	\$0.00	\$2,626,837.00
Business Unit: 2675 - Senior Services - Grant						
<i>OSC - Other Services & Charges</i>						
	805.010	Professional Services Misc	36,150.00	0.00	0.00	0.00
<i>Account Classification Total: OSC - Other Services & Charges</i>			\$36,150.00	\$0.00	\$0.00	\$0.00
Business Unit Total: 2675 - Senior Services - Grant			\$36,150.00	\$0.00	\$0.00	\$0.00
Division Total: 158 - Senior Services			\$2,720,634.80	\$2,968,685.00	\$195,882.81	\$2,981,774.81
Department Total: 15 - Administration			\$2,720,634.80	\$2,968,685.00	\$195,882.81	\$2,981,774.81
EXPENSES Total			\$2,720,634.80	\$2,968,685.00	\$195,882.81	\$2,981,774.81
Fund REVENUE Total: 276 - Senior Millage			\$3,175,932.08	\$2,968,685.00	\$0.00	\$2,981,775.00
Fund EXPENSE Total: 276 - Senior Millage			\$2,720,634.80	\$2,968,685.00	\$195,882.81	\$2,981,774.81
Fund Total: 276 - Senior Millage			\$455,297.28	\$0.00	(\$195,882.81)	\$0.19
REVENUE GRAND Totals:			\$3,175,932.08	\$2,968,685.00	\$0.00	\$0.00
EXPENSE GRAND Totals:			\$2,720,634.80	\$2,968,685.00	\$195,882.81	\$195,882.81
Grand Totals:			\$455,297.28	\$0.00	(\$195,882.81)	(\$195,882.81)