

AGENDA

Committee of the Whole AGENDA FOR JULY 10, 2023 AT 5:30 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 Wood, Chairperson
Council Member Garza, Vice Chairperson

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. June 26, 2023
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Presentations:**
 - B. Capital Area District Library Annual Update
 - C. Board of Water and Light Budget for Fiscal Year Ending June 30, 2024 and the Capital Forecast for Fiscal Years 2024-2029
 - D. City Clerk Chris Swope Election Process Change Updates
- 6. Discussion/Action:**
 - E. RESOLUTION - Appointment; Benjamin Kohrman; At-Large member - Elected Officers Compensation Commission (EOCC) Term to Expire 10/1/29
 - F. RESOLUTION - Tri County Office on Aging FY 24 Annual Implementation Plan
 - G. DISCUSSION - Executive Directive 2023-02; Citizen Complaint Oversight Committee (CCOC) and Commission Investigator (CI)
- 7. Other**
 - H. Update by the Administration- South Washington Complex (SWOC) Current City Department(s) Relocations (Temporary and Permanent) & Financial Impact
- 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, June 26, 2023 @ 5:30 p.m.** **Tony Benavides Lansing City Council Chambers**

CALL TO ORDER

Council President Wood called the meeting to order at 5:30 p.m.

PRESENT

Council Member Carol Wood
Council Member Jeremy Garza- excused
Councilmember Adam Hussain
Councilmember Peter Spadafore
Councilmember Patricia Spitzley
Councilmember Brian T. Jackson
Councilmember Jeffrey Brown
Councilmember Ryan Kost

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Greg Venker, City Attorney
Amanda O'Boyle, City Attorney
Emily Linden, Internal Auditor
Shelbi Frayer, Chief Strategy Officer
Cynthia Gill, Finance
Desiree Kirkland, Finance
Jackson Mills, Finance
Loretta Stanaway
Kim Coleman, HRCS
Toni Young, HRCS
Joseph Abood, City Attorney
Nick Zande

Minutes

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE MINUTES FROM JUNE 12, 2023.
MOTION CARRIED 7-0.

Public Comment

Mr. Zande spoke on the resolution for the budget resolution, spending in the Mayor's office and then on the closed session litigation list. Lastly, Mr. Zande spoke in support for funding on the Moore's Park Pool.

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Ms. Stanaway spoke on the resolution for budget amendments and continuing to ask for the funding to be restored to the Parks and Recreation Department. Lastly, Ms. Stanaway spoke in support of the resolution for the Moores Park Pool.

Presentations

Office of the City Attorney Update on the SIMTOB Settlement

Council President Wood recapped that this was an issue that Council brought to the Administration on multiple and specific properties owned by SIMTOB.

Ms. O'Boyle confirmed the lawsuit was initiated by the City with EDP for the property at S. Holmes where there was work without a permit. At that time, it was also found there were multiple properties owned by SIMTOB with issues and the City began discussions. Ms. O'Boyle acknowledged they came to the table willing to work on the 21 properties owned by SIMTOB, and OCA believes this is a good resolution which set strict timelines for compliance, providing funds back to the City for hotel costs spent by the City for the residents at the W. Holmes address.

Council President Wood asked Ms. O'Boyle to outline the points in the settlement. Ms. O'Boyle outlined the agreement points:

- Simtob agreed to correct all violations cited in inspection reports, safety letters, and correction notices by Lansing's Code Enforcement, Building Safety, and Fire Department.
- Simtob agreed to pull all necessary permits within 30 days and complete all permitted work within 60 days of the issuance of the permit.
- All code violations not subject to a permit will be completed within 45 days.
- Simtob will continue to provide alternative housing for any tenant displaced due to pink or red tags.
- Simtob will pay the City of Lansing \$10,091.78 as reimbursement for hoteling expenses expended by the City of Lansing for tenants of 2222 W. Holmes.
- Simtob remains responsible for compliance even if they sell the property unless they execute an agreement includes financial security assuring complete compliance and is approved by the City of Lansing.
- The City reserved the right to bring this matter back before the Court should the terms of the agreement not be met.
- In exchange, the City agreed to (1) complete an inspection of 1317 E. Kalamazoo within two weeks, (2) complete other rental inspections within 40 days unless there is good cause for an extension, and (3) dismiss the pending litigation and resolve the matter via Settlement Agreement.

Council Member Spitzley asked if the settlement covered all properties or just S Holmes. Ms. O'Boyle stated the settlement does address all properties. There was an inspection on Friday at 1317 E Kalamazoo for items of a safety concern for building safety corrections and that passed. Council Member Kost stated he was there Sunday and there was trash in the parking lot. Ms. O'Boyle reiterated that the inspection was for housing safety. Ms. O'Boyle then noted that the timeline starts with the execution of the settlement agreement. The timelines are set for pulling permits, completion of work in 60 days, anything not subject to a permit is 45 days, and there is a clause if an unexpected circumstance arises, they have the ability to reach out to the city to ask for an agreeable date for an extension. There is an obligation for housing for those displaced for red tags and pink tags, and lastly, they have reimbursed the city \$10,091.78 for any housing the City assisted with.

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Council Member Hussain made Committee aware of a timeline he figured on July 9th permits, repairs July 24th, August 7th is final date to pull permits and any work permitted must be done.

Council President Wood acknowledged OCA for reporting out at the public meeting to make all parties and the public aware.

Council Member Jackson stepped away at 5:45 p.m.

Discussion/Action

ORDINANCE – Re-Adopting the Codified Ordinances

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE ORDINANCE FOR RECODIFICATION OF THE ORDINANCES AS DONE ANNUALLY. MOTION CARRIED 6-0.

RESOLUTION – Fiscal Year 2022-2023 and 2023-2024 Budget Amendment

Council Member Jackson returned to the meeting at 5:47 p.m.

Council President Wood noted to the Committee and the public that at the end of the year there is a vacancy factor that is distributed in, there are carryforwards for grant funding that were not utilized which is outlined in the memo in the packet. Council is not allocating the funds from HRCS, but carryforward, and when they are ready to be allocated again, they can come back to Council for allocation. Lastly there is \$15,000 in the City Council budget getting a carry forward to add to the community funding.

Mr. Mills went through the resolution, beginning with FY 2023/2024 which allocating the OPIOD funds to LPD, LFD, HRCS; HRCS carryforward unspent, racial equity unspent, City Supported Agencies, and allocating out the vacancy factor.

Council Member Spadafore asked about the HRCS carry forward and if those were the \$1.35 million for grants, and asked if it will be rolled into these years grant process or allocated to the agencies identified previously. Council President Wood referenced the Internal Auditor memo where it noted why specific agencies did not get the funds. Council Member Spadafore acknowledged the memo information.

Council Member Spitzley referenced the line for the OPIOD funds, and asked what each amount will be used for. Ms. Kirkland stated it has to be used per the agreement for the OPIOD settlement with services with NARCAN, OT for work in the field, etc.

Council Member Jackson asked about the Racial Equity carry forward, why the only unused money is this, when that has been around for a few years, and determined a health crisis. He noted there are groups designed to study this, and based on the specific explanation says the future plan is to use create a study and talk to residents. Council Member Spitzley concurred with Council Member Jackson statement, since there were funds set aside before when this was started for studies, focus groups and there appears to be no action or action plans. Council President Wood reiterated that HRCS will have to come back before spending.

Ms. Coleman regarding the Racial Equity dollars, the funds of \$135,000, there were attempts to get information from the community, but there were not responses, and so it was hard to fund programs for root causes. It did not render the outcome they had hoped, and so they put out a proposal for a 3rd party and have contracted with that for deeper search. The study is going on with Ward 1st and 4th, that will be done in October, at which point they will take those results. Much of the funds have been spent with the services being performed, but they have not been paid.

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Council President Wood recapped that if funds are spent or earmarked, that is an encumbered, not a carry forward, and asked Mr. Mills to confirm. Mr. Mills stated that is carry forward, there is no encumbrances. Council President Wood provided an example of a PO, and encumbered funds, and if they are not spent and you pay when the product is done that is encumbered. She asked again if any working is currently being done and going to be paid until after July 1st. Mr. Mills stated these are funds from FY22.

Council Member Spadafore asked for clarification because the city is currently in FY 23 now, and they are asking for carry forward for FY22. Mr. Mills confirmed yes it is FY22, and there was a lag in the carry forward action. Council Member Spadafore asked if this was putting funds from FY22 into the current FY23 and the only thing for FY24 on the resolution was the Council carry forward, and that was confirmed.

Ms. Coleman came to the table and stated they signed a contract with MPHI for a study in the FY22 fiscal year and that ended in fiscal year 2023. It was \$67,500 to MPHI and \$67,500. Council Member Brown asked if the \$135,000 is mostly already spent.

Council President Wood asked for clarification again, asking if they are asking for a carry forward from FY22 when the city is closing out FY23, and Ms. Kirkland stated it is not in the FY22 budget. Council Member Spitzley and Brown asked for better clarification on if the \$67,500 for MPHI was already spent, and if so, it should not be reflected as \$135,000 in the report for FY23. If it has been paid, it should not be a carry forward by encumbered. To Council it was stated the service with MPHI was already rendered, but the reporting does not reflect that. Ms. Coleman attempted to explain that the contract goes across budget years, and they accumulated \$135,000 across those budget years. There are three payments, one in FY22, one in FY23 and the final in FY 24. Council Member Brown asked if this is the initial proposal and Ms. Coleman confirmed, he then asked if \$67,500 was in initial proposal, then the \$67,500 for MPHI should show. Mr. Mills said they were paid out of FY 23.

Council Member Spadafore asked when Council had to act on this resolution, and Council President Wood confirmed it was today, since it is the last meeting of the fiscal year. Council President Wood then asked how an audit was done, then after it was finalized, a carry forward for a closed FY22. Council Member Spitzley asked how funds from FY22 could still be available when it is now the end of FY23, therefore they should be reflected as unencumbered; and there is frustration in the fact this is the first time Council is hearing of it. Ms. Kirkland stated that since their contract crosses fiscal years, there overlapping finances they find after the audit, and are funds that HRCS did not spend in that FY.

Council President Wood stated that the HRCS grants have a timetable of starting July 1 (start of the fiscal year) and ending June 30th, and any funds are returned to the City. Council Member Spitzley asked that Finance is responsible for the handling of the City funds, and annually they need to make sure they balance.

Council Member Spadafore asked for an update on the accounting software, and Ms. Kirkland confirmed it was started with the cloud-based systems. Council Member Spadafore asked for confirmation that the City paid for a rush on the project, and Ms. Kirkland stated they paid \$20,000 for general accounts but only 1 payment has been made to BS&A and the City did get concessions because did not start this FY.

Council Member Jackson spoke on racial equity and funds from FY22 that were not used, FY23 funds not used, and now it appears there has only been a study performed over these multiple years. Council member Spitzley concurred and voice her frustration and interest in not acting tonight.

Council Member Spadafore noted that it appears that at the close of the audit, there should have been a carry forward, but there wasn't so they are now doing it. The Administration confirmed. Ms.

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Framer explained that every year when finance gets a contract, they enter a PO for multi-year contract.

Council Member Jackson stepped away from the meeting at 6:26 p.m.

She continued explaining that by June 30 all bills should be in, they only have 60 days after FY end to account. If the bill comes after 9/1 it has to go to the future FY. She confirmed the work has been ongoing however the city did not get invoice to charge to FY22. When the auditor comes through there should have been a carry forward, and she admitted this is late. In this case, the city does owe the money, it is essentially when does it get paid. Council Member Brown referred to the report by HRCS pointing out that if a payment was made, it should be reflected in the report, however it appears the city still owes MPHI the full \$67,500, even though there have been statements made tonight that they have been paid.

Council Member Jackson returned to the meeting at 6:28 p.m.

Council Member Spadafore asked if the FY 22 actuals are in this report, but payment to MPHI came from FY23, so the report should reflect it as such.

Council President Wood reiterated to the Council that the City cannot spend funds until the appropriation, but to pay the current bills they need to move forward. She then asked Ms. Frayer to acknowledge that in the future, the carry forwards found after the audit in December occur then, not this situation again in the future. Mr. Frayer acknowledged the request and stated they will plan with the audit presentation in December and January. Council President Wood noted for the administration that the funds Council approved need to be spent on actions not studies.

Ms. Linden had no comments and concurred with statements made by Ms. Frayer.

MOTION BY COUNCIL MEMBER HUSSAIN TO APPROVE THE RESOLUTION FOR THE FISCAL YEAR 2022/20023 AND FISCAL YEAR 2023/2024 BUDGET AMENDMENT. MOTION CARRIED 7-0.

OTHER

DISCUSSION – Resolution to Support Funding for Moores Park Pool

Council Member Kost outlined the resolution that would bring funds to make the needed pool repairs. He confirmed also that he had verbal communications with the Administration, and they agreed to fund and maintain in the future, but there has also been work on looking at other sources and agencies for funding the maintenance of the pool. Council President Wood not this is appropriations by the Senate, not part of the RAP dollars.

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE RESOLUTION TO SUPPORT FUNDING FOR MOORE PARK POOL. MOTION CARRIED 7-0.

ORDINANCE Amendments

Council President Wood informed the Committee that at the Council meeting later tonight they will see three resolutions (in the packet as well) for referral to Committee and OCA. Those include:

- Amend Chapter 210, Section 210.02 -Use of Council Chambers and Conference Room
- Amend Chapter 288, Section 288.21 – Chief Strategy Officer
- Amend Chapter 1250, 1250.04.05 (f) - Collection Bins

Update by the Administration – South Washington Complex (SWOC) Current City Department(s) Relocations (Temporary and Permanent) & Financial Impact

Council President Wood made the Committee and Administration aware that this topic would appear on all Committee of the Whole agendas until the final determination on where all the departments

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would be housed. Ms. Frayer informed the Committee that nothing was final since the last time she spoke, but they are looking at moving the Clerk to REO Elementary with the option of leasing from Lansing Promise, so the Public Service department is looking into the cost and accommodations. The 311 centers would go to a space already owned by the City, but they do not have ideas yet for that, but potentially could be City Hall. The Public Service portion of the property could move to N. Capital where the old Gibson's Book Store was in the ramp, but nothing is official on that. Council Member Spitzley stated that the LSD closed REO Elementary, and Council Member Hussain added that it is being taken "offline" permanently with Lansing Promise taking over the property and subleasing it to other entities. Council Member Kost asked if City TV is moving to the Ovation, and Ms. Frayer stated that after that is constructed, they would look into that for options. Council President Wood asked them to research parking needs and requirements at REO Elementary for the Clerk's office and election accommodations.

CLOSED SESSION

MOTION BY COUNCIL MEMBER HUSSAIN AT 6:42 PM TO MOVE INTO RECESS FOR CLOSED SESSION: Pursuant to MCL 15.268(e), to consult with the City Attorney in connection with the following specific pending litigation. An open meeting will have a detrimental financial effect on the litigating or settlement position of the City of Lansing concerning these cases.

Council member Jackson stepped away at 6:43 p.m.

Atkinson, et al. v. City of Lansing, et al.
Charter Township of Lansing v. Barb Byrum, Ingham County Clerk, and City of Lansing
City of Lansing v. OCOF Nonprofit Housing Corp
City of Lansing, et al. v. Purdue Pharma, et al.
DePrekel v. City of Lansing, et al.
Freeman v. City of Lansing
Hardy, Gregory v. City of Lansing, et al.
Hulon v. City of Lansing, et al.
Khorrami v. City of Lansing, et al.
Legacy Five LLC v. City of Lansing
Lugo-Estok v. City of Lansing
Lynn v. City of Lansing
Phillips v. City of Lansing, et al.
Stewart, G. v. City of Lansing, et al.
Stewart, S. v. City of Lansing, et al.
Taft v. City of Lansing, et al.

ROLL CALL VOTE, MOTION CARRIED 6-0.

RECONVENE

Council President Wood reconvened the meeting at 7:07 p.m.

Adjourn

The meeting adjourned at 7:07 p.m.

Respectfully Submitted by,

Sherrie Boak, Recording Secretary, Lansing City Council

Approved by the Committee



Chris Swope

Lansing City Clerk

July 5, 2023

City Council President and Lansing City Councilmembers
10th Floor City Hall
Lansing, MI 48933

Dear President and Councilmembers:

Pursuant to Article 5, Chapter 2, Section 5-203.5 and Section 5-203.6 of the Lansing City Charter, on June 2, 2023 my office received and placed on file:

Board of Water and Light Budget for Fiscal Year Ending June 30, 2024

Capital Forecast for Fiscal Years 2024-2029

This document is available for review at the office of the City Clerk and in the June 26, 2023 City Council packet, which can be found at www.lansingmi.gov/227/Public-Notices-Documents-on-File.

Sincerely,

Chris Swope, MMC/MiPMC
Lansing City Clerk

Electronic Delivery

June 2, 2023

Chris Swope, City Clerk
City of Lansing
124 W. Michigan Avenue, 9th Floor
Lansing, MI 48933

RE: Budget for Fiscal Year Ending June 30, 2024
Capital Forecast for Fiscal Years 2024-2029

Dear Mr. Swope:

In accordance with provisions of the Lansing City Charter, Article 5, Chapter 2, Section 5-203.5, and Section 5-203.6, a copy of the Lansing Board of Water and Light Budget for Fiscal Year ending June 30, 2024, and a copy of the Lansing Board of Water and Light Capital Improvement Plan for Fiscal Years 2024-2029 are attached for filing with your office.

The Board of Commissioners adopted the Budget and accepted the Capital Forecast for Fiscal Years 2024-2029 at a regular board meeting held May 23, 2023.

Respectfully submitted,

LaVella J. Todd
Corporate Secretary

PDF Attachment

Electronic Copy:

Dick Peffley, General Manager
Heather Shawa, Chief Financial Officer
Andy Schor, Mayor City of Lansing, MI
LBWL Commissioners
Lansing City Council President, Carol Wood, and Councilmembers



- Operating Budget & Forecast

- FY 2024 Income Statement by Utility

FY 2024 Income Statement	Electric	Water	Steam	Chilled Water	Total
Sales (MWh, CCF, MLB, MTHR)	3,472,865	7,892,444	573,393	9,582	
Operating Revenue					
Residential	\$ 90,816,682	\$ 21,731,757	\$ 17,424	\$ -	\$ 112,565,863
Commercial	\$ 134,268,727	\$ 19,016,186	\$ 10,716,646	\$ 6,268,824	\$ 170,270,383
Industrial	\$ 45,700,019	\$ 1,430,797	\$ 2,647,812	\$ -	\$ 49,778,628
Wholesale	\$ 79,171,258	\$ 4,423,817	\$ -	\$ -	\$ 83,595,075
Other	\$ 19,889,415	\$ 4,798,852	\$ 63,839	\$ -	\$ 24,752,106
Total Operating Revenue	\$ 369,846,101	\$ 51,401,408	\$ 13,445,722	\$ 6,268,824	\$ 440,962,055
Operating Expenses					
Fuel & Purchased Power	\$ (138,159,770)	\$ (6,459,525)	\$ (3,251,761)	\$ (2,055,412)	\$ (149,926,468)
Depreciation	\$ (49,285,022)	\$ (9,682,626)	\$ (3,006,539)	\$ (1,669,118)	\$ (63,643,305)
Other Operating Expenses	\$ (125,993,197)	\$ (32,009,963)	\$ (4,902,264)	\$ (1,914,280)	\$ (164,819,703)
Total Operating Expenses	\$ (313,437,989)	\$ (48,152,115)	\$ (11,160,564)	\$ (5,638,810)	\$ (378,389,477)
Total Operating Income	\$ 56,408,113	\$ 3,249,294	\$ 2,285,158	\$ 630,014	\$ 62,572,579
Non Operating Income/(Expenses)					
Return on Equity to City	\$ (21,813,340)	\$ (3,031,630)	\$ (793,022)	\$ (369,732)	\$ (26,007,723)
Interest Expense	\$ (22,635,474)	\$ (1,516,293)	\$ (1,737,475)	\$ (152,815)	\$ (26,042,056)
Other Non Operating Income/(Expenses)	\$ 5,158,248	\$ 1,528,764	\$ 288,866	\$ 71,856	\$ 7,047,734
Total Non Operating Income/(Expenses)	\$ (39,290,565)	\$ (3,019,159)	\$ (2,241,631)	\$ (450,691)	\$ (45,002,046)
Total Net Income	\$ 17,117,547	\$ 230,135	\$ 43,527	\$ 179,323	\$ 17,570,533
Approved Rate Increase	2.05%	9.50%	9.95%	4.00%	
Return on Assets	3.81%	0.27%	1.93%	0.21%	2.88%
Target Return on Assets	4.65%	4.65%	4.65%	4.65%	4.65%

- Operating Budget & Forecast

- FY 2024 Consolidated Cash Flow

	FY 2024
Beginning Cash (O&M & Receiving Fund)	\$ 103,317,938
Net Income	\$ 17,570,533
Depreciation	\$ 63,643,305
Loss on Disposal of Assets	\$ 2,357,512
DB and VEBA	\$ (8,602,788)
Borrowing	\$ 8,873,767
Commodity Cost Adjustment	\$ 939,472
Environmental	\$ (6,324,962)
Gas Pipeline Payment Refunds	\$ 5,562,903
Total Sources of Cash	\$ 84,019,742
Principal Payments on Bonds	\$ (13,890,000)
Principal Payments on Other Debt (CSO)	\$ (819,636)
Capital Expenditures	\$ (77,007,442)
Other	\$ (475,077)
Total Uses of Cash	\$ (92,192,155)
Net Cash Increase (Decrease)	\$ (8,172,413)
Ending Cash (O&M & Receiving Fund)	\$ 95,145,526
Days Cash on Hand	161
Minimum Cash Reserve Requirement	157

- Capital Portfolio Budget & Forecast

- FY 2024 Capital Budget Summary

	FY 2024
Utility	
Electric	\$ 46,759,615
Water	\$ 22,787,739
Steam	\$ 4,680,365
Chilled Water	\$ 953,045
Common	\$ 8,889,521
Total Capital Portfolio	\$ 84,070,285
Location	
REO Plant	\$ 3,500,000
Delta Energy Park	\$ -
Water Production	\$ 10,022,160
Electric T&D	\$ 41,717,900
Water T&D	\$ 12,304,325
Steam T&D	\$ 3,755,805
Chilled Water T&D	\$ 53,045
Other	\$ 12,717,050
Total Capital Portfolio	\$ 84,070,285

- Capital Portfolio Budget & Forecast

- FY 2024 – 2029 Capital Improvement Plan

6-Year Capital by Utility and Location							
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Forecast Total
Utility							
Electric	\$ 46,759,615	\$ 54,127,573	\$ 45,714,365	\$ 49,020,494	\$ 39,040,608	\$ 44,287,542	\$ 278,950,197
Water	\$ 22,787,739	\$ 16,672,861	\$ 22,133,586	\$ 19,301,586	\$ 19,851,586	\$ 22,005,586	\$ 122,752,944
Steam	\$ 4,680,365	\$ 10,919,007	\$ 5,336,713	\$ 2,632,478	\$ 2,646,689	\$ 3,611,645	\$ 29,826,897
Chilled Water	\$ 953,045	\$ 674,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 1,863,116
Common	\$ 8,889,521	\$ 7,372,830	\$ 6,397,717	\$ 6,620,632	\$ 7,854,434	\$ 9,235,431	\$ 46,370,563
Total Capital Portfolio	\$ 84,070,285	\$ 89,766,907	\$ 79,638,656	\$ 77,633,154	\$ 69,453,019	\$ 79,201,697	\$ 479,763,717
Location							
REO Plant	\$ 3,500,000	\$ 2,000,000	\$ 3,791,416	\$ 2,000,000	\$ 3,562,918	\$ 2,050,000	\$ 16,904,334
Delta Energy Park	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000
Water Production	\$ 10,022,160	\$ 3,010,055	\$ 4,533,586	\$ 3,321,586	\$ 2,071,586	\$ 1,835,586	\$ 24,794,558
Electric T&D	\$ 41,717,900	\$ 49,426,096	\$ 38,978,079	\$ 44,670,494	\$ 32,096,921	\$ 39,682,542	\$ 246,572,032
Water T&D	\$ 12,304,325	\$ 13,662,807	\$ 17,600,000	\$ 15,980,000	\$ 17,780,000	\$ 20,170,000	\$ 97,497,132
Steam T&D	\$ 3,755,805	\$ 2,599,643	\$ 2,952,959	\$ 2,632,478	\$ 2,646,689	\$ 3,611,645	\$ 18,199,219
Chilled Water T&D	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 343,116
Other	\$ 12,717,050	\$ 17,013,671	\$ 9,726,341	\$ 6,970,632	\$ 9,235,203	\$ 9,790,431	\$ 65,453,326
Total Capital Portfolio	\$ 84,070,285	\$ 89,766,907	\$ 79,638,656	\$ 77,633,154	\$ 69,453,019	\$ 79,201,697	\$ 479,763,717
* Ultium is included net of \$33M in grant funding							
* Total Capital Expenditures are shown net of \$20M in grant funding to be received as principal forgiveness through the DWSRF program							



CITY OF LANSING

INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Date: July 7th, 2023

To: Lansing City Council

From: Emily Linden, Internal Auditor

Re: Budget for Fiscal Year Ending June 30, 2024; Capital Forecast for Fiscal Years 2024-2029

Overview

The Board of Commissioners adopted the Budget and accepted the Capital Forecast for Fiscal Years 2024-2029 on May 23, 2023.

Operating Revenue: Operating revenue is made up of electric, water, steam, and chilled water. The majority of revenue comes from residential and commercial, but a significant portion is also from industrial, wholesale, and other. Total operating revenue for FY2024 is \$440,962,055. See below for a full breakdown.

FY 2024 Income Statement

Sales (MWh, CCF, MLB, MTHR)

Operating Revenue

	Electric	Water	Steam	Chilled Water	Total
Sales (MWh, CCF, MLB, MTHR)	3,472,865	7,892,444	573,393	9,582	
Operating Revenue					
Residential	\$ 90,816,682	\$ 21,731,757	\$ 17,424	\$ -	\$ 112,565,863
Commercial	\$ 134,268,727	\$ 19,016,186	\$ 10,716,646	\$ 6,268,824	\$ 170,270,383
Industrial	\$ 45,700,019	\$ 1,430,797	\$ 2,647,812	\$ -	\$ 49,778,628
Wholesale	\$ 79,171,258	\$ 4,423,817	\$ -	\$ -	\$ 83,595,075
Other	\$ 19,889,415	\$ 4,798,852	\$ 63,839	\$ -	\$ 24,752,106
Total Operating Revenue	\$ 369,846,101	\$ 51,401,408	\$ 13,445,722	\$ 6,268,824	\$ 440,962,055

Other notes:

- Total operating expenses are projected to be \$378,389,4777 making total operating income \$62,572,579 for FY2024.
- Total non-operating income is projected to be \$45,002,046.
 - This includes the \$26,007,723 return on equity payments to the City.
 - Note: The adopted City budget reflects \$26,500,000 in return on equity payments to the City. I reached out to the Finance Department to clarify the discrepancy.
- Total net income for FY2024 is projected to be \$17,570,533.

Approved Rate Increases:

- Electric – 2.05%
- Water – 9.50%
- Steam – 9.95%
- Chilled Water – 4%

A full breakdown of the 6-year Capital Improvement Plan by Utility and Location is included in your packet.



Promote the Vote Ballot Proposal 2022

The following is from the official language as it appears on the November 2022. It was approved by 60% of Michigan voters.

This Constitutional Amendment would:

- Recognize fundamental right to vote without harassing conduct;
- Require military or overseas ballots be counted if postmarked by election day;
- Provide voter right to verify identity with photo ID or signed statement;
- Provide voter right to single application to vote absentee in all elections;
- Require state-funded absentee-ballot drop boxes, and postage for absentee applications and ballots;
- Provide that only election officials may conduct post-election audits;
- Require nine days of early in-person voting;
- Allow donations to fund elections, which must be disclosed;
- Require canvass boards certify election results based only on the official records of votes cast.

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."

Date	04/19/2023
First Name	Benjamin
Middle	Paul
Last Name	Kohrman
Date of Birth	
Address	413 Westmoreland Ave.
City	Lansing
State	MI
Zip Code	48915
Email	ben.kohrman@gmail.com
Gender	M

If you don't know which ward you live in, visit the [Lansing Neighborhoods Ward Map](#) and type in your address to find out!

Ward	Ward 4
------	--------

Precinct	35
Best Phone Number to Contact You	[REDACTED]
In what year did you move to Lansing?	1993
Occupational Background	Communications & Policy -- gov't, non-profit, private sector
Educational Background	East Lansing High School Columbia College -- BA Arts Management
Previous Appointments	0
Current Appointments	0
Please attach a resume if available.	<i>File(s) attached:</i>  Ben Kohrman Resume 2.21.2023.pdf
First Choice for Board to Serve on	Elected Officers Compensation Commission
Second Choice of a Board to Serve on	Capital Area Transportation Authority (CATA)
Third Choice of a Board to Serve on	Lansing Entertainment and Public Facilities (LEPFA)
Fourth Choice of a Board to Serve on	Election Commission
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.	Want to support good government and use experience for public service.
This certification is not required but may impact potential consideration of the appointment being sought. I authorize the use of the information provided above to conduct a background search, including but not limited to criminal history, residency, and indebtedness to the City of Lansing. If selected to serve, I further authorize additional background checks during the term of my service to ensure the required criteria continue to be met. I also acknowledge that I have the affirmative duty to inform the City if I become aware of any change or condition in my status that fails to meet the required criteria.	
Agreement to 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.	Ben Kohrman

Date & Time	04/19/2023 12:00 PM (EDT)
-------------	---------------------------

Receive an email copy of this form.	Yes
-------------------------------------	-----

BENJAMIN P. KOHRMAN

413 Westmoreland Ave
Lansing, MI 48915
ben.kohrman@gmail.com
517.490.6798

EXPERIENCE

Nov. 2019-Present

Compass Strategies
Associate Director
Communications

- ▶ Development and management of strategic communications on behalf of clients in the public, private and non-profit sectors

Jan. 2014

Michigan Fitness Foundation
Director of Communications/
Communications Specialist

- ▶ Led development of *Building Momentum* — Foundation's first annual report. Won a 2015 MarCom Gold award.
- ▶ Developed and managed first enterprise-wide content and digital communications strategy, including 6,000-address email subscription campaign, monthly and weekly newsletters.

Oct. 2009

*Michigan Department of
Human Services Assistant*
Deputy Director

- ▶ Created communications and managed micro-targeting for ongoing public/private collaboration to double funds available to more than 50,000 households for the purchase of Michigan-grown fresh food in Detroit and 2 other counties in southeast and west Michigan.
- ▶ Managed successful completion of effort to mobilize approx. \$200 million/year increase in federal food assistance to 360,000+ Michigan residents.

Sept.

Sept. 2008

*Lieutenant Governor John
Cherry* Director of Communications

- ▶ Directed communications strategy and media relations for Lt. Governor's Policy Initiatives including Green Jobs for Blue Waters and Cherry Commission on Higher Education.

Jan. 2006~Sept. '08

Transportation and Human Services
Policy Advisor to Michigan
Gov. Jennifer Granholm

- ▶ Created and managed strategic communications and policy regarding high profile child safety issues at the Dept. Human Services.
- ▶ Successfully managed negotiation of homebased child daycare worker contract between two labor unions and state-created 3rd-party entity, resulting in expanded training opportunities and increased pay for approx. 50,000 child daycare workers.
- ▶ Achieved passage of outdoor advertising legislation capping and consolidating unused billboard permits while drawing support from both the environmental and business communities.

Apr. 2003~Dec. '05

Michigan Department of Transportation

- ▶ Directed creation and production of national award-winning Line Drive Home public info campaign advising alternate routes for 31 miles of road construction during peak summer travel. Line Drive Home campaign resulted in 82,700 website hits, 40,000+ vehicle diversions (15-20% of total vehicles), \$740,000 user delay savings per summer weekend.
- ▶ Managed staff of 15-18 communications specialists, artists and technicians.
- ▶ Public spokesperson and Director of strategic and crisis communications for Michigan Department of Transportation, including annual rollout of \$3+ billion budget.
- ▶ Collaborated on development and successful rollout of innovative leveraging of state funds to draw additional \$400+ million in federal construction funds for local roads.

Education

June 1993 — Columbia College, Chicago, Illinois
Bachelor of Arts, Arts Management with emphasis on Production, law and public policy

Resolution #2023-###

By the Committee of the Whole
Resolved by the City Council of the City of Lansing

WHEREAS, the Mayor has made the appointment of Benjamin Kohrman as an At-Large member of the Elected Officers Compensation Commission for a term to expire October 1, 2029; 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 10, 2023 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Benjamin Kohrman as an At-Large member of the Elected Officers Compensation Commission for a term to expire October 1, 2029.



June 28, 2023

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 2024 Annual Implementation Plan is available for review. This planning document is required under the Older Americans Act and Older Michiganians Act. The Michigan Bureau of Aging, Community Living, and Supports (ACLS Bureau, formerly AASA) requires TCOA to ask major cities and county commissions to approve the plan. We are requesting that this plan be approved by July 20, 2023. A resolution endorsing the plan would be appreciated. If the Board/Council does not respond by July 20, 2023, TCOA will consider this passive approval of the plan.

We have sent an electronic copy via email to Lansing City Council, with a copy to TCOA Administrative Board Members Ryan Kost, Patricia Spitzley, Lucianna Solis, and Chris Swope. You may also view the plan and its attachments on the TCOA website at www.tcoa.org/documents. Simply click the button referring to the Annual Implementation Plan document.

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 the ACLS Bureau. The Board endorsed the plan on June 26, 2023. Older adults are 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.

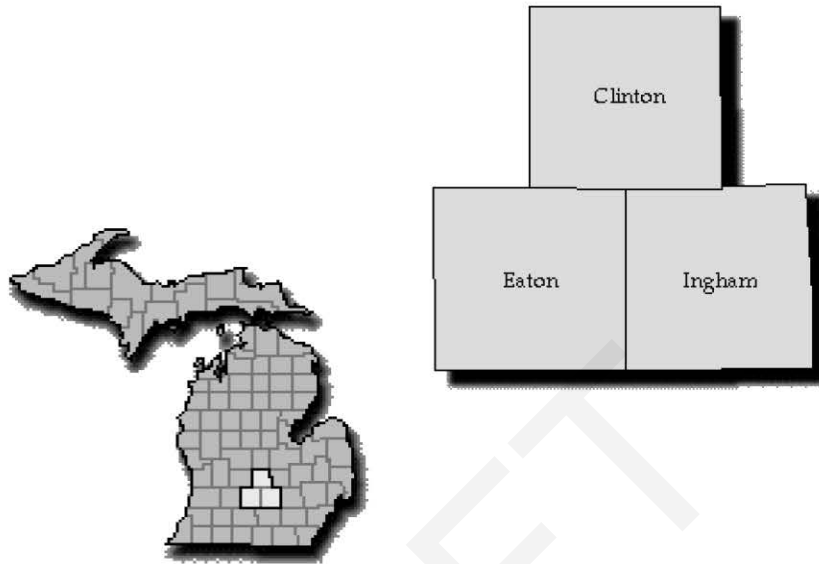
Sincerely,

Kate Long
Planning and Program Development Manager

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



2023-2025 Multi Year Plan
FY 2024 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)

Andrea Radel, Executive Director

www.tcoa.org

Field Representative Annette Gamez

GamezA@michigan.gov

517-331-7504

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

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Executive Summary

The Tri-County Office on Aging (TCOA) is the Area Agency on Aging for Region 6 serving Clinton, Eaton, and Ingham Counties. The Tri-County Office on Aging 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. The Tri-County Office on Aging was designated the Area Agency on Aging through the Michigan Bureau of Aging, Community Living, and Supports (formerly Bureau of Aging, Community Living, and Supports) as a response to the 1973 amendments of the federal Older Americans Act. The Tri-County Office on Aging'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.

Based on Census Urban Areas, the Tri-County Office on Aging service area is primarily rural with some less dense urban pockets surrounding the urban area of the Capital region that is mostly within Ingham County's Northwestern corner but sprawls into neighboring Eaton and Clinton Counties as well. Between the 2016 and the 2020 American Community Surveys, the three counties that make up Tri-County Office on Aging's service area have seen an estimated 12% increase in the 60 and older population. The older adult population represents 22% of the total tri-county population as of 2021. In the Tri-County Office on Aging service area, an estimated 80% of residents are White (19% of residents are White and over 60), 9% Black (1% are Black and over 60), 5% Asian (0.4% are Asian and over 60), less than 1% Alaska Native (0.1% are Alaska Native and over 60), less than 1% Native Hawaiian/Pacific Islander (data not provided for over 60), and 1% identified as some other race, not specified (0.2% are some other race and over 60). Additionally, 7% of the total service area are Hispanic or Latino, of any race (1% are Hispanic and over 60).

Race or Ethnicity	All Residents	Residents Over 60
White	80%	19%
Black/African American	9%	1%
Asian	5%	0.4%
American Indian/Alaska Native	less than 1%	0.1%
Native Hawaiian/Pacific Islander	less than 1%	N/A
Some other race	1%	0.2%
Hispanic or Latino	7%	1%

In the coming fiscal year, Tri-County Office on Aging programs and services will focus on expanding access in the tri-county service area, specifically to historically underrepresented groups; eliminating wait lists; quality improvement; advocacy efforts to promote public policy issues of importance to older adults, adults with disabilities, and Caregivers; improving communication and strengthening partnerships; improving transportation access; and improving and expanding access to Caregiver supports.

Tri-County Office on Aging experienced a change in Executive Leadership in FY 23, with new Executive Leadership focused on building upon a strong foundation laid, determined to promote the mission of the agency with an informed, person-centered approach.

Agency staff are also dedicated to diversity, equity, and inclusion efforts with goals and activities set to build upon current Tri-County Office on Aging culture and service delivery practices.

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A.) Any significant new priorities, plans or objectives set by the AAA for the use of (OAA) and state funding during FY 2024. If there are no new activities or changes, note that in your response.

Tri-County Office on Aging will continuously prioritize and reprioritize efforts throughout the year around current events and the needs of the community being served. Existing efforts continue with no significant new priorities, plans or objectives for the use of Older American Act and state funding during the Annual Implementation Plan.

B.) Any permanent changes to the AAA's operations based on the COVID-19 pandemic. In addition, please describe how the AAA is utilizing its American Rescue Plan Act (ARPA) funding.

Since the COVID-19 Pandemic, several programs and services have experienced operational changes moving forward. The office is open to the public, though appointments help to ensure staff availability as hybrid and full-time telecommute schedules continue for some staff. Home Delivered Meals has transitioned back to Monday-Friday delivery with the continued option to receive frozen meals once a week. Congregate Dining Sites are open for in-person dining, while still offering to-go meals. Evidence-based program series may be in-person or virtual with a mailed toolkit and weekly phone option for Diabetes Personal Action Toward Health (PATH) and Chronic Pain Personal Action Toward Health. Tri-County Office on Aging continues to assist older adults with vaccine and booster access.

Plans are in motion for the American Rescue Plan (ARP) funding. Tri-County Office on Aging staff determined that, based on the funding guidelines and needs of the community, American Rescue Plan funding is needed to supplement existing programs and services, where allowable, and to bolster the infrastructure of the Nutrition Program with updated kitchen equipment and technology.

C.) Current information about contingency planning for potential reduced federal funding. Contingency plans are continually reviewed and revised as new challenges and opportunities arise throughout the year. Strategic planning and prioritizing are essential to provide quality person-centered programs and services in an efficient and effective way. 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.

D.) A description of progress made through advocacy efforts to date and focus of advocacy efforts in FY 2024.

Tri-County Office on Aging has two representatives on the Michigan Senior Advocates Council (MSAC). Tri-County Office on Aging also has one representative on the Senior Advisory Council (SAC). The Tri-County Office on Aging Executive Director, Community Engagement and Fundraising Director, Nutrition Director, and Planning and Program Development Manager participate in the planning of Older Michiganians Day at the State Capital. Tri-County Office on Aging makes significant effort to keep the Advisory Council members and other local advocates informed of local and state issues, encouraging them to meet with local legislators to advocate on issues impacting older adults and persons with disabilities. Tri-County Office on Aging also continues to advocate with the Silver Key Coalition, IMPART Alliance and other advocacy organizations. Collaborative advocacy efforts really paid off with the direct care worker pay increase made permanent. Additionally, the Tri-County Office on Aging Executive Director, Community Engagement and Fundraising Director, and Quality Director attended the USAging Aging Policy Briefing in Washington, DC in April 2023 to prepare for the discontinuation of COVID-19 relief funding which prompts the need to advocate for sustained funding levels. With the knowledge gained, momentum will build into Fiscal Year 2024 to advocate for older adults, adults with disabilities, and caregivers in the tri-county region.

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Tri-County Office on Aging will continue to advocate with the Area Agencies on Aging Association of Michigan and community partners to urge policymakers to do what is necessary to meet the needs of older adults, adults with disabilities, and their caregivers, including Support and Strengthen the Direct Care Workforce, Support and Strengthen the Long-Term Care Ombudsman Program, Expand Access to MI Choice, Increase Access to Home and Community-Based Services, and Support Formal and Informal Caregivers.

E.) A brief description of AAA's successes over the past year and any anticipated challenges for FY 2024.

The direct care workforce initiatives have experienced success and continue to face challenges. Collaborative advocacy efforts really paid off with the direct care worker pay increase made permanent. However, an estimated 36,000 more direct care workers are still needed, along with continued wage increases and the professionalization of the direct care worker network through training, creating opportunity for advancement, and increasing wages and benefits.

Another success goes to diversity, equity, and inclusion efforts. A staff-led Diversity, Equity, and Inclusion Committee has developed an agency plan containing proposed goals and activities within various focus areas to build upon current Tri-County Office on Aging culture and service delivery practices, including development of a Diversity, Equity, and Inclusion Policy.

Tri-County Office on Aging has also experienced a change in Executive Leadership which presents opportunities and challenges. New Executive Leadership is building on a strong foundation laid, determined to promote the mission of the agency with an informed, person-centered approach.

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County/Local Unit of Government Review

The Tri-County Office on Aging (TCOA) Administrative Board, or Tri-County Aging Consortium, is made up of representatives from five local units of government: Clinton, Eaton and Ingham Counties, and the Cities of Lansing and East Lansing. The Tri-County Office on Aging 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 or changes to the Annual Implementation Plan (AIP).

Tri-County Office on Aging will send a request to local units of government via email with confirmation of receipt by June 30, 2023, to review and approve the Annual Implementation Plan no later than July 20, 2023, notifying recipients of the availability of the Annual Implementation Plan on the area agency's website or by request, with instructions for how to view and print the document. The request will state that if a response is not received by July 20, 2023, the Annual Implementation Plan will then be considered passively approved by that unit of government. The area agency will notify the appropriate Bureau of Aging, Community Living, and Supports (ACLS Bureau) field representative by July 21, 2023, whether their counties or local units of government formally approved, passively approved, or disapproved the Annual Implementation Plan.

There are no Tribes within the Tri-County Office on Aging service area. However, the 2021 American Community Survey reported an estimated 371 residents 60 and over identify as American Indian or Alaskan Native in the Clinton, Eaton, or Ingham Counties. The Greater Lansing Area is an urban center with many different tribal members living in the area. The 2020 Census shows that most Tri-County area residents who identify as Native are members of the Cherokee, Chippewa, Navajo and Sioux tribes. There is also a large First Nations community from Wikwemikong in Canada. Tri-County Office on Aging is dedicated to improving the accessibility of services to Indigenous communities and will explore strategies to form a targeted outreach approach, intentionally facilitating connections with organizations and individuals to reach more older adults in the Native American community, as appropriate and welcome. Planning staff shared the Annual Implementation Plan Summary and Public Hearing and Comment Period information with local Natives and organizations that assist Native American residents.

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Public Hearings

Date	Location	Time	Barrier Free?	No. of Attendees
05/02/2023	Microsoft Teams	12:00 PM	Yes	0
05/03/2023	Tri-County Office on Aging	04:00 PM	Yes	0

The Tri-County Office on Aging hosted two public hearings to solicit input on its Fiscal Year 2024 Annual Implementation Plan (Plan). E-mail and written testimony were accepted for a minimum of 30 days after the date the summary of the Plan was made available (March 2023). Tri-County Office on Aging Public Hearings complied with the Open Meetings Act, in that all in-person hearings were at accessible locations and adequate notice was published. A comment was received via email regarding the direct care workforce shortage and the issue of reimbursement rates being insufficient for providers to be able to offer competitive wages, though no community members attended a public hearing virtually or in-person.

The notice, including request for comment and participation, was published in local media outlets through paid notice in the Lansing State Journal and The New Citizen Press, and a press release to numerous local media partners. The public hearings notice was available at least 30 days in advance of the first scheduled hearing. Hearing information and how to submit a comment was sent directly to 279 providers, community partners (i.e., local dining sites, senior centers, and faith-based organizations), and many organizations and groups that serve or work with Black, Indigenous, People of Color (BIPOC), the Lesbian, Gay, Bi-Sexual, Transgender, Queer, plus (LGBTQ+) community, and other historically underrepresented groups. The information was shared with Tri-County Office on Aging's Advisory Council, Administrative Board, and all staff, and notice was posted at Tri-County Office on Aging and affiliated Meals on Wheels office locations, website, Facebook page, and shared in the agency e-newsletter and Nutrition newsletter.

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Regional Service Definitions

There are no new Regional Service Definitions for Tri-County Office on Aging for FY 2024.

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Access Services

Care Management

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
Total of Federal Dollars		Total of State Dollars	\$215,913.00

Geographic area to be served

Clinton, Eaton, and Ingham Counties

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

- Provide Care Management services to a minimum of 100 clients.
- Conduct a minimum of 441 initial assessments.
- Develop a minimum of 100 care plans.
- Conduct a 90-day assessment, then assess annually; Person-Centered Service Plan review conducted every 180 days.
- 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.

Number of client pre-screenings:	Current Year:	438	Planned Next Year:	460
Number of initial client assessments:	Current Year:	420	Planned Next Year:	441
Number of initial client care plans:	Current Year:	80	Planned Next Year:	100
Total number of clients (carry over plus new):	Current Year:	80	Planned Next Year:	100
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>	10/01/2023	<u>Ending Date</u>	09/30/2024
Total of Federal Dollars	\$5,000.00	Total of State Dollars	\$15,637.00

Geographic area to be served

Clinton, Eaton, and Ingham Counties

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

- Provide Case Coordination and Support services to 150 clients.
- Conduct assessments for all new clients and reassessments every 6 months.
- Secure and monitor appropriate in-home services.
- Refer clients to other services as needed.
- Adhere to all minimum standards.

Disaster Advocacy & Outreach

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
Total of Federal Dollars	\$100.00	Total of State Dollars	

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Geographic area to be served

Clinton, Eaton, and 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, threats to personal safety, and health emergencies.

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

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

Have staff attend or arrange relevant trainings and meetings .

Review and update the Emergency Preparedness and Response Plan as needed, building on lessons learned relating to the pandemic.

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

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

Information and Assistance

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
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Total of Federal Dollars	\$125,085.00	Total of State Dollars	\$27,953.00
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Geographic area to be served

Clinton, Eaton, and Ingham Counties

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

·Provide Information and Assistance (I&A) services directly to a minimum of 4,000 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 800 caregivers.

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

Adhere to all minimum standards.

Outreach

<u>Starting Date</u>	10/01/2023	<u>Ending Date</u>	09/30/2024
----------------------	------------	--------------------	------------

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, and 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 60 years of age and older and family members/caregivers living in Clinton, Eaton, and Ingham counties.

Provide a minimum of 40 presentations to senior, caregiver, or community groups regarding agency

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services, averaging three per month.

Participate in a minimum of 6 health and information fairs in the community.

Send electronic TCOA newsletter each month, and extra information as needed, for a minimum of 12 e-newsletters each year.

Options Counseling

<u>Starting Date</u>	10/01/2022	<u>Ending Date</u>	09/30/2023
Total of Federal Dollars	\$7,500.00	Total of State Dollars	\$0.00

Geographic area to be served

Clinton, Eaton, and Ingham Counties

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

·Provide Options Counseling services to a minimum of 100 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 minimum standards.

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Direct Service Request

There are no new Direct Service Requests for Tri-County Office on Aging for FY 2024.

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Regional Direct Service Request
--

There are no new Regional Service Requests for Tri-County Office on Aging for FY 2024.
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DRAFT

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

Tri-County Office on Aging

FY 2024

Approved MYP Program Development Objectives

Area Agency on Aging Goal

A. Improve the Accessibility of Services to Michigan's Communities and People of Color, Immigrants and LGBTQ+ Individuals.

Objectives

1. Increase services provided to Black, Indigenous and people of color and the LGBTQ+ communities.
Timeline: 10/01/2022 to 09/30/2025

Progress

Progress is measured by analyzing self-identified demographic profiles of service programs. Tri-County Office on Aging experienced an overall increase of 1% in services provided to Black, Indigenous and people of color and the LGBTQ+ communities; this breaks down to an 11% increase to those that identify as Asian, a 13% decrease to those that identify as Pacific Islander or Native Hawaiian, 25% decrease to those that identify as American Indian or Alaska Native, 0.2% increase to those that identify as Black or African American, a 2% increase to those that identify as Hispanic, Latino, or Spanish, 80% decrease to those that identify as some other race, and a 76% increase to unknown identities.

Targeted outreach efforts resulted in new connections with Asian American community leaders & new leadership of Salus Center, the local gathering space and information hub that advocates for LGBTQ+ members of our community.

The ACLS Bureau training completed on Embedding Diversity, Equity & Inclusion (DEI) within Aging Services will be considered in planning efforts moving forward to ensure that programming and outreach is culturally sensitive and welcoming to all.

2. Increase the number of area agency staff, providers and caregivers trained in implicit bias, cultural competencies, and root causes of racism.
Timeline: 10/01/2022 to 09/30/2025

Progress

TCOA is making a conscious effort to explore how to effectively aggregate training records across the agency with a mechanism to review outcomes and monitor progress.

TCOA requests all subcontractors perform and report on diversity, equity, and inclusion trainings quarterly. Six trainings to equip staff with information and skills to better serve people of color, immigrants and LGBTQ+ individuals were completed in Fiscal Year (FY) 22. Data/demographic collection coaching and reminders were also provided to TCOA Staff and Providers.

3. Increase availability of linguistic translation services and communications based on the cultural needs in the tri-county region.
Timeline: 10/01/2022 to 09/30/2025

Progress

Grantee funding was approved by MDHHS ACLS Bureau for translation and printing of the Tri-County Office on Aging General Services Brochure in Spanish, Arabic, Vietnamese, Chinese, and Nepali. Languages were determined based on local research by the vendor completing the translation services (7C Lingo), with the top

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requested languages including Spanish, Arabic, Chinese.

Phone, video, and/or in-person interpreter services are available to Tri-County Office on Aging through Voices for Health for most processes, as needed. In some cases, clients who speak some English prefer to communicate directly rather than involve a translator using their smart phones or by communicating via email which can automatically translate to their native language. Tri-County Office on Aging programs also have forms translated as documents are updated or as a language need is expressed.

B. Ensure older adults have access to information, options counseling, and services to improve their ability to make informed decisions and support their independence.

Objectives

1. Work to advance community integration and outreach efforts.

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

Progress

In Fiscal Year (FY) 2022, Tri-County Office on Aging (TCOA), working in partnership with agencies and service providers across the area, connected with over 40,000 older adults, adults with disabilities, caregivers and families. Services and supports were provided to over 18,800, a 3% increase from the previous year.

Tri-County Office on Aging connected with 21,215 people to provide information through an Outreach event or activity. There were 42 Presentations, 15 Community Events, 7 Health Fairs, 32 E-News, Mailings, or Flyer postings, as well as 4 Radio/TV appearances in FY 22. The Tri-County Office on Aging E-newsletter open rate is 38%, compared to 4% industry average. (Data provided by Constant Contact). Outreach materials and educational literature continue to be provided to community members, partners, and providers throughout the year.

Tri-County Office on Aging staff also met with local elder law attorneys to educate on MI Choice waiver eligibility to inform their conversations with potentially eligible candidates they counsel.

The Long Term Care Collaborative was restarted and the group completed the Long Term Care Chart with work being done to disseminate. Information and Assistance (I&A) specialists provided information on topics of importance to older adults and persons with disabilities to 12.5% more people than in FY 21.

Tri-County Office on Aging Staff completed one presentation to a cohort of Residents through a partnership with Michigan State University College of Human Medicine to implement the Caring for Patients with Chronic Conditions curriculum to educate Medical Residents on resources available through the aging network. Partnered with Michigan Department of Health and Human Services Division of Environmental Health to share resources and information for older adults in Leslie impacted by the Lead Action Level Exceedance in city drinking water. A joint Tri-County Office on Aging-Michigan Department of Health and Human Services packet with education on lead-related illness prevention and information on how to obtain free lead-reducing water filters was delivered via volunteers to 11 impacted older adults, with the potential to reach more through renewed contact with Michigan Department of Health and Human Services Division of Environmental Health.

2. Improve access to programs and services for under-served populations.

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

Progress

Progress is measured by monitoring and analyzing self-identified demographic profiles of service programs.

Tri-County Office on Aging experienced an overall increase of 1% in services provided to Black, Indigenous and people of color and the LGBTQ+ communities; this breaks down to an 11% increase to those that identify

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as Asian, a 13% decrease to those that identify as Pacific Islander or Native Hawaiian, 25% decrease to those that identify as American Indian or Alaska Native, 0.2% increase to those that identify as Black or African American, a 2% increase to those that identify as Hispanic, Latino, or Spanish, 80% decrease to those that identify as some other race, and a 76% increase to unknown identities. Targeted outreach efforts resulted in new connections with Asian American community leaders & new leadership of Salus Center, the local gathering space and information hub that advocates for LGBTQ+ members of our community.

Tri-County Office on Aging renewed contact with the Lansing Latino Health Alliance and began discussions about offering Diabetes PATH classes in Spanish. The Lansing Latino Health Fair was attended by Tri-County Office on Aging outreach staff to share information and resources.

All care management staff completed a module titled Homelessness and Substance Use in the learning platform Relias to learn about the physical and mental health disparities that individuals who are homeless face, as well as the everyday dynamics of homelessness that complicate their involvement with service providers. The goal is to help professionals in behavioral healthcare settings gain knowledge about barriers and interventions when working with individuals experiencing homelessness.

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

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

Progress

Information and Assistance staff maintained the housing lists, including additional information to educate the public about commonly misunderstood housing terms (voucher vs. Section 8 vs. subsidized). A draft of a housing best practice process has been completed so that Information and Assistance staff may be more consistent in their conversations about housing options as well. To gather more information about housing in the tri-county area, the Access Services Supervisor attends all three Continuum of Care Meetings, with additional experience and information coming from Information and Assistance staff that previously worked at housing agencies.

4. Provide information and help people solve problems related to public health benefit programs and corresponding insurance products.

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

Progress

The Medicare Medicaid Assistance Program (MMAP) program provides a highly successful venue for individuals to actively engage in health care decision making.

During the 2022 Medicare Open Enrollment (October 15th - December 7th), extended hours were offered, including evening and limited Saturdays to expand access. Increased volunteer utilization (more volunteers per day) to improve response time to individuals seeking Medicare Medicaid Assistance Program assistance was also implemented. The program initiated training for Community Mental Health (CMH) Medicare Medicaid Assistance Program volunteers to be able to submit requests for Medicare Improvement for Patients and Providers Act (MIPPA) reimbursement for Community Mental Health services, and 9 new Medicare Medicaid Assistance Program volunteers were trained in FY 22.

During the first quarter of 2023, Medicare Medicaid Assistance Program counselors completed 848 client counseling contacts with 716 beneficiaries. Typically, the focus of these contacts was aimed at eliminating confusion and fear associated with Medicare and Medicaid eligibility and enrollment. By providing information about Medicare, beneficiaries were able to make informed health insurance decisions for themselves.

The Tri-County Office on Aging Communications Committee created and published a Community-Based and Long-Term Care Glossary and an Acronyms in Aging list on our website to help promote greater understanding

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among the public of commonly used terms within the aging network.

5. Explore options for increased usability and access to local transportation.

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

Progress

Tri-County Office on Aging's Contract Manager explored options for increased usability of local transportation providers and ways to make on-demand transportation available and affordable when needed (e.g. senior discounts, expanded hours and routes, rural service).

Clinton Transit continues to expand their coverage areas and has increased drivers and vehicles.

Discussions continue with Advisory Council transportation representatives on the local advocacy efforts to align the region's transport systems (CATA, Eatran, Clinton Transit) to enhance regional mobility.

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

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

Progress

The Tri-County Office on Aging Kinship Care Coordinators promoted the program and services, including 10 flyers shared throughout the tri-county area (i.e., libraries, local units of government, senior centers, community organizations that serve seniors)

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

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

Progress

Tri-County Office on Aging had three representatives on the Michigan Senior Advocates Council (MSAC). In FY 22, Michigan Senior Advocates Council advocated with legislators about the availability of in-home supports and services, such as MI Choice, the state match for federal funds, and consumer protection relating to Auto No-Fault. Regarding the recent MI Choice reduction, after advocacy efforts around the state, instead of the 5% reduction initially reported, there will now be a less than 1% increase.

Tri-County Office on Aging also had two representatives on the Senior Advisory Council (SAC). In FY 22, Older Michiganians Day and Senior Action Week took place the week of May 9-13 with activities and events virtually, as well as a smaller in-person event for Older Michiganians Day on Wednesday, May 11. Tri-County Office on Aging has several staff members involved in the planning process and day-of activities. Legislators visited attendees and approximately 5,650 letters were delivered to legislators with over 550 letters from the Tri-County Office on Aging region.

Three leadership staff from Tri-County Office on Aging attended the USAging Conference policy brief in April 2023 in Washington DC to prepare for the discontinuation of COVID-19 relief funding and gain the tools to advocate for appropriate funding levels for older adult services.

C. Expand 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: 10/01/2022 to 09/30/2025

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Progress

Tri-County Office on Aging continues to seek alternative funding for workshops such as grants, community partners, contracting, etc.

Tri-County Office on Aging, AAA Region 2 and AAA Region 5 completed a full Diabetes PATH leader training in March 2023. Recruitment efforts are underway, especially to gain bilingual leaders in Spanish.

Efforts have been made to connect with the Spanish speaking population, specifically for Diabetes PATH, through Cristo Rey Church, Cristo Rey Community Center, and the Ingham County Diversity, Equity, and Inclusion Committee.

Provided directly, Tri-County Office on Aging offered 22 Evidence-Based Workshop series to 146 enrollees. The number of series completers increased 18.5% from last FY with an overall participant retention rate of 88%.

Since the pandemic, there has been a decrease in referrals made from physician offices for various reasons. Efforts are ongoing to reach physician offices and other community based organizations. Tri-County Office on Aging's partnership with Physicians Health Plan is ongoing. The partnership with Sparrow Care Network (SCN) has changed; all of the Sparrow Care Network trained PATH leaders have now changed roles or left the practice, and therefore, no Sparrow Care Network staff are trained to deliver the PATH programs at this time. However, a listing of Tri-County Office on Aging workshops are still being distributed to practices.

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

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

Progress

Although home-delivered meal participants dropped 4.4%, referrals were on the rise at the close of the fiscal year.

The congregate meal program also saw a 1.3% decrease in participation, but is working on details to get all dining sites reopened and on a regular schedule with some sites increasing availability.

Additionally, Tri-County Office on Aging was able to distribute 300 coupon books to 267 seniors, increasing reach by 33.5%.

The Nutrition program will be transitioning to a new software database for reliability and expanded features to increase efficiencies and service delivery capabilities.

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

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

Progress

Supports Coordinators continue to utilize Admission Discharge Transfers (ADT) and Consolidated Clinical Documents (CCD) 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 Tri-County Office on Aging to hospitals, physician offices, and skilled nursing facilities.

The Area Agency on Aging (AAA) expansion of the Connected 2 Care program continues to grow, and is now referred to as the Transitions Team and is being integrated into the AAA Data Aggregation & Use Plan as a result of the Data Collection, Analysis & Use (DCAU) report. Monthly meetings are being held and attended by the Project Choices Director and Quality Manager. 4AM has contracted with TBD Solutions to stay on track with the implementation plan.

The MI Capable project at the state level has ended. Supports Coordinators have the information from this program in their "tool kit" to utilize with participants as needed. These resources are intended to help reduce

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unplanned transitions.

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

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

Progress

The Ingham County Elder Persons Millage funds are administered by Tri-County Office on Aging. The Ingham County Elder Persons Millage served 4,460 seniors in 2022. During 2022, changes were made that had a significant and positive impact, resulting in an overall services increases of 34%. Shifting to an overall total budget allowed for greater flexibility to keep up with the demands and needs of area seniors. Raising the home repair limit allowed for funding of much-needed, costly repairs to improve the safety of aging homes. A third Case Coordinator was hired to reduce the wait list for in-home care, and an additional Information and Assistance Specialist was hired to better manage the increased demands for this service. Supplemental pandemic emergency relief, including cash assistance, expanded free food resources, and an increase in SNAP food benefits correlated with a short-term reduction in home-delivered meals (Meals on Wheels). In addition to millage funds, American Rescue Plan Act (ARPA) funds supported the Nutrition Program. Congregate dining sites have re-opened for dine-in service. Those that remain closed will reopen once the volunteer base is rebuilt. Support from the millage will be crucial to increase provision of service in rural and low-income areas.

Interest in forming a resident-driven senior millage committee has been expressed in Clinton and Eaton Counties.

D. Protect older adults from abuse and exploitation.

Objectives

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

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

Progress

Tri-County Office on Aging staff continue to participate in vulnerable adult networks (VANs) in the tri-county area.

All Tri-County Office on Aging staff completed the Attorney General's Elder Abuse Task Force training and at least 3 scam or fraud alert postings were shared on social media.

The Michigan Elder Justice Initiative continues as a subcontractor for Elder Abuse Prevention Education.

Tri-County Office on Aging staff met with Lansing Police Department social workers to discuss a new direction for elder abuse prevention Community Coordinated Response (CCR) group to move focus to specific cases requiring coordination of services between multiple human services agencies. This group will no longer meeting regularly. Ongoing issues are resolved with other groups in the community (i.e., VANs).

At the all staff meeting in March 2023, a guest speaker from DHHS APS presented regarding mandatory reporting and concerned citizens.

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

Objectives

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

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

Progress

From Fiscal Year 2021 to 2022, self-identified Caregivers that connected with Information and Assistance Specialists increased by 17%, Kinship Caregivers served increased by 83%, and Caregiver focused evidence-based workshops experienced a 13% increase in Caregiver enrollees.

During Powerful Tools for Caregivers, designed for non-professional caregivers, the leaders provide participants with local resources and supports that are requested. Participants are always encouraged to seek additional information through Tri-County Office on Aging's Information and Assistance department.

Tri-County Office on Aging sends updated Caregiver workshop flyers to a large distribution list on a monthly basis. The list of individuals who receive it range from community members to employees of local organizations to staff in physician offices.

Due to the pandemic, Elizabeth's Place Adult Health and Wellness center has postponed their plans for a Clinton County Adult Day Care facility indefinitely. The goal remains to secure an Adult Day Center in Clinton County. KCS Angels has signed on as a new Tri-County Office on Aging contractor and is located on the north side of Lansing at the Gier Park Community Center, just blocks away from Clinton County. KCS Angels has been in operation for a few years now and has a good reputation in the community for providing day services to the disabled and aging community.

The collaborative effort within the state aging network to secure funding for Caregiver Resource Centers has built a proposal for publication by 4AM and advocacy efforts throughout the state with local legislators have been underway.

Trualta, a personalized, skills-based training platform for family members caring for aging loved ones living at home, continues as a free educational offering to caregivers in the tri-county region. Trualta promotional materials and information are included in resource folders for Options Counseling and Project Choices participants, along with social media promotion.

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

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

Progress

During Powerful Tools for Caregivers, designed for non-professional caregivers, the leaders provide participants with local resources and supports that are requested. Participants are always encouraged to seek additional information through Tri-County Office on Aging's Information and Assistance department. Three caregiver specific presentations were completed by Tri-County Office on Aging's Options Counselor for various caregiver groups. Staff continue to work with the State of Michigan team to create a dementia caregiver program to be used for both formal and informal caregivers.

Creating Confident Caregivers is no longer provided due to a statewide licensing issue. However, Tri-County Office on Aging is offering the Savvy Caregiver Program at this time.

Tri-County Office on Aging sends updated Caregiver workshop flyers to a large distribution list on a monthly basis. The list of individuals who receive it range from community members to employees of local organizations to staff in physician offices.

Due to the pandemic, Elizabeth's Place Adult Health and Wellness center has postponed their plans for a Clinton County Adult Day Care facility indefinitely.

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

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

Progress

All Tri-County Office on Aging staff were provided educational materials and tools to assist response to a Tornado or Severe Weather event.

An Active Shooter Response Training was conducted with All Staff in September 2022 by Mike Baker, Protective Security Advisor, Lansing District, Department of Homeland Security.

Relevant information and tools were shared internally with the Safety and Emergency Preparedness Committee, including training opportunities through the MI State Police and weather advisories that may warrant a response.

National Preparedness Month posts shared on social media with tips and resources to prepare for an emergency. Topics included information specific to pets, building a supply kit, general preparedness, and the annual focus.

In March 2023, the Tri-County Office on Aging all staff meeting featured a presentation on the proper utilization and new location of the on-site AED machine.

Also at this meeting, an educational video was provided on NARCAN, a medicine that rapidly reverses an opioid overdose, with a supplemental training scheduled for April 2023. The hope is to equip Tri-County Office on Aging field and front office staff with a dose for emergency administration, if the need arises.

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2024 Program Development Objectives

There are no new 2024 Program Development Objectives for Tri-County Office on Aging.

DRAFT

FY 2024 AREA PLAN GRANT BUDGET

Rev. 2/7/23

Agency: Tri-County Office on Aging

Budget Period: 10/01/23 to 09/29/24

PSA: 6

Date: 03/28/23

Rev. No.: Original Page 1of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	426,786		426,786
2. Fed. Title III-C1 (Congregate)		564,344	564,344
3. State Congregate Nutrition		9,365	9,365
4. Federal Title III-C2 (HDM)		381,250	381,250
5. State Home Delivered Meals		464,631	464,631
8. Fed. Title III-D (Prev. Health)	32,480		32,480
9. Federal Title III-E (NFCSP)	201,735		201,735
10. Federal Title VII-A	7,760		7,760
10. Federal Title VII-EAP	6,353		6,353
11. State Access	27,953		27,953
12. State In-Home	683,432		683,432
13. State Alternative Care	109,290		109,290
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	195,748	157,500	353,248
18. State Respite Care (Escheat)	75,157		75,157
19. MATF	116,910		116,910
19. St. CG Support	15,851		15,851
20. TCM/Medicaid & MSO	9,485		9,485
21. NSIP		331,077	331,077
22. Program Income	1,525	120,000	121,525
TOTAL:	2,212,636	2,028,167	4,240,803

ADMINISTRATION

Revenues		Local Cash	Local In-Kind	Total
Federal Administration	178,511	28,400	-	206,911
State Administration	31,127			31,127
MATF Administration	11,562	-	-	11,562
St. CG Support Administration	-	-	-	-
Other Admin				-
Total AIP Admin:	221,200	28,400	-	249,600

Expenditures

	FTEs	
1. Salaries/Wages	2.50	169,351
2. Fringe Benefits		53,060
3. Office Operations		27,189
Total:		249,600

Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
Clinton County	4,229	1. Federal Admin	
Eaton County	6,517	2. Federal Admin	-
Ingham County	7,847	3. Federal Admin	-
MATF Administration Match	-	MATF Administration Match	-
St CG Support Match	-	St CG Support Match	-
City of East Lansing	108		-
City of Lansing	9,699		-
Total:	28,400	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.



Signature

Finance Director

Title

04/14/23

Date

FY 2024 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL																					
Agency: Tri-County Office on Aging										Budget Period: 10/01/23					to 09/29/24		Rev. 2/7/23				
PSA: 6										Date: 03/28/23					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/EAP	OMB	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. ANS	St. Respite (Escheat)	MATF	St. CG Suppl	TCW-Medicaid 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	5,000										15,637							2,293	22,930
A-3		Disaster Advocacy & Outreach Program	100																	11	111
A-4		Information & Assis	75,000		50,085								27,953							17,004	170,042
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
A-8		Care Transition																			-
B		In-Home																			
B-1		Chore	100																	11	111
B-2		Home Care Assis																			-
B-3		Home Injury Cntrl																			-
B-4		Homemaking	69,771						648,432	109,290										91,944	919,437
B-6		Home Health Aide																			-
B-7		Medication Mgt																			-
B-8		Personal Care	61,000																	6,778	67,778
B-9		Assistive Device&Tech																			-
B-10		Respite Care			35,000									29,900	26,910			275		9,926	102,011
B-11		Friendly Reassure	20,000																	2,222	22,222
C-10		Legal Assistance	31,450															1,250		2,244	34,944
C		Community Services																			
C-1		Adult Day Services												45,257	90,000	15,851				16,790	167,898
C-2		Dementia ADC																			-
C-6		Disease Prevent/Health Promtion	9,550	32,480	9,550															5,731	57,311
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				6,353														708	7,061
C-16		Counseling Services																			-
C-17		Creat.Conf.CG@ CCC/ inactive use C20																			-
C-18		Caregiver Supplmt Services																			-
C-19		Kinship Support Services			10,100															1,122	11,222
C-20		Caregiver E,S,T	7,500																	833	8,333
*C-8		Program Develop	85,355																	9,484	94,839
Sp Co		Region Specific																			
		Crisis Services	35,000						35,000											7,777	77,777
		CLS			1,000															111	1,111
		Adult Day Services - Enhanced	200																	22	222
		d.																			-
		7. CLP/ADRC Services	6,150		51,000															6,350	63,500
		8. MATF Adm														11,562					11,562
Sp Co		9. St CG Sup Adm																			-
SUPPRT SERV TOTAL			426,786	32,480	201,735	6,353	7,760	27,953	683,432	109,290	215,913	18,678	43,590	75,157	128,472	15,851	9,485	1,525	23,990	195,748	2,224,198

FY 2024 NUTRITION / OMBUDSMAN / RESPITE / KINSHIP - PROGRAM BUDGET DETAIL										
Agency: Tri-County Office on Aging Budget Period: 10/01/23 to 9/29/24 PSA: 6 Date: 03/28/23 Rev. Number Original Rev. 2/7/23 page 3 of 3										
FY 2024 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	564,344		9,365		66,215	24,000		55,000	718,924
B-5	Home Delivered Meals		381,250		464,631	264,862	96,000		102,500	1,309,243
C-4	Nutrition Counseling									-
C-5	Nutrition Education									-
	AAA RD/Nutritionist*									-
	Nutrition Services Total	564,344	381,250	9,365	464,631	331,077	120,000	-	157,500	2,028,167

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

FY 2024 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	-		6,353			-	-	708	7,061
	Region Specific	-	-	-	-	-	-	-	-	-
	LTC Ombudsman Ser Total	8,360	7,760	6,353	18,678	9,485	-	-	5,628	56,264

FY 2024 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 2024 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	-	10,100				-	-	1,122	11,222
C-20	Caregiver E,S,T		-				-	-		-
		-	-				-	-	-	-
	Kinship Services Total	-	10,100				-	-	1,122	11,222

Planned Services Summary Page for FY 2024			PSA: 6		
Service	Budgeted	Percent of the Total	Method of Provision		
	Funds		Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	\$ 239,903	5.64%			x
Case Coordination & Support	\$ 22,930	0.54%			x
Disaster Advocacy & Outreach Program	\$ 111	0.00%			x
Information & Assistance	\$ 170,042	4.00%		x	x
Outreach	\$ 81,059	1.91%			x
Transportation	\$ 5,278	0.12%		x	
Option Counseling	\$ 8,333	0.20%			x
Care Transition	\$ -	0.00%			
IN-HOME SERVICES					
Chore	\$ 111	0.00%	x		
Home Care Assistance	\$ -	0.00%			
Home Injury Control	\$ -	0.00%			
Homemaking	\$ 919,437	21.62%	x		
Home Delivered Meals	\$ 1,309,243	30.79%			x
Home Health Aide	\$ -	0.00%			
Medication Management	\$ -	0.00%			
Personal Care	\$ 67,778	1.59%	x		
Personal Emergency Response System	\$ -	0.00%			
Respite Care	\$ 102,011	2.40%	x		
Friendly Reassurance	\$ 22,222	0.52%		x	x
COMMUNITY SERVICES					
Adult Day Services	\$ 167,898	3.95%		x	
Dementia Adult Day Care	\$ -	0.00%			
Congregate Meals	\$ 718,924	16.91%			x
Nutrition Counseling	\$ -	0.00%			
Nutrition Education	\$ -	0.00%			
Disease Prevention/Health Promotion	\$ 57,311	1.35%		x	x
Health Screening	\$ -	0.00%			
Assistance to the Hearing Impaired & Deaf	\$ -	0.00%			
Home Repair	\$ -	0.00%			
Legal Assistance	\$ 34,944	0.82%		x	
Long Term Care Ombudsman/Advocacy	\$ 49,203	1.16%		x	
Senior Center Operations	\$ -	0.00%			
Senior Center Staffing	\$ -	0.00%			
Vision Services	\$ -	0.00%			
Programs for Prevention of Elder Abuse,	\$ 7,061	0.17%		x	
Counseling Services	\$ -	0.00%			
Creating Conf Caregivers® (CCC) inactive		0.00%			
Caregiver Supplemental Services	\$ -	0.00%			
Kinship Support Services	\$ 11,222	0.26%	x		
Caregiver Education, Support, & Training	\$ 8,333	0.20%			x
AAA RD/Nutritionist	\$ -	0.00%			
PROGRAM DEVELOPMENT	\$ 94,839	2.23%			x
REGION-SPECIFIC					
Crisis Services	\$ 77,777	1.83%	x		
CLS	\$ 1,111	0.03%	x		
Adult Day Services - Enhanced	\$ 222	0.01%		x	
d.	\$ -	0.00%			
CLP/ADRC SERVICES	\$ 63,500	1.49%			x
SUBTOTAL SERVICES			\$ 4,240,803		
MATF & ST CG ADMINISTRATION			\$ 11,562		x
TOTAL PERCENT				100.00%	27.74% 8.83% 63.43%
TOTAL FUNDING			\$ 4,252,365	\$1,179,447	\$375,586 \$2,697,332

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 2024 Final Annual Implementation Plan
Direct Service Budget Detail #1**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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 No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #1

FY 2024

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

Difference

0

0

0

OK

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #2**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

SERVICE: Friendly Reassurance

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	2,500					278		2,778
Fringe Benefits	1,000					111		1,111
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	3,500	0	0	0	0	389	0	3,889

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: _____

Explanation for Other Expenses: _____

SCHEDULE OF MATCH & OTHER RESOURCES #2

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			389			
	Totals	0	389	0	0	

Difference

0

0

0

OK

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #3**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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	3,653		10,008			1,518		15,179
Fringe Benefits	1,347		5,629			775		7,751
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	5,000	0	15,637	0	0	2,293	0	22,930

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 #3

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			2,293			
	Totals	0	2,293	0	0	

Difference

0

0

0

OK

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #4**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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 No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES #4

FY 2024

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

Difference

0

0

0

OK

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #5**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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	35,876		19,885			6,196		61,957
Fringe Benefits	14,209		8,068			2,475		24,752
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	50,085	0	27,953	0	0	8,671	0	86,709

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 #5

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			8,671			
	Totals	0	8,671	0	0	

Difference

0

0

0

OK

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #6**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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	352,891					38,083		390,974
Fringe Benefits	156,760					16,917		173,677
Travel	27,664							27,664
Training								0
Supplies	9,126							9,126
Occupancy								0
Communications								0
Equipment								0
Other: Food	17,903	66,215	9,365	24,000				117,483
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	564,344	66,215	9,365	24,000	0	55,000	0	718,924

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 #6

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Volunteer Time			55,000			Food purchase for serving clients
	Totals	0	55,000	0	0	

Difference

OK

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #7**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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	262,962		262,844					525,806
Fringe Benefits	112,698		112,541					225,239
Travel						102,500		102,500
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other: Food	5,590	264,862	89,246	96,000				455,698
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	381,250	264,862	464,631	96,000	0	102,500	0	1,309,243

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 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
Volunteer Time			102,500			
	Totals	0	102,500	0	0	Food purchase for serving clients

Difference

0

0

0

OK

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #8**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

SERVICE: Caregiver Education Support and Training

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 No

If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2024

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

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #9**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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	37,487					4,165		41,652
Fringe Benefits	19,663					2,185		21,848
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	57,150	0	0	0	0	6,350	0	63,500

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 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			6,350			
Totals		0	6,350	0	0	

Difference

0

0

0

OK

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #10**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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	11,461					1,273		12,734
Fringe Benefits	7,639					849		8,488
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications								0
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	19,100	0	0	0	0	2,122	0	21,222

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 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			2,122			
	Totals	0	2,122	0	0	

Difference

0

0

0

OK

OK

OK

**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #11**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

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 No

If yes, please describe: _____

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2024

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 2024 Final Annual Implementation Plan
Direct Service Budget Detail #12**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

SERVICE: Disaster Advocacy & 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								0
Fringe Benefits								0
Travel								0
Training								0
Supplies								0
Occupancy								0
Communications	100					11		111
Equipment								0
Other:								0
Service Costs								0
Purchased Services (CM only)								0
								0
Totals	100	0	0	0	0	11	0	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 No

If yes, please describe:

SCHEDULE OF MATCH & OTHER RESOURCES

FY 2024

SOURCE OF FUNDS		MATCH		OTHER RESOURCES		Explanation for Other Expenses:
		VALUE		VALUE		
		Cash	In-Kind	Cash	In-Kind	
TCOA			11			
	Totals	0	11	0	0	

Difference

0

0

0

OK

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**FY 2024 Final Annual Implementation Plan
Direct Service Budget Detail #13**

AAA: Tri-County Office on Aging

FISCAL YEAR: FY 2024

SERVICE: MATF Administration

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			6,937					6,937
Fringe Benefits			4,625					4,625
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	11,562	0	0	0	0	11,562

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 2024

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

Difference

0

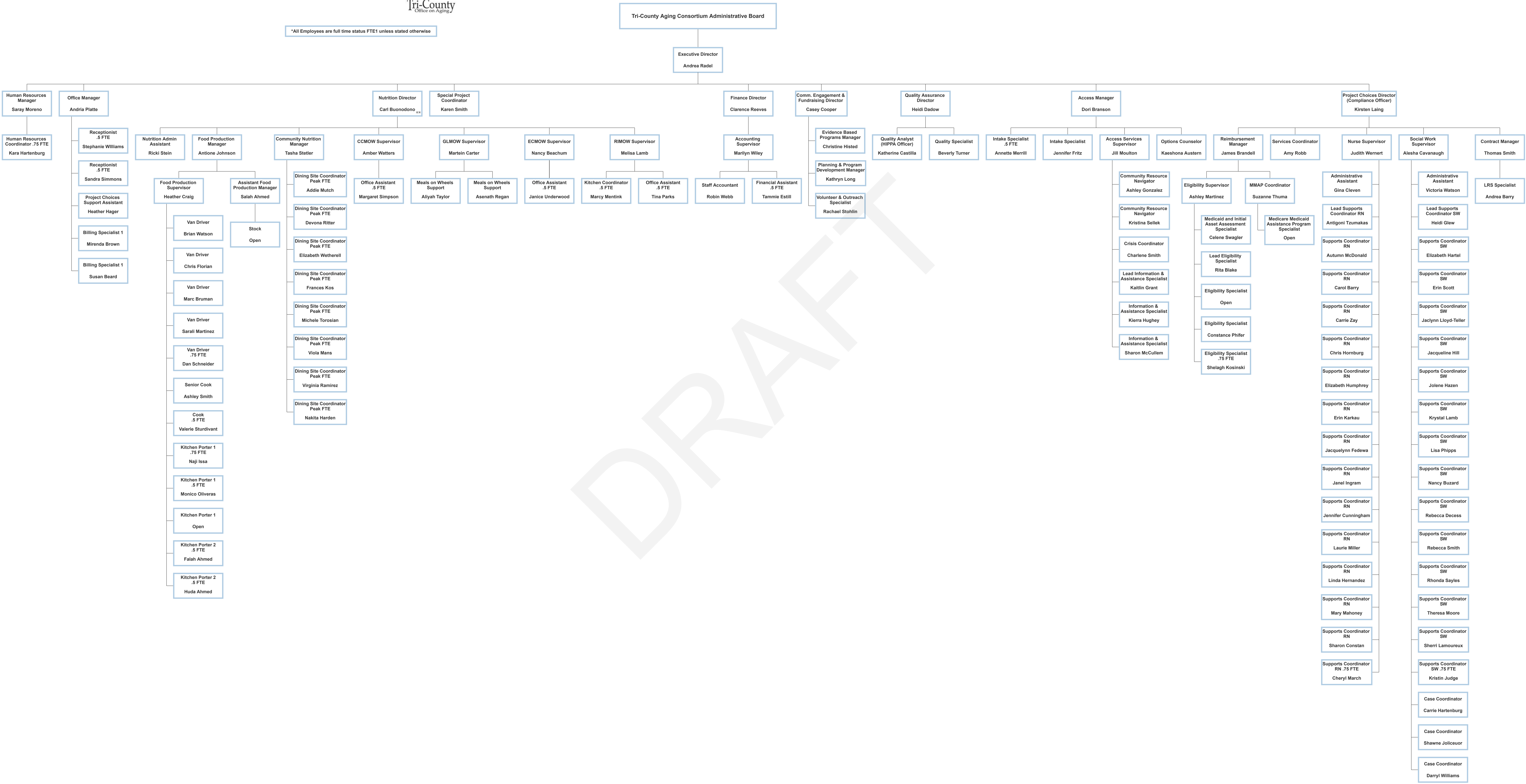
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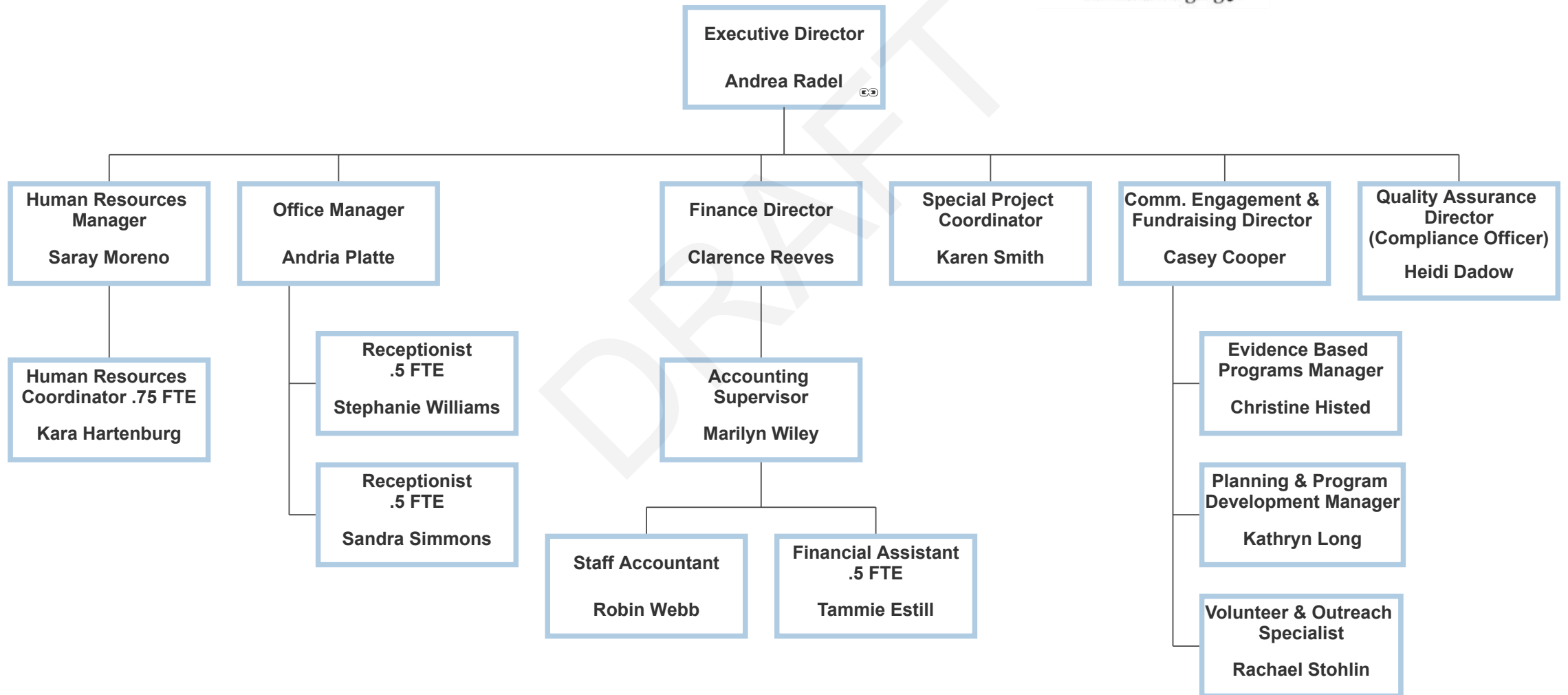
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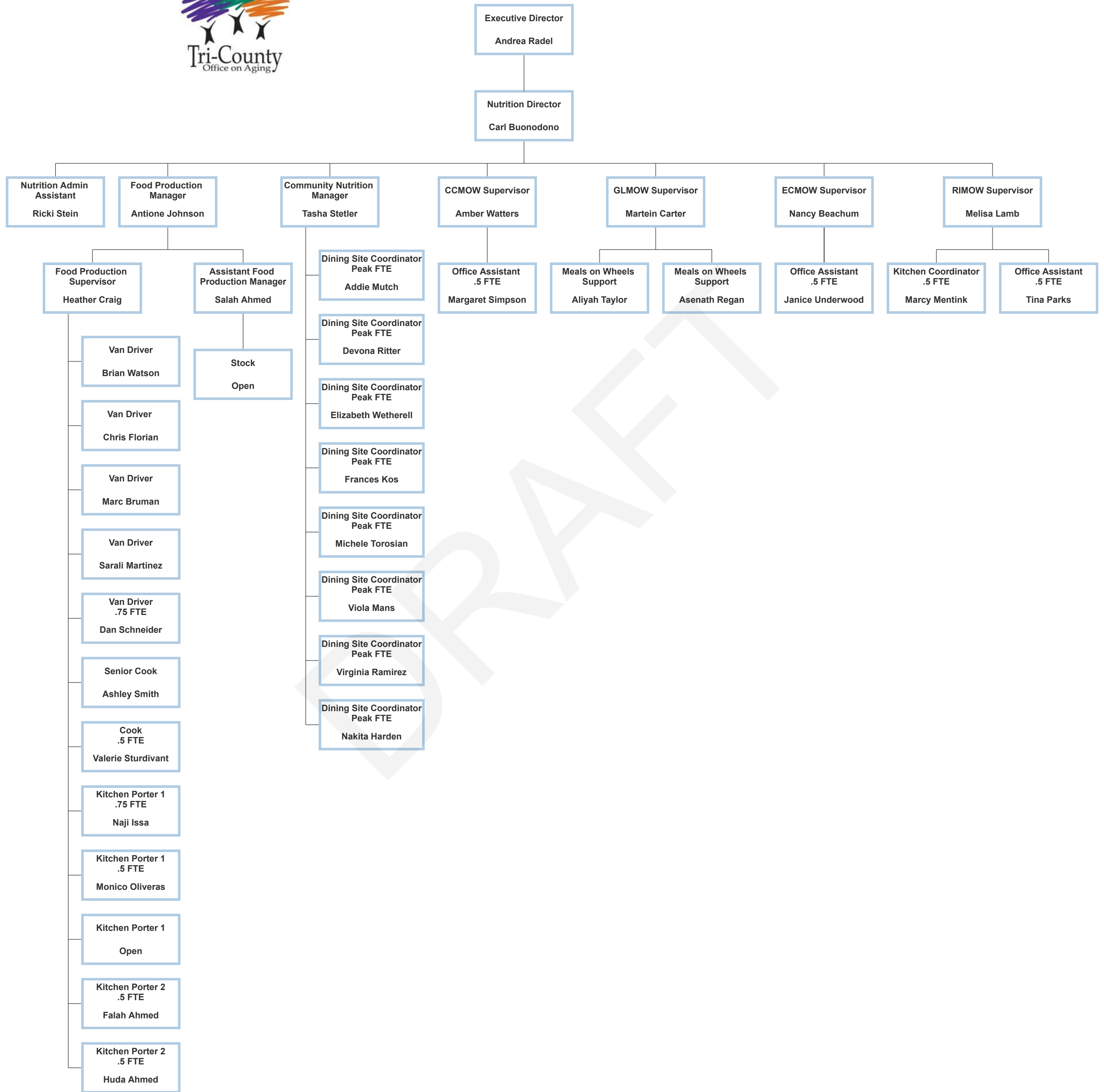
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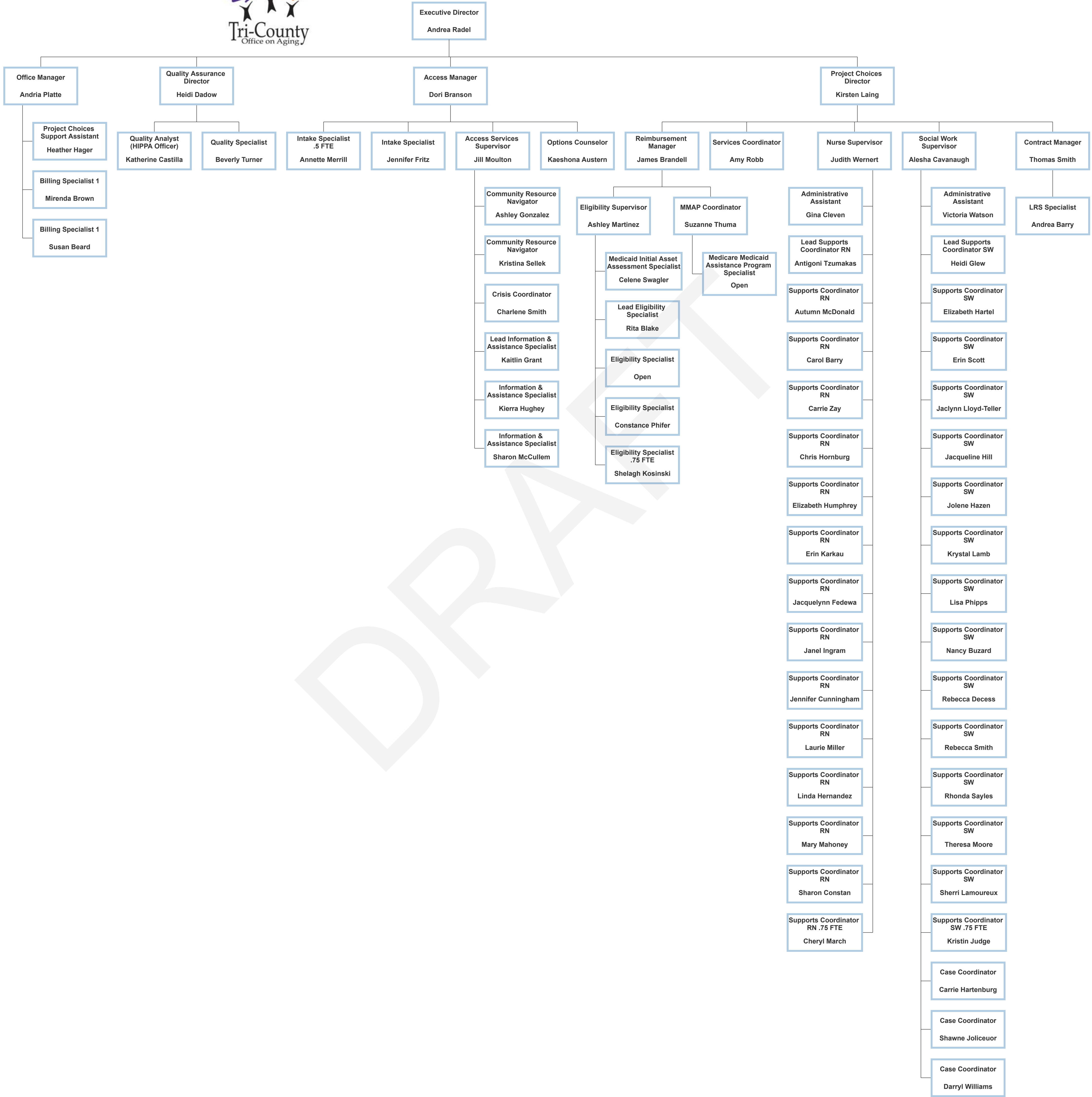
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ACCESS AND SERVICE COORDINATION CONTINUUM

It is essential that each PSA have an effective access and service coordination continuum. This helps participants to get the right service mix and maximizes the use of limited public funding to serve as many persons as possible in a quality way.

Instructions

The Access and Service Coordination Continuum is found in the Documents Library as a fillable pdf file. (A completed sample is also accessible there). Please enter specific information in each of the boxes below that describes the range of access and service coordination programs in the area agency PSA.

	Level 1	Level 2	Level 3	Level 4	Level 5
	<i>Least Intensive</i>				<i>Most Intensive</i>
Program	Information & Assistance				Care Management
Participants					
What Is Provided?					
Where is the service provided?					

EVIDENCE-BASED PROGRAMS PLANNED FOR FY 2024

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 for FY 2024. 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	Funding Amount for Service
<i>Example</i> Arthritis Exercise Program	<i>Example: List each provider offering programs on a single line as shown below.</i> 1) Forest City Senior League Program 2) Grove Township Senior Services 3) Friendly Avenue Services	<i>Example:</i> <i>Funding total for all providers</i> \$14,000

EMERGENCY MANAGEMENT AND PREPAREDNESS

Minimum Elements for Area Agencies on Aging FY 2024 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 2024 will address the element.

Area Agency on Aging
A. General Emergency Preparedness Minimum Elements (required by the Older American's Act).
1. Does your agency have an Emergency Preparedness Plan? If so when was the latest update and was it sent ACLS? If not, please sent to albrechtc@michigan.gov
2. Does your agency work with local emergency management? If yes please provide a brief description of how you are working with them. If no Why.
3. ACLS does have expectations during a State or locally declared emergency/disaster to have staff person (the area agency director or their designee) available for communication with ACLS staff to provide real time information about service continuity (status of aging network service provider's ability to provide services). Please provide ACLS with any updated contact information on staff listed as emergency contact. Including drills.
4. Being able to provide information about the number and location of vulnerable older persons receiving services from the area agency.
5. What barriers have you had with emergency/disaster drills or with man-made or natural disaster such as flooding, pandemic, flu, and extreme weather? What can ACLS do to assist the AAAs with emergency/disasters? Can include funding, communication issues and PPE for example.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

FY 2023 Annual Implementation Plan

Tri-County Office on Aging

FY 2024

Supplemental Documents

Document A: Policy Board Membership

Document B: Advisory Council Membership

SUPPLEMENTAL DOCUMENTS FOR SPECIAL APPROVAL

Select the supplemental document(s) from the list below only if applicable to the AAA's FY 2024 AIP. Provide all requested information for each selected document. Note that older versions of these documents will not be accepted and should not be uploaded as separate documents.

Document C: Proposal Selection Criteria - Not applicable for FY 2024.

Document D: Cash-In-Lieu-Of-Commodity Agreement

Document E: Waiver of Minimum Percentage of a Priority Service Category - Not applicable for FY 2024.

Document F: Request to Transfer Funds - Not applicable for FY 2024.

STATE OF MICHIGAN
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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	3	0	3	0	4	13
Aged 60 and Over	0	1	0	1	0	2	5

Board Member Name	Geographic Area	Affiliation	Membership Status
Ryan Kost	Lansing	Lansing City Council	Elected Official
Patricia Spitzley	Lansing	Lansing City Council	Elected Official
Lucianna Solis	Lansing	City of Lansing Mayor's Office	Appointed
Chris Swope	Lansing	Lansing City Council	Elected Official
Noel Garcia, Jr.	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
Irene Cahill	Ingham County	Commissioner	Elected Official
Monica Schafer	Ingham County	Commissioner	Elected Official
Bob Pena	Ingham County	Commissioner	Elected Official
Dwight Washington	Clinton County	Commissioner	Elected Official
John Andrews	Clinton County	Commissioner	Elected Official

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

FY2023-2025 Multi Year Plan

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Tri-County Office on Aging

FY 2024

SUPPLEMENTAL DOCUMENT B

Advisory Board Membership

	Asian/ Pacific Islander	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total Membership
Membership Demographics	1	3	0	1	5	17	25
Aged 60 and Over	0	3	0	0	3	11	14

Board Member Name	Geographic Area	Affiliation
Thomas Nobach	Clinton County	Clinton County Resident
Madelyn "Archi" Tomczyk	Clinton County	Clinton County Resident
Susan Hoffman	Eaton County	Eaton County Resident
Barbara Smith	Eaton County	Eaton County Resident
Susan Cockerill	Ingham County	Ingham County Resident
Gloria Kovnot	Ingham County	Ingham County Resident
Lucy Maillette	Ingham County	Ingham County Resident
Mark Meadows	City of East Lansing	City of East Lansing Resident
Anita Turner	City of Lansing	City of Lansing Resident
Raheema Muhammad	City of Lansing	City of Lansing Resident
LaSandra Jones	City of Lansing	City of Lansing Resident
Dawn Sargent	Tri-County	Community Mental Health Older Adult Services
Phil Kozachik	Tri-County	Disability Network Capital Area
Kelly Neve	Tri-County	Ingham/Eaton County Department of Human Services
Barbara Smith	Tri-County	Tri-County Nutrition Council
Robyn Ford	Tri-County	Social Security Administration
John Stauffer	Tri-County	Michigan Veterans Affairs Agency
Meghan Pineda	Tri-County	Wind Beneath Your Wings
Raul Presas	Tri-County	Maplewood AFC
Zeenat Kotval-Karamchandi	Tri-County	MSU School of Planning, Design, Construction

STATE OF MICHIGAN
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Jessica Maas	Tri-County	Legal Services of South-Central Michigan
Heather Febres-Cordero	Tri-County	Hospice of Lansing
Emma Henry	Tri-County	Capital Area Housing Partnership

DRAFT

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

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SUPPLEMENTAL DOCUMENT D

**Agreement for Receipt of Supplemental Cash-In-Lieu of Commodity Payments for the
Nutrition Program for the Elderly**

The above identified agency, (hereinafter referred to as the GRANTEE), under contract with the Aging and Adult Services Agency (AASA), affirms that its contractor(s) have secured local funding for additional meals for senior citizens which is not included in the current fiscal year (see above) application and contract as approved by the GRANTEE.

Estimated number of meals these funds will be used to produce is:

51,550

These meals are administered by the contractor(s) as part of the Nutrition Program for the Elderly, and the meals served are in compliance with all State and Federal requirements applicable to Title III, Part C of the Older Americans Act of 1965, as amended.

Therefore, the GRANTEE agrees to report monthly on a separate AASA Financial Status Report the number of meals served utilizing the local funds, and in consideration of these meals will receive separate reimbursement at the authorized per meal level cash-in-lieu of United States Department of Agriculture commodities, to the extent that these funds are available to AASA.

The GRANTEE also affirms that the cash-in-lieu reimbursement will be used exclusively to purchase domestic agricultural products, and will provide separate accounting for receipt of these funds.

STATE OF MICHIGAN
Michigan Department of Health & Human Services
BUREAU OF AGING, COMMUNITY LIVING, AND SUPPORTS

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PUBLIC COMMENTS

As a provider of living support services for some 10 years and with the limited funding through Medicaid there is real increasing concerns regarding the future of these programs. When McDonald's pays more for fast food workers then we can for qualified care givers it really brings questions about how these programs can continue. In fact some states have discontinued these programs and have informed families and individuals that they are on their own. Some other states have what is called consumer directed programs where more of the Medicaid funds go to the client who then pays care givers or works with a provider. Is there any direction that is coming from the state and federal government regarding the future funding needs of these programs? There is new regulations coming from the state but hear nothing about increased funding. We have been unable to hire new employees for several months even though the need seems to be increasing.

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, requests the approval of the Fiscal Year 2024 Annual Implementation Plan (AIP) as required by the Older Americans Act and the Older Michiganians Act; and

WHEREAS, the Committee of the Whole met and reviewed the document at its meeting on July 10, 2023; and

WHEREAS, Lansing City Council has reviewed the Tri-County Office on Aging's Fiscal Year 2024 Annual Implementation Plan (AIP).

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



Chris Swope

Lansing City Clerk

July 10, 2023

Lansing City Council Members

10th Floor City Hall

Lansing, MI 48933

Dear Council President and Council Members:

This is to notify you that my office received on June 23, 2023 Mayor Schor's Executive Directive 2023-02 regarding Citizen Complaint Oversight Committee (CCOC) And Commission Investigator (CI). The directive is attached.

Sincerely,

Chris Swope, MMC/MiPMC

Lansing City Clerk

Andy Schor
Mayor



City Hall - 9th Floor
124 W Michigan Avenue
Lansing, MI 48933-1694
PH: 517.483.4141 - FAX: 517.483.6066
Lansing.Mayor@lansingmi.gov

JUN23'23 11AMCLERK

OFFICE OF THE MAYOR
CITY OF LANSING, MICHIGAN

TO: COUNCIL PRESIDENT, COUNCIL VICE PRESIDENT, MEMBERS OF LANSING CITY COUNCIL; ALL OFFICERS, EMPLOYEES, AGENCIES, BOARDS, AUTHORITIES, AND DEPARTMENTS OF THE CITY OF LANSING

RE: EXECUTIVE DIRECTIVE: CITIZEN COMPLAINT OVERSIGHT COMMITTEE (CCOC) AND COMMISSION INVESTIGATOR (CI) – 2023-02

Executive Directive 2023-02

The City of Lansing remains committed to fair and bias-free treatment of all people, as expressed in Executive Directive 2020-3.

In response to concerns raised within the Lansing community after the death of George Floyd on May 25, 2020, that were consistent with concerns that were voiced throughout the nation, we took immediate action by launching a series of community-wide discussions to identify issues to formulate relevant action. We listened to and empowered people and organizations to help the City gain a better understanding of the disparities that exist so that we could work together to develop a strategy to achieve sustainable change.

We then took immediate action by implementing numerous police reforms, hiring the city's first Diversity, Equity and Inclusion (DEI) Officer, learning from local, state and national collaborative partners, and providing City Department Directors with DEI training. Moreover, I appointed community leaders and grassroots advocates to the Mayor's Racial Justice and Equity Alliance (MRJEA) to examine policies, practices and biases to gain a deeper understanding of how to eradicate racism and violence in Lansing through the fair and equitable treatment of all.

After being appointed, members of the MRJEA commenced their work right away, and on December 22, 2020, I issued Executive Directive 2020-3, which set forth a detailed framework for MRJEA's development of a Racial Justice and Equity Report.

Over the course of approximately eight (8) months, the MRJEA worked to combine their input, ideas, suggestions and experiences with their additional research and ideas to create a detailed report, which I approved on August 11, 2021. The report contains key issues and recommended strategies and action

that the MRJEA believes will lead to positive change. We have accomplished numerous goals, as outlined in the MRJEA plan, and continue to build the structure to fulfill other goals of the plan.

One recommended important goal that was expressed by the community and supported by MRJEA committee members is for the City to establish a Citizen Oversight Commission, with the authority to ensure that complaints lodged against the City of Lansing Police are received, monitored and investigated in a manner that respects the rights of citizens and results in transparency and accountability.

Currently, Article 5, Chapter 1 of the City Charter grants the Board of Police Commissioners (Board), in part, the power to approve rules and regulations for the conduct of the members of the Department, in consultation with the Chief of Police and the Mayor. The City Charter also grants the Board the power to hire investigators, administer oaths and require the production of evidence.

The duties and responsibilities of the “Commission Investigator” are set forth within the Lansing Police Department Manual, Section 200.01: Administrative Supervision of Commission Investigator (CI). The same duties and responsibilities of the CI are also set forth within the HRCS and HR policy manuals.

The CI’s primary role is with the Board of Police Commissioners (Board), which body has been empowered to conduct and oversee citizens’ complaints against police officers. The CI’s office, however, is located within the Department of Human Relations and Community Services and the CI reports to the Director of said department, with the HRCS Director and the Chair of the Board conferring as needed to ensure that the CI’s administrative assignments don’t interfere with the CI’s ability to complete the investigation of citizen complaints.

Lansing City Ordinance, Section 270.01 provides that the City of Lansing’s Board of Police Commission Investigator, in part, assists the Commission in the performance of its duties and has been granted full access to all records and documents of the Police Department, including internal affairs records and documents. The CI, who is not an employee of the police department, serves as a liaison between the City and the Lansing community and said CI is equipped with the authority to access certain internal documents, including confidential documents (pursuant to Michigan law), that aid in processing citizens’ complaints.

Thus, the purpose of this Executive Directive is to establish the Citizen Complaint Oversight Committee (CCOC) within the Board to replace the current Board of Police Commission’s Citizen Oversight Subcommittee. The newly-established CCOC aims to strengthen guidelines for the Board’s existing citizen complaint review process and ensures that the CI is empowered to conduct a full and comprehensive investigation of citizen complaints, as allowed by law. Further, this Executive Directive provides a process whereby the CI is fully equipped to take the lead in assisting the Board of Police Commissioners in providing oversight of citizens’ complaints, on behalf of the citizens of Lansing, with the authority to interface with the community to share pertinent findings and information, as allowed by law to be disclosed.

Therefore, pursuant to the direction and mandate given to me by the People of the City of Lansing, as expressed in State Law, City Charter, and City Ordinances, I, Andy Schor, Mayor of the City of Lansing hereby issue the following Executive Directive:

Executive Directive 2023-02

Citizen Complaint Oversight Committee (CCOC) Structure:

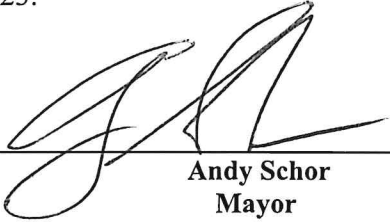
- A. The newly-named CCOC replaces the current Citizen Complaint Subcommittee within the Board of Police Commissioners.
- B. The CCOC shall be comprised of four (4) members of the Board of Police Commissioners (Board), with one member being appointed by the Board's Chair to lead the committee.
- C. The CCOC, as members of the Board, shall maintain the powers and authority as empowered under Article 5, Chapter 1 of the City Charter.
- D. The Office of City Attorney (OCA) shall provide a training/overview for the CCOC at least once per year, with the first training/overview being conducted within 30 days of the issuance of this Executive Directive.
- E. The CCOC may also participate in other trainings that are authorized by the Board or recommended by OCA.
- F. The CCOC shall regularly educate the public on their rights and the citizen complaint process.
- G. The CCOC will ensure that the complaint process is easily accessed and available in English and other major languages.

Commission Investigator (CI) - Role, Responsibilities and Process:

- A. The Commission Investigator (CI) will continue to be located in the Department of Human Relations and Community Services (HRCS), per Lansing Ordinance, Chapter 270.01, with daily activities being supervised by the HRCS Director, excluding those duties that are specifically authorized or reserved by the Board of Police Commissioners.
- B. The CI shall participate in the annual training/overview provided to the CCOC by the OCA and other trainings authorized by the Board or the OCA.
- C. The CI shall perform the administrative duties for the operation of the CCOC, including ensuring appropriate training, management, and the facilitation of meetings.
- D. The CI is responsible for reviewing Internal Affairs Investigations to ensure that a complete, concise and fair investigation was conducted.
- E. The CI shall be responsible for investigating citizen complaints on behalf of the CCOC when criminal investigations are closed.
- F. The CI shall maintain all powers granted under the City Charter that include, in part, the power to administer oaths, and require the production of evidence.
- G. The CI shall be authorized to access a wide range of records, reports, and all relevant files, including Internal Investigation records and documents maintained by the Police Department, by providing reasonable notice to the Chief of Police. Information and reports shall be released, with LEIN and CJIS information being redacted, pursuant to state laws.
- H. The CI shall also be notified of police-involved critical incidents and the CI shall be listed as a contact in LPD Manual 600.39, page 9, Administrative Contacts.
- I. In the course of an investigation, the CI may review Internal Affairs records that are maintained by the Police Department.
- J. Acting under Lansing City Charter Section 4-102.1, the following policy establishes the procedure to be followed when the Commission Investigator makes a request to review Lansing Police Department Internal Affairs ("IA") records regarding a citizen complaint of alleged police misconduct:
 - a. To conduct a full and comprehensive investigation of citizen complaints, the Commission Investigator shall be entitled to receive all records of closed investigations stemming from a citizen complaint, as allowed by law.
 - b. An involuntary or compelled statement (wherein an officer receives a *Garrity* warning) made by a law enforcement officer during an investigation is confidential under MCL 15.395. However, a law enforcement officer may consent to his/her compelled statement to be released to the Commission Investigator. The request for consent to release a compelled statement may be made at the time the statement is given to IA, or by the Commission Investigator after the IA investigation is complete, or both.

- K. When an officer does not provide a voluntary statement, the CI shall note this information within the investigation report.
- L. A dedicated City of Lansing webpage will be provided for the CI to share information with the public about community forums scheduled to educate the community about the CCOC. The web page will also provide information permitted by law to be shared with the public regarding citizen complaints.

This structure and process as set forth herein shall be evaluated over the next six months (pilot phase) by the Board and HRCS Director to achieve utmost transparency, efficiency, and effectiveness. Necessary changes will be made to the pilot process, as required, to transition this plan into a City Ordinance in 2023.



Andy Schor
Mayor

Date



CITY ATTORNEY OPINION _____
City of Lansing
OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

To: Council President, Carol Wood
Council Vice President, Jeremy Garza
Members of City Council

From: James D. Smiertka 

Re: Campaign Finance Act and Mayor Activity

Date: July 10, 2023

Several concerns regarding a fundraising communication have been raised as follows:

QUESTIONS PRESENTED

- 1) May the Mayor campaign and seek donations to oppose or endorse candidates in other races?
- 2) May the Mayor reference the City and that he is the Mayor in such communications?
- 3) Is the logo in his email too similar to the City's logo?
- 4) Are campaign funding communications a violation of the City's Ethics Ordinance?

SHORT ANSWERS

- 1) Yes. The fundraising communication is explicitly permitted by the Michigan Campaign Finance Act;
- 2) Yes. It is both factually correct, and reference to his office and the City is implicitly permitted by the Campaign Finance Act and acknowledged by AG Opinions and US Supreme Court cases.
- 3) No, since the logos are not the same and there is no use of public resources at issue.
- 4) No. The Ethics Ordinance explicitly does not address Election Law or Campaign Finance Law, and as such, the City's Ethics Board has no jurisdiction over campaign finance issues such as those raised.

ANALYSIS AND DISCUSSION

Examinations of campaign activity are focused on what resources are expended to fund the activity. The limitation most relevant to campaigning and the City is the Michigan Campaign Finance Act's limitation on the use of public resources to endorse candidates or ballot questions; see generally MCL 169.257.

First Question

Regarding the first question, as an elected policy making officer, the Mayor is allowed to express political ideas, per MCL 169.257(1)(a), and explicitly allowed to oppose or endorse candidates in races other than his own (and positions on ballot questions) so long as he does so on his own time and with non-City resources, per MCL 169.257(1)(f).

The fundraising communication in question clearly states it was paid for by the Schor Leadership Fund, not with any City resources. The Schor Leadership Fund is an Independent Political Action Committee formed in 2013 under Michigan Law.

Independent Committees are expressly authorized and have the explicit purpose of "mak[ing] expenditures ... in support of or in opposition to 3 or more candidates for nomination to or election to an elective office in the same calendar year." MCL 169.208(3).

Second Question

As part of the activities permitted by MCL 169.257(1)(a), the Mayor can reference both the City of Lansing and that he is the Mayor. The communication in question references that support of voters and donors helped him become the Mayor of Lansing, which is true, and that he is hoping for additional support in the form of votes and donations to affect a political vision.

Such political speech by elected officials has long been recognized by the Courts. Cases touching on this deal with much more contentious activity than campaigning, but the legal conclusions are clear. The Supreme Court cases of *Wood v. Georgia*, 370 U.S. 35 (1962), and *Bond v. Floyd*, 385 U.S. 116 (1966), hallmarks on the matter of speech rights by elected officials, were both recognized by the State in Attorney General Opinion 4647 in 1969. *Wood* dealt with an elected sheriff in his capacity as the sheriff publicly criticizing elected judges who had empaneled a grand jury to investigate potential voter fraud. *Bond* dealt with an elected state representative being interviewed on critical comments he made regarding the Vietnam conflict and explicitly discussing how his statements impacted his oath of office as an elected representative. Suffice to say in both instances the elected officials were not acting on behalf of their institutions, but their position was inextricably linked to their comments.

Third Question

Although the logo in the Mayor's email is somewhat similar to the City's servicemark, they are clearly different. More importantly, nothing in the communications indicates that it is sent by the City, and the possibility for confusion is eliminated by the explicit statement that the communication is funded by the IPAC discussed above.

Fourth Question

The communication only seeks contributions for political campaign purposes. The City's Ethics Ordinance states that campaign contributions and expenditures are not to be included in statements of financial interest, per Lansing Codified Ordinance 290.08(£)(4), and thus not within the purview of the Board of Ethics. Therefore, the Lansing Board of Ethics does not have jurisdiction over campaign finance complaints.

CONCLUSION

There is nothing impermissible or illegal about the Mayor's communication that was sent for review. He is permitted to campaign and raise funds for other races or ballot questions, and he is allowed to reference both his elected office and the City. He is not allowed to use City resources or explicitly say that he will use his office for the benefit of a potential donor but neither of those circumstances are presented here. If you have further questions on this matter, please let me know.

Boak, Sherrie

From: People's Council <thepeoplescounciloflansing@gmail.com>
Sent: Monday, July 10, 2023 3:41 PM
To: Wood, Carol; Garza, Jeremy; Brown, Jeffrey; Spadafore, Peter; Spitzley, Patricia; Kost, Ryan; Hussain, Adam; Jackson, Brian T.; City Council
Subject: [EXTERNAL] Urgent Request: Support Needed for Ethics Complaint Against Mayor Schor
Attachments: Schor Ethics Complaint FINAL.pdf; Schor Leadership Fund Solicitation VISUAL AID.pdf; Schor Leadership Fund Payment Page.jpeg; Schor Leadership Fund Solicitation.pdf

To All Members of the Lansing City Council,

I am reaching out to seek your support and signature on an ethics complaint that we will be filing against Mayor Schor at EOD tomorrow 7/11. During the 06/12/23 City Council meeting, I raised serious concerns during my public comments, regarding potential ethics violations involving the mayor's misuse of his title and public assets for personal and political benefit. I strongly urged for a thorough investigation into these matters.

I want to emphasize that the City Council were publicly made aware of these potential violations through the public comment session during the mentioned City Council meeting. Furthermore, Mike Lynn also expressed similar concerns in his public comments. Given the unanimous awareness among council members about these potential violations, it is important that you recognize your duty to support and sign onto this ethics complaint.

Mayor Schor's alleged actions, such as using his title and public assets for personal and political gain, are matters that require prompt and thorough investigation. By signing onto this ethics complaint, you are not making any accusations, nor assuming guilt in any way. You are simply acknowledging that there is a question of fact on whether any ethics violations have occurred, and merely this question warrants an investigation by the City of Lansing's Board of Ethics. Most importantly you are demonstrating your commitment to upholding transparency, accountability, and the trust of our community.

I kindly request your prompt attention to this matter, together, I believe that we can ensure that our city's integrity and ethical standards are upheld.

Thank you.

Sincerely,

Erica Lynn

The People's Council of Lansing
thepeoplescounciloflansing@gmail.com
07/10/23

City Clerk Chris Swope CC: City of Lansing Board of Ethics
124 W. Michigan Ave
Lansing, MI, 48933

RE: Ethics Complaint Against Mayor Andy Schor

City Clerk Swope,

We are writing to lodge a formal ethics complaint against Mayor Andy Schor, for various violations of Chapter 5 of Article V of the City Charter. This complaint pertains to a solicitation email/letter sent to constituents and potential donors, where Mayor Schor solicits contributions for his leadership fund; "Schor's Leadership Fund", in exchange for favorable treatment and influence over city decisions. This conduct raises concerns about the independence, impartiality, and responsible use of his position for personal gain, which is explicitly prohibited by our city's ethics code.

The letter in question, dated 06/12/23, contains verbiage, usage of the Mayors title/office, and several statements and solicitations that demonstrate many violations of the Codified Ordinances of Lansing, Michigan, pursuant to the City Charter:

Section 5-501 - Standards of conduct: This section highlights the importance of independent, impartial, and responsible public officers and employees who are accountable to the people. It stresses that public office and employment should not be used for personal gain.

By using the letter to promote and solicit funds for specific candidates, Mayor Schor is compromising the independence, impartiality, and responsibility expected of public officers and employees. The letter outlines a clear personal agenda and undermines the proper channels of governmental structure for decision-making. The usage of Mayor Schor's official title references his position of governance, and a logo strikingly similar to the City of Lansing's official logo, demonstrates a clear attempt to use his position and influence for personal benefit, thereby compromising the integrity of City government. The letter's intent and actions raise concerns about the integrity and operation of our City government, making it subject to scrutiny by the public by promoting acts or actions that are not compatible with the best interests of the City. ([See 5-501.1](#))

In the letter, the title "mayor" is used consistently to refer to Andy Schor. This frequent reference and usage highlights Mayor Schor's position of authority and reinforces his association with the city's governance and his position of power within it. It serves to remind recipients of the letter that their support has contributed to his current mayoral role and implies a sense of obligation towards the Mayor; IE "I am serving as Mayor because of you..." The repeated usage of the title "Mayor", coupled with the solicitation of contributions for the

Schor Leadership Fund, creates an impression that the solicitation is an official request sanctioned by the City and its governance. This is a clear conflict of interest and abuse of the position of Mayor. This blurs the lines of Mayor Schor's personal political agenda and his role as an elected official, and most concerning, places his personal political goals above the people's right to have a fair and impartial government. ([See 5-501.1](#))

Additionally, the Schor Leadership Fund logo, prominently displayed on the letter sent to constituents and potential donors, bears a clear resemblance to the official City of Lansing logo, as used on the City's website, literature, and official communications from the City of Lansing. The similarities in word placement, font choice, and overall design are evident and cannot be dismissed as mere coincidence. This resemblance raises concerns regarding the inappropriate use of the City of Lansing's official logo for personal and political purposes. As an elected official, Mayor Schor has an obligation to uphold the integrity and impartiality of the City's image. By utilizing a logo that closely mirrors the official City logo, Mayor Schor is misleading constituents and potential donors into believing that his leadership fund is an official city initiative or endorsed by the City itself. ([See 5-501.1](#))

Schor Leadership Fund



City of Lansing Website



Section 5-504 - Protection of public interest: This section outlines the measures that the City of Lansing must adopt to safeguard the public interest in the conduct of public affairs. These include enacting ordinances to establish standards of conduct for City officers and employees, similar to those mandated by the State of Michigan. The ordinances aim to prevent various forms of misconduct, such as prohibiting the use of City office or employment for the private benefit of any person, utilizing City resources for private gain, profiting from an official position, and accepting things of value. Violations of these ordinances may lead to legal repercussions, including the possibility of forfeiting one's office or position ([See 5-504.3](#)).

The letter solicits contributions for the Schor Leadership Fund, which is a personal political endeavor of Mayor Schor. By using his position as Mayor to actively seek contributions to

support specific candidates for the City Council that will “continue my vision into the future”, “so I can make sure we have the right partners”, and “will help me support candidates”, Mayor Schor is utilizing his position and influence as Mayor to solicit funds to support and promote individuals who align with his personal political agenda, for his own benefit. This is using his position within City office for the private benefit of both himself and of those candidates. The letter explicitly requests contributions from recipients, which would be considered a thing of value. By accepting these contributions, Mayor Schor may personally profit from his official position, and by actively supporting and funding specific candidates through these funds, Mayor Schor is using his official position to influence the outcome of a City Council election. This potential influence, coupled with accepting contributions for the purpose of promoting certain candidates, violates the prohibition on profiting from an official position and accepting things of value. The repeated usage of the title of “Mayor”, and the usage of the strikingly similar logo (as outlined in the above 5-501 violations) also violates this section. ([See 5-504.2](#))

RE: Sections 5-501 and 5-504, Specific personal benefit and/or personal gain:

Enhanced political power: By supporting specific candidates, the mayor is exerting influence over the composition and decision-making process of the city council. This allows the mayor to shape the direction and policies of the council according to his personal agenda, increasing his political power and influence within the city.

Alignment with personal political goals: Supporting candidates who align with the mayor's personal political goals ensures that his vision and priorities are furthered within the city council. This alignment leads to the advancement of the mayor's political agenda, benefiting him personally in terms of reputation, support, and future political prospects.

Strengthening of political alliances: By providing financial support to candidates, the mayor is cultivating relationships and alliances that can be beneficial in future political endeavors. The support can lead to reciprocal loyalty and collaboration, enabling the mayor to leverage his position for personal gain and political influence.

Maintenance of control and power dynamics: The mayor's support for specific candidates helps to maintain or strengthen their influence and/or control over the city council. This allows the mayor to shape decision-making processes, garner support for his initiatives, and potentially secure favorable outcomes for himself and his preferred stakeholders. It takes away the objectivity of a city council member's objectivity through coercion of power.

Sections 5-505 - Conflict of interest: This section aims to promote transparency, prevent conflicts of interest, and ensure that City officers and employees act in the best interest of the public.

By actively soliciting funds for specific city council candidates, Mayor Schor has created a conflict between his personal political interest and the public interest which should have been fully disclosed to the City Attorney. ([See 5-505.2](#))

By soliciting funds to support specific candidates through the letter, Mayor Schor is involved in a matter with a potential conflict of interest, violating the prohibition on participation in matters with conflicts. ([See 5-505.3](#))

Overall, Mayor Schor's use of his public office's authority, title, and prestige to attain personal gain by soliciting contributions in exchange for influencing city decisions, as stated in our city's ethics code, is inconsistent with the public interest. Mayor Schor is compromising the integrity of his position and using city resources for his private benefit. Mayor Schor's actions are compromising the integrity of the political process and undermining the public's trust in their elected officials. This type of behavior erodes the fundamental principles of transparency, accountability, and equal representation that are crucial for a functioning democracy. It is evident that these actions are in direct violation of our city's ethics code, which mandates that public officers and employees act in the best interests of the City and not for personal gain. The people have a right to expect that their elected officials will prioritize the public interest over personal agendas and that their decisions and actions will be made independently and impartially.

In light of these violations, it is imperative that the Ethics Committee thoroughly investigates this matter and takes appropriate measures to address all aspects of the conflicts of interest and abuse of power displayed by Mayor Schor. The committee must ensure that elected officials are held accountable for their actions and that necessary steps are taken to restore the public's trust in our City's governance. The ethical standards outlined in our city's code of conduct exist to safeguard the best interests of the City and its residents.

We formally request that the Ethics Committee conduct a thorough investigation into these matters, regardless of the outcome of the City Attorney's opinion, to determine the extent of the violations and take appropriate actions as outlined in our city's ethics guidelines. We believe it is imperative to maintain the public's trust in our government and ensure that our elected officials adhere to the highest standards of ethical conduct.

We have attached various supporting documents for your reference. If any further information or clarification is required, please do not hesitate to contact us at the provided contact information.

Attachments:

Schor Leadership Fund Solicitation- Original letter/solicitation.

Schor Leadership Fund Solicitation VISUAL AID- Highlights of concerns.

Schor Leadership Fund Payment Page- The page that the solicitation link directs to.

Codes Index:

5-501.1: The people of this City recognize that the continuation of the proper operation of the City requires that public officers and employees be independent, impartial and responsible to the people; that decisions and policy be made in the proper channels of governmental structure; that members of the public have access to information upon which decisions affecting their City are made; that public office and employment not be used for personal gain; that the integrity and operation of City government to be subject to scrutiny of the public; and that acts or actions not compatible with the best interests of the City be defined and prohibited.

5-504.2: The City shall adopt, by ordinance, no later than one year after the effective date of this section, restrictions similar to those enacted by the State of Michigan by statute, prescribing standards of conduct for City officers and employees. To the extent permitted by law, the ordinances shall generally include, but not be limited to, **prohibiting the use of City office or employment for the private benefit of any person**; prohibiting the divulging of confidential information in advance of the time prescribed for its authorized release to the public; prohibiting the use of City personnel resources for private gain; prohibiting profit from an official position and **acceptance of things of value by City officers or employees**; requiring the financial disclosure by City officers and employees and requiring lobbyist disclosure for all City officers and employees.

5-504.3: Any violations of ordinances dealing with matters in this section shall be punishable to the maximum extent permitted by law and may be made punishable by forfeiture of office or position.

5-505.2: An officer or employee who has any other conflict between a personal interest and the public interest as defined by State law, this Charter, or ordinance, shall fully disclose to the City Attorney the nature of the conflict.

5-505.3: Except as provided by law, no elective officer, appointee or employee of the City may participate in, vote upon or act upon any matter if a conflict exists.

Thank you for your attention to this matter, and we trust that the Ethics Committee will take appropriate action to address the violations of our city's ethics code.

Sincerely,

The People's Council of Lansing signing members, and supporting Lansing City Council Members:

The People's Council of Lansing

Council President Wood

At Large Council Brown

At Large Council Sptizley

At Large Council Spadafore

1st Ward Council Kost

Vice President Garza

3rd Ward Council Hussain

4th Ward Council Jackson



Fwd: Update: Please Read | Lansing's Future

1 message

Mon, Jun 12, 2023 at 1:52 PM



----- Original Message -----

From: Mayor Andy Schor <heather@andyschor.com>



Date: 06/12/2023 10:45 AM EDT

Subject: Update: Please Read | Lansing's Future



Dear 

Thank you for all your support. I am serving as Mayor now because of you and others like you who have supported my vision for our Capital City. I'm turning to you again to ask for your help to continue my vision into the future.

As we implement our vision of growth for the city, we need partners that will help. Please contribute to my leadership fund so I can make sure that we have the right partners growing our city. With two open seats up for grabs, I am working to help elect a new generation of leaders to our City Council. These folks will help our shared vision of Lansing to be a reality. Contributions to the leadership fund will help me support candidates to achieve our shared vision.

Please join me in supporting my vision for Lansing and a council that will work to achieve that goal.

Thank you,



Andy Schor
Mayor

Paid for by Schor Leadership Fund

Schor Leadership Fund
P.O. Box 13073
Lansing MI 48901 United States

If you believe you received this message in error or wish to no longer receive email from us, please [unsubscribe](#).



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Andy Schor
Mayor

Paid for by Schor Leadership Fund

Schor Leadership Fund
P.O. Box 13073
Lansing MI 48901 United States

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Please join me in supporting my vision for Lansing and a council that will work to achieve that goal.

Choose an amount:

Your contribution will benefit Andy Schor.

\$50

\$100

\$250

\$500

\$1,000

\$1,500

\$

