**Minutes**

**Ashtabula County Senior Services Levy Advisory Board Meeting**

**September 21, 2022**

**Ohio Means Jobs, 2247 Lake Ave., Ashtabula**

|  |  |  |  |
| --- | --- | --- | --- |
| Present  Patrick Arcaro  Jerome Brockway  Willietta Bunch-Marbury  Robert Kenyon  Emory Moore  Mary Pepperney  Joseph Rapose  Mary Runyan (Zoom)  Dianne Solembrino  Virginia Walker  Jane Wallace  Pam Zack  Lynn Zalewski | Absent | Staff  Alissa Drees  Darcy Mosier  Julie Carlo | BOCC  Kathryn Whittington |
|  |  |  |  |
|  |  |  |  |

**Call to Order**

Chair, Lynn Zalewski called the meeting to order.

**Approval of Minutes**  
Lynn Zalewski asked the board to review the minutes from July 13, 2022. After the board reviewed the minutes, Dr. Brockway made a motion to approve the minutes from July 13, 2022. Willietta Bunch-Marbury seconded the motion. Motion carried.

**Chair’s Report**

Chair, Lynn Zalewski gave thanks to the evaluation committees and ACJFS staff for all their time and hard work they put into the RFP process.

Lynn asked the board for a motion to accept the resignation from board member Christine Litwiler, effective 8-9-22. Robert Kenyon made the motion to accept Christine Litwiler’s resignation. Dianne Solembrino seconded the motion. Motion carried.

Lynn shared the names of the board members whose terms were expiring on 12/31/22 and asked those members to express to Darcy Mosier their intentions on renewing their terms or not renewing, as soon as possible. The applicants’ names will need to be reviewed by the nominating committee prior to the November 16th Senior Levy Advisory Board meeting.

**Funding**

Alissa Drees presented the Revenue & Expense Report as of August 31, 2022. Alissa shared the balance forward is $994,021.17. The current year revenue is $1,817,888.21 and total revenue is $2,811,909.38. The total expenses are $1,300,581.74 with an available balance of $313,368.68.

**Contract Reports**

*Contract Report:* Darcy Mosier presented the contract report. This report represents payments made against provider’s contracts beginning in January through the calendar year. Darcy reported the providers target is to have used approximately 58% of their annual budget which is through the month of July 2022. CHRC; Homemaker was at 80%. CHRC is aware of the status of their available funds and has not sought additional funding, presently. CNP; Companionship has zero units thus far for the FY 2022. Barb Klingensmith has been unable to successfully secure volunteers for this program. CNP; Homemaker was at 40%. Currently CNP is down homemaker staff. Chore service providers: CNP has used 37% of their contract and CHRC has used 29%. Darcy shared, CNP Chore service is beginning to increase their units due to the demand in yard services. CHRC displayed an increase in chore services in June and July due to yard care. CNP, Personal Care services is at 23%, provider explained this is due to low staffing. Catholic Charities of Ashtabula County shows 27% of their contract being used for Payeeship. Darcy explained, CCOAC does use other funding sources first for Guardianship. Historically in September CCOAC will begin invoicing for Guardianship using Senior Levy funds. ACCAA, 2-1-1 has utilized 100% of their Senior Levy funds for the FY 2022 and is using other funding resources to continue providing senior services as well as ACCOA Independence & Wellness has used all their funding. They also continue to provide services using other funding resources. CNP; Transportation is at 69%. There has been a steady increase in referrals for Senior Transportation for the FY 2022.

*Wait List:* Darcy Mosier reviewed the providers displaying a waitlist. ARHHS Personal Care had forty (40) clients on their waitlist. ARHHS provides personal care services based on the funding received from the senior levy services for those aged 60 and over, that qualify. There is a limited amount of funding for this service. Darcy shared ARHHS expressed from the beginning of the FY 2022 they can only provide services for the amount the contract allows and continues to drive the reoccurring waitlist. CNP; Homemaker and Personal Care services have a waitlist of eleven (11) each. This is solely due to lack of staffing. ACCOA; Chore had two (2) clients on the waitlist and since reported the clients have been assessed and provided services.

**Committee:**

1. *Independence & Wellness, Quarterly meeting with Senior Center Directors;* Pam Zack, Vice Chair, provided the board with a summary of the 9/8/22 meeting. Pam shared Ashtabula County Council on Aging Director Lisa Bruckman and Conneaut Human Resource Center Director Ryann Tattrie were both present. Both directors expressed positive feedback from the seniors attending the first virtual Senior Conference held in person at the senior centers and virtually through Zoom. They also reported the attendees enjoyed the promotional swag bags. Some senior attendees expressed a desire to have the conference held later in the day, moving forward.

Lisa Bruckman shared with the committee that ACCOA continues to utilize virtual communications with their clients by way of streaming cooking classes, BINGO, and exercise classes, to name a few. Ryan Tattrie of CHRC confirmed his clients all have different comfort levels in terms of attending activities and events in person. That said, some continue attending discussion groups, lectures, games, and other available activities, virtually. Both center directors agreed numbers are increasing but have not reached the level of pre-COVID participation. Lisa added she continues to explore offering new classes and is planning one large party-social type event each month for the remainder of the year. She also, shared she has a new travel coordinator who likes to think outside the box, so she is anxious to report back at the next meeting how that is going. ACCOA recently sponsored a Health Fair at the center and Lisa reported it was well attended by both vendors and senior attendees.

Ryan was glad to share with the committee that the use of his technology granted by the SLAB, has extended outside of the Independence & Wellness services to Homemaker services. He described how CHRC is using Schedules Plus software to keep better data on time spent in the home and travel, allowing that service to be more efficient. Ryan shared the Conneaut seniors have enjoyed gathering at the township park once a month and they are excited to share they have obtained all the legal documents and licenses for Tuesday night BINGO. They are hopeful to generate additional funding from the BINGO for CHRC.

Lisa concluded she feels marketing of the senior centers continues to be a big challenge and that the senior centers have a stigma placed on them. She feels that many seniors do not realize all that is available at the senior centers located throughout Ashtabula County. She currently has advertising on two billboards and was pleased to share they have drawn in some new attendees and is hoping for more.

Next Independence & Wellness Quarterly meeting with Senior Center Directors will be in December.

**Old Business:**

1. *Feed the Hope-* Feed the Hope was held September 9th, 2022, at the Mount Carmel Community Center. On behalf of the Country Neighbor Board of Directors, the Feed the Hope Steering Committee, and community, they thanked the Senior Levy Advisory Board for their generous donation.
2. *Budget Commission information follow-up-* was provided by David Thomas’ staff at the auditor’s office after the discussion on July 13th, 2022, SLAB meeting. Lynn Zalewski stated as the board gets closer to the 2025 Senior Services Levy campaign, this may be something the committee might agree on exploring.

**New Business:**

*RFP Evaluation /Approval-* The following are the provider requests, committee recommendations and Director Arcaro’s recommendations for the FY 2023 Senior Levy Services.

1. Home Delivered Meals Services:

i.   Country Neighbor Program requested $245,490.00, unit rate of $8.35. The Committee recommended to fund the amount requested and unit rate.

ii. Ashtabula County Community Action Agency requested $333,165.00, unit rate of $8.35. The Committee recommended to fund the amount requested and the unit rate.

iii. Wholesome Strategies requested $443,260.00, unit rate of $5.99. The committee recommended not funding Wholesome Strategies after reviewing their proposal. The committee agreed the proposal did not follow step by step guidelines requested in the RFP and significantly lacked poignant information about their services.

iiii. Mary Pepperney made the motion to fund SL Home Delivered Meals in the total amount of $578,655.00 for FY 2023. Virginia Walker seconded the motion. Motion carried.

2. Personal Care Services:

1. Ashtabula Regional Home Health Services requested $138,158.07, unit rate of $39.16. The Committee recommended to fund the amount requested and the unit rate of $38.59.
2. County Neighbor Program, Inc. requested $36,600.00, unit rate of $30.50. The Committee recommended to fund the amount requested and the unit rate of $30.50.
3. Bob Kenyon made a motion to fund SL Personal Care services for the FY 2023 $174,758.07. Dianne Solembrino seconded the motion. Motion carried.

3. Transportation Services:

1. Country Neighbor Program, Inc. requested $323,950.00, unit rate of $2.09. The Committee recommended funding the contract amount and unit rate requested.
2. Ashtabula County Transportation System requested $71,572.80, unit rate of $65.78/hr. The Committee recommended funding the amount requested and unit rate.
3. Willietta Bunch-Marbury made a motion to fund SL Transportation service for the FY 2023, totaling $395,522.80. Mary Pepperney seconded the motion. Motion carried.

4. Chore Services:

i.   Ashtabula County Council on Aging requested $32,368.00, unit rate of $23.12. The Committee recommended to fund the amount requested and unit rate.

ii. Conneaut Human Resource Center requested $1,960.00, unit rate of $28.00. The Committee recommended to fund $1,618.40 and unit rate of $23.12. The committee’s recommendation stemmed from CHRC leaving unused SL funds for the past two FY as well as projected unused funding for FY 2022. The Committee agreed to fund CHRC the average of the funds they have used for the past two years.

iii. Country Neighbor Program, Inc. requested $7,325.00, unit rate of $26.16. The Committee recommended to fund the amount requested and unit rate.

iv. Mary Pepperney made a motion to fund SL Chore services for the FY 2023 $41,311.40. Joe Rapose seconded the motion. Motion carried.

5. Homemaker Services:

i.  Conneaut Human Resource Center requested $32,500.00; unit rate $25.00. The Committee recommended to fund the requested amount of contract funds and unit rate.

ii.   Country Neighbor Program, Inc. requested $99,807.12, unit rate $26.00. Committee recommended to fund $90,000.00 and the requested unit rate of $26.00. The committee reviewed CNP previous two years of unused funding history and agreed to allocate funding and units that are in line with the units they provided in the past two years.

iii. Ashtabula County Community Action Agency requested $49,000.00; unit rate $26.89. The Committee recommended funding the requested contract amount and requested unit rate.

iv. Mary Pepperney made a motion to fund SL Homemaker Services for the FY 2023 $171,500.00. Jane Wallace seconded the motion. Motion carried.

6. Companionship Services:

i. Country Neighbor Program, Inc. requested $3,132.00; unit rate $21.75. The committee recommended the amount requested and the unit rate. The SLAB discussed funding this program for one more year allowing the provider to secure volunteers. The committee will monitor and determine for the next funding cycle if the program is viable to fund.

ii. Bob Kenyon made the motion to fund SL Companionship services for the FY 2023 in the amount of $3,132.00. Joe Rapose seconded the motion. Motion carried.

7. Guardianship/Payeeship Services:

i. Catholic Charities of Ashtabula County requested a total of $56,868.32, unit rate of $78.00 for Guardianship and $66.88 for Payeeship. The Committee recommended to fund the amount and unit rate requested.

ii. Dr. Brockway made a motion to fund CCOAC Guadrianship and Payeeship services for the FY 2023 for the amount requested of $56,868.32. Mary Pepperney seconded the motion. Motion carried.

8. Independence & Wellness Services:

i. Ashtabula County Community Action, Information and Referral for Seniors Program requested $5,500.00, unit rate $9.29. The committee recommended the amount requested and the unit rate.

ii. Ashtabula County YMCA requested $45,925.20; unit rate $4.83. The committee requested additional information regarding revenue streams and disbursement among expenses. The YMCA was not able to provide the information requested due to their current documentation system used for monitoring with regards to other funding sources. The committee recommended to fund the YMCA $36,614.9, the same as FY 2022 and the requested increase in unit rate of $4.83. The committee also requests the YMCA provide revenue streams and disbursement among expenses if they seek funding for the following RFP cycle.

iii. Ashtabula County Council on Aging requested $67,956.08; unit rate $22.65. The committee recommended funding $53,833.60 and the requested unit rate of $22.65. The committee agreed the increase in the unit rate as proposed by ACCOA will allow the increase in cost for postage, goods, utilities, services and retaining quality employees, and increase the contract amount by $1,227.20.

iiii. Conneaut Human Resource Center requested $34,900.00; unit rate $20.00. The Committee recommends funding the requested contract amount and unit rate.

iiiii. Country Neighbor Program, Inc. requested $53,833.60; unit rate $24.03. The committee recommended funding the contract amount and proposed unit rate.

iiiiii. County Neighbor Program, Inc. congregate meals requested $21,800.00; unit rate $8.00. the Committee recommends funding the requested contract amount and unit rate.

iiiiiii. Geneva Area Senior Corporation requested $100,697.45; unit rate $22.37. The committee recommended to fund GASC $53,892.40 and unit rate $20.00. The committee recommended to decrease the requested contract amount from $1000,697.45 to $53,892.40 and unit rate requested of $22.37 to $20.00. After reviewing the proposed budget, the committee recommended a contract amount that was more inline with the three other senior centers in the county that provide very similar programming, units and expenses and are funded by the Senior Levy Services. The committee also took into consideration, GASC is open four hours a day, five days a week, unlike their counterparts.

iiiiiiii. Dr. Brockway made a motion to fund SL Independence & Wellness for the FY 2023 a total of $260,374.51. Mary Pepperney seconded the motion. Motion carried.

*Independence & Wellness Programming and Services; offered and invoicing-* The SLAB discussed the Programming Committee reviewing the program descriptions and appendixes for the Independence & Wellness Services described in the RFP, prior to the 2024 SL RFP release. The changes would be made to specifically address the programming and invoicing perimeters for which the Independence & Wellness providers may submit for invoicing. The SLAB believes the programming committee should begin this process at the beginning of FY 2023 allowing time for review and consideration before the SL 2024 RFP release in July.

*2023 Senior Conference platform and venue-* Darcy Mosier reviewed the venue options, platforms, and cost that were considered for the 2022 Senior Conference. Darcy shared she contacted the previous contacts asking for possible changes. Minimal changes were reported, although there would be possible changes in food prices. Darcy reminded the board, after great consideration due to health and safety the senior conference planning committee decided to host the 2022 Senior Conference online with limited seating at the four senior centers throughout Ashtabula County, this past June 24th. Darcy asked the board to determine how they would like to present the 2023 Senior Conference and the location to secure the venue as soon as possible. The board discussed the options that were presented and agreed the venue at Lakeside High School should be secured at this time. Dianne Solembrino made a motion to approve Lakeside High School as the venue for the 2023 Ashtabula County Senior Services Conference on June 9th, 2023. Bob Kenyon seconded the motion. Motion carried.

*Ratification of $56,250.00 for Senior Levy Transportation; Country Neighbor Program, Inc.*- Darcy presented the information that was requested in the formal letter from Barb Klingensmith, Executive Director of Country Neighbor Program, Inc. Director Arcaro stated he received the letter on September 20th, 2022, and approved the additional funds in the amount of $56,250.00 for senior transportation. Barb Klingensmith stated in the letter the request for additional funding is necessary due to a dramatic increase in senior levy requests this year causing the transportation contract to run short, based on historical numbers. A motion to ratify the additional funds of $56,250.00 to Country Neighbor Program, Inc. for November and December was made by Joe Rapose. Dianne Solembrino seconded the motion. Motion carried.

**Public Comment**

No public available for comment.

**Adjourn**

Dr. Brockway made a motion to adjourn the meeting. Mary Runyan seconded the motion. Motion carried. The meeting was adjourned.

**Next Board Meeting**  
**November 16th, 2022, at 10 a.m.**  
**Ohio Means Jobs**