



Area Agency on Aging

# Lewis-Mason-Thurston Area Agency on Aging

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Lewis-Mason-Thurston Area Agency on Aging

## **Council of Governments**

Meeting Minutes via ZOOM Teleconference

December 8, 2020 at 2:00 p.m.

**Members Present:** Commissioner Sharon Trask, Mason County; Commissioner Gary Stamper, Lewis County; and Commissioner Gary Edwards, Thurston County

**Members Absent:** N/A

**Staff Present:** Nicole Kiddoo, Executive Director; Dan Speigle, Fiscal Director; Joy McBride, Contracted Services Director; Jemma Williamson, Case Management Director; and Charyl Warriner, Executive Assistant

**Guests Present:** Lynn Ford, Advisory Council Chair

### **Opening/Introductions**

Commissioner Trask called the meeting to order at 2:04 p.m.

**Approval of Minutes:** Commissioner Edwards made a motion to approve both draft minutes from the July 23 and September 3, 2020 meetings, as well as the draft agenda for the December 8, 2020 meeting, as presented. Commissioner Stamper seconded the motion. The motion passed unanimously.

**Approval of Vouchers:** Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve the vouchers as shown on the July 8, 2020 through November 25, 2020 vouchers listing, beginning with voucher number 1423541, and ending with voucher number 1458588, non-contiguous, comprising 610 vouchers in the combined amount of \$1,626,421.04. Commissioner Edwards seconded the motion. The motion passed unanimously.

### ***Advisory Council Committee Report***

Lynn Ford shared that this is her final year on the Advisory Council, after six years of service. She reported that although this was an awkward year, the committee was able to accomplish great things. She briefly spoke about a pilot project the Socialization & Engagement Committee is working on, to reduce the social isolation for those in remote areas, with the use of a GrandPad.

### ***Executive Director's Report***

Nicole Kiddoo, shared with the Commissioners that our Advisory Council has been a great support to the agency over the last year, even in the midst of COVID. Our 2020 Chair, Lynn Ford, finished her six-year term in December, and although she will be missed, she has been nominated as the State Council on Aging (SCoA) chair. Glenn Harper has been nominated as our new Advisory Council Chair, while Eileen McKenzieSullivan has been nominated as Vice-Chair.

We continue to be engaged at every turn and are proud to announce eleven more Leadership Academy graduates, with the leadership of Julie Lancaster.

Our W4A Advocacy Day will be held on January 27, 2021, and we are working to schedule virtual meetings with Representatives and Senators. Our goal will be to share our messaging and the importance of not cutting the Long Term Care budget. Based on recent conversations, it appears as though there may be less of a reduction than originally discussed.

The agency is working diligently to update our policies and procedures with the assistance of our HR consultant, Kara Turner. The last update to our P&Ps was in 2005.

We continue to provide services to our clients and support via phone and virtual communication. Our Family Caregiver staff has run into some challenges, as our Dementia Study Group can no longer meet in person. Our Case Managers, although no longer providing in-home visits, are checking in by phone with all clients.

***Contracted Services Director Report - Joy McBride updated the CoG on various items.***

### **Subcontracted Service Provision**

Our service network continues to be affected by the COVID-19 emergency and the need to protect the vulnerable population that we serve. Services such as Congregate and Home Delivered meals, Adult Day Care, and Kinship services, continue to be delivered remotely, due to the flexibility that CARES funding provides. CARES funded contracts began July 1, 2020, and were extended through the end of December, 2020.

## **2021 Funding**

Older Americans Act (OAA) funded services are due for contract amendments that become effective on January 1, 2021. We have confirmation from AL TSA that services that have been delivered remotely with flexible CARES funding 2020, will be able to continue into 2021 with most relaxed requirements in place when using regular OAA funding, while the emergency declaration is in place. We have unused 2020 OAA funding available, but do not know yet what our 2021 OAA award will be.

## **Contract Procurement**

The Request for Proposal (RFP) process for Kinship Caregiver Support Services, Family Caregiver Counseling, and out-of-home and nursing level Respite services that was postponed due to the COVID-19 emergency, began on October 1. Due to the retirement of our long time Long Term Care Regional Ombudsman, Paul Tosch, on September 30th, this service was added to the RFP process. This was a competitive process, and proposals were due by 5:00 PM on 11/13/20, for contracts that begin 1/1/2021.

There was no competition for any of the services, so all proposals from current contractors were reviewed for compliance and approved. Sound Options, one of our counseling services providers, did not reapply for a contract, due to COVID-related staffing difficulties. Our Level 3 (Skilled Nursing) Respite provider also did not reapply, and we are waiting to hear from her regarding the possible termination of her contract.

We received no proposals to provide Regional LTC Ombudsman services. The position is temporarily being filled by one of the volunteer Ombuds, who is currently being paid and supervised by the Multi Service Center. We will be discussing next steps with the State LTC Ombudsman, Patricia Hunter.

Since the COVID crisis began, one new home care agency, Chesterfield Services, applied and was determined to be eligible to provide Medicaid Personal Care and Respite Care services. The contract will be executed pending their establishment of an office in our service area. We have also approved new PERS and Environmental Modification contracts.

## **Contract Monitoring**

The Contracts Management team has been short one position since the end of June. Contracts Managers continue to conduct risk assessments and monitoring of contracted providers remotely and using Zoom, when possible. Personal Care services is our highest risk service, and staff have worked with the home care agencies to access the agency and client specific documents that we need to review as part of the monitoring process, while protecting our staff and providers.

**Fiscal Director Report - Dan Speigle presented the CoG with information on the 2021 proposed Area Plan Budget.**

Revenues	2021 Budget	2020 Budget	2019 Actuals
	(proposed)	(approved by ALTSA)	(unaudited)
Medicaid - Federal / State	6,458,354	5,679,072	5,492,678
State aging/other programs	2,210,536	2,150,145	1,790,056
Federal - OAA	1,722,066	1,830,428	1,513,174
Federal - USDA	10,000	22,863	14,270
Federal - COVID Response	110,000		
Other awards & misc	104,340	101,183	140,455
Local Contributions (reserves)	144,726	175,502	255,074
<b>Total available for appropriation</b>	<b>10,760,022</b>	<b>9,959,193</b>	<b>9,205,707</b>
	-	-	
<b>Expenditures</b>			
Salaries	4,763,470	4,418,468	3,557,760
Benefits	1,649,286	1,563,014	1,284,230
Supplies	265,000	151,646	130,738
Rentals	530,000	500,261	450,101
Other	926,019	743,230	497,958
Provider Subcontracts	2,539,247	2,482,974	2,096,786
Equipment (Capital outlays)	87,000	99,600	55,158
<b>Total Expenditures</b>	<b>10,760,022</b>	<b>9,959,193</b>	<b>8,072,731</b>

**Upon the recommendation of the Executive Director, Commissioner Stamper moved to approve Lewis Mason Thurston Area Agency on Aging's 2021 Area Plan budget in the amount of \$10,760,022, with the Total AAA Budgeted and Non-Budgeted Total (ALTSA plus All Other Funding, which includes provider Match and Program Income) on the Summary Tab of \$11,718,822. Commissioner Edwards seconded the motion. The motion passed unanimously, 3-0.**

**Executive Session**

The Council entered into Executive Session at 3:00 p.m., citing RCW 42.30.140(4)(g), for a period of 25 minutes. The Council returned to regular session at 3:25 p.m. No action was taken during Executive Session.

**Collective Bargaining Agreement Compensation**

*Based on the recommendation of the Executive Director, Commissioner Stamper moved to approve a 1.5% Cost of Living Allowance (COLA) for all agency staff effective January 1, 2021; and that the agency (LMTAAA) absorb the health benefits rate increase of \$30,424.00 to keep the staff health benefit premiums the same as the previous year. Commissioner Edwards seconded the motion. The motion passed unanimously, 3-0.*

**Public Comments: N/A**

**Review of the proposed 2021 COG Calendar**

The Commissioners voted unanimously to continue with the every other month schedule.

**Adjournment:** Commissioner Edwards made a motion to adjourn the meeting; Commissioner Stamper seconded the motion. The meeting was adjourned at 3:28 p.m. The next regular meeting of the CoG is scheduled via ZOOM on January 28, 2021 at 2 p.m.

**Approved:**

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**Submitted by:**

Charyl Warriner 12/08/2020

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