

Allegan County Commission On Aging



3255 122nd Ave., Suite 103
Allegan, MI 49010
269-673-3333
1-877-673-5333
269-673-0569 Fax
<http://www.allegancountycoa.org>

Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING MEETING -Agenda

COMMISSIONERS

Don Black
269-792-6446
dblack@allegancounty.org
(Shelbyville)

Terry Burns
616-355-2525
tburns@allegancounty.org
(Saugatuck)

SENIOR MEMBERS

Sara Miller
269-672-7778
(Martin)

Eleanor Nielsen
269-673-2728
(Allegan)

George Waden
269-857-3472
(Douglas)

2 Vacant Seats

MEMBERS AT LARGE

Sally Brooks
269-683-0260
sbrooks@allegancounty.org
(Allegan)

Patricia Pera
269-543-3791
(Fennville)

Nancy Schmitt
269-694-9305
(Otsego)

Paul Visscher
269-857-4522
(Saugatuck)

Grand Ravine Senior Housing
725 Grand Street, Allegan
May 17, 2011 - 1:30 pm

CALL TO ORDER:

CONFIRMATION OF QUORUM:

APPROVE MEETING MINUTES from April 19, 2011 (*Attachment A*)

INTRODUCTIONS:

PUBLIC COMMENT:

COA MEMBER TIME:

BOARD EDUCATION:

ACTION:

1. Appointment of RFP Sub-committee
2. Approval of Policy and Procedure Manual with revisions
3. Donations Policy (*Attachment B*)
4. Distribution of 10% increase to providers (*Attachment C*)
5. Recommend BOC resolution to make June 2011 Elder Abuse Awareness Month.

DISCUSSION:

1. Cost Sharing (*Attachment D*)
2. Review of RFP Timeline (*Attachment E*)
3. Technical Assistance with HDM for upcoming RFP

DIRECTOR'S REPORT: Sherry Torres (*Attachment F*)

REPORTS/MISC:

1. Outreach & Assessment Report: Rebekah Walton (*not available at mailing*)
2. I & R Log (*Attachment G*)
3. COA Action Items Log (*Attachment H*)
4. Financials (*Attachment I*)

Mission Statement

"Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

5. Quality Survey Results (***Not available at time of mailing***)

STORY:

ROUND TABLE

ADJOURNMENT:

NEXT MEETING: June 21, 2011 – 1:30 pm in the SPARTAN ROOM

Allegan County Commission On Aging



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Chairperson: Don Black
Vice Chairperson: Terry Burns

COMMISSION ON AGING **MEETING MINUTES – April 19, 2011**

COMMISSIONERS

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269-792-6446
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(Saugatuck)

CALL TO ORDER: Meeting called to order by Chairperson, **Don Black** at 1:30 p.m.

CONFIRMATION OF QUORUM AND INTRODUCTIONS

MOTION TO APPROVE MEETING MINUTES OF MARCH 15, 2011:
George Waden moved and **Eleanor Nielsen** seconded. **All voted yes – motion carried.**

INTRODUCTIONS:

Members Present: Don Black, Sally Brooks, Terry Burns, Eleanor Nielsen, Nancy Schmitt, Paul Visscher and George Waden
Members Absent: Sara Miller and Patricia Pera

DIRECTOR'S REPORT: **Sherry Torres** presented her director's report which was included in the prepared packet.

PRESENTATIONS:

Jackie O'Connor from AAAMW presented information on the Kent County Senior Millage Cost Sharing Policy.

ACTION:

1. Motion made to have two Cost Sharing Models on agenda for May meeting:
Eleanor Nielsen moved and **Paul Visscher** seconded. **All voted yes – motion carried.**
2. Reviewed the Transportation Program overview and recommended \$20,000 be granted to ACRDC from the fund balance to remove the wait list in transportation.

Date:	4/19/11
Subject:	Recommend to the Board of Commissioners that \$20,000 be granted to ACRDC, from the Fund Balance, to remove the wait list in transportation.
Moved:	Sally Brooks
Second:	George Waden

Mission Statement

"Dedicated to serving Allegan County seniors by developing and coordinating services that support their independence, maintain their dignity, and preserve their quality of life"

Motion:	Motion carried									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Y	Y		Absent	Abstain	Absent	Y	Y	Y	

3. Revisit Project Fresh and rescind motion made on March 15, 2011 and make a new motion with changes.

Date:	4/19/2011									
Subject:	Rescind motion made of March 15, 2011 for Project Fresh.									
Moved:	Sally Brooks									
Second:	Terry Burns									
Motion:	Motion Carried									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Y	Y		Absent	Y	Absent	Y	Y	Y	

Date:	4/19/11									
Subject:	Recommend to the BOC that the fund balance in the amount of \$6,240 be used to fund 500 coupon books for Project Fresh.									
Moved:	Terry Burns									
Second:	Paul Visscher									
Motion:	Motion Carried									
Don Black	Sally Brooks	Terry Burns		Sara Miller	Eleanor Nielsen	Pat Pera	Nancy Schmitt	Paul Visscher	George Waden	
Y	Y	Y		Absent	Y	Absent	Y	Y	Y	

4. Resolution to have the Board of Commissioners declare May 2011 Older American's month in the County of Allegan:
Eleanor Nielsen moved and **George Waden** seconded. **All voted yes – motion carried.**

DISCUSSION:

1. Send Delegation to Older Michiganian's Day in Lansing – COA members asked to contact Sherry Torres within the next week if they would like to attend.
2. Survey a group of clients on cost sharing policy.
3. Distribution of service dollars (10% increase) – Moved to May agenda.
4. Donations Policy – Moved to May agenda.
5. Planned Giving (Endowment Fund) – Moved to May agenda.
6. Policy and Procedure Manual – COA members asked to review and bring any suggestions or questions to next meeting, will take action in June and send out Notice to Bid in July.
7. RFP Sub-Committee – Sherry Torres explained the RFP process Sub-Committee will be appointed next month.

Motion to move the RFP Sub-Committee to action in May:
Terry Burns moved and **Eleanor Nielsen** seconded. **All voted yes - motion carried.**

REPORTS:

1. Outreach & Assessment Report
2. I & R Log
3. COA Action Items Log
4. Financials
5. Quality Survey Results
6. Minutes from Elder Abuse Coalition meeting

ROUND TABLE

ADJOURNMENT:

Moved by **George Waden** and seconded by **Paul Visscher**. **All voted yes – motion passed.** Meeting adjourned by Chairperson, **Don Black** at 4:25 p.m.

NEXT MEETING: May 17, 2011 – 1:30 pm at Grand Ravine Senior Housing, located at 725 Grand Street, Allegan

Minutes respectfully submitted by Tammy Chapin.

Donations Policy Options

We are currently handling donations in three different ways for the providers. This makes no sense, and is not fair and equitable across the board as some providers have been allowed to keep their donations with no accountability as to where and how they are spent. Below you will find excerpts from the P&P Manual that deal with options as well as the three options.

Before we can begin the RFP process, we need to have a solid P&P manual that spells out how business will be conducted with the providers for 2012-2014. This will affect unit rates, number of units, and many other factors for the bids.

Below is the current P&P with regards to contributions:

Program Income is that income which is dependent upon the availability of Allegan County senior millage funds. Program income includes all contributions made toward the cost of service by or on behalf of a client for a service. Income earned not dependent on the availability of funds from ACDSS is considered to be other resources. Program income must be used for allowable costs under the program through which it was generated to increase or expand the services offered.

All program income received must be utilized first to expand the existing service. ACDSS funds are applied to service expenses after program income has been first utilized.

We currently handle donations in three different ways with our providers. As I came to Senior Services mid RFP cycle, I felt it would not be prudent to make changes that would potentially affect the unit rates, etc. I worked within the current processes. However, going forward into the new RFP cycle, we need to unify the donations policy for all providers going forward. The current donations processes are as follows:

- Option #1 allows the provider to document their donations; however there is no accountability on how those funds are spent and they are not subtracted from the cost of service. This

- Option #2 allows the provider to subtract their donations from their cost of service each month, and the provider bills ACDSS for the remainder of the cost of service. This option most closely mirrors the intent of the P&P manual regarding Program Income; however it is a challenge with regards to consistent spend out of the contract. However, the unspent dollars are returned to the Fund Balance for future use.
- Option #3 allows the provider not to participate in the collection of donations other than the monthly letter that goes to each recipient of services. ACDSS collects the donations, records the amounts, check numbers, etc. and sends the donations to the Treasurer. While this allows the contracts to be monitored more easily, it is extremely time consuming for our staff.

In the month of June, we will receive a presentation from Theresa Bray regarding planned giving and Endowment funds. Donations could potentially be used to meet the necessary funds requirements to enter into that program, should you desire to go that route.

Regardless of whether the funds go back into our fund balance or toward an endowment fund, I recommend that we adopt Option #2 as our official donations policy for the upcoming RFP cycle.

I also encourage you to consider utilizing one document to recruit donations and contributions by all of the providers. I am enclosing letters from both Evergreen Commons and Alliance. I feel it is very important that our clients get the exact same message from every provider they receive services from that are funded through the millage. If a client uses In-Home Supports, Home Delivered Meals, PERS, etc. currently they may receive three very different requests. I would like to see them all be the same. In a perfect world, they would receive just one letter with all of the services listed, which could potentially be accomplished with Option #3 above, however my staff is already overloaded, and this would not be feasible at our current staff levels. Below are the letters used by our in-home supports providers:

Mary Merry
9876 111th Ave
Fennville, MI 49408

March 15, 2011

Dear Jane Johnson:

Thank you for choosing Evergreen Senior Care Services to provide you with your Adult Day Program &/or In Home Care services. These services are funded through the Area Agency on Agency of Western Michigan (AAAWM). Contributions are beneficial as they make it possible to continue these programs and provide needed services to other seniors in the community.

For service between the dates of 3/1/2011 and 3/31/2011

Services	Service Units Provided	<u>Suggested Contribution</u>	
		Per Unit	Total
Adult Day Health - Full Day (\$5100)	54	\$0.10	\$5.40
In Home Respite (\$5150)	30	\$0.10	\$3.00
		Total:	\$8.40

The total cost to provide these services to you was \$1,204.50

Evergreen Senior Care Services is committed to its mission of providing a continuum of quality care and services. Feel free to contact us at (616) 355-5109 regarding any concerns or comments.

Thank you in advance for your support.

John Doe
1234 135th
Hamilton, MI 49419

March 15, 2011

Dear John Doe:

Thank you for choosing Evergreen Senior Care Services to provide you with your Adult Day Program &/or In Home Care services. These services are funded through the Area Agency on Agency of Western Michigan (AAAWM). Contributions are beneficial as they make it possible to continue these programs and provide needed services to other seniors in the community.

For service between the dates of 3/1/2011 and 3/31/2011

Services	Service Units Provided	<u>Suggested Contribution</u>	
		Per Unit	Total
Homemaker (\$5130)	6	\$5.00	\$30.00
		Total:	\$30.00

The total cost to provide these services to you was \$114.00

Evergreen Senior Care Services is committed to its mission of providing a continuum of quality care and services. Feel free to contact us at (616) 355-5109 regarding any concerns or comments.

Thank you in advance for your support.



Date

Dear

It is our pleasure to provide home care services to you through the Allegan County Senior Millage. Please call us if you have any questions or concerns about your services.

For the month of _____ we billed Allegan County _____ for the home care services we provided to you. If you are able to make a donation to Allegan County so that more seniors can be served through this program, please mail a **DONATION** to:

**Allegan County Department of Senior Services
3283 - 122nd Avenue
Allegan, MI 49010**

It is **NOT** required for you to make a donation for your services to continue. Only make a donation if you are financially able.

If you have any questions please do not hesitate to contact us.

Alliance Home Health Care Services, Inc.
888-405-0100

PROVIDER	2009 CONTRACTED	2009 EXPENDITURE	2010 CONTRACTED	2010 EXPENDITURE	2011 CONTRACTED	2011 % spent thru 4/11	% OF TOTAL REVENUE
ACRDC (HDM)	\$215,000 (total)	\$196,601.00	\$212,449.00	\$212,449.00	\$237,000.00	31%	25%
ACRDC (VT)	\$79,995 (total)	\$75,393.93	\$35,000 (7 months)	\$35,000 (7 months)	\$77,200.00	29%	69% (of transp %)
ALLIANCE HHS	\$283,303 (collectively)	\$208,475 (collectively)	\$298,998.00	\$261,801 *	\$292,000.00	29%	64.5% (of IHS %)
CASCO TOWNSHIP	\$14,400.00	\$9,810.75	\$11,040 (collectively)	\$10,201.00	\$10,000.00	35%	12% (of transp %)
EVERGREEN COMMONS	\$205,279 (collectively)	\$193,325.00	\$164,000.00	\$161,041.00	\$160,000.00	39%	35.5% (of IHS %)
GENERATIONS	\$96,521 (total)	\$91,510.34	\$110,000.00	\$81,285 *	\$105,000.00	32% of 3/11 as	13%

*Unforeseen issues resulted in a surplus of funds for 2010. New processes have been implement to prohibit this issue from reoccurring in the future.

PERCENTAGE OF REVENUE BY SERVICE:

		10% INCREASE
HOME DELIVERED MEALS	25%	\$20,705.00
IN HOME SUPPORTS	52%	\$43,066.00
ADULT DAY CARE	13%	\$10,767.00
VOLUNTEER TRANSP.	10%	\$8,282.00
		\$82,820.00

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING
POLICY**

POLICY NAME: FEE FOR SERVICES

DATE: January 1, 2003

REVISED: December 20, 2007

GENERAL INFORMATION

- All information provided to the Commission on Aging (GTCOA), including financial information is confidential and will not be released to any other person or agency without a signed release. Financial information is used solely to determine eligibility and fees for services.

- In order to maintain cost effectiveness and efficient operations, routes, service days and times, amount of services, etc. will be determined by the GTCOA.

SERVICES OFFERED:

January 1, 2003:

- Homemaker Aide (house cleaning).
- Home Health Care (bathing, vital signs, etc.).
- Home Chore (snow removal, raking, mowing and changing of storm windows and screens).

January 1, 2006:

- Foot Care.
- Personal Emergency Response Units (PERS).
- Respite Care.

DESCRIPTION OF FEE DETERMINATION:

- Charges are based on client household income, and are determined using a sliding fee scale. Each client will be asked to provide proof of income (bank statements, tax returns, etc.). The client may decline to provide proof of income, but will then be billed at the highest rate for each service used.

- Additional services may be purchased, at the full unit cost, if services are available.

- The sliding fee scale was developed using federal poverty guidelines and each fee is based on a percentage (5 - 95%) of the full unit cost of

Fee for Services

General Policy

Page 2

- the service, the rest being subsidized by millage funds. The unit cost of each service includes both direct and indirect costs.
- All fees are reviewed and approved annually by both the Grand Traverse County Commission on Aging Board and the Grand Traverse County Board of Commissioners.

BILLING

- Bills will be mailed by the 10th of each month.
- Charges are based on the **total of all worker hours** spent during each visit. The GTCOA will bill at a minimum of one hour per visit, and then round to the nearest quarter hour, when over one hour.
- If the client is not home for his/her scheduled visit (exception – Home Chore), he/she will be billed for one hour of service, unless he/she has contacted the GTCOA office at least 24 hours in advance. The charge may be waived in the event of a medical emergency, such as a hospital admission.

PAYMENT

- Payments are due by 28th of each month and should be mailed or delivered, in the enclosed envelope, to:

**Grand Traverse County
Commission on Aging
520 W. Front Street
Traverse City, MI 49684**

- Checks or money orders are preferred. Checks should be **made payable to “GTCOA” or “GT Commission on Aging”**.

- Cash is accepted, but clients are strongly encouraged **not to send cash in the mail.**
- Credit card payments are not accepted at this time.
- **Field staff are not allowed to accept payments.**

Fee for Services

General Policy

Page 3

- Receipts will be provided for payments in the office.
- A non-sufficient funds (NSF) fee will be charged for all returned checks. If checks are returned on two or more occasions for NSF, cash payment, in advance of service provision, will be required.

PAST DUE CHARGES

- If payment is past due, the GTCOA will make every effort to contact the client.
- Services will be suspended if accounts are 90 days past due. To reinstate services, the past due balance must be paid, in full, prior to reinstatement, and an opening must be available for each service requested. If no openings are available, the client will be placed on the wait list.
- If services are suspended two separate times because of past due payments, all future payments will be required **in advance** and prior to reinstating services. Services will be reinstated based on program availability. If services are not available, the client will be placed on the wait list.

CONTRIBUTIONS

- Contributions are accepted for both the GTCOA and the Commission's Endowment Fund.
- Contributions are tax-deductible.
- Contributions may be added to the client's regular payment. The contribution amount should be indicated on the check or payment

receipt.

WAIVING FEES

- In the event that a client is experiencing **extreme financial difficulties due to medical, or other extenuating circumstances**, he/she may apply for a fee waiver. A reason for the request is required.
- All household assets must total less than \$1,000 (excluding one house and one car). Household income will also be considered.

Fee for Services

General Policy

Page 4

- Fees will be waived for a period not to exceed 3 months.
- Fees will be waived at the discretion of the Director.
- All other assistance for services must be exhausted.
- The client must complete the “FEE WAIVER APPLICATION FORM”, and provide proof of income (most recent bank statement, tax return, etc.).
- A home visit, by a GTCOA supervisor, is required prior to approval.
- The GTCOA director will approve all FEE WAIVER requests. In the event that the client’s request is denied by the director, the client may appeal to the GTCOA Executive Committee. The decision of the Executive Committee is final.
- If the client “Waiver” is approved, the client will continue to receive a statement reflecting the outstanding balance, but no additional fees will be added.

GD/gd

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**GRAND TRAVERSE COUNTY
COMMISSION ON AGING
POLICY**

**POLICY: FEE FOR SERVICES
 FEE WAIVER**

DATE: January 1, 2003

REVISED:

WHO CAN APPLY:

Should a client experience extreme financial difficulties due to medical, or other extenuating circumstances, he/she may apply for a fee waiver.

APPLICATION PROCEDURE:

Contact the GTCOA office. One of the Office staff members will complete a Fee Waiver Request Form and mail it to the client to sign and return.

The form will be reviewed by office staff for approval/non-approval.

If a waiver is approved, the client will continue to receive a statement reflecting the outstanding balance, but no additional fees will be charged.

CRITERIA USED:

Criteria used in making a decision will include reason for request, client income and assets, and other sources of assistance available (see Fee Waiver Request Form). The client will be contacted by GTCOA staff informing them of the decision.

APPEALS PROCEDURE:

If the application for fee waiver is declined, the client may appeal by forwarding the request to the GTCOA Executive Committee for further review. The decision of the Executive Committee is final.

GRAND TRAVERSE COUNTY

COMMISSION ON AGING
**FEE WAIVER
APPLICATION FORM**

TODAY'S DATE*: _____

CLIENT NAME*: _____ DATE OF BIRTH*: _____

ADDRESS*: _____ CITY*: _____

ZIP CODE: _____ TELEPHONE NUMBER: _____

MONTHLY INCOME*: \$ _____
(IF MARRIED, INCLUDE BOTH CLIENT & SPOUSE'S INCOME)

ALL ASSETS, EXCLUDING A HOUSE AND ONE CAR, TOTAL LESS THAN \$1,000.*

ALL OTHER SOURCES OF ASSISTANCE HAVE BEEN EXHAUSTED*

REASON FOR REQUEST*: _____

I confirm that the information provided above is accurate to the best of my knowledge. APPLICANT SIGNATURE* : _____

-----*For staff use only*-----

DATES OF REQUEST PERIOD (NOT TO EXCEED 3 MONTHS): _____

CURRENT BALANCE TO BE WAIVED:\$ _____ TOTAL AMT. TO BE WAIVED # \$ _____

REFERRAL SOURCE IF OTHER THAN CLIENT:
NAME: _____

TELEPHONE NO.: _____

STAFF PERSON COMPLETING FORM: _____

-----*Approval*-----

--

DIRECTOR'S SIGNATURE* : _____

APPROVED: DECLINED: DATE: _____

REASON for DENYING: _____

-
- * - Required information
 - # - If unknown, use approximate amount

GRAND TRAVERSE COUNTY
 COMMISSION ON AGING
2011 SLIDING FEE SCALE
Homemaker Aide Program

One Person		Two Person	
Monthly Income	Fee Per Hour	Monthly Income	Fee Per Hour
less than \$ 902	\$ 1	less than \$ 1,214	\$ 1
\$ 903 - \$ 1,804	\$ 3	\$ 1,215 - \$ 2,428	\$ 3
\$ 1,805 - \$ 2,706	\$ 7	\$ 2,429 - \$ 3,642	\$ 7
\$ 2,707 - \$ 3,608	\$ 14	\$ 3,643 - \$ 4,856	\$ 14
greater than \$ 3,609	\$ 27	greater than \$ 4,857	\$ 27
Additional hours or does not want to divulge income	\$ 36	Additional hours or does not want to divulge income	\$ 36

Home Health Care Program

One Person		Two Person	
Monthly Income	Fee Per Hour	Monthly Income	Fee Per Hour
less than \$ 902	\$ 1	less than \$ 1,214	\$ 1
\$ 903 - \$ 1,804	\$ 3	\$ 1,215 - \$ 2,428	\$ 3
\$ 1,805 - \$ 2,706	\$ 7	\$ 2,429 - \$ 3,642	\$ 7
\$ 2,707 - \$ 3,608	\$ 14	\$ 3,643 - \$ 4,856	\$ 14
greater than \$ 3,609	\$ 27	greater than \$ 4,857	\$ 27
Additional hours or does not want to divulge income	\$ 42	Additional hours or does not want to divulge income	\$ 42

Respite Program

One Person		Two Person	
Monthly Income	Fee Per Hour	Monthly Income	Fee Per Hour
less than \$ 902	\$ 1	less than \$ 1,214	\$ 1
\$ 903 - \$ 1,804	\$ 3	\$ 1,215 - \$ 2,428	\$ 3
\$ 1,805 - \$ 2,706	\$ 7	\$ 2,429 - \$ 3,642	\$ 7

\$ 2,707 - \$ 3,608	\$ 14	\$ 3,643 - \$4,856	\$ 14
greater than \$ 3,609	\$ 27	greater than \$ 4,857	\$ 27
Additional hours or does not want to divulge income	\$ 32	Additional hours or does not want to divulge income	\$ 32

2011 Cost Sharing Policy Kent County Senior Millage

Cost Sharing is a policy that *requires a co-payment* for services provided

The following services **require** cost sharing:

Adult Day Services, Bathing, Denture Services, Equipment Purchase & Loan Programs, Hearing Aids and Services, Home Chore, Home Modification Assessment, Home Financial Services, Home Repair, Homemaker, Medication Management, Occupational Therapy, Personal Care, Personal Emergency Response Systems, Recreation Therapy, Respite, Vision Services, and Weatherization.

The following types of service should actively seek donations (program income) for services provided or choose to develop a programmatic cost share policy:

Those that are provided in group settings (health education), meals and food pantry, services that assure access, (i.e. long term care ombudsman, information and assistance, outreach & assistance, care management); protect basic legal rights; or are provided on a one-time or emergency basis.

Before service begins, cost sharing should be thoroughly explained to the client. (See attachment for sample Cost Share Worksheet). You should also ask if the client is paying any other cost share.

If it is determined that a client does not have a cost share, they should still be encouraged to donate for their service.

Income must be verified ANNUALLY through visual review of Social Security statements, bank statements or other appropriate documents for persons receiving any service except transportation. The provider must maintain a file containing signed income attestation statements, updated annually. (See attached sample worksheet and sample attestation forms.)

Liquid Assets should be considered when determining cost share. If liquid assets (CD's, annuities, etc.) are above \$35,000 for a single person and \$45,000 for a couple, then 100% cost share should be considered. First homes, cars, and life insurance policies are not part of liquid assets.

Any income generated by an asset must be considered as part of the total income.

The cost sharing formula for 2011 is charted as follows:

<u>Income for Single Household</u>	<u>Percentage Of Unit Rate*</u>	<u>Income for Married Household **</u>
\$21,789 is 200% of poverty		\$29,420 is 200% of poverty
\$ 21,661 – 25,000	5%	\$ 29,141 – 30,000
25,001 - 30,000	10%	30,001 – 35,000
30,001 - 35,000	20%	35,001 – 40,000
35,001 - 40,000	40%	40,001 – 45,000
40,001 - 45,000	60%	45,001 – 50,000
45,001 - 50,000	80%	50,001 – 55,000
50,001 -	100%	55,001-

*Approved services may use an alternative percentage formula when the agency has an established co-payment policy that exceeds the millage policy or when the unit rate is not the best indicator of cost.

**If household exceeds 2 people, add \$7,640 per person.

Once income has been determined, reference to the chart above indicates the percentage of unit rate required as the cost share payment for each service. For example, if a married client receiving Adult Day Service (ADS) has an income level of \$41,500; forty percent (40%) of the unit rate for ADS is the cost share due.

If a client does not feel they are able to make the payment because of necessary excessive and additional expenses (i.e., medical, housing) and/or are already paying a cost share for another service, then a more thorough financial evaluation can be made and cost share payment adjusted. Reasons for adjustment should be listed on the cost share form signed by the client.

If a client refuses to pay their cost share amount and does not have an approved reason for not making payment, service should not begin. If service has started and payment is not received for 3 months, services should be terminated. A service termination can be appealed. Each agency must develop an appeal process. The policy should include a request for review by AAAWM if the agency and client cannot resolve the difference.

The Cost Sharing formula will be evaluated for use with each required cost shared service. If it is not applicable, a cost sharing flat fee will be developed.

Statements for services requiring cost sharing are to be sent to the client following the previous month of services. Immediate payment will be requested. Cost Share payments will be recorded on the financial report to AAAWM in the month collected and will be deducted from that month's reimbursement rate.

Payment can be made at time of service or in a monthly statement. Requirements for payment are the same as above.

New services may be required to cost share and will be evaluated when the service contracts are developed.

Cost Share Worksheet

Income Information

Client:	Source	Amount	Annual
	Wages	_____ x12	_____
	Social Security	_____ x12	_____
	Veteran's Benefits	_____ x12	_____
	Interest Income	_____ x12	_____
	Pension	_____ x12	_____
	Other	_____ x12	_____
		Total Income	\$ _____
	Liquid Assets Value (savings, checking, CDs)		_____

Spouse:	Source	Amount	Annual
	Wages	_____ x12	_____
	Social Security	_____ x12	_____
	Veteran's Benefits	_____ x12	_____
	Interest Income	_____ x12	_____
	Pension	_____ x12	_____
	Other	_____ x12	_____
		Total Income	\$ _____
	Liquid Assets Value (savings, checking, CDs)		_____

If liquid assets (CD's, annuities, second home etc.) are above \$35,000 for a single person and \$45,000 for a couple, then 100% cost share should be considered. First homes, cars, and life insurance policies are not part of liquid assets.

The percentage of my cost share is _____.

Service: _____ Projected Hours/Units per month _____

Cost per unit \$ _____ Projected Monthly Cost \$ _____
 Projected Monthly Cost Share \$ _____

The information above is complete and accurate. I agreed to accept services as indicated and agree to pay the required cost share portion. I am required to pay cost sharing on actual services provided and will be billed monthly for services rendered.

 Signature of Client or Representative

 Date

From: Kriss Dee Kraker
Sent: Tuesday, May 03, 2011 11:17 AM
To: Sherry Torres
Subject: RFPs tentative timeline
Hi Sherry-

Here are some tentative timelines for the RFPs. Please let me know if it looks okay with your schedule.

Set 1 (In Home Support / Delivered Meals)

- 5/20 - needs specifications & vendors
- 5/25 - rough draft
- 5/26 - final rough draft
- 5/27 - final rough draft to David to review
- 6/2 - release RFP (mail out / post to website)
- 6/10 - pre-bid meeting
- 6/15 - questions due from vendors
- 6/17 - respond to questions with an Addendum (post to website & email to vendors)
- 6/24 - Bids due @ 3pm with Bid opening at 4pm
- 6/27 thru 6/30 review & evaluate each proposal
- 7/1- review committee to meet and discuss results & select presenters (top 3 for each RFP)
- 7/7 - presentations (3 in the morning & 3 in the afternoon)
- 7/15 - Request for Action(RFA) to Admin with recommendations of vendors to award
- 7/28 - BOC discuss
- 8/11 - BOC approve

Set 2 (Adult Day Care / Personal Emergency Response Systems)

- 6/3 - needs specifications & vendors
- 6/8 - rough draft
- 6/9 - final rough draft
- 6/10 - final rough draft to David to review
- 6/16 - release RFP (mail out / post to website)
- 6/30 - pre-bid meeting
- 7/6 - questions due from vendors
- 7/8 - respond to questions with an Addendum (post to website & email to vendors)
- 7/15 - Bids due @ 3pm with Bid opening at 4pm
- 7/15 thru 7/20 review & evaluate each proposal

- 7/21 - review committee to meet and discuss results & select presenters (top 3 for each RFP)
- 7/28 - presentations (3 in the morning & 3 in the afternoon)
- 8/12 - Request for Action(RFA) to Admin with recommendations of vendors to award
- 8/25 - BOC discuss
- 9/8 - BOC approve

Set 3 (Vol Transportation / Caregiver Education & Support)

- 6/17 - needs specifications & vendors
- 6/22 - rough draft
- 6/23 - final rough draft
- 6/24 - final rough draft to David to review
- 7/1 - release RFP (mail out / post to website)
- 7/13 - pre-bid meeting
- 7/20 - questions due from vendors
- 7/22 - respond to questions with an Addendum (post to website & email to vendors)
- 8/1 - Bids due @ 3pm with Bid opening at 4pm
- 8/2 thru 8/4 review & evaluate each proposal
- 8/5 - review committee to meet and discuss results & select presenters (top 3 for each RFP)
- 8/12 - presentations (3 in the morning & 3 in the afternoon)
- 8/12 - Request for Action(RFA) to Admin with recommendations of vendors to award
- 8/25 - BOC discuss
- 9/8 - BOC approve

These timelines would complete the RFP process and BOC approval by mid - Sept, then we would need to start on creating the contracts with the awarded vendors.

thanks

Kriss Dee Kraker
 Allegan County
 Purchasing Analyst
 3283 122nd Ave
 Allegan, MI 49010
 Direct line: 269-686-5350

Director's Report

Greetings Friends!

I hope you are all out enjoying the beautiful weather!

Senior Fest 2011 is now a memory. It went very smoothly this year; our Chairladies did a wonderful job. The Cheever kids were great with the set up and take down of the event. We will be seeing them again for our June 1st event.

Speaking of our June event; please plan to attend this day if you are able. I will have at least one table reserved for the COA members and their spouses, so please let me know by May 25th if you and/or your spouse will be attending. I will have the brochures at our meeting this month.

We have a great deal to do at this upcoming meeting. We have \$54,540 to divide up between the providers for the remainder of 2011. I have provided a spreadsheet detailing how each spent out their contracts for 2009 & 2010, and where they are to date for 2011, along with wait lists, etc. (**Attachment C**). This data will be important as we decide how to grant these dollars for the remainder of the year. We will also have to decide how to allocate them for the upcoming RFP's.

Also at this meeting, we will be discussing the Policy and Procedure Manual. We need to finalize this document at this meeting so we can proceed with the RFP process. We did not have a policy for the Personal Emergency Response System (PERS), so I asked some of the other Counties for a copy of theirs and used that as a tool to develop ours. I have outlined some recommended changes for the overall P&P Manual in a power point presentation. At the last meeting you were each given a copy of the draft document. Please bring that to our meeting this month and we will go through each change.

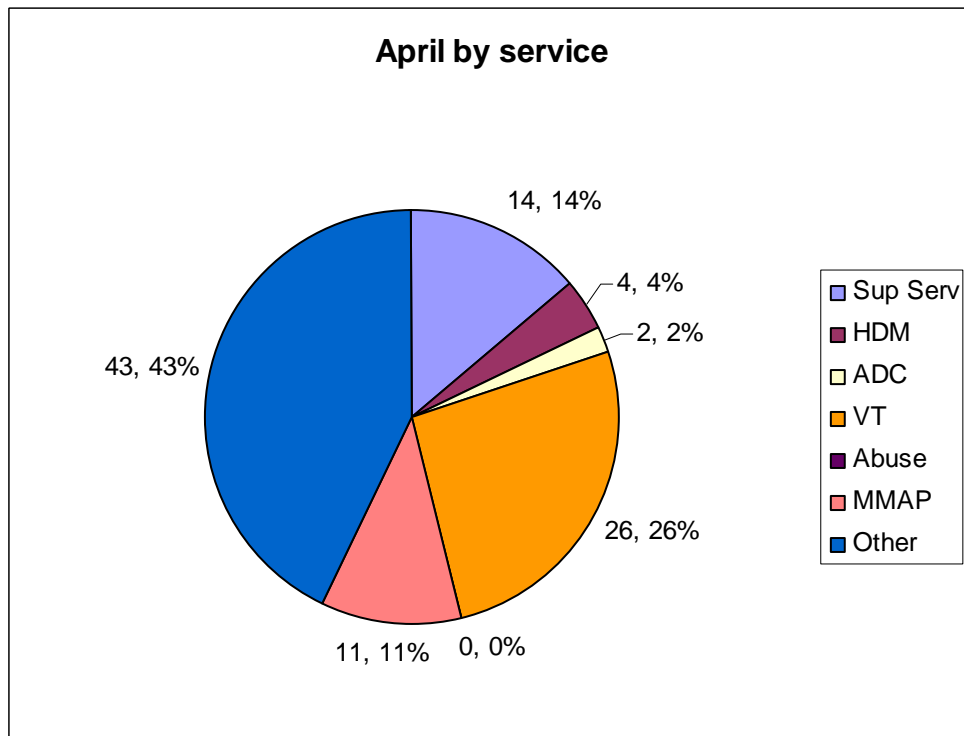
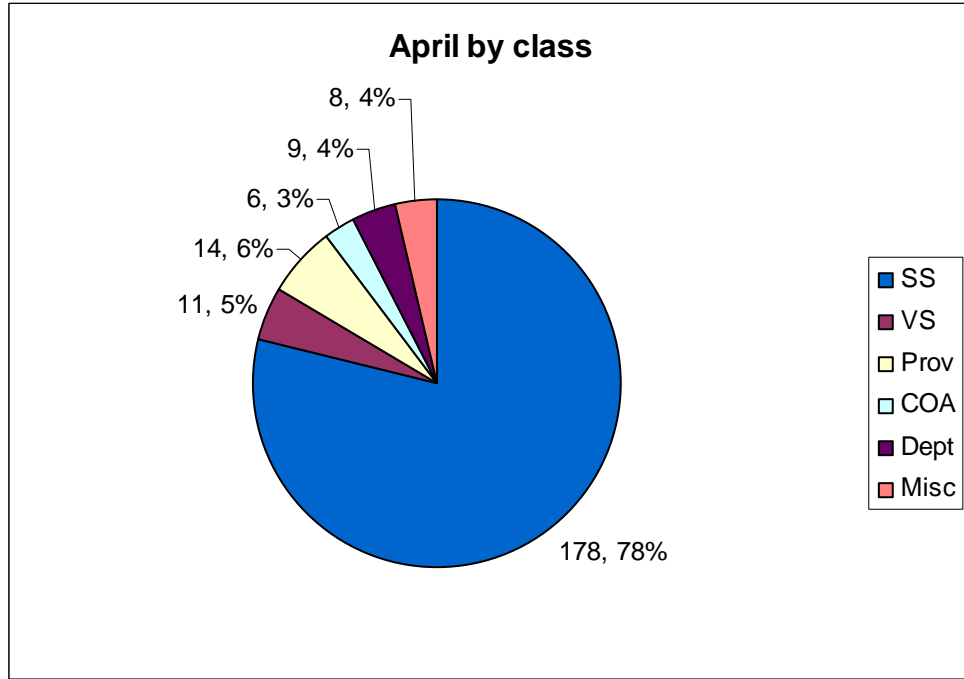
Lastly, this month we will finish up our RFP timelines and select the RFP committee. The RFP team will consist of Kriss Kracker from Finance, myself, and either 1 or 3 of you (it needs to be an odd number). Plan to spend a minimum of 40 hours per cycle (there are 3 cycles, 2 RFPS with each cycle) reading, scoring and discussing each bid, listening to presentations of the top bids, and finally making our recommendations to the COA as a group. This is probably the most important task within the realm of the COA's responsibilities. The Board of Commissioners approves the final contracts; but the COA is solely responsible for vendor selection and the development of the Policy and Procedure Manual.

That's all the news for now – as always, please remember, **you** are the bridge between the seniors in **your community** and the services we provide. You are **their voice** and **their advocate**. Please get out and talk to your friends and neighbors. Pass out brochures and marketing supplies and bring their ideas and concerns back to our meetings.

I look forward to seeing you soon!

Sherry

I & R Log
April 2011



COMMISSION ON AGING
ACTION ITEMS LOG
2011

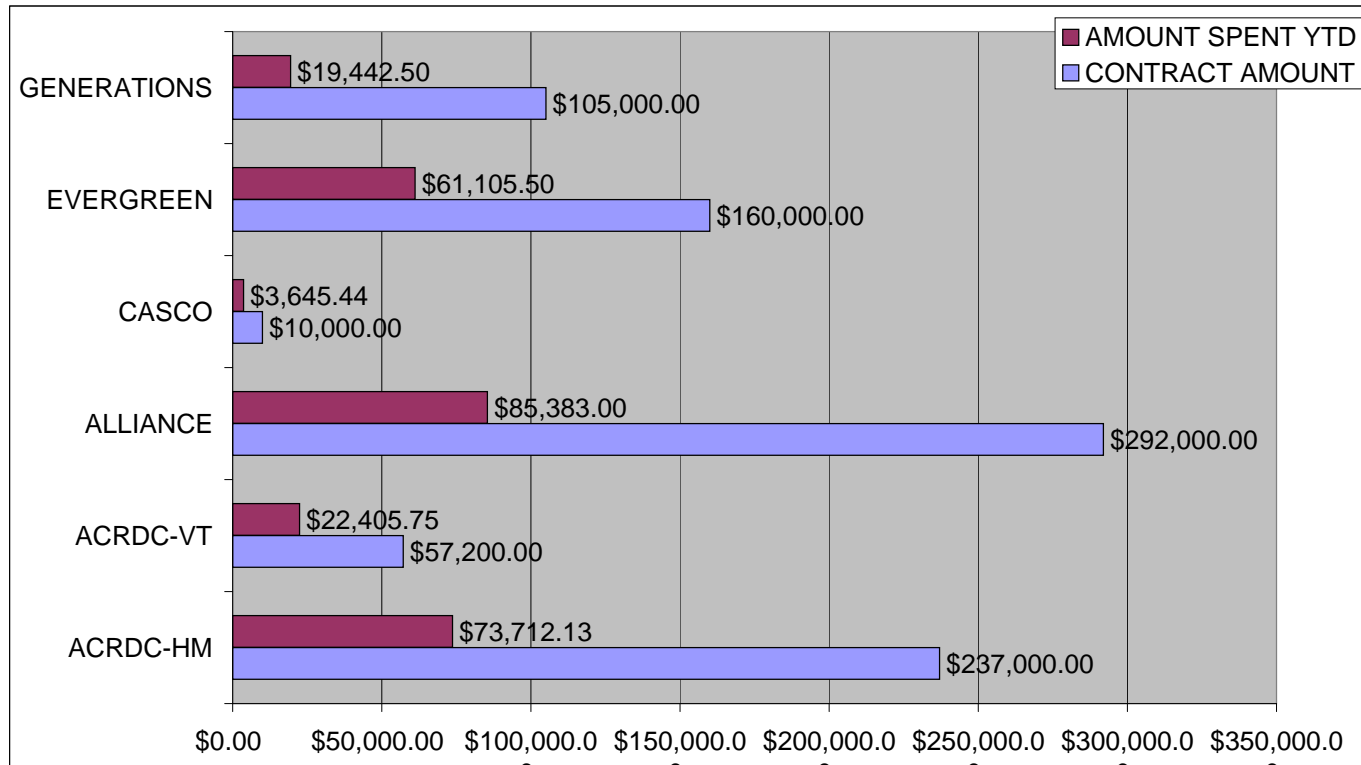
ACTION ITEM	DATE PRESENTED TO COA	PASS/FAIL	DATE OF RFA TO BOC	DATE PRESENTED TO BOC	PASS/FAIL	STATUS
Recommend to the BOC that \$20,000 be granted to ACRDC from Fund Balance to remove wait list for transportation	4/19/2011	Pass	4/26/2011	5/12/2011		
Rescind Motion made of March 15, 2011 for Project Fresh	4/19/2011	Pass	n/a	n/a	n/a	Complete
Recommend BOC fund 500 coupon books at a cost of \$6,240 for Project Fresh	4/19/2011	Pass	4/20/2011	4/28/2011	Pass	Complete
Recommend the BOC declare May as Older American's month in the County of Allegan	4/19/2011	Pass	4/29/2011	5/12/2011		
Two Cost Sharing Models on the agenda for the May Meeting	4/19/2011	Pass	n/a	n/a	n/a	
RFP Bus-Committee to be appointed in May 2011	4/19/2011	Pass	n/a	n/a	n/a	
Recommend to the BOC that the fund balance be used to increase services by 10% as presented by Sherry Torres and supported by David Vanderovaart.	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	
Recommend to the BOC that the fund balance in the amount of \$5,000 per year be used to contract for Personal Emergency Response Systems (PERS) for the remainder of 2011, 2012, 2013 and 2014	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	

COMMISSION ON AGING
ACTION ITEMS LOG
2011

Recommend to the BOC that the fund balance in the amount of \$5,000 per year be used to contract Caregiver Education and Support for the remainder of 2011, 2012, 2013 and 2014	3/15/2011	Pass	3/18/2011	4/28/2011	Pass	
Recommend to the BOC that the fund balance in the amount of \$500 be used to fund "Project Fresh" for 2011 with the possibility of renewal	3/15/2011	Pass	n/a	n/a	n/a	Re-visited by COA on 4/19/11, motion of 3/15/11 rescinded & new motion made, see above.
Recommend BOC grant \$25,000 to supplement Specialized Services grant to ACT to provide transportation to senior	2/15/2011	Pass	2/18/2011	3/24/2011	Pass	Complete
Recommend BOC grant \$33,000 from 2010 surplus to serve clients on the wait list for home delivered meals through the remainder of 2011	2/15/2011	Pass	2/18/2011	3/24/2011	Pass	Complete
Formally remove Naomi Whetzel from COA board	2/15/2011	Pass	2/18/2011	3/10/2011		Complete
Accept Doris Hawkey's resignation from COA board	2/15/2011	Pass	2/18/2011	3/10/2011		Complete
Recommend BOC elect 2 new members to COA board	2/15/2011	Pass	2/18/2011	3/10/2011		Pending

Allegan County Commission on Aging
 Monthly Financial Report
 Through April 30, 2011

SERVICE PROVIDER	Number Served		Number of Units		Cost	
	Current	YTD	Current	YTD	Current	YTD
ACRDC-HDM	207	257	3,953	14,713	\$19,238	\$73,712
ACRDC-VT	39	128	7745	25,175	6,893.05	\$22,405.75
CASCO-VT	10	16	1702	4096	1514.78	3645.44
ALLIANCE HHS	141	150	1,322	4,744	23,796.00	\$85,383.00
EVERGREEN COMMONS	111	121	3,953	3394.75	\$15,057.00	\$61,105.50
GENERATIONS ADC	23		1448	3,535.00	12,781.92	32,761.80



S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

SENIOR SERVICES—PLAN TO INCREASE SERVICES/SPEND DOWN FUND BALANCE

WHEREAS, as of March 1, 2011 the Senior Services fund balance is approximately \$735,000.00; and

WHEREAS, the Allegan County Commission on Aging recommends implementation of a plan to spend down the fund balance as follows:

- Increase current services by 10% for the remainder of 2011 (5/1/11 to 12/31/11), and for the upcoming RFP for 2012-14 at a total cost of \$303,673.
- Fund Personal Emergency Response Systems (PERS) at a rate of \$5,000 per year, for 2012-14, for a total cost of \$15,000. This amount will fund approximately 20 "lifelines" to frail seniors with no informal support system in place (friends, family, etc.).
- Fund Caregiver Education and Support at a rate of \$5,000 per year, for 2012-14, for a total cost of \$15,000. This amount will fund a caregiver support group to prevent isolation and caregiver burnout.

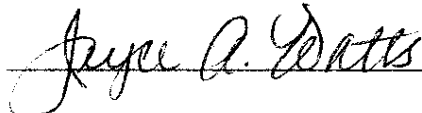
- Purchase 500 coupon booklets at a cost of \$6,240 for Project Fresh. This will provide fresh fruits and vegetables from local farmers markets at no cost to them.

THEREFORE BE IT RESOLVED, that the Allegan County Board of Commissioners hereby approves the plan to spend down the Senior Services Fund Balance in the amount of \$339,913 as recommended by the Allegan County Commission on Aging, the Director of Senior Services and the Director of Budget and Finance; and

BE IT FINALLY RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Budget and Finance Director is authorized to make the necessary budget adjustments to complete this action.

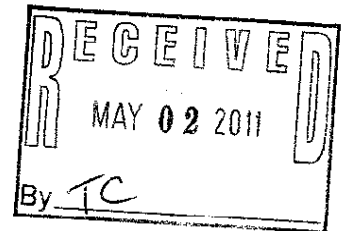
Moved by Commissioner VanEck, seconded by Commissioner Campbell to adopt the resolution as presented. Motion carried by roll call vote: Yes - 10 votes. No - 0 votes. Absent - 1 vote.

ATTEST, A TRUE COPY



Clerk-Register

APPROVED: April 28, 2011



cc: Admin. - Finance 3 (DV & KK & PK) - Human Resources - Senior Services (ST) - Commission on Aging (through Senior Services)