Monroe County Commission on Aging
Special Board Meeting
May 6, 2020
Via Internet/Telephone
Internet: https://meet.google.com/dpp-yswift-anz?hs=122
Telephone: 1-505-738-1232 Pin: 597 667 265#
10:00 a.m.
AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Silent Prayer
5. Approval of Agenda
6. Public Comment
7. Special Presentations- None
8. Consent Agenda- No Items
9. Director’s Report- No Report
10. Old Business- None
11. New Business
   A. 2021 Budget Reconsideration:
      Proposed Motion- To recommend the Board of Commissioners levy
      Senior Millage funds for 2021 sufficient to result in revenue of at least
      $____________________
12. Public Comment
13. Commission Members’ Comments
14. Adjournment

The next Regular Board meeting will be on Wednesday, June 10, 2020, in the
Monroe County Commission on Aging Board Room.

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiolines of printed materials being considered at the meeting to individuals with disabilities at the meeting upon one week’s notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following:

Human Resources
125 East Second Street, Monroe, MI 48161, Voice (734) 240-3295, and TDY (734) 240-2301
ORIGINAL Projected 2020 Fund Balance/Millage Request

2018 Fund Balance = $678,535

2019 Surplus = $23,981

2020 Projected Surplus = $400,000

Total Reserves = $1,102,516

Based on COA policy, the annual fund balance should represent approximately 8% of annual budget expenditures (projected at $3,500,000) = $280,000.

The result is the ability to use $822,516 of fund balance in the 2021 budget:

$1,102,516

$280,000

$822,516

2021 Budget Requests = $3,440,000

Fund Balance Used = $822,516

2020 Millage Requested = $2,617,484 (Approximately .41 mills)
2020 and 2021 Projected Shortages Summary

- Dundee Senior Center
  - 2020 = $37,698

- Frenchtown Senior Center and ADS:
  - 2021 Senior Center = $31,000
  - 2021 Adult Day Care = $32,000
  - Total = $63,000

- Monroe Center for Healthy Aging:
  - 2020 = $20,029
  - 2021 = $38,400

- Senior Legal Services
  - 2020 = $11,700
  - 2021 = $15,500

Totals:

2020 = $69,427
2021 = $116,900

Grand Total = $186,327
REVISED Projected 2020 Fund Balance/Millage Request

2018 Fund Balance = $678,535
2019 Surplus = $23,981

2020 Projected Surplus = $330,573

Total Reserves = $1,033,089

Based on COA policy, the annual fund balance should represent approximately 8% of annual budget expenditures (projected at $3,556,900) = $285,000.

The result is the ability to use $748,089 of fund balance in the 2021 budget:

\[
\begin{align*}
$1,033,089 \\
- $285,000 \\
= $748,089
\end{align*}
\]

2021 Budget Requests = $3,556,900

Fund Balance Used = $748,089

2020 Millage Requested = $2,808,811 (Approximately .44 mils)
At this time, since I have always taken a conservative approach for our budget, I am optimistic that we will not see the massive reductions in our budget and our activities. I don’t even know how to anticipate for changes to our 2021 budget because we do not know what we will be facing that far out.

Of course, please let me know if you have questions/concerns. Thank you.
Submitted on 5-4-2020; 3:15 p.m.
Nancy Clark
May 4, 2020

Monroe County Commission on Aging
Jeff McBee, Director
965 South Raisinville Road
Monroe, MI 48161

RE: 2020 and 2021 additional funding

Dear Mr. McBee:

Given our discussion, during the May Directors meeting and the Commissions response, I will attempt to project a revenue loss for the Center and Dementia Adult Day Care program. These projections are on what I currently know of this crisis and how it pertains to the population we serve. From my understanding, our “new normal” will contain some form of social distancing from a study released by Havard, Projecting the transmission dynamics of SARS-CoV-2 through the postpandemic period.

Everyone realizes this entire event remains fluid, and hopefully, things return to some sense of normality in 2021. Unfortunately, I feel it is necessary to error on the side of caution. We all want people safe and still be able to provide a place where they can socialize and have a little bit of fun during these extraordinary times.

2020 additional funding request

2020 Center Operations additional funding request $0.00

We do expect a net loss of $29,000 in revenue for Center Operations.

Since April 5, 2020, due to the closure, the entire staff is either working reduced hours or furloughed.

Salaries and associated expenses should offset the expected loss in revenues for 2020.
2020 Adult Day Care additional funding request $0.00

We expect a reduction in our client cost-share and private pay contributions.

The salaries and associated expenses should also offset these expected revenue losses since all program staff is on furlough.

2021 additional funding request

2021 Center Operations additional funding request $31,000

Funds Raised typically include; travel program, bingo, golf outing, dinners, rummage sale, raffles, and other events to benefit our members or the community. I also expect a loss of revenue in donations and membership dues. We receive a monthly donation from our card players, and a donation from the pool league. I expect an impact on dues since people may decide the Center is no longer a benefit; they may feel uncomfortable in a crowd, or their activity is suspended.

Budgeted 2021 Revenue Sources:

- Funds Raised = $32,500
- Donations = $2,000
- Dues = $10,400

Total Budget Revenue Sources = $44,900

Projected Net Revenues:

- Funds Raised = $4,500
- Donations = $1,000
- Dues = $8,400

Total Net Projected Revenue = $13,900

Total Net Projected Shortage for 2021 Center Operations = $31,000
2021 Dementia Adult Day Care program additional funding request $32,000

Estimating any projected revenue loss is going to be very subjective and involves a certain amount of speculation on our part. Since Area Agency Aging 1B funds the program, the Client Cost Share and Fee for Service is either voluntary or on a sliding scale. Per our contract ability to pay is not a criterion for participation in the program. Depending on the participants' situation, any fee we collect could be dramatically affected. I also took into consideration the primary caregiver may not be working, and some participants may not return to the program, or if they do, it could be for reduced hours. We also received word our United Way allocation could be in jeopardy because of the economic downturn.

Budgeted 2021 Revenue Sources:

Client Cost Share = $39,500
United Way = $8,000
Fee for Service = $15,547

Total Budget Revenue Sources = $63,047

Projected Net Revenues:

Client Cost Share = $20,000
United Way = $4,000
Fee for Service = $7,047

Total Net Projected Revenue = $31,047

Total Net Projected Shortage for 2021 Center Operations = $32,000

I want to thank you and the Commission members for listening to our concerns during our last meeting. These are extraordinary times, and much of this request is speculation. In general, Centers exist for people to get together and socialize. Our participants will need a period to adjust and gain confidence that visiting will not place them in jeopardy. Businesses will need to heel so they can continue to support our mission. I am confident we will get there, but it will take time, your consideration of our request should give us this time.

Respectfully Submitted

[Signature]
Paul Iacoangeli
Executive Director
## Monroe Center for Healthy Aging

<table>
<thead>
<tr>
<th>Projected Income Changes</th>
<th>Projected Changes in Expenses</th>
</tr>
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<tbody>
<tr>
<td><strong>2020</strong></td>
<td></td>
</tr>
<tr>
<td>Food Program</td>
<td>- 69,294</td>
</tr>
<tr>
<td>Fund Raising</td>
<td>- 21,502</td>
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<tr>
<td>Sponsors</td>
<td>- 9,780</td>
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<td>Payroll Protection</td>
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<td>Total Loss of Income</td>
<td>$ 42,759</td>
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<tr>
<td>Reduction in Expenses</td>
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<tr>
<td>Anticipated Shortfall</td>
<td>$ 20,029</td>
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<tr>
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<th>Conference and Training</th>
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<td>Advertising</td>
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<td></td>
<td>Office Supplies</td>
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<td>Copying</td>
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<td>Postage</td>
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<td>Janitorial Supplies</td>
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<td>Food Purchase</td>
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<td>Fundraising Activity Cost</td>
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<td></td>
<td>Central Services</td>
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<tr>
<td>Total Reduction in Expenses</td>
<td>$ 22,730</td>
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<table>
<thead>
<tr>
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<th>Projected Changes in Expenses</th>
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<tbody>
<tr>
<td><strong>2021</strong></td>
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</tr>
<tr>
<td>Food Program</td>
<td>- 48,800</td>
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<tr>
<td>Fund Raising</td>
<td>- 13,000</td>
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<tr>
<td>Sponsors</td>
<td>- 5,000</td>
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<td>Total Loss of Income</td>
<td>$ 66,800</td>
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<td>Reduction in Expenses</td>
<td>28,400</td>
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<td>Anticipated Shortfall</td>
<td>$ 38,400</td>
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<tr>
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<th>Personnel</th>
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<tr>
<td></td>
<td>Travel</td>
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<td>Conference and Training</td>
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<td>Fundraising Activity Cost</td>
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<td>Central Services</td>
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<tr>
<td>Total Reduction in Expenses</td>
<td>28,400</td>
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MONROE COUNTY SENIOR LEGAL SERVICES 2020

*Projected Revenue Loss:*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Client Cost Share</td>
<td>$ 5,000.00</td>
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<tr>
<td>Funds Raised</td>
<td>$ 8,000.00</td>
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<td><strong>TOTAL LOSS:</strong></td>
<td><strong>$ 13,000.00</strong></td>
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*Projected Expenditure Reduction:*

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<th>Item</th>
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<tr>
<td>Wages</td>
<td>$(1,000.00)</td>
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<tr>
<td>Staff travel</td>
<td>$(300.00)</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$(1,300.00)</strong></td>
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**TOTAL ESTIMATED SHORTAGE 2020:** $ 11,700.00

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MONROE COUNTY SENIOR LEGAL SERVICES 2021

*Projected Revenue Loss:*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Client Cost Share</td>
<td>$ 5,000.00</td>
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<tr>
<td>Funds Raised</td>
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<td>United Way funding shortage</td>
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<td><strong>TOTAL LOSS:</strong></td>
<td><strong>$ 15,500.00</strong></td>
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*Projected Expenditure Reduction:*

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>none</td>
<td>0.00</td>
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</table>

**TOTAL ESTIMATED SHORTAGE 2021** $ 15,500.00
MSHL Senior Center 2020
Projected Revenue Loss:
Client Cost Share = $2685
Corporate Sponsors = $720
Fund Raisers = $950
Total = $4355
Projected Revenue increases:
Donations = $3480
Grants = $600
Total = $4080
TOTAL REVENUE LOSS $275
Projected Exp Reduction:
Marketing = $155
Staff development = $200
Janitorial Supplies = $240
Office Supplies = $240
Fundraising = $180
Program Expenses= $660
Salaries/wages = $0
Total = $1435
Projected Exp increases: $0
TOTAL EXP REDUCT $1435
Total Shortage = -$1160
Program operating in the black

MSHL Senior Center 2021
There are too many uncertainties to predict the impact of COVID-19 into 2021. I am confident that MSHL will adapt and adjust our services commiserate with funding currently proposed. The unit rate and number of units may have to flex.

MSHL Transportation 2020
Projected Revenue Loss:
Corporate Sponsors = $580
Fares = $2880
Investments = $80
Total = $3540
Projected Revenue increases:
Donations = $1730
Grants = $240
Total = $1970
TOTAL REVENUE LOSS $1570
Projected Exp Reduction:
Marketing = $35
Office Supplies = $40
Vehicle Gas & Oil = $700
Vehicle Maint. = $500
Fundraising = $50
Total = $1325
Projected Exp Increases:
Salaries/Wages = $1250
Total = $1250
TOTAL EXP REDUCT $75
Total Shortage = $1645
Program operating in the red

MSHL Transportation 2021
There are too many uncertainties to predict the impact of COVID-19 into 2021. I am confident that MSHL will adapt and adjust our services commiserate with funding currently proposed. The unit rate and number of units may have to flex

MSHL Meals on Wheels 2020
Projected Revenue Loss:
Client Cost Share = $2310
Total = $2310
Projected Revenue increases:
Donations = $1620
Total = $1620
TOTAL REVENUE LOSS $690
Projected Exp Reduction:
Marketing = $35
Office Supplies = $40
Fundraising = $50
Total = $125
Projected Exp Increases:
Vehicle Gas & Oil = $500
Vehicle Maint = 300
Salaries/Wages = $1346
Total = $2146
TOTAL EXP REDUCT -$2021
Total Shortage $2711
Program operating in the red

MSHL Meals on Wheels 2021
There are too many uncertainties to predict the impact of COVID-19 into 2021. I am confident that MSHL will adapt and adjust our services commiserate with funding currently proposed. The unit rate and number of units may have to flex

MSHL Resource Advocacy/Aging in Action 2020
Projected Revenue Loss:
Client Cost Share = $345
Total = $345
Projected Revenue increases:
Donations = $1150
Total = $1150
TOTAL REVENUE LOSS -$805
Projected Exp Reduction:
Marketing = $35
Office Supplies = $40
Fundraising = $50
Total = $125
Projected Exp Increases:
Vehicle Gas & Oil = $500
Vehicle Maint = 300
Salaries/Wages = $1346
Total = $2146
TOTAL EXP REDUCT - $125
Total Shortage = -$930
Program operating in the black

MSHL Resource Advocacy/Aging in Action 2021
There are too many uncertainties to predict the impact of COVID-19 into 2021. I am confident that MSHL will adapt and adjust our services commiserate with funding currently proposed. The unit rate and number of units may have to flex

Conclusion:
I would like to thank the Monroe County Commission on Aging for your willingness to consider altering funding models in the face of COVID-19. I have spent considerable time reevaluating service and funding impacts and would like to respectfully submit the MSHL does not foresee a need for any further adjustments in our Monroe Senior Millage Funding for either 2020 or 2021.