**Minutes**  
**Ashtabula County Senior Services Levy Advisory Board Meeting**

**May 11, 2022**

**Zoom Meeting and in person at OMJ**

|  |  |  |  |
| --- | --- | --- | --- |
| Present  Patrick Arcaro  Jerome Brockway  Christine Litweiler  Emory Moore  Mary Pepperney  Joseph Rapose  Mary Runyan  Dianne Solembrino  Virginia Walker  Jane Wallace  Pam Zack  Lynn Zalewski | Absent  Willietta Bunch-Marbury | Staff  Ronald Smith  Alissa Drees  Darcy Mosier | BOCC  Kathryn Whittington |
|  |  |  |  |
|  |  |  |  |

**Call to Order**  
Chair, Lynn Zalewski called the meeting to order.

**Approval of Minutes**  
Lynn Zalewski asked the board to review the minutes from March 16, 2022. After the board reviewed the minutes, Dr. Brockway made a motion to approve the minutes from March 16, 2022. Mary Runyan seconded the motion. Motion carried.

**Chair’s Report**

Chair, Lynn Zalewski asked Director Arcaro to update the board on changes in personnel. Director Arcaro shared Finance Administrator: Ron Smith is retiring. Fiscal Contract Unit Supervisor, Alissa Drees will be the new Finance Administrator. Ron and Alissa were both congratulated by the board.

**Funding**

Ron Smith presented the Revenue & Expense Report as of April 30th, 2022. Ron shared the current year revenue from taxes are $1,109,874.54 and total revenue is $2,103,895.71. The total expenses are $655,417.48.

**Contract Reports**

*Contract Report:* Darcy Mosier presented the contract report. This report represents payments made against provider’s contracts beginning in January through the calendar year. Darcy reported the providers target is to have used approximately 25% of their annual budget which is through the month of March 2022. ACCAA: Homemaker service was below the target at 13%. Darcy shared she corresponded with ACCAA and explained the low expenditure is due to lack of available staffing. Dianna Brooks added ACCAA continues to advertise for employment, however, ACCAA is having little success at filling the positions. Dianna reassured Darcy once they fill positions billing will increase. CHRC; Homemaker was at 35%. Currently Conneaut is meeting the homemaker needs. CNP; Companionship has zero units thus far for the FY 2022. Barb Klingensmith is working with Retired Senior Volunteer Program of Ashtabula County and is hopeful there will be companionship services provided in the next two months. Chore service providers: CNP has used 1% of their contract and CHRC has used 1%. Darcy shared, historically CNP Chore service begins the FY slowly and the services typically pick up during the nice weather months. CHRC feels now that seniors are aware there are chore services available through CHRC, yard care needs will increase, and the funding will be used. CNP, Personal Care and Homemaker services are at 9% and 13%. Barb Klingensmith stated staffing continues to keep the percentage of payments made against their contracts low. Barb added CNP offers incentives as well as certifications and continues to have difficulties filling these positions. Catholic Charities of Ashtabula County shows 11% of their contract being used for Payeeship. At this time there were no Guardianship units submitted which keeps their percentage on average lower than their target. Darcy explained, CCOAC does use other funding sources first for Guardianship and by the end of summer Guardianship will begin using Senior Levy funding. ACCAA, 2-1-1 was well above the target at 57%. Darcy shared ACCAA (2-1-1) was for 2-1-1 materials being distributed to Ashtabula County seniors. ACCOA, Independence & Wellness was at 43%. Darcy said the Ashtabula Senior Center was offering many new programs, hosting events, and heavily promoting which might be driving the high percentage of funds being used. Geneva Senior Center was at 13%. Bob Gruber, Director of the center explained offering a change of options in programming is not always embraced by the seniors attending the Geneva Senior Center. However, BINGO, cards and crafts continue to be a favorite but lack the pre Covid19 number of attendees. He is hopeful in bringing back the amount of participation to previous years.

*Wait List:* Darcy Mosier reviewed the providers displaying a waitlist. ARHHS Personal Care had forty-three (43) clients on their waitlist. ARHHS shared they must stay within their allotted budget from Senior Levy funding. CNP: Personal Care had two (2) clients on their waitlist and Homemaker had three (3) clients. Those waiting, are due to lack of available labor. ACCAA; Homemaker had fourteen (14) clients on their waitlist in March. When Dianna Brooks of ACCAA was contacted she simply stated the waitlist is a result of lack of staff to cover clients in need. ACCAA continues to aggressively seek staff to fill Homemaker positions. CNP; Homemaker had three (3) clients on their waitlist. Darcy explained CNP still has staff openings for both Homemaker and Personal Care services.

**Committee:**

1. *Senior Conference Committee update:* Darcy Mosier updated the board on the 2022 Virtual Senior Conference to be held on Friday, June 24th, 2022, from 9am to 12 noon. Darcy confirmed JFS Director Arcaro, Commissioner Whittington and Senior Levy Vice Chair, Pam Zack will be the Masters of Ceremony for the virtual event which will be located at the Ohio Means Jobs site. Commissioner Kozlowski will attempt to visit all four senior centers during the event which will host a limited number of attendees at each site. Commissioner Ducro plans on attending virtually. Due to a previous commitment, he is unable to participate in person. Darcy confirmed the senior centers are to have their one-minute commercial submitted to the committee by June 1, so it can be a part of the virtual presentation showcasing each centers programming and site. Darcy offered a signup sheet to the board members asking for volunteers to attend the Senior Conference in-person, at the senior centers. Darcy will follow up with board members by the beginning of June to confirm the senior center locations that they will be attending. Darcy shared what promo items, brochures and literature that have been received so far and stated the vendors wishing to contribute to the Senior Levy promotional bags have until June 1st to do so. Darcy added flyers were sent out to senior centers on 4/28/22 for distribution by way of their services, i.e., home delivered meals, homemaker, chore, and personal care. The flyers are to inform the seniors of the Senior Conference and how to register for the Zoom event. Darcy stated there will be a Senior Conference committee meeting first week of June to finalize event details.

2. *Independence & Wellness/Technology Committee Quarterly meeting update;*Pam Zack, Vice Chair, updated the SLAB by summarizing the last quarterly committee meeting with the four senior center directors on May 3, 2022, via Zoom. Pam shared; three senior centers were able to participate in the Zoom meeting. Director Lisa Bruckman shared; Ashtabula Senior Center is experiencing climbing numbers of seniors returning to their center. Conneaut’s numbers seem to be stagnant according to site director, Ryan Tattrie. He added, the seniors like the Zoom option at Conneaut so transitioning to the center in person has been slow. Both Conneaut and Country Neighbor are planning luncheons during May to celebrate Older Americans Month and hopefully encourage in-person attendance. New programs are happening at the Ashtabula Senior Center and at Country Neighbor Program. One new program at CNP, Andover site, is Sweet Treat’s on Fridays. Josh Woodard, Programming Director from Country Neighbor explained how they combined that with “I Love Lucy” by watching a few episodes and then having fun related treats. Ashtabula Senior Center held a fun drum session that was a big hit. Country Neighbor Program will host the police department to talk about fraud and a representative from Pymatuning State Park to talk about birds. Along with the food received in the monthly Commodity Supplemental Food Program (CSFP) also known as “Senior Boxes,” Barb Klingensmith and Josh Woodard from Country Neighbor Program shared that they are adding flyers to those receiving the boxes inviting them to participate with Josh every Wednesday on FB where a recipe will be shared with the ingredients they have received in their box. The centers are working on their videos for the senior conference to be held on June 24, 2022. Darcy reminded them to let her know by June 1st if they have items to put in the swag bags to be passed out at the senior centers the day of the conference. Darcy shared website information to explore what other senior centers around the country are doing. Always great ideas to review, especially if you need fresh incentive. Pam closed by stating the committee looks forward to our next meeting sometime in September.

*3. RFP Committee; Review Process and Timeline;* Chair, Lynn Zalewski asked the committee members to review the RFP informative pages in their SLAB packets and if any members wish to request changes, email Darcy as soon as possible. The RFP meetings will be offered both in-person and Zoom meeting. Advertising for the RFP’s was discussed. Darcy clarified the RFPs are advertised in both the Ashtabula Star Beacon and the Jefferson Gazette. Alissa Drees added the RFP information is also on the Ashtabula County Commissioners webpage, and as a courtesy, emailed to the current providers. Dr. Brockway asked if the RFP could be posted on the Senior Levy Facebook page. After discussion, the committee agreed it should be posted on the Senior Levy Facebook page. Alissa added if anyone knew of any provider interested in submitting an RFP to please share the organization with Darcy or have them call or email for more information.

**New Business:**

1. Chair, Lynn Zalewski confirmed Feed the Hope will be held on September 9, 2022, at Mount Carmel Community Center. Dr. Brockway added, at this time it will be like last year where there will be limited capacity. Lynn asked Ron Smith if the $10,000.00 donation for Feed the Hope was allocated in the FY 2022 budget. Ron confirmed that it was. Lynn asked the board for a motion to approve payment of the donation to the 2022 Feed the Hope. Dianne Solembrino made the motion to pay the donation of $10,000.00 that was allocated to Feed the Hope. Virginia Walker seconded the motion. Motion carried.

No public available for comment.

**Adjourn**

Mary Runyan made a motion to adjourn the meeting. Joe Rapose seconded the motion. Motion carried. The meeting was adjourned.

**Next Board Meeting**  
**July 13, 2022, at 10 a.m.**  
**Ohio Means Jobs and Zoom**