



# TUSCOLA COUNTY

## Committee of the Whole

### MEETING AGENDA

Monday, July 8, 2024 – 8:00 AM

H.H. Purdy Building Board Room, 125 W. Lincoln St., Caro, MI 48723

**Public may participate in the meeting electronically:**  
**Join by phone:** (US) +1 929-276-1248 PIN:112 203 398#  
**Join by Hangouts Meeting ID:** [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Roll Call - Clerk Fetting

Page

#### New Business

1. Discussion of Leadership, Education and Development (L.E.A.D.) Program - Angie House, HR/Finance Assistant  
[LEAD Presentation Request](#) 3
2. Proposed Worksite Agreement with Michigan Works - Shelly Lutz, Human Resources Director  
[Michigan Works Worksite Agreement](#) 4 - 17
3. Parks and Recreation Commission Appointment - Jodi Fetting, Tuscola County Clerk  
[Parks & Recreation Commission Appointment](#) 18
4. Mobile Medical Response (MMR) Contract and Juniata Township - Matthew Koch, Tuscola County Commissioner  
[MMR Contract and Juniata Township](#) 19
5. Consideration for Approval of a Budget Amendment for the Community Development Block Grant (CDBG) Housing Grant Fund - Neil Hammerbacher, Controller-Administrator  
[CDBG Housing Budget Amendment Request](#)  
[CDBG Fund 7-11-2024 Budget Amendment](#)  
[CDBG Fund June 30, 2024 BalanceSheetReport](#)  
[CDBG Fund July 31, 2024 RevenueandExpenditureReport](#) 20 - 23
6. Consideration for Approval of Budget Amendments for the 231 and 233 24 - 32

Funds - Debbie Babich, Fiscal Personnel Analyst  
[State Notification of Grant Change](#)  
[Budget Amendment for Approval](#)  
[231 and 233 Funds June 30, 2024 BalanceSheetReport](#)  
[231 and 233 Funds July 31, 2024 RevenueandExpenditureReport](#)

7. Region VII Area Agency on Aging's Proposed Annual Implementation Plan (AIP) for Fiscal Year 2025 - Neil Hammerbacher, Controller-Administrator 33 - 72  
[Region VII Area Agency on Aging AIP for FY2025](#)

### Old Business

### Finance/Technology

Committee Leader **Commissioner Young** and Commissioner Koch

**Primary Finance/Technology**

**On-Going and Other Finance**

**On-Going and Other Technology**

### Building and Grounds

Committee Leader **Commissioner Koch** and Commissioner Lutz

**Primary Building and Grounds**

**On-Going and Other Building and Grounds**

### Personnel

Committee Leader **Commissioner Bardwell** and Commissioner Vaughan

**Primary Personnel**

**On-Going and Other Personnel**

### Other Business as Necessary

1. Items to Consider for Future Agendas - Neil Hammerbacher, Controller-Administrator 73 - 76  
[Items to Consider for Future Agendas](#)

### Public Comment Period

### Adjournment



Tuscola County

Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

---

## LEAD Tuscola

1 message

---

**Tom Young** <tyoung@tuscolacounty.org>

Fri, Jun 28, 2024 at 10:08 AM

To: Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

Good morning Neil

Just a follow up from our conversation yesterday about the LEAD presentation on July 08 at the COW meeting The presentation should take about 10 minutes if possible I would like them to first on the agenda so the can get back to work at their jobs

Have a good weekend

---

**Work Experience program, 2024/2025**  
**Worksite agreement**

This agreement has been made and entered into on \_\_\_\_\_ by and between GST Michigan Works (GSTMW) and \_\_\_\_\_, herein referred to as the Worksite, for the purpose of providing work experiences to WIOA eligible young adults.

It is understood by the signers of this agreement that the purpose of work experience shall be to provide a short-term or limited-term work assignment which will enhance employability of individuals through the development of good work habits and basic work skills.

**WORKSITE AGREEMENT**

The worksite agrees to provide a valuable, well-supervised work experience for eligible participants in accordance to Workforce Innovation and Opportunity Act (WIOA) regulations. The Worksite agrees to comply with the Youth Employment Standards Act, Act No. 90, Public Act of 1978 and Public Act No. 436, the "Right to Know Act", and applicable provisions of Title II of the Americans with Disabilities Act (ADA). Additionally, the Worksite acknowledges and agrees to the following stipulations:

1. The Worksite shall be granted interviewing and selection rights of eligible participants referred by GST Michigan Works!. The Worksite shall be in compliance with all Federal and State Affirmative Action/Equal Employment Opportunity requirements, including 29 CFR Part 37. The Worksite agrees not to discriminate in the selection because of race, color, religion, sex, national origin, political belief, age, height, weight, marital status, arrest record, ancestry, physical or mental disability or other non-merit factors.
2. The Worksite shall ensure participants are placed at job assignments as outlined in this Worksite Agreement and as agreed upon at time of referral. The Worksite shall contact GSTMW to amend and/or update the Worksite Agreement to reflect current working conditions, job assignments, and any change of supervisor(s).
3. The Worksite Supervisor shall thoroughly indoctrinate the participant in regard to job duties, tools and equipment, health and safety standards, work schedules and attendance reporting, and other personnel practices to ensure a safe and quality work experience.
4. The Worksite Supervisor shall ensure each participant's accurate work hours are recorded on the Time and Attendance Records supplied by Intelligen-Ashlor Staffing.
5. The Worksite Supervisor is responsible for the accuracy, completeness, and submitting of each Time and Attendance Record in accordance with the schedule provided. Timesheets are due to

GSTMW by 5 PM Monday for the previous workweek. Worksites will be charged a \$100 fee for every timesheets submitted late.

6. The Worksite Supervisor shall evaluate participants' attendance/punctuality, appearance, interpersonal relationships, professional conduct, task completion, and ability to follow directions. The Worksite Supervisor shall provide encouragement, corrective guidance, and supportive counseling to ensure the development and continuation of marketable work practices. The Worksite Supervisor will notify GSTMW and the assigned Career Coach of any issues the participants may be encountering.
7. The Worksite Supervisor agrees to follow the steps outlined in the disciplinary policy established by GSTMW and notify Intelligen-Ashlor Staffing of any disciplinary actions.
8. The Worksite shall provide adequate supervision for all participants on a ratio of not more than 1:7. The Worksite shall provide a substitute supervisor during the absence of the regular supervisor. GSTMW and Intelligen-Ashlor Staffing must be notified of any supervisor changes.
9. The Worksite shall ensure the availability of sufficient work for all participants during scheduled work hours. The Worksite shall develop a contingency plan for participants during times of inclement weather or changes in work routine.
10. The Worksite Supervisor understands that participants shall not transfer nor be transferred to another worksite without prior written approval by GSTMW and Intelligen-Ashlor Staffing.
11. The Worksite shall provide equipment and materials needed to perform job assignments under appropriate, reasonable, and safe working conditions.
12. The Worksite Supervisor shall undertake all necessary measures to ensure a safe and healthy work environment is provided for all participants. It is the responsibility of the worksite supervisor to ensure all protective clothing/safety equipment is worn.
13. The Worksite shall promptly report an accident or injury to GSTMW and Intelligen-Ashlor Staffing. The Worksite shall accurately complete and submit the required Accident/Injury Report, as supplied by Intelligen-Ashlor Staffing within 24 hours.
14. The Worksite understands GSTMW and/or Intelligen-Ashlor Staffing will conduct periodic progress reviews to ensure compliance with this agreement by the supervisor and participant. The Worksite understands that it may be monitored by State and Federal Department of Labor representatives; the supervisor must be in attendance during all monitoring visits.
15. The Worksite shall ensure no union contract nor infringement on promotion shall result from this Agreement. The Worksite agrees not to hire any work experience participant while any employee, in a similar position at this worksite, is on lay-off.
16. The Worksite agrees that currently employed workers shall not be displaced by any participant through reduction of hours, benefits, lay-off, or dismissal (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits).
17. The Worksite shall ensure that no participant is engaged in job tasks related to political activities, union organizing, or sectarian activities (including the construction, operation, and/or maintenance of a facility used for religious worship).
18. The Worksite agrees not to charge fees of any type to the participants.
19. The Worksite agrees not to supplement the wages of the participants.
20. The Worksite agrees that work permits (if applicable) are correctly completed prior to starting work and that a copy of the work permit shall be posted in view of the public.

21. The Worksite and Worksite Supervisor agree to adhere to the requirements outlined within the Supervisor and Participant Handbook.

Intelligen-Ashlor Staffing, as the Employer of Record, shall provide the State minimum hourly wage or the company's regular starting wage for the same position, whichever is higher, to each eligible participant not to exceed 40 hours per week. Intelligen-Ashlor Staffing shall provide Workers' Compensation for each eligible participant. In addition, Intelligen-Ashlor Staffing acknowledges and agrees to the following responsibilities:

1. Intelligen-Ashlor Staffing and GSTMW shall provide an orientation for all immediate worksite supervisors to ensure regional understanding of duties and responsibilities regarding programs and participants. Mandatory attendance is required prior to the placement of any worker.
2. Intelligen-Ashlor Staffing shall readily respond to questions regarding participant paychecks and ensure no payment shall be issued to non-participants.
3. Intelligen-Ashlor Staffing shall ensure no fees are charged to participants for referral and placement in GST Michigan Works! Program(s).
4. Intelligen-Ashlor Staffing and GST Michigan Works! Shall work cooperatively with the Worksite to prevent (a) kickbacks, (b) lobbying, (c) theft and embezzlement, (d) nepotism, and (e) political patronage.

This Worksite Agreement has been examined by the undersigned and is approved and accepted by the signing. This Worksite Agreement is effective on \_\_\_\_\_ and will expire at the end of one calendar year, or at such time that the terms of the agreement change.

\_\_\_\_\_  
Signature (Authorized Worksite Representative)

\_\_\_\_\_  
Signature (Authorized GSTMW Representative)

\_\_\_\_\_  
Typed/Printed Name & Title

\_\_\_\_\_  
Typed/Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## The Young Professionals youth work experience program Supervisor and Participant Handbook

### Introduction:

The Young Professionals (TYP) program is a GST Michigan Works program aimed to provide valuable work experiences with local employers to young adult ages 14-24 with barriers to employment and/or education. The YTP program is restricted to worksites and participants in Genesee, Shiawassee, Lapeer, Sanilac, Huron and Tuscola counties.

Work Experience placements are a limited duration project, commencing no sooner than March 1<sup>st</sup>, 2024, concluding no later than February 28<sup>th</sup>, 2025, and not to exceed 12 weeks in total. Participants will be employed through a third-party vendor with wages paid by GSTMW. Worksites must provide enough work to keep the participants actively engaged for the duration of the assignment and provide guidance and supervision to the participants.

Participants are expected to gain work experience with training in basic work skills, such as following directions and working with others. Jobs and/or projects that provide training in occupational skills that may help them in their career choices and preparation are encouraged. Jobs and/or projects with an academic or job placement component are also encouraged. It is the goal of the program that participants will gain valuable work awareness and skills that will lead to permanent employment and/or further education.

### Employer of Record:

Work Experience participants in this program will be employees of Intelligen-Ashlor Staffing, which will handle all payroll functions. Intelligen-Ashlor Staffing, as the Employer of Record, shall provide the State minimum hourly wage or the company's regular starting wage for the same position, whichever is higher, to each eligible participant not to exceed 40 hours per week. Intelligen-Ashlor Staffing shall provide Workers' Compensation for each eligible participant. In addition, Intelligen-Ashlor Staffing acknowledges and agrees to the following responsibilities:

1. Intelligen-Ashlor Staffing shall readily respond to questions regarding participant paychecks and ensure no payment shall be issued to non-participants.
2. Intelligen-Ashlor Staffing shall ensure no fees are charged to participants for referral and placement in GST Michigan Works! Program(s).
3. Intelligen-Ashlor Staffing and GST Michigan Works! Shall work cooperatively with the Worksite to prevent (a) kickbacks, (b) lobbying, (c) theft and embezzlement, (d) nepotism, and (e) political patronage.

**Supervision:**

Project worksites are required to provide adequate supervision by adult, non-participants for all projects. Supervision of participants will not exceed seven (7) participants to one (1) supervisor. The Worksite shall provide a substitute supervisor during the absence of the regular supervisor, however, GSTMW and Intelligen-Ashlor Staffing must be notified of any supervisor changes. There must be no changes to participant job duties, supervision, or worksite location without prior approval from GSTMW and Intelligen-Ashlor Staffing. The Worksite Supervisor shall thoroughly indoctrinate the participant in regard to job duties, tools and equipment, health and safety standards, work schedules and attendance reporting, and other personnel practices to ensure a safe and quality work experience.

**Safety:**

All worksites will be carefully screened and evaluated for their observance and maintenance of safety and health standards. Additionally, GST Michigan Works will make at least one site visit during program participation to ensure health and safety compliance. It is the responsibility of the worksite supervisor to ensure that each work experience participant understand and adheres to all safety procedures, including the wearing of protective gear.

**Accidents and Injuries:**

All worksite accidents/injuries must be reported to GSTMW and Intelligen-Ashlor Staffing immediately. Procedure for reporting accidents/injuries and receiving medical treatment will be included in Supervisor Orientation.

**Tools, Equipment and Materials for the Project:**

Worksites are expected to provide any tools and equipment, including safety equipment for the workers. On a limited basis, GST Michigan Works may provide required safety equipment to program participants. Any safety equipment purchased by GSTMW will remain the property of GSTMW or the program participant. GSTMW will not pay for materials for a job/project.

**Timesheets:**

All work experience worksites will be responsible for the approval and submission of weekly time sheets for all participants under their supervision. Timesheets run from Sunday to Saturday and must be submitted to the TYP Program Manager by 5 PM of each Monday for the previous week. Worksites may be charged a \$100 fee for every timesheet submitted late if a rush payroll is needed in order to pay participants on time. Timesheets must be signed by both the participant and the worksite supervisor. Under no circumstances will work experience participants be allowed to work more than 40 hours in any given week. Participants will only be paid for hours actually worked – no vacation, holidays or lunch periods will be paid.

**Disciplinary Actions:**

The Worksite Supervisor shall provide encouragement, corrective guidance, and supportive counseling to ensure the development and continuation of marketable work practices. The Worksite Supervisor must notify GSTMW and the assigned Career Coach of any issues the participants may be encountering. The assigned Career Coach must be included in any corrective actions.



In the event that the Supervisor and Career Coach are not able to remedy the situation, the participant will be removed from the worksite. In serious situations, such as violence or illegal activities, the participant will be terminated from the program. Otherwise, the participant will be reassigned to another worksite to complete the remainder of their work experience.

If a participant is removed from a worksite for any reason, every effort will be made to find a replacement for the worksite.

### **Evaluations:**

The Worksite Supervisor is required to evaluate participants' attendance/punctuality, appearance, interpersonal relationships, professional conduct, task completion, and ability to follow directions. The Worksite Supervisor shall provide gentle guidance to participants to improve any deficiencies. The assigned Career Coach should be notified of any issues the participant is having. A formal evaluation must be completed twice during the participant's work experience – midway through and at the conclusion. The *Participant Evaluation Form* is included as an attachment to this document.

It is the hope that worksites will be able to provide job offers to participants who do well throughout the work experience. In the event that permanent employment is not available, Worksite Supervisors shall provide successful participants with a letter of recommendation that they may use as they continue their job search.

### **Monitoring:**

In the interest of public trust and accountability, GSTMW will have an aggressive monitoring component for TYP. Each worksite will be monitored by GSTMW; visits to the worksite may be unannounced. Additionally, the worksite may be monitored by Intelligen-Ashlor Staffing or State and Federal Department of Labor representatives. At least one supervisor and one participant will be monitored at each worksite. If the worksite is found to be non-compliant, the participant(s) will be transferred to another site.

### **Program Managers' Contact Information**

Genesee county:

Ray Barry

[rbarry@gstmiworks.org](mailto:rbarry@gstmiworks.org)

Lapeer, Sanilac, Tuscola and Huron counties:

Roxanne Morehead

[rmorehead@gstmiworks.org](mailto:rmorehead@gstmiworks.org)



## **Paid Work Experience Program Worksite Application Instructions**

### **Introduction:**

GST Michigan Works! (GSTMW) is accepting applications for employer worksites for the paid work experience program. Worksites will be designated in Genesee, Shiawassee, Lapeer, Tuscola, Sanilac and Huron counties.

Work Experience placements are a limited duration project, commencing no sooner than March 1<sup>st</sup>, 2024, concluding no later than February 28<sup>th</sup>, 2025, and not to exceed 12 weeks in total. Participants will be employed through a third-party vendor with wages paid by GSTMW. Worksites must provide enough work to keep the participants actively engaged for the duration of the assignment and provide guidance and supervision to the participants. Worksites are not obligated to hire the participant(s) following completion of the work experience. However, priority for worksite acceptance will be to companies who have real possibilities of hiring the youth following the subsidized work experience assignment.

### **Workers:**

Youth selected for participation in this program are young adults ages 18-24 who have barriers preventing them from successfully entering or retaining employment and/or have unclear career pathways. Young adults must meet eligibility requirements to participate in this program. GSTMW will assess barriers, determine eligibility and suitability for work experience placement.

Selected worksites will have only eligible applicants referred to them for consideration. Worksites are also encouraged to refer interested young adults to the program – however, all worksite referred participants must still meet program eligibility and work readiness requirements prior to placement at a worksite. Worksites will have the opportunity to interview participants prior to placement.

Young adults participating in this program will have barriers that will need additional guidance and support to overcome or work around. While the paid work experience program has work-readiness components prior to worksite placement, worksites will be expected to show patience and mentorship to these young adults while working in conjunction with GSTMW staff to ensure participants' success. In exchange for subsidized wages, worksites are asked to provide a trial-period employment opportunity to eligible young adults they may not otherwise consider for employment.

### **Supervision and Safety:**

Project worksites are required to provide adequate supervision by adult, non-participants for all projects. Supervision of participants will not exceed seven (7) participants to one (1) supervisor. All worksite supervisors will be provided with a program orientation that covers all aspects and requirements of worksite supervision.

All potential and approved worksites will be carefully screened and evaluated for their observance and maintenance of safety and health standards. Additionally, GST Michigan Works will make at least one site visit during program participation to ensure health and safety compliance.

**Training and Outcomes Desired for Participants:**

Participants are expected to gain work experience with training in basic work skills, such as following directions and working with others. Jobs and/or projects that provide training in occupational skills that may help them in their career choices and preparation are encouraged. Jobs and/or projects with an academic or job placement component are also encouraged.

**Tools, Equipment and Materials for the Project:**

Worksites are expected to provide any tools and equipment, including safety equipment for the workers. On a limited basis, GST Michigan Works may provide required safety equipment to program participants. Any safety equipment purchased by GSTMW will remain the property of GSTMW or the program participant. GSTMW will not pay for materials for a job/project.

**Employer of Record:**

Work Experience participants in this program will be employees of Intelligen-Ashlor Staffing, which will handle all payroll functions.

**Timesheets:**

All work experience worksites will be responsible for the approval and submission of weekly time sheets for all participants under their supervision. Timesheets run from Sunday to Saturday and must be submitted to Program Managers by Monday morning for the previous week. Timesheets must be signed by both the participant and the worksite supervisor. Under no circumstances will work experience participants be allowed to work more than 40 hours in any given week. Participants will only be paid for hours actually worked – no vacation, holidays or lunch periods will be paid.

**Lay-offs:**

Any company/organization approved as a worksite cannot have any employee on lay-off that performed the same or similar work or place a currently employed worker on lay-off as a result of becoming a worksite under this federally funded program.

**Monitoring:**

In the interest of public trust and accountability, GSTMW will have an aggressive monitoring component for work experience program. Each worksite will be monitored; visits to the worksite may be unannounced. At least one supervisor and one participant will be monitored at each worksite. If the worksite is found to be non-compliant, the participant(s) will be transferred to another site.

**Restrictions:**

The application process is competitive, and not every request will be approved. All applications are subject to negotiation and will be considered on a “first come, first serve” basis, taking into consideration availability of participants, quality of training for participants, community benefit, transportation requirements and other logistic variables. Priority will be given to worksites that offer real possibilities of hiring young adult participants following completion of the subsidized work experience period.

**Application Process:**

If you are interested in having participants work at your company/organization during this limited timeline work experience project, with wages subsidized through GSTMW's paid work experience program, please complete and return the full application. The following forms are included in this packet:

- Worksite Application: Please complete with as much detail as space allows (Attachment A)
- Worksite Agreement: Please review this worksite agreement carefully prior to signing. (Attachment B)
- Work Experience Worksite Position Request form (Attachment C)
- Labor Organization Form (Attachment D)

Please submit completed applications to:

Genesee county:

Ray Barry

[rbarry@gstmiworks.org](mailto:rbarry@gstmiworks.org)

Huron, Lapeer, Sanilac, and Tuscola counties:

Roxanne Morehead

[rmorehead@gstmiworks.org](mailto:rmorehead@gstmiworks.org)

Questions regarding the work experience program, worksite expectations or application process can be directed to Raymond Barry (810)233-5974 ext. 194 or Roxanne Morehead (989)635-3561 ext. 222.



**Company/Organization Information**

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

Suite

City

State

Zip Code

Phone: \_\_\_\_\_ ext. \_\_\_\_\_

Email: \_\_\_\_\_

Industry: \_\_\_\_\_

Are you currently working with a GST Business Services Professional? If so, who? \_\_\_\_\_

Do you have any restrictions for employees? (i.e. drug tests, clean background, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Check the all that Apply**

Minority Owned

Women Owned

Small Business

Public

Private

Profit

Non-Profit



Work Experience – Worksite position request form

\_\_\_\_\_  
Worksite Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
Job Title

Number of Positions Available \_\_\_\_\_

Hourly Wage \$\_\_\_\_\_

\_\_\_\_\_ I certify that this is the regular starting wage for this position (please initial)

\_\_\_\_\_ I certify that no employees are on layoff in the same or similar position (please initial)

\*Tasks to Perform:

**A job description is required that includes at a minimum:**

- Duties to be performed by the participant
- Tools and equipment to be used by the participant, including hand tools, power tools, ladders/lifts, mechanical devices and PPE
- Environment(s) that the participant will be working in

Skills, Experience and/or Education required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Restrictions (ie. Age restrictions, accessibility, drug or background screening, etc)

\_\_\_\_\_  
\_\_\_\_\_

\*GSTMW or Intelligen-Ashlor Staffing may require additional information prior to worksite acceptance or placement of a participant at the worksite. For liability /insurance purposes, GSTMW or Intelligen-Ashlor Staffing may impose restrictions onto the type of work, tools/equipment, or environments that work experience participants may be exposed to.

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Phone/Email: \_\_\_\_\_



### Work Experience program – Labor Organization Form

If the Worksite has a Collective Bargaining Agreement covering the grade and class of workers who will receiving work experience pursuant to this contract, concurrence by the union representing the workers covered by such an agreement must be obtained below by the worksite from an authorized union representative.

#### IDENTIFICATION OF BARGAINING AGENT

Labor Organization:	Signature of Concurrence:
Local Number:	Name (print):
Phone Number:	Title:

#### NON-UNION ACKNOWLEDGEMENT

Employer Representative Signature:	Date:
Name (print):	Title:



## Worksite Position Offer Letter

Participant Name

Start Date:

Worksite Name

(Est) End Date:

Location

Work Schedule:

Job Title

Hourly Wage \$

Hours per Week:

\_\_\_\_\_ I certify that this is the regular starting wage for this position (please initial)

\_\_\_\_\_ I certify that no employees are on layoff in the same or similar position (please initial)

Please attach a job description that includes:

- Duties to be performed by the participant
- Tools and equipment to be used by the participant, including hand tools, power tools, ladders/lifts, mechanical devices and PPE
- Environment(s) that the participant will be working in

Dress Code:

Supervisor:

Date:

Participant:

Date:

Career Coach:

Date:



# PAID WORK EXPERIENCE TIME SHEET

EMPLOYEE NAME:	JOB TITLE:
WORK SITE:	SUPERVISOR:
WEEK START:	WEEK END:

	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
Date					
Date					
Date					
Date					
Date					
Date					
Date					
<b>WEEKLY TOTALS</b>					

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE:

Time sheets must be completed accurately and verified by work site supervisor. Time sheets must be submitted to your Program manager no later than Monday 5 PM. Late or inaccurate time sheets will delay your paycheck.

You will only get paid for hours worked. Lunch periods are unpaid. Communicate any tardiness, absences or planned time off with both your work site supervisor and your Career Coach.



**COW Agenda Item**

1 message

**Jodi Fetting** <jfetting@tuscolacounty.org>

Tue, Jul 2, 2024 at 7:13 AM

To: Neil Hammerbacher <nhammerbacher@tuscolacounty.org>, Renee Francisco <renee@tuscolacounty.org>

Good Morning,

Can I please add to the COW Agenda for July 8th?

Parks and Recreation Commission Appointment

Thanks!

Jodi





Tuscola County

Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

---

**[EXTERNAL]**

1 message

---

**KOCH, MATTHEW** <mkoch@cfiemail.com>

Mon, Jul 1, 2024 at 2:56 PM

To: Neil Hammerbacher <nhammerbacher@tuscolacounty.org>

Cc: Bill Lutz <blutz@tuscolacounty.org>, Kim Vaughan <kvaughan@tuscolacounty.org>, Thomas Bardwell <tbardwell@tuscolacounty.org>, Tom Young <tyoung@tuscolacounty.org>

Neil

I recently met with a Juniata trustee about the MMR contract and service in their area.

Please put this on the agenda for the COW mtg on 7/8/24.

Thanks in advance.

Matthew J. Koch  
649 State Rd  
PO Box 53  
Vassar, MI 48768  
989-233-1973

Securities offered through Centaurus Financial, Inc a registered broker/dealer and a member of FINRA and SIPC. This is not an offer to sell securities, which may be done only after proper delivery of a prospectus and client suitability is reviewed and determined. Information relating to securities is intended for use by individuals residing in Michigan.

This email and attachment(s) may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copy of this message is strictly prohibited. If received in error, please notify the sender immediately and delete/destroy the message and any copies thereof.

This email was sent in accordance with US Code 47.5.11, section 227. We respect your privacy and pledge not to abuse this privilege. To stop further mailings, please respond by typing "remove" in your reply.



---

**[EXTERNAL] RE: Budget Amendment**

---

**Brian Neuville** <briann@hdc-caro.org>  
To: Renee Francisco <renee@tuscolacounty.org>

Tue, Jul 2, 2024 at 3:01 PM

Renee,

Based on the increased demand for home repair and utilization of the program income funds I would request that the budget amount for fund (250-100-801-000) be increased by \$40,000 for the year ended 12/31/2024. The fund has a sufficient fund balance to cover the amount. Please let me know if you have any questions or need anything further.

Thanks,

Brian

Brian Neuville, Deputy Director  
Human Development Commission (HDC)  
[429 Montague Avenue](#)  
[Caro, MI 48723](#)  
Phone: 989-672-1711 (Direct)  
Fax: 989-673-2031

The mission of HDC is "Restoring Hope by Helping People and Changing Lives"

Visit us at [www.hdc-caro.org](http://www.hdc-caro.org) or visit us on facebook at <https://www.facebook.com/pages/Human-Development-Commission-Community-Action-Agency/141105532612558>

\*\*\*\*\* DISCLAIMER STATEMENT \*\*\*\*\*

The information contained in this e-mail and any included attachments are legally privileged and confidential. If the reader of this e-mail message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copy of this email message is strictly prohibited. If you receive this message in error, or have reason to believe you are not authorized to receive it, please prompt me and delete this message.

TUSCOLA COUNTY  
JOURNAL ENTRY  
JE: 22167

Post Date: 07/11/2024  
Entry Date: 07/03/2024  
Description: BUDGET AMENDMENT APPROVED BY BOC 7/11/24

Entered By: TCACONDR  
Journal: BA

GL #	Description	Increase/(Decrease)
250-100-801.000	CONTRACTUAL SERVICES HDC	40,000.00
	Revenue Change:	0.00
	Expenditure Change:	40,000.00
	Budgeted Change To Fund Balance:	(40,000.00)

APPROVED BY: *Neil [Signature]* 7-3-2024

Fund 250 CDBG HOUSING GRANT FUND

GL Number	Description	PERIOD ENDED 06/30/2023	PERIOD ENDED 06/30/2024
<b>*** Assets ***</b>			
250-000-001.000	CASH - CHECKING	24,213.24	113,466.35
250-000-040.000	ACCOUNTS RECEIVABLE	24,920.00	0.00
<b>Total Assets</b>		<b>49,133.24</b>	<b>113,466.35</b>
<b>*** Liabilities ***</b>			
250-000-202.000	ACCOUNTS PAYABLE	0.00	0.00
250-000-214.000	DUE TO OTHER FUNDS	0.00	0.00
250-000-214.777	DUE TO CLEARING FUND	0.00	0.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
<b>*** Fund Balance ***</b>			
250-000-390.000	FUND BALANCE	24,213.24	88,993.24
<b>Total Fund Balance</b>		<b>24,213.24</b>	<b>88,993.24</b>
<b>Beginning Fund Balance</b>		<b>24,213.24</b>	<b>88,993.24</b>
<b>Net of Revenues VS Expenditures</b>		<b>24,920.00</b>	<b>24,473.11</b>
<b>Ending Fund Balance</b>		<b>49,133.24</b>	<b>113,466.35</b>
<b>Total Liabilities And Fund Balance</b>		<b>49,133.24</b>	<b>113,466.35</b>

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	07/31/2024 NORMAL (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)
Fund 250 - CDBG HOUSING GRANT FUND						
Revenues						
Dept 000 - CONTROL						
250-000-539.000	CDBG CHILL STATE GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - CONTROL		0.00	0.00	0.00	0.00	0.00
Dept 100 - CONTROL						
250-100-539.000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
250-100-540.000	GRANT FROM LEIN PAY OFFS	64,780.00	35,000.00	35,000.00	68,290.00	0.00
250-100-591.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
250-100-669.000	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 100 - CONTROL		64,780.00	35,000.00	35,000.00	68,290.00	0.00
TOTAL REVENUES		64,780.00	35,000.00	35,000.00	68,290.00	0.00
Expenditures						
Dept 000 - CONTROL						
250-000-801.000	PROF. & CONTRACTUAL (ADM.)	0.00	0.00	0.00	0.00	0.00
250-000-802.000	LEIN PAY OFF FUNDS CONTRACTUAL	0.00	0.00	0.00	0.00	0.00
250-000-999.000	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - CONTROL		0.00	0.00	0.00	0.00	0.00
Dept 100 - CONTROL						
250-100-801.000	CONTRACTUAL SERVICES HDC	0.00	50,000.00	90,000.00	43,816.89	0.00
250-100-802.000	LEIN PAY OFF FUNDS CONTRACTUALS	0.00	0.00	0.00	0.00	0.00
250-100-999.000	OPERATING TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 100 - CONTROL		0.00	50,000.00	90,000.00	43,816.89	0.00
TOTAL EXPENDITURES		0.00	50,000.00	90,000.00	43,816.89	0.00
Fund 250 - CDBG HOUSING GRANT FUND:						
TOTAL REVENUES		64,780.00	35,000.00	35,000.00	68,290.00	0.00
TOTAL EXPENDITURES		0.00	50,000.00	90,000.00	43,816.89	0.00
NET OF REVENUES & EXPENDITURES		64,780.00	(15,000.00)	(55,000.00)	24,473.11	0.00
BEG. FUND BALANCE		24,213.24	88,993.24	88,993.24	88,993.24	
END FUND BALANCE		88,993.24	73,993.24	33,993.24	113,466.35	



## Michigan Supreme Court

State Court Administrative Office

**Field Services Division**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone 517-373-4835

Ryan P. Gamby  
Field Services Director

June 20, 2024

Heather Walther  
54th Circuit Court  
Tuscola County Courthouse  
440 N. State St.  
Caro, MI 48723

RE: Notice as to Request for Increase in Initial Grant Amount

Grantee Name:	54th Circuit Court — Adult Mental Health Court
Name of Grant:	Michigan Mental Health Court Grant Program
Federal ID Number:	38-6004893
Contract Number:	32359
Original Award Amount:	\$52,000
Revised Award Amount:	\$82,000

Dear Ms. Walther:

Thank you for participating in the Michigan Mental Health Court Grant Program. The State Court Administrative Office awarded your court a Michigan Mental Health Court Grant Program grant (\$52,000) to fund your program for fiscal year 2024. Your court submitted a reallocation request in WebGrants on May 14, 2024, for additional grant funds.

This letter serves to notify the court that its request for an increased grant amount has been approved. The grant amount has been increased by \$30,000, such that the total new grant amount is \$82,000. Please complete a budget revision in WebGrants by July 5, 2024, to show where the additional funds will be applied to the existing budget.

Sincerely,

Andrew Smith  
Problem-Solving Courts Manager



June 20, 2024

Page Two

cc: Honorable Amy Grace Gierhart, Chief Judge  
Honorable Jason Bitzer, Program Judge  
Sheila Long, Court Administrator  
Nick Wood, SCAO Regional Administrator  
Da'Neese Wells, SCAO Program Analyst

TUSCOLA COUNTY  
 JOURNAL ENTRY  
 JE: 22168

Post Date: 07/03/2024  
 Entry Date: 07/03/2024  
 Description: 233 MI NOTICE OF INCREASED GRANT AWARD

Entered By: tcfababid  
 Journal: BA

GL #	GRANT	Increase/(Decrease)	CR
233-100-704.000	233-539 SALARIES PERMANENT		5,279.00 ✓
233-100-704.030	233-539 DISABILITY		400.00 ✓
233-100-710.000	233-539 WORKERS COMPENSATION		300.00 ✓
233-100-711.000	233-539 HEALTH & DENTAL INSURANCE		4,200.00 ✓
233-100-715.000	233-539 F.I.C.A.		722.00 ✓
233-100-717.000	233-539 LIFE INSURANCE		15.00 ✓
233-100-718.000	233-539 RETIREMENT		400.00 ✓
233-100-718.100	233-539 POB IN LIEU OF RETIREMENT		600.00 ✓
233-100-801.602	233-539 MENTAL HEALTH - DRUG TESTING		18,084.00 ✓
231-100-704.000	231-539 SALARIES PERMANENT		(17,706.00) ✓
231-100-704.030	231-539 DISABILITY		(212.00) ✓
231-100-710.000	231-539 WORKERS COMPENSATION		(337.00) ✓
231-100-711.000	231-539 HEALTH & DENTAL INSURANCE		(5,449.00) ✓
231-100-715.000	231-539 F.I.C.A.		(1,375.00) ✓
231-100-717.000	231-539 LIFE INSURANCE		(24.00) ✓
231-100-718.000	231-539 RETIREMENT		(931.00) ✓
231-100-718.100	231-539 POB IN LIEU OF RETIREMENT		(929.00) ✓
231-100-801.600	231-539 MH COUNSELING		(1,500.00) ✓
231-100-801.024	231-539 DRUG TESTING		(502.00) ✓
231-100-727.000	231-539 SUPPLIES, PRINTING & POSTAGE		(300.00) ✓
231-100-957.000	231-539 TRAINING		(735.00) ✓
233-100-539.000	233-539 MENTAL HEALTH PLANNING GRANT		30,000.00 ✓
231-100-539.000	231-539 JUVENILE MENTAL HEALTH GRANT		(30,000.00) ✓
Revenue Change:			0.00
Expenditure Change:			0.00
Budgeted Change To Fund Balance:			0.00

APPROVED BY: R. Francisco

Fund 231 JUVENILE MENTAL HEALTH COURT PROGRAM

GL Number	Description	PERIOD ENDED 06/30/2023	PERIOD ENDED 06/30/2024
<b>*** Assets ***</b>			
231-000-001.000	CASH	(10,984.32)	(11,226.03)
231-000-040.000	ACCOUNTS RECEIVABLE	0.00	0.00
231-000-078.000	DUE FROM STATE	0.00	6,414.95
231-000-084.000	DUE FROM OTHER FUNDS	3,017.40	0.00
231-100-080.000	PREPAID EXPENSES	0.00	0.00
<b>Total Assets</b>		<b>(7,966.92)</b>	<b>(4,811.08)</b>
<b>*** Liabilities ***</b>			
231-000-057.000	PAYROLL ACCRUAL	0.00	0.00
231-000-202.000	ACCOUNTS PAYABLE	0.00	0.00
231-000-214.000	DUE TO OTHER FUNDS	0.00	0.00
231-000-257.000	PAYROLL ACCRUAL	0.00	15.82
<b>Total Liabilities</b>		<b>0.00</b>	<b>15.82</b>
<b>*** Fund Balance ***</b>			
231-000-390.000	FUND BALANCE	287.50	(0.01)
<b>Total Fund Balance</b>		<b>287.50</b>	<b>(0.01)</b>
<b>Beginning Fund Balance</b>		<b>287.50</b>	<b>(0.01)</b>
<b>Net of Revenues VS Expenditures</b>		<b>(8,254.42)</b>	<b>(4,826.89)</b>
<b>Ending Fund Balance</b>		<b>(7,966.92)</b>	<b>(4,826.90)</b>
<b>Total Liabilities And Fund Balance</b>		<b>(7,966.92)</b>	<b>(4,811.08)</b>

Fund 233 MENTAL HEALTH COURT

GL Number	Description	PERIOD ENDED 06/30/2023	PERIOD ENDED 06/30/2024
*** Assets ***			
233-000-001.000	CASH	(28,140.87)	(20,813.19)
233-000-040.000	ACCOUNTS RECEIVABLE	(15,362.98)	0.00
233-000-078.000	DUE FROM STATE	12,345.58	10,809.47
233-000-080.000	PREPAID EXPENSES	(870.00)	0.00
233-000-084.000	DUE FROM OTHER FUNDS	16,703.02	0.00
233-100-080.000	PREPAID EXPENSES	870.00	0.00
<b>Total Assets</b>		<b>(14,455.25)</b>	<b>(10,003.72)</b>
*** Liabilities ***			
233-000-057.000	PAYROLL ACCRUAL	0.00	0.00
233-000-202.000	ACCOUNTS PAYABLE	54.82	0.00
233-000-214.000	DUE TO OTHER FUNDS	0.00	0.00
233-000-257.000	PAYROLL ACCRUAL	0.00	0.01
<b>Total Liabilities</b>		<b>54.82</b>	<b>0.01</b>
*** Fund Balance ***			
233-000-390.000	FUND BALANCE	731.87	13.18
<b>Total Fund Balance</b>		<b>731.87</b>	<b>13.18</b>
<b>Beginning Fund Balance</b>		<b>731.87</b>	<b>13.18</b>
<b>Net of Revenues VS Expenditures</b>		<b>(15,241.94)</b>	<b>(10,016.91)</b>
<b>Ending Fund Balance</b>		<b>(14,510.07)</b>	<b>(10,003.73)</b>
<b>Total Liabilities And Fund Balance</b>		<b>(14,455.25)</b>	<b>(10,003.72)</b>

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	07/31/2024	MONTH 07/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 231 - JUVENILE MENTAL HEALTH COURT PROGRAM						
Revenues						
Dept 100 - CONTROL						
231-100-539.000	JUVENILE MENTAL HEALTH GRANT	28,095.94	51,475.00	21,475.00	6,414.95	0.00
231-100-699.101	OPERATING TRANSFERS IN-GENERAL	0.00	0.00	0.00	0.00	0.00
Total Dept 100 - CONTROL		28,095.94	51,475.00	21,475.00	6,414.95	0.00
TOTAL REVENUES		28,095.94	51,475.00	21,475.00	6,414.95	0.00
Expenditures						
Dept 100 - CONTROL						
231-100-704.000	SALARIES PERMANENT	17,136.55	26,700.00	8,994.00	5,147.55	0.00
231-100-704.030	DISABILITY	16.36	270.00	58.00	57.66	0.00
231-100-705.000	SALARIES PT TEMP	0.00	0.00	0.00	0.00	0.00
231-100-710.000	WORKERS COMPENSATION	335.15	550.00	213.00	169.16	0.00
231-100-711.000	HEALTH & DENTAL INSURANCE	4,598.33	9,125.00	3,676.00	2,489.05	0.00
231-100-715.000	F.I.C.A.	1,303.11	2,050.00	675.00	380.47	0.00
231-100-717.000	LIFE INSURANCE	10.51	30.00	6.00	3.37	0.00
231-100-718.000	RETIREMENT	765.49	1,335.00	404.00	265.35	0.00
231-100-718.100	POB IN LIEU OF RETIREMENT	1,028.91	1,600.00	671.00	523.92	0.00
231-100-727.000	SUPPLIES, PRINTING & POSTAGE	0.00	1,000.00	700.00	225.31	0.00
231-100-801.012	PROFESSIONAL & CONTRACTUAL	1,900.00	2,000.00	2,000.00	0.00	0.00
231-100-801.024	DRUG TESTING	0.00	3,000.00	2,498.00	400.00	0.00
231-100-801.600	MH COUNSELING	0.00	1,500.00	0.00	0.00	0.00
231-100-801.602	PROF & CONTRACTUAL SVCS	0.00	0.00	0.00	0.00	0.00
231-100-861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
231-100-957.000	TRAINING	1,289.04	2,315.00	1,580.00	1,580.00	0.00
Total Dept 100 - CONTROL		28,383.45	51,475.00	21,475.00	11,241.84	0.00
Dept 139 - NON GRANT DIVISION						
231-139-700.005	NON GRANT WAGE/FRINGE	0.00	0.00	0.00	0.00	0.00
231-139-728.002	NON GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00
231-139-801.012	PROFESSIONAL & CONTRACTUAL	0.00	0.00	0.00	0.00	0.00
231-139-801.014	NON GRANT DRUG TESTING	0.00	0.00	0.00	0.00	0.00
231-139-801.501	NON GRANT TREATMENT	0.00	0.00	0.00	0.00	0.00
231-139-851.000	PHONE	0.00	0.00	0.00	0.00	0.00
231-139-861.000	TRAVEL	0.00	0.00	0.00	0.00	0.00
231-139-861.010	NON GRANT MILEAGE (FAMILY)	0.00	0.00	0.00	0.00	0.00
231-139-957.000	TRAINING	0.00	0.00	0.00	0.00	0.00
Total Dept 139 - NON GRANT DIVISION		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		28,383.45	51,475.00	21,475.00	11,241.84	0.00
Fund 231 - JUVENILE MENTAL HEALTH COURT PROGRAM:						
TOTAL REVENUES		28,095.94	51,475.00	21,475.00	6,414.95	0.00
TOTAL EXPENDITURES		28,383.45	51,475.00	21,475.00	11,241.84	0.00
NET OF REVENUES & EXPENDITURES		(287.51)	0.00	0.00	(4,826.89)	0.00
REG. FUND BALANCE		287.50	(0.01)	(0.01)	(0.01)	
EOP FUND BALANCE		(0.01)	(0.01)	(0.01)	(4,826.90)	

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024	YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	07/31/2024 MONTH 07/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL) INCREASE (DECREASE)

---

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	07/31/2024	MONTH 07/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 233 - MENTAL HEALTH COURT						
Revenues						
Dept 100 - CONTROL						
233-100-539.000	MENTAL HEALTH PLANNING GRANT	56,801.76	52,000.00	82,000.00	10,909.47	0.00
233-100-699.101	OPERATING TRANSFERS IN-GENERAL	0.00	0.00	0.00	0.00	0.00
Total Dept 100 - CONTROL		56,801.76	52,000.00	82,000.00	10,909.47	0.00
Dept 139 - NON GRANT DIVISION						
233-139-607.001	ADULT MENTAL HEALTH COURT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 139 - NON GRANT DIVISION		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		56,801.76	52,000.00	82,000.00	10,909.47	0.00
Expenditures						
Dept 100 - CONTROL						
233-100-000.000	2024 EQUIPMENT CAPITOL REQUEST	0.00	0.00	0.00	0.00	0.00
233-100-704.000	SALARIES PERMANENT	19,449.07	13,850.00	19,129.00	2,573.64	0.00
233-100-704.030	DISABILITY	32.51	150.00	550.00	28.83	0.00
233-100-705.000	SALARIES - PT/TEMP	0.00	0.00	0.00	0.00	0.00
233-100-710.000	WORKERS COMPENSATION	390.26	300.00	600.00	85.04	0.00
233-100-711.000	HEALTH & DENTAL INSURANCE	6,304.15	4,600.00	8,800.00	1,244.53	0.00
233-100-712.000	DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
233-100-715.000	F.I.C.A.	1,472.41	1,100.00	1,822.00	190.79	0.00
233-100-717.000	LIFE INSURANCE	13.53	15.00	30.00	1.69	0.00
233-100-718.000	RETIREMENT	900.22	700.00	1,100.00	133.38	0.00
233-100-718.100	POB IN LIEU OF RETIREMENT	1,322.61	800.00	1,400.00	526.62	0.00
233-100-727.000	SUPPLIES, PRINTING & POSTAGE	821.05	2,100.00	2,100.00	365.44	0.00
233-100-801.012	PROFESSIONAL & CONTRACTUAL	5,700.00	6,000.00	6,000.00	0.00	0.00
233-100-801.600	MENTAL HEALTH COUNSELING	1,503.00	2,000.00	2,000.00	200.00	0.00
233-100-801.602	MENTAL HEALTH - DRUG TESTING	17,263.00	16,500.00	34,584.00	14,226.00	591.00
233-100-861.000	MILEAGE	0.00	0.00	0.00	0.00	0.00
233-100-957.000	TRAINING/REGISTRATION	2,348.64	3,885.00	3,885.00	1,941.42	0.00
Total Dept 100 - CONTROL		57,520.45	52,000.00	82,000.00	21,517.38	591.00
Dept 130 - UNIFIED COURT						
233-130-706.000	OVERTIME	0.00	0.00	0.00	0.00	0.00
Total Dept 130 - UNIFIED COURT		0.00	0.00	0.00	0.00	0.00
Dept 139 - NON GRANT DIVISION						
233-139-700.005	ADMH NON GRANT WAGE/FRINGE	0.00	0.00	0.00	0.00	0.00
233-139-728.002	ADMH NON-GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00
233-139-801.012	ADMH NON-GRANT PROF & CONTRACTUAL	0.00	0.00	0.00	0.00	0.00
233-139-801.014	ADMH NON-GRANT DRUG TESTING	0.00	0.00	0.00	0.00	0.00
233-139-801.501	ADMH NON-GRANT TREATMENT	0.00	0.00	0.00	0.00	0.00
233-139-851.000	ADMH NON-GRANT PHONE	0.00	0.00	0.00	0.00	0.00
233-139-861.000	ADMH NON GRANT MILEAGE (STAFF)	0.00	0.00	0.00	0.00	0.00
233-139-861.010	ADMH NON-GRANT MILEAGE (FAMILY)	0.00	0.00	0.00	0.00	0.00
233-139-957.000	ADMH NON-GRANT TRAINING	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024		YTD BALANCE	ACTIVITY FOR
		12/31/2023	ORIGINAL	2024	07/31/2024	MONTH 07/31/2024
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 233 - MENTAL HEALTH COURT						
Expenditures						
	Total Dept 139 - NON GRANT DIVISION	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>57,520.45</u>	<u>52,000.00</u>	<u>82,000.00</u>	<u>21,517.38</u>	<u>591.00</u>
Fund 233 - MENTAL HEALTH COURT:						
TOTAL REVENUES		56,801.76	52,000.00	82,000.00	10,909.47	0.00
TOTAL EXPENDITURES		<u>57,520.45</u>	<u>52,000.00</u>	<u>82,000.00</u>	<u>21,517.38</u>	<u>591.00</u>
NET OF REVENUES & EXPENDITURES		(718.69)	0.00	0.00	(10,607.91)	(591.00)
BEG. FUND BALANCE		731.87	13.18	13.18	13.18	
END FUND BALANCE		13.18	13.18	13.18	(10,594.73)	
TOTAL REVENUES - ALL FUNDS		84,897.70	103,475.00	103,475.00	17,324.42	0.00
TOTAL EXPENDITURES - ALL FUNDS		<u>85,903.90</u>	<u>103,475.00</u>	<u>103,475.00</u>	<u>32,759.22</u>	<u>591.00</u>
NET OF REVENUES & EXPENDITURES		(1,006.20)	0.00	0.00	(15,434.80)	(591.00)
BEG. FUND BALANCE - ALL FUNDS		1,019.37	13.17	13.17	13.17	
END FUND BALANCE - ALL FUNDS		13.17	13.17	13.17	(15,421.63)	





# REGION VII AREA AGENCY ON AGING

DARRYL THOMAS, CHAIR

BOB BROWN, EXECUTIVE DIRECTOR

June 20, 2024

Thomas Bardwell, Chairperson  
Tuscola County Commissioners  
125 W. Lincoln St., Suite 500  
Caro, MI 48723

Dear Chair Bardwell:

Enclosed for review and adoption by your County Board of Commissioners is a copy of Region VII Area Agency on Aging's proposed Annual Implementation Plan (AIP) for FY 2025. After review, you are respectfully requested to forward a letter of support or resolution for the Plan to Region VII Area Agency on Aging.

Region VII Area Agency on Aging is respectfully requesting this response by 4:00 p.m. on July 19, 2024. If a response is not received by this date, we will consider the Plan to be passively approved by your Board.

Region VII area Agency on Aging's staff is available to provide an overview of the Annual Plan and how the funds benefit older adults within the planning and service area. If a presentation is requested, please call Connie Garcia, Contract Manager, at 989-893-4506 or by email at [garcia@region7aaa.org](mailto:garcia@region7aaa.org).

This plan is also available for review online at: [www.region7aaa.org](http://www.region7aaa.org).

Sincerely,

DocuSigned by:

FBE177513A2C44A...

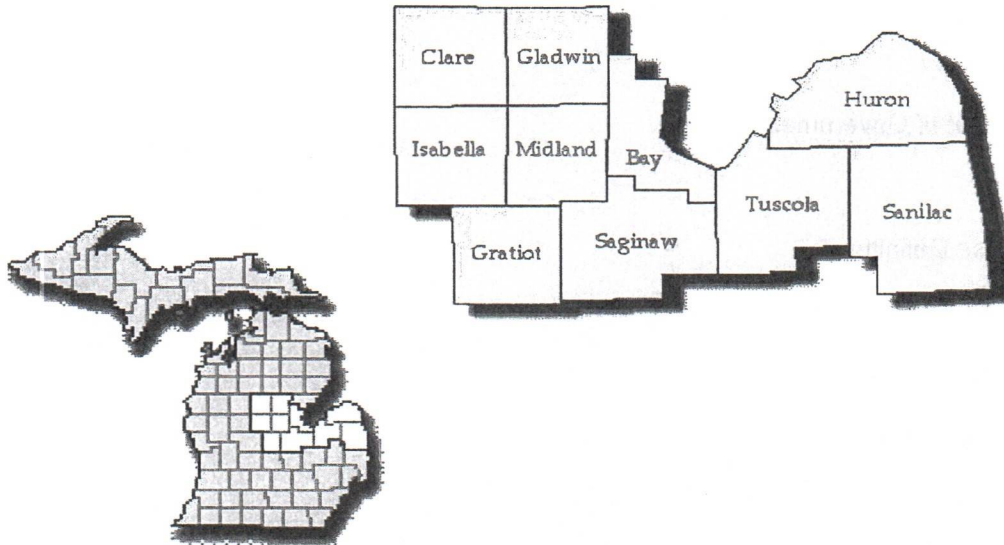
Elliott Visuri  
Chief Financial Officer

EV/cg

Enclosure

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

2023—2026 Multi Year Plan  
**FY 2025 ANNUAL IMPLEMENTATION PLAN**  
**REGION VII AREA AGENCY ON AGING 7**



---

**Planning and Service Area**

Bay, Clare, Gladwin, Gratiot, Huron,  
Isabella, Midland, Saginaw, Sanilac, Tuscola

**Region VII Area Agency on Aging**

1615 S. Euclid Avenue

Bay City, MI 48706

989-893-4506 (phone)

800-858-1637 (toll-free)

989-893-3770 (fax)

Bob Brown, Executive Director

[www.region7aaa.org](http://www.region7aaa.org)

**Regional Aging Representative**

**Julie Cortright**

[CortrightJ1@michigan.gov](mailto:CortrightJ1@michigan.gov)

517-282-3748

---

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

**Table of Contents**

Executive Summary

County/Local Unit of Government Review

Public Hearings

Regional Service Definitions

Access Services

Direct Service Request

Regional Direct Service Request

Approved MYP Program Development Objectives

2025 Program Development Objectives

Supplemental Documents

Planned Service Array

Planned Service Array Narrative

**Executive Summary**

**Include a summary that describes the AAA and the implementation plan including a brief description of the PSA, the AAA's mission, and primary focus for FY 2025.**

**Instructions**

**Please include in the Executive Summary a brief description of the following:**

**A. The PSA and any significant new priorities, plans, or objectives set by the AAA for the use of federal and state funding during FY 2025. If there are no new activities or changes, note that in your response.**

**B. Describe how the AAA educates the public, its partners, and service providers on the Administration for Community Living (ACL) and the ACLS Bureau expectations regarding targeting older adults in the greatest social and/or economic need including populations that have been historically underserved.**

**C. Current information about contingency planning for potential reduced federal funding (if plans include the pursuit of alternative funding, identify specific funding sources).**

**D. Progress made through advocacy efforts to date and focus of advocacy efforts in FY 2025.**

**E. A brief description of AAA's successes over the past year and any anticipated challenges.**

Region VII Area Agency on Aging (AAA) was established in 1974 following an amendment to the Older Americans Act (OAA). The agency's mission is to provide effective and innovative care to improve the well-being of community residents in Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, and Tuscola counties using OAA funds, the Medicaid MI Choice home and community-based waiver, grants and local monies to meet the needs of vulnerable older adults and persons with disabilities. Region VII AAA's main office is located in Bay City. Satellite offices are located in Harrison and Bad Axe to more efficiently serve the people of these regions.

On November 1, 2021, Region VII AAA's Sunrise Program of All-Inclusive Care for the Elderly (PACE) located at 5229 Lakeshore Road, Fort Gratiot, Michigan, opened its doors to the first participants, providing services such as primary medical care, hot meals, social activities, rehabilitation services and exercise, social work case management, and health services like dentistry, podiatry, optometry, and audiology. Care is provided by an Interdisciplinary Team (IDT) that is assigned to each participant consisting of the following staff: physician, registered nurse, home care coordinator, masters level social worker, occupational therapist, physical therapist, recreational therapist, registered dietitian, PACE Center Manager, certified nurse assistant, and transportation driver. Presbyterian Villages of Michigan played an integral role in their partnership with Region VII AAA to implement this program. PACE has 49 enrollments currently and is requesting additional slots in order to grow the program.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

**PLANNED SPECIAL PROJECTS AND PARTNERSHIPS**

Region VII AAA is in the beginning stages of the Bad Axe Wellness Center located next to the current senior center at 150 Nugent Road, Bad Axe. The center aims to care for those who are eligible for the Program of All-Inclusive Care for the Elderly (PACE), a benefit providing comprehensive service for senior citizens who are not enrolled in Medicaid or Medicare. This project, in part, was made possible via advocacy efforts by Region VII AAA staff and board members to their local legislators that allowed for a one time one million dollar investment into the center from the Michigan State Operating Budget. A lease for the land has been signed and working with a contractor to start the process.

Region VII AAA was also awarded funds through the American Rescue Plan Act (ARPA). These funds were to be used to assist in specific programs such as Supportive Services (III-B); Congregate Meals (III-C1); Home Delivered Meals (III-C2); National Family Caregiver (III-E); Preventative Health (III-D); Title VII Elder Abuse Prevention; Title VII Ombudsman; and NSIP (Nutrition Services Incentive Program). Funding paid out for each program is as follows: Title III-B \$566,569; Congregate Meals C-1 \$375,511; Home Delivered Meals C-2 \$746,689; Family Caregiver Support III-E \$166,469; Preventative Services \$46,669. The total paid out to date is \$1,901,907. Additionally, Region VII AAA has worked collaboratively with the ACLS Bureau to facilitated the purchase of several equipment and/or infrastructure updates for providers within the our planning and service area. These purchases included a generator for the Antler Arms kitchen in Gladwin County along with HVAC improvements for Clare County Senior Services. Clare County Senior Services also purchased two vehicles to assist with service and meal delivery.

**CARE TRANSITIONS COORDINATION AND SUPPORT**

The Community Care Transition Program started in 2018. The program is designed as an unskilled care transitions model integrated with skilled medical care in the home. A Community Health Worker (CHW) visits with the client in the hospital room to pitch the program. The CHW will visit the client in the home within 3 days of the hospital discharge. There will be a goal set with the client, helping the patient to connect with needed resources, and also coaches to set up a post-hospitalization provider visit within 7 days of discharge. There will be a connection with the Pharmacist via video conference to review medications.

The CHW will provide follow-up calls every week for the first month, then monthly calls for a year. In the first year, there were 445 Care Transitions completed-- Ascension St. Mary's- 420; Ascension Genesys-25. Hospital re-admissions within 30 days for the same cause: Ascension St. Mary's: 1 (3%); Ascension Genesys 2 (8%); and total of 11 (2.7%). Region VII AAA's Care Transition team will continue to meet with participants that are transitioning from hospital to home in order to minimize the risk of readmission. The CHW or other health care professional will provide proactive discharge planning, extensive coaching, and post discharge supports. This coaching is intended to support adults age 60 or older discharging from a medical care institution to the place they consider to be home preventing re-institutionalization. Care Transitions are currently serving Ascension St. Mary's Hospital and McLaren Bay Region facilities. Care Transition (CT) supports include intake, assessment, a development of service(s) plan, person centered planning, services arranging, primary care follow-up, medical transportation coordination, red flag warning education, medication review and weekly follow up. Region VII was fortunate to be awarded funds through ACL's grant at the beginning of the fiscal year 2023 to help expand our Care Transitions program. With this funding, we were able to identify another local hospital that was interested in launching our CT program. Starting March

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

**Region VII Area Agency On Aging**

**FY 2025**

2023, we started to see clients at this new partner hospital and are currently working towards seeing an average of 20 clients per week as part of this partnership. Additionally, we are in talks with the other local hospital systems regarding the possibility of further expanding the program to their clients.

Moreover, we are averaging about 10 clients a week at Ascension St. Mary's Hospital in Saginaw and about 20 clients a week at McLaren Bay Regional Hospital. Our goal has been met with the increased number of clients at McLaren Bay Region. Region VII AAA is in talks with McLaren Central Michigan to start a Care Transition program with them. McLaren Central Michigan is working on a transportation system to assist with non-emergent transportation, so that people are not calling 911 and utilizing the ambulances for non-emergent appointments. That said, Region VII AAA is very proud of our CT program and is working closely with the ACLS Bureau to share best practices.

Region VII AAA was the awardee of a \$316,692 grant to provide immunizations and outreach. The Saginaw/Bay Advisory Fund donated \$50,000 to this vaccine program. This grant is for any vaccine and we are currently targeting the influenza vaccine. Region VII AAA is working with the Bay County Health Department on the grant and looking to serve a head count of 1000 people. Region VII AAA is also working to obtain vaccines by applying to the Saginaw Bay Health Fund. Approximately 400 flyers have been distributed across the 10 county PSA to be given out with the home delivered meals. The vaccines are targeted to the homebound individuals.

**MANAGEMENT INITIATIVES/ACCREDITATIONS/CERTIFICATIONS**

Region VII's MI Choice Waiver and Care Management programs are accredited through the National Committee for Quality Assurance (NCQA) for Case Management for Long-Term Services and Supports. Region VII AAA received a three year re-accreditation with a score of 99.39% in 2023. Region VII AAA will be undergoing the re-accreditation process during September/October of 2025. Additionally, seventy-nine people completed the Michigan Medicare/Medicaid Assistance Program (MMAP) recertification process last year from May to July, 2023. Thirteen new people attended the initial training as well. Region VII AAA MMAP Department will be offering the new Medicare and You 2024 books in English, Spanish, and Braille.

That said, Region VII AAA's Planning and Service Area (PSA) has a diverse age group, a challenge that Region VII AAA continues to address by understanding the needs of the communities. Region VII AAA plans to utilize the American Rescue Plan Act (ARPA) funds to expand resources for Diversity, Equity, and Inclusion (DEI) training for staff and subcontractors; continued growth of the vaccination program in conjunction with the local health department; and continuation of the dental, vision, and hearing programs. FY23, Dental/Vision/Hearing Programs – 41 participants serviced for hearing, \$140,498 spent. 29 participants for vision serviced, \$10,857.26 spent. 36 participants served for dental, \$65,477 spent.

We will continue to work with our provider network to make long lasting impacts within our PSA. Region VII AAA has utilized grant funding to translate the Region VII Area Agency on Aging brochure into a Spanish version. Region VII AAA has been meeting individually with each provider from the 10 separate counties to develop individualized plans to better serve their communities.

**SIGNIFICANT NEW PRIORITIES, PLANS, OR OBJECTIVES**

Region VII Area Agency on Aging is advocating to serve the underserved populations. As described in the attached chart, the 10 county PSA has a diverse population of people that represent persons in poverty,

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

**Region VII Area Agency On Aging**

**FY 2025**

Non-English speaking families, and many minority groups. Region VII AAA is advocating to legislators and representatives for much needed funding to provide home and community based services. In the 10 county PSA, 21.5% of the population is 65 years old or older. Many of these individuals require some type of support that is not available from family or informal supports. The largest communities for the following minority groups are: Black- Saginaw County (19.2%); American Indian/Alaska Native- Isabella County (3.9%); Asian-Midland County (2.3%); Native Hawaiian/Pacific Islander-Gratiot/Isabella/Midland/Saginaw Counties (0.10%); Hispanic/Latinos-Saginaw County (9.3%)/Gratiot County (6.8%)/ Bay County (5.9%). The Non-English speaking counties that have identified other languages spoken in the home are Clare County (5.5%-Spanish/Bangla); Isabella County (5.2%-Spanish); Midland County (4.2%-Spanish/Burmese). The percentage of persons reported being in the poverty level range from Midland County (8.9%) to Saginaw County (18.10%). Region VII AAA also has a goal to serve more of the Black, Indigenous, and People of Color (BIPOC) and Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) communities within our PSA. Region VII AAA has also added 2 minority members to the Advisory Council.

Region VII AAA is also working with the Veterans Administration to help serve the individuals within the 10 county PSA. Based on the current census, veteran numbers are as follows: Bay County-6880; Clare County-2401; Gladwin County-1952; Gratiot County-1942; Huron County- 1785; Isabella County-2966; Midland County-4916; Saginaw County-10,539; Sanilac County-2591; and Tuscola County. This is a total count of 39,097 veterans that are within the 10 county PSA. Region VII AAA has had the opportunity to add a Veterans Administration Representative to the Advisory Council. He is working with Region VII's MI Choice Waiver program to send referrals to connect veterans with services who may qualify. There is also collaboration between Region VII AAA and the VA to share resources for the aging population and hoping to serve more veterans. In meeting with the VA representatives, the VA will begin sending referrals to the Senior Community Service Employment Program (SCSEP) that assists seniors over 55 years of age with training to potentially gain employment. Region VII will meet quarterly to share updates and new information. With this information, we will be able to target more efforts into spreading the word that services are available.

Last but not least, Region VII AAA's Executive Director has been chosen to sit on the Michigan State Housing Development Authority (MSHDA) Equity Advisory Committee.

**FY 2025 ADVOCACY EFFORTS**

Region VII AAA's Executive Director has been meeting with State Representatives and Legislators to advocate to increase funding for the Older Americans Act. Additionally, all of the management staff have been doing presentations to local villages, townships, municipalities, etc. to share how important these services are to the community and what the millages are helping fund.

The Board of Directors has three individuals who are a part of the Michigan State Advisory Council (MSAC) who meet monthly in Lansing to advocate for seniors and especially the programs that directly affect the aging population. These individuals report back at the following meeting for any new updates.

Region VII AAA will also seek out additional funding for programs through grants and any other opportunities as able.

**CHALLENGES GOING INTO FY 2025**

Region VII AAA will continue to make their presence out in the community to let people know about the

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

**Region VII Area Agency On Aging**

**FY 2025**

services that are available. We will continue to build and strengthen partnerships within the communities. We will continue to build/maintain the census in all programs going forward. We will support agencies to obtain/maintain adequate caregivers to provide the in home services to clients.

**PLANS FOR POTENTIAL REDUCTION OF FUNDS**

Region VII AAA will develop a plan to continue with business at a reduced funding level.

Every attempt will be made to continue providing services as usual for as long as possible.

Region VII will identify our most at-risk clients and using the funds available to assist them first. Service delivery will be modified to maintain critical nutrition and in-home services for the most vulnerable older adults in our 10 county region. A priority scale would be created to assist those in the greatest need.



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**County/Local Unit of Government Review**

The Michigan Department of Health and Human Services (MDHHS) recognizes the importance of local collaboration including consultation of the complete AIP for each AAA with their county/local unit of government to encourage and foster collaboration between Older Americans Act (OAA) programming and that provided by other non OAA resources.

The Area Agency on Aging (AAA) must send a notification of the complete AIP to the chairperson of each County Board of Commissioners. Notification can be sent via U.S. Mail or by electronic means, with delivery and signature confirmation, no later than June 21, 2024. For a Planning and Service Area (PSA) comprised of a single county or portion of the county, notification of the AIP is to be sent to each local unit of government. The AAA must notify their Bureau of Aging, Community Living, and Supports (ACLS Bureau) Field Representative by July 22, 2024, of any comments or feedback received from their county/local unit of government. If no comments or feedback were received, please indicate that in your response. AAAs are encouraged to provide a copy of their official press release for public hearing to their county/local unit of government as well. The AAA may use electronic communication, including email and website-based documents, as an option for local government notification and consultation of the AIP. To employ this option, the AAA must do the following:

- Send a letter through the U.S. Mail, with delivery and signature confirmation, or an email requiring a response confirming receipt to the chief elected official of each appropriate local government advising them of the availability of the final draft AIP on the AAA's website.
- Offer to provide a printed copy of the AIP via U.S. Mail, or an electronic copy via email, if requested.
- Be available to discuss the AIP with local government officials, if requested.
- Request email notification from the local unit of government of their feedback of the AIP or concerns.

**Instructions**

Describe the AAA's efforts, including use of electronic communication, to distribute the AIP to the appropriate county and/or local units of government to gain support.

**TRIBAL NOTIFICATION**

The Michigan Department of Health and Human Services (MDHHS) has an established relationship of working directly with the Federally Recognized Sovereign Indian Tribes of Michigan (Tribes). As part of this work, MDHHS recognizes the importance of Tribal notification including consultation of the complete AIP for each AAA within their PSA to encourage and foster collaboration between Title III and Title VI programming as outlined in the Older Americans Act (OAA).

AAAs, please send an official notification of your complete AIP for any Tribe(s) within your PSA for their review and consultation. If there are no Tribes within the PSA, please indicate that in your response and if a Tribe crosses more than one PSA, each AAA is still expected to send their AIP to Tribes within the PSA. Notification can be sent via U.S. Mail or by electronic means, with delivery and signature confirmation, no later than June 21, 2024. The AAA will notify their ACLS Bureau Field

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Representative by July 22, 2024, of any comments or feedback received from their Tribe(s). If no comments or feedback are received, please indicate that in your response. The AAA may use electronic communication, including email and website-based documents, as an option for Tribe notification and consultation of the AIP. To employ this option, the AAA must do the following:

- Send a letter through the U.S. Mail, with delivery and signature confirmation, or an email requiring a response confirming receipt to the Chairperson of the Tribal Council advising them of the availability of the final draft AIP on the AAA's website (instructions for how to view and print the document must be included).
- Offer to provide a printed copy of the AIP via U.S. Mail, or an electronic copy via email, if requested.
- Be available to discuss the AIP with Tribal elders and/or Tribal officials, if requested.
- Request email notification from the Tribe of their comments and feedback of the AIP or concerns.

**Instructions**

Describe the AAA's efforts, including use of electronic communication, to distribute the AIP to the appropriate Tribe(s) within your PSA for notification and consultation. Describe any current and future collaborative efforts with Tribe(s) within your PSA including any anticipated outreach efforts. AAAs, note whether your Policy and Advisory Boards have representation from the Tribe(s) and/or elders within your PSA. If not, describe the AAAs efforts to build and foster relationships with the Tribe(s) to encourage potential representation on these respective boards.

By June 21, 2024, Region VII AAA will send a copy of the Annual Implementation Plan (AIP) to the Chair of each of the County Commissions in the Planning and Service Area and to the Chief of the Saginaw Chippewa Indian Tribe with a cover letter requesting feedback of the plans by July 22, 2024. The letter will invite Commissioners to request a presentation about the plans. This correspondence will be sent by Certified U.S. Mail including a return receipt, along with an emailed copy to each entity.

In regards to tribal engagement, Region VII AAA has a member of the Saginaw Chippewa Indian Tribe on the Board of Directors and plans to work with this individual to increase tribal engagement and interaction.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**Public Hearings**

At least one public hearing on the FY 2025 AIP must be held in the PSA. Hearing(s) must be made accessible to all. Persons need not be present at the hearing(s) to provide testimony. E-mail and written testimony must be accepted for at least a 30-day period beginning when the summary of the AIP is made available.

The AAA must post a notice of the public hearing(s) in a manner that can reasonably be expected to inform the public about the hearing(s). Acceptable posting methods include, but are not limited to: paid notice in at least one newspaper or newsletter with broad circulation throughout the PSA; as well as news sources geared toward communities of color, tribal, Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+), immigrant communities and/or other underrepresented groups; presentation on the AAA's website, along with communication via email and social media referring to the notice; press releases and public service announcements; and a notice to AAA partners, service provider agencies, older adult organizations, and local units of government. See Operating Standards for AAAs, Section B-2 #3. The public hearing notice should be available at least 30 days in advance of the scheduled hearing. This notice must indicate the availability of a summary of the AIP at least 14 days prior to the hearing, along with information on how to obtain the summary. All components of the AIP should be available for the public hearing(s).

**Instructions**

Complete the chart below regarding your public hearing(s). Include the date, time, number of attendees and the location and accessibility of each public hearing. Please scan any written testimony (including emails received) as a PDF and upload on this tab.

In addition, the AAA should also upload a copy of your official notice and/or press release(s) for a public hearing. Please describe the strategy/approach employed to encourage public attendance and testimony on the AIP. Describe all methods used to gain public input and any impacts on the AIP. Describe how the AAA factored the accessibility issues of the service population and others in choosing the format of the meeting.

For FY 2025, AAAs please describe how the agency involved the Policy and Advisory Boards with encouraging and promoting participation at the public hearings(s). Did a representative from either the Policy and/or Advisory Board attend the hearing(s)?

Date	Location	Time	Barrier Free?	No. of Attendees
05/16/2024	ZOOM	02:00 PM	Yes	9
05/20/2024	ZOOM	10:00 AM	Yes	17
05/16/2024	1615 S. Euclid	02:00 PM	Yes	7

Notification for the public hearings was given to three local newspapers for May 3, 2024, listed on our

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

**Region VII Area Agency On Aging**

**FY 2025**

website, and sent out to all of our vendors via email and Vendor View.

Notices were sent to three newspapers within Region VII AAA's PSA (The Saginaw News, Cass River Trader, and Morning Sun), posted on the agency's website, and distributed to the Board, Advisory Committee, and vendors in the 10-county region. A public hearing flyer was also distributed to AAA Partners, service providers, and older adults via email and social media. The flyer included several ways to participate in the hearing. Participants could join in person, via Zoom on a computer or smart cell phone, or to call in to listen to the presentation and discussion after. Phone numbers and links were listed on the flyer for ease of participation.

The Saginaw News was chosen as it has the highest representation of Black and Hispanic population. The Morning Sun was chosen as it is circulated in Isabella County and has a large population of tribal members. The Cass River Trader was chosen as it represents many of the underserved populations in rural communities.

Two public hearings took place on Thursday, May 16, 2024 both virtual (ZOOM) and in-person held at 1615 S. Euclid Ave., Bay City, MI 48706 and Monday, May 20, 2024 via virtual (Zoom).

Slides were presented by Region VII AAA that reviewed the FY 2025 AIP which outlines how the federal and state funding will be used for programs and services benefiting older adults in Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, and Tuscola counties. There were no questions at either meeting.

The draft summary of the proposed plan was available on Friday, May 10, 2024 on the website, or by calling the main office for a copy. A deadline of May 21, 2024 will be given for any written testimony.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**Regional Service Definitions**

If the AAA is proposing to fund a new (not previously approved in this multi-year planning cycle) service category that is not included in the Operating Standards for Service Programs, then information about the proposed service category must be included in this section.

**Instructions**

Enter the new regional service name, identify the service category, and fund source, include unit of service, minimum standards and why activities cannot be funded under an existing service definition.

**Service Name/Definition**

Rationale (Explain why activities cannot be funded under an existing service definition.)

Service Category	Fund Source			Unit of Service
Access	Title III PartB	Title III PartD	Title III PartE	
In-Home	Title VII	State Alternative Care	State Access	
Community	State In-home	State Respite		
	Other _____			

**Minimum Standards**

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**Access Services**

Access services may be provided to older adults directly through the AAA without a direct service provision request. These services include Care Transition Coordination & Support; Care Management; Case Coordination and Support; Options Counseling; Disaster Advocacy and Outreach Programs; Information and Assistance; Outreach, with specific attention to outreach with underserved populations, and Merit Award Trust Fund/State Caregiver Support-funded transportation. If the AAA is planning to provide any of the above noted access services directly during FY 2025, complete this section.

**Instructions**

Select from the list of access services those services the AAA plans to provide directly during FY 2025, and provide the information requested. Specify, in the appropriate text box for each service category, the planned goals and activities that will be undertaken to provide the service.

The Area Plan Grant Budget that is uploaded and saved in AMPS must include each access service to be provided directly in the Direct Service Budget details tab. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget's Support Services Detail tab. The method of provision must be specified in the Service Summary tab.

**Care Management**

<u>Starting Date</u>	10/01/2024	<u>Ending Date</u>	09/30/2025
Total of Federal Dollars	\$0.00	Total of State Dollars	\$473,831.00

Geographic area to be served  
All 10 counties

**Specify the planned goals and activities that will be undertaken to provide the service.**

Region VII AAA expects to continue with the following goals:

Goal 1. Ensure appropriate care delivery to program participants.

Expected Outcome: Program participants will receive necessary assistance to maintain living in their home through an initial assessment and then quarterly in-home re-assessments; whereby, person-centered plans with emphasis on use of community resources will be developed by un-biased and professional Support Coordinators.

Actual Outcome: Program participants receive an initial assessment and regularly scheduled re-assessments by a licensed Social Worker and a Registered Nurse to ensure that the participant's needs are met. During this visit, services, medications, and providers are reviewed/updated with the participant. If additional services are required, services will be put in place or a referral will be made to other community resources such as the MI Choice Medicaid Waiver Program, legal Services, home delivered meals, transportation to medical appointments, etc. Monthly monitoring calls are made to the participant to see if there are any changes in participant's condition or have any additional needs.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

**Region VII Area Agency On Aging**

**FY 2025**

Goal 2. Build and maintain professional relationships to ensure that quality care is provided to program participants.

Expected Outcome: Support Coordinators' knowledge of community resources and communication with caregivers and service providers will ensure that each client receives quality care from trained professionals. On-site provider monitoring by trained staff and semi-annual peer review processes reinforces the commitment to quality care.

Actual Outcome: Support Coordinators have access to a resource guide that is on Region VII's local server and also can ask Region VII AAA's I&A department for additional resources. Supports Coordinators also communicate with providers regarding the care of participants via Vendor View and telephone. There is communication with caregivers when completing an in-home visit or when the participant requests assistance making calls. Provider monitoring are scheduled with the providers to ensure that they are in compliance. Peer review is completed semi-annually. Providers are also required to attend semi-annual training to review any new guidance and review requirements to ensure that any new staff will have the information that is needed.

Goal 3. Enhance the agency's Quality Management Plan.

Expected Outcome: Region VII AAA Support Coordinators along with the agency's Quality Assurance Manager will ensure that program participants receive optimal person-centered, high-quality care that meets or exceeds the established standards of care set forth by the Michigan Department of Health and Human Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau).

Actual Outcome: The Quality Assurance Department reviews charts at least quarterly to ensure that services are provided according to the ACLS Bureau and MDHHS guidelines. These reviews are shared with the managers and support coordinators. Educational trainings are provided to increase knowledge and meet the standards set forth.

Goal 4. Continue attendance at Care Management meetings sponsored by ACLS Bureau.

Expected Outcome: Maintain on-going communication with ACLS Bureau's staff regarding Care Management policies, procedures, and practices.

Actual Outcome: Staff participate in on-going meetings in person and/or virtual to review care Management policies, procedures, and practices. Attendance is recorded for any meetings.

Goal 5. Participate in training opportunities related to Person-Centered Planning

Actual Outcome: Staff have received education on Person-centered Training. The training includes honoring the choices/preferences of the individual based on their assessment needs and objectives. Assisting the participant to be as independent as possible.

Number of client pre-screenings:	Current Year:	92	Planned Next Year:	92
Number of initial client assessments:	Current Year:	36	Planned Next Year:	36
Number of initial client care plans:	Current Year:	36	Planned Next Year:	36
Total number of clients (carry over plus new):	Current Year:	158	Planned Next Year:	158

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

**Region VII Area Agency On Aging**

**FY 2025**

Staff to client ratio (Active and maintenance per Full time care manager):      Current Year: 1:6      Planned Next Year: 1:6

**Information and Assistance**

<u>Starting Date</u>	10/01/2024	<u>Ending Date</u>	09/30/2025
Total of Federal Dollars	\$0.00	Total of State Dollars	\$74,953.00

Geographic area to be served  
All 10 counties

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goal 1. Maintain and update the agency's Information and Assistance database to include services and resources that meet the needs of older adults and persons with disabilities.

Expected Outcome: Staff will monitor the Information and Assistance database to ensure that the most recent data is available and accurate.

Actual Outcome: Staff update the community resources on a regular basis to ensure that information is accurate and up to date. As new resources become available, they are added to the database.

Goal 2. Continue to promote professionalism, education, and quality improvement of Information and Assistance.

Expected Outcome: Staff will participate in inter-departmental meetings at the agency to ensure that information and programs are current and communicated. Region VII AAA continues to require staff to be certified by the Alliance of Information and Referral System (AIRS) and conducts random monthly quality assurance surveys of 10% of all calls. Additionally, the agency website [www.region7aaa.org](http://www.region7aaa.org) will continue to be updated. Staff will continue to support the Medicare Medicaid Assistance Program (MMAP).

Actual Outcome: Staff attend monthly all staff meetings to share information on new programs and resources. All staff are certified in AIRs. Monthly quality assurance surveys are completed with at least 10% of calls completed. The agency website is updated on a monthly basis. The Medicare Medicaid Assistance Program takes appointments in person and via phone calls.

Goal 3. Enhance marketing efforts of Information and Assistance.

Expected Outcome: Increased number of calls to Information and Assistance.

Actual Outcome: The calls have doubled in volume in the last fiscal year. The Information and Assistance are also taking walk-in appointments to accommodate in-person inquiries.

**Outreach**

<u>Starting Date</u>	10/01/2024	<u>Ending Date</u>	09/30/2025
Total of Federal Dollars	\$129,194.00	Total of State Dollars	\$0.00

Geographic area to be served  
All 10 counties



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

**Region VII Area Agency On Aging**

**FY 2025**

**Specify the planned goals and activities that will be undertaken to provide the service.**

Goal 1. Enhance outreach efforts of Region VII AAA.

Region VII AAA Executive Director, management and staff will continue to present information about available home and community-based services for older adults and persons with disabilities to all local governments, i.e. city/village councils, townships, elected officials and other influential groups within the PSA.

Additional outreach and partner development is planned and will involve businesses, healthcare entities, and community-based organizations.

Actual Outcome: The Executive Director, Board of Directors, Advisory Council Members, Managers, and staff have been reaching out to legislators and senators, community leaders, religious leaders, community groups, medical facilities, etc. to share service opportunities that Region VII AAA can provide to the aging community.

**Care Transition Coordination and Support**

<u>Starting Date</u>	10/01/2024	<u>Ending Date</u>	09/30/2025
Total of Federal Dollars	\$0.00	Total of State Dollars	\$100,000.00

Geographic area to be served

All 10 counties

**Specify the planned goals and activities that will be undertaken to provide the service.**

Region VII AAA's Care Transitions team will continue to meet with participants that are transitioning from hospital to home in order to minimize the risk of readmission. The Community Health Worker (CHW) or other health care professional will provide proactive discharge planning, extensive coaching, and post discharge supports. This coaching is intended to support adults age 60 or older discharging from a medical care institution to the place they consider to be home preventing re-institutionalization. Care Transitions are currently serving Ascension St. Mary's and McLaren Bay Region facilities.

Care Transition (CT) supports include intake, assessment, a development of service(s) plan, person centered planning, services arranging, primary care follow-up, medical transportation coordination, red flag warning education, medication review and weekly follow up.

The Care Transition program has expanded to 3 facilities and are expecting to see at least 30 participants per week. Future expansions are hopeful as hospital mergers would allow for more programs to serve a larger population of clientele.

Number of client pre-screenings:	Current Year: 1,078	Planned Next Year: 2,500
Number of initial client assessments:	Current Year: 505	Planned Next Year: 1,400
Number of initial client care plans:	Current Year: 505	Planned Next Year: 1,400
Total number of clients (carry over plus new):	Current Year: 748	Planned Next Year: 2,000
Staff to client ratio (Active and maintenance per Full time care manager):	Current Year: 1:62	Planned Next Year: 1:60

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

Direct Service Request

This section applies only if the AAA is submitting a new request to provide an in-home, community, or nutrition service directly that was not previously approved in this multi-year planning cycle.

It is expected that in-home, community, and nutrition services will be provided under contracts with community-based service providers, but when appropriate, AAAs can request to provide these services directly. Direct service provision requests must be approved by the Commission on Services to the Aging (CSA). Direct service provision is defined as “providing a service directly to a senior, such as preparing meals, doing chore services, or working with seniors in an adult day setting.” Direct service provision by the AAA may be appropriate when, in the judgment of the ACLS Bureau: A) provision is necessary to ensure an adequate supply; B) the service is directly related to the AAA’s administrative functions; or C) a service can be provided by the AAA more economically than any available contractor, and with comparable quality.

Instructions

Select the service from the list and enter the information requested pertaining to basis, justification, and public hearing discussion for any new Direct Service Request for FY 2025. Specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service.

Direct service budget details for FY 2025 are to be included under the Direct Service Budget tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified on the Support Services Detail page.

Please skip this section if the AAA is not submitting a new request to provide an in-home, community, or nutrition service directly during FY 2025.

Medication Management

Total of Federal Dollars      \$0.00    Total of State Dollars      \$110,000.00

Geographic Area Served    All 10 counties

**Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

Direct assistance in managing the use of both prescription and over-the-counter (OTC) medication.

Allowable program components include:

Face-to-face review of client’s prescription, OTC medication regimen, and use of herbs and dietary supplements.

Regular set-up of medication regimen (Rx pills, Rx injectables, and OTC medications).

Monitoring of compliance with medication regimen.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

**Region VII Area Agency On Aging**

**FY 2025**

Cueing via home-visit or telephone call.

Communicating with referral sources (physicians, family members, primary care givers, etc.) regarding compliance with medication regimen.

Family, caregiver, and client education and training.

The program shall employ a licensed Pharmacist who supervises program staff and is available to staff when they are in a client's home or making telephone reminder calls. Each program shall employ program staff who are appropriately licensed, certified, trained, oriented, and supervised.

The supervising Pharmacist shall review and evaluate the medication management care plan and the complete medication regimen, including prescription and OTC medications, dietary supplements and herbal remedies, with each client and appropriate caregiver. Each program shall implement a procedure for notifying the client's physician(s) of all medications being managed.

The program shall be operated within the five basic levels of service as follows:

Level 1: Telephone reminder call/cueing with maintenance of appropriate documentation. Program staff performing this level of service shall be delegated by the supervising nurse.

Level 2: In-home monitoring visit/cueing with maintenance of appropriate documentation.

Level 3: In-home medication set up, instructions, and passing and /or assistance with medications (e.g., putting in eye drops, giving pills and injections). Program staff performing level 3 services shall be delegated by the supervising nurse.

Level 4: The program shall maintain an individual medication log for each client that contains the following information:

- a. Each medication being taken.
- b. The dosage for each medication.
- c. Label instructions for use for each medication.
- d. Level of service provided and initials of person providing service.
- e. Date and time for each time services are provided.

Level 5: The program shall report any change in a client's condition to the client's physician (s) immediately.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

(A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.

(B) Such services are directly related to the Area Agency's administrative functions.

(C) Such services can be provided more economically and with comparable quality by the Area Agency.

(A) Provision of the Medication Management by Region VII AAA is necessary to assure an adequate supply of assistance with healthcare.

(B) Healthcare services provided by the Pharmacist are directly related to Region VII AAA's Administrative functions and will be coordinated with other services to assure optimal health and wellbeing of persons served.

(C) Region VII AAA has been providing Medication Management services under a contract with a local hospital.

**Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

The agency has a licensed Pharmacist who has the capacity to provide the service. Region VII AAA has the administrative functions in place to provide, document, and bill for the services and will achieve an economy of scale by providing this service directly.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

Presented the slides that included all information about Medication Management. Discussed the process Region VII AAA uses to provide this service. No questions were asked.

**Friendly reassurance**

Total of Federal Dollars      \$24,166.00                      Total of State Dollars      \$0.00

Geographic Area Served      All 10 Counties

**Planned goals, objectives, and activities that will be undertaken to provide the service in the appropriate text box for each service category.**

Goal: To make regular contact, through either telephone or in-home visits, with home-bound older persons to assure their well-being and safety and to provide companionship and social interaction

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
- (B) Such services are directly related to the Area Agency's administrative functions.
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.

(A) Friendly Reassurance service by Region VII AAA is necessary to ensure the well-being of our clients.

(B) Friendly Reassurance services are directly related to Region VII AAA's administrative functions and will be coordinated with other services to assure optimal health and well-being of persons served.

(C) Region VII AAA will economically provide this important Friendly Reassurance service.

**Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.**

Region VII AAA is uniquely qualified to administer the Friendly Reassurance service, and this program will allow one person at Region VII AAA to provide the service to all 10 counties. Region VII AAA, as a service provider, is locally based yet not restricted by county actions. Region VII AAA is able to still check on clients even when county services are closed due to weather, emergencies, or disasters.

The regular calls and/or visits assure that any possible changes in the client's health are identified and recorded, helps reduce isolation, and allows clients to feel more connected to the community by enabling them to remain independent in their own homes.

**Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).**

Presented the slides that included all information about Friendly Reassurance. Discussed the process Region VII AAA uses to provide this service. No questions were asked.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**Regional Direct Service Request**

This section applies only if the AAA is submitting a new request to provide a regional service directly that was not previously approved in the multi-year planning cycle.

It is expected that regionally defined services, as identified in the category above, will be provided under contract with community-based service providers, but when appropriate, a regional service provision request may be approved by the CSA to be provided directly. The basis for requesting direct provision of a regional direct service by the AAA would be if, in the judgment of the ACLS Bureau: A) provision is necessary to assure an adequate supply; B) the service is directly related to the AAA's administrative functions; or C) a service can be provided by the AAA more economically than any available contractor, and with comparable quality.

**Instructions**

AAAs that have a new request to provide a regional service directly must complete this tab for each service category. Enter the regional service name in the box and click "Add." The regional service name will appear in the dialog box on the left after the screen refreshes. Select the link for the newly added regional direct service and enter the information requested pertaining to basis, justification, and public hearing discussion for any new regional direct service request for FY 2025. Also specify in the appropriate text box for each service category the planned goals and activities that will be undertaken to provide the service.

Regional Direct Service Budget details for FY 2025 are to be included under the appropriate tab in the Area Plan Grant Budget. The funding identified in this tab should correspond to the funding (Federal OAA Title III or VII and state funds) identified in the Area Plan Grant Budget, Support Services Detail page.

Total of Federal Dollars

Total of State Dollars

Geographic Area Served

Planned goals and activities that will be undertaken to provide the service in the appropriate text box for each service category.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Section 307(a)(8) of the Older Americans Act provides that services will not be provided directly by an Area Agency on Aging unless, in the judgment of the State agency, it is necessary due to one or more of the three provisions described below. Please select the basis for the direct service provision request (more than one may be selected).

- (A) Provision of such services by the Area Agency is necessary to assure an adequate supply of such services.
- (B) Such services are directly related to the Area Agency's administrative functions.
- (C) Such services can be provided more economically and with comparable quality by the Area Agency.

Provide a detailed justification for the direct service provision request. The justification should address pertinent factors that may include: a cost analysis; needs assessment; a description of the area agency's efforts to secure services from an available provider of such services; or a description of the area agency's efforts to develop additional capacity among existing providers of such services. If the service is considered part of administrative activity, describe the rationale and authority for such a determination.

Describe the discussion, if any, at the public hearings related to this request. Include the date of the hearing(s).

**Approved MYP Program Development Objectives**

**APPROVED MYP GOALS AND OBJECTIVES**

Goals and objectives previously set by the AAA and approved by the CSA in this multi-year planning cycle are included as read-only. For each of these established objectives, a text box is included for the AAA to provide information on progress toward the objectives to date. This text box is editable.

**Instructions**

Please provide information on progress to date for each established objective under the section tab entitled "Progress."

For the Diversity, Equity, and Inclusion (DEI) objective, the ACLS Bureau Operating Standards for AAAs have long required that preference be given to serving older persons in greatest social or economic need with particular attention to low-income minority elderly.

*Please refer to Operating Standards for AAAs sections C-2 and C-4 along with the Document Library for the ACLS Bureau training completed on Embedding Diversity, Equity & Inclusion (DEI) within Aging Services across Michigan for the MYP Cycle.*

Within the progress tab, ensure to address, at a minimum, the below:

**Objective 1-** Increase services provided to veterans Black, Indigenous (Tribal), and People of Color (BIPOC), and LGBTQ+ seniors served in your region. Please share progress made from FY 2023 through FY 2024 on this objective including any data that the AAA has collected and/or tracked that supports efforts to outreach and/or serve more BIPOC and LGBTQ+ seniors within the PSA. New for FY 2025 AIP, AAAs please describe current methods of outreach and/or targeting of older adults who have served in the US military and ways the AAA could potentially increase services and coordination for veterans and their spouses within the PSA.

**Objective 2-** Increase the number of AAA staff, providers, caregivers, and volunteers trained in implicit bias, cultural competencies, and root causes of racism. Please describe how the AAA ensures cultural competency trainings reflect the demographics of the seniors residing within the PSA and how the AAA evaluates how staff, providers, caregivers, and volunteers apply this training.

**Objective 3-** Increase availability of linguistic translation services and communications based on the cultural needs in the region in which you serve. Please include the top 3 requested linguistic translation services for your PSA. How does the AAA ensure staff are trained to identify a possible linguistic translation need of a senior, caregiver, and/or family member?

**Area Agency on Aging Goal**

- A. Provide training, resources, and technical assistance to vendors, caregivers, and staff regarding implicit bias, cultural competencies, and root causes of racism.

Objectives



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

**Region VII Area Agency On Aging**

**FY 2025**

1. Increase the number of well-trained, qualified, and supportive multicultural direct care workers through collaboration by elevating the workforce, improving retention, promoting its collective value, and supporting opportunities to increase wages.

Timeline: 10/01/2022 to 09/30/2025

Progress

In FY 2024, the following trainings were provided to staff:

- \* Diversity and Inclusion
- \* Corporate Compliance
- \* False Claims Act
- \* HIPAA Compliance
- \* HIPAA Privacy and Security
- \* Implicit Bias
- \* Unconscious Bias
- \* Team Working Excellence
- \* A Safe Workplace-OSHA and Right-to-Know Laws in the US
- \* Fire Safety Training
- \* Infection Control Overview
- \* Reducing the Spread of Infection
- \* Abuse and Elder Justice
- \* Communication and Ethics
- \* Communicating Effectively
- \* Mental Health at Work
- \* Understanding Cyber Security
- \* Understanding Sexual Harassment
- \* Blood Borne Pathogens and Your Exposure Control Plan
- \* CPR/First Aid
- \* Introduction to LGBTQ+ Older Adults
- \* BIPOC training

Direct Care Workers received premium pay in addition to their regular wages as a means to retain workers. In FY 2024, staff and providers will be mandated to participate in additional trainings.

- B. Partner with local minority agencies to ensure services for all clients, including people of color and the LGBTQ+ communities.**

Objectives

1. Identify local minority agencies servicing seniors.

Timeline: 10/01/2022 to 09/30/2025

Progress

On March 3, 2023, Region VII AAA partnered with MiGen-Michigan LGBTQ+ Elders Network to provide and synchronous/instructor-led training. The training was offered to all of the providers in the network as well as the staff of Region VII AAA.

On January 14, 2024, a BIPOC training was provided to vendors in the PSA Network.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Information and Assistance has LGBTQ+ friendly resources available to share with the community if they are requested. Region VII AAA has participated in the PRIDE event for 2 years in a row providing information on services that are offered. This is an annual event. Information and Assistance also has LGBTQ+ friendly resources available.

Outreach will continue to be provided to all areas of the PSA reaching a diverse group of people. Region VII AAA also is reaching out to local community leaders to share information on services that are available.

Region VII AAA has been collaborating with MPH Salud which is a Hispanic Outreach Program for Community Health Workers. Region VII AAA is learning how to reach immigrant elders and get services to them. It has been learned that language is not the biggest barrier, but the knowledge that services are available. Several staff have been participating in monthly meetings. Region VII staff or translators would be able to communicate with non-English speaking people if services were needed.

Region VII has a Board of Directors member who serves on the Michigan Seniors Advocates Council and is also a member of the Saginaw Chippewa Indian Tribe. He has been actively involved in the Aging in Place initiative. Region VII AAA Advisory Council has recently added two new Minority Representative seats to help reach out to the minority population and spread the word of the available services. They are going to senior centers and congregate meal sites to share the information about services that may be available to them. Region VII AAA also has a Veteran's Administration representative on the Advisory Council. With the collaboration between Region VII AAA and Veterans Administration there has been several referrals to the MI Choice Waiver Program to assist veterans with much needed services. Additionally, there is also a collaboration between the two agencies to work with older adults who need additional training for the 55+ community in the Senior Community Service Employment Program (SCSEP).

**C. Identify additional vendors to provide linguistic translation services and communications based on the cultural needs in our 10-county PSA, and inform current providers of these services.**

Objectives

1. Research and identify linguistic providers of need

Timeline: 10/01/2022 to 09/30/2025

Progress

On several occasions, Region VII AAA has reached out to V.O.I. C. E. - Valley Organization for Improved Communications and Equality for the Deaf and Hard of Hearing. The Medicare and Medicaid Assistance Program (MMAAP) had a client who was deaf and needed a sign language interpreter. This agency came to the Region VII AAA office to translate for her appointments. V.O.I.C.E. also has interpreters for other languages such as Spanish and Mandarin. Region VII AAA has the ability to use the V.O.I.C.E. services as needed.

MMAAP has also requested Medicare and You 2024 books in English, Spanish, and Braille.

Region VII AAA has received a grant to translate the agency brochure in Spanish. These brochures have been shared throughout the PSA to spread the awareness that services are available for all people of the community. Region VII AAA staff, Board, and Advisory Council members are distributing them in all 10 counties.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Staff are trained to be culturally sensitive and recognize body language and ask if the person requesting/needing services would like to have a representative or other support to be with them to attend a meeting. If a translator is needed, Region VII AAA would be able to accommodate this request. Region VII AAA also has several bilingual speaking staff. Staff are also required to take Diversity, Equity, and Inclusion training as well as Unconscious Bias training.

- D. Continue the work previously done under the No Wrong Door Grant to connect seniors experiencing social isolation with their family, friends, doctors, etc. by providing technology (e.g. Tablets/IPads)**

Objectives

1. Find someone to research and identify partners to continue with the program  
Timeline: 10/01/2022 to 09/30/2025

Progress

The No Wrong Door Grant has ended, but Region VII AAA has a Friendly Reassurance Program to help seniors with isolation and resources. These seniors receive weekly, biweekly, or monthly check in calls to see how they are doing and if they need resources such as rides to doctor appointments.

Region VII AAA will continue to look for new opportunities to assist the seniors of our community .

Region VII was able to give an additional 10 tablets to seniors in January 2023.

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**2025 Program Development Objectives**

**FY 2025 AIP COLLABORATION WITH STATE PLAN GOALS**

Please provide information for any new goals and objectives that are proposed by the AAA during FY 2025.

**Instructions**

The AAA may enter a new goal in the appropriate text box. It is acceptable, though not required, if some of the AAA's goals correspond to the ACLS Bureau's state plan goals. There is an entry box to identify which, if any, state plan goal(s) correlate with the entered goal. See the Document Library for Michigan's State Plan on Aging for FY 2024 – FY 2026.

A narrative for each goal should be entered in the appropriate text box. Enter objectives related to each program development goal in the appropriate text box.

Complete the information in the text boxes for the timeline, planned activities and expected outcomes for each objective (see Document Library for additional instructions on completing this section).

**Area Agency on Aging Goal**

**A.**

State Goal Match:

Narrative

Objectives

1.

Timeline:                      to

Activities

Expected Outcome

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**Supplemental Documents**

Document A: Policy Board Membership (Required).

Document B: Advisory Council Membership (Required).

**SUPPLEMENTAL DOCUMENTS FOR SPECIAL APPROVAL**

Select the supplemental document(s) from the list below only if applicable to the AAA's FY 2025 AIP. Provide all requested information for each selected document. Note that older versions of these documents will not be accepted and should not be uploaded as separate documents.

Document C: Proposal Selection Criteria - should only be completed if there are new or changed criteria for selecting providers (only if applicable).

Document D: Cash-In-Lieu-Of-Commodity Agreement (only if applicable).

Document E: Waiver of Minimum Percentage of a Priority Service Category (only if applicable).

Document F: Request to Transfer Funds (only if applicable).

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

SUPPLEMENTAL DOCUMENT A

Board of Directors Membership

	Asian	Black or African American	American Indian or Alaska Native	Hispanic or Latino	Native Hawaiian or Other Pacific	Middle Eastern or North African	White	Total Membership
Membership Demographics	0	2	1	0	0	0	9	12
Age 60 and Over	0	1	1	0	0	0	8	10
Identifies as Female	0	1	0	0	0	0	2	3
Identifies as Male	0	1	1	0	0	0	7	9
Identifies as Transgender, Non-Binary, or Another Gender	0	0	0	0	0	0	0	0
Gender Undisclosed or Declined to Answer	0	0	0	0	0	0	0	0
Persons with Disabilities	0	0	0	0	0	0	0	0
Persons who Served in the US Military	0	0	0	0	0	0	1	1

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

Board Member Name	Geographic Area	Affiliation	Membership Status
Patrick Beson	Bay County	Treasurer	Appointed
Joseph Sowmick	Isabella County	Member-at-Large	Appointed
Dan Glaza	Huron County		Appointed
Christine Lee	Sanilac County		Appointed
Brenda F. Moore	Saginaw County	City of Saginaw Mayor	Elected Official
Corrine (Corey) Netzley	Gratiot County		Appointed
William Sanders	Tuscola County		Appointed
Darryl Thomas	Saginaw County	Chair	Appointed
Mike Tobin	Clare County	Member-at-Large	Appointed
Joel Vernier	Gladwin County	Vice Chair	Appointed
William Walters	Sanilac County	Secretary Advisory Council Liaison	Appointed
Geoff Malicoat	Midland County	Member-at-Large	Appointed

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**SUPPLEMENTAL DOCUMENT B**

**Advisory Board Membership**

	Asian	Black or African American	American Indian or Alaska Native	Hispanic or Latino	Native Hawaiian or Other Pacific	Middle Eastern or North African	White	Total Membership
Membership Demographics	0	1	0	1	0	0	11	13
Age 60 and Over	0	1	0	0	0	0	9	10
Identifies as Female	0	1	0	0	0	0	4	5
Identifies as Male	0	1	0	1	0	0	6	8
Identifies as Transgender, Non-Binary, or Another Gender	0	0	0	0	0	0	0	0
Gender Undisclosed or Declined to Answer	0	0	0	0	0	0	0	0
Persons with Disabilities	0	0	0	0	0	0	0	0
Persons who Served in the US Military	0	0	0	0	0	0	1	1

Board Member Name	Geographic Area	Affiliation
Sandra Bristol	Clare County	
Diane Conroy-Kellogg	Gratiot County	Secretary
Jacqueline Curtis	Isabella County	
Mary Donnelly	Bay County	Representative of Health Care Prov. Org.
Jim Peck	Midland County	
Melvin McNally	Bay County	Vice-Chair



STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

Wayne Susalla	Huron County	
Kenneth Roberts	Gladwin County	VA Representative
Linda Troutman		Minority Representative
Jack Tany	Saginaw County	
William Walters	Sanilac County	Chair Labor Representative
Henry Wymore	Tuscola County	
Daniel Soza		Minority Representative

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**SUPPLEMENTAL DOCUMENT F**  
**Request to Transfer Funds**

1	The Area Agency on Aging requests approval to transfer funds <b>from Title III-B Supportive Services</b> to Title III-C Nutrition Services. The Agency assures that this action will not result in a reduction in support for in-home services and senior center staffing. Rationale for this request is below.	Amount of Transfer  323,607
2	The Area Agency on Aging requests approval to transfer funds <b>from Title III-C1 Congregate Nutrition Services</b> to Title III-B Supportive Services for in-home services. The rationale as to why congregate participation cannot be increased is described below.	Amount of Transfer  0
3	The Area Agency on Aging requests approval to transfer funds <b>from Title III-C1 Congregate Nutrition</b> to Title III-B Supportive Services for participant transportation to and from meal sites to possibly increase participation in the Congregate Nutrition Program. Rationale for this request is below.	Amount of Transfer  0

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

**Planned Service Array**

Complete the FY 2025 AIP Planned Service Array form for your PSA. Indicate the appropriate placement for each ACLS Bureau service category and regional service definition. Unless noted otherwise, services are understood to be available PSA-wide.

	Access	In-Home	Community
<b>Provided by Area Agency</b>	<ul style="list-style-type: none"> <li>• Care Management</li> <li>• Information and Assistance</li> <li>• Outreach</li> <li>• Care Transition Coordination and Support</li> </ul>	<ul style="list-style-type: none"> <li>• Medication Management</li> <li>• Friendly Reassurance</li> </ul>	<ul style="list-style-type: none"> <li>• Disease Prevention/Health Promotion</li> <li>• Legal Assistance</li> <li>• Long-term Care Ombudsman/Advocacy</li> </ul>
<b>Participant Private Pay</b>		<ul style="list-style-type: none"> <li>• Home Care Assistance</li> <li>• Home Injury Control</li> <li>• Home Health Aide</li> <li>• Assistive Devices &amp; Technologies</li> </ul>	<ul style="list-style-type: none"> <li>• Health Screening</li> <li>• Assistance to the Hearing Impaired and Deaf</li> <li>• Vision Services</li> <li>• Counseling Services</li> </ul>
<b>Funded by Other Sources</b>	<ul style="list-style-type: none"> <li>• Disaster Advocacy and Outreach Program</li> <li>• Options Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Home Injury Control</li> <li>• Home Health Aide</li> </ul>	<ul style="list-style-type: none"> <li>• Dementia Adult Day Care</li> <li>• Nutrition Counseling</li> <li>• Nutrition Education</li> <li>• Creating Confident Caregivers</li> </ul>
<b>Contracted by Area Agency</b>	<ul style="list-style-type: none"> <li>• Care Management *</li> <li>• Case Coordination and Support</li> <li>• Outreach *</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Chore *</li> <li>• Home Injury Control</li> <li>• Homemaking</li> <li>• Home Delivered Meals</li> <li>• Personal Care</li> <li>• Respite Care</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services *</li> <li>• Congregate Meals</li> <li>• Disease Prevention/Health Promotion</li> <li>• Assistance to the Hearing Impaired and Deaf</li> <li>• Home Repair *</li> <li>• Legal Assistance</li> <li>• Long-term Care Ombudsman/Advocacy</li> <li>• Senior Center Operations *</li> <li>• Senior Center Staffing *</li> <li>• Programs for Prevention of Elder Abuse, Neglect, and Exploitation</li> <li>• Caregiver Supplemental Services</li> <li>• Kinship Support Services</li> <li>• Caregiver Education, Support and Training</li> </ul>

STATE OF MICHIGAN  
 Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
 FY2023-2026 Multi Year Plan

Region VII Area Agency On Aging

FY 2025

Local Millage Funded	<ul style="list-style-type: none"> <li>• Care Management *</li> <li>• Case Coordination and Support</li> <li>• Outreach *</li> <li>• Transportation *</li> </ul>	<ul style="list-style-type: none"> <li>• Chore *</li> <li>• Homemaking *</li> <li>• Home Delivered Meals *</li> <li>• Personal Care *</li> <li>• Respite Care *</li> </ul>	<ul style="list-style-type: none"> <li>• Congregate Meals *</li> <li>• Home Repair *</li> <li>• Legal Assistance *</li> <li>• Senior Center Operations *</li> <li>• Senior Center Staffing *</li> <li>• Creating Confident Caregivers *</li> <li>• Kinship Support Services</li> <li>• Caregiver Education, Support and Training *</li> </ul>
----------------------	--	--	---

\* Not PSA-wide

STATE OF MICHIGAN  
Michigan Department of Health & Human Services  
**BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS**  
FY2023-2026 Multi Year Plan

---

Region VII Area Agency On Aging

FY 2025

**Planned Service Array Narrative**

**Describe the area agency's rationale/strategy for selecting the services funded under the AIP in contrast to services funded by other resources within the PSA, especially for services not available PSA-wide.**

**Instructions**

**Use the provided text box to detail the Planned Service Array narrative.**

Region VII AAA's planned service area reflects the preferences of the local communities within its PSA, whether it be suburban, heavily populated areas, or rural, wide-spread communities. Region VII AAA has public hearings, and has ongoing discussions with local agencies on preferences of the clients in the PSA, as well as collecting new ideas. Agency staff work continuously and closely with county units on aging staff and other providers of human services to identify gaps in service, locate new sources of funding for aging services, launch new programs that match a community's needs, and to strengthen the safety net for older adults and people with disabilities.

The organization plans to utilize Region VII AAA's primary pharmacist, community health workers and a full-time contracted dietitian to integrate chronic care management for those who are unable to leave the house for routine healthcare appointments.

Op Std	SERVICE CATEGORY	Title IIIA	Title IIIB	Title IIID	Title IIIE	Title IIIF	Title VII A OMB	State Access	State In-Home	St. AL Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Suppl	LMisc Fund	Program Income	Cash Match	In-Kind Match	TOTAL
A	Access Services																				
A-1	Care Management							15,000			431,825		27,006								473,831
A-2	Case Coordination/Support	391,876			101,414																423,290
A-3	Disaster Advocacy & Outreach Program																				
A-4	Information & Assistance	129,194						38,453					36,500								74,953
A-5	Outreach	80,805			6,531																129,194
A-6	Transportation																				87,356
A-7	Options Counseling																				
A-8	Care Transition Coordination and Support								100,000												100,000
B	In-Home																				
B-1	Chore	27,883																			27,883
B-2	Home Care Assistance																				
B-3	Home Injury Control																				
B-4	Homemaking	30,597								64,141											666,853
B-6	Home Health Aide								592,115	56,000											110,000
B-7	Medication Management								473,691	16,903											501,181
B-8	Personal Care	10,587																			
B-9	Assistive Device & Technology																				
B-10	Respite Care	35,303																			
B-11	Friendly Reassurance	24,166																			24,166
C	Community Services																				
C-1	Adult Day Services									42,833			19,849	71,216	223,639	27,504					385,041
C-6	Disease Prevention/Health Promotion			61,793																	61,793
C-7	Health Screening																				
C-8	Assistance to Hearing Impaired & Deaf Community																				
C-9	Home Repair	44,000																			
C-10	Legal Assistance	56,000																			
C-11	LC Ombudsman	14,922					17,920					40,524					16,548				90,014
C-12	Senior Center Operations	13,000																			13,000
C-13	Senior Center Staffing	125,811																			125,811
C-14	Vision Services																				
C-15	Programs for Prevention of Elder Abuse, Neglect, Exploitation																				
C-16	Counseling Services																				
C-18	Caregiver Supplement Services																				
C-19	Kinship Support Services																				
C-21	Caregiver Education																				
C-22	Caregiver Training	10,723																			56,814
C-23	Caregiver Support Groups																				56,814
*C-8	Program Development	133,913																			133,913
	Region Specific																				
	a. Gap Filling								500	500											1,000
	b.																				
	c.																				
	d.																				
	e.																				
	f.																				
	8. MATF Adm														22,031						22,031
	9. STCG Sup Adm															2,807					2,807
	<b>SUPPORT SERVICE TOTAL</b>	1,058,780		61,793	397,123	12,171	17,920	53,453	1,413,955	209,010	431,825	40,524	83,355	71,216	245,670	30,311	16,548				4,143,754

**FY 2025 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL**

Rev. 2/23/24

Agency: Region VII AAA Budget Period: 10/01/24 to 9/30/25  
 PSA: 7 Date: 04/16/24 Rev. Number 1  
 page 3 of 3

**FY 2025 AREA PLAN GRANT BUDGET - TITLE III-C NUTRITION SERVICES DETAIL**

Op Std	SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Nutrition Services</b>										
C-3	Congregate Meals	459,457		17,908		165,354	-				642,719
B-5	Home Delivered Meals	1,041,608			888,579	605,900	-				2,536,087
C-4	Nutrition Counseling										-
C-5	Nutrition Education										-
B-12	Carry-out Meal (COM)										-
	AAA RD/Nutritionist*	60,000									60,000
	Nutrition Services Total	519,457	1,041,608	17,908	888,579	771,254	-	-	-	-	3,238,806

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by AASA.

**FY 2025 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL**

Op Std	SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>LTC Ombudsman Ser</b>									
C-11	LTC Ombudsman	14,922	17,920		40,524	16,648	-	-	-	90,014
C-15	Elder Abuse Prevention			12,171			-	-	-	12,171
	Region Specific						-	-	-	-
	LTC Ombudsman Ser Total	14,922	17,920	12,171	40,524	16,648	-	-	-	102,185

**FY 2025 AREA PLAN GRANT BUDGET-RESPITE SERVICE DETAIL**

Op Std	SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
B-1	Chore									-
B-1	Homemaking									-
B-2	Home Care Assistance									-
B-6	Home Health Aide									-
B-10	Meal Preparation/HDM									-
B-8	Personal Care									-
	Respite Service Total	-	-	-	-	-	-	-	-	-

**FY 2025 AREA PLAN GRANT BUDGET-TITLE E- KINSHIP SERVICES DETAIL**

Op Std	SERVICE CATEGORY	Title III-B	Title III-E	Program Income	Cash Match	In-Kind Match	TOTAL
	<b>Kinship Ser. Amounts Only</b>						
C-18	Caregiver Sup. Services						-
C-19	Kinship Support Services		32,853				32,853
C-21	Caregiver Education						-
C-22	Caregiver Training						-
C-23	Caregiver Support Groups						-
	Kinship Services Total		32,853				32,853

Planned Services Summary Page for FY 2025			PSA: 7		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
<b>ACCESS SERVICES</b>					
Care Management	\$ 473,831	6.42%			
Case Coordination & Support	\$ 423,290	5.73%			
Disaster Advocacy & Outreach Program	\$ -	0.00%			
Information & Assistance	\$ 74,953	1.02%			
Outreach	\$ 129,194	1.75%			
Transportation	\$ 87,336	1.18%			
Option Counseling	\$ -	0.00%			
Care Transition Coordination and Support	\$ 100,000	1.35%			
<b>IN-HOME SERVICES</b>					
Chore	\$ 27,883	0.38%			
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ -	0.00%			
Homemaking	\$ 686,853	9.30%			
Home Delivered Meals	\$ 2,536,087	34.35%			
Home Health Aide	\$ -	0.00%			
Medication Management	\$ 110,000	1.49%			
Personal Care	\$ 501,181	6.79%			
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 257,585	3.49%			
Friendly Reassurance	\$ 24,166	0.33%			
<b>COMMUNITY SERVICES</b>					
Adult Day Services	\$ 385,041	5.22%			
Congregate Meals	\$ 642,719	8.71%			
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 61,793	0.84%			
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf Community	\$ -	0.00%			
Home Repair	\$ 44,000	0.60%			
Legal Assistance	\$ 56,000	0.76%			
Long Term Care Ombudsman/Advocacy	\$ 90,014	1.22%			
Senior Center Operations	\$ 13,000	0.18%			
Senior Center Staffing	\$ 125,811	1.70%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse, Neglect, &	\$ 12,171	0.16%			
Counseling Services	\$ -	0.00%			
Carry-Out Meal (COM)	\$ -	0.00%			
Caregiver Supplemental Services	\$ 79,413	1.08%			
Kinship Support Services	\$ 32,853	0.45%			
Caregiver Education	\$ 56,814	0.77%			
Caregiver Training	\$ 74,006	1.00%			
Caregiver Support Groups	\$ 56,814	0.77%			
AAA RD/Nutritionist	\$ 60,000	0.81%			
<b>PROGRAM DEVELOPMENT</b>	\$ 133,913	1.81%			
<b>REGION-SPECIFIC</b>					
a. Gap Filling	\$ 1,000	0.01%			
b.	\$ -	0.00%			
c.	\$ -	0.00%			
d.	\$ -	0.00%			
e.	\$ -	0.00%			
f.	\$ -	0.00%			
<b>SUBTOTAL SERVICES</b>					
	\$ 7,357,722				
<b>MATF &amp; ST CG ADMINISTRATION</b>	\$ 24,838	0.34%			
<b>TOTAL PERCENT</b>		100.00%	0.00%	0.00%	0.00%
<b>TOTAL FUNDING</b>	\$ 7,382,560				

Note: Rounding variances may occur between the Budgeted Funds column total and the Total Funding under the Method of Provision columns due to percentages in the formula. Rounding variances of + or (-) \$1 are not considered material.



**ALG-AP-4: Audit Program for Minutes, Contracts, Ordinances, and Laws**

Governmental Unit: \_\_\_\_\_ Balance Sheet Date: \_\_\_\_\_

Audit Objectives	Audit Procedures for Consideration	N/A Performed by and Date	Workpaper Index
	<p><b>AUDIT OBJECTIVES</b></p> <p>The objectives in this program are naturally general in nature and are not necessarily related to specific financial statement assertions.</p> <p>A. Matters that may materially affect the financial statements in minutes, contracts, ordinances, or laws have been identified.</p> <p>B. Matters that materially affect the financial statements are adequately disclosed and considered in the audit program for the area affected.</p> <p>C. Written representations have been obtained from management.</p> <p style="text-align: center;"><b>IDENTIFICATION CODES</b></p> <p>The letters preceding each of the above audit objectives (e.g., A, B, etc.) serve as identification codes. These codes are presented in the left column labeled "Audit Objectives" when a procedure accomplishes an objective. If the alpha code appears in a bracket (e.g., [A], [B], etc.), the audit procedure only secondarily accomplishes the objective. If an asterisk (*) precedes a procedure, it is a preliminary step or follow-up step.</p> <p><b>BASIC PROCEDURES</b></p> <p>A S 1. Review the minutes of the governing body and any committees of the governing body, and extract information relevant to the audit (including related parties, related-party transactions, and significant unusual transactions) for the current workpapers or the permanent file.</p> <p>Practical Considerations:</p> <ul style="list-style-type: none"> <li>• This information may include, but is not restricted to, the following:                     <ul style="list-style-type: none"> <li>•• Enactment of relevant new laws and regulations.</li> <li>•• Information about relevant contracts and grant agreements.</li> <li>•• Expenditure authorizations, and related appropriations, including any special or restrictive provisions.</li> <li>•• Budget approval or amendments.</li> <li>•• Appropriation transfers.</li> <li>•• Indications of new or additional revenue sources, including grants from other governments.</li> <li>•• Awards to successful bidders for:                             <ul style="list-style-type: none"> <li>- Construction contracts.</li> <li>- Sales of new bond issues.</li> </ul> </li> <li>•• Authorization for bank or other debt incurred, or bonds called or refinanced.</li> <li>•• Authorization for new leases entered into.</li> <li>•• Authorization for significant new employees hired.</li> <li>•• Changes in licenses, fines, or fees rates.</li> </ul> </li> </ul>		

**Audit Program for Minutes, Contracts, Ordinances, and Laws**

Governmental Unit: \_\_\_\_\_ Balance Sheet Date: \_\_\_\_\_

Audit Objectives	Audit Procedures for Consideration	N/A Performed by and Date	Workpaper Index
	<ul style="list-style-type: none"> <li>•• Potential component units and other related organizations that should be included in the financial reporting entity.</li> <li>•• Public hearings held; e.g., as part of the budget adoption process or new capital projects.</li> <li>•• Authorizations of net position restrictions, commitments, assignments, or nonspendable amounts.</li> <li>•• Authorization for sophisticated or complex investment transactions such as those related to derivative instruments, structured investment vehicles, reverse repurchase agreements, or securities lending.</li> <li>•• General ledger funds created or closed.</li> <li>•• Bank or depository accounts opened or closed.</li> <li>•• Official or employee fidelity and faithful performance bond requirements.</li> <li>•• Identification of subsequent events.</li> <li>•• Identification of related parties and transactions.</li> <li>•• Conditions and events that may indicate there could be substantial doubt about the government's ability to continue as a going concern.</li> <li>•• Other.</li> <li>• Auditors are specifically required to inspect minutes for the existence of related-party relationships or transactions that management has not identified or disclosed to the auditor. The review of minutes is also performed to identify litigation, claims, and assessments.</li> <li>• For many governmental entities, the minutes can be accessed on the government's website. Auditors can review and extract the minutes before starting work in the field.</li> <li>• It may be most efficient to perform procedures related to the budget at the same time as the minutes are reviewed, since the minutes may include budget authorizations.</li> </ul>		
C	<p>S 2. Obtain a written representation on minutes.</p> <p>Practical Consideration:</p> <ul style="list-style-type: none"> <li>• The written representation on minutes may be included in the management representation letter as illustrated in the representation letter at ALG-CL-3.1. Alternatively, a separate minutes representation letter may be obtained, as illustrated at ALG-CL-3.4.</li> </ul>		
A	<p>S 3. Obtain and review abstracts or copies of new agreements and new amendments to existing agreements (e.g., grant agreements, debt and lease agreements, pension and other benefit plan agreements, related parties, related-party transactions, and significant unusual transactions) and highlight matters relevant to the related audit area or for which disclosure will be required in the financial statements and notes.</p>		

**Audit Program for Minutes, Contracts, Ordinances, and Laws**

Governmental Unit: \_\_\_\_\_ Balance Sheet Date: \_\_\_\_\_

Audit Objectives	Audit Procedures for Consideration	N/A Performed by and Date	Workpaper Index
	<p>Practical Considerations:</p> <ul style="list-style-type: none"> <li>• AU-C 230, <i>Audit Documentation</i>, states that abstracts or copies of significant contracts or agreements should be included in the audit documentation. The authors believe those documents may be maintained in either the current or permanent workpaper file and recommend that documents with carryforward value be maintained in the permanent workpaper file.</li> <li>• Some auditors summarize the content of new agreements in a memo filed in front of the document in the permanent workpaper file.</li> <li>• In July 2020, the AICPA issued SAS No. 142, <i>Audit Evidence</i>. SAS No. 142, which is now codified at AU-C 500, supersedes current guidance now codified at AU-C 500A, moves guidance on the use of management specialists to AU-C 501, and amends various other AU-C sections. Key areas of change or potential improvement in audit quality covered by SAS No. 142 and amendments include use of automated tools and techniques, corroborative and contradictory information, conscious and unconscious bias, use of external information sources and the nuances of reliability of information as audit evidence. SAS No. 142 is effective for audits of periods ending on or after December 15, 2022. See further discussion of SAS No. 142 in section 101. This edition of the <i>Guide</i> fully incorporates SAS No. 142.</li> </ul>		
[A]	S 4. Review the charter to determine duties, powers, and other data relevant to the audit.		
[A]	S 5. Review the administrative code and ordinances enacted in the current year for information relevant to the audit.		
	<p>Practical Consideration:</p> <ul style="list-style-type: none"> <li>• Either prepare an abstract of these items for the permanent file or prepare an index of the appropriate items for the permanent file.</li> </ul>		
[A]	S 6. Review general state statutes to the extent considered necessary.		
A	7. If any legal requirements relevant to the audit are unclear, request a written interpretation from the governmental unit's legal counsel.		
	<p>Practical Considerations:</p> <ul style="list-style-type: none"> <li>• Legal counsel would include inside counsel if the governmental unit has one.</li> <li>• If the governmental unit has inside general counsel, the response would normally be requested of that official.</li> </ul>		
B	S 8. Ensure that the workpapers include the information needed to support required financial statement disclosures and that such information has been subjected to appropriate audit procedures.		
	<p>Practical Consideration:</p> <ul style="list-style-type: none"> <li>• ALG-CX-13.1 provides a checklist of governmental financial statement disclosures.</li> </ul>		

**Audit Program for Minutes, Contracts, Ordinances, and Laws**

Governmental Unit: \_\_\_\_\_ Balance Sheet Date: \_\_\_\_\_

Audit Objectives	Audit Procedures for Consideration	N/A Performed by and Date	Workpaper Index
*	S 9. Consider the need to perform one or more additional procedures and whether the results of audit procedures indicate internal control related matters that are required to be communicated to management and others.		
*	<p><b>Conclusion</b></p> S 10. We have performed procedures and obtained audit evidence sufficient to achieve the audit objectives for minutes, contracts, ordinances, and laws. The procedures performed, evidence obtained, and our conclusions are adequately documented. [If you are unable to conclude on any objective, prepare a memo documenting your reason and the implications for the engagement, including the audit report(s).] <hr/> <hr/> <hr/> <hr/>		