**Minutes  
Ashtabula County Senior Services Levy Advisory Board  
November 14, 2018**

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| --- | --- | --- | --- |
| Present | Absent | Staff | BOCC |
| Patrick Arcaro  Neroy Carter  Paul Fuller  Susan Hill  Randy Jones  Mary Pepperney  Mary Runyan  Michelle Thomas  Virginia Walker  Jane Wallace | Jerome Brockway | Renee Dragon  Alissa Drees  Ronald Smith | Kathryn Whittington |
| Pam Zack  Camille Zalar |  |  |  |

**Call to Order**Michelle Thomas called the meeting to order.

**Approval of minutes**  
Michelle Thomas asked the board to review the minutes from September 12, 2018. After the board read over the minutes, Paul Fuller made the motion to approve the minutes from September 12, 2018 and Susan Hill seconded the motion. All in favor.

**Chair’s Report**

Michelle Thomas informed the board that the Senior Levy Program Specialist position was vacant as of October 5, 2018, and that filling the position was being actively pursued. She also informed the board of the following resignations and expiring terms: Debra Boyle, Joyce Crease, Sandy John, Randy Jones and Camille Zalar. Neroy Carter inquired as to the length of the term, and Michelle Thomas replied 3 years. Mary Pepperney asked where nominations should be sent, and Kathryn Whittington responded that they should be sent to Lisa Hawkins, Clerk of Board. The 2019 Senior Levy Advisory Board Meeting Schedule was also presented.

**Funding**Ron Smith presented the Revenue & Expense Report as of October 31, 2018. He stated that the year began with $952,571.93, and $1,810,574.77 was collected in taxes from the Senior Levy for a total available amount of $2,763,146.70. The total expenses YTD were $1,500,589.75.

**Contract Reports**

*Contract Report:* Alissa Drees presented the contract report. The report represents payments made against provider’s contracts beginning January 1, 2018 through December 31,2018. Alissa reported that all the providers should have used approximately 75% of their annual budget as of October 2018, and she went through each program. Mary Pepperney questioned why some of the percentages used were down? Alissa responded that some of the percentages were down, for instance, in Chore-Handyman provided by Country Neighbor and Ashtabula Senior Center due to the grass cutting season being done for the year. They may offer snow plowing and clearing, when the snow begins. Alissa mentioned that she contacted the Ashtabula Senior Center in regard to the increase in their percentage to date usage for their Independence & Wellness Program. They stated that it was due to an increase in “prescription assistance” and an increase in seniors wanting “technology assistance”. Neroy Carter wanted to know what happened to any unused funds? Ron responded that any unused funds went back into the fund.

*Wait List:* Alissa Drees reported that CNP-Home Delivered Meals, ARHHS-Personal Care, ACCAA-Homemaker, CNP-Homemaker and ACCOA-Chore all consisted of significant wait lists. Mary Pepperney and Paul Fuller questioned whether the problem causing the wait list was due to staffing, need base or need for more contract money? Alissa explained the wait list situation for Home Delivered Meals and Personal Care are prioritized by need. There always seems to be a wait list on these two services. Patrick Arcaro inquired as to why AACCA was asking for less money for the 2019 contract year, but had a wait list? And, if staffing was a problem, was it because of the wage paid? Mary Pepperney suggested a need to form a Task Force to look into the provider’s needs vs. staffing. Alissa mentioned that for the 2019 Homemaker contract Conneaut Human Resource Center requested $8,000.00 less, as they are not showing any on their waitlist, where as Country Neighbor had asked for an increase of $10,000.00 to eliminate some of their wait list in Andover and Orwell; Michelle Thomas questioned how the Conneaut Human Resource Center’s Homemaker territories were divided in Conneaut, and was wondering if Conneaut could pick up some territory in Kingsville and North Kingsville to assist Country Neighbor and Ashtabula County Community Action Agency with some of their clients? Alissa advised that this has been brought up previously and Conneaut Human Resource Center had agreed and did expand their area some, but, cannot expand any further as they do not have the resources/staffing to do so. Alissa stated she will check into why ACCAA is requesting $1,100 less for the 2019 contract year for homemaker and have a wait list.

**Committees**

1. Personal Care/Independence & Wellness Committee –Paul Fuller, Susan Hill, Mary Pepperney, Mary Runyan and Michelle Thomas. Alissa will schedule a date for the meeting after the holidays.
2. Nominating Committee- Patrick Arcaro, Dr. Brockway, Paul Fuller and Susan Hill. They will meet once applications are received.

**Old Business**  None

**New Business:**

*RFP evaluation/approval–Independence & Wellness*

RFP Evaluation Discussion:

Randy Jones discussed how the YMCA proposal was re-worked for a better rate. Paul Fuller responded that this was a good opportunity to reach a group of people that have never been reached before. Michelle Thomas expressed that the YMCA was an outreach program that was enriching to the community. Michelle Thomas suggested that next year they reach out to libraries to offer outreach programs. Susan Hill stated that libraries are set up to offer outreach services and could possibly partner with another provider to offer such services. Michelle Thomas suggested that money be transitioned for library programs next year. Susan Hill explained that libraries do not charge a fee, because they are funded by grants. Patrick mentioned that the majority of the libraries are on the ACTS bus route.

Kathryn Whittington said that she was approached at the Ashtabula Senior Center by (3) seniors that were upset about possible Senior Levy funds being given to the YMCA. The individuals felt that the money was being diverted from programing that directly benefited the seniors. Michelle Thomas reminded everyone that the Ashtabula Senior Center has their own levy, and people misunderstand. Kathryn Whittington suggests that maybe the board needs to send someone to the Ashtabula Senior Center to clarify and inform the seniors that they are not losing funding. Paul Fuller, Randy Jones and Mary Pepperney agreed to go speak at the Ashtabula Senior Center. Alissa agreed to set this meeting up. Ron Smith stated that we would be using carryover funds to fund the YMCA contract, and that no other contracts had funds reduced. Michelle Thomas reminded everyone that the SLAB can make a recommendation and then it goes to Patrick Arcaro as to whether to recommend the YMCA contract to the Commissioners. Patrick Arcaro indicated that he was more on board with the YMCA proposal after meeting with the YMCA and going through what they were actually proposing.

RFP *Pre-selection Meeting*:

1. Independence & Wellness:

1. Ashtabula County Community Action Agency requested $5,500.00 with a unit rate of $9.29, no increase in amount or unit rate.
2. Ashtabula County YMCA requested an amount of $18,936.00 with a unit rate of $3.68.
3. Ashtabula County Council on Aging requested an increase in funding of $65,157.00 and an increased unit rate of $15.51.
4. Conneaut Human Resource Center requested an increase in funding of $28,800.00 and an increase in the unit rate of $16.00.
5. Country Neighbor Program- I&W requested an increase in funding of $63,517.95 and an increased unit rate of $21.85.
6. Country Neighbor Program- Congregate Meals requested $23,400.00 with a unit rate of $6.35, there was no increase in amount or unit rate requested.
7. Geneva Area Seniors Corporation requested $73,776.00 with a unit rate of $12.38, there was no increase in amount or unit rate requested.

Michelle Thomas went through the evaluation committee’s recommendations for each of the Independence & Wellness contracts and made a motion to approve the funding amounts and unit rates for ACCAA, YMCA, ACCOA, CHRC, CNP, GASC Independence & Wellness services. Susan Hill seconded the motion. All in favor.

*Upcoming Senior Levy*

Mary Pepperney suggested that the board be pro-active and form a workgroup to promote the Senior Levy. She also suggested that the group reach out to the senior centers and listen to the seniors’ needs and wants; and also educate them on what resources are available to them. Michelle Thomas recommended finding out what the senior today was going to want in 5 years?

**Public Comment**

No public available for comment.

**Adjourn**

Susan Hill made the motion to adjourn the meeting. Mary Pepperney seconded the motion. All in favor. The meeting was adjourned.

**Next Board Meeting  
January 9, 2019  
Ohio Means Jobs**