

AGENDA

Committee of the Whole AGENDA FOR JULY 26, 2021 AT 5:00 PM



Lansing City Hall, Tony Benavides Lansing City Council Chambers
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.

Council Member Spadafore, Chairperson

Council Member Hussain, Vice Chairperson

1. Call to Order

2. Roll Call

3. Minutes

A. July 12, 2021

4. Public Comment on Agenda Items (Up to 3 Minutes)

5. Presentations:

B. Dr. Paul Elam - MRJEA

6. Discussion/Action:

C. RESOLUTION - Racial Justice and Equity Plan

D. RESOLUTION - Amend the 2021 City Council Meeting Schedule; Resolution 2020-238

E. RESOLUTION - Tri-County Office on Aging Fiscal Year 2022 Annual Implementation Plan

F. RESOLUTION - Appointment; Semone James; 1st Ward Member Board of Water and Light; Term to Expire June 30, 2025

G. DISCUSSION - Resolution 2021-149; Ballot Language Charter Amendment; Ranked Choice Voting

H. DISCUSSION - Resolution 2021-150; Charter Amendment Ballot Language; Elimination of Primary Elections

I. RESOLUTION - Intergovernmental Agreement; Montgomery Drain Drainage District-RE: Red Cedar Development

Closed Session

J. Pursuant to MCL 15.268(c) of the Open Meetings Act, Council will hereby recess into closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement as requested by the City.

Reconvene

7. Other

K. RESOLUTION - Ratification of Teamsters Local 214 Supervisory and Teamsters Local 214 Clerical, Technical and Professional Collective Bargaining Agreements (CBA)

8. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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MINUTES **Committee of the Whole** **Monday, July 12, 2021 @ 5:00 p.m.** **Lansing City Hall, Tony Benavides Lansing City Council Chambers**

CALL TO ORDER

Council President Spadafore called the meeting to order at 5:00 p.m.

PRESENT- via audio/video

Councilmember Peter Spadafore
Councilmember Adam Hussain
Councilmember Carol Wood
Councilmember Patricia Spitzley - excused
Councilmember Kathie Dunbar
Councilmember Brandon Betz
Councilmember Jeremy Garza
Councilmember Brian T. Jackson

OTHERS PRESENT

Sherrie Boak, Council Staff
Mark Lawrence, Mayor's Office
Jim Smiertka, City Attorney
Lisa Hagen, City Attorney
Joseph Abood, City Attorney
Eric Brewer, Council Internal Auditor
Jim DeLine
Heather Shawa, BWL
Dick Peffley, BWL
Scott Taylor, BWL
Calvin Jones, BWL
Elizabeth O'Leary, HR
Melissa Cole, CADL
Scott Dulmstra, CADL
Debora Bloomquist, CADL
Chris Swope, City Clerk

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM JUNE 21, 2021 AS PRESENTED. MOTION CARRIED 7-0.

DRAFT

Public Comment

Mr. DeLine spoke in support of the resolutions to have Charter Amendments to put language on the ballot for rank choice voting. He clarified that the discussion tonight is if there is reason to put on the November ballot a charter change to bring rank choice voting to the City of Lansing.

Presentations

LBWL FY Ending 6/30/2022 Budget & Capital Forecast for FY2022-2027

Mr. Peffley spoke briefly on the highlights, including a rate increase that was waived last year and this year, and still able to continue services. Over the next few years, there will be 8 miles of pipe replaced and address the long term program on quality water systems.

Ms. Shawa presented highlights on the FY 2022 operating budget and cash flow, along with the 6 year capital forecast. This include no rate increases, this does delay the multi-year strategy, and in prior forecast it would been met in 2024, so now will be met in 2026. With the rate increases deferred, they are working on their competitiveness and looking efficiencies to help attract businesses to the area. This budget will support the strategic plan that was approved by the BWL Commission earlier in 2021. The presentation continued with an overview of the projections for FY 2022, the income statement in the packet, and the capital budget.

Council President Spadafore, asked about the 2017 CIP for the Eckert Plant listed in the report and Ms. Shawa it covers securing the property and the T & D location still needs to be deferred. Council Member Wood asked about the rate hike that was deferred for two (2) years, and if when they start it will it be gradual or a jump to cover the deferred two (2) years. Ms. Shawa stated the goal is to stay at or above inflation. Mr. Peffley added that they are working with customers on their delinquent bills, but they are currently at an unprecedance level of \$11 million. Council Member Wood referred to the report and the project for water replacement, and asked how much is in the right of way compared to in the actual street. Mr. Peffley confirmed the majority is in the street, but they also work with public service and look at see what is effected in the street. The budget item listed is to determine the funding, they are still not sure on the details for the plan, layout, and will need to go to operations. Therefore there is a 3 year ramp up, and plan to get 8 miles a year FY 2026. Mr. Peffley and Mr. Lawrence confirmed they will be working together. Council Member Jackson acknowledged BWL for their work recently with lighting at Moores Park, and then asked about any renewable area projects in their budget and any work in the wind farm located in the thumb area. Mr. Peffley confirmed they alternate energy in the thumb area is BWL energy of 70 megawatts, and that company is Next Era. It was smaller than anticipate, but has been online 7 months. The other company, Pegasus, is not on the report, it is a purchase power agreement, so BWL does not own it, so they partner since the energy is BWL. Council Member Jackson asked if there is an expansion or new project in the next 6 years, would that appear on the budget report under "Other". Ms. Shawa said that any feasibility study in micro-grids, and those would be in "other", but also software implementation and development are in that line item also. Regarding alternative projects, Mr. Peffley noted they are looking into an RFP on battery uses, and looking at charging stations in the City. Council Member Spadafore asked if BWL was looking into off peak and peak rates for electric vehicle charging. Mr. Peffley confirmed they do have technology they are working on with the intent to save money, and recommend energy cost breaks to shave the peak uses. Ms. Shawa stated Council would see it reflected in their report next year as part of the next rate strategy. Lastly Mr. Peffley confirmed the charging stations will be both energy sources, depending on when it is being used.

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Capital Area District Library Annual Report Presentation

Melissa Cole and Scott Dulmstra with CADL were present to provide an overview on CADL and 2020. Mr. Dulmstra spoke briefly on the annual update which was in the packet, and what they did to adjust for the 2020 to access the materials. Ms. Cole spoke briefly about the library and what they did in 2020. Council Member Wood asked if all branches were back open to the public and Mr. Dulmstra confirmed they were. She then asked about the CADL hot spots and if there is a time limit on those, and it was confirmed that it was 2 weeks, and they are working on getting some out just for students. Council Member Wood then asked if there are any new items CADL is loaning out, and Mr. Dulmstra confirmed they have new technology. Council Member Garza asked if the hot spots are only utilized in the City, at which Mr. Dulmstra noted they have worked with multiple providers in the areas to make sure those carriers have the best reception. Council Hussain asked about the library meeting spaces and how people would go about getting use of them. Mr. Dulstram acknowledged they were not available in 2020, but they are back in the fall of 2021 and all someone needs is a library card and to contact the library for the steps to make it happen. Council Member Dunbar acknowledged Mr. Dulmstra for the recent announcement they will forgiving all fines and fees.

Discussion/Action

RESOLUTION – Reappointments; 19 Individuals to various Boards and Commissions

Council President Spadafore read into the record the names and boards listed on the resolution.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE REAPPOINTMENTS.

Council Member Hussain spoke briefly on the practice of not having reappointments in person, and therefore wanted to recognize all them for their time so far on the Boards.

Council Member Dunbar referred to the resolution, and voiced a concern and potential conflict of interest with the reappointment of Mr. Purchase to the Fire Commissioner and pending litigation, then asked for a motion to separate action on that one appointment.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION WITHOUT THE REAPPOINTMENT OF STEPHEN PURCHASE. MOTION CARRIED 7-0.

MOTION BY COUNCIL MEMBER JACKSON TO TABLE FOR MORE INFORMATION ON AND ACTION AT A FUTURE MEETING.

COUNCIL MEMBER JACKSON ASKED TO TABLE UNTIL NEXT MEETING TO ALLOW COUNCIL MEMBERS TO GET MORE INFORMATION ON THE CONFLICT COUNCIL MEMBER DUNBAR WAS REFERENCING. MOTION TO TABLE ACTION ON MR. PURCHASE FAILED 3-4.

MOTION BY COUNCIL MEMBER HUSSAIN TO REAPPOINTMENT STEPHEN PURCHASE.

Council Member Wood confirmed for the Committee that Mr. Purchase was in the Committee on Public Safety when he was appointed, and he was also just at the Committee to talk about the Boards rules. She also noted that the Fire Commission does not have anything to do with lawsuits against the City.

MOTION CARRIED 6-1.

RESOLUTION – nunc pro tunc Action Based on COVID Impact in 2020

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE NUNC PRO TUNC ACTION BASED ON COVID IMPACT. MOTION CARRIED 7-0.

DRAFT

RESOLUTION – Charter Amendment - Article 2, Chapter 2, Sections 2-205 and 2-206: Method of Election; Rank Choice Voting

Ms. Hagen spoke on the latest drafts, dated 7/12/2021, and highlighted the changes which came from an informal discussion with the Attorney General and his helpful comments. One major change addressed 2-205 (2) which speaks to the election of At Large members of City Council. The other change was to specify the majority was greater than 50%, and the other change was in the ballot question itself, which is limited to 100 words. Language was eliminated to meet that 100 by striking out “implement this amendments”. Ms. Hagen went on to explain the new 2nd resolution on ballot language, based on the discussion with the Attorney General, which addresses eliminating “primary election” which is mentioned multiple times in the Charter. Ms. Hagen concluded by making the Council aware that both ballot proposals have to pass by the voters, or neither are implemented. Council Member Garza asked if the action being requested at this meeting was to just place on the ballot, and Ms. Hagen confirmed. Council Member Jackson asked why they were proposing to eliminate the primary and not just have it in the intent. Ms. Hagen noted that there are numerous sections of the Charter that mention the “primary election”, and after discussions with the Attorney General it was the recommendation, and elimination of the primary is not the main purpose. Mr. Smiertka made Council aware that this resolution for ballot language and the next one is a 5 person vote in support, and if it passes then it goes to the Governor then when it comes back will be a 6 person vote. Council Member Garza asked if they get approved, what would the plan be to get the information out to the public. Ms. Hagen stated that would be a question for the City Clerk on how ballot proposals are announced and maintained. Council President Spadafore reminded the Committee there is already another proposal on the ballot in August and that process that was used for that one will be used for these.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION TO SET THE BALLOT LANGUAGE FOR A CHARTER AMENDMENT TO ARTICLE 2, CHAPTER 2.

Council Member Hussain noted the number of discussions he has had, then read the 2nd -3rd WHEREAS. Council Member Hussain stated his belief is that the implications would be that Council thinks this voting method is superior, but he noted he is not suggesting that at this time. He then noted a recent election in NY where there were recent issues, and in Maine there were federal elections, and polls put out where voter satisfaction and understanding has gone down. He continued citing crowded forums where it is difficult for the public to distinguish one candidate from another, therefore could not support passing something that implies that this Council thinks this is the best option.

Mr. Smiertka noted that once Council adopts the language it will go to the Attorney General, then the Governor, and lastly if approved will be placed on the ballot.

Council Dunbar also referenced stories from New York, and questioned why Council Member Hussain that there are more lines at the polls, at which he stated in Maine it expanded the time in the polls, which made longer lines to get into the polls.

Council Member Jackson suggested amending the first WHEREAS, to “The current methods of election codified by Charter may contribute to insufficient choice and participation of residents;” and amending the second WHEREAS to “Other methods of election may be more efficient while providing citizens with a superior range of options;”.

Council Member Hussain agreed to the amendments, with the change “WHEREAS, it has been argued that the current methods of election codified by the Charter may contribute to insufficient choice and participation for residents; and

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WHEREAS, it has been argued that other methods of election may be more efficient while providing citizens with a superior range of options;”

Council Member Garza asked if the interested parties could still do a ballot initiative for the November ballot. Chris Swope confirmed the deadline for the ballot is August 9th, and any initiative would have to be submitted two weeks prior to that.

MOTION BY COUNCIL MEMBER HUSSAIN ON THE AMENDMENTS. TO THE RESOLUTION. MOTION CARRIED 6-1.

MOTION BY COUNCIL MEMBE HUSSAIN TO APPROVE THE AMENDED RESOLUTION. MOTION CARRIED 6-1.

RESOLUTION – Charter Amendment – Article 2, Chapter 2, Sections 2-201, 2-203, 2-204 and 2-406; Elimination of Primary Elections

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE AMENDMENTS TO THE RESOLUTION TO SET THE BALLOT LANGUAGE FOR A CHARTER AMENDMENT TO ARTICLE 2, CHAPTER 2, SECTIONS 2-201, 2-203, 2-204, 2-406, 2ND WHEREAS, REMOVE “DETERMINED” CHANGE TO “ARGUED”, ADD IN “MAY” AFTER “CHARTER”, IN 3RD WHEREAS, REMOVE “DETERMINED”, CHANGE TO “ARGUED”, REMOVE “CAN” CHANGE TO “MAY”. MOTION ON THE AMENDMENTS CARRIED 6-1.

MOTION ON THE AMENDED RESOLUTION CARRIED 6-1.

CLOSED SESSION

MOTION BY COUNCIL MEMBER HUSSAIN AT 6:23 PM: Pursuant to MCL 15.268(c) and MCL 15.268(e) of the Open Meetings Act, I hereby move that we recess into closed session for strategy and negotiation sessions connected with the negotiation of the Memorandum of Understanding between City of Lansing and the Teamsters 243, as requested by the City and to discuss the active litigation City of Lansing, Michigan v. Purdue Pharma L.P., et al.

ROLL CALL VOTE. MOTION CARRIED 6-1.

RECONVENE

Council President Spadafore reconvened the meeting at 6:47 p.m.

OTHER

RESOLUTION – Teamster 243 Supervisory Memorandum of Understanding

Council Member Hussain detailed that the MOU was to reflect a 2% wage increase, effective 2/1//2021, and run through the CBA already approved earlier in 2021.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE TEAMSTERS 243 SUPERVISORY MEMORANDUM OF UNDERSTANDING. MOTION CARRIED 7-0.

RESOLUTION – Teamsters 243 Clerical, Technical, Professional Memorandum of Understanding

Council Member Hussain detailed that the MOU was to reflect a 2% wage increase, effective 2/1//2021, and run through the CBA already approved earlier in 2021.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE TEAMSTERS 243 CLERICAL, TECHNICAL, PROFESSIONAL MEMORANDUM OF UNDERSTANDING. MOTION CARRIED 7-0.

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Adjourn

The meeting adjourned at 6:49 pm
Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee

Equity in Action

*Moving Professionals
From Concept to Practice*



City of Lansing Internal Organizational Scan

**Paul Elam, PhD
Chief Strategy Officer**

July 26, 2021



Michigan-based and nationally engaged,
non-profit public health institute.



**Quality &
Excellence**



**Authentic
Relationships**



**Servant
Leadership**



**Health Equity
& Social Justice**

Background

- **Purpose:** To identify race-related issues associated with diversity, equity, and inclusivity (DEI) within City of Lansing departments, based on Mayor Andy Schor's executive directive aimed at fostering the fair and bias-free treatment of people.
- **Goal:** To gather a wide variety of data regarding the perceptions and working experiences of employees across various City of Lansing departments.
- **Utilization:** Findings and insights will be shared with the Office of the City Attorney as evidence to help make data-informed decisions to create a diverse, inclusive and welcoming environment for all employees.



Three-Phased Approach

- **Phase I (January – February 2021):** Focus group sessions with City of Lansing employees across departments to identify organizational challenges, opportunities for growth, and areas of success.
- **Phase II (February – April 2021):** A document analysis to examine existing DEI initiatives, activities, and policies within the City of Lansing and respective departments.
- **Phase III (March 2021):** An organization-wide survey.

Assessment Questions

- What are employees' perceptions of race-relations within City of Lansing departments?
 - What are employees' perceptions of the City of Lansing mayor's race-related initiative?
 - What are employees' perceptions of DEI within the City of Lansing?
 - What are employees' perceptions of different racial groups who work within the City of Lansing, related to racial interactions?
 - What recommendations do employees have to make their department feel more diverse, equitable, and welcoming?



Question #1

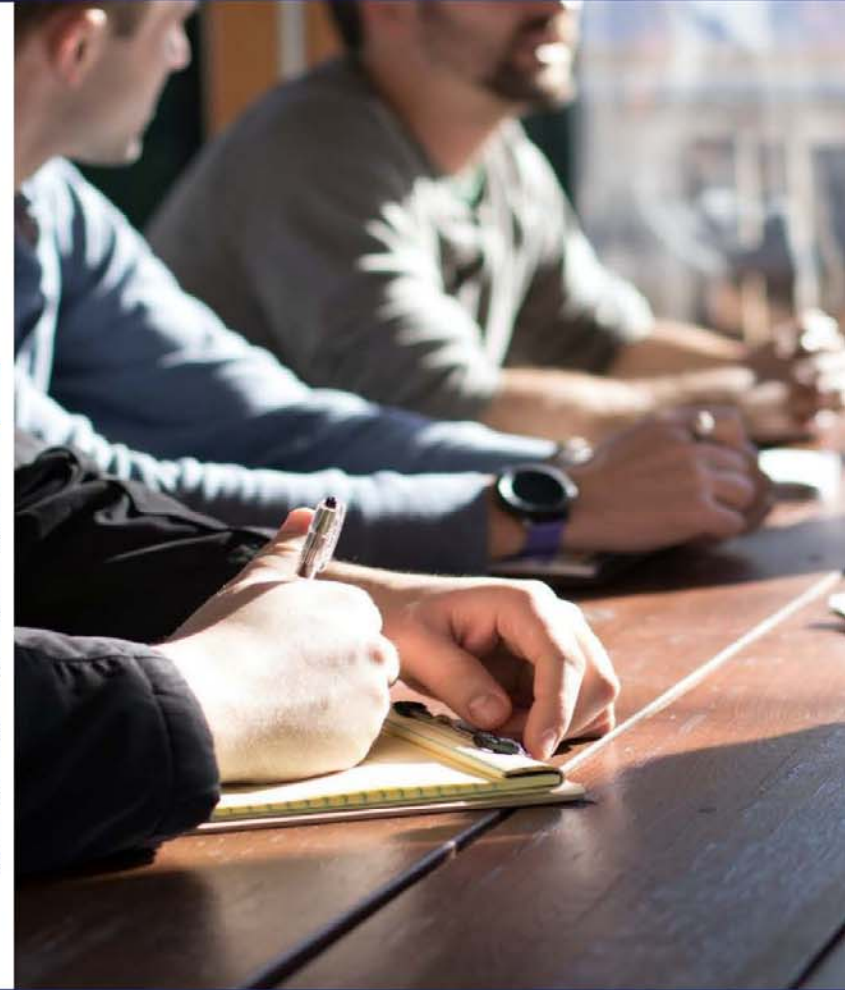
What are employees' perceptions of the City of Lansing's Mayor's race-related initiative?



RQ1: Overall Perception of the City of Lansing Mayor's Race-Related Initiative

How satisfied are you with the Mayor's Executive Directive on Equity?

Row Labels	BIPOC	White	Grand Total
Dissatisfied	13.51%	5.13%	7.14%
Somewhat satisfied	35.14%	27.35%	29.22%
Satisfied	40.54%	54.70%	51.30%
Very satisfied	10.81%	12.82%	12.34%
Grand Total	100.00%	100.00%	100.00%
<i>SUM of Very Satisfied and Satisfied</i>	51.35%	67.52%	63.64%



Question #2

What are employees' perceptions of diversity, equity, and inclusion within the City of Lansing?



Perceptions of Diversity



Employees shared their perspective regarding diversity within the City of Lansing and various departments. The main themes that emerged from the data related to diversity were:



Lack of diversity—
White and male-
dominated



Mixed perceptions of
diversity between White
and BIPOC employees



Perceived diversity
by members of the
leadership team within their
respective department

Perceptions of Equity



Employees were asked about their perceptions of equity within the City of Lansing and their respective departments. Four themes emerged:



Inequitable
employment/work-
related practices
based on race and/or
institutional connections



Mixed
perceptions
related to equity
among BIPOC
employees



Mixed
perceptions
regarding
equity based on
biological sex



Perceived
inequitable
handling of
reported
grievance

Perceptions of Inclusivity



Employees were asked about their perceptions of inclusivity within the City of Lansing. Several themes emerged including:



Lack of cultural awareness and sensitivity



Lack of efforts to be inclusive



The environment not perceived to be welcoming



Mixed perceptions regarding feeling heard and having a "voice"



Perceived sexism

Barriers to Inclusion Within the City of Lansing



In addition to the above noted themes related to inclusivity within the City of Lansing and its departments, employees highlighted two barriers to inclusion – “cancel culture” environment and lack of consistent leadership.



“Cancel Culture” Environment



Lack of Consistent Leadership

Question #3

What are employees' perceptions of different racial groups who work within the City of Lansing, related to racial interactions?



Perceptions of Different Racial Groups Who Work Within the City of Lansing Related to Racial Interactions



Two overarching themes emerged from the data related to racial interactions among employees from different racial groups.



Mixed perceptions that employees were treated differently based on their race.



Perceived lack of interaction between individuals from different racial groups.

Question #4

What recommendations do employees have to make their department feel more welcoming and equitable?



Employee Recommendations

1

Improve hiring processes – expand reach to recruit more diverse individuals.

2

Improve communication between employees, leadership, and the community as a whole.

3

"Make diversity a priority, but not a selling point."

4

Focus on equity within departments.

5

Create a safe space for DEI conversations.

6

Host social events for all employees.

7

Improve transparency regarding general operations and grievance processes.

8

Acquire leadership buy-in regarding DEI initiatives.

9

Retain existing programs (e.g., Citizens Police Academies, Community Policing).

10

Invest in employee capacity to enhance knowledge about DEI.

11

Increase DEI- and general job-related training offerings.

12

Address need for standard job-related policies.

13

Implement employee performance evaluations.



MPHI Recommendations for Action

1

Propose a charter amendment to establish language in the city charter to appropriate DEI funding each fiscal year to implement racial justice and equity strategies for the City of Lansing.

2

Propose an ordinance amendment to establish a permanent DEI board to work with the City of Lansing Diversity Officer to implement a DEI plan.

3

Appropriate funding to implement the Mayor's racial justice and equity strategies for the City of Lansing.

4

Establish a commitment to DEI by setting a "Tone at the Top" that starts with the Mayor. This tone should also be reflected in the City's vision, mission, strategic plan, recruitment hiring and onboarding processes to help create a culture of inclusion within the City of Lansing.

5

Establish city wide and department level DEI action plans and monitor the implementation of the plans.

6

Charge HR and HRCS to review, modify and institutionalize departmental policies, procedures and practices that align with the Mayor's core values and executive directive to advance DEI.

7

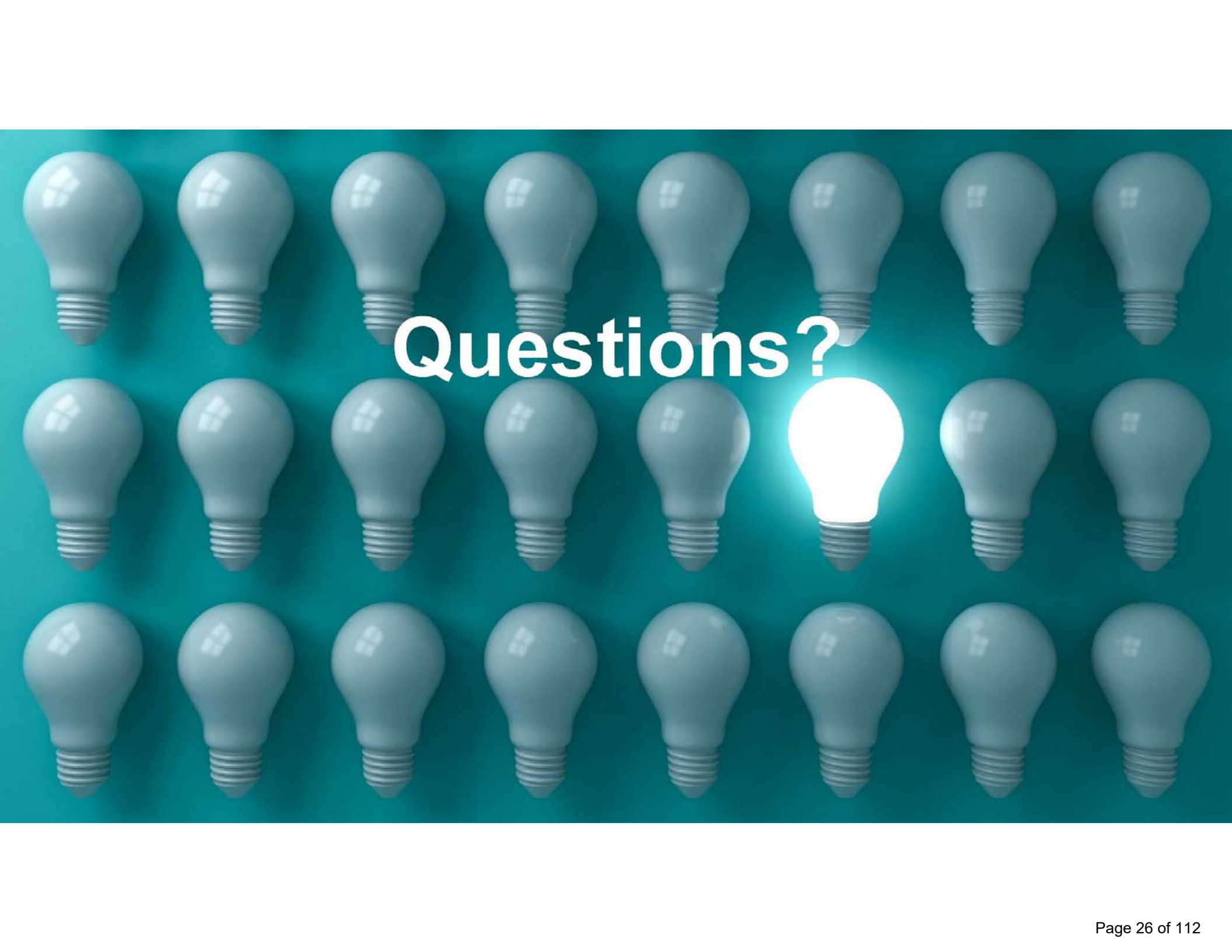
Engage in employee outreach and education to awareness of policies, procedures, and practices.

8

Identify, fund and implement DEI professional development, training, and capacity building offerings for administrators, managers, supervisors and employees that becomes embedded in on-boarding and continuous improvement.

9

Establish and empower a diverse DEI team to discuss and implement these recommendations.

A 3x8 grid of 24 incandescent light bulbs is shown against a teal background. The bulbs are arranged in three rows and eight columns. The bulb in the second row, seventh column from the left, is illuminated, casting a bright white glow. The other 23 bulbs are unlit and appear as a uniform light blue-grey color. The word "Questions?" is superimposed in white text over the center of the grid, partially overlapping the glowing bulb.

Questions?

RESOLUTION # _____
BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in accordance with the Budget Resolution for Fiscal Year 2021/2022 passed on May 17, 2021, the Lansing City Council added the following language to the Budget Policies:

- Racial Justice and Equity Plan
- Subtract \$300,000 from Human Resources operating line and inserting a line NonDepartmental reading “Contingency for Racial Justice and Equity Plan” for \$300,000.

No expenditures will be made from this account until a plan to utilize these funds has been presented to City Council by the Mayor and that plan has been approved by the majority of Council. No expenditures will be made from this account until a plan to utilize these funds have been presented to City Council and approved by the majority of Council; and

WHEREAS, on June 7, 2021, at the Committee of the Whole Meeting, Director Kim Coleman, Director Linda Sanchez Gazella and MRJEA - Jonathon Butler, Esq. (Equity Manager, San Antonio, Texas) presented information on the Racial Justice and Equity Plan to Council; and

WHEREAS, On July 26, 2021, at the Committee of the Whole Meeting, Director Kim Coleman, Director Linda Sanchez Gazella and Paul Elam presented the remainder of the information to finalize recommendation to utilize the funds appropriated for Racial Justice and Equity Plan.

NOW THEREFORE BE IT RESOLVED THAT the Lansing City Council supports the expenditure of the funds as outlined in the plan.

NOW THEREFOR BE IT FURTHER RESOLVED THAT Council approves the Racial Justice and Equity Plan presented to City Council at the Committee of the Whole.

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, on December 7, 2020 City Council adopted Resolution 2020-238 to establish the Lansing City Council meeting dates for 2021; and

WHEREAS, August 30, 2021 is scheduled as a regular City Council meeting on Resolution 2020-038.

NOW THEREFORE BE IT RESOLVED, the Lansing City Council amends Resolution 2020-038 to remove the previously scheduled August 30, 2021 City Council Meeting.

THEREFORE BE IT FURTHER RESOLVED, the Committee of the Whole meeting for August 30, 2021 will be canceled.



June 23, 2021

Lansing City Council
Lansing City Hall
124 W Michigan Ave #10
Lansing, MI 48933

Dear Lansing City Council:

The Tri-County Office on Aging's (TCOA) Fiscal Year 2022 Annual Implementation Plan (AIP) is available for review. This planning document is required under the Older Americans Act and Older Michiganians Act.

The Michigan Aging and Adult Services Agency (AASA) requires TCOA to ask major cities and county commissions to approve the plan. We are requesting that this plan be approved by August 2, 2021. A resolution endorsing the plan would be appreciated. If the Council does not respond by August 6, 2021, TCOA will consider this passive approval of the plan.

We have sent an electronic copy of the AIP via email to Lansing City Council President Peter Spadafore with a copy to TCOA Administrative Board Members Adam Hussain, Patricia Spitzley, and Chris Swope. You may also view the plan and its attachments on the TCOA website at www.tcoa.org/documents. Simply click the corresponding link under the 2022 Annual Implementation Plan section. We can also provide a printed copy via mail upon request.

The City of Lansing, along with Clinton, Eaton and Ingham counties and the City East of Lansing, is a member of the Tri-County Aging Consortium. The Consortium members appoint representatives to serve on TCOA's Administrative Board, which has the responsibilities of agency operations, and must endorse and recommend approval of the Plan to AASA. The Board endorsed the plan on June 21, 2021. Two older adults, with two additional vacancies, appointed by the City of Lansing serve on the Advisory Council that reviewed and recommended approval to the Consortium Administrative Board.

Please email the resolution to LongK@tcoa.org at your earliest convenience. If you have further questions, please feel free to contact me. I can be reached at 517-887-1348.

Thank you for your attention to this issue.

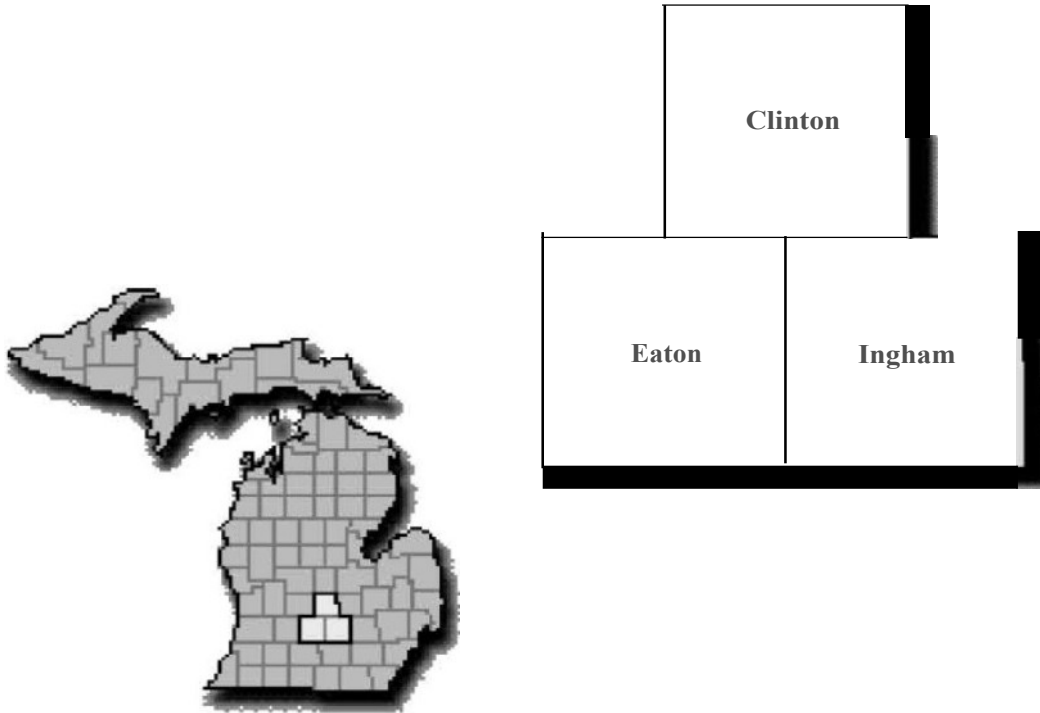
Sincerely,

Kate Long
Planner

5303 S. Cedar Street, Suite 1, Lansing, MI 48911-3800
Telephone 517.887.1440 • Toll Free 1.800.405.9141
Fax 517.887.8071 • www.tcoa.org



2020-2022 Multi Year Plan
FY 2022 Annual Implementation Plan
TRI-COUNTY OFFICE ON AGING 6



Planning and Service Area

Clinton, Eaton, Ingham

Tri-County Office on Aging

5303 S. Cedar Street, Suite 1

Lansing, MI 48911-3800

517-887-1440 (phone)

800-405-9141 (toll free)

517-887-8071 (fax)

Marion Owen, Executive Director

www.tcoa.org

Field Representative Becky Payne

payner4@michigan.gov

517-284-0163

STATE OF MICHIGAN
Michigan Department of Health & Human Services
AGING AND ADULT SERVICES AGENCY

FY2020-2022 Multi Year Plan

FY 2022 Annual Implementation Plan

Tri-County Office on Aging

FY 2022

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Executive Summary

Agency and PSA Description:

Tri-County Office on Aging (TCOA) is the Area Agency on Aging for Region 6 serving Clinton, Eaton, and Ingham Counties. TCOA was established as a Consortium of Clinton, Eaton and Ingham Counties and the cities of Lansing and East Lansing in 1974 through a regional cooperative agreement under the Michigan Urban Cooperation Act of 1967. TCOA was designated the Area Agency on Aging through the Michigan Aging and Adult Services Agency (formerly Older Adult Services) as a response to the 1973 amendments of the federal Older Americans Act. TCOA's mission is to promote and preserve the independence and dignity of the aging population. This mission is at the core of all programs and services the agency provides in its service area and the foundation of the agency's area plans.

Between the 2010 and the 2019 American Community Surveys, the three counties that make up TCOA's service area have seen an estimated 33% increase in the 60 and older population. The older adult population represents 22% of the total tri-county population as of 2019. TCOA has continued prioritizing services to focus on serving individuals considered high risk and needing the most assistance. In the TCOA service area, 80% of residents are White, 10% Black, 5% Asian, 1% Alaska Native, less than 1% Native Hawaiian/Pacific Islander, and 1% identified as some other race, not specified. Additionally, 7% of the total PSA are Hispanic or Latino (of any race).

Agency Strengths, Challenges, and Opportunities

TCOA has provided over 45 years of service delivery to both Medicaid and non-Medicaid eligible participants. Agency strengths include being a leader in advocacy at the local and state/regional levels, participating as a pilot for new programs, longevity of leadership, and maintaining low administrative costs. TCOA also prides itself on person-centeredness being embedded in the fabric of our culture with deeply rooted relationships in the community. Additionally, TCOA is currently in the process of renewing accreditation through the National Committee for Quality Assurance (NCQA). TCOA was awarded a 3-year accreditation in 2019. The process involves reviewing the latest evidence-based best practices and updating policies/procedures to reflect the most relevant processes.

Areas for improvement include enhancing reach to underserved populations, including non-English speaking, LGBTQ+, and homeless populations, expanded caregiver supports/services, and strengthening relationships with health systems. Although wait list numbers have decreased, the continued existence of wait lists for specific programs and services is a concern.

Agency opportunities include exploration and possible creation of Caregiver Specialist and Housing Specialist positions, improving outcome reports, and expanding conversations about Senior Millages beyond current Ingham County efforts.

Agency Focus Areas

TCOA will continuously prioritize and reprioritize efforts throughout the year around current events and the needs of the community being served, but there will be some interests that will receive focused attention during Fiscal Year 2022.

This will include continued examination of social determinants of health and brainstorming ways to assist the previously mentioned underserved populations gain access to services through community collaboration, and interactions with the Community Resource Navigator. The agency will also continue efforts relating to diversity, equity, and inclusion with the internal staff-led committee.

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Another goal and focus of the agency for FY 2022 is to support formal and informal caregivers in the community, including the direct care workforce. Plans include working with community partners to promote and advance workshops and information sharing, and to increase the availability of Building Training Building Quality (BTBQ) modules. Advocacy for the permanent hourly wage increase for direct care workers has been and will continue to be a priority as well.

TCOA would also like to join in the discussions with the transit authority leaders on the topic of regionalization of transportation options throughout the tri-county service area. The pandemic has helped jump start efforts and has broken down some barriers for continued collaboration and regional transportation offerings.

It is becoming a known fact that broadband access can reduce isolation, improve health outcomes, and help lower health care costs. Rural and low-income Michiganders, many of whom are older adults, are impacted negatively within the disparities that currently exist. Part of the digital divide for the 60 and older population stems from a lack of broadband infrastructure where they live, and part is due to a lack of know-how when it comes to using the Internet, computers, and smart devices. The COVID-19 pandemic magnified the negative effects, as older adults without Internet access faced added difficulties signing up for vaccines, participating in contact tracing, and had fewer outlets to combat isolation during quarantine. TCOA will advocate along with the Area Agencies on Aging Association of Michigan and community partners to urge policymakers to expand access to affordable, reliable high-speed Internet for all Michigan residents, regardless of where they live in the state. Efforts will also include utilizing funds, when allowable, to provide internet and the necessary technology to access and participate in programs and services.

A training curriculum has been developed for volunteers to address the unique needs of HIV + elders experiencing social isolation with special attention paid to those in marginalized communities. Several potential trainers have been identified for each portion of the training, which includes initial content with follow-up sessions scheduled. Looking ahead to FY 2022, funding status is unknown, but with the increased communication with Lansing Area Aids Network (LAAN) and other community partners, TCOA is confident that referred individuals will continue to receive food supports. Participants will also be invited to participate in the Friendly Reassurance program.

A) New priorities, plans or objectives:

With the health crisis continuing and recovery efforts in full swing, we would be remiss to not include an agency goal relating to emergency preparedness and response. TCOA will work to prepare for and effectively respond to local, state, national, and global natural disasters, personal safety, and health emergencies. Strategizing and building capacity during noncrisis periods will help during crisis periods to collect and disseminate relevant information, gauge the situation, plan for contingencies, and stock necessary supplies. Activities will include actively collecting and disseminating educational materials of accurate and relevant response and recovery efforts, attending or conducting relevant trainings and meetings, reviewing existing agency planning and response documents regularly, and strengthening and maintaining relationships with community partners.

B) Changes to Services and Supports:

TCOA launched its own internal friendly reassurance calls to clients to augment other local efforts to mitigate social isolation concerns during the pandemic. These have been received very well by the majority of seniors and TCOA plans to continue weekly calls beyond the health crisis. As previously mentioned with the new plan goal, there will also be efforts directed toward Disaster Advocacy and Outreach.

C) COVID Response:

While TCOA had to close its office to the public per the Governor's Executive Order on March 13, staff began

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working remotely, maintaining regular contact with clients and performing eligibility assessments, case management appointments, Medicare Medicaid Assistance Program calls, evidence-based programs when allowable, and other services through online platforms or more often via telephone. TCOA coordinated delivery and pickup of Personal Protective Equipment to providers for direct care workers as well as clients. TCOA Meals on Wheels home delivered meals decreased the delivery schedule to one day a week in order to minimize contact between volunteers and participants, as well as kitchen staff. However, participants continued to get up to a week's worth of meals. In-person dining at Congregate Senior Dining sites was stopped and meal pickups were offered at 24 different locations across the tri-county area instead. Special projects to increase access to food and PPE, reduce social isolation, and to reduce loneliness were possible through grants from community partners and Aging and Adult Services Agency of the MI Department of Health and Human Services. TCOA also launched Friendly Reassurance Calls to assist with combatting loneliness, as well as informal weekly calls on Tuesdays for Nutrition program participants with the Community Nutrition Manager. TCOA contracted a previous employee to assist with vaccine appointment scheduling and navigation, as well as transportation arrangements as needed. As opportunities are presented, TCOA is offering informational materials about the COVID-19 vaccines and vaccination site locations.

Challenges include vaccine access for clients unable to leave the home, direct care worker shortages, and vaccine gaps. TCOA is working on learning where gaps are and why they exist. Whether it be the need for assistance in signing up, need for outreach and education, or lack of interest, TCOA is working with the local health departments and community partners on ways to reach the unreached or uneducated populations. Continuing needs include persistent outreach and education relating to the vaccine gaps mentioned above.

D) Contingency Planning:

Contingency plans are continually reviewed and revised as new challenges and opportunities arise throughout the year. All strategies to reduce administrative/operational expenditures would be explored first in order to avoid possible reduction of services. A reduction in funding could result in shifting funds from one program to another, where allowable, and ultimately could result in wait lists. Millages could be sought by community members in the remaining two counties of the Region 6 service area to offset reduced funding. TCOA hopes Senior Millages in Eaton and Clinton Counties are pursued regardless.

E) Advocacy:

Direct Care Workforce

Permanent wage increase, trainings, and empowerment continue to be a focus.

Expand conversations about Senior Millages beyond current Ingham County efforts.

Ingham County Elder Persons Millage passed August 2020 and funding took effect January 1, 2021.

Ongoing efforts

Michigan Senior Advocates Council: Two of the three delegate seats that represent the tri-county area on the Michigan Senior Advocates Council to advocate for older Michiganians are filled and TCOA Community Relations Director provides staff supports.

Senior Action Week/Older Michiganians Day: The TCOA Community Relations Director, Nutrition Director and Executive Director participate in the planning of Senior Action Week and Older Michiganians Day, and the TCOA Planner is assisting on the Communications Committee.

Advisory Council: TCOA makes significant effort to keep the Advisory Council members and other local advocates informed of local and state issues. They are also encouraged to meet with local state legislators to advocate on issues impacting older adults and persons with disabilities as identified in the Older Michiganians Day Platform.

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TCOA continues to advocate with:

- Silver Key Coalition

- IMPART Alliance

- 4AM (Area Agencies on Aging Association of Michigan)

- Michigan Olmstead Coalition

- Other advocacy organizations

Advocacy at the state level occurred with vaccine roll out relating to older adults that cannot leave the home as well as adults with disabilities younger than the vaccine thresholds that are just as vulnerable.

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County/Local Unit of Government Review

The Tri-County Office on Aging Administrative Board (Tri-County Aging Consortium) is made up of representatives from five local units of government: Clinton, Eaton & Ingham counties, and the cities of Lansing & East Lansing. TCOA Advisory Council older adult members are appointed by their respective local units of government. Both the Advisory Council and Board review and recommend approval of the Multi-Year Plan (MYP) and Annual Implementation Plans (AIP).

TCOA will send a letter and electronic copy of the plan to local units of Government via email with required confirmation of receipt by June 28, 2021 requesting approval of the AIP no later than August 2, 2021. The correspondence will state that if a response is not received by August 6, 2021, it will then be considered passively approved.

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Public Hearings

Date	Location	Time	Barrier Free?	No. of Attendees
06/10/2021	Virtual via Microsoft Teams	01:00 PM	Yes	27

A public hearing was held on June 10, 2021 to solicit input on the Annual Plan for FY 22. The public hearing was announced at TCOA's Advisory Council and Administrative Board April meetings, and posted on TCOA's website, Facebook page, and shared in the agency e-newsletter that has over 1,600 subscribers. The notice was also posted in a paid notice in the Lansing State Journal in the May 9th edition and The New Citizen Press between May 2 through May 15, and shared with various partner groups, providers, and councils. The New Citizens Press is a multicultural community newspaper started in February 2002. The TCOA Advisory Council has a representative from Disability Network Capital Area as well as community advocates and public health partners. The summary document was available for public review by May 26th and was discussed at the May Advisory Council and Consortium Board meetings and the draft plan was available to public prior to the public hearing.

Due to the ongoing health crisis, the Tri-County Office on Aging's Public Hearing covering the Fiscal Year 2022 Annual Implementation Plan adhered to the Open Meetings Act and was held virtual via Microsoft Teams with a call-in option.

No comments were made during the public hearing, though there were a few received prior to the meeting. Attached is a letter from the Building Stronger Communities Council Coordinator expressing support of the agency and area plan. Also attached are email comments on topics including senior millage, Community Resource Navigators, and technology in senior centers.

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Regional Service Definitions

There are no new Regional Service Definitions.

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Access Services

Care Management

<u>Starting Date</u>	10/01/2021	<u>Ending Date</u>	09/30/2022
Total of Federal Dollars		Total of State Dollars	\$215,913.00

Geographic area to be served
Clinton, Eaton, Ingham Counties

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

Provide Care Management services to a minimum of 72 clients in Region 6 (Clinton, Eaton and Ingham Counties).

Conduct a minimum of 400 initial assessments. Develop a minimum of 72 care plans.

Conduct reassessments every 3 months on all active clients or every 6 months if a client is on maintenance.

Arrange and monitor services as needed.

Transition eligible Care Management clients to the MI Choice program as funding allows . Comply with all minimum standards and quality assurances.

Expected Outcome: A minimum of 72 individuals will be able to remain in their own home. Individuals not eligible for Home and Community Based Waiver (MI Choice) will have services to assist them in remaining in the community, if funding allows. There will be a seamless system for older adults going from Case Coordination and Support to Care Management/ Project Choices.

Number of client pre-screenings:	Current Year:	379	Planned Next Year:	417
Number of initial client assesments:	Current Year:	400	Planned Next Year:	400
Number of initial client care plans:	Current Year:	66	Planned Next Year:	72
Total number of clients (carry over plus new):	Current Year:	66	Planned Next Year:	72
Staff to client ratio (Active and maintenance per Full time care	Current Year:	1:35	Planned Next Year:	1:35

Case Coordination and Support

<u>Starting Date</u>	10/01/2021	<u>Ending Date</u>	09/30/2022
Total of Federal Dollars	\$4,500.00	Total of State Dollars	\$15,637.00

Geographic area to be served
Clinton, Eaton, Ingham Counties

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

Provide Case Coordination and Support services to a minimum of 80 clients, with a goal of serving 100, in Region 6.

Conduct assessments for all new clients and reassessments every 6 months for a minimum of 80 clients.

Secure and monitor appropriate in-home services.

Refer clients to other services as needed. Adhere to all minimum standards.

Expected Outcome: Individuals not eligible for Home and Community Based Waiver (MI Choice) will have

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services to assist them in remaining in the community, if funding allows. There will be a seamless system for older adults going from Case Coordination and Support to Care Management/ Project Choices supports and services.

Disaster Advocacy & Outreach

<u>Starting Date</u>	10/01/2021	<u>Ending Date</u>	09/30/2022
Total of Federal Dollars	\$100.00	Total of State Dollars	
Geographic area to be served			
Clinton, Eaton, Ingham Counties			

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

Work to prepare for and effectively respond to local, state, national, and global natural disasters, personal safety, and health emergencies.

Strategize and build capacity during noncrisis periods to collect and disseminate relevant information, gauge the situation, plan for contingencies, and stock necessary supplies.

Actively collect and disseminate educational materials of accurate and relevant response and recovery efforts to staff, clients, and community members.

Have staff attend or conduct relevant trainings and meetings.

Review and update the Emergency Preparedness and Response Plan as needed.

Strengthen and maintain relationships with the local Health Departments and other community partners essential to response efforts at the local level.

Information and Assistance

<u>Starting Date</u>	10/01/2021	<u>Ending Date</u>	09/30/2022
Total of Federal Dollars	\$43,082.00	Total of State Dollars	\$27,953.00
Geographic area to be served			
Clinton, Eaton, Ingham Counties			

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

Provide I&A services to a minimum of 3,200 older adults, family members or community members.

Secure signed contracts for general I&A services that were selected through a Request for Proposal process.

Monitor I&A contracts with service providers for compliance, including person-centered thinking, annually.

Monitor the number of individuals assisted through I&A, including individuals who are considered minority, each quarter.

Provide Caregiver I&A services to a minimum of 250 caregivers.

Refer caregivers to identified services through a person-centered process.

Adhere to all AASA minimum standards.

Expected Outcome: There will be a more informed and connected population through Information and Assistance services available in Clinton, Eaton, and Ingham counties.

Caregivers will seek needed assistance to reduce the stress associated with their caregiving role.

Outreach

<u>Starting Date</u>	10/01/2021	<u>Ending Date</u>	09/30/2022
Total of Federal Dollars	\$45,000.00	Total of State Dollars	\$27,953.00

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Geographic area to be served
Clinton, Eaton, Ingham Counties

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

Provide outreach services to a minimum of 20,000 individuals sixty years of age and older and family members/caregivers living in Clinton, Eaton and Ingham counties.

Provide a minimum of 36 presentations to senior, caregiver or community groups regarding agency services.

Participate in a minimum of 10 health and information fairs in the community.

Participate in a minimum of 10 planning meetings regarding disaster preparedness.

Expected Outcome: Greater community awareness of TCOA resources for older adults, their family members and agencies that assist older adults and persons with disabilities.

Older adults with utility or prescription crises will have access to assistance with paying utility bills by hearing about the Crisis Services for the Elderly program.

Kinship caregivers will be better equipped to handle caregiving responsibilities because of access to self-care resources and information on avoiding burnout.

TCOA will be more prepared to assist the community in case of emergency and/or disaster and will maintain partner relationships for ease of collaboration during a disaster.

Options Counseling

<u>Starting Date</u>	10/01/2021	<u>Ending Date</u>	09/30/2022
Total of Federal Dollars	\$7,500.00	Total of State Dollars	

Geographic area to be served
Clinton, Eaton, Ingham Counties

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

Provide Options Counseling services to a minimum of 75 participants, including family members and caregivers.

Monitor the number of individuals assisted through Options Counseling, each quarter.

Refer to appropriate services through a person-centered process.

Adhere to all AASA minimum standards.

Expected Outcome: Options Counseling participants will feel more informed and empowered to make choices about long-term supports and services.

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Direct Service Request

There are no new Direct Service Requests.

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Regional Direct Service Request

Enhanced Adult Day Care Service - COVID-19

Total of Federal Dollars \$100.00

Total of State Dollars

Geographic Area Served Clinton, Eaton, Ingham Counties

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

Due to COVID-19 gathering restrictions and the fact that older adults are at higher risk of infection and death, Adult Day Care centers will provide well-being contacts with their participants in lieu of in-person center programming. Goals include lowering the risk of infection among the older adult population served as well as mitigating social isolation and loneliness among participants.

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 such services by the Area Agency is necessary to assure an adequate supply of such services .

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.

Due to COVID-19 gathering restrictions and the fact that older adults are at higher risk of infection and death, Adult Day Care centers have and may need to continue to provide well-being contacts with their participants in lieu of in-person center programming.

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

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Approved MYP Program Development Objectives

Area Agency on Aging Goal

- A. At least one community in the Planning and Service Area will complete an aging-friendly community assessment and receive recognition as a Community For a Lifetime (CFL) by 9/30/2020.**

Objectives

1. Work to secure at least one community in the Region 6 PSA as a recognized CFL by September 2020.
Timeline: 10/01/2019 to 09/30/2022

Progress

No communities in the Region 6 PSA were recognized as a Community For a Lifetime. TCOA continued communication with the Cities of Lansing & East Lansing regarding Age-Friendly efforts including two staff sitting on the Lansing For a Lifetime Action Planning meetings and attendance at the AARP State Summit.

- B. Ensure older adults have access to information and services to improve their ability to make informed decisions regarding their independence.**

Objectives

1. Work with Area Agencies on Aging Association of Michigan (4AM) on development of Management Services Organization (MSO) to prepare for the demands of managed care and multiple healthcare contractual opportunities.
Timeline: 10/01/2019 to 09/30/2022

Progress

An outside consultant firm assisted with the guiding principles and charter and a Strategic Initiative Committee served as the steering committee. Contracts were being finalized at the close of the fiscal year 2020 and a good foundation has been set to use with any statewide initiative. FY 2021 brought a change in focus to establishing a statewide interoperability system for I&A, Options Counseling, etc.

2. Improve access to programs and services for under served populations.
Timeline: 10/01/2019 to 09/30/2022

Progress

A Community Resource Navigator (CRN) position was created and a staff person was hired in June 2020 with a second CRN hired on in January 2021 thanks to the Ingham County Elder Persons millage funding. The CRN connects under served communities with existing resources to assist clients in overcoming barriers to health and social services and to address social determinants of health. Since the start of the position, the TCOA CRNs have worked with 215 tri-county seniors, caregivers, and family members. Of the 215, 26% (56) of clients identified as a minority race or ethnicity.

TCOA continues to make efforts to connect with physicians and health plans regarding evidence-based programs and how they benefit those with chronic conditions, which are statistically more prevalent in some minority communities. Monthly e-mails to contacts are sent regarding workshops, some of whom are in physician

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practices. TCOA has also connected with CEI-CMH staff to inform their staff of these workshops. In March 2021, Project Choices Director and SW/RN Supervisors met with staff of Sparrow Senior Navigation Hub, a new program within the Sparrow Physician Practices, to review the programs under Project Choices. TCOA was an active participant of the 2020 Census outreach and education efforts. Spanish materials were acquired to expand education in the local community. Census collaboration led to resource sharing with Refugee Development Center, St Vincent Refugee Services, and Voices (community action group). Discussions were also had with the Lansing Latino Health Alliance on a potential brain health initiative. TCOA also worked with AASA on an RFP for the HIV project, including creating connections with the Lansing Area AIDS Network. TCOA also began distributing Spanish PREVNT brochures. A staff Diversity, Equity, and Inclusion Committee made up of various demographics and departments has been formed and is in the process of creating an effective and sustainable agency plan. Supports Coordination staff attend regular trainings in Relias, a healthcare training platform. One to two times a year they complete trainings related to diversity, equity, inclusion and cultural competency. All staff and subcontractors will soon be required to attend similar trainings twice a year. The Diversity, Equity, and Inclusion goal from the AIP has been shared with subcontractors to inform them of the need for ongoing trainings and information sharing. TCOA has multiple staff certified through MI Bridges to assist with a variety of benefit applications. The Access Services Supervisor will soon be certified as a Referral Partner, both CRNs are certified MI Bridges Navigators, as well as TCOA eligibility staff.

3. Expand housing assistance to increase access to community housing options.

Timeline: 10/01/2019 to 09/30/2022

Progress

The resource guide for low-income, homelessness, and housing was started in FY 2020 and is reviewed and updated periodically.

In the past year alone, 433 tri-county residents were provided housing or shelter information or assistance and 13% (58) of those callers were of minority status.

4. Provide information about benefits and help people solve problems with health benefit programs and related insurance products.

Timeline: 10/01/2019 to 09/30/2022

Progress

In FY 2020, MMAP assisted 2,244 clients with 25% (563) representing a minority race or ethnicity. As of March 2021, MMAP assisted 1,374 clients with 6% (87) representing a minority race or ethnicity. MMAP Coordinator and Volunteers strive to report all contacts in a timely manner so they can be reported on a Federal Level.

5. Improve transportation partnerships focusing on TCOA's consumer demographic needs.

Timeline: 10/01/2019 to 09/30/2022

Progress

TCOA incorporates transportation committee updates at the monthly Advisory Council meetings to improve communication and create an additional avenue for community needs to be shared. Fees were eliminated by public transit during the health crisis and communication was necessary to update the community on available services. Fortunately, it appears as though county line barriers have been improved with the health crisis.

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strengthening partnerships and collaboration between transit authorities in the PSA.

6. Increase access to kinship care services in the tri-county area.

Timeline: 10/01/2019 to 09/30/2022

Progress

TCOA partnered with MSU Kinship Care Outreach Spark Your Resources and two TCOA staff members became members of the Ingham County Great Start Collaborative and the Foster Adoptive Resource Network. TCOA Kinship Care staff increased access and awareness of Kinship Care in the tri-county region with presentations at Eaton County's Great Start Collaborative and Ingham County and Clinton County Meals on Wheels dining site participants via conference call.

7. Work to advance community integration and outreach efforts.

Timeline: 10/01/2019 to 09/30/2022

Progress

Due to COVID-19 there has been a decrease in referrals made from physician offices for many reasons. It has been challenging to make new connections with physician offices due to lack of in-person work. In March 2021, Project Choices Director and SW/RN Supervisors met with staff of Sparrow Senior Navigation Hub, a new program within the Sparrow Physician Practices, to review the programs under Project Choices. Bi-monthly Long-Term Care Collaborative meetings are ongoing, including a focus on homelessness and housing. Additionally, video content was created for dementia education and the monthly TCOA e-newsletter gained 95 new subscribers between the period of October 2020 and March 2021.

The next cohort of residents from the MSU College of Human Medicine received online information sessions for the Caring for Patients with Chronic Conditions curriculum to educate Medical Residents on resources available through the aging network.

At the end of FY 20, TCOA made 31,677 outreach contacts through 58 presentations, 10 community events, 2 volunteer recruitment events, 12 health fairs, 35 mailings or flyers, 5 radio or tv appearances, and 7 other events that do not fit into any of the aforementioned categories. This is a 39% increase in contacts from FY 19.

As of March 2021, TCOA made 13,635 outreach contacts through 22 presentations, 3 community events, 9 mailings or flyers, 1 other event that does not fit into any of the aforementioned categories.

8. Work to advance advocacy efforts in the tri-county area.

Timeline: 10/01/2019 to 09/30/2022

Progress

A new member was appointed to the Michigan Senior Advocates Council and TCOA receives monthly updates at the Advisory Council meetings. Advisory Council members are updated monthly or as necessary on state and federal budget status, as well as advocacy topics and opportunities relevant to older adults and persons with disabilities. Successful advocacy resulted in favorable 2020 budgets and funding for the direct care worker wage increase. Efforts continue to make the wage increase permanent.

Several staff members were involved on the planning committee for Senior Action Week/Older Michiganians Day/Senior Action Week 2021, including a local TCOA Virtual Town Hall hosted on May 11.

An Elder Persons Millage was approved by Ingham County voters in August 2020. Funds became available in January 2021 and 68 Ingham County seniors have been assisted with these funds to date. An Eaton County resident and County Commissioner have expressed interest in a senior millage for Eaton County as well. TCOA will support efforts through data sharing and aging network information as requested.

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C. Improve access to health, wellness and nutrition supports.

Objectives

1. Continue to expand access to evidence-based disease prevention programs in the tri-county area.

Timeline: 10/01/2019 to 09/30/2022

Progress

TCOA continues to seek alternative funding for workshops such as grants, community partners, contracting, etc. The Area Agencies on Aging across Michigan are also working together to combine efforts to offer evidence based program. In the first two quarters of FY 21, TCOA completed 1 Matter of Balance class (8 enrollees), 3 Diabetes PATH classes (21 enollees) with an additional 12 individuals who were provided mailed tool kits, 2 Chronic Pain PATH classes (10 enrollees), and 3 Powerful Tools for Caregiver classes (15 enrollees). Due to COVID-19, TCOA is unable to offer in-person coach and lay leader trainings. All coach and lay leader trainings are on hold until in-person workshops and trainings can be resumed. TCOA continues to list volunteer opportunities on websites such as Volunteer Match and have placed several potential volunteers on a waiting list .

2. Provide access to healthy and affordable meals to nutritionally at-risk older adults.

Timeline: 10/01/2019 to 09/30/2022

Progress

The COVID 19 pandemic allowed for seven complete meals regardless of assessed need to eligible seniors (some abbreviated assessments) at various locations. Grants and other additional funding sources are continuously sought for additional funding. In FY 2020, TCOA received 4 grants specific to the Nutrition Program and a local Elder Persons Millage passed for Ingham County. The funds of the millage will not be available until January 2021, but the Nutrition Program in Ingham County is a priority service under the millage to avoid wait lists and expand access. Emergency COVID relief funding and modified eligibility and assessment procedures also enabled the program to expand and provide meals to those in their homes during the pandemic. Senior Meal Pick-up remains available at 25 locations in lieu of dining sites being open.

3. Expand care transition efforts to improve communication and consumer experience and reduce unnecessary admittance and re-admittance to hospitals and emergency rooms.

Timeline: 10/01/2019 to 09/30/2022

Progress

Supports Coordinators continue to utilize ADT's and CCD's that come in for participants to help reduce unplanned transitions. It is expected in the future that the Connected 2 Care project will expand to include information sharing from TCOA to hospitals, physician offices, and skilled nursing facilities. The information from the ADT's and CCD's is used to also track those participants with re-hospitalizations within 30 days of a previous hospitalization; if this occurs the SC brings this case to a monthly Re-hospitalization meeting to discuss with peers and supervisors for additional ideas in preventing re-hospitalizations.

4. Explore the opportunity to assist tri-county community members in securing a Senior Millage for vital unmet needs.

Timeline: 10/01/2019 to 09/30/2022

STATE OF MICHIGAN
Michigan Department of Health & Human Services
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Progress

An Elder Persons Millage was approved by Ingham County voters in August 2020. Funds became available in January 2021 and 68 Ingham County seniors have been assisted with these funds to date. An Eaton County resident and County Commissioner have expressed interest in a senior millage for Eaton County as well. TCOA will support efforts through data sharing and aging network information as requested.

D. Protect older adults from abuse and exploitation.

Objectives

1. Raise awareness of domestic abuse, physical and sexual abuse and financial exploitation occurring in the older adult population and how to better respond to these situations.

Timeline: 10/01/2019 to 09/30/2022

Progress

Social Media was utilized to share information on current scams including Attorney General notices, COVID scams, stimulus payment scams, and more.

Staff continue to attend Vulnerable Abuse Network meetings virtually.

E. Support formal and informal caregivers in the community, including direct care workforce.

Objectives

1. Continue to expand access to caregiver supports and education.

Timeline: 10/01/2019 to 09/30/2022

Progress

In the first two quarters of FY 21, 3 Powerful Tools for Caregivers workshops were held with a 93% retention rate of enrollees. Unfortunately, we were unable to provide Creating Confident Caregivers virtually, though referrals to the Developing Dementia Dexterity (DDD) grant programming were made and the first virtual series is scheduled to start in July 2021. DDD video and virtual trainings were promoted with community partners. Additionally, 18.5% of Information and Assistance calls were related to Caregiving needs or resources for calls received between October 2020 and March 2021.

2. Work to expand access to programs and services addressing dementia.

Timeline: 10/01/2019 to 09/30/2022

Progress

Until recently, TCOA has been unable to provide Creating Confident Caregivers (CCC) virtually, though referrals to the Developing Dementia Dexterity (DDD) grant programming were made. The first virtual CCC series is scheduled to start in July 2021. DDD video and virtual trainings were promoted with community partners. Ongoing administration of the AD8 is done through Information and Assistance, Options Counseling, Nutrition Programs, and Waiver Intake. TCOA staff also completed several dementia consultations and attended one AARP panel presentation.

F. Improve the accessibility of services to Michigan's communities and people of color, immigrants

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Michigan Department of Health & Human Services
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and LGBTQ+ individuals

Objectives

1. Ensure that AAA staff and subcontractors are offered training in diversity, equity and inclusion and how to recognize and address unconscious bias.

Timeline: 10/01/2020 to 09/30/2021

Progress

The Human Resources Manager, Planner, and Community Relations Director participated in a four part "2b Inclusive Diversity Leadership Academy" which provided an extensive collection of tools and resources as well as insight from local diversity trainers. Two provider agencies sent staff to the Academy. A staff Diversity, Equity, and Inclusion Committee made up of various demographics and departments has been formed and in the process of creating an effective and sustainable agency plan.

Supports Coordination staff attend regular trainings in Relias, a healthcare training platform. One to two times a year they complete trainings related to diversity, equity, inclusion and cultural competency. All staff and subcontractors will soon be required to attend similar trainings twice a year. The Diversity, Equity, and Inclusion goal from the AIP has been shared with subcontractors to inform them of the need for ongoing trainings and information sharing.

2. Ensure that programming and outreach are culturally sensitive.

Timeline: 10/01/2020 to 09/30/2021

Progress

TCOA strives to work closely with local organizations and leaders from traditionally underrepresented communities. The Public Notice for our AIP was posted in a Black woman-owned newspaper. Outreach materials have been translated into multiple languages. The staff DEI committee will continue to identify strategies and next steps for supporting a welcoming environment and practices internally and externally.

Volunteers recently researched and gathered updated contact information for local places of worship, including culturally specific congregations in the service area. Projects have occurred in the past with a primarily Spanish speaking church and the local Islamic Center. TCOA staff and volunteers have also generated a list of grassroots organizations, some of which TCOA already had contacts and others will need further cultivation, including members of the local Native American community.

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2022 Program Development Objectives

Area Agency on Aging Goal

A. Work to prepare for and effectively respond to local, state, national, and global natural disasters, personal safety, and health emergencies.

State Goal Match: 1

Narrative

With the health crisis continuing and recovery efforts in full swing, it would be remiss to not include an agency goal relating to emergency preparedness and response. TCOA will continue to work to prepare for and effectively respond to local, state, national, and global natural disasters, personal safety, and health emergencies. Reflecting on the recent health crisis and response efforts will assist in strategizing and building capacity during noncrisis periods for crisis periods where we must be quick to collect and disseminate relevant information, gauge the situation, plan for contingencies, and stock necessary supplies. Efforts to prepare and respond to local disasters or crisis situations will continue.

Objectives

1. Strategize and build capacity during non-crisis periods to collect and disseminate relevant information, gauge the situation, plan for contingencies, and stock necessary supplies.

Timeline: 10/01/2021 to 09/30/2022

Activities

· Actively collect and disseminate educational materials of accurate and relevant response and recovery efforts to staff, clients, and community members.

Have staff attend or conduct relevant trainings and meetings.

Review and update the Emergency Preparedness and Response Plan as needed.

Strengthen and maintain relationships with the local Health Departments and other community partners essential to response efforts at the local level.

Expected Outcome

TCOA will be adequately prepared to respond swiftly and appropriately during times of local, state, national, or global emergencies.

FY 2022 AREA PLAN GRANT BUDGET

Rev. 3/2/21

Agency: Tri-County Office on Aging

Budget Period: 10/01/21 to 09/30/22

PSA: 6

Date: 05/28/21

Rev. No.: Original Page 1of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	408,628		408,628
2. Fed. Title III-C1 (Congregate)		539,126	539,126
3. State Congregate Nutrition		9,365	9,365
4. Federal Title III-C2 (HDM)		288,405	288,405
5. State Home Delivered Meals		467,113	467,113
8. Fed. Title III-D (Prev. Health)	30,775		30,775
9. Federal Title III-E (NFCSP)	194,351		194,351
10. Federal Title VII-A	7,760		7,760
10. Federal Title VII-EAP	6,375		6,375
11. State Access	27,953		27,953
12. State In-Home	498,375		498,375
13. State Alternative Care	109,873		109,873
14. State Care Management	215,913		215,913
15. St. ANS	43,590		43,590
16. St. Nursing Home Ombs (NHO)	18,678		18,678
17. Local Match			
a. Cash	23,990	-	23,990
b. In-Kind	168,731	127,000	295,731
18. State Respite Care (Escheat)	64,580		64,580
19. MATF	116,910		116,910
19. St. CG Support	15,851		15,851
20. TCM/Medicaid & MSO	9,485		9,485
21. NSIP		139,953	139,953
22. Program Income	3,855	318,241	322,096
TOTAL:	1,965,673	1,889,203	3,854,876

ADMINISTRATION

Revenues		Local Cash	Local In-Kind	Total
Federal Administration	162,365	26,060	-	188,425
State Administration	28,061			28,061
MATF Administration	11,562	-	-	11,562
St. CG Support Administration	-	-	-	-
Other Admin				-
Total AIP Admin:	201,988	26,060	-	228,048

Expenditures

	FTEs	
1. Salaries/Wages	2.50	154,728
2. Fringe Benefits		48,478
3. Office Operations		24,842
Total:		228,048

Cash Match Detail

Source	Amount	In-Kind Match Detail	Amount
Clinton County	3,880		
Eaton County	5,980		
Ingham County	7,200		
City of Lansing	8,900		
City of East Lansing	100		
Total:	26,060	Total:	-

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Joe Rens

Signature

Finance Director

Title

05/28/21

Date

FY 2022 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																					
Agency: Tri-County Office on Aging		Budget Period: 10/01/21 to 09/30/22										Rev. 3/2/21									
PSA: 6		Date: 05/28/21										Rev. No.: Original		page 2 of 3							
*Operating Standards For AAA's																					
Op	Std	SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII A	OMB	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Supp	MSO Fund	Program Income	Cash Match	In-Kind Match	TOTAL
A		Access Services																			
A-1		Care Management									215,913								23,990		239,903
A-2		Case Coord/supp	4,500										15,637							2,237	22,374
A-3		Disaster Advocacy & Outreach Program	100																	11	111
A-4		Information & Assis	81,498		43,082								27,953							16,959	169,492
A-5		Outreach			45,000			27,953												8,106	81,059
A-6		Transportation	4,750																	528	5,278
A-7		Options Counseling	7,500																	833	8,333
B		In-Home																			
B-1		Chore	1,000																	111	1,111
B-2		Home Care Assis																			-
B-3		Home Injury Cntrl																			-
B-4		Homemaking	77,927						468,375	109,873										72,908	729,083
B-6		Home Health Aide																			-
B-7		Medication Mgt																			-
B-8		Personal Care	60,240																	6,693	66,933
B-9		Assistive Device&Tech																			-
B-10		Respite Care			35,000									25,630	26,910			200		9,527	97,267
B-11		Friendly Reassure	10,275																	1,142	11,417
C-10		Legal Assistance	31,451															1,250		2,245	34,946
C		Community Services																			
C-1		Adult Day Services												38,950	90,000	15,851		2,405		13,684	160,890
C-2		Dementia ADC																			-
C-6		Disease Prevent/Health Promtion	9,552	30,775	9,269															5,511	55,107
C-7		Health Screening																			-
C-8		Assist to Hearing Impaired & Deaf Cmty																			-
C-9		Home Repair																			-
C-11		LTC Ombudsman	8,360				7,760					18,678					9,485			4,920	49,203
C-12		Sr Ctr Operations																			-
C-13		Sr Ctr Staffing																			-
C-14		Vision Services																			-
C-15		Prevnt of Elder Abuse,Neglect,Exploitation					6,375													708	7,083
C-16		Counseling Services																			-
C-17		Creat.Conf.CG@ CCC	7,500																	833	8,333
C-18		Caregiver Supplmt Services																			-
C-19		Kinship Support Services			10,000															1,111	11,111
C-20		Caregiver E,S,T																			-
*C-8		Program Develop	81,725																	9,081	90,806
Sp Co		Region Specific																			
		Crisis Services	15,000						30,000											5,000	50,000
		CLS			52,000															5,778	57,778
		Care Transitions	1,000																	111	1,111
		Adult Day Services - Enhanced	100																	11	111
		7. CLP/ADRC Services	6,150		-															683	6,833
		8. MATF Adm													11,562						11,562
		9. St CG Sup Adm																			-
SUPPRT SERV TOTAL			408,628	30,775	194,351	6,375	7,760	27,953	498,375	109,873	215,913	18,678	43,590	64,580	128,472	15,851	9,485	3,855	23,990	168,731	1,977,235

FY 2022 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL										
Agency: Tri-County Office on Aging Budget Period: 10/01/21 to 9/30/22 PSA: 6 Date: 05/28/21 Rev. Number Original Rev. 3/2/21 page 3 of 3										
FY 2022 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
	Nutrition Services									
C-3	Congregate Meals	539,126		9,365		27,991	63,648		39,500	679,630
B-5	Home Delivered Meals		288,405		467,113	111,962	254,593		87,500	1,209,573
C-4	Nutrition Counseling									-
C-5	Nutrition Education									-
	AAA RD/Nutritionist*									-
	Nutrition Services Total	539,126	288,405	9,365	467,113	139,953	318,241	-	127,000	1,889,203

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

FY 2022 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
	LTC Ombudsman Ser									
C-11	LTC Ombudsman	8,360	7,760	-	18,678	9,485	-	-	4,920	49,203
C-15	Elder Abuse Prevention	-		6,375			-	-	708	7,083
	Region Specific	-	-	-	-	-	-	-	-	-
	LTC Ombudsman Ser Total	8,360	7,760	6,375	18,678	9,485	-	-	5,628	56,286

FY 2022 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-4	Homemaking									-
B-2	Home Care Assistance									-
B-6	Home Health Aide									-
B-10	Meal Preparation/HDM									-
B-8	Personal Care									-
	Respite Service Total	-	-	-	-	-	-	-	-	-

FY 2022 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
	Kinship Ser. Amounts Only									
C-18	Caregiver Sup. Services	-					-		-	-
C-19	Kinship Support Services	-	10,000				-	-	1,111	11,111
C-20	Caregiver E,S,T	-	-				-	-	-	-
		-	-				-	-	-	-
	Kinship Services Total	-	10,000				-	-	1,111	11,111

Planned Services Summary Page for FY 2022			PSA: 6		
Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 239,903	6.20%			x
Case Coordination & Support	\$ 22,374	0.58%			x
Disaster Advocacy & Outreach Program	\$ 111	0.00%	x		
Information & Assistance	\$ 169,492	4.38%		x	x
Outreach	\$ 81,059	2.10%			x
Transportation	\$ 5,278	0.14%		x	
Option Counseling	\$ 8,333	0.22%			x
IN-HOME SERVICES					
Chore	\$ 1,111	0.03%	x		
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ -	0.00%			
Homemaking	\$ 729,083	18.86%	x		
Home Delivered Meals	\$ 1,209,573	31.28%			x
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ 66,933	1.73%	x		
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 97,267	2.52%	x		
Friendly Reassurance	\$ 11,417	0.30%		x	
COMMUNITY SERVICES					
Adult Day Services	\$ 160,890	4.16%		x	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 679,630	17.58%			x
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 55,107	1.43%		x	x
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 34,946	0.90%		x	
Long Term Care Ombudsman/Advocacy	\$ 49,203	1.27%		x	
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse,	\$ 7,083	0.18%		x	
Counseling Services	\$ -	0.00%			
Creating Confident Caregivers® (CCC)	\$ 8,333	0.22%			x
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 11,111	0.29%		x	
Caregiver Education, Support, & Training	\$ -	0.00%			
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 90,806	2.35%			
REGION-SPECIFIC					
Crisis Services	\$ 50,000	1.29%	x		
CLS	\$ 57,778	1.49%			x
Care Transitions	\$ 1,111	0.03%			x
Adult Day Services - Enhanced	\$ 111	0.00%		x	
CLP/ADRC SERVICES	\$ 6,833	0.18%			x
SUBTOTAL SERVICES					
\$ 3,854,876					
MATF & ST CG ADMINISTRATION					
\$ 11,562		0.30%			x
TOTAL PERCENT			100.00%	24.43%	10.14%
TOTAL FUNDING		\$ 3,866,438		\$944,405	\$392,412
					\$2,529,621

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.

FY 2022 BUDGET REVIEW SPREADSHEET

Rev. 3/2/21

Agency:	Tri-County Office	6		Fiscal Year:	FY 2022
Date of SGA:		SGA No.		Date Reviewed by AASA:	
Date of Budget:	05/28/21	Revision No.	Original	Initials of Field Rep Approving:	
SGA CATEGORY	SGA AWARD	C/O AMOUNT	TOTAL	AAA COMMENTS	
Title III Administration	\$ 162,365	\$ -	\$ 162,365		
State Administration	\$ 28,061	\$ -	\$ 28,061		
Title III-B Services	\$ 408,628	\$ -	\$ 408,628		
Title III-C-1 Services	\$ 539,126	\$ -	\$ 539,126		
Title III-C-2 Services	\$ 288,405	\$ -	\$ 288,405		
Federal Title III-D (Prev. Health)	\$ 30,775	\$ -	\$ 30,775		
Title III-E Services (NFCSP)	\$ 194,351	\$ -	\$ 194,351		
Title VII/A Services (LTC Ombuds)	\$ 7,760	\$ -	\$ 7,760		
Title VII/EAP Services	\$ 6,375	\$ -	\$ 6,375		
St. Access	\$ 27,953		\$ 27,953		
St. In Home	\$ 498,375		\$ 498,375		
St. Congregate Meals	\$ 9,365		\$ 9,365		
St. Home Delivered Meals	\$ 467,113		\$ 467,113		
St. Alternative Care	\$ 109,873		\$ 109,873	AASA COMMENTS	
St. Aging Network Srv. (St. ANS)	\$ 43,590		\$ 43,590		
St. Respite Care (Escheats)	\$ 64,580		\$ 64,580		
Merit Award Trust Fund (MATF)	\$ 128,472		\$ 128,472		
St. Caregiver Support (St. CG Supp.)	\$ 15,851		\$ 15,851		
St. Nursing Home Ombuds (NHO)	\$ 18,678		\$ 18,678		
MSO Fund-LTC Ombudsman	\$ 9,485		\$ 9,485		
St. Care Mgt.	\$ 215,913		\$ 215,913		
NSIP	\$ 139,953		\$ 139,953		
			\$ -		
SGA TOTALS:	\$ 3,415,047	\$ -	\$ 3,415,047		
Administrative Match Requirements					
ADMINISTRATION	BUDGET	SGA	DIFFERENCE		
Federal Administration	\$ 162,365	\$ 162,365	\$ -	Minimum federal administration match amount	\$54,121
State Administration	\$ 28,061	\$ 28,061	\$ -	Administration match expended (State Adm. + Local Match)	\$54,121
				Is the federal administration matched at a minimum 25%?	Yes
				Does federal administration budget equal SGA?	Yes
Sub-Total:	\$ 190,426	\$ 190,426	\$ -	Does state administration budget equal SGA?	Yes
MATF	\$ 11,562				
ST CG Supp	\$ -				
Local Administrative Match					
Local Cash Match	\$ 26,060			Merit Award Trust Admin. & St. Caregiver Support Admin must be expended at or below 9% of	
Local In-Kind Match	\$ -			Total Merit Award Trust Fund & St. Caregiver Support Admin. Funds budgeted:	8%
Sub-Total:	\$ 26,060			Is Merit Award Trust Fund & St CG Support Admin. budgeted at 9% or less?	Yes
Other Admin	\$ -			Amount of MATF Funds budgeted on Adult Day Care	\$ 90,000
		AIP TOT ADMIN	DIFFERENCE	Is at least 50% of MATF budgeted on Adult Day Care services?	Yes
Total Administration:	\$ 228,048	\$ 228,048	\$ -	Title III-E Kinship Services Program Requirements	
SERVICES:	BUDGET	SGA	% BUDGETED		
Federal Title III-B Services	\$ 408,628	\$ 408,628	100.0000%	Are kinship services budgeted at > 5% of the AAA's Title III-E funding?	Yes
Fed. Title III C-1 (Congregate)	\$ 539,126	\$ 539,126	100.0000%		
State Congregate Nutrition	\$ 9,365	\$ 9,365	100.0000%	For Agencies required to budget a minimum of \$25,000 of Title III-E requirement met?	N/A
Federal C-2 (HDM)	\$ 288,405	\$ 288,405	100.0000%	Title III-B Long Term Care Ombudsman Maintenance of Effort Requirements	
State Home Delivered Meals	\$ 467,113	\$ 467,113	100.0000%	Amount required from Transmittal Letter #2020-431. (see cell L 42)	\$8,360
Federal Title III-D (Prev. Health)	\$ 30,775	\$ 30,775	100.0000%	Budgeted amount Title III-B for LTC Ombudsman.	\$8,360
Federal Title III-E (NFCSP)	\$ 194,351	\$ 194,351	100.0000%	Is required maintenance of effort met?	Yes
St. Access	\$ 27,953	\$ 27,953	100.0000%		
St. In Home	\$ 498,375	\$ 498,375	100.0000%		
St. Alternative Care	\$ 109,873	\$ 109,873	100.0000%	Service Match Requirements	
St. Care Mgt.	\$ 215,913	\$ 215,913	100.0000%	Minimum service match amount required	\$319,562
State Nursing Home Ombs (NHO)	\$ 18,678	\$ 18,678	100.0000%	Service matched budgeted: (Local Cash + In-Kind)	\$319,721
St ANS	\$ 43,590	\$ 43,590	100.0000%	Is the service allotment matched at a minimum 10%?	Yes
Sub-Total:	\$ 2,852,145	\$ 2,852,145	100.0000%		
Local Service Match				Miscellaneous Budget Requirements / Constraints	
Local Cash Match	\$ 23,990			Amounts budgeted for OAA / AASA Priority Services:	
Local In-Kind Match	\$ 295,731			Access:	\$98,348
				In-Home:	\$149,442
				Legal:	\$31,451
Sub-Total:	\$ 319,721			Total Budgeted for Priority Services:	\$279,241
Title VII/A Services (LTC Ombuds)	\$ 7,760	\$ 7,760	100.0000%	Are Access Services budgeted at minimum 10% of Original ACL Title III-B	Yes
Title VII/EAP Services	\$ 6,375	\$ 6,375	100.0000%	Are In Home Services budgeted at minimum 10% of Original ACL Title III-B	Yes
NSIP	\$ 139,953	\$ 139,953	100.0000%	Are Legal Services budgeted at minimum 6.5% of Original ACL Title III-B	Yes
St. Respite Care (Escheats)	\$ 64,580	\$ 64,580	100.0000%	(Actual % of Legal)	7.70%
MATF	\$ 116,910	\$ 116,910	100.0000%		
St. CG Support	\$ 15,851	\$ 15,851	100.0000%	Title III-B award w/o carryover or Transfers in current SGA	\$408,628
MSO Fund-LTC Ombudsman	\$ 9,485	\$ 9,485	100.0000%	Amount budgeted for Program Development:	\$81,725
TCM-Medicaid / CM	\$ -			% of Title III-B Program Development (must be 20% or less):	19.0%
Program Income	\$ 322,096			Is Program Development budgeted at 20% or less?	Yes
				Title III-D allotment with carryover:	\$30,775
Total Services:	\$ 3,854,876			Amount budgeted for EBDP Activities, per TL#2012-244:	\$30,775
Grand Total: Ser.+ Admin.	\$ 4,082,924			Is 100% of Title III-D budgeted on APPROVED EBDP?	Yes

PRIORITY SERVICE SECTION

Access Services	III-B Budget Amount
a. Care Management	\$0
b. Case Coord/supp	\$4,500
c. Disaster Advocacy	\$100
d. Information & Assis	\$81,498
e. Outreach	\$0
f. Transportation	\$4,750
g. Options Counseling	\$7,500
Access Total:	\$98,348

(AAA Regional Access Service)

In Home Services	III-B Budget Amount
a. Chore	\$1,000
b. Home Care Assis	\$0
c. Home Injury Cntrl	
d. Homemaking	\$77,927
e. Home Health Aide	\$0
f. Medication Mgt	
g. Personal Care	\$60,240
h. Assistive Device&Tech	\$0
i. Respite Care	\$0
j. Friendly Reassure	\$10,275
In Home Services Total:	\$149,442

(AAA Regional In-Home Service)
(AAA Regional In-Home Service)

Kinship Services	III-E Budget Amount
1. Caregiver Supplmt - Kinship Amount Only	
2. Kinship Support	\$10,000
3. Caregiver E,S,T - Kinship Amount Only	\$0
	\$0
Kinship Services Total:	\$10,000

(Other Title III-E Kinship Service)
(Other Title III-E Kinship Service)

Title III-B Transfers reflected in SGA	Title III-B Award
Title III-B award w/o carryover in SGA	\$408,628
a. Amt. Transferred into Title III-B	
b. Amt. Transferred out of Title III-B	
AoA Title III-B Award Total:	\$408,628

(Use ONLY If SGA Reflects Transfers)

(Always Enter Positive Number)
(Always Enter Positive Number)

NOTE: AoA Title III Part B award for the current FY means total award from AoA without carryover or transfers.

**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #1**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Care Management

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries			111,455					111,455
Fringe Benefits			33,150					33,150
Travel			4,000					4,000
Training			300					300
Supplies			1,300					1,300
Occupancy			19,157					19,157
Communications			2,500					2,500
Equipment								0
Other:			9,025					9,025
Service Costs			11,146					11,146
Purchased Services (CM only)			23,880		23,990			47,870
								0
Totals	0	0	215,913	0	23,990	0	0	239,903

SERVICE AREA: _____

(List by County/City if service area is not entire PSA) _____

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? _____

Yes X No

If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES #1

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Fundraising Program		23,990				
	Totals	23,990	0	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #2**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Crisis Services

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:	15,000		30,000			5,000		50,000
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	15,000	0	30,000	0	0	5,000	0	50,000

SERVICE AREA: _____

(List by County/City if service area is not entire PSA) _____

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? _____

Yes X No

If yes, please describe: _____

Explanation for Other Expenses: _____

SCHEDULE OF MATCH & OTHER RESOURCES #2

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			5,000			
	Totals	0	5,000	0	0	Emergency funds for client needs such as utility bills and

Difference

0

0

0

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #3**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Case Coordination and Support

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	3,288		10,008			1,477		14,773
Fringe Benefits	1,212		5,629			760		7,601
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	4,500	0	15,637	0	0	2,237	0	22,374

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #3

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			2,237			
	Totals	0	2,237	0	0	

Difference

0

0

0

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #4**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Outreach

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	31,504		19,885			5,710		57,099
Fringe Benefits	13,496		8,068			2,396		23,960
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	45,000	0	27,953	0	0	8,106	0	81,059

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #4

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			8,106			
Totals		0	8,106	0	0	

Difference

0

0

0

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #5**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Information and Assistance

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	30,154		19,885			5,560		55,599
Fringe Benefits	12,928		8,068			2,333		23,329
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	43,082	0	27,953	0	0	7,893	0	78,928

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY 2014 AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #5

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			7,893			
Totals		0	7,893	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #6**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Congregate Meals

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	337,122							337,122
Fringe Benefits	149,755							149,755
Travel	26,428							26,428
Training								0
Supplies	8,718							8,718
Occupancy						39,500		39,500
Communications			9,365					9,365
Equipment								0
Other: Food	17,103	27,991		63,648				108,742
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	539,126	27,991	9,365	63,648	0	39,500	0	679,630

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #6

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			39,500			
Totals		0	39,500	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #7**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Home Delivered Meals

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	198,923		264,248					463,171
Fringe Benefits	85,253		113,142					198,395
Travel						87,500		87,500
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other: Food	4,229	111,962	89,723	254,593				460,507
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	288,405	111,962	467,113	254,593	0	87,500	0	1,209,573

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP?

Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			87,500			
Totals		0	87,500	0	0	

Difference

0

0

0

OK

OK

OK

**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #8**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Creating Confident Caregivers

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	5,252					584		5,836
Fringe Benefits	2,248					250		2,498
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	7,500	0	0	0	0	834	0	8,334

SERVICE AREA: _____

(List by County/City if service area is not entire PSA) _____

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? _____

Yes X No

If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			834			
	Totals	0	834	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #9**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: CLP/ADRC Services

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	4,034					448		4,482
Fringe Benefits	2,116					235		2,351
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	6,150	0	0	0	0	683	0	6,833

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			683			
	Totals	0	683	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #10**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Disease Prevention/Health Promotion

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	11,293					1,255		12,548
Fringe Benefits	7,528					836		8,364
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	18,821	0	0	0	0	2,091	0	20,912

SERVICE AREA: _____

(List by County/City if service area is not entire PSA) _____

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY 2014 AIP?

Yes X No

If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			2,091			
	Totals	0	2,091	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #11**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Care Transitions

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	700					78		778
Fringe Benefits	300					33		333
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	1,000	0	0	0	0	111	0	1,111

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Care Transitions			111			
	Totals	0	111	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #12**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: Options Counseling

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	5,252					584		5,836
Fringe Benefits	2,248					250		2,498
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	7,500	0	0	0	0	834	0	8,334

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			834			
Totals		0	834	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #13**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE: CLS

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries	36,400					4,044		40,444
Fringe Benefits	15,600					1,733		17,333
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	52,000	0	0	0	0	5,777	0	57,777

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes X No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			5,777			
Totals		0	5,777	0	0	

Difference

0

0

0

OK

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #14**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE:

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	0	0	0	0	0	0	0	0

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY AIP? Yes No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
	Totals	0	0	0	0	

Difference

0

0

0

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**FY 2022 Annual Implementation Plan
Direct Service Budget Detail #15**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2022

SERVICE:

LINE ITEM	Federal OAA Title III Funds	Other Fed Funds (non-Title III)	State Funds	Program Income	Match		Other Resources	Total Budgeted
					Cash	In-Kind		
Wages/Salaries								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	0	0	0	0	0	0	0	0

SERVICE AREA:

(List by County/City if service area is not entire PSA)

Does the Direct Service Budget reflect any changes to the one approved as part of the agency's FY 2014 AIP? Yes No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2022

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
	Totals	0	0	0	0	

Difference

0

0

0

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Fundable Services Matrix - Updated attachment to TL #2019-384

Attachment

ACCESS SERVICES

		Federal Funds				State Funds						
Op Std	Access Services	Title III-B	Title III-D **	Title III-E	Title VIIA ----- Title VII EAP	St. Access	St. Care Management	St. Respite Care (Escheats)	St. In- Home	St. Merit Award Trust Fund (MATF)	St. Caregiver Support (St. CG Sup.)	St. Aging Network Services (St. ANS)
A-1	Care Management	X		X		X	X					X
A-2	Case Coordination & Support	X		X		X	X					X
A-3	Disaster Advocacy & Outreach Program	X										
A-4	Information & Assistance	X		X		X						X
A-5	Outreach	X		X		X						X
A-6	Transporation (For MATF & St. CG Sup. only) - adult day service and respite related transport of service recipients including related medical and shopping assistance is allowed.	X		X						X	X	
A-7	Options Counseling	X		X		X	X					X

IN-HOME SERVICES

		Federal Funds				State Funds						
Op Std	In-Home Services	Title III-B	Title III-D **	Title III-E	Title VIIA ----- Title VII EAP	St. Access	St. Alternative Care	St. Respite Care (Escheats)	St. In- Home	St. Merit Award Trust Fund (MATF)	St. Caregiver Support (St. CG Sup.)	St. Aging Network Services (St. ANS)
B-1	Chore	X										
B-2	Home Care Assistance	X					X		X			X
B-3	Home Injury Control	X		X								
B-4	Homemaking	X					X		X			X
B-6	Home Health Aide	X					X		X			X
B-7	Medication Management	X					X		X			X
B-8	Personal Care	X					X		X			X
B-9	Assistive Devices & Technologies (PERS)	X		X			X		X			X
B-10	Respite Care (may also include chore, homemaking, home care assistance, home health aide, meal prep./HDM & personal care serv. as a form of respite care)	X		X			X	X	X	X	X	X
B-11	Friendly Reassurance	X										

COMMUNITY SERVICES

		Federal Funds				State Funds						
Op Std	Community Services	Title III-B	Title III-D **	Title III-E	Title VIIA *****	St. Nursing	St. Alternative	St. Respite Care	MI State Ombuds	St. Merit Award	St. Caregiver	St. Aging Network
C-1	Adult Day Service	X		X			X	X		X	X	X
C-2	Dementia Adult Day Care	X		X			X	X		X	X	X
C-6	Disease Prevention/Health Promotion	X	X	X								
C-7	Health Screening	X										
C-8	Assistance to Hearing Impaired & Deaf	X										
C-9	Home Repair	X										
C-10	Legal Assistance	X		X								
C-11	Long Term Care Ombudsman	X			Title VII A X	X			X			
C-12	Senior Center Operations	X										
C-13	Senior Center Staffing	X										
C-14	Vision Services	X										
C-15	Prevention of Elder Abuse, Neglect & Exploitation	X			Title VII A & EAP							
C-16	Counseling Services	X		X								
C-17	Creating Confident Caregivers® (CCC).	X	X	X								
C-18	Caregiver Supplemental Services	X		X								
C-19	Kinship Support Services	X		X								
C-20	Caregiver Education, Support & Training	X		X								

NUTRITION SERVICES

Op Std	Nutrition Service	Title III-C1 & State Congregate	Title III-C2 & State Home Delivered Meals	Title III-E	*NSIP	Requirements from AASA Transmittal letters that establish Fundable Service Categories Replaces: TL 367, 2005-102 & 2007-142 See TL343 & TL2006-111 for guidance re St. MATF See TL 2012-244 for guidance re Title D See TL 2012-256 for guidance re St. ANS Rev Date 7/26/17
C-3	Congregate Meals	X			X	
B-5	Home Delivered Meals		X	X	X	
C-4	Nutrition Counseling	X	X	X		
C-5	Nutrition Education	X	X	X		

*NSIP funds are designated for actual food costs for Title III eligible meals

** Note for Title III D – All funds have to be used for Evidence-Based programs.

TL #2019-384 Fundable Services Matrix, revised 2/15/2019, replaces TL #2015-301

Full Program Title Name**Program Title on SGA**

Title III Administration	Federal
State Administration	State
Title IIIB Supportive Services	Federal
Title IIIC-1 Services Congregate Meals	Federal
Title IIIC-2 Services Home Delivered Meals	Federal
Title IIID Services (Preventive Health)	Federal
Title IIIE Services (NFCSP) National Family Caregiver Support	Federal
Title VII/A Services (LTC Ombudsman)	Federal
Title VII/EAP Services Elder Abuse Prevention	Federal
State Access Services	State
State In-Home Services	State
State Congregate Meals	State
State Home Delivered Meals	State
State Alternative Care	State
State Aging Network Services (St. ANS)	State
State Caregiver Support	State
State Respite Care	State
State Merit Award Trust Fund (MATF)	State
State Nursing Home Ombs	State
Michigan State Ombudsman (MSO)	State
State Care Management	State
Nutrition Services Incentive Program (NSIP)	Federal

Title III Administration
State Administration
Title IIIB Supportive Services
Title IIIC-1 Congregate Meals
Title IIIC-2 Home Delivered Meals
Title IIID Preventive Health
Title IIIE Natl. Family Caregiver
Title VII/A LTC Ombudsman
Title VII/EAP Eld Abuse Prevention
State Access Services
State In-Home Services
State Congregate Meals
State Home Delivered Meals
State Alternative Care
State Aging Network Services (St. ANS)
State Caregiver Support
State Respite Care
State Merit Award
State Nursing Home Ombs
Michigan State Ombudsman (MSO)
State Care Management
Nutrition Services Incentive Program (NSIP)

MATCHING REQUIREMENTS

Page 2

Revision date 1/26/2016

Revision to Transmittal Letter #2016-320

FEDERAL ADMINISTRATION TOTAL - MATCH REQUIRED: 25%

STATE 15%^[2] (AASA)

LOCAL 10% (AAAs)

FEDERAL & STATE SERVICES TOTAL - MATCH REQUIRED: 15%

STATE 5% (AASA)

LOCAL 10% (AAAs)

Table 1 below describes these requirements by source of funds.

Table 1 AAA Local Matching Requirement by Fund Source

Funding Source	Fund Source Name	AAA Local Match Requirement	Reference
Federal	Title III Administration	15% (a)	OAA of 1965 (d)
Federal	Title IIIB Supportive Services	10%	OAA of 1965
Federal	Title IIIC-1 Congregate Meals	10%	OAA of 1965
Federal	Title IIIC-2 Home Delivered Meals	10%	OAA of 1965
Federal	Title IIID Preventive Health	10%	OAA of 1965
Federal	Title IIIE Natl. Family Caregiver	10%	OAA of 1965
Federal	Title VII/EAP Eld Abuse Prevention	No Match Required	ACL CFDA
Federal	Title VII/A LTC Ombudsman	No Match Required	AoA Fiscal Guide (b)
Federal	Nutrition Services Incentive Program	No Match Required	AoA Fiscal Guide
State	State Administration	No Match Required	AASA
State	State Access Services	10%	AASA
State	State In-Home Services	10%	AASA
State	State Congregate Meals	10%	AASA
State	State Home Delivered Meals	10%	AASA
State	State Nursing Home Ombudsman	10%	AASA
State	State Alternative Care	10%	AASA
State	MI State Ombudsman Funds (MSO)	10%	AASA
State	State Merit Award Trust Fund	No Match Required	AASA TL #1006 (7/28/09)
State	State Caregiver Support	10%	AASA
State	State Respite Care	No Match Required	Public Act 171 of 1990
State	State Care Management	10%	AASA
State	State Aging Network Services	10%	AASA

(a) 15% is an approximate amount and may vary slightly after applying the state match amount.

(b) AoA is the acronym for the federal Administration on Aging

(c) Michigan Office of Long Term Care Supports and Services (OLTCSS)

(d) OAA is the acronym for the Older Americans Act

Per AoA requirements, if the required non-federal share is not provided by the completion date of the funded project period, to meet the match percentage, AoA will reduce the Federal dollars awarded when closing out the award, which may result in a requirement to return Federal funds. AASA verifies compliance with local matching requirements based upon a review of AAA FSRs.

[2] The exact percentage amount may vary slightly in order to meet the federal requirement.

AREA AGENCY ON AGING--WAGES AND SALARIES															
PSA:	6	Budget Period:		10/01/21	to:		09/30/22	Date of Budget:		05/12/21	Page 2 of 2				
Agency:	Tri-County Office on Aging														
		Operations		Program Services/Activities											
JOB CLASSIFICATION	FTEs	Admin	Program Development	Congregate Nutrition	Home-Delivered Nutrition	Care Mgmt	HCBS Waiver	Merit Award Trust Fund	Care Giver	CLP/ADRC	Outreach	Information & Assistance	Case Coordination	Other	TOTAL
Executive Director	1.0000	46,636	13,779			1,060	44,516								105,991
Finance Director	1.0000	31,678					47,517								79,195
Waiver Director	1.0000					3,728	70,837								74,565
Nutrition Director	1.0000			12,199	48,796										60,995
Human Resources Director	1.0000	30,387					45,580								75,967
Comm Relations Director	1.0000	26,204	32,623								6,682				65,509
Contract Manager	1.0000	28,621					28,621								57,242
Planner	1.0000	48,288					5,365								53,653
Nurse Supervisor	1.0000					3,134	59,543								62,677
Social Work Supervisor	1.0000					3,134	59,543								62,677
Care Manager RN	12.7500					34,467	654,879								689,346
Care Manager SW	12.7500					34,329	652,257								686,586
LRS Specialist	1.0000						25,437		13,387		5,802				44,626
Eligibility Supervisor	1.0000						53,373								53,373
Eligibility Specialist	2.7250						106,749								106,749
I&A Specialists/I&A Counselor	3.0000						64,381			31,559		44,474			140,414
Waiver Accounts Payable Clerk	2.0000					3,546	67,380								70,926
Intake & Outreach Specialist	1.5000						58,750								58,750
Staff Accountant	1.0000	21,874					16,694	3,167							41,735
Finance Assistant	0.6250	5,704					11,032	1,651							18,387
Accounting Supervisor	1.0000	30,694					24,959	6,744							62,397
Office/Clerical	9.6250	14,549		27,778	111,112	11,265	172,213								336,917
Community Resource Navigator	2.0000						21,896				43,793	21,895			87,584
Access Manager	1.0000						60,715								60,715
Receptionist	1.0000	17,778					7,619								25,397
Food Manager/Food Production Supervisor	3.0000			17,446	69,782									23,299	110,527
Cook/Food Production Assistant	4.5000			22,358	89,430									10,873	122,661
Porter/Stockperson/Dishwasher	5.7500			29,200	116,798									2,531	148,529
Van Driver/Food Transportation	4.7500			26,326	105,303									4,558	136,187
Dining Site/Kitchen Coordinator	2.9250			72,156											72,156
MOW Supervisor	4.0000			29,980	119,920										149,900
Registered Dietician/Evidenced Based Prg Mgr	1.0000	52,568		553	2,214										55,335
Community Nutrition Mgr	1.0000			6,867	27,669						5,131				39,667
Reimbursement Manager	1.0000	2,946				5,892	50,085								58,923
MMAP Coordinator	1.0000										12,584			37,752	50,336
Quality Specialist	1.0000						60,995								60,995
Fundraising & Volunteer Specialist	1.0000	40,493	10,123												50,616
Quality Assistant	1.0000						42,013								42,013
Case Coordinator	2.0000						56,031						34,342		90,373
Project Coordinator	1.0000	50,336													50,336
															0
															0
TOTAL	97.9000	448,756	56,525	244,863	691,024	100,555	2,568,980	11,562	13,387	31,559	73,992	66,369	34,342	79,013	4,420,927

STATE OF MICHIGAN
Michigan Department of Health & Human Services
AGING & ADULT SERVICES AGENCY

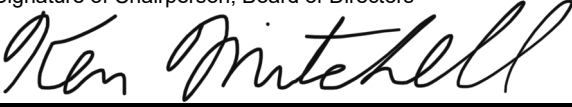
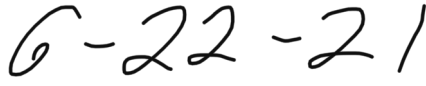
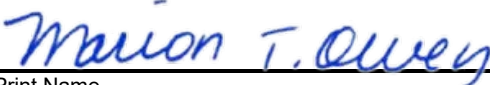
FY 2020-2022 Multi Year Plan

FY 2022 Annual Implementation Plan

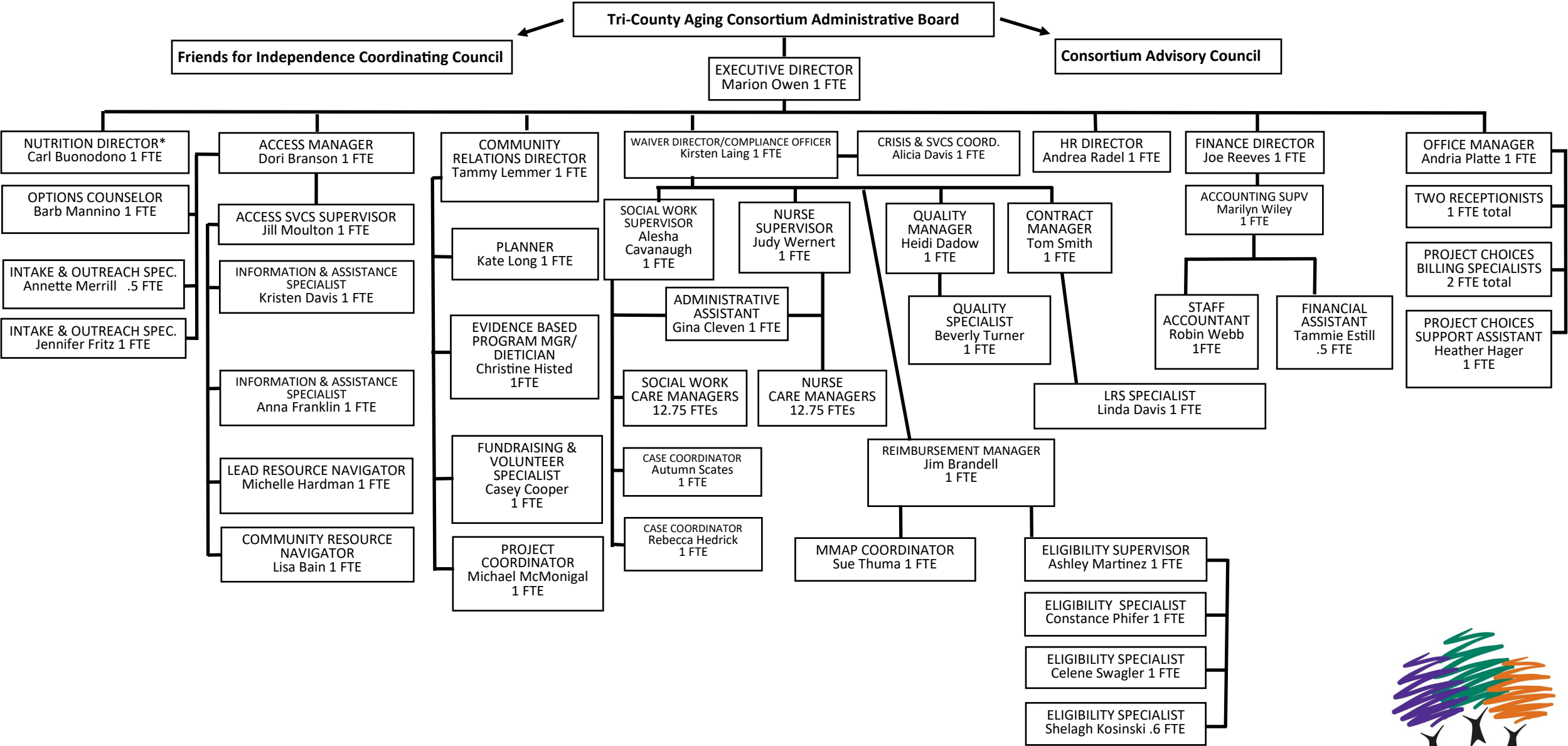
SIGNATURES

This document covers Fiscal Year 2022. This document becomes valid upon approval by the Michigan Commission on Services to the Aging. It may be conditionally approved subject to all general and/or special conditions established by the Commission on Services to the Aging. This signature page may substitute for required signatures on documents within the documents if those documents are specifically referenced on this signature page.

The signatories below acknowledge that they have reviewed the entire document including all budgets, assurances, and appendices and they commit to all provisions and requirements of this Annual Implementation Plan.

Signature of Chairperson, Board of Directors 	Date 
Print Name	
Signature of Area Agency on Aging Director 	Date
Print Name	
Area Agency on Aging	
Documents referenced by the signature page: ▪ FY 2022 Area Plan Grant Budget ▪ FY 2022 Direct Service Budgets ▪ Request to Transfer Funds ▪ Waiver for Direct Service Provision ▪ Assurances and Certifications ▪ Assurance of Compliance with Title VI of Civil Rights Act of 1964 ▪ Regional Service Definitions ▪ Agreement for Receipt of Supplemental Cash-in-Lieu of Commodity Payments for the Nutrition Program for the Elderly ▪ Waiver of Minimum Percentage for a Priority Service Category	

Tri-County Aging Consortium

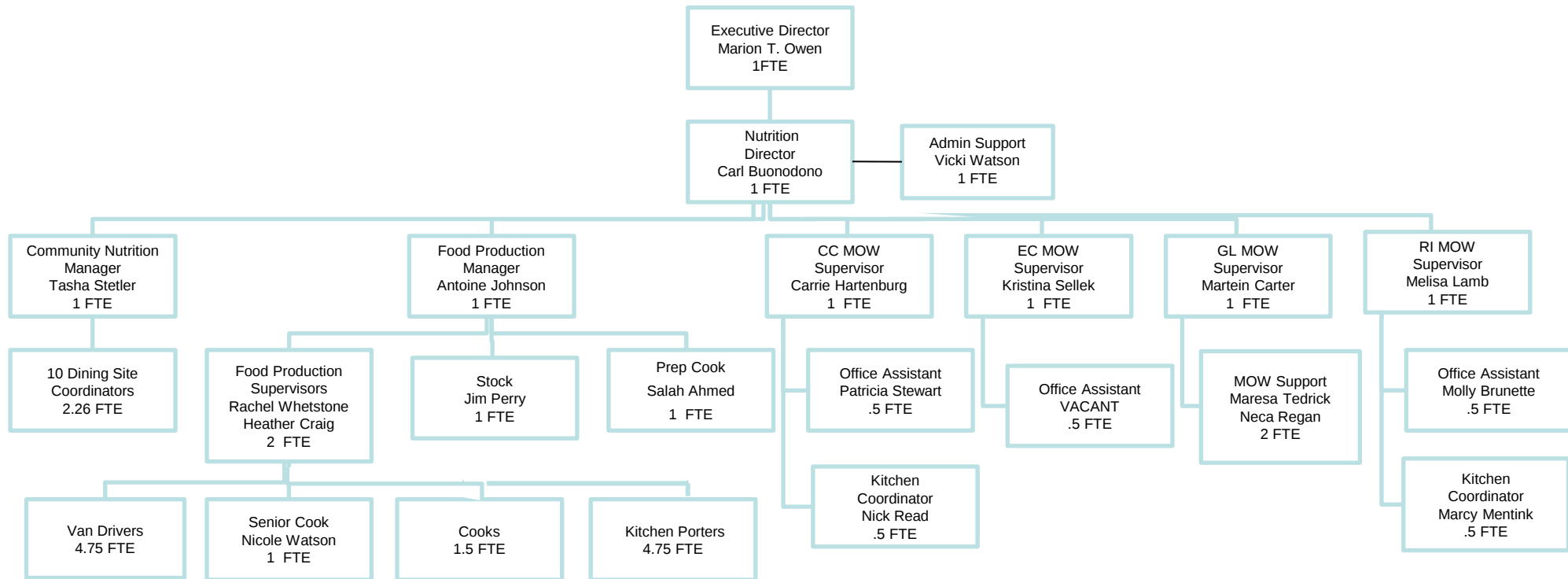


* See Nutrition Organization Chart for further detail on TCOA’s Nutrition Program staffing





Tri-County Office on Aging - Nutrition Program



EMERGENCY MANAGEMENT AND PREPAREDNESS

Minimum Elements for Area Agencies on Aging FY 2020 Annual Implementation Plan

After each general and nutrition minimum element for emergency preparedness, provide a brief description regarding how the AAA Emergency Preparedness Plan for FY 2020 will address the element.

Area Agency on Aging
A. General Emergency Preparedness Minimum Elements (required by the Older American's Act).
1. Anticipated expectations during a State or locally declared emergency/disaster. Include having a staff person (the area agency director or their designee) available for communication with AASA staff to provide real time information about service continuity (status of aging network service provider's ability to provide services).
2. Being prepared to identify and report on unmet needs of older individuals.
3. Being able to provide information about the number and location of vulnerable older persons receiving services from the area agency residing in geographic area(s) affected by the emergency/disaster.
4. Being able to contact such affected older persons to determine their well-being.
5. Anticipated minimum expectations during a State or locally organized preparedness drill include being available to establish communication between AASA staff and area agency staff and being able to provide information upon request to both state and local emergency operation centers regarding the number and location of vulnerable older individuals residing in geographic areas affected by the drill.

B. Nutrition providers shall work with the respective area agency to develop a written emergency plan. The emergency plan shall address, but not be limited to the following elements:

1. Uninterrupted delivery of meals to home-delivered meals participants, including, but not limited to use of families and friends, volunteers, shelf-stable meals and informal support systems.

2. Provision of at least two, and preferably more, shelf-stable meals and instructions on how to use for home-delivered meal participants. Every effort should be made to assure that the emergency shelf-stable meals meet the nutrition guidelines. If it is not possible, shelf-stable meals will not be required to adhere to the guidelines.

3. Backup plan for food preparation if usual kitchen facility is unavailable.

4. Agreements in place with volunteer agencies, individual volunteers, hospitals, long-term care facilities, other nutrition providers, or other agencies/groups that could be on standby to assist with food acquisition, meal preparation, and delivery.

5. Communications system to alert congregate and home-delivered meals participants of changes in meal site/delivery.

6. The plan shall cover all the sites and home-delivered meals participants for each nutrition provider, including sub-contractors of the AAA nutrition provider.

7. The plan shall be reviewed and approved by the respective area agency and submitted electronically to AASA for review.

EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2022

Funded Under Disease Prevention Health Promotion Service Definition

Provide the information requested below for Evidence-Based Programs (EBDP) to be funded under Title III-D.

Title III-D funds can only be used on health promotion programs that meet the highest-level criteria as determined by the Administration for Community Living (ACL) Administration on Aging (AoA). Please see the "List of Approved EBDP Programs for Title III-D Funds" in the Document Library. Only programs from this list will be approved beginning in FY 2020. If funding has been allocated as a single amount for all Title III-D programs for a provider, enter on first line under "Funding Amount for This Service."

Program Name	Provider Name	Anticipated No. of Participants	Funding Amount for Service
<i>Example</i>	<i>Example: List each provider offering programs on a single line as shown below.</i>	<i>Example: Total participants for all providers</i>	<i>Example: Funding total for all providers</i>
Arthritis Exercise Program	1) Forest City Senior League Program 2) Grove Township Senior Services 3) Friendly Avenue Services	80	\$14,000
Senior Fitness	YMCA of Metropolitan Lansing	380	\$30,775

STATE OF MICHIGAN
Michigan Department of Health & Human Services
AGING AND ADULT SERVICES AGENCY

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Supplemental Documents

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Michigan Department of Health & Human Services
AGING AND ADULT SERVICES AGENCY

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FY 2022

SUPPLEMENTAL DOCUMENT A

Board of Directors Membership

	Asian/Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	0	4	0	0	0	3	11
Aged 60 and Over	0	0	0	0	0	1	11

Board Member Name	Geographic Area	Affiliation	Membership Status
Adam Hussain	Lansing	Lansing City Council	Elected Official
Patricia Spitzley	Lansing	Lansing City Council	Elected Official
Chris Swope	Lansing	Lansing City Council	Elected Official
Jessy Gregg	East Lansing	East Lansing City Council	Elected Official
Mark Mudry	Eaton County	Commissioner	Elected Official
Blake Mulder	Eaton County	Commissioner	Elected Official
Jeanne Pearl-Wright	Eaton County	Commissioner	Elected Official
Randy Schafer	Ingham County	Commissioner	Elected Official
Byran Crenshaw	Ingham County	Commissioner	Elected Official
Dwight Washington	Clinton County	Commissioner	Elected Official
Ken Mitchell	Clinton County	Commissioner	Elected Official

STATE OF MICHIGAN
Michigan Department of Health & Human Services
AGING AND ADULT SERVICES AGENCY

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SUPPLEMENTAL DOCUMENT B

Advisory Board Membership

	Asian/ Pacific Islander	African American	Native American/A laskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	1	2	1	2	3	18	23
Aged 60 and Over	0	2	0	1	2	9	23

Board Member Name	Geographic Area	Affiliation
Felix (Bud) Fliss	East Lansing	East Lansing Community Member
Joseph Gutierrez	Eaton County	Eaton County Community Member
Susan Hoffman	Eaton County	Eaton County Community Member
Joel Zachrich	Eaton County	Eaton County Community Member
Eileen Heideman	Clinton County	Clinton County Community Member
Madelyn "Archi" Tomczyk	Clinton County	Clinton County Community Member
Cheryl Mask	Lansing	Lansing Community Member
Anita Turner	Lansing	Lansing Community Member
Gloria Kovnot	Ingham County	Ingham County Community Member
Susan Cockerill	Ingham County	Ingham County Community Member
Dawn Sargent	Tri-County	Community Mental Health Older Adult Services
Carla Lasater	Tri-County	Disability Network Capital Area
Kelly Neve	Tri-County	Ingham/Eaton County DHS
Phyllis Monroe	Tri-County	Tri-County Nutrition Council
Robyn Ford	Tri-County	Social Security Administration
John Stauffer	Tri-County	
Meghan Pineda	Tri-County	Wind Beneath Your Wings
Raul Presas	Tri-County	Maplewood AFC
Zeenat Kotyal-Karamchanda	Tri-County	MSU SPDC
Kristina Martin	Tri-County	Legal Services of South Central Michigan
Deb Wiese	Tri-County	CATA

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FY 2022

Laurie Beals	Tri-County	McLaren Orthopedic Hospital GEMS Unit
Emma Henry	Tri-County	Capital Area Housing Partnership

Tammy Lemmer

From: Felix Fliss <budfelix@comcast.net>
Sent: Saturday, June 5, 2021 2:49 PM
To: Tammy Lemmer
Subject: Annual Implementation Plan

Tammy:

Just read the proposed Annual Plan. Should there be something mentioned about the newly formed TCOA Ingham County Elder Persons Millage Advisory Committee for 2021?

Bud Fliss

Sent from my iPhone

From: [Gloria Kovnot](#)
To: [Kate Long](#)
Subject: Annual Implementation Plan
Date: Wednesday, June 9, 2021 11:27:12 AM

Hi Kate,

The Community Resource Navigator was a wonderful addition.

A question - Do you know how many counties DO NOT have a senior millage?

Are there any funds to put computers in Senior Centers to help our seniors get comfortable using computers?

See you tomorrow (Thursday)
Gloria Kovnot

June 9, 2021

To Whom It May Concern:

As the Coordinator for the Building Stronger Communities Council (the multipurpose collaborative body serving Clinton County) I am writing in support of Tri-County Office on Aging's Fiscal Year 2022 Annual Implementation Plan. The last year has been incredibly challenging for Clinton County due to Covid-19 and TCOA has consistently shown its ability to serve our most vulnerable populations with compassion, creativity, and care. Not only did TCOA continue to serve its current clients, it also vastly increased its impact on other seniors in the community. I firmly believe that TCOA's actions to provide for the basic needs and emotional welfare of local seniors saved lives during the pandemic.

TCOA has been a part of the BSCC for many years, has consistently provided support and shown its willingness to work collaboratively for the best interests of the community. I have read the Fiscal Year 2022 Annual Implementation Plan, support TCOA's goals for the next year, and look forward to future collaborations.

Sincerely,
LeeAnna Vickery
Coordinator
Clinton County Building Stronger Communities Council
vickery@ceicmh.org

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Fiscal Year 2022 Annual Implementation Plan as required by the Older Americans Act and the Older Michiganians Act; and

WHEREAS, the Committee of the Whole met on July 26, 2021 and reviewed the document; and

WHEREAS, Lansing City Council met on July 26, 2021 and reviewed the Tri-County Office on Aging's Fiscal Year 2021 Annual Implementation Plan.

BE IT RESOLVED, that the Lansing City Council hereby approves said document.

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission or Committee.

Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

(Section Break)

Date	5/23/2021
First Name	Semone
Middle	Marcia
Last Name	James
Other name(s) by which you have been known, including maiden names	Semone Marcia Williamson and Semone Marcia James Howes
Date of Birth	
Address	2941 Tulane Drive
City	Lansing

State	MI
Zip Code	48912
Email	semone.james@yahoo.com
Gender	Female
Find my ward:	Lansing Neighborhoods Ward Map
Ward	1
Precinct	003
Best phone number to contact you	5172568321
Last 4 digits of social security number	
In what year did you move to Lansing?	1992
Additional information regarding experience and credentials	In consideration of this application, I would like to share that I have been a dedicated public servant to the State of Michigan for over 25 years with a focus on oversight and revenue generation. As a Lansing resident for almost 30 years, I care for our community and would consider it an honor to utilize my professional experience and business acumen as well as my previous service and experience as a BWL Commissioner to assist with moving the BWL forward as the "Utility of the Future".
Occupational Background	Asset and Operations Management; Revenue Generation; Budget Oversight; Institutional Investing; Public Pension Plan Operations, Internal Controls, Policies and Procedures, Real Estate Appraisal and Brokerage, Procurement, Contract Negotiations; Business Continuity Planning; Information Technology and Cybersecurity
Educational Background	Bachelor of Business Administration Degree Eastern Michigan University 9-1987 to 4-1991 Major: Business Administration Area 1) Finance Area 2) Real Estate See Resume
Previous Appointments	Lansing Board of Water and Light Commissioner 1st Ward 2006-2009
Current Appointments	None

Please attach a resume if available	Semone James Resume 5.2021.pdf
First choice for board to serve on	Board of Water and Light
Second choice of a board to serve on	<i>Field not completed.</i>
Third choice of a board to serve on	<i>Field not completed.</i>
Fourth choice of a board to serve on	<i>Field not completed.</i>
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission	I am applying to serve as the 1st Ward Commissioner on the Board of Water and Light. My overarching goals would be to work with the BWL management and Board of Commissioners to continue to provide affordable, reliable and safe sustainable energy and clean water with the goal of reaching carbon neutrality, educating customers on sustainable practices, while driving economic development and job creation for the Lansing community. In furtherance of the aforementioned goals, I would like to: 1) work with the BWL to grow the public charging infrastructure and network (one that allows for the charging of the various electric vehicles (EV) charging connector types (Tesla, AC/J1772(Type 1), DC/CCS1, DC/CHAdeMO). 2) look to partner with institutional investors who have an Environmental, Social, and Governance (ESG) mandate focused on the use of innovative, renewable and clean energy technologies (solar, wind, bio fuels, hydrogen, and green ammonia) to support a sustainable environment and drive economic growth. Lansing has an absolute gem with its own municipally owned public utility. Many times, I have seen the quote that “He who controls the energy supply controls the economy and the future”. We must take full advantage of this opportunity and sustain our environment while growing our economy. I welcome the opportunity to be of service.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain	If there are any prior tax (carry forward refund) issues I am happy to work with City of Lansing Treasury to address any questions or provide any supplemental documentation.

how you will be qualified
or eligible before you
would be sworn in to an
appointed office

Background Check
Authorization

I agree

Please type your name in
this box to signify that
you can serve on a board
or commission and the
information in this
application is accurate to
the best of your
knowledge

Semone Marcia James

Date & Time

5/23/2021 4:30 PM

Email not displaying correctly? [View it in your browser.](#)

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has made the appointment of Semone James as the 1st Ward member of the Board of Water and Light for a term to expire June 30, 2025; and

WHEREAS, the nominee has been vetted by the Mayor's Office and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee of the Whole met on July 26, 2021 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Semone James as the 1st Ward member of the Board of Water and Light for a term to expire June 30, 2025.



BRANCH OFFICE
Veterans Memorial Courthouse
Lansing, MI 48933
inghamclerk@ingham.org
www.ingham.org

Barb Byrum
Ingham County Clerk

MAIN OFFICE
P.O. Box 179
341 South Jefferson
Mason, MI 48854
Phone: (517) 676-7201
Fax: (517) 676-7254

July 20, 2021

Lansing City Council
124 W. Michigan Ave.
Lansing, MI 48933

Lansing City Council Members,

I was surprised to hear that the Lansing City Council recently approved language for a ballot proposal to amend the Lansing City Charter to allow for Ranked Choice Voting for City Elections.

As the County Clerk, I am responsible for programming all elections in the County and accumulate and report results on Election Night. At this time, I believe this proposed charter amendment has not been completely thought through as I have concerns about the implementation of Ranked Choice Voting elections in the City of Lansing. I am not against the concept of Ranked Choice Voting (RCV) in principle, but I do think a further conversation should be had before this is implemented for City Elections.

First and foremost, the current election equipment and software in Ingham County does not allow for Ranked Choice Voting. If I am forced to program and accumulate results for a RCV election before there is a state-approved system, it will likely cost the City of Lansing a sum that may reach the hundreds of thousands of dollars. RCV elections would likely require the purchasing of new equipment for the City of Lansing, which, at this point, the Bureau of Elections has not tested or certified a system that would be capable of running RCV elections.

An alternative "solution" would be to use uncertified "freeware" to manage results from an RCV election, which raise serious security concerns and I would likely find it necessary to utilize a separate server and election equipment to maintain the integrity of the equipment that is used for State and Federal Elections in the City of Lansing and the rest of Ingham County.

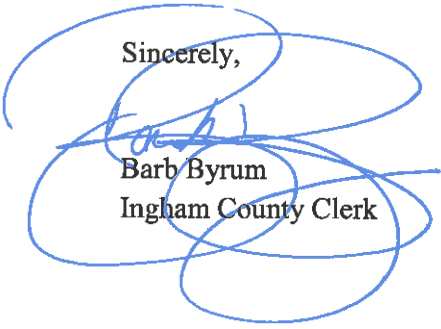
Second, Michigan Election Law does not currently support using Ranked Choice Voting for elections. Put more clearly: To run an election in this manner would be going against state law. Rules and guidance from the Michigan Bureau of Elections are also not set up for RCV. Michigan's election procedures, security measures, and equipment testing & certification standards do not currently allow for RCV.

You have no doubt heard from or at least heard about other municipalities that have adopted RCV into their city charters and from Eastpointe, which had used RCV in a recent election. It is worth noting that Eastpointe has only used RCV because of a Voting Rights Act violation and subsequent court order from a federal judge. All accounts for how that process was implemented suggest that this was not a good idea with our current state law and technology. The other communities that have adopted RCV into their city charters have been told what I am telling you now: It is not feasible, cheap, or legal to run an RCV election in Michigan, at this time.

I would be happy to avail myself to any council member who wished to speak on this or any other election-related matter. Unfortunately, I was only consulted informally by one member prior to the first vote on this matter, to whom I relayed these concerns.

I urge you to reconsider the vote by which your charter amendment was approved to be added to the November ballot, and am happy to discuss this matter further, or answer any election questions that you may have, now or in the future.

Sincerely,



Barb Byrum
Ingham County Clerk



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

July 22, 2021

Lisa Hagan
Assistant City Attorney
Office of the Lansing City Attorney

Via email to Lisa.Hagen@lansingmi.gov

Dear Ms. Hagen:

Thank you for letting us know about the City of Lansing's proposed charter amendments regarding ranked choice voting (RCV). The letter includes information regarding the implementation of RCV in Michigan. While the Bureau of Elections (BOE) does not oppose RCV in concept, RCV is inconsistent with several provisions of the Michigan Election Law (MEL), 1954 PA 116, MCL 168.1 *et seq.*, and holding an election using RCV creates multiple challenges under the MEL.

Accordingly, with one court-ordered exception, recent elections in Michigan have not been conducted with RCV notwithstanding municipal charter requirements. You may be aware, for example, that the City of Ferndale's charter contains provisions for RCV, but the city has not conducted an election using this method.

The City of Eastpointe is currently *required* to conduct their city council elections using RCV, but this is being done under a settlement agreement with the U.S. Department of Justice to resolve the allegation that the city's "at-large method of electing the Eastpointe City Council dilutes the voting strength of black citizens, in violation of Section 2 of the Voting Rights Act", which is federal law. [Complaint](#), *United States v City of Eastpointe*. The federal consent agreement, which supersedes state law, required Eastpointe to adopt multi-winner RCV for city council elections beginning with the November 5, 2019 election.

Outside of a federal requirement to set aside these provisions, several provisions of MEL inhibit the ability to conduct elections with RCV. For example, the MEL does not contemplate or authorize any reduction in the number of votes cast for an elected candidate; subtraction and redistribution of validly cast, surplus votes to continuing candidates; and redistribution of a losing candidate's total votes.

Among these is the requirement to electronically tabulate results in the precinct on Election Night. None of the three Election Management System vendors used in Michigan currently provides an end-to-end, self-contained system for tabulating results and determining winners for multi-winner RCV that has been tested, certified, and approved for use with Michigan-compliant voting systems.

The MEL requires that all election results be canvassed and reported by precinct inspectors: “Immediately on closing the polls, the board of inspectors of election in each precinct shall proceed to canvass the vote.” MCL 168.801. In other words, the initial canvass cannot be performed outside of the precinct, nor by anyone other than the election inspectors. Next, the inspectors are required to prepare the statement of returns showing the number of votes cast for all candidates for each office. MCL 168.806, 809. All of this is done in the precinct on Election Night after polls close and before the election materials are delivered to the receiving board, and without human intervention (in counting and assigning votes to specific candidates). Under current law, it simply is not possible to assign the duties necessary to determine who was elected when using RCV (such as the distribution of votes among the candidates and necessary calculations) to another election official (such as the city clerk or Board of County Canvassers).

Additionally, the MEL bars “overvotes,” or voting for more candidates than the total number to be elected to a particular office. MCL 168.576a provides, “In all partisan and nonpartisan primary elections, the voter shall be entitled to vote for a number of candidates for each office equal to the number of persons to be elected for that office.” Similarly, MCL 168.580 provides, “In counting the ballots after the closing of the polls, only those candidates having crosses or check marks marked in the squares to the left of their names shall be considered to have received votes, and any ballot upon which more votes have been recorded for candidates for any office than may, by law, be elected to that office shall be rejected as to all names appearing on the ballot for that office only.” Electronic voting systems approved for use in Michigan must be programmed to detect and reject ballots containing overvotes:

(1) An electronic voting system acquired or used under sections 794 to 799a shall meet all of the following requirements: ... (c) Permit each elector to vote at an election for all persons and offices for whom and for which the elector is lawfully entitled to vote; to vote for as many persons for an office as the elector is entitled to vote for; and to vote for or against any question upon which the elector is entitled to vote. Except as otherwise provided in this subdivision, the electronic tabulating equipment shall reject all choices recorded on the elector’s ballot for an office or a question if the number of choices exceeds the number that the elector is entitled to vote for on that office or question. Electronic tabulating equipment that can detect that the choices recorded on an elector’s ballot for an office or a question exceeds the number that the elector is entitled to vote for on that office or question shall be located at each polling place and programmed to reject a ballot containing that type of an error. If a choice on a ballot is rejected as provided in this subdivision, an elector shall be given the opportunity to have that ballot considered a spoiled ballot and to vote another ballot. MCL 168.795.

The Michigan Election Law is quite restrictive in terms of the written instructions that are provided to voters. Under MCL 168.736f, “The ballot marking instructions as provided in sections 736b, 736c, 736d, 736e, and 764, are the only written ballot marking instructions that shall be provided to an elector.” These sections deal with primary, general, nonpartisan and special elections, and absent voter ballots, respectively, and none contemplate RCV.

The following chart contains a summary of the provisions of the MEL which conflict with the use of RCV in Michigan:

Requirement	Citation
Candidates' names must be rotated on the ballot	MCL 168.569a
Ballot must allow voters to vote for write-in candidates	MCL 168.795
VAT must allow an individual with disabilities to vote in a manner that provides the same opportunity for access and participation as provided for other voters	MCL 168.795
Vote accumulation software must meet SOS specifications; SOS must so certify	MCL 168.795
Tabulator must be programmed to reject ballots containing errors	MCL 168.795
Firmware and software must be tested and approved by a certified independent testing authority (ITA) accredited by the National Association of State Election Directors	MCL 168.795a
Firmware and software must be approved by Board of State Canvassers	MCL 168.795a
Source code must be escrowed	MCL 168.797c
Statement of votes must indicate the total number of votes for each candidate	MCL 168.806
Results must be available in the precinct	MCL 168.807

Thus, while not expressly prohibiting RCV, the MEL does not contemplate the use of the practice and has several provisions in conflict with it. The only state statute that addresses RCV at all, the Home Rule City Act, 1909 PA 279, MCL 117.3(a), simply provides, “[City] Elections may be by a partisan, nonpartisan, or preferential ballot, or by any other legal method of voting.” There are no state laws, administrative rules, or policies to guide RCV implementation.

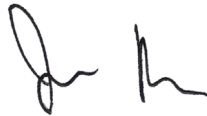
Accordingly, BOE construed and applied existing election laws to maintain the best semblance of compliance with current state legal requirements in order to assist Eastpointe to comply with their federal court-ordered mandate. In order to avoid the manual counting of RCV ballots, Eastpointe used third-party tabulation software developed by the Ranked Choice Voting Resource Center (Resource Center). The Resource Center’s product is stand-alone software, not an integral component of a currently certified and approved voting system. The Resource Center submitted its tabulation software to a voting system test laboratory (VSTL) for testing and certification, which was completed in early September 2019.

VSTL certification of any tabulation software is necessary because it will be used to count votes, accumulate totals from multiple precincts and determine election winners. After VSTL certification, the Resource Center submitted its software for state certification and testing to ensure compatibility with the ES&S system, used in Eastpointe, and obtained conditional approval of the Board of State Canvassers (BSC). The BSC conditionally approved the use of the Resource Center’s product for use only in Eastpointe and in conjunction with the ES&S voting system. Any other use, or any alternative tool to calculate the results of an RCV election, would need to go through the same rigorous testing prior to implementation. State certification testing includes a successful demonstration of the following functionalities: import of election files; creation of election and ballot files; tabulation of test decks on precinct tabulators, accessible voting devices and AVCB tabulators; and secure transmission of results via modem, if

applicable, and directly via memory devices to the vote accumulation software on a central computer.

BOE has learned a significant amount about RCV from the Eastpointe election, and would do its best to use this knowledge in assisting Lansing, Dominion, Ingham County, or any other jurisdictions that were conducting an election under RCV if it were legally permissible. BOE will also work collaboratively with national experts and legislators who support the policy, as it continues to be discussed in Michigan. However, it currently is not possible to conduct an election using RCV and comply with the MEL. If Lansing does place charter amendments to implement RCV for city elections on the ballot, and those amendments pass, Lansing will not be able to conduct city elections using RCV until the MEL is amended.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Brater', with a stylized, cursive script.

Jonathan Brater, Director of Elections

RESOLUTION #2021-149

**BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, it is required that a method of election of elective officers be provided for by Charter; and

WHEREAS, it has been argued that the current methods of election codified by Charter may contribute to insufficient choice and participation for residents; and

WHEREAS, it has been argued that other methods of election may be more efficient while providing citizens with a superior range of options;

WHEREAS, in the event that the electors adopt the pending Charter amendment to elect City officers by the instant run-off voting procedure, the use of primary elections for these officers will be eliminated;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing, pursuant to the authority of the Home Rule Cities Act (MCL 117.1, et. seq.), and by a three-fifths (3/5) vote of its members elect, hereby proposes that the following amendment to Article 2, Chapter 2, Sections 2-205, 2-206, and the addition of Section 2-207 of the Lansing City Charter be submitted, to the electors of the City for adoption or rejection at the election to be held on November 2, 2021:

Chapter 2 ELECTION OF OFFICERS

2-205 METHOD OF ELECTION

.1 THE PERSON RECEIVING THE HIGHEST NUMBER OF VOTES FOR ANY OFFICE SHALL BE DEEMED TO HAVE BEEN DULY ELECTED TO THAT OFFICE, UNTIL SUCH TIME AS VOTING MACHINE EQUIPMENT CAPABLE OF IMPLEMENTING INSTANT RUN-OFF VOTING IS AVAILABLE AND OBTAINED BY THE CITY OF LANSING, AND SUCH EQUIPMENT IS APPROVED BY THE ELECTION COMMISSION; THEREAFTER, FOR THE OFFICES OF MAYOR, CITY CLERK, AND CITY COUNCIL A CANDIDATE SHALL BE ELECTED FOR THAT OFFICE BY RECEIVING MORE THAN 50% OF THE VOTES CAST USING THE FOLLOWING METHOD: EACH VOTER SHALL DESIGNATE THE CANDIDATES FOR OFFICE BY RANKING THE CANDIDATES IN ORDER OF THE VOTER'S PREFERENCE. IF A CANDIDATE RECEIVES MORE THAN 50% OF FIRST PREFERENCE VOTES, THEN THE CANDIDATE IS ELECTED. IF NO CANDIDATE RECEIVES MORE THAN 50% OF THE FIRST PREFERENCE VOTE, THE CANDIDATE WITH THE FEWEST FIRST PREFERENCE VOTES SHALL BE ELIMINATED AND THE ELIMINATED CANDIDATES VOTERS' SECOND PREFERENCE VOTES SHALL BECOME THEIR FIRST PREFERENCE AND BE ADDED TO THE FIRST PREFERENCE VOTES OF THE REMAINING CANDIDATES. THIS PROCESS OF ELIMINATION AND REALLOCATION OF VOTES BY ORDER OF

VOTER PREFERENCE SHALL CONTINUE UNTIL ONE CANDIDATE RECEIVES MORE THAN 50% OF THE VOTE AND IS THEREFORE ELECTED.

.2 CITY COUNCIL AT LARGE ELECTIONS: WHEN MORE THAN ONE CANDIDATE IS TO BE ELECTED, THEN THE PROCESS OF PREFERENTIAL RANKING OF CANDIDATES AND ELIMINATION OUTLINED IN 2-205.1 SHALL BE FOLLOWED. ONCE THE FIRST CANDIDATE IS ELECTED, ALL BALLOTS ARE RECOUNTED AND THE NEXT CANDIDATE WHO RECEIVES MORE THAN 50% OF THE VOTES IS ELECTED, EXCEPT THAT THE ALREADY ELECTED CANDIDATE IS ELIMINATED AND THE SECOND PREFERENCE OF THE VOTERS FOR THAT CANDIDATE ARE COUNTED INSTEAD, WITH THAT PROCESS BEING CONTINUED UNTIL THE SECOND CANDIDATE RECEIVES MORE THAN 50% OF VOTES.

.3 THE INSTANT RUN-OFF VOTING PROCEDURE IN THIS SECTION 2-205 SHALL BECOME EFFECTIVE ONLY IF THE PENDING CHARTER AMENDMENTS TO ELIMINATE PRIMARY ELECTIONS OF CITY OFFICERS IS SIMULTANEOUSLY PASSED.

2-205 2-206 Election Commission

.1 The conduct of City elections shall be the responsibility of the Election Commission consisting of the City Clerk, the City Attorney and the Assessor. The City Clerk shall preside.

.2 The Election Commission shall prescribe the procedures to be followed in the conduct of City elections in accord with state law AND THIS CHAPTER.

2-206 2-207 State Law To Apply

The general election laws of the state as supplemented by the provisions of this Charter and relevant ordinances shall apply to the qualifications and registration of voters, the filing for office by candidates, and the conduct and canvass of City elections.

BE IT FURTHER RESOLVED that in accordance with the Home Rule Cities Act (MCL 117.1, et. seq.), the question shall be captioned and stated on the ballot as follows:

CITY OF LANSING CHARTER AMENDMENT

INSTALLMENT OF RANKED-CHOICE (AUTOMATIC RUNOFF) VOTING BY AMENDING THE LANSING CITY CHARTER ARTICLE 2, SECTION 2-205, AND RENUMBERING THE REMAINING SECTIONS OF ARTICLE 2 THEREAFTER

This amendment provides for election of the mayor, city clerk, and council members by majority vote using an instant run-off voting procedure of counting votes (as soon as the City acquires voting machine equipment approved by the City Election Commission) if the Charter is simultaneously amended to eliminate primary elections. Voters shall designate first preferences and subsequent preferences; if no candidate receives more than 50% of first preference votes the candidate with the fewest first preferences is

eliminated and the secondary preferences for that candidate are recounted until a candidate receives a majority of votes.

Shall this amendment be adopted?

_____ YES
_____ NO

BE IT FURTHER RESOLVED that the Charter amendment would take effect on January 1, 2022.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed and authorized to, in accordance with the Home Rule Cities Act (MCL 117.1, et. seq.), transmit a copy of this resolution and roll call vote on it, along with a copy of the proposed amendment to the Governor of the State of Michigan for approval and a copy to the Attorney General of the State of Michigan for approval as to the form in which the proposal shall be presented to the electors.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to cause the above proposal to be placed on the ballot at the election to be held on November 2, 2021.

BE IT FURTHER RESOLVED that the ballot wording is hereby certified to the City Clerk for submission to the City's electors at the election to be held on November 2, 2021.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice of the election and notice of registration therefore in the manner prescribed by law and to do all things and to provide all supplies necessary to submit the ballot proposal to the vote of the electors as required by law.

BE IT FURTHER RESOLVED that in accordance with law, the City Clerk shall post the proposed Charter amendment in full at each polling place.

BE IT FINALLY RESOLVED that the canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the Charter of the City of Lansing.

RESOLUTION #2021-150

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, it is required that a method of election of elective officers be provided for by Charter; and

WHEREAS, it has been argued that the current methods of election codified by Charter may contribute to insufficient choice and participation for residents; and

WHEREAS, it has been argued that other methods of election may be more efficient while providing citizens with a superior range of options;

WHEREAS, in the event that the electors adopt the pending Charter amendment to elect City officers by the instant run-off voting procedure, the use of primary elections for these officers will be eliminated;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lansing, pursuant to the authority of the Home Rule Cities Act (MCL 117.1, et. seq.), and by a three-fifths (3/5) vote of its members elect, hereby proposes that the following amendment to Article 2, Chapter 2, Sections 2-201, 2-203, 2-204, and 2-406 of the Lansing City Charter be submitted, to the electors of the City for adoption or rejection at the election to be held on November 2, 2021:

Chapter 2 ELECTION OF OFFICERS

2-201 Time Of Elections

.1 IF THIS CHARTER IS AMENDED TO PROVIDE FOR AN INSTANT RUN-OFF VOTING PROCEDURE FOR THE ELECTION OF THE OFFICES OF MAYOR, CITY CLERK, AND CITY COUNCIL, UPON THE EFFECTIVE DATE OF THE IMPLEMENTATION OF THE INSTANT RUN-OFF VOTING PROCEDURE, THE PRIMARY ELECTIONS TO DETERMINE THE CITY OFFICE CANDIDATES SHALL BE ELIMINATED AND THE REFERENCE TO PRIMARY ELECTIONS SHALL BE REMOVED FROM CHARTER SECTIONS 2-201, 2-203, 2-204, AND 2-406.

.2 ~~The primary and general~~ Elections for all City offices shall be held ON THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER. ~~at the time provided by State law.~~

2-203 - Wards.

.1 The City of Lansing shall be divided into four (4) wards, from each of which a member of the City Council shall be nominated and elected.

.2 Each ward shall have the same boundaries as shall exist on the effective date of this Charter until changed in accord with law.

.3 The Election Commission shall revise the boundaries of the wards within sixty (60) days after the figures from the Federal decennial census become available. New ward boundaries created within one hundred twenty (120) days of a City primary election shall become effective after the NEXT general election.

.4 The Election Commission shall, to the greatest extent possible, establish wards that are compact, contiguous and of equal population.

2-204 Method Of Nomination

.1 The method of nomination for all elective offices in the City shall be by petition, or by a candidate submitting a filing fee. ~~A primary election shall be on those occasions when the number of persons submitting valid nominating petitions or filing fees exceeds twice the number of positions to be filled in the office.~~

.2 Nominating petitions submitted by candidates for offices to be filled by voters of a ward shall be signed by at least one hundred (100), but no more than one hundred fifty (150), of the persons registered to vote in the ward in which the election is to be held.

.3 Nominating petitions submitted by candidates for offices to be filled by the voters of the City at large shall be signed by at least four hundred (400), but not more than six hundred (600), of the registered electors of the City.

.4 In lieu of submitting nominating petitions, a candidate may nominate himself or herself for City office by submitting a filing fee of one hundred dollars (\$100). The filing fee shall be nonrefundable.

.5 The City Clerk shall assist members of the public by providing information regarding the requirements for candidacy, and in the preparation of petitions.

.6 Neither nominating petitions, nor filing fees shall be accepted unless accompanied by an affidavit sworn to or affirmed by the candidate, stating that the candidate possesses the legal qualifications for the office and requesting that the candidate's name be printed on the ballot.

2-406 - Special elections.

.1 Special City elections shall be held when called by resolution of the City Council at least fifty (50) days in advance of the election, or when required by this Charter or State law. Any resolution calling a special election shall set forth the purpose of such election.

.2 Special elections to fill vacancies shall be called at least ninety (90) days before the general election. ~~A special primary election shall be held at least twenty-five (25) days before the special general election.~~

.3 Any election to fill a vacancy in an elective City office shall be held on election day in November ~~and shall be preceded by a primary election.~~ No general election to fill a vacancy may be held unless the vacancy occurred at least six (6) months prior to the general election.

.4 Whenever a vacancy in the office of Mayor, City Clerk or City Council exists for thirty (30) days and the City Council has failed to fill the vacancy, the Election Commission shall schedule a special election to fill the vacancies at the earliest possible time. The date of the election shall not be subject to the provisions of Section 2-406.3.

BE IT FURTHER RESOLVED that in accordance with the Home Rule Cities Act (MCL 117.1, et. seq.), the question shall be captioned and stated on the ballot as follows:

CITY OF LANSING CHARTER AMENDMENT
REMOVAL OF REFERENCES TO A PRIMARY ELECTION, CONTAINED IN LANSING
CITY CHARTER ARTICLE 2, SECTIONS 2-201, 2-203, 2-204, AND 2-406

This amendment provides for the elimination of primary elections for the City offices of Mayor, City Clerk, and City Council, if the Charter is simultaneously amended to provide for the election of City officers by an instant run-off procedure and the new method of election is implemented.

Shall this amendment be adopted?

_____ YES
_____ NO

BE IT FURTHER RESOLVED that the Charter amendment would take effect on January 1, 2022.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed and authorized to, in accordance with the Home Rule Cities Act (MCL 117.1, et. seq.), transmit a copy of this resolution and roll call vote on it, along with a copy of the proposed amendment to the Governor of the State of Michigan for approval and a copy to the Attorney General of the State of Michigan for approval as to the form in which the proposal shall be presented to the electors.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to cause the above proposal to be placed on the ballot at the election to be held on November 2, 2021.

BE IT FURTHER RESOLVED that the ballot wording is hereby certified to the City Clerk for submission to the City's electors at the election to be held on November 2, 2021.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give notice of the election and notice of registration therefore in the manner prescribed by law and to do all things and to provide all supplies necessary to submit the ballot proposal to the vote of the electors as required by law.

BE IT FURTHER RESOLVED that in accordance with law, the City Clerk shall post the proposed Charter amendment in full at each polling place.

BE IT FINALLY RESOLVED that the canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the Charter of the City of Lansing.

RESOLUTION #2021-###

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Montgomery Drain (“Drain”) is an intracounty drain located in Ingham County, established under Chapter 20 of the Michigan Drain Code, Public Act 40 of 1956, as amended (“Drain Code”), and under the jurisdiction of the Drainage Board; and

WHEREAS, the City and Ingham County petitioned for maintenance and improvement to the Montgomery Drain on May 20, 2014, and June 3, 2014; and

WHEREAS, the Drainage Board issued a Final Order of Determination on July 14, 2014, finding that the petition filed by the City and Ingham County were sufficient and that the proposed drain project (“Drain Project”) is practicable and should be constructed; and

WHEREAS, certain land known as the former Red Cedar Golf Course, currently being developed by Continental/Ferguson Development, LLC, pursuant to an Amended and Restated Real Estate Purchase and Development Agreement with the City dated July 23, 2018, as amended, and previously approved by Council, is located within the Drainage District’s Service Area and within the City of Lansing, (“Developer’s Parcel”), portions of which are to be dedicated for public benefit and use; and

WHEREAS, the City of Lansing owns certain land adjacent to Developer’s Parcel and located within the Drainage District in the City commonly known as Red Cedar Park, (“Park Property”); and said Park Property is subject to a Permanent Drain Easement recorded as Instrument 2016-016360 with the Ingham county Register of Deeds, held by the Drainage District in the area depicted in the attached Exhibit 2 (“Park Easement”); and

WHEREAS, certain public infrastructure will be constructed on portions of the Developer’s Parcel and in the Park Easement that will be dedicated or conveyed to the City or the Drainage District, including but not limited to, public street, water, sanitary sewer, sidewalk; pathway, sidewalk and parking improvements (the “Public Infrastructure”); and

WHEREAS, as part of the Drain Project, the Drainage Board has requested and the City has agreed that certain storm sewer improvements to be constructed on portions of the Developer’s Parcel and the Park Easement area will be dedicated as public storm sewer and established as portions of the Montgomery Drain and thereafter be maintained and improved as necessary by the Drainage Board (the “Drain Expansions”); and

WHEREAS, in an effort to minimize disruptions to the public and to take advantage of coordination of construction bidding, contracting, performance, oversight and financing, the City has requested that the Drain Project be expanded to include the design, acquisition and construction of the Public Infrastructure and the Drain Expansions as described and depicted in composite Exhibit 3 (together “Project Expansions”); and

WHEREAS, Sections 471 of the Drain Code (MCL 280.471) authorizes the Drainage Board to contract with public corporations in respect to any matter connected with the construction, operation, maintenance, use, or operation of the Drain; and

WHEREAS, Section 431 of the Drain Code (MCL 280.431) provides that the Drainage Board may contract or make arrangements with public corporations for the purpose of expanding any drainage project, provided the costs of such expanded project borne by the Drainage District not be in excess of the amounts which can be attributed solely to drainage and flood control; and

WHEREAS, the Municipal Partnership Act, 2011 PA 258, as amended (MCL 124.111 *et seq.*) authorizes the Drainage District and the City to enter into a joint endeavor to operate, maintain, repair, service, improve and replace portions of the Drain within the Drainage District; and

WHEREAS, pursuant to the above referenced statutory authority, the Drainage Board is willing to undertake the Project Expansions upon terms and conditions set forth in an agreement whereby the City would agree to pay for all of the benefits to accrue and for all costs and expenses incurred for the construction and financing of the Project Expansions (the "Drainage Board Agreement"); and

WHEREAS, the City will secure, by separate agreement with the owner(s) of the Developer's Parcel, that all costs required by the City to be paid for the Project Expansions and necessary administrative costs will be paid by the owner(s) of the Developer's Parcel through special assessment (the "Special Assessment Agreement").

NOW, THEREFORE BE IT RESOLVED that the Mayor and administration, on behalf of the City, may enter into the Drainage Board Agreement, but only after it has entered into the Special Assessment Agreement, subject to approval as to form by the City Attorney.

BE IT FINALLY RESOLVED that the Mayor and administration, on behalf of the City, may enter into the Special Assessment Agreement, subject to approval as to form by the City Attorney.

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing and the Teamsters Local 214 Supervisory & Non-Supervisory Units have negotiated a collective bargaining agreement (the "CBA") for the period covering January 1, 2021 through December 31, 2021, which is summarized in the Tentative Agreement Document approved by the parties effective June 30, 2021 ("Tentative Agreement") and which contains the changes to the prior CBA; and

WHEREAS, the Union membership ratified this agreement on July 21, 2021; and

WHEREAS, the Mayor recommends the CBA, as summarized in the Tentative Agreement, be approved;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby ratifies the Tentative Agreement of the parties for the CBA between the City of Lansing and the Union, Teamsters Local 214 Supervisory & Non-Supervisory Units for the period covering January 1, 2021 through December 31, 2021.

Approved for placement on the City Council
Agenda:

Jim Smiertka, City Attorney

Date