

AGENDA
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
July 21, 2009
7:00 p.m.
County Commission Chambers

***Mission Statement:** Jackson County Government, in cooperation with the community
and local governmental units, strives through a planned process
to deliver quality services that address public needs.*

1. **CALL TO ORDER** – *Chairman Steve Shotwell*
2. **INVOCATION** – *by Commissioner Jonathan Williams*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *County Clerk Amanda Riska*
5. **APPROVAL OF AGENDA**
6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS**

7:10 p.m. A. **Public Hearing to Adopt the 2010 General Fund Budget**

Attachments: None.

Roll Call B. **Resolution (07-09.17) Jackson County 2010 General Appropriations Act**

Attachments:

*Resolution (07-09.17)

Roll Call C. **Resolution (07-09.18) to Establish the 2010 Budget for the General Fund and for
Special Revenue, Enterprise, Capital Project, and Internal Services Funds for
the County of Jackson**

Attachments:

*Resolution (07-09.18)

D. **County of Jackson, Michigan 2008 Comprehensive Annual Financial Report for
the Fiscal year Ended December 31, 2008** – Dave Fisher from Rehmann Robson
will present the report.

Attachments:

*2008 Comprehensive Annual Financial Report (Provided under separate cover and
will be posted on the County's website)

9. **PUBLIC COMMENTS**
10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.
11. **MINUTES** - Minutes of the 6/16/09 Regular Meeting of the Jackson County Board of Commissioners

Attachments:

*6/16/09 Regular Meeting Minutes

12. **CONSENT AGENDA** *(Roll Call)*

A. **County Affairs** – None.

B. **County Agencies** – None.

C. **Human Services**

1. **Department on Aging Grant Application List 2010-2012**

Attachments:

*Grant Application List 2010-2012

2. **Resolution (07-09.15) Honoring Mary Thompson - Department on Aging Volunteer of the Year - Leadership**

Attachment:

*Resolution (07-09.15)

3. **Resolution (07-09.16) Honoring Jeanette Otto - Department on Aging Volunteer of the Year - Service**

Attachment:

*Resolution (07-09.16)

4. **Region 2 Area on Aging FY 2010-2012 Multi-Year Implementation Plan for Older Americans Act**

Attachments:

*R2AAA FY 2010-2012 Multi-Year Implementation Plan for Older Americans Act

5. **Health Department FY 2008 Annual Report**

Attachments:

*2008 Annual Report

6. Personnel Change Request

Attachments:

*Memo from Health Officer dated 6-29-09

D. Personnel & Finance

7. Budget Adjustments

- a. Department on Aging
- b. Friend of the Court
- c. Health Department

Attachments:

*Department on Aging Budget Adjustment

*Friend of the Court Budget Adjustment

*Memo from Health Department Financial Services Manager dated 7-1-09

*Health Department Budget Adjustments

E. Claims – 6/1/09 – 6/30/09

13. STANDING COMMITTEES

A. County Affairs – *Commissioner Dave Lutchka*

None.

B. County Agencies – *Commissioner Gail W. Mahoney*

None.

C. Human Services – *Commissioner Mike Way*

None.

D. Personnel and Finance – *Commissioner James Videto*

None.

14. UNFINISHED BUSINESS – None.

15. **NEW BUSINESS**

A. **New/Revised Policies**

1. New Fiscal Policy 1170 – Annual Audit
2. Revised Purchasing Policy 2030 – Professional Services

Attachments:

*Fiscal Policy 1170

*Purchasing Policy 2030

16. **PUBLIC COMMENTS**

17. **COMMISSIONER COMMENTS**

18. **CLOSED SESSION** – None.

19. **ADJOURNMENT**

Resolution (07-09.17)

JACKSON COUNTY 2010 GENERAL APPROPRIATIONS ACT

WHEREAS, in accordance with the provisions of Michigan Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, it is the responsibility of the Jackson County Board of Commissioners to establish and adopt the annual County Budget; and

WHEREAS, the County Administrator/Controller has received budget requests from all County and appropriated departments and submitted a proposed budget in which revenues equal expenses; and

WHEREAS, Commissioners at a Study Session have reviewed the Administrator's proposed budget and made appropriate recommendations; and

WHEREAS, the full Board of Commissioners has reviewed the proposed General Fund Budget and a General Appropriations Act balancing total expenses with anticipated revenues has been formulated; and

WHEREAS, a public hearing was publicized and held on the Budget for the fiscal year 2010; and

WHEREAS, the FY 2010 Budget is predicated on the removal of certain positions that will be vacated in 2010; and

WHEREAS, incentive pay for non-union employees has been eliminated for Fiscal Year 2010; and

WHEREAS, the FY 2010 Budget proposed to use \$1,000,000 of the General Fund Balance and \$244,656 from the Budget Stabilization Fund;

WHEREAS, the FY 2010 Budget reimburses employee mileage based on the IRS recognized rate.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby adopt the 2010 operating budget as the official budget for Jackson County for the fiscal year beginning January 1, 2010; and

BE IT FURTHER RESOLVED that the FY 2010 Budget is based on an operating millage rate of 5.1187 mills; and

BE IT FURTHER RESOLVED that the FY 2010 Budget is based on a Jail millage rate of 0.4851 mills; and

BE IT FURTHER RESOLVED that the FY 2010 Budget is based on a Senior millage rate of 0.2473 mills; and

BE IT FURTHER RESOLVED that the FY 2010 Budget is based on a Medical Care Facility

millage rate of 0.1398 mills; and

BE IT FURTHER RESOLVED that appropriate funds as detailed in the budget be transferred to the General Fund; and

BE IT FURTHER RESOLVED, pursuant to Michigan Public Act 2 of 1986, that 50% of the actual Convention Facility/Liquor Tax revenues received from the State shall be used for the specific purpose of substance abuse prevention in the County; and

BE IT FURTHER RESOLVED, pursuant to Michigan Public Act 264 of 1987, that 12/17ths of the Health and Safety Fund Act revenues shall be distributed to the local Health Department to be used only for public health prevention programs and services; and

BE IT FURTHER RESOLVED, also in accordance with Michigan Public Act 264 of 1987, that the remaining 5/17ths of the Health and Safety Fund Act revenues shall be distributed for personnel and operating costs, which are in excess of 1988 levels, at an existing county jail or juvenile facility.

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
July 21, 2009

Resolution (07-09.18)
**To Establish the 2010 Budget for the General Fund and for
Special Revenue, Enterprise, Capital Project, and Internal
Services Funds for the County of Jackson**

WHEREAS, it is the responsibility of the Board of Commissioners to establish budgets for various activities of Jackson County in addition to the General Fund; and

WHEREAS, those funds include Special Revenue, Enterprise, Capital Project, and Internal Service funds, and

WHEREAS, budgets for those funds have been presented to the Board of Commissioners.

NOW THEREFORE BE IT RESOLVED, that the Jackson County Board of Commissioners adopts budgets for FY 2010 for the several funds outlined in the attached documents.

James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
July 21, 2009

Attachments:

- *2010 General Fund
- *2010 Personnel Changes
- *2010 Special Revenue and Other Funds
- *2010 Capital Budget

**JACKSON COUNTY
GENERAL FUND
2010 BUDGET SUMMARY-ORG KEY**

		REVENUE	EXPENSE
Board of Commissioners	101101	\$ -	\$ 221,652
Legislative Total	101101	-	221,652
Circuit Court	101131	561,258	2,172,827
Jury Commission	101135	36,000	226,921
12 th District Court	101136	4,614,370	3,378,450
Adult Probation-Circuit Court	101151	-	15,315
Prosecuting Attorney	101229	62,579	1,784,850
Public Defender	101230	216,000	1,200,000
Prosecuting Attny/Child Support	101231	158,314	226,594
Prosecuting Attny/Victim Rights	101232	101,000	187,198
District Court-Intensive Probation	101279	150,000	198,663
Judicial Total		5,899,521	9,390,818
Sheriff	101301	575,243	4,125,847
Road Patrol	101303	206,000	214,484
Lawnet Narcotics Grant	101311	54,400	222,650
Marine Law enforcement	101331	61,554	75,455
Emergency Dispatch	101345	91,862	1,404,109
County Jail/Wesley Street	101351	652,500	5,735,976
Emergency Management	101355	92,546	169,660
Truancy Grant	101356	82,780	116,511
Animal Shelter	101430	85,200	230,453
Animal Control	101431	-	240,856
Public Safety Total		1,902,085	12,536,001
Public Elections	101191	53,520	167,267
County Administrator/Controller	101201	-	305,185
County Clerk	101215	570,598	908,911
GIS	101222	106,000	167,091
Administrative Services	101223	25,000	575,969
Equalization	101225	26,000	494,032
Register of Deeds	101236	858,925	314,623
Remonumentation	101245	64,594	64,594
County Treasurer	101253	24,071,694	101,263
MSU Extension	101257	-	337,417
Information Technology	101258	36,151	910,193
Courthouse Maintenance	101265	9,740	600,753
Northlawn Complex Maintenance	101267	37,710	244,483
Tower Building Maintenance	101268	157,798	819,031
Woolworth Building Maintenance	101269	-	10,712
Blackstone Complex Maintenance	101273	-	12,463
Human Services Building	101274	-	348,786
Drain Commissioner	101275	-	192,493
General Government Total		26,017,730	6,575,266
Medical Examiner	101648	50,500	312,776
Dept on Aging/In Home Services	101670	270,500	563,546
Dept on Aging/Senior Center	101671	36,900	91,740
Dept on Aging/Senior Programs	101672	69,070	264,171
Dept on Aging/Home Delivered Meals	101673	660,000	1,034,579
Dept on Aging/Congregate Meals	101674	249,000	343,176
Dept on Aging/Grandparents Initiative	101677	31,100	49,654
Dept on Aging/Geriatric Mental	101678	67,380	198,757
Veterans Burial Claims	101681	-	34,740
Veterans Affairs	101689	-	120,425
Social Service Total		1,434,450	3,013,564
Retirees Health Insurance	101632	-	1,494,348
Contingency	101890	-	50,000
Appropriations	101998	-	790,967
Misc. Expenses	101999	-	1,048,500
Other Total		-	3,383,815
Operating Transfer In	101981	6,050,176	-
Operating Transfer Out	101982	-	6,182,846
GENERAL FUND TOTALS		\$41,303,962	\$ 41,303,962

Jackson County
Changes to Position Classification and Compensation
2010 Budget

Position	Change
Lieutenant	Increase pay by \$2,500
Chief Assistant Prosecuting Attorney	Increase pay by \$5,000
Director of Environmental Health	Increase from grade 16 to 17

**JACKSON COUNTY
SPECIAL REVENUE & OTHER FUNDS
BUDGET SUMMARY
2010**

FUND	DESCRIPTION	ADMIN RECOMMENDED	
		REVENUE	EXPENSE
208	Parks	880,853	880,853
215	Friend of Court	2,912,980	2,912,980
218	Golf Courses	627,003	627,003
221	Health Department	3,963,770	3,963,770
245	Public Improvement	495,450	495,450
246	Airport Runway Project	100,000	100,000
247	Falling Waters Trail	17,500	17,500
256	Automation	135,000	135,000
257	Budget Stabilization	244,656	244,656
260	Revenue Reserve	1,412,797	1,412,797
263	Omnibus Forfeiture	10,000	10,000
264	PA Drug Enforcement	35,000	35,000
265	Sheriff Drug Enforcement	35,000	35,000
267	Joint Narcotics Forfeiture	275,000	275,000
269	Law Library	6,500	6,500
278	CAA Grant	300,000	300,000
280	Jail Millage	2,100,000	2,100,000
281	DOA Millage	1,065,000	1,065,000
285	Michigan Justice Training Grants	60,000	60,000
290	Jackson County FIA*	900,000	900,000
292	Child Care	5,666,408	5,666,408
294	Veteran's Trust	55,000	55,000
295	Airport	505,038	505,038
297	Maintenance of Effort	855,000	855,000
402	Equipment	713,500	713,500
466	(1)Sheriff Equipment	726,225	726,225
561	Fair	1,102,699	1,102,699

* based on 2009 budget

(1) this is transfer in to GF

**JACKSON COUNTY
CAPITAL BUDGET SUMMARY
2010**

EQUIPMENT FUND (402):

Computers	\$ 134,000
Disaster recovery software	110,000
Imaging implementation	75,000
Imaging software & licenses	130,000
Other software-CALS	34,000
Parks	45,000
Vehicles	159,000
Other	26,500

\$ 713,500

PUBLIC IMPROVEMENT (245):

Carpet replacement	\$ 35,000
Customer flow system	50,000
Other	95,450
Parking lot repair	30,000
Parks	50,000
Roof replacement and/or repair	80,000
Tuck pointing	155,000

\$ 495,450

AIRPORT RUNWAY IMPROVEMENT (246):

Runway realignment	<u><u>\$ 100,000</u></u>
--------------------	--------------------------

MINUTES
JACKSON COUNTY BOARD OF COMMISSIONERS BOARD MEETING
June 16, 2009
7:00 p.m.
County Commission Chambers

1. **CALL TO ORDER** – Chairman Shotwell called the June 16, 2009 meeting of the Jackson County Board of Commissioners to order at 7:02 p.m.
2. **INVOCATION** – *by Commissioner Gail W. Mahoney*
3. **PLEDGE OF ALLEGIANCE** – *by Chairman Steve Shotwell*
4. **ROLL CALL** – *Chief Deputy County Clerk Carrienne VanDusseldorp*

(12) Present. Commissioner Herl, Lutchka, Kruse, Duckham, Poleski, Videto, Mahoney, Williams, Smith, Way, Elwell and Shotwell.

5. **APPROVAL OF AGENDA**

Cmr. Poleski added a special meeting of County Agencies to consider Community Corrections Grant under Item 10. A.

Moved by Mahoney, supported by Videto for Approval of the Agenda as Amended. Motion carried unanimously.

6. **AWARDS & RECOGNITIONS** – None.
7. **COMMUNICATIONS/PETITIONS** – None.
8. **SPECIAL ORDERS/PUBLIC HEARINGS** – None.
9. **PUBLIC COMMENTS**

No public comment.

10. **SPECIAL MEETINGS OF STANDING COMMITTEES** – None.

A. Community Corrections Grant

The meeting was adjourned briefly to allow the commissioners who are members of the County Agencies Committee to meet behind Cmr. Mahoney's chair.

11. **MINUTES** - Minutes of the 5/19/09 Regular Meeting of the Jackson County Board of Commissioners

Moved by Mahoney, supported by Elwell to Approve the Minutes of the 5/19/09 Regular Meeting of the Jackson County Board of Commissioners. Motion carried unanimously.

12. **CONSENT AGENDA**

Cmr. Elwell corrected Resolution (06-09.13) by changing Senator Richardson to Richardville and deleting Senator Shauer's name.

Moved by Mahoney, supported by Duckham for Approval of the Consent Agenda as Amended. Roll Call: (12) Yeas. Motion carried unanimously.

A. County Affairs

1. **Airport – Amendment #1 Between Mead & Hunt and Jackson County – Land Acquisition for Runway 7/25 Parcels 87-109**

B. County Agencies – None.

C. Human Services

2. **Resolution (06-09.13) Supporting Adequate State Funding to Hold Counties Harmless from the Department of Human Services Lawsuit Settlement Agreement**

D. Personnel & Finance

3. **Budget Adjustments – County Fair**

E. Claims – 5/1/09 – 5/31/09

13. STANDING COMMITTEES

A. County Affairs – Commissioner Dave Lutchka

1. Appointments

a. **Agricultural Preservation Board**

- one Commissioner member, term to 6/2010

Commissioner Lutchka stated that the committee recommended Dave Lutchka. No other nominations from the floor. *Dave Lutchka appointed.*

- one public member, term to 6/2012

Commissioner Lutchka stated that the committee recommended Charity Steere. No other nominations from the floor. *Charity Steere appointed.*

- one elected official in township government, term to 6/2012

Commissioner Lutchka stated that the committee recommended Andrew Grimes. No other nominations from the floor. *Andrew Grimes appointed.*

- one member with agricultural interests, term to 6/2012

Commissioner Lutchka stated that the committee recommended JuliAnne Kolbe. No other nominations from the floor. *JulieAnne Kolbe appointed.*

b. **County Building Authority – one public member, term to 6/2012**

Commissioner Lutchka stated that the committee recommended Tony Samon. No other nominations from the floor. *Tony Samon appointed.*

B. County Agencies – Commissioner Gail W. Mahoney

1. Community Corrections Grant

Moved by Mahoney, supported by Herl to Approve 12th District Court to Administer the Community Corrections Grant Application in the amount of \$222,000, Previously Administered by the Jackson County Sheriff's Office. Motion carried unanimously.

C. Human Services – Commissioner Mike Way

None.

D. Personnel and Finance – Commissioner James Videto

None.

14. UNFINISHED BUSINESS – None.

15. NEW BUSINESS

A. Resolution (06-09.12) Opt-Out Tax Exempt Resolution Grass Lake Charter Township Proposed Ordinance Establishing Downtown Development Authority and Downtown District

Moved by Mahoney, supported by Poleski to Adopt Resolution (06-09.12) Opt-Out Tax Exempt Resolution Grass Lake Charter Township Proposed Ordinance Establishing Downtown Development Authority and Downtown District. Roll Call: (12) Yeas. Motion carried unanimously.

16. PUBLIC COMMENTS

No public comment.

17. COMMISSIONER COMMENTS

Comr. Lutchka commented about low attendance at the meeting.

Comr. Way wished Deputy Administrator, Adam Brown, happy birthday.

18. CLOSED SESSION

A. Airport – Review/Discussion of Airport Item

Moved by Videto, supported by Mahoney to go into Closed Session with their Attorney to Discuss a Property Acquisition Issue. Motion carried unanimously.

Moved by Videto, supported by Lutchka to return from Closed Session. Motion carried unanimously.

19. ACTION ON AIRPORT ITEM

Resolution (06-09.14) of the Jackson County Board of Commissioners for Property Acquisition for Runway #7-25 Safety Area Project

Moved by Elwell, supported by Mahoney to Approve Resolution (06-09.14) of the Jackson County Board of Commissioners for Property Acquisition for Runway #7-25 Safety Area Project. Roll Call: (12) Yeas. Motion carried unanimously.

20. **ADJOURNMENT**

Chairman Shotwell adjourned the June 16, 2009 meeting of the Jackson County Board of Commissioners at 7:30 p.m.

James E. Shotwell – Chairman, Jackson County Board of Commissioners

Amanda L. Riska – County Clerk

Respectfully submitted by Carrienne VanDusseldorp – Chief Deputy County Clerk

Jackson County Dept. on Aging 2010-2012 Region 2 Area Agency on Aging Grant Application

Grant	Amount	15% Local Match	Change from 2009	
Adult Day Care	\$19,105	\$2,866	(\$17,314)	Alzh. Grant eliminated
Caregiver Ed. Support & Training (Grandparent Program)	\$29,650	\$4,448	\$0	
Caregiver Supplemental Services (Unmet Needs)	\$10,160	\$1,524	\$10,160	New Grant
Case Coordination & Support	\$20,940	\$3,141	\$0	
Chore	\$19,879	\$2,982	\$0	
Congregate	\$144,064	\$21,610	\$7,400	
Counseling	\$16,066	\$2,410	\$0	
Disease Prevention	\$8,111	\$1,217	\$0	
Home Care Assistance	\$118,397	\$17,760	(\$7,153)	Includes May 09 decrease
Home Delivered Meals	\$282,294	\$42,344	(\$17,815)	Includes May 09 decrease
Information & Assistance, Caregiver	\$15,450	\$2,318	\$0	
Respite	\$53,968	\$8,095	\$3,986	
Senior Center Operations	\$24,116	\$3,617	\$0	
	\$762,200	\$114,330	(\$20,736)	Reduced from current level
<div> <div> The Department on Aging requests Commissioner approval to reapply for 2010 - 2012 grant cycle funds through Region 2 Area Agency on Aging. Board Chair signature will be needed on grant application. </div> <div> Grant proposal deadline is Aug. 13, 2009. </div> </div>				

Resolution (07-09.15) Honoring Mary Thompson

WHEREAS, Mary Thompson has contributed much to the community over the past years by being a very caring individual who twenty-five years ago helped organize a free exercise program to benefit the seniors of Jackson Community.

WHEREAS, Mary Thompson has provided ongoing leadership to a dedicated group of fitness followers at the Jackson County Department on Aging, teaching chair exercise classes each Tuesday and Thursday morning, on a volunteer basis.

WHEREAS, Mary Thompson has dedicated her energies to encouraging seniors to remain physically active by gathering like-minded individuals regularly together for the purpose of maintaining their strength and range of motion.

WHEREAS, Mary Thompson takes seriously her role as a volunteer in the health arena, wanting the very best for everyone. Through her involvement with the wellness program of the Department on Aging, she has added lasting value and even longevity to the lives of many Jackson County senior exercise class participants.

WHEREAS, Mary Thompson has been selected as the recipient of the Jackson County Senior Citizen of the Year Award for 2009, to be recognized for her outstanding record of volunteer leadership in the Jackson community.

WHEREAS, this 'Volunteer Award', sponsored by the Michigan Department of Community Health, Office of Services to the Aging, Michigan Commission on Services to the Aging, the Jackson County Fair, the Jackson County Board of Commissioners and the Jackson County Department on Aging recognizes this outstanding volunteer in the community.

NOW THEREFORE, WE ARE RECOGNIZING MARY THOMPSON AS ONE OF THE IMPORTANT VOLUNTEERS WHO CONTRIBUTES THEIR TALENTS TO GOVERNMENT, CHURCHES AND INDIVIDUALS. THE JACKSON COUNTY BOARD OF COMMISSIONERS, THE JACKSON COUNTY FAIR AND THE JACKSON COUNTY DEPARTMENT ON AGING EXTEND THEIR APPRECIATION AND RECOGNITION TO MARY THOMPSON FOR HER UNSELFISH LEADERSHIP TO THE PEOPLE IN THE JACKSON COMMUNITY.

**James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
July 21, 2009**

Resolution (07-09.16) Honoring Jeanette Otto

WHEREAS, Jeanette Otto has contributed her talents and time to beautifying the lives of others with cheerful flower arrangements to benefit the seniors of the Jackson community.

WHEREAS, Jeanette Otto has provided ongoing service to other seniors, touching more than 800 people this past year alone by providing beautiful decorations and positive teachings to enhance the lives of the seniors at Arbor North Living Center.

WHEREAS, Jeanette Otto has suspended concerns over her own health to instead focus her energies on improving the conditions of her environment in ways that improve the outlook and dispositions of many others in Jackson County.

WHEREAS, Jeanette Otto uses her skills of a lifetime, teaching ability, and the materials available to her to make an immeasurable difference in the lives of other seniors, readily volunteering her time to pass on crafting techniques, a sense of accomplishment, and a feeling of community.

WHEREAS, Jeanette Otto has been selected as the recipient of the Jackson County Senior Citizen of the Year Award for 2009, to be recognized for her outstanding record of volunteer service in the Jackson community.

WHEREAS, this 'Volunteer Award', sponsored by the Michigan Department of Community Health, Office of Services to the Aging, Michigan Commission on Services to the Aging, the Jackson County Fair, the Jackson County Board of Commissioners and the Jackson County Department on Aging recognizes this outstanding volunteer in the community.

NOW THEREFORE, WE ARE RECOGNIZING JEANETTE OTTO AS ONE OF THE IMPORTANT VOLUNTEERS WHO CONTRIBUTES THEIR TALENTS TO GOVERNMENT, CHURCHES AND INDIVIDUALS. THE JACKSON COUNTY BOARD OF COMMISSIONERS, THE JACKSON COUNTY FAIR AND THE JACKSON COUNTY DEPARTMENT ON AGING EXTEND THEIR APPRECIATION AND RECOGNITION TO JEANETTE OTTO FOR HER UNSELFISH SERVICE TO THE PEOPLE IN THE JACKSON COMMUNITY.

**James E. Shotwell, Jr., Chairman
Jackson County Board of Commissioners
July 21, 2009**



**102 N. Main Street, P.O. Box 189
Brooklyn, Michigan 49230
(517) 592-1974
(800) 335-7881
Fax (517) 592-1975**

July 1, 2009

Jackson County Board of Commissioners
120 N. Michigan Avenue
Jackson, MI 49201

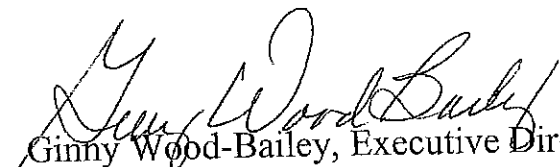
Jackson County Board of Commissioners:

Enclosed you will find the Region 2 Area Agency on Aging Fiscal Year 2010 - 2012 Multi-Year Implementation Plan for Older American Act funded services. This Plan has been presented at public forums and public hearings in Hillsdale, Jackson and Lenawee Counties. The Region 2 Area Agency on Aging Advisory Council and Board of Directors reviewed and approved the Plan.

The Plan highlights the major accomplishments of 2009 and includes goals and objectives through 2012. Purchased services and contracted services are listed for each county including budgets and service details.

Region 2 Area Agency on Aging is mandated by the Michigan Office of Services to the Aging to obtain approval from each County Commission in Region 2 before July 31, 2009. Thank you for your support and dedication to the older adults in Region 2.

Sincerely,


Ginny Wood-Bailey, Executive Director
Region 2 Area Agency on Aging

REGION 2 AREA AGENCY ON AGING

FINAL Multi-Year Plan Fiscal Years 2010-2012

*REGION 2 AREA AGENCY ON AGING
102 N. MAIN STREET
P.O. BOX 189
BROOKLYN, MI 49230
(800) 335-7881
www.r2aaa.org*

TABLE OF CONTENTS

COUNTY/LOCAL UNIT OF GOVERNMENT REVIEW.....	4
EXECUTIVE SUMMARY	
Narrative	5
FY '10 Planned Services Summary Narrative	9
BUDGET AND ORGANIZATIONAL CHART	
FY '10 Area Plan Grant Budget.....	10
Organizational Chart.....	17
STATEMENT OF NEED	
Input Forums and Public Hearings.....	18
Demographics.....	20
Evaluation of Unmet Needs	21
Available Resources and Partnerships	24
Targeting	26
Service Delivery Plan.....	26
SERVICES	
Access Services	28
Direct Services	29
PROGRAM DEVELOPMENT	31
ADVOCACY STRATEGY	53
COMMUNITY FOCAL POINTS.....	54
LIST OF APPENDICES	56

APPENDIX A: BOARD OF DIRECTORS MEMBERSHIP57

APPENDIX B: ADVISORY COUNCIL MEMBERSHIP58

APPENDIX C: CURRENT PROVIDERS DEMOGRAPHICS.....59

APPENDIX D: PROPOSAL SELECTION CRITERIA..... 60

CERTIFICATIONS AND ASSURANCES 65

SIGNATURE PAGE 70

GLOSSARY OF ACRONYMS.....72

COUNTY/LOCAL UNIT OF GOVERNMENT SUPPORT OF 2010-12 MULTI-YEAR PLAN

Region 2 Area Agency on Aging's plan to distribute and gain support from Hillsdale County Commission, Jackson County Commission and Lenawee County Commission will consist of the following:

Notice of Public Hearings will be mailed to the Chairs of Hillsdale, Jackson and Lenawee County Commissions on May 3, 2009. Notice will include when the 2010-2012 Multi -Year Plan will be available and the date and location of Public Hearings in their respective counties.

After the R2AAA Board of Directors approves the Final Multi-Year Plan, a copy will be mailed, return receipt requested, to the Chairs of Hillsdale, Jackson and Lenawee County Commissions requesting approval of the document prior to July 31, 2009.

I. EXECUTIVE SUMMARY

Region 2 Area Agency on Aging (R2AAA), a 501(c) 3, private, non-profit agency, was designated by Federal Law to administer programs described in Title III of the Older Americans Act of 1965 (45 CFR chapter 13). R2AAA is dedicated to the delivery of quality services to older adults with the greatest economic and social needs in Hillsdale, Jackson and Lenawee County, Michigan. The focus of R2AAA is on funding, advocacy and services in the three county area of southeastern Michigan.

The mission of R2AAA is to work to improve conditions affecting the lives of the older adults living in the region by:

- Identifying senior concerns and developing a comprehensive and coordinated network of services in Hillsdale, Jackson and Lenawee Counties that will enable older persons to function as independently as possible in their homes and communities;
- Providing advocacy, information, planning, program development, contracting and the funding necessary to accomplish this purpose.

With 51,260 persons age 60 and over residing in Hillsdale, Jackson and Lenawee Counties, our planning and service area ranks 14th (Jackson), 21st (Lenawee) and 37th (Hillsdale) as most populated counties out of 83 counties in Michigan. R2AAA is unique in its geographic area that includes both urban and rural communities bordering the states of Ohio and Indiana.

The Federal Older Americans Act (OAA) provides the legislative and funding basis for R2AAA's system of services. In Michigan, state funds are added to enhance the service network. Both federal and state funds for aging services are distributed to R2AAA by Office of Services to the Aging.

R2AAA's policy is set by a ten member Board of Directors. Board members represent the various communities in the three county planning and service area. The agency is advised by an eighteen member Advisory Council comprised of seniors and community representatives. The Executive Director is Ginny Wood-Bailey, who has served in this key position since 2006.

The mission of R2AAA is fulfilled in the following ways:

Information and Referral:

- R2AAA's certified I & R specialist, a licensed LBSW, responds to inquiries from older adults, or on behalf of older adults, regarding available services to meet expressed needs. R2AAA contracts with regional focal points, using National Family Caregiver funding, to fund I & R positions in each county.
- R2AAA allocates funding from the National Family Caregiver Act to publish Senior Preference and Generations Magazines that provide detailed information regarding services to older adults in Hillsdale, Jackson and Lenawee Counties. These magazines are distributed to regional focal points for older adults and their caregiver's needs.

Planning and Advocacy:

- R2AAA develops an annual area plan with input from the community, Advisory Council and Board of Directors. The area plan reflects the needs and issues relating to older adults in Region 2 including plans to allocate funding to meet the identified needs. The information gathered and identified in the annual plan assists the Advisory Council on advocacy issues in behalf of the older adults in Region 2.
- R2AAA has three Advisory Council members on the State Senior Advocates Council giving Region 2 the opportunity to keep updated on legislative issues and provide input on such issues. Advisory Council Members receive Senior Advocate Council reports on a monthly basis.

Quality Assurance:

- R2AAA holds itself and its contracted service providers accountable for their performance by requiring service standards to be met and by yearly on-site monitoring visits, both fiscally and programmatic.
- On a monthly basis, R2AAA's Advisory Council reviews the agency's progress meeting the objectives of the annual area plan.
- R2AAA's Medicaid Waiver and Care Management clients participate in client satisfaction surveys identifying areas of expertise or those needing improvement.
- R2AAA's Quality Assurance Committee, consisting of managers and staff, meets bi-monthly to review various areas of managing client care including client concerns, case charts, incident report, policies and procedures.

Contracting for Services:

R2AAA contracts a variety of high-quality services that provide in-home support that delay or prevents a move to more costly long-term care facilities.

- In-home services such as home delivered meals, chore services, personal care, homemaker services, respite care or care management services are contracted with local service providers.
- Contracted services are available to provide relief to caregivers for their loved ones such as out-of-home respite care and adult day services.
- The more active older adult can partake of community services such as senior center activities, congregate meals, disease prevention programs or transportation.
- Michigan Medicare Medicaid Assistance Program (MMA) assists older adults with Medicare and Medicaid issues including the Medicare Prescription Drug program and supplemental insurance needs. The Regional Coordinator for MMA is on staff at R2AAA and local counselors are located within the three county focal points.

The R2AAA MMA started program year 08-09 with a total of 10 Coordinator/Counselors and support staff. The program year ended with 1 additional coordinator, 8 additional counselors and 1 additional support person. R2AAA's MMA has been honored at the State Level for excellence in serving older adults with Medicare/Medicaid needs.

R2AAA's proposed activities for the next three years are based on surveyed needs assessment data from both service contractors and clients and priority areas identified by Office of Services to the Aging. These strategies align with the Federal Administration on Aging's Choices for Independence enacted as part of the Older American Act 2006 Amendments.

Goals and objectives for Fiscal Years 2010-2012 will focus on:

- Empowering older adults to make informed decisions about their care options.
- Helping older adults remain safely in their homes with necessary services.
- Improve opportunities for older adults to meet their nutritional, fitness and socialization needs.
- Provision of education on prevention of elder abuse, neglect and exploitation.
- Expansion of the evidence based prevention programs that will help reduce the risk of disease, disability and injury.
- Addressing the needs of caregivers to reduce the stress of caregiving.

Challenges for Fiscal Years 2010 – 2012

Older Americans Act funding has not kept pace with the growing older adult population, thus creating waiting lists in Region 2. This plan makes no assumptions for increased funding; instead the focus is on partnerships to strengthen resources and to offer opportunities to help empower older adults to make healthy choices regarding their lifestyles that allow them to live active and quality lives. Information and education will provide individuals with the resources to make informed choices regarding available services, health care and active living opportunities.

R2AAA is aware of the critical need for transportation in the PSA. Transportation needs are anticipated to increase due to a wide array of factors including the aging of the population and status of older adults at or below poverty and the nature of the rural areas of the PSA.

The United States Census projects that by the year 2030 more than 21% of the nation's population will be age 65 or older. By the year 2050, when the last baby boomers will reach 85, it is estimated that there will be 5.1 million people age 85 and over.

We know these projections will bring new and expanding challenges that will require new and expanded efforts and very creative planning in Region 2.

The value of programs such as the Medicare Medicaid Assistance Program, Medicaid Waiver Program, in-home services and evidenced based disease prevention programs will be immeasurable. Counties encompassing Region 2 are extremely fortunate to each have county millages for senior programs.

Partnerships with other human service agencies will become even more important with more older adults and less funding. New partnerships are being created with the inception of the evidence based prevention programs. Current and new partnerships will continue to be nurtured.

While the future holds many challenges, it also offers a world of opportunities for creative and innovative responses to the needs of the older adults in Region 2.

B. FY 2010 Planned Services Summary Narrative

Funding for the FY 2010 Area Plan grant contracts and operating budgets are based on reduced FY 2009 grant amounts. With the distressing financial status of Michigan, we are going into the first year of the three-year plan with reduced State funds and with the expectation that the Federal funding will remain at 2009 levels. The only additional funding will be the ARRA Nutrition Funding that will continue through September 30, 2010.

The FY 2010 Area Plan contains contractor requirements that will not mandate additional funding.

FY 2010 AREA PLAN GRANT BUDGET

Rev. 3/2009

Agency: Region 2 Area Agency on Aging

Budget Period: 10/01/08 to 09/30/10

PSA: 2

Date: 06/05/09

Rev. No.: 0

Page 1 of 3

SERVICES SUMMARY

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	298,338		298,338
2. Fed. Title III-C1 (Congregate)		280,622	280,622
3. State Congregate Nutrition		11,433	11,433
4. Federal Title III-C2 (HDM)		265,981	265,981
5. State Home Delivered Meals		278,736	278,736
8. Fed. Title III-D (Prev. Health)	21,503		21,503
9. Federal Title III-E (NFCSP)	131,149		131,149
10. Federal Title VII-A	-		-
10. Federal Title VII-EAP	5,047		5,047
11. State Access	23,961		23,961
12. State In-Home	78,957		78,957
13. State Alternative Care	94,420		94,420
14. State Care Management	233,759		233,759
16. State N.H. Ombudsman	18,480		18,480
17. Local Match			
a. Cash	1,497,290	367,736	1,865,026
b. In-Kind	54,982	30,870	85,852
18. State Respite Care (Escheat)	47,252		47,252
19. Merit Award Trust Fund	108,407		108,407
20. NSIP		293,806	293,806
21. Program Income	151,088	590,571	741,659
TOTAL:	2,764,633	2,119,755	4,884,388

ADMINISTRATION

Revenues	Local Cash	Local In-Kind	Total
Federal Administration	110,844	25,160	142,966
State Administration	19,190		19,190
MATF Administration	9,757		9,757
Other	-		-
Total:	139,791	25,160	171,913

Expenditures

	FTEs	
1. Salaries/Wages	1.31	72,767
2. Fringe Benefits		50,654
3. Office Operations		48,493
Total:		171,914

Cash Match Detail

Source	Amount
See Sheet C	25,160
Total:	25,160

In-Kind Match Detail

Source	Amount
See Sheet C	6,962
Total:	6,962

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.

FY 2009

IN-KIND MATCH DETAIL

Page 11 of 78

FY 2010 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL

Agency: Region 2 Area Agency on Aging

Budget Period:

10/01/08to 09/30/10

3/2009

PSA: 2Date: 06/05/09Rev. #: 0

p 2 of 3

SERVICE CATEGORY	Title 3b	Title III-D	Title III-E	Title VII	State Access	State Inhome	St. Alt Care	State CM	State NHO	St. Respite (Escheat)	Merit Award Trust Fund	Medicaid CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
1. Access																
a. Care Management					23,961			233,759					625		32,332	290,677
b. Case Coord/supp	20,940													3,694		24,634
c. Disaster Advocacy																
d. Info & Assist			22,568											7,991	622	31,181
e. Outreach	19,883													104,645		124,528
f. Transportation	38,696		1,500										12,661	67,154	11,025	131,036
2. In-Home																
a. Chore	29,001												1,846	2,851	1,240	34,938
b. Home Care Assis	76,497					70,221	94,420						110,008	1,031,187		1,382,333
c. Home Injury Cntrl																
d. Homemaking																
e. Home Health Aide																
f. Medication Mgt		5,471														5,471
g. Personal Care																
h. PERS																
i. Respite Care			17,500			8,736				28,147	48,650		7,822	21,816		132,671
j. Friendly Reassure																
3. Legal Assistance	32,079												1,135	16,261		49,475
4. Community Services																
a. Adult Day Care										19,105	50,000		2,280	7,166		78,551
b. Dementia ADC																
c. Disease Prevent		16,032											2,313	2,918		21,263
d. Health Screening																
e. Assist to Deaf																
f. Home Repair																
g. LTC Ombudsman	3,615								18,480			9,420		1,899	2,000	35,414
h. Sr Ctr Operations	46,823												2,943	217,769	4,256	271,791
i. Sr Ctr Staffing																
j. Vision Services																
k. Elder Abuse Prev				5,047										805		5,952
l. Counseling	16,066												35	11,034	3,507	30,642
m. Spec Respite Cr																
n. Caregiver Supplmt			32,008													32,008
o. Kinship Support																
q. Caregiver E,S,T																
5. Program Develop	14,738															14,738
6. Region Specific																
a.																
NHD Services																
MATF administration											9,757					9,757
SUPT SERV TOTAL	298,338	21,503	131,149	5,047	23,961	78,957	94,420	233,759	18,480	47,252	108,407	9,420	141,668	1,497,290	54,982	2,764,633

FY 2010 AREA PLAN GRANT BUDGET- NUTRITION SERVICES DETAIL

r. 3/2009

Agency: Region 2 Area Agency on Aging
PSA: 2

Budget Period: 10/1/2008 to 09/30/10
Date: 06/05/09 Rev. # 0

p. 3 of 3

SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
Nutrition Services									
1. Congregate Meals	276,076		11,433		81,678	191,002	219,726	21,395	801,310
2. Home Deliver Meals		261,435		278,736	212,128	399,569	148,010	9,475	1,309,353
3. Nutrition Counseling									
4. Nutrition Education									
5. AAA RD/Nutritionist*	4,546	4,546							9,092
Nutrition Services Total	280,622	265,981	11,433	278,736	293,806	590,571	367,736	30,870	2,119,755

*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA, and detailed in Appendix ____.

FY 2010 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
LTC Ombudsman Services									
1. LTC Ombudsman	3,615			18,480	9,420		1,899	2,000	35,414
2. Elder Abuse Prevent			5,047				905		5,952
3. Region Specific									
LTC Ombudsman Total	3,615		5,047	18,480	9,420		2,804	2,000	41,366

FY 2010 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL

SERVICES PROVIDED AS A FORM OF RESPITE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Awd Trust Fund	Program Income	In-kind Match	TOTAL
1. Chore									
2. Homemaking									
3. Home Care Assist									
4. Home Health Aide									
5. Meal Preparation									
6. Personal Care									
Respite Service Total									

FY 2010 Planned Services Summary Page for PSA:

Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
ACCESS SERVICES					
Care Management	290,677	6%			x
Case Coordination & Support	24,634	1%		x	
Disaster Advocacy & Outreach Program	0	0%			
Information & Assistance	31,181	1%		x	
Outreach	124,528	3%		x	
Transportation	131,036	3%		x	
IN-HOME SERVICES					
Chore	34,938	1%		x	
Home Care Assistance	1,382,333	28%		x	
Home Injury Control	0	0%			
Homemaking	0	0%			
Home Delivered Meals	1,309,353	27%		x	
Home Health Aide	0	0%			
Medication Management	5,471	0%		x	
Personal Care	0	0%			
Personal Emergency Response System	0	0%			
Respite Care	132,671	3%		x	
Friendly Reassurance	0	0%			
COMMUNITY SERVICES					
Adult Day Services	78,551	2%		x	
Dementia Adult Day Care	0	0%			
Congregate Meals	801,310	16%		x	
Nutrition Counseling	0	0%			
Nutrition Education	0	0%			
Disease Prevention/Health Promotion	21,263	0%		x	
Health Screening	0	0%			
Assistance to the Hearing Impaired & Deaf	0	0%			
Home Repair	0	0%			
Legal Assistance	49,475	1%		x	
Long Term Care Ombudsman/Advocacy	35,414	1%		x	
Senior Center Operations	271,791	6%		x	
Senior Center Staffing	0	0%			
Vision Services	0	0%			
Programs for Prevention of Elder Abuse,	5,952	0%		x	

Neglect, & Exploitation					
Counseling Services	30,642	1%		x	
Specialized Respite Care	0	0%			
Caregiver Supplemental Services	32,008	1%		x	
Kinship Support Services	0	0%			
Caregiver Education, Support, & Training	57,573	1%		x	
PROGRAM DEVELOPMENT	14,738	0%			x
REGION-SPECIFIC	0	0%			
NHD Services	0	0%			
MATF administration	9,757	0%			x
TOTAL PERCENT		100%	0%	100%	0%
TOTAL FUNDING	4,875,296		\$0	\$4,865,539	\$9,757

AREA AGENCY ON AGING--OPERATING BUDGET

PSA: 2
Agency: AAA

Budget Period: 10/01/09

to: 09/30/10

Date of Budget: 06/05/09

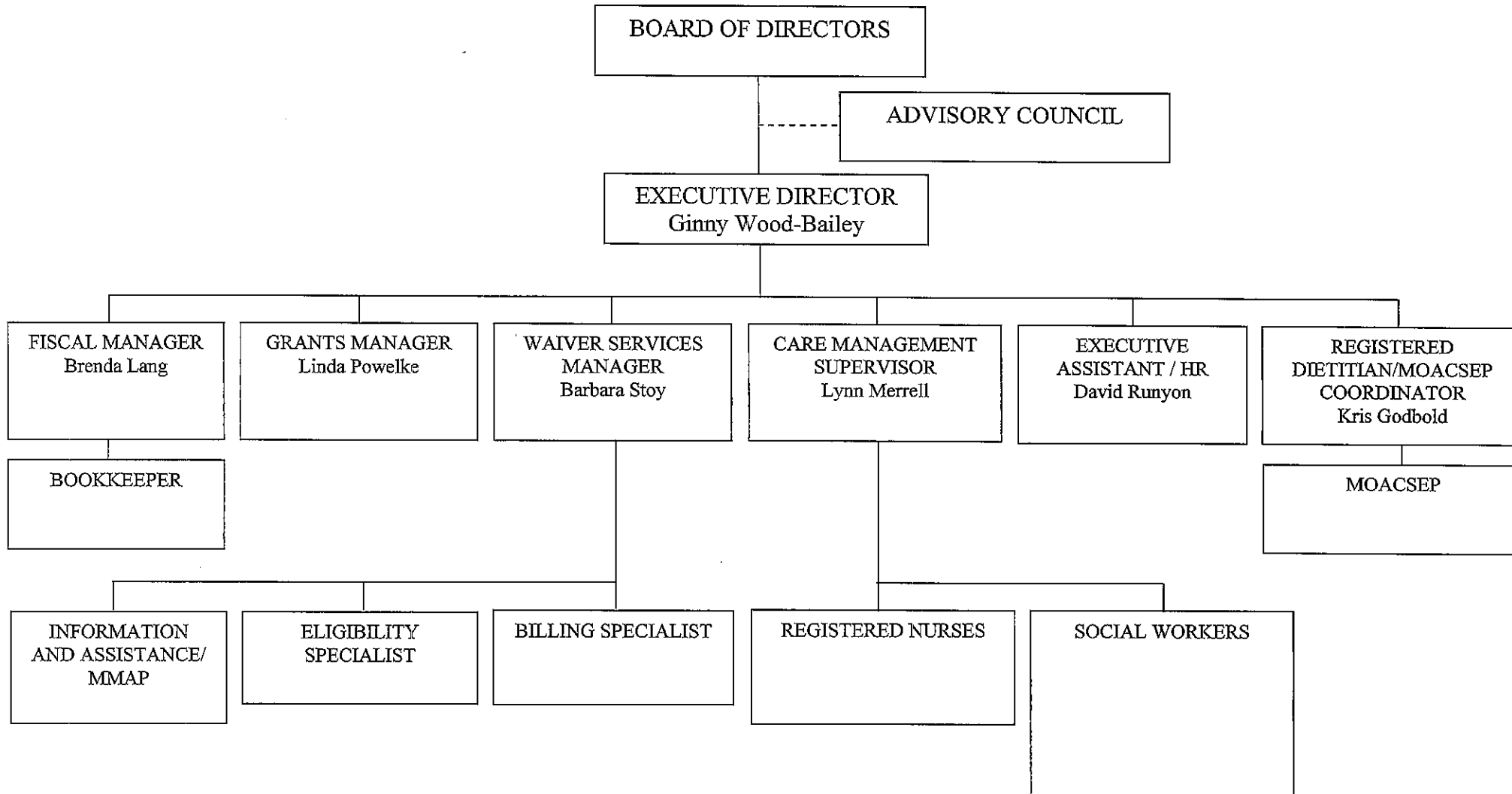
Rev. No.: 0

Page 1 of 2

	Operations		Program Services/Activities									TOTAL
	Admin	Program Develop	Care Mgmt	SCSEP	TCM	Tobacco Respite Adm	3C-1	3C-2		State Access Services	Waiver	
REVENUES												
Federal Funds	110844	14738		119448			4546	4546				254122
State Funds	19190		233759		0	9757				23961	1089743	1376410
Local Cash	22660											22660
Local In-Kind	6962		30122	170953						2662		210699
Interest Income	2500											2500
Fund Raising/Other	0											0
TOTAL	162156	14738	263881	290401	0	9757	4546	4546	0	26623	1089743	1866391

EXPENDITURES												
Contractual Services	5216		9082	89587							32525	136410
Purchased Services			30122									30122
Wages and Salaries	72767	11596	123046	86372	0	0	3176	3176	0	16681	568,003	884817
Fringe Benefits	38187	2016	37416	4805			1014	1014		6155	192738	283345
Payroll Taxes	12467	1126	11037	1346			356	356		2125	50970	79783
Professional Services	2303		4009								14359	20671
Accounting & Audit Services	5665		2376	150							8509	16700
Legal Fees	111		194								695	1000
Occupancy	3304		5753	100128	0	3000					20607	132792
Insurance	1339		2332								8353	12024
Office Equipment	0		0								0	0
Equip Maintenance & Repair	1314		2288								8195	11797
Office Supplies	1577		2745	1200		2000					9830	17352
Printing & Publication	848		1476	1310		1000					5287	9921
Postage	634		1103	1311		1000					3952	8000
Telephone	1784		3106	2185		2757					11124	20956
Travel	10630		8651	400						1662	30981	52324
Conferences	1504		2618								9378	13500
Memberships	1595		2777								9944	14316
Special Events	334		582								2084	3000
Other	577		888	1607							44541	47613
Administration			12,280								57,668	69948
TOTAL	162156	14738	263881	290401	0	9757	4546	4546	0	26623	1089743	1866391

Organizational Chart



INPUT FORUMS and PUBLIC HEARINGS

Public Forums were held in Jackson County at Park Forest Apartments on January 29, 2009 and in Hillsdale County at Hillsdale Place Senior Housing on February 10, 2009. Older Adults attending the Public Forums were given a list of Older Americans Act funded services in their respective counties along with the Fiscal Year 2009 Area Plan goals.

DATE	LOCATION	TIME	BARRIER FREE (Y or N)	NUMBER of ATTENDEES
1/29/2009	Park Forest Apartments, Jackson	11:00 AM	Yes	12
2/10/2009	Hillsdale Place Senior Housing, Hillsdale	11:00 AM	Yes	15
6/3/2009	Lenawee Human Services Bldg.	10:00 AM	Yes	11
6/16/2009	R2AAA Office, Brooklyn	1:00 PM	Yes	27

Jackson Public Forum Comments: Lack of transportation for non-medical needs and short-term medical needs; lack of information regarding available community/in-home services given to residents upon admittance into senior housing; not always enough food sent for congregate meal program; do not like skim milk.

Hillsdale Public Forum Comments: Lack of transportation from hospital back home; no taxi service in Hillsdale; want a swimming pool at the Hillsdale Senior Services Center and less expensive exercise programs; lack of help to cook meals for spouse using client's food while wife was recuperating.

June 3, 2009 Public Hearing Comments

Tom MacNaughton, Director, Lenawee Department on Aging

- The 211 telephone system has really been developed in Lenawee County.
- Community Action Agency has given up commodities distribution, so employees of the departments on aging have been volunteering to help in this area."
- Listing of "Meetings Attended" on the MYP, "Lenawee County has a 'collaborative' not a 'Human Service Network'.
- I appreciate the Region 2 Area Agency on Aging's communication effort in informing the counties about budget changes and late breaking information from the state. I also appreciate how Region 2 Area Agency on Aging works its budget to help the counties.

Terry Vear, Executive Director, Hillsdale County Senior Services Center

- I agree with Tom (MacNaughton)'s comments regarding the 211 service in that the same is happening in Hillsdale County."up?"
- Regarding Objective 4: "Does Region 2 Area Agency on Aging count county's educational presentations?"
- Hillsdale County has 'MACES' instead of 'TRIAD.' Their organization addresses abuse-type issues for all age groups, not just for the elderly."
- Listing of "Meetings Attended" on the MYP, "Ginny and I are both on the Michigan SAC, so it should be included in this list."
- Hillsdale County has a 'Human Service Network,' not a 'collaborative'."

- I agree with Tom (MacNaughton) about the good communication between the county directors and the Region 2 Area Agency on Aging.”
- “Hillsdale County conducted a study regarding housing issues for seniors. The Hillsdale County Senior Services Center has a vision of building affordable housing for seniors on the Perennial Park property.”

July 16, 2009 Public Hearing Comments

Shirley Walsh

- The Plan looks good.

Jeanne Karr, President, All-Care

- “In regard to page eight of the Plan, Why is transportation listed as “critical” when it was only #5 in importance on the Needs Assessment?”
- “Shouldn’t there be something more backing up the decision to place transportation as critical?”
-

Pam McCrum, Catholic Charities, RSVP

- In response to Jeanne Karr’s question, “My organization is overwhelmed with calls for transportation. I was truly shocked that it wasn’t higher in importance on the questionnaire.”

Betty Danielson , Onsted Senior Center

- “The Lenawee County food program (suggested donation) prices are increasing, and the quality of the food is not worth the price. The representatives on the Onsted Senior Center food committee are not responsive. They are hardly there for meals and go to Florida for the winter.”
- With the release of prisoners, make sure to pass onto seniors to be careful and to keep their doors locked.

Kristy Smith, Director, Jackson Department on Aging

- Now that Region 2 Area Agency on Aging is doing more person centered planning, it needs to find a way to hold family and friends (of the participants) to the same quality and service standards as professional service providers.

Terry Vear, Executive Director, Hillsdale County Senior Services Center

- “It is very easy working with Region 2 Area Agency on Aging, and I commend the effort.”
- Regarding objective five: “You should not exclude Allied Workforce and Development, high school students, and students from Spring Arbor College.”
- Regarding objective six: “SODON is back in the picture so they should be listed on this objective.”
- In regard to Financial Independence: “I recommend Financial Peace University with Dave Ramsey to help seniors manage their credit cards.”
- OSA reported on what defines a “senior center.” There are many senior centers in Michigan and they are not at all alike. It is a very good report.

Howard Griffis, Region 2 Area Agency on Aging Board of Directors

- “Take these comments to your local advisory councils.”

STATEMENT OF NEED

Planning and Service Area (PSA) of Hillsdale, Jackson and Lenawee County Demographics

Total Population in PSA for All Ages	303,839
Total Population in PSA for Ages 60 and over	51,260
Total Population 65+ At or Below Poverty	2,784
Total Minority Population Age 60 and Over	2,675

Total Minority Population Age 60 and Over by Race/Ethnicity

African American (Black) 1,079	<input type="checkbox"/>	Less than 1%
Asian	<input checked="" type="checkbox"/>	Less than 1%
Am. Indian/Alaska Native	<input checked="" type="checkbox"/>	Less than 1%
Native Hawaiian/other Pacific Islander	<input checked="" type="checkbox"/>	Less than 1%
Arab/Chaldean	<input checked="" type="checkbox"/>	Less than 1%
Hispanic/Latino 762	<input type="checkbox"/>	Less than 1%

Total Low Income Minority Age 60 and Over by Race/Ethnicity

African American (Black) 665	<input type="checkbox"/>	Less than 1%
Asian	<input checked="" type="checkbox"/>	Less than 1%
Am. Indian/Alaska Native	<input checked="" type="checkbox"/>	Less than 1%
Native Hawaiian/other Pacific Islander	<input checked="" type="checkbox"/>	Less than 1%
Arab/Chaldean	<input checked="" type="checkbox"/>	Less than 1%
Hispanic/Latino 540	<input type="checkbox"/>	Less than 1%

Older Adults (60+) who are primary caregivers for related children younger than 18 Years:

Total Kinship Caregivers Age 60 and Over: **4,099**

The data below summarizes the demographic changes within the older population in the PSA that have occurred since the 2000 U.S. Census:

- **Total population increased 5.7%**
- **Total 65+ below poverty increased at a higher rate than the MI average (7%)**
- **Kinship caregivers increased by 11%**

D. Evaluation of Unmet Needs

Region 2 AAA staff developed an unmet needs assessment tool that was used to gather information from older adults regarding their concerns and needs. 3,000 copies of the document were printed and were distributed with the help of R2AAA Advisory Council Members and Contractors. 525 completed surveys were returned (17.5%). The intent was to gather regional data in anticipation of the development of the 2010-2012 Multi-Year Plan.

Surveys were distributed to senior centers and nutrition sites, with home delivered meals, departments on aging, grant contractors, care management and waiver clients, etc. Surveys were available at the public forums for older adults in attendance.

The following is a synopsis of the data gathered:

- 18% of responders were minorities.
- 30% of responders were 85 years old and older.
- 56% of responders would contact family or friends for information.
- 18% of responders have a lot of concerns with paying utility bills.
- 17% of responders have a lot of concerns with being able to stay in their home.
- 29% of responders have a lot of concerns with personal health concerns.
- 26% of responders have a lot of concerns with safety issues (falling).
- 15% of responders have a lot of concerns with finding transportation.
- 16% of responders are caregivers.

Barriers Identified as follows:

Safety Issues: Respondents listed personal injury or falling as their top safety issue. Other safety concerns included needing safe sidewalks, frauds and scams, crimes near their homes and safety within their homes.

Finance Concerns: Respondents listed their financial concerns as having enough money to pay utility bills, buying food, paying for medication and personal needs.

Housing Issues: Respondents indicated that they prefer to remain at home and did not want to move into a nursing home and were concerned with affordable housing. Additionally they were concerned about keeping their home clean, paying utility bills, paying for home repairs and snow removal.

Health Concerns: Respondents listed their top health issues as their own personal health. Respondents listed other health concerns as long term care, vision/dental/hearing services, long term care needs and having to go to a nursing home.

Region 2 AAA will do the following to assist in meeting the unmet needs of the older adults in the PSA:

- Region 2 AAA Grant Contractors will be required to target minorities and older adults in greatest economic and social need.
- Region 2 AAA will award contracts for home chore services and home care assistance to assist older adults with minor housing repairs and house cleaning.
- Region 2 AAA will award contracts for Information and Referral services in Region 2. Region 2 AAA also has an Information and Referral Specialist on staff to provide information to call-in clients and those that walk-in to the office.
- Region 2 AAA will award contracts for Michigan Medicare/Medicaid Assistance Program (MMAAP). Trained MMAAP volunteers will assist older adults with Medicare and Medicaid issues, Medicare Prescription Drug program, Medicare health plans, long term care insurance options and other Medicare Programs. The Regional MMAAP Coordinator is on staff at Region 2 AAA and Region 2 AAA Executive Director sits on the State MMAAP Board of Directors.
- Region 2 AAA will contribute funding to publish information in Generations and Senior Preference magazines. These will inform older adults of services, housing and activities available in Region 2.
- Region 2 AAA Advisory Council will focus on housing, safety and transportation issues.
- Region 2 AAA will address health concerns with the Care Management Program, the MI Choice Medicaid Waiver Programs and health and wellness programs through the senior centers and congregate meal sites.
- Region 2 AAA will award contracts for nutrition programs both congregate and home delivered. Each meal served through these programs will provide, at a minimum, 33 1/3 percent of the daily recommended dietary allowances. nutritional requirements The American Recovery and Reinvestment Act (ARRA) funding received in the PSA will be used to enhance nutrition services to older adults and the homebound by upgrading equipment, providing nutrition education, and an increase in awareness of senior programs and nutritional opportunities.
- Region 2 AAA will provide training for leaders and coaches in the Personal Action Towards Health and Matter of Balance evidence based programs. The leaders and coaches will teach participant workshops in the PSA for older adults, disabled adults and caregivers to address managing chronic conditions and the fear of falling.
- Region 2 AAA will provide unmet needs funding to meet needs of caregivers and/or older adults with caregivers if all other sources are exhausted.
- Region 2 AAA will provide Nursing Home Transition services to older adults in nursing homes who are able to return to their homes/communities.
- Region 2 AAA's Residential Services program will provide staff to train, organize and plan the option of Residential Services for the MI Choice Waiver Program.

Available Resources and Partnerships

Unmet needs of older adults will be addressed through Region 2 AAA grant contractors with in-home services such as home delivered meals, home care assistance, chore, and in-home respite. Community services that will provide relief to caregivers include adult day care, kinship care, respite, legal services, transportation, and Medicare Medicaid Assistance Program. Region 2 and grant contractors provide Information and Referral assistance to walk-in clients and those that call on the phone.

Region 2 AAA staff will attend numerous human services meetings in the PSA. Attachment I is a complete list of meetings and events attended by Region 2 staff. With attendance at the various meetings, information regarding senior issues will be shared and other information will be increased with the collaboration of the partnerships.

County Commissioners will serve on Region 2 AAA Board and Advisory Council. Other members of the Board and Advisory Council will consist of regional service providers, county residents and aging services personnel.

Region 2 AAA will continue to focus on Prevention of Elder Abuse, Neglect and Exploitation with attending the county TRIAD Meetings and assisting with the presentation of yearly Safe, Sound and Secure Conferences.

Region 2 AAA staff will attend Lenawee County's Fifth Monday Legislative Forums to collaborate with federal/state legislators, county directors and older adults. Region 2 AAA will sponsor older adults to attend the Michigan Senior Advocates Council and the State Advisory Council. Region 2 staff will attend meetings and events in Lansing concerning older adult issues.

Region 2 AAA is collaborating with Disability Connection in Jackson County to assist in the transition of nursing home clients back into their homes and communities.

All three counties of the PSA have senior millages. The following is a summary of each county's allocations:

Hillsdale County – Amount of millage - \$219,079.00

- Disease Prevention – \$1,324
- Respite - \$16,093
- Adult Day Care - \$28,924
- MMAP - \$1,204
- Volunteer Transportation - \$4,523
- Senior Center Operations - \$10,479
- Outreach - \$2,660
- Home Delivered Meals - \$94,324
- Information and Assistance - \$6,604
- Home Care Assistance - \$34,808
- Congregate Meals - \$11,863
- Kinship Care - \$6,273

Jackson County – Amount of millage - \$926,568

- Congregate Meals - \$49,013
- Home Delivered Meals - \$266,466
- Senior Centers - \$73,584
- In-home assessments & Community Outreach, Case Coordination & Support,
- Caregiver I & A, MMAP, Administration - \$187,492
- Grandparent programs - \$34,340
- Home Care & Respite - \$220,972
- Alzheimer's Respite & Counseling - \$94,701

Lenawee County – Amount of millage - \$1,707,655

- Congregate Meals - \$203,851
- Home Delivered Meals - \$75,912
- Senior Centers – \$218,432
- Outreach - \$22,018
- Home Care - \$719,610
- Transportation - \$75,671
- Grandparent programs - \$3,476
- Information & Referral - \$353
- Disease Prevention - \$906
- Administration for grants - \$316,113
- Respite - \$3,568
- Foster Grandparents - \$78,315
- Chore - \$904
- MMAP - \$1,258

SERVICE DELIVERY PLAN FOR TARGETING

Fiscal Years: 2010-2012

Baseline Data Source: Year-end report for FY '08 (Note: Percentage is of total population group)		African American	Native American/ Native Alaskan	Asian/ Pacific Islander	Hispanic	Low-income Minority	Low-income
Supportive Services	Number Served	79	4	8	44	15	226
	Percentage	7.3%	5.8%	6.3%	5.8%	1.1%	0.6%
Congregate Nutrition	Number Served	36	12	3	51	123	102
	Percentage	3.3%	17.4%	2.3%	6.7%	9.1%	0.3%
Home Delivered Meals	Number Served	99	9	1	53	26	304
	Percentage	9.2%	13.0%	0.8%	7.0%	1.9%	0.9%

Desired Outcome(s):

FY 2010 – Focus will be on maintaining current level of minority participation.

FY 2011 – Focus will be on maintaining current level of minority participation with an increase of low-income minority clients in rural areas.

FY 2012 – Focus will be on maintaining current level of minority/low income clients.

FY 2010 - Desired outcomes as listed above will be included in Request for Proposal for FY 2010-12. Submitting a Targeting Plan with each OAA service will be mandatory.

R2AAA will fund I & R and Outreach services to target those individuals that are not currently partaking of Older American Act services.

NAPIS forms and quarterly report forms will be monitored for targeting compliance.

Actual targeting outcomes will be discussed with Grant Contractors at yearly assessments.

Grant Contractors not meeting the desired outcomes will be required to submit a targeting plan of action.

FY 2011 - R2AAA will continue to fund I & R and Outreach services.

NAPIS forms and quarterly report forms will be monitored for targeting compliance.

Actual targeting outcomes will be discussed with Grant Contractors at yearly assessments.

Grant Contractors not meeting the desired outcomes will be required to submit a targeting plan of action.

Grant Contractors will be encouraged to send available services information agencies, organizations and groups with a high concentration of minority members/clients.

Grant Contractors will be encouraged to hold presentations to groups with a high concentration of minority members/clients.

FY 2012 - R2AAA will require a targeting action plan which includes corrective action steps who did not meet the "Desired Outcomes" of FY 2010 & 2011.

Grant Contractors will be encouraged to maintain/increase the targeting efforts listed in FY 2010 & 2011.

B. Access Services

☒ Care Management

Starting date: 10/1/2009 Ending date: 9/30/2012 Total of federal dollars: -0- Total of state dollars:
\$257,720.00

Geographic area to be served: Hillsdale, Jackson and Lenawee Counties

Number of client pre-screenings	2009 150	Planned 2010 120
Number of initial client assessments	2009 150	Planned 2010 120
Number of initial client care plans	2009 150	Planned 2010 120
Total number of clients (carry over plus new)	2009 240	Planned 2010 170
Staff to client ratio (Active and maintenance per Full time care manager)	2009 1:55	Planned 2010 1:55

Match and Other Resources

MATCH: Source of FundsCash Value: \$30,122.00 In-kind (Salaries)

OTHER RESOURCES: Source of FundsCash Value \$500.00 In-kind (Program Income)

**DIRECT PROVISION OF SERVICES
WORK PLAN**

Region 2 Area Agency on Aging		Project Period: FY 2010
Care Management		
Goals and Activities	Planned Time Frame	Accomplishments
1. Train and provide opportunities for care managers to become Certified Care Managers.	Thru Sept. 2010	Improve care management skills and efficiencies.
2. Revise policy and procedure to align with FY 2006 changes to MDCH Performance Criteria through Quality Improvement Committee. Include the OSA Care Management program criteria in policy revisions.	September 2010	Updated policy manuals are current and include specific checklists to be used in training and reference.
3. Conduct external peer reviews with other care management organizations to expand experience related information sharing.	October 2010	Improved education and experience assisting in expanding services to clients and caregivers.

DIRECT SERVICE WAIVER REQUEST

Region 2 Area Agency on Aging will not provide a direct service in Fiscal Year 2010, 2011 or 2012.

PROGRAM DEVELOPMENT

AAA OBJECTIVE 1: Implement Chronic Disease Self-Management Programs

STATE GOAL: #1 work to improve the Health & Nutrition of Older Adults

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Personal Action Toward Health (PATH) and Matter of Balance will be offered in Region 2.	1. PATH Coordinator will advertise the chronic disease self-management programs and seek interest in new partnerships.	Ongoing thru Fiscal Year 2012
2. PATH and Matter of Balance Master Trainers will train PATH Leaders and Matter of Balance Coaches.	2. PATH and Matter of Balance Master Trainers will hold Leader/Coach training sessions in convenient locations.	Ongoing thru Fiscal Year 2012
3. Older Adults with a fear of falling will attend Matter of Balance workshops.	3. Coaches will hold community workshops to people with the fear of falling in the PSA. Trainings will focus on reducing the fear of falling; stopping the fear of falling cycle and improve activity levels among older adults. Workshops will be eight weeks in duration; two hours each session. Workshops will be repeated as needed.	Ongoing thru Fiscal Year 2012
4. Older Adults and/or their caregivers will attend Personal Action Towards Health (PATH) workshops.	4. Leaders will hold community workshops to people with chronic disease and/or their caregivers in the PSA. Workshops will focus on self-management, learning new coping strategies, and sharing experiences with other group members. Workshops will be six weeks in duration; 2 and 1/2 hours each session. Workshops will be repeated as needed.	Ongoing thru Fiscal Year 2012
5. Long term outcome of workshops will be monitored.	5. An evaluation tool will be completed by participants during their first class to gather current health and activity. During the last class, the same tool will be used to determine the health and activity level after gaining skills during the course of the six week workshop.	Ongoing thru Fiscal Year 2012

AAA OBJECTIVE 2: Senior Center Coordination

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Support Senior Centers in PSA.	<p>1. Allocate 3B funding for Senior Center Operations.</p> <p>R2AAA Annual Meetings will be held, on a county rotation basis, at senior centers.</p> <p>R2AAA Registered Dietitian will provide assistance to senior centers with information such as nutrition, physical activity, diabetic awareness, special diets and addressing nutritional risks.</p> <p>R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.</p> <p>R2AAA Information and Referral Specialist will provide information about senior centers to clients.</p> <p>R2AAA website will include a link to Hillsdale Senior Services Center, Jackson Department on Aging and Lenawee Department on Aging to provide the location of county senior centers and the days and times that congregate meals are served.</p> <p>Participants of evidenced based workshops will be encouraged to partake in nutrition programs at senior centers</p>	<p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p>
2. R2AAA Registered Dietitian will collaborate with PSA nutrition providers.	2. R2AAA Registered Dietitian will meet with nutrition providers on a quarterly basis regarding menus and nutritional issues.	Ongoing thru Fiscal Year 2012

3. R2AAA will continue to support county <u>Senior Preference and Generations</u> magazines.	3. R2AAA will advertise in <u>Senior Preference and Generations</u> magazines to insure publication is available for older adult resources.	Ongoing thru Fiscal Year 2012
--	---	-------------------------------

AAA OBJECTIVE 3: Transportation for Older Adults

Explore and expand resources in the community to provide transportation for older adults.

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Research ways to improve access to transportation for medical appointments and social outings.	1. Identify opportunities for partnerships with other public or private resources to expand or enhance transportation. R2AAA Advisory Council will focus on transportation as a priority agenda item. R2AAA staff person is a member of the Jackson County Transportation Advisory Council.	Ongoing thru Fiscal Year 2012
2. Research ways to secure additional resources to support the preservation and expansion of transportation for older persons.	2. Work with local religious, cultural, ethnic, and minority organizations in our region to expand volunteer driver programs. Contract Title 3E funding for transportation to caregivers and those in their care.	Ongoing thru Fiscal Year 2012
3. Create an awareness and increased sensitivity in the community towards areas of the PSA where transportation is unavailable.	3. Promote the need for expansion and preservation of senior transportation through local government agencies, public meetings, and private organizations. R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.	Ongoing thru Fiscal Year 2012
4. Research grant opportunities that would help to fund transportation services.	4. Review funding sources available for developing or maintaining transportation.	Ongoing thru Fiscal Year 2012
5. Increase available information	5. Create a brochure of available transportation options	By January 1, 2010,

<p>distribution so that older adults requiring transportation are more aware of the choices that exist in their counties.</p> <p>6. Continue to support the <u>Senior Preferences</u> and <u>Generations</u> <u>magazines</u>.</p>	<p>to be distributed at senior centers/ nutrition sites, commodity food distribution, home delivered meals, physician's offices, Salvation Army, care management clients.</p> <p>6. R2AAA will advertise in <u>Senior Preference</u> and <u>Generations</u> magazines to insure publication of the guide for available older adult resources.</p>	<p>2011, 2012</p> <p>Ongoing thru Fiscal Year 2012</p>
--	---	--

AAA OBJECTIVE 4: Remain Familiar with Safe, Affordable Housing Options
OSA GOAL 2: Increase the ability of older adults to remain active, healthy and living independently in their communities.

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will provide community education to older adults and their caregivers.	<p>1. R2AAA staff will provide community education regarding services/programs available to help older adults remain in their homes.</p> <p>Medicare/Medicaid Assistance Program (MMAP) coordinator/counselors will present community programs and provide individual consultation about the availability of health insurance programs and will help older adults make informed decisions regarding the best options for health insurance.</p> <p>MMAP coordinator/counselors will receive training on existing and new programs to stay current with regulations, benefits and application process.</p> <p><u>Senior Preference</u> and <u>Generations</u> magazines will be published yearly with regional information regarding older adult services.</p>	Ongoing thru Fiscal Year 2012
2. R2AAA staff will collaborate with older adult services providers to gather current information regarding housing options.	<p>2. R2AAA staff will attend scheduled meetings (complete list on ATTACHMENT #1) to provide information on older adult services in the region.</p> <p>R2AAA Executive Director will continue to be a Board Member for Presbyterian Villages which has facilities in Jackson County.</p> <p>R2AAA will receive housing information from Office of Services to the Aging.</p> <p>R2AAA Information and Referral Specialist will provide</p>	Ongoing thru Fiscal Year 2012

	information about housing options to walk-in clients or clients calling.	
3. R2AAA will provide funding for Home Chore.	3. Funding will be provided for home chore providers to utilize volunteers to enable providers to provide more chore services to older adults to remain safely in their homes.	Ongoing thru Fiscal Year 2012
4. Nursing Facility Transition Initiative offered by R2AAA	4. Eligible clients coming out of nursing homes will be assisted by R2AAA staff to find affordable housing allowing them to transition back into the community.	Ongoing thru Fiscal Year 2012
5. Continue to support the <u>Senior Preference</u> and <u>Generations</u> magazines.	5. R2AAA will advertise in <u>Senior Preference</u> and <u>Generations</u> magazines to insure publication of the guide for available older adult resources.	Ongoing thru Fiscal Year 2012
6. R2AAA staff will attend housing workshops when appropriate.	6. R2AAA staff will be encouraged to attend housing workshops held in conjunction with statewide trainings. Information gleaned will be shared with I & R staff, Grants Manager, NFTI program and appropriate contractors.	Ongoing thru Fiscal Year 2010
7. R2AAA will receive notification of available low income independent housing openings.	7. R2AAA will contact subsidized/low income independent housing facilities requesting notification of housing units as they become available in the Region. This information will be shared with I & R and NFTI staff.	Ongoing thru Fiscal Year 2010

OBJECTIVE 5: Provide Agency Outreach Efforts in Community

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. R2AAA will serve as a highly visible and trusted place where older adults and their caregivers can obtain information on long term care options.	<p>1. Marketing materials will be made available to improve general knowledge and understanding of region wide programs and services:</p> <ul style="list-style-type: none"> • R2AAA contact information will be in all telephone books in the PSA. • Office hours will be posted and appointments for assisting older adults will be offered, however, walk-ins will be assisted. • Agency brochures will include synopsis of available R2AAA services. • R2AAA website (www.r2aaa.org) will be updated regularly. • R2AAA newsletter will contain up-to-date information regarding older adult issues. • R2AAA information will be posted on 211. • <u>Generations</u> and <u>Senior Preference</u> Magazines will be published yearly with regional information regarding older adult services. • R2AAA staff will attend local Health Fairs and other public events in the Region. 	Ongoing thru Fiscal Year 2012
2. R2AAA Nursing Facility Transition (NFTI) nurse will provide community outreach.	2. R2AAA NFTI nurse will distribute brochures at community events and through the Information and Referral Specialist to educate families and other agencies of the service provided to nursing facility clients.	Ongoing thru Fiscal Year 2012
3. R2AAA registered nurses will offer blood pressure screenings at senior days at local malls.	<p>3. Sign-in sheets for blood pressure screenings will be maintained to monitor number of participants seen.</p> <p>American Heart Association brochures will be distributed</p>	Ongoing thru Fiscal Year 2012

<p>4. R2AAA will participate in Student Intern programs.</p>	<p>to participants taking part in blood pressure screenings.</p> <p>Participants with blood pressure readings above normal will be referred to their physicians. Registered Nurses will follow-up with participants.</p> <p>R2AAA Information and Referral Specialist and/or resource materials will be available for participants needing services. Participant outside of Region 2 will be referred to the Area Agency on Aging serving their area.</p> <p>4. R2AAA will participate in Jackson Community College student nurse job shadowing in January and February. A minimum of 10 student nurses per year will experience community nursing by accompanying R2AAA care managers on client visits.</p> <p>R2AAA will participate in Eastern Michigan University, School of Social Work student interns. A minimum of one social work student intern will be placed at R2AAA.</p>	<p>Ongoing thru Fiscal Year 2012</p>
--	--	--------------------------------------

AAA OBJECTIVE 6: Work to improve the health and nutrition of older adults.

Focus on increased physical activity and improved eating habits to help older adults in our region live longer and healthier lives.

STATE GOAL1: Work to improve the Health & Nutrition of Older Adults

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Registered dietitian will promote programs that increase physical activity and better nutrition in older adults and will assist in promoting health and wellness programs.	1. Senior centers and congregate meal site managers will schedule exercise programs and health promotion events.	Ongoing thru Fiscal Year 2012
2. Registered dietitian will assist in promoting health and wellness programs.	2. Provide information to congregate meal site managers and activity managers at the Department on Aging on wellness programs. Assist in start-up of wellness programs.	Ongoing thru Fiscal Years 2010-2012
3. Registered dietitian will create education handouts and data base of nutrition topics to distribute at congregate meal sites.	3. Distribute nutrition education materials to all three counties rotating topics both seasonally and with updated and new research literature.	Ongoing thru Fiscal Years 2010-2012
4. Registered dietitian will obtain physical activity brochures, flyers, and posters from government sponsored agencies and distribute to congregate meal sites and at health fairs.	4. Research information that is readily available free or at low cost from agencies and universities that promote healthy aging such as FDA, USDA, and the University of Florida.	As scheduled Fiscal Years 2010-2012
5. Registered dietitian will use dietetic skills and knowledge to provide counseling and education to older adults in our region to address chronic disease and to facilitate behavior change.	5. Attend seminars and continuing education lectures to enhance understanding of nutrition concerns in the older adult population, and to remain current on trends and new medical research.	Ongoing thru Fiscal Years 2010-2012
6. Registered dietitian will provide case	6. Take referrals from care managers and other agencies	Ongoing thru Fiscal

consulting for nutrition risk clients as identified by care managers and from other agency referrals.	for nutrition risk clients.	Years 2010-2012
7. Registered dietitian will provide diabetes assistance with diabetic diet instruction for home-bound clients and meal site participants.	7. Identify the needs and provide diabetes education to the older adult population in the region through care manager and Senior Center staff referrals.	Ongoing thru Fiscal Years 2010-2012
8. Registered dietitian will assist nutrition directors in menu planning and implementation to provide healthy meals.	8. Review menu selections and make recommendations as needed. Attend food shows, with nutrition directors, to seek out new products that are healthier choices. Meet with nutrition directors quarterly to discuss food services issues.	Ongoing thru Fiscal Years 2010-2012
9. Registered dietitian will maintain membership and actively participate in DPAC (Diabetes Partners in Action Coalition) to network with state- wide diabetes professional group.	9. Attend meetings with the DPAC group and serve on the Advocacy and Policy sub-committee group.	Ongoing thru Fiscal Years 2010-2012
10. Registered dietitian will use Certified Diabetes Educator credential to promote diabetes awareness and prevention to older adults in our region by holding diabetes events such as seminars and health fairs.	10. Coordinate health fairs and/or diabetic community events with health care providers and other agencies that promote health care in older adults.	Ongoing thru Fiscal Years 2010-2012
11. Registered dietitian and staff will oversee Senior Project Fresh program to provide older adults in our region access to fresh grown Michigan produce during the growing season.	11. Instructions on how to use Project Fresh coupons and where to redeem them will be provided along with nutrition handouts regarding the selection, storage, and preparation of fresh fruits and vegetables to participants in Project Fresh to ensure that produce obtained in this program is used appropriately.	Ongoing thru Fiscal Years 2010-2012 (Summer)

OBJECTIVE 7: Promote financial independence and safeguard the economic security of older adults. Focus on increased job opportunities to help older adults in our region obtain employment by managing the region's Senior Community Service Employment Program.

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Program Coordinator will seek out qualifying older adults 55+ who need job-related training that would result in unsubsidized employment; and find new partnership opportunities to place workers for employment training.	1. Work with Departments on Aging staff and senior centers, and other non-profit agencies to find low income, eligible older adults seeking training opportunities. Contact Departments on Aging staff and other non-profit organizations for potential job training development.	Ongoing thru Fiscal Years 2010-2012 Ongoing thru Fiscal Years 2010-2012
2. Program coordinator will attend job fairs and other community events that focus on older adults in Region 2. Current participants in program will be required to attend job fairs and be registered with Michigan Works to seek permanent employment.	2. Network within the three counties to learn about established job fairs and community events where program information could be distributed to older adults and to potential agency sponsors for training programs. Require regular Michigan Works visits and bi-weekly job seeking logs from participants.	Ongoing thru Fiscal Years 2010-2012 Ongoing thru Fiscal Years 2010-2012
3. Provide training opportunities on computer skills and other necessary job skills for current program participants so they can be competitive in the job market.	3. Research training venues and assist participants in accessing trainings.	Ongoing thru Fiscal Years 2010-2012
4. Seek out employment opportunities for participants and promote O.J.E. (On-the-job training partnership) with businesses that have open positions in order to find unsubsidized employment placements as required by OSA.	4. Program coordinator will canvass businesses in the region to distribute information about O.J.E. while marketing participants that fit job postings requirements for vacant positions.	Ongoing thru Fiscal Years 2010-2012
5. Target low income minority older adults in greatest economic and social needs in our region.	5. Contact faith-based organizations and activity centers that focus on minority older adults.	On Ongoing thru Fiscal Years 2010-2012
6. Use stimulus funding to place three	6. Fill stimulus slots with participants that meet eligibility	Ongoing for length of

<p>more participants on the program for temporary positions while seeking employment possibilities for unsubsidized job placement.</p>	<p>requirements and are most in need. Seek out host agency training sites with the potential to offer the participant unsubsidized job placement. Explain to potential participants and host agencies that positions are temporary and will end as of September, 2010.</p>	<p>stimulus funding through Fiscal Year September 30, 2010.</p>
--	--	---

**AAA OBJECTIVE 8: Protect older adults from abuse and exploitation.
Increase awareness and education for seniors and the community.
OSA GOAL 3: Protect older adults from abuse and exploitation**

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Law enforcement and senior advocates collaborate to educate the community.	1. Work with TRIAD in Jackson and Lenawee Counties to do Senior Safety conferences on identity theft, elder abuse, late life domestic violence and exploitation. R2AAA will provide fiduciary assistance to the TRIADs and Hillsdale County Senior Services Center in producing the annual Senior Safety /Elder Abuse conferences.	By September 30, 2010, 2011, 2012
2. Law enforcement agencies and staff will be aware of aging-related issues.	2. County Sheriff Department will continue to train officers and attend domestic violence task force.	Ongoing thru Fiscal Year 2012
3. Elder abuse information will be provided to homebound seniors, senior centers and other senior locations.	3. Develop brochures and deliver with home delivered meals, distribute at senior centers and to other places frequented by older adults in the PSA. Deliver posters with emergency numbers in all three counties. R2AAA will publish articles, to educate older adults and their caregivers, about financial, physical and mental elder abuse.	By September 2010, 2011,2012
4. Coordinate with likely sources of information regarding elder abuse and late life domestic violence.	4. Deliver information/referral packets to county domestic violence shelters Deliver brochures to hospital emergency rooms in the region on elder abuse and late life domestic violence. Collaboration and regular interaction with Adult Protective Services in the PSA.	By September 2010, 2011,2012

<p>5, Education R2AAA staff so that they may readily identify possible elder abuse.</p>	<p>Provide education to older adults with advertising the National Telephone number that will bring help to their situation 1-800-799-SAFE or 1-800-787-3224 (TTY).</p> <p>Schedule Citizen for Better Care's Elder Abuse Specialist to present to R2AAA staff once a year.</p>	<p>Ongoing Fiscal Years 2010-2012</p> <p>Yearly 2010-2012</p>
---	---	---

AAA OBJECTIVE 9: Improve the effectiveness, efficiency, and quality of services provided through Michigan Aging Network and partners.

OSA GOAL 4: Improve the effectiveness, efficiency, and quality of services provided through Michigan Aging Network and partners.

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Respond to emerging needs by providing education and assessment of needs. Outcomes measured by satisfaction of individuals receiving educational services within the network.	1. Through Region 2 Quality Assurance Committee, activities related to quality of services offered by this agency are reviewed and improved if needed. QA committee reviews bi-monthly incident reports related to MI Choice Waiver services. Involve the Region 2 Advisory Council in emerging issues, and include council member's participation in educational opportunities.	Ongoing thru Fiscal Year 2012 Ongoing thru Fiscal Year 2012
2. Provide annual performance evaluations of service providers – both Older Americans Act (100%) and Waiver (10% minimum) contractors.	2. Using approved assessment tools, contractors will be assessed to assure program compliance with service standards. Assessment feedback reports will be written to agencies assessed acknowledging any deficiencies giving agencies an opportunity to correct findings.	Yearly thru Fiscal Year 2012
3. Provide information and education to R2AAA contracting agencies.	3. Quarterly meetings will be held with Waiver contractors to provide updated information, training and education.	Quarterly Fiscal Years 2010-2012
		As needed Fiscal

<p>4. Quality Assurance practice of requesting annual review on Region 2 Area Agency on Aging by our Providers of services to Care Management and Waiver participants.</p>	<p>Meetings will be scheduled with Older American Act contract providers as the need arises. Annually at quarterly June Provider meeting there will be a survey form for providers to rate Region 2.</p>	<p>Years 2010-2012 Ongoing thru Fiscal Year 2012</p>
--	--	--

R2AAA OBJECTIVE 10: Develop strategies to identify and serve family caregivers of older adults more effectively

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. Trained Care Managers offer respite care services according to TCARE model (Tailored Caregiver Assessment and Referral).	<p>1. R2AAA will apply for training opportunity to participate in TCARE model.</p> <p>Two Care Managers and a supervisor will attend train-the-trainer conferences.</p> <p>All Care Managers will be trained.</p> <p>TCARE principles, guidelines and tools will be implemented in all Care Management planning.</p>	Fiscal Year 2010
2. Support Family Caregiver Programs.	<p>2. R2AAA will financially support, through the National Family Caregiver Act, respite, adult day care and caregiver support groups.</p> <p>Organize Personal Action Towards Health (PATH) programs with caregiver support groups and other interested caregivers.</p> <p>Collaborating with R2AAA contractors, address caregiving information in regional employer newsletters.</p> <p>Offer mini-grant opportunity for innovative programs address caregiver stress and respond to caregiver needs.</p>	<p>Ongoing thru Fiscal Year 2012</p> <p>Ongoing thru Fiscal Year 2012</p> <p>Yearly thru Fiscal Year 2012</p> <p>Yearly thru Fiscal Year 2012</p>
3. Creation of Adult Serious Situation Intervention Service Team (ASSIST)	<p>3. A need was identified in Lenawee County to provide a resource for caregivers during emergency situations.</p> <p>A collaboration of Lenawee County service agencies formed ASSIST to determine how to meet the needs of</p>	Ongoing Thru Fiscal Year 2012

	<p>care recipients when their main caregiver becomes incapacitated.</p> <p>It became apparent that there was a community need for hospitals, first responders and families to know what to do for the caregiver/care recipient when an emergency occurs.</p> <p>ASSIST will provide an intervention team for temporary support to older adults in a non-medical crisis situation occurring after normal business hours.</p>	
--	---	--

R2AAA OBJECTIVE 11: AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) NUTRITION PROGRAM

<i>Desired Outcome</i>	<i>Activities</i>	<i>Timeline</i>
1. To provide nutrition services to older adults in Region 2.	1. Hillsdale and Jackson County Nutrition providers, using ARRA funding, will provide nutrition services to older adults both in congregate settings and home delivered meals.	Ongoing thru Fiscal Year 2010 or until funds are expended.
2. To renovate central nutrition kitchen.	2. Lenawee County nutrition provider will renovate the Adrian nutrition site kitchen.	Ongoing thru Fiscal Year 2010 or until funds are expended and/or project is completed.
3. To meet Michigan Food Code standards.	3. ARRA Administration funding will be used to ensure that all congregate meal sites meet the new Michigan Food Code standards of holding a national certification by 2011; and ensure recertification and new certifications in a timely manner.	Ongoing thru Fiscal Year 2010 or until funds are expended.

ATTACHMENT #1
MEETINGS ATTENDED

AAA Association of Michigan Meetings
Basic Needs Task Force Meetings
County Human Services Network Meetings
Diabetes Partners in Action Coalition Meetings
Ex. Director monthly meeting with focal
point directors
Fifth Monday Forums
Hillsdale County Multi Agency Collaboration
Jackson Aging Network Meetings
Jackson & Lenawee Nutrition Council
Jackson Transportation Advisory Council
Lenawee Coalition for Older Adults
Lenawee County ASSIST
Lenawee Domestic Violence Task Force
Matter of Balance State Meetings
Suicide Prevention Meetings/Trainings
TRIAD Meetings

MI Choice Waiver Contractor Meetings
MI Choice Waiver Directors Meeting
MMAP Regional Coordinator Meetings
OSA – AAA Directors Meetings
OSA Financial, Planners, Contract
Managers, MOACSEP & Nutrition Mtg
PATH State Meetings
Presbyterian Villages Board Meetings
QA for MI Choice Waiver R2AAA
Self Determination Consumer Adv. Board
State Information & Referral Meetings
State Long Term Care Meetings
State MI Choice Waiver Directors
State Senior Advisory Council Meetings
SE MI Partners on the PATH Meetings

PROGRAM OBJECTIVES

Grants that R2AAA will participate in during FY 2010;

1. Tailored Caregiver Assessment and Referral (TCARE) program

R2AAA will participate in the Tailored Caregiver Assessment and Referral (TCARE) program. TCARE is a process designed to help care managers link family caregivers with appropriate support strategies and community services. Two care managers and a supervisor will be trained in using evidenced-based screening and assessment tools that identify sources and levels of caregiver stress and need for support. Ultimately the protocol helps care managers identify the specific community resources that are most apt to be beneficial for and acceptable to a family.

2. Person Centered Thinking/Self Determination.

In FY 2008, R2AAA assisted 31 people chose to take more responsibility in the arrangement and organization of their MI Choice Waiver services. Self Determination will continue to be presented as an option to existing clientele, as well as each new participant. This philosophy is not new at R2AAA. Care managers have always encouraged clients to participate in their own care, including cost sharing, self advocacy, and establishing services. For example, friends and family are directed to agencies where they can work directly for the client.

3. Evidenced Based Disease Prevention Programs

R2AAA received a grant from the Administration on Aging/Office of Services to the Aging to conduct evidence based disease prevention programs. In 2007, 1 R2AAA staff and 1 R2AAA Advisory Council member were trained as Leaders in the Personal Action Toward Health (PATH) program. Since then, R2AAA has 3 Master Trainers and 2 leaders for the PATH program. There have been 8 PATH workshops conducted for 44 participants. In 2008 a second evidence based program was added – A Matter of Balance. R2AAA has 2 Master Trainers in Matter of Balance who have trained 29 Coaches. There have been 4 workshops conducted for 27 participants. When the AOA grant ends in June, 2010, R2AAA will continue to offer the PATH program.

ADVOCACY STRATEGY

- 1) R2AAA's intent on advocacy is to act on behalf of older adults and the disabled individuals to represent their needs and to insure funding to meet those needs.
- 2) R2AAA will continue to support Michigan Senior Advocates Council, Michigan OSA Advisory Council, Lenawee County 5th Monday Forum and AAAAM. Information gleaned at these events will be shared with Board, Advisory Council and Staff. R2AAA Board and Advisory Council will comment on issues involving the needs of this vulnerable population.
- 3) During FY 2010-12, R2AAA will focus on the following advocacy issues:
 - Adequate funding to support MI Choice Waiver and OAA services
 - Continued collaboration with established partnerships
 - Support of MSAC, AAAAM, OSA Advisory Council and Lenawee County 5th Monday Forum.
- 4) During FY 2010 -12, R2AAA will execute contracts for in-home services, nutrition services and caregiver services to enable older adults to remain in their homes and communities. Information and Referral and Outreach services will allow specifics regarding available services to be disseminated in the PSA.
- 5) During FY 2010-12, R2AAA Advisory Council's main focus will remain on transportation issues in the PSA.

VII. COMMUNITY FOCAL POINTS

R2AAA's rationale for identifying community focal points was based on services provided and notoriety of the identified agencies. Each focal point provides in-home, access and community services as well as holding a contract to provide Medicaid Waiver services. Each focal point is a designated Department on Aging/Senior Center that includes nutrition sites; is visible in the community and offers information and assistance and MMAP services.

Hillsdale County Senior Services Center (HCSSC) is the Community Focal Point in Hillsdale County	
Name	Hillsdale County Senior Services Center Hillsdale County Senior Services Center
Address	320 W. Bacon Road, Hillsdale, MI 49242
Website	www.hillsdaleseniorcenter.org
Telephone Number	(517) 437-2422
Contact Person	Terry Vear, Executive Director
Service boundaries	Hillsdale County
Number of persons within boundary	46,527 (8,323 60+)
Services provided	Adult Day Care, Chore, Congregate Meals, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Kinship Care, MMAP, Respite, Senior Center Operations, Transportation

Lenawee Department on Aging is the Community Focal Point in Lenawee County	
Name	Lenawee County Department on Aging
Address	1040 S. Winter Street, Adrian, MI 49221
Website	www.lenaweeseniors.org
Telephone Number	(517) 264-5280
Contact Person	Tom MacNaughton, Director
Service boundaries	Lenawee County
Number of persons within boundary	98,890 (16,453 60+)
Services provided	Adult Day Care, Chore, Congregate Meals, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Information and Referral, Kinship Care, MMAP, Outreach, Respite, Senior Center Operations, Transportation

Jackson Department on Aging is the Community Focal Point in Jackson County

Name	Jackson County Department on Aging
Address	1715 Lansing Avenue, Suite 672, Jackson, MI 49202
Website	www.co.jackson.mi.us/agencies/DeptAging/Aging.htm
Telephone Number	(517) 788-4364
Contact Person	Kristy Smith, Director
Service boundaries	Jackson, County
Number of persons within boundary	158,422 (26,484 60+)
Services provided	Adult Day Care, Chore, Congregate Meals, Counseling, Disease Prevention/Health Promotion, Home Care Assistance, Home Delivered Meals, Information and Referral, Kinship Care, MMAP, Outreach, Respite, Senior Center Operations, Transportation

VIII. APPENDICES

A. Membership of the Board of Directors

Appendix A provides information about the AAA Board of Directors.

B. Membership of the Advisory Council

Appendix B provides information about the AAA Advisory Council membership.

C. Current Providers Demographics

Appendix C provides demographics on the providers in the region.

D. Proposal Selection Criteria

Appendix D provides the criteria that will be used to select agencies that will receive contracts for service provision.

APPENDIX A
BOARD OF DIRECTORS MEMBERSHIP
Fiscal Years: 2010 – 2012

	DEMOGRAPHICS						
	Asian/Pacific Island	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Membership			1		2	6	10
Age 60 or Over					2	5	9

NAME of BOARD MEMBER	GEOGRAPHIC AREA	AFFILIATION	CHECK THOSE THAT ARE APPROPRIATE		
			Elected Official	Appointed	Community Rep.
Arlene Shepherd	Jackson			X	X
Carol Tuckerman	Lenawee			X	X
Gearldine Spieth	Hillsdale	County Commissioner	X	X	
Howard Griffis	Jackson			X	X
James Van Doren	Lenawee	County Commissioner	X	X	
Lauren Grinage	Jackson			X	X
Lisa Pinkerman	Jackson			X	X
Parke Hayes	Hillsdale	County Commissioner	X	X	
Patricia Smith	Jackson	County Commissioner	X	X	
Rosalie Warrick	Lenawee			X	X

APPENDIX B

ADVISORY COUNCIL MEMBERSHIP
Fiscal Years 2010 – 2012

	DEMOGRAPHICS						
	Asian/Pacific Island	African American	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Total Membership				1	1	13	17
Age 60 or Over				1	1	8	12

NAME of ADVISORY COUNCIL MEMBER	GEOGRAPHIC AREA	AFFILIATION
Annette Magda	Hillsdale	
Barbara Cone	Regional	Citizen's for Better Care
Betsy Dennis	Lenawee	
Charles Ortiz	Jackson	
Don Dennis	Lenawee	
Georgianna Covell	Lenawee	Friends Who Care
Helen Borton	Lenawee	
Jeanne Karr	Hillsdale	
Jo Ann Camburn-McGonegal	Jackson	
Joseph Satterelli	Lenawee	
Karen Thiesse	Regional	Social Security
Kelly LoPresto	Hillsdale	Hillsdale Senior Services Center
Kristy Smith	Jackson	Jackson Department on Aging
Mary Ellen Underwood	Jackson	Catholic Charities
Monica Moser	Jackson	Disability Connections
Norman Lichtenberg	Lenawee	
Pam McCrum	Jackson	RSVP

APPENDIX C
CURRENT PROVIDERS DEMOGRAPHICS

Fiscal Year 2010

Cluster 1 providers	DEMOGRAPHICS							
	Asian/Pacific Island	African American	Arab/Chaldean	Native American/ Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Number of contractors					1	5	19	32
Number of employees of contractors		8		3	7		167	182

APPENDIX D
PROPOSAL SELECTION CRITERIA
Fiscal Years: 2010-2012

Date criteria approved by AAA Board:

REGION 2 AREA AGENCY ON AGING PROPOSAL RATING FORM

Applicant: _____

Service: _____

Reviewed by: _____

Proposal Review Committee will rate each proposal using the following format for each section of the proposal:

Yes indicates necessary item was included in the proposal

No indicates necessary item was NOT included in the proposal

SERVICE DELIVERY SECTION: Proposal should clearly define how service will be provided to older adults.

Please check "YES" or "NO" appropriately.

YES

NO COMMENTS

1) Is proposal written in a way to allow you to understand how this service will provided to the senior population?

☐☐

2) Does proposal clearly state county to be served and the number of clients and units of service to be provided?

☐☐

SERVICE DELIVERY CONTINUED:

Please check "YES" or "NO" appropriately.

	YES	NO	COMMENTS
3) Is it clear to you what steps will be taken to accomplish providing the service?	<input type="checkbox"/>	<input type="checkbox"/>	
4) Is it clear what staff person will be in charge of providing this service?	<input type="checkbox"/>	<input type="checkbox"/>	
5) Does proposal contain completion dates for each planned activity?	<input type="checkbox"/>	<input type="checkbox"/>	
6) Does proposal clearly state how activity outcomes will be measured?	<input type="checkbox"/>	<input type="checkbox"/>	
7) Does proposal clearly state what type of data will be gathered to measure each activity?	<input type="checkbox"/>	<input type="checkbox"/>	
8) Does proposal clearly state who will gather the data?	<input type="checkbox"/>	<input type="checkbox"/>	
9) Does proposal clearly state what will be done with reports created from data gathered?	<input type="checkbox"/>	<input type="checkbox"/>	
10) Are goals and objectives written in the form requested by the Area Agency on Aging?	<input type="checkbox"/>	<input type="checkbox"/>	
11) Does proposal contain a plan to target older adults in the greatest economic and social need and with particular emphasis on low-income minority older adults?	<input type="checkbox"/>	<input type="checkbox"/>	
12) Does targeting plan include activities that agency will use to identify low-income minority and those in greatest economic/social need?	<input type="checkbox"/>	<input type="checkbox"/>	

SERVICE DELIVERY CONTINUED:

Please check "YES" or "NO" appropriately

	YES	NO	COMMENTS
13) Does proposal contain a completed Area Agency on Aging "Targeting Plan" form with minority clients listed by race, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
14) Does proposal contain documentation of relationships with other agencies serving older adults for the purpose of referrals and resources?	<input type="checkbox"/>	<input type="checkbox"/>	
15) Does proposal clearly outline training activities for staff and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	
16) Does proposal contain a detailed plan on how service will be provided to clients when the agency is closed (holidays, etc) or emergency closings (weather, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	
17) Does this plan appear that it will adequately service the older population who depend on daily services (Meals, transportation, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
18) Do in-home services (chore, home care assistance and respite) document how supervisors are available to workers when they are in clients homes?	<input type="checkbox"/>	<input type="checkbox"/>	
19) Does the action plan for supervision appear feasible and/or adequate?			
20) Does proposal contain a contribution policy that clearly describes how older adults will be encouraged to donate, how donations will be collected and how contributions will be accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	

SERVICE DELIVERY CONTINUED:

Please check "YES" or "NO" appropriately

	YES	NO	COMMENTS
21) Do proposals for Adult Day Care and Respite care contain a cost sharing policy?	<input type="checkbox"/>	<input type="checkbox"/>	
22) If proposal was submitted by an agency not currently funded through R2AAA, does the proposal contain a detailed transition plan that will transfer the program from the current contractor to a new contractor without any disruption in service to seniors?	<input type="checkbox"/>	<input type="checkbox"/>	

FINANCIAL BUDGET SECTION: Clearly describes costs to be met by the funding agency and those funds provided by all other sources.

Please check "YES" OR "NO" appropriately.

	YES	NO	COMMENTS
1) The applicant's budget is mathematically correct and filled out correctly.	<input type="checkbox"/>	<input type="checkbox"/>	
2) The unit price offered in this proposal is the lowest of all Competing proposals for this service (unit-price proposals only).	<input type="checkbox"/>	<input type="checkbox"/>	
3) There is an explanation of how contracted services would survive a program income shortfall.	<input type="checkbox"/>	<input type="checkbox"/>	
4) The applicant listed what would happen if a shortfall in other resources occurred.	<input type="checkbox"/>	<input type="checkbox"/>	
5) Funding match requirements are assured as stated by proposal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	
6) The budget reflects a match over the 15% requirement.	<input type="checkbox"/>	<input type="checkbox"/>	
7) The budget costs accurately reflect the needs of the	<input type="checkbox"/>	<input type="checkbox"/>	

program.

- | | | |
|---|--------------------------|--------------------------|
| 8) Each expense line item of the budget is detailed by listing specific expenses. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Detail of how budget items were computed are included with each expense line item. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) All amounts for any contingency or miscellaneous are explained. | <input type="checkbox"/> | <input type="checkbox"/> |

IX. ASSURANCES AND CERTIFICATIONS

- A. Assurances and Certifications
- B. Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- C. Assurance of Compliance with the Elliot Larson Civil Rights Act, PA 453 of 1976, as amended and the Persons with Disabilities Civil Rights Act, PA 220 of 1976, as amended
Assurance of Compliance with the Elliot Larson Civil Rights Act, PA 453 of 1976 and the Persons with Disabilities Civil Rights Act, PA 220
- D. Glossary of Acronyms

FY 2010 – 2012 Multi-Year Plan
ASSURANCES & CERTIFICATIONS
For Fiscal Year 2010

The undersigned agency, designated by the Michigan Commission on Services to the Aging (CSA) to act as the Area Agency on Aging (AAA) within a given planning and service area (PSA), agrees to the following:

1. That the FY 2010-2012 Multi-Year Plan (MYP) includes an Annual Implementation Plan (AIP) covering the period October 1, 2009 through September 30, 2010.
2. To administer its AIP in accordance with the Older Americans Act (OAA), the Older Michiganians Act (OMA), federal and state rules, and policies of the CSA as set forth in publications and policy directives issued by the Michigan Office of Services to the Aging (OSA).
3. To make revisions necessitated by changes in any of the documents listed in point two in accordance with directives from OSA.
4. That any proposed revisions to the AIP initiated by the AAA will be made in accordance with procedures established by OSA.
5. That funds received from OSA will only be used to administer and fund programs outlined in the AIP approved by the CSA.
6. That the AAA will undertake the duties and perform the project responsibilities described in the AIP in a manner that provides service to older persons in a consistent manner over the entire length of the AIP and to all parts of the PSA.
7. That program development funds will be used to expand and enhance services in accordance with the initiatives and activities set forth in the approved AIP.
8. That all services provided under the AIP are in agreement with approved service definitions and are in compliance with applicable minimum standards for program operations as approved by the CSA and issued by OSA, including Care Management.
9. That the AAA will comply with all conditions and terms contained in the Statement of Grant Award issued by OSA.
10. That the AAA may appeal actions taken by the CSA with regard to the AIP, or related matters, in accordance with procedures issued by OSA in compliance with the requirements of the Older Michiganians Act and Administrative Rules.

11. That the AAA will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and with agencies that develop or provide services for individuals with disabilities.
12. That the AAA has in place a grievance procedure for eligible individuals who are dissatisfied with or denied services.
13. That the AAA will send copies of the AIP to all local units of government seeking approval as instructed in the Plan Instructions.
14. That the AAA Governing Board and Advisory Council have reviewed and endorsed the AIP.

The undersigned hereby submit the FY 2010 AIP that describes the initiatives and activities which will be undertaken on behalf of older persons within the PSA. We assure that these documents and subsequent Annual Implementation Plans represent a formal commitment to carry out administrative and programmatic responsibilities and to utilize federal and state funds as described.

FY 2010 – 2012 Multi-Year Plan
ASSURANCE OF COMPLIANCE
with
TITLE VI of the CIVIL RIGHTS ACT of 1964
For Fiscal Year 2010

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.

4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

Form HHS-690 (05/97)

FY 2010 – 2012 Multi-Year Plan

ASSURANCE OF COMPLIANCE
with the
ELLIOT LARSEN CIVIL RIGHTS ACT

For Fiscal Year 2010

ASSURANCE OF COMPLIANCE WITH THE ELLIOT LARSEN CIVIL RIGHTS ACT, PA 453 OF 1976 AND THE PERSONS WITH DISABILITIES CIVIL RIGHTS ACT, PA 220 OF 1976.

The Applicant provides this assurance in consideration of and for the purpose of obtaining State of Michigan and Federal grants, loans, contracts, property, discounts or other State and Federal financial assistance from the Michigan Office of Services to the Aging.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

Non-Discrimination: In the performance of any grant, contract, or purchase order resulting here from, the Contractor agrees not to discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs and services provided or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Contractor further agrees that every subcontract entered into for the performance of any grant, contract, or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, service delivery and access, as herein specified binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2201 et seq, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101 et seq, and any breach thereof may be regarded as a material breach of the grant, contract, or purchase order.

MYP SIGNATURE PAGE
OF THE FY 2010-2012 MULTI-YEAR PLAN
AND
FY 2010 ANNUAL IMPLEMENTATION PLAN
FOR: **REGION 2 AREA AGENCY ON AGING**

This Multi-Year Plan (MYP) covers fiscal years 2010, 2011, and 2012 and includes the FY 2010 Annual Implementation Plan (AIP) beginning October 1, 2009 and ending September 30, 2010.

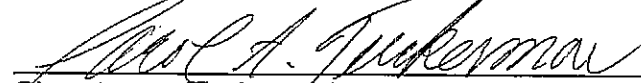
This MYP becomes valid upon approval by the Michigan Commission on Services to the Aging (CSA). It may be conditionally approved subject to all General and/or Special Conditions established by the CSA.

This MYP Signature Page may substitute for required signatures on documents within the MYP if those documents are specifically referenced on this signature page.

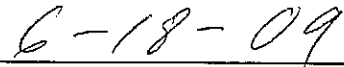
The Signatories below acknowledge that they have reviewed the entire MYP including all budgets, assurances, and appendices and that they commit **Region 2 Area Agency on Aging** to all provisions and requirements of the MYP.

Signature Section:

REGION 2 AREA AGENCY ON AGING



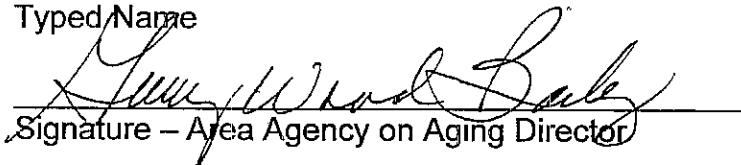
Signature - Chairperson, Board of Directors



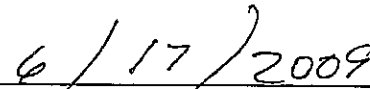
Date

Carol Tuckerman

Typed Name



Signature - Area Agency on Aging Director



Date

Ginny Wood-Bailey

Typed Name

MULTI-YEAR DOCUMENTS REFERENCED BY THE SIGNATURE PAGE

Budget Documents:

- FY 2010 Area Plan Grant Budget

Assurances:

- MYP Assurances and Certifications document
- MYP Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- MYP Assurance of Compliance with the Elliot Larsen Civil Rights Act

GLOSSARY OF ACRONYMS

AAA	Area Agency on Aging
AAAAM	Area Agency on Aging Association of Michigan
AARP	American Association of Retired Persons
AD	Alzheimer's Disease
ADC	Adult Day Care
ADRC	Aging and Disability Resource Center
ADS	Adult Day Service
ADL	Activities of Daily Living
AFC	Adult Foster Care
AG	Attorney General
AIM	Aging in Michigan (OSA Publication)
AIP	Annual Implementation Plan
AIS	Aging Information System
ALF	Assisted Living Facility
4AM	Area Agencies on Aging Association of Michigan
AoA	Administration on Aging
APS	Adult Protective Services
BEAM	Bringing the Eden Alternative to the Midwest
ASA	American Society on Aging
CAP	Community Action Program
CBC	Citizens for Better Care

CM	Care Management
CMIS	Client Management Information System
CMS	Center for Medicare & Medicaid Services (formerly HCFA)
CNS	Corporation for National Service
COA	Commission on Aging/Council on Aging
CPHA	Community Public Health Agency
CR	Caregiver Respite (state)
CSA	Commission on Services to the Aging
DCH	Department of Community Health
DCIS/CIS	Department of Consumer and Industry Services
DHHS/HHS	U.S. Department of Health and Human Services
DHS	MI Dept. of Human Services (formerly the Family Independence Agency)
DMB	Department of Management and Budget
DoE	Department of Education
DoL	Department of Labor
DoT	Department of Transportation
DV	Domestic Violence
EPIC	Elder Prescription Insurance Coverage
ELM	ElderLaw of Michigan
FGP	Foster Grandparent Program
FTC	Federal Trade Commission
FY	Fiscal Year
GAO	General Accounting Office

HB	House Bill (state)
HCBS/ED	Home & Community Based Services for the Elderly and Disabled Waiver (HCBS/ED) program commonly known as MIChoice
HDM	Home Delivered Meals
HMO	Health Maintenance Organization
HR	House Bill (federal)
HSA	Health Systems Agency
I&A	Information and Assistance
I&R	Information and Referral
IADL	Independent Activities of Daily Living
IM	Information Memorandum
IoG	Institute of Gerontology
LEP	Limited English Proficiency
LSP	Legal Services Program
LTC	Long-Term Care
MADSA	Michigan Adult Day Services Association
MATF	Merit Award Trust Fund (formerly known as "Tobacco Settlement")
MCO	Managed Care Organization
MHSCC	Michigan Hispanic Senior Citizens Coalition
MIACoA	Michigan Indian Advisory Council on Aging
MICIS	MI Choice Information System
MIS	Management Information System
MLSC	Michigan Legal Services Corporation

MMAP	Medicare/Medicaid Assistance Program
MSA	Medical Services Administration
MSAC	Michigan Senior Advocates Council
MSC	Michigan Senior Coalition (formerly Senior Power Day)
MSHDA	Michigan State Housing Development Authority
MSG	Michigan Society of Gerontology
MQCCC	Michigan Quality Community Care Council
MYP	Multi-Year Plan
N4A	National Association of Area Agencies on Aging
NAPIS	National Aging Programs Information System
NASUA	National Association of State Units on Aging
NCBA	National Center on Black Aged
NCOA	National Council on Aging
NCSC	National Council of Senior Citizens
NF	Nursing Facility
NFA	Notification of Financial Assistance
NFCSP	National Family Caregiver Support Program
NIA	National Institute on Aging
NISC	National Institute of Senior Citizens
NSSC	National Senior Service Corps
OAA	Older Americans Act
OAVP	Older American Volunteer Program
OHDS	Office of Human Development Services

OMB	Office of Management and Budget (federal)
OSA	Office of Services to the Aging
OWL	Older Women's League
PA	Public Act
PI	Program Instruction
PRR	Program Revision Request
PSA	Planning and Service Area
PY	Program Year
RFP	Request For Proposal
RSVP	Retired & Senior Volunteer Program
SAC	State Advisory Council
SB	Senate Bill (state)
SCP	Senior Companion Program
SCSEP	Senior Community Service Employment Program
SEAQRT	Senior Exploitation and Abuse Quick Response Team
SGA	Statement of Grant Award
SMSA	Standard Metropolitan Statistical Area
SNF	Skilled Nursing Facility
SPE	Single Point of Entry
SR	Senate Bill (federal)
SS	Social Security
SSA	Social Security Administration
SSI	Supplemental Security Income

SUA	State Unit on Aging
TA	Technical Assistance
TCM	Targeted Case Management
USDA	United States Department of Agriculture
VA	Veterans' Administration
WHCoA	White House Conference on Aging

Revised 02/2009

Jackson County

Health Department

2008 Annual Report



Prevent Disease ~ Prolong Life ~ Promote Public Health

Jackson County Health Department
1715 Lansing Avenue, Suite 221
Jackson, Michigan 49202
Telephone: (517) 788-4420 Fax: (517) 788-4373
Website: www.co.jackson.mi.us/hd

Mission Statement

The mission of the Jackson County Health Department is to continually endeavor to prevent disease, prolong life, and promote the public health.

Jackson County Commissioners

James Shotwell, Jr. (Steve), Chair	
Earl Poleski, Vice-Chair	
Cliff Herl	Gail Mahoney
David Lutchka	Mike Brown
Todd Brittain	Patricia Smith
Philip Duckham III	Michael Way
James Videto	David Elwell

Human Services Committee

Michael Way, Chair
Philip Duckham III, Vice-Chair
Mike Brown
Patricia Smith
Todd Brittain

Jackson County Administration

Randall Treacher – Administrator/Controller
Adam Brown – Deputy Administrator/Controller

Jackson County Health Department Administration

Ted Westmeier, Health Officer
Dr. Donald Lawrenchuk, Medical Director
Shelly Bullinger, Director of Health Education and Health Promotion
Mary Ricciardello, Director of Personal and Preventative Health Services
Steve Hall, Director of Environmental Health
Jim Freeman, Emergency Preparedness Coordinator
Rex Pierce, Financial Services Manager



Message to the Community

To the Residents of Jackson County:

On behalf of the Jackson County Health Department staff, I present you with our 2008 Annual Report. Our employees strive to maintain high quality programs and services, even in these very difficult economic times. In 2008, our Department received Accreditation from the Michigan Local Public Health Accreditation Program. This honor indicates that we meet or exceed all the minimum program requirements for the following programs: Local Public Health Administration, Clinical Laboratory, Food Service Sanitation, General Communicable Disease Control, Hearing Screening, Vision Screening, Immunizations, Onsite Sewage Treatment Management, Sexually Transmitted Infections, HIV/AIDS and Women, Infants and Children (WIC) Administration.

I sincerely encourage you to review the report and become aware of the programs and services provided by our three primary service delivery divisions: Environmental Health, Personal and Preventative Health and Health Education and Health Promotion. In addition, the Emergency Preparedness program plans for the utilization of our staff resources and those of the community for an orderly and effective response to public health threats.

Should you want to learn more about our programs and services, do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ted Westmeier', with a long horizontal flourish extending to the right.

Ted Westmeier, RS, MPH
Director/Health Officer

Client Testimonials

“Thank you so very much for all you do to help our family! This (WIC) program has been a huge help and blessing to our family, and we appreciate the parts you have played in contributing to it!”

The Ortell Family

“I’ve been with the (Maternal Infant Health) program since 2005. It’s very helpful. It’s a lot of fun. You learn new things about how to raise a baby and how to take care of a baby. The people are wonderful and nice.”

Nancy Zukę

“We appreciate all the help we have received from the Jackson County Health Department Immunization Department. They are always willing to guide us through all of our issues and have been a great support to our practice.”

Barbara Miller, Office Manager

Parkside Pediatric Clinic

“I have been attending the (senior) exercise programs for about six months. The classes are both physically and mentally stimulating. My body is more flexible and my joints have become less stiff. The exercises classes are fun, and I enjoy interacting with other seniors.”

Nancy Williams

“The Car Seat Program at the Health Department continues to be one of the important activities supported by the Jackson Traffic Safety Commission. The commission believes the car seat program is a vital part of the traffic safety program for the young people in our community from birth to age eight. The program offered by the Health Department is one of the most comprehensive in the state. Because the program can provide child safety seats at low-cost to parents, it is providing an important traffic safety service to adults and the youngsters of our community which is especially important in these tough economic times.”

Bev Ward, Director

Jackson Traffic Safety Program

“Early On is a wonderful program for families who have children birth to three that need a little extra help. I find the program and staff to be very professional and knowledgeable in each of their areas of expertise. I feel my child has made tremendous progress in the last year and a half. My child and I have formed an incredible bond with her early intervention team.”

Andrea Mann

Jackson County Health Profile

Selected Leading Causes of Death

	Jackson County			Michigan		
	2005	2006	2007	2005	2006	2007
Disease of the Heart	251.2	242.4	244.2	252.5	243.7	240.9
Stroke	58.1	50.5	47.2	50.8	47.8	46.0
Cancer	255.0	227.9	220.2	202.0	202.9	199.2
Chronic Lower Respiratory Disease	61.9	66.3	53.4	45.0	45.0	45.8
Pneumonia and Influenza	20.8	22.7	17.8	19.7	16.8	16.2
Unintentional Injury	25.9	25.2	41.7	34.5	35.8	36.9
Diabetes Related	118.7	109.8	104.8	88.0	86.9	80.4
Homicide	5.7	3.8	*	6.8	7.2	7.0
Suicide	16.4	12.0	13.5	11.1	11.4	11.1

Case Rates per 100,000

* There were less than 4 homicides in Jackson County in 2007; rates are not calculated when less than 6 events.

Cardio Pulmonary Disease Health Indicators

	Jackson County			Michigan		
	2005	2006	2007	2005	2006	2007
Disease of the Heart	251.2	242.2	244.2	252.5	243.7	240.9
Stroke	58.1	50.5	47.2	50.8	47.8	46.0
Chronic Lower Respiratory Disease	61.9	66.3	53.4	45.0	45.0	45.8
Pneumonia and Influenza	20.8	22.7	17.8	19.7	16.8	16.2
Diabetes Related	118.7	109.8	104.8	88.0	86.9	80.4

Case rates per 100,000

Maternal / Infant Health Indicators

	Jackson County			Michigan		
	2005	2006	2007	2005	2006	2007
Total Live Births	2,086	2,006	2,014	127,518	127,537	125,172
Teen Births (15-19)	281	294	271	11,794	12,322	12,493
*Teen Pregnancies (15-19)	413	424	399	19,185	19,669	19,737
Low Birth Weight (↓ 2500 grams)	150	179	167	10,665	10,720	10,550
Very Low Birth Weight (↓ 1500 grams)	39	28	32	2,140	2,090	2,147
**Inadequate Prenatal Care	169	225	181	9,058	8,129	9,694
Infant Deaths	25	17	15	1,013	940	997

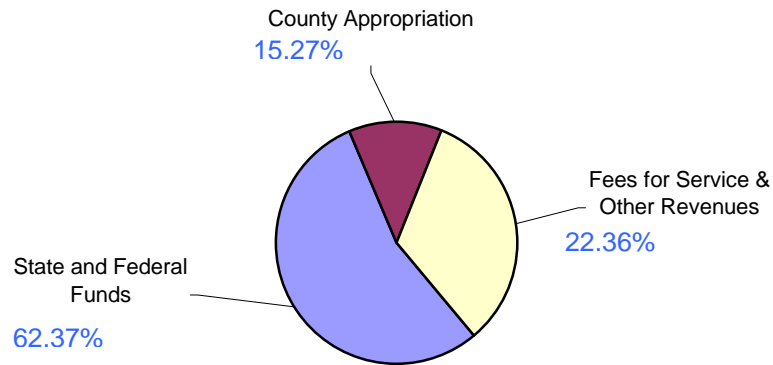
*Pregnancies are the sum of live births, abortions and estimated miscarriages.

**The State's definition of prenatal care is classified by the Kessner Index. The Kessner Index is a classification of prenatal care based on the month of pregnancy in which prenatal care began, the number of prenatal visits, and the length of pregnancy (i.e., for shorter pregnancies, fewer prenatal visits constitute adequate care.)

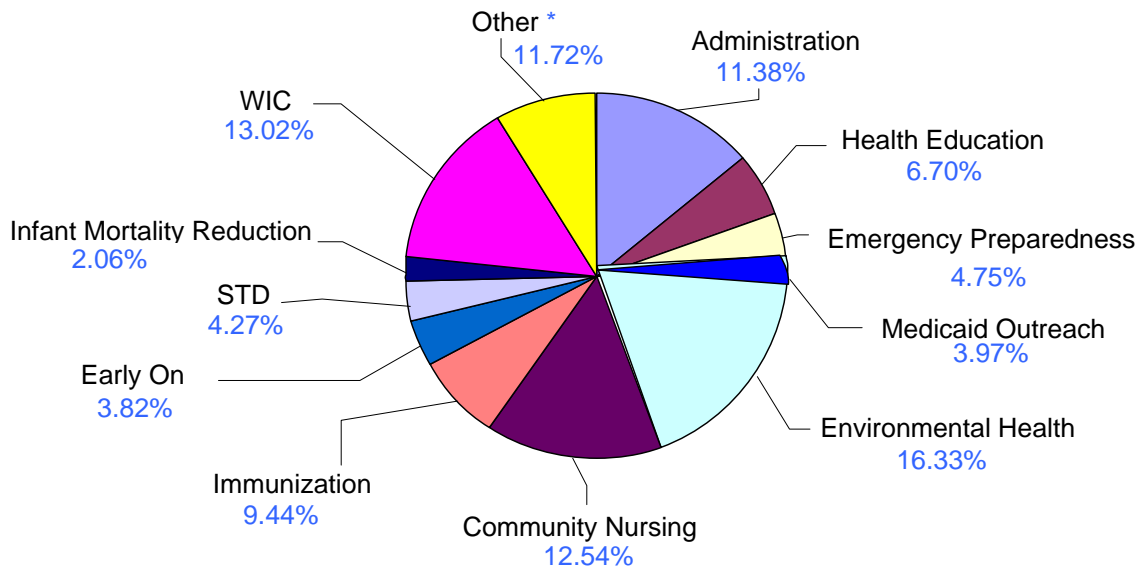
FY 2008 Revenue & Expenses

Total Budget = \$4,072,412

REVENUES FYE 9/30/08



EXPENDITURES FYE 9/30/08



*OTHER PROGRAMS

AIDS.....	0.35%
Car Seat Program.....	1.78%
Children's Special Health Care Services	
Outreach & Advocacy.....	1.85%
Hearing and Vision.....	2.17%

Immunization Action Plan.....	1.82%
Community Health Assessment	1.03%
Teen Pregnancy Prevention.....	2.33%
Tobacco Reduction Coalition.....	0.42%

Environmental Health Services

Environmental Health by definition is: an individual state of being as influenced by changes in the environment such as a biohazard, hazardous material, pollution, working and living conditions, etc. It is the responsibility of the Environmental Health Division to ensure the relationship between the public and the environment remains a positive and healthy one and not one that leads to disease or chronic illness. We enforce rules and State regulations that are in place to protect the citizens of Jackson County from hazardous environmental conditions and ultimately, we are a resource to the community for most environmental questions and concerns. We provide these services through the following programs: Onsite Sewage and Water, Consumer and Industry Service Inspections, Groundwater Contamination Sampling and Investigations, Non-Community Water Supply, Food Service Sanitation, Household Hazardous Waste Collection, Radon/Indoor Air, Recreational Program Inspections, Subdivision/Site Condominium Reviews, Childhood Lead Poisoning Investigations, and other investigative services.

2008 in Review

- In 2008, EH in conjunction with Michigan State University Extension – Jackson County, conducted four Serve Safe restaurant manager training courses, each lasting sixteen hours. From these three classes, seventy-four participants successfully completed the class and have the knowledge to make their food establishment a safer place for their customers.
- In 2005, the EH division began offering a 3 ½ hour program (Basics of Food Safety) designed to teach safe food handling techniques to kitchen staff. This program is not a manager certification course like the Serve Safe training. It is designed to give those currently or planning to work in a restaurant a basic level of food safety knowledge. This class is offered free of charge and was attended by over 150 people in 2008.
- In February 2008, EH implemented the soil erosion and sedimentation control program for the county. The goal of the program is to serve the public by protecting the waters of the State of Michigan and to ensure clean water for drinking, swimming, fish, and wildlife habitat.

Environmental Health Statistics			
	FY 2006	FY 2007	FY 2008
Food Service Licenses Issued	583	590	561
Restaurant Inspections	983*	977*	1038*
Restaurant Plan Reviews	39	38	26
Temporary Food Licenses Issued	133	122	112
Food Service Complaints Investigated	76	68	90
MI Department of Human Services Inspections	75	68	53
Sewage Disposal Permits Issued	454	295	187
Sewage Disposal Inspections	458	302	320
Water Well Permits Issued	507	339	240
Wells Abandoned	146	377	195
Non-Community Water Supplies (Monitored Quarterly)	244	244	244
Campground Inspections	27	27	28
Swimming Pool Inspections	63	62	62
Nuisance Complaints Investigated	104	82	44

*Includes fixed food establishments, vending, STFU's, and follow-up inspections

Personal and Preventative Health

Clinical Health Services

2008 in Review

Communicable Disease/HIV/AIDS/ STD

- Shortage of Rabies Vaccine continues in 2008. Post-exposure prophylaxis required consultation with the local public health department and approval from the state health department for ordering of the vaccine from the manufacturer.
- A multi-state outbreak of human Salmonella serotype Saintpaul was investigated by the CDC, state health officials, local health departments, and the U.S. Food and Drug Administration. Jackson County Communicable Disease Staff investigated one case related to the outbreak.
- Flu activity reached “widespread” status on 2/11/08, likely indicating seasonal peaking. Flu vaccine was administered throughout the entire flu season.
- JCHD HIV/AIDS Counseling and Testing Staff participated in National HIV Test Day on June 27, 2008. Free walk-in HIV Counseling and Testing was offered for the day. Public Service Announcements were done.

Immunization Program

- JCHD health care workers were offered serology testing for Measles, Mumps, Rubella, and Varicella. Booster doses were administered to those found without immunity.
- A “Drive-thru” Flu Clinic was held at the City Fire Station for county employees. This was chosen to test our ability to provide chemoprophylaxis to the community in the event of a pandemic incident.
- Gardasil Vaccine was offered free or at a reduced cost to eligible women, 19 to 26 years of age through Federal grant dollars. This was a “one time funding” through the CDC. The vaccine was offered to eligible women in the STD or Immunization Clinics.

Personal and Preventative Health

Clinical Health Services

Immunization Clinic

	FY 2006	FY 2007	FY 2008
Total Immunizations Given*	7,859	**7,645	7,575
Flu Vaccine Given	3,863	2,827	2,340
* Total immunizations include flu vaccine			

Sexually Transmitted Disease Clinic (STD)

	FY 2006	FY 2007	FY 2008
Patients Examined	1,380	1,228	1,559

Jackson County Sexually Transmitted Disease Rates (per 100,000 population)

	FY 2006	FY 2007	FY 2008
Gonorrhea	215.00	221.00	219.00
Syphilis (Early Latent)	.63	.63	0
Syphilis (Primary)	--	0	.63
Chlamydia	399.00	359.00	470.00

Tuberculosis Clinic

	FY 2006	FY 2007	FY 2008
Newly Diagnosed TB	2	1	1
PPD Tests Administered	878	795	894

HIV / AIDS

	FY 2006	FY 2007	FY 2008
HIV/AIDS Testing & Counseling Clients	196	179	163
HIV New Cases	6	1	5
HIV Prevalence Rate (per 100,000 population)	94.7	68.0	70.0

Rabies

	FY 2006	FY 2007	FY 2008
Animals Tested	49	71	68
Animals Positive	0	7 (bats)	4 (bats)

Personal and Preventative Health Community Health Services

2008 in Review

Children's Special Health Care Services

- Passed state audit in June 2008 with no areas out of compliance.
- CSHCS PHN participated in CSHCS Statewide Strategic Planning in April 2008.
- CSHCS PHN is participating in committees for implementation of 2010 goals.

Early On

- An Early On Coordinator was hired following a several month vacancy in the program.
- The Early On Program received a grant for \$4,806.00 from the Jackson County Community Foundation to teach the "Happiest Babies on the Block Program." This is a program developed to teach parents to calm their crying infants, thus preventing potential incidents of Shaken Baby Syndrome.
- Early On has expanded services to provide Physical Therapy consultation for children with a delay in motor development.

Fetal and Infant Mortality Review (FIMR)

- Jackson County FIMR Case Review Team held 8 meetings and reviewed 13 infant deaths.
- Provided 9 Safe Sleep presentations to the community reaching over 600 individuals.
- Distributed 35 cribs in conjunction with safe sleep educational materials.
- Distributed over 200 prenatal resource packets to pregnant women applying for Medicaid Health Insurance.
- Distributed 1420 'onesie' infant t-shirts to infants born at Allegiance Health with safe sleep messaging.
- Distributed 5000 prescription labels education women on the signs of pre-term labor in an effort to reduce prematurity, a leading cause of infant mortality.
- Assisted in development and collaboration of the House to House program reaching women of child bearing ages including teens in targeted community regarding women's health, including pregnancy education, family planning and prenatal care.

Maternal Infant Health Program (MIHP)

- All pregnant women enrolled in MIHP are screened through an online Maternal Risk Identifier.
- Online Smoking Cessation training completed by all MIHP staff through Michigan Department of Community Health.
- Post partum women are encouraged and assisted by MIHP staff to apply online for Plan First.
- Postpartum women are screened by MIHP staff for Postnatal Depression using the Edinburgh Postnatal Depression Scale (EPDS).
- MIHP clients are identified and screened for infant crib needs. Cribs (pack-n-plays) are provided to clients in need along with safe sleep education.

Personal and Preventative Health

Community Health Services

Maternal Support Services Program

	FY 2006	FY 2007	FY 2008
Clients	293	239	217

Infant Support Services Program

	FY 2006	FY 2007	FY 2008
Clients	162	167	186

Children's Special Health Care Services

	FY 2006	FY 2007	FY 2008
Families Enrolled	710	712	705

Lead

	FY 2006	FY 2007	FY 2008
Nurse Visits	24	19	10

Early On

	FY 2006	FY 2007	FY 2008
Children Enrolled	206	297	303

Bereavement Support for Perinatal Deaths

	FY 2006	FY 2007	FY 2008
Clients Served	8	7	2
Nurse Visits	12	19	7

Health Education and Health Promotion

2008 in Review

Car Seat Program

- Provides low-cost, brand-new car seats, short-term rental car seats, car seat inspections and car seat safety education to families and agencies in Jackson County.
- Funded by; United Way of Jackson County, Jackson Traffic Safety Program, Jackson Junior Welfare League, Jackson County and the Jackson County Health Department.
- Provides in-services/presentations on car seat safety for various agencies and groups in the Jackson community. For example, every month the Car Seat Program provides courses on infant carrier safety for the Stork Club at Allegiance Health.
- Provides free car seat inspections and hosts two, free “Car Seat Check Days” annually.

Hearing and Vision Screening

- Vision screening increased 19% from previous school year.
- An increase of 362 preschool age children received a hearing screening.

Abstinence Programs (formerly Jackson County Abstinence Partnership/JCAP)

- Jackson Public Schools contracted directly with JCHD in 2008 to continue providing six hours of puberty education to 1,300 fourth, fifth, and sixth graders.
- A Michigan Abstinence Partnership mini grant provided abstinence education at six Jackson County Middle Schools.
- An intense summer program called the “Get REAL” Program was delivered in the south side neighborhoods of the City of Jackson reaching 82 youth.

Jackson Tobacco Reduction Coalition (JTRC)

- Serves as a referral source and clearinghouse for information on smoking cessation, secondhand smoke and current information regarding laws, policies, and tobacco education campaigns.
- The JTRC serves as a data source for information regarding smoke-free worksites, restaurants, and rental housing options.
- Provides presentations to groups, clubs, schools etc. on the hazards of tobacco use and the harmful effects of exposure to secondhand smoke.

Health Education and Health Promotion

2008 in Review

Kids' Fest

- Two day annual interactive health and safety learning event, sponsored in collaboration with American 1 Federal Credit Union, held on Friday, June 13 and Saturday, June 14.
- Numerous local community agencies, programs, businesses and volunteers participated in this very successful event.
- Over 2,000 participants engaged in enjoyable learning activities focused on health and safety issues.

Lead Outreach Program

- Provide direct mailings to parents of children who have been screened for lead, and area agencies, daycares, medical personnel and organizations working with at risk families to provide information and encourage participation in the City of Jackson Lead Remediation Program.
- Assist eligible clients in completing applications and securing paperwork necessary for approval in the City of Jackson Lead Remediation Program.
- Contracted through the City of Jackson Lead Hazard Control Program to provide outreach and lead education through participation in health fairs, dissemination of brochures and press releases, and presentations to community groups.

Medicaid Outreach

- Assist clients in applying for Healthy Kids Medicaid, MiChild, MOMS, and Plan First health care insurance programs.
- Provide information and resources to clients on Medicaid services and programs, community resources, and JCHD programs and services.
- Refer clients to JCHD services and community services.
- Market Medicaid services and JCHD services throughout the community by utilizing local media, participating in community events, networking with local resources, and developing relationships with local service providers.

Promoting Abstinence for Teen Health (PATH) Program

- Completed its 4th year of programming.
- Five sessions of abstinence-only curriculum designed for middle school students.
- 10 Jackson County middle schools participate.
- 3 Jackson County high schools participate.
- Evaluation data from pre and post program surveys show increases in student knowledge and favorable student and school staff response to the program.

Health Education and Health Promotion

2008 in Review

Senior Center Health Promotion

- Acquired/trained/managed four volunteer lay-leaders to extend available health promotion courses.
- Added three additional Line Dance Courses and two additional Tai Chi Courses.
- Senior Health Promotion Specialist was featured in the July edition of the Healthy & Fit Magazine.
- Lead a new nationally recognized, 6-week, evidence-based program called PATH (Personal Actions Towards Health) for individuals living with chronic conditions.

Teen Pregnancy Prevention Initiative (TPPI)

- The Jackson County Health Department continues to coordinate the Teen Pregnancy Prevention Initiative, funded by the United Way of Jackson County as part of a three year funding cycle.
- As a result of completing a strategic planning process, three goals have been identified by an advisory committee, which are: implementation of the Carrera program, parent and community education, and advocacy.
- The TPPI held a Call to Action community event to release the strategic plan, *Pursuing Hope for Our Youth*, in which 140 community members attended.
- A video featuring local teen parents was created titled '*I Wish.*' This video will reach Jackson County young people in hopes of preventing teen pregnancy through hearing real-life testimonies of local teen parents.

Women, Infants & Children (WIC) Program

- WIC's main focus is breastfeeding promotion, education and support. If an infant is formula-fed, WIC provides iron-fortified formula on a supplemental basis.
- Jackson County WIC was one of four pilot counties for the new web-based data system, MI-WIC. The MI-WIC pilot began July 28, 2008 and was successfully completed October 28, 2008. Statewide rollout is in progress and complete implementation of the system in Michigan is planned for May 2009. MI-WIC is the first web-based, EBT (Electronic Benefits Transfer) system in the nation.
- In fall 2009, WIC's revised food packages will make their debut. Changes include adding fresh fruits and vegetables, whole grain breads and cereals, low fat milk, and many other healthy foods for women and children. Decreasing obesity prevalence and improving the overall health of the WIC population are incentives for these upcoming changes.
- WIC serves an all time high enrollment of 5,712 clients as of October 31, 2008 in Jackson County.

Health Education and Health Promotion

Car Seat Program			
	FY 2006	FY 2007	FY 2008
Car Seats (sold/donated/rented)	447	402	599
Car Seat Checks / Education sessions	500	528	818
Hearing and Vision Screening			
	SY 2006	SY 2007	SY 2008
Hearing Screened	3,021	6,655	6,531
Vision Screened	6,497	8,309	9,902
Abstinence Programs			
	FY 2006	FY 2007	FY 2008
Youth Served	1,433	1,226	1,884
Schools Receiving Curriculum	6	6	6
GET REAL Summer Program (new in 2008)	NA	NA	82
Jackson Health Plan			
	FY 2006	FY 2007	FY 2008
Number Enrolled on Plan B	783	854	893
Individuals Enrolled on the Prescription Plan	873	3,882	*3,087
*Eligibility re-determination in 2008			
Jackson Tobacco Reduction Coalition			
	FY 2006	FY 2007	FY 2008
People Reached	1,908	663	265
Quit Kits Distributed	1,576*	208	138
*MDCH began a new Nicotine Replacement Therapy Program in 2006 for qualified participants.			
Kids' Fest			
	FY 2006	FY 2007	FY 2008
Kids' Fest Participants	2,200	4,000	2,000
Lead Outreach			
	FY 2006	FY 2007	FY 2008
People reached through letters and presentations	NA	NA	2403
Educational Materials Distributed	NA	NA	3201
Number of applications completed	NA	NA	16
Medicaid / MICHild Health Insurance			
	FY 2006	FY 2007	FY 2008
Number of Children (0-18) Enrolled on Medicaid	15,109 (35.8%)	14,768 (35.7%)	NA
Number of Children (0-19) Enrolled on MICHild	618 (1.5%)	570 (1.4%)	NA
Teen Pregnancy Prevention (PATH) Program			
	FY 2006	FY 2007	FY 2008
Teens Served	1,634	1,780	1,913
Schools Receiving Curriculum	13	13	13

Health Education and Health Promotion

Senior Center Health Promotion Program			
	FY 2006	FY 2007	FY 2008
12 week physical activity program (Not offered in 2007-2008)	72	NA	NA
Health topic presentations (Format changed 2007)	822	245	68
Senior Fitness Test (Not offered in 2007-2008)	53	NA	NA
Chair Exercise Class (Format changed in 2007)	1,560	2,200	3,840
Strengthening Class (Combined with Aerobics in 2007)	558	614	705
Aerobics/Strengthening Class (New in April 2007)	450	614	646
Balance Ball Class (New in April 2007)	NA	126	161
Line Dancing Lessons (New in April 2007)	160	218	952
Yoga Classes	NA	240	258
Tai Chi Classes	725	676	535
PATH (Personal Actions Toward Health) Class	NA	NA	53
WIC			
	FY 2006	FY 2007	FY 2008
Participants Enrolled	5,082	5,272	5,534
Average Monthly Participation	4,107	4,342	4,629

Emergency Preparedness

Mission Statement

Emergency Preparedness (EP) fully supports and strives to enhance the mission of the Jackson County Health Department. The mission is supported by ensuring emergency plans are current and practiced through orientations, drills, and exercises. The goal is to provide rapid and efficient response to public health threats.

2008 in Review

- Received a score of 100% on the following three Jackson County Health Department Plans per Office of Public Health Preparedness (OPHP) review: All Hazard Response Plan; Continuity of Operations Plan (COOP); Pandemic Influenza Response Plan.
- Completed Security Plans for all Neighborhood Emergency Help Centers/Dispensing Sites per Centers for Disease Control (CDC) guidance.
- Participated in a Mass Fatality Tabletop Exercise with Region 1 partners.
- Finalized an Isolation and Quarantine Order with Jackson County Circuit Court Officials.



JACKSON COUNTY HEALTH DEPARTMENT

1715 Lansing Avenue, Suite 221

Jackson, Michigan 49202

Telephone: (517) 788-4420

Fax: (517) 788-4373

Website: www.co.jackson.mi.us/hd



Jackson County Health Department

1715 Lansing Avenue • Ste. 221 • Jackson, Michigan 49202

Phone (517) 788-4477

Fax (517) 788-4256

To: Board of Commissioners
Human Services Committee

From: Ted Westmeier, RS, MPH
Director/Health Officer

Re: Request for Personnel Change

Date: June 29, 2009

As of July 6, 2009, the Jackson County Health Department will have a vacant full-time nurse position. We request permission to eliminate the one full-time public health nurse position and create two part-time public health nurse positions. The positions will be serving the health department in two program areas, one position in Children's Special Health Care Services (CSHCS) for 20 hours weekly and the other position in the Maternal and Infant Health Program (MIHP) at up to 30 hours per week. We recently received additional state funding for the CSHCS program which requires our office to provide additional services. The MIHP program is a fee for service program through Medicaid, so costs are recovered through billing for services. Even though we are actually providing more hours of service we will be saving approximately \$14,000, compared to the current budgeted position, as a result of decreased benefit obligations.

Should you have any additional questions or concerns, do not hesitate to contact me.

An Equal Opportunity Employer

Accounting
788-4487

Environmental Health Division
788-4433

Health Education
788-4655

**Personal & Preventative
Health**
788-4420

**COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
REVENUE
2009**

[illegible]

REASONING:

Recovery Act funding from Region 2 Area Agency on Aging for Meals on Wheels program.

DEPT HEAD

~~DATE~~

BUDGET DIR

DATE _____

COMMITTEE

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____

COUNTY OF JACKSON
DEPT. ON AGING BUDGET ADJUSTMENT
EXPENSE
2009

[illegible]

REASONING:

Recovery Act funds to purchase replacement Meals on Wheels vehicle (capital outlay) and small kitchen appliances (supplies).
Use Vehicle Repair & Maintenance funds for required 15% local match.

DEPT HEAD

DATE _____

BUDGET DIR

DATE _____

COMMITTEE

DATE _____

ADMIN

DATE _____

BOARD OF COMM

DATE _____

RECEIVED

JUN 23 2009

**COUNTY OF JACKSON
FOC BUDGET ADJUSTMENT
REVENUE
2009**

JACKSON COUNTY
ADMINISTRATOR'S OFFICE

[illegible]

REASONING:

Needed to remove this amount and place it in an expense line item to cover the cost of paper ordered by the county for us.

DEPT HEAD

BUDGET DIR

DATE _____

COMMITTEE

ADMIN

BOARD OF COMM

DATE _____

DATE _____

DATE _____

JUN 23 2009

JACKSON COUNTY
ADMINISTRATOR'S OFFICE

[illegible]

DATE _____

DATE _____

DATE _____

7/1/09

To: Ted Westmeier
Health Officer, JCHD

Budget Adjustment Request (JULY, 2009)

It is my recommendation that the Health Department request a budget adjustment of \$20,000 in July, 2009 in order to reflect changes in revenues and expenses with a state grant funded program. No additional county allocation funding is being requested.

ADDITIONAL STATE GRANT FUNDS:

For Orgkey 221612, JCHD has received notice of eligibility for additional funding of our Early On Program from the Michigan Department of Community Health (Stimulus program). The Early On stimulus funding of almost \$200,000 will cover parts of several fiscal years. For FYE 9/30/09, we expect to receive and spend an additional amount of \$20,000. This funding will allow JCHD to move some personnel from the Teen Parent program which is being terminated as of 7/1/09. JCHD is planning to utilize existing employees so that no additional FTE's are required and no additional legacy costs are incurred.

ADDITIONAL EXPENSE APPROVALS REQUEST:

Additional expenses will be incurred in Orgkeys 221612, offsetting the additional grant funds cited above.

By separate e-mail attachment, I will send an Excel file with a summary of the proposed adjustments to revenues & expenditures. Upon your approval, I will also forward to Gerard the paper copies of complete detail schedules for all of the requested changes in the above orgkey & object codes of the affected revenues & expenses.

Please let me know if you would like any further information to submit to the Personnel & Finance Committee or to the Administrator's Office.

Rex R. Pierce
JCHD Financial Services Manager

Prepared 7/1/09- RRP		SUMMARY OF BUDGET ADJUSTMENTS (YE 9/30/09)		
		Health Department		
Expenditure Accounts	Current Budget	Increases	Decreases	Amended Budget
221100 - ADMINISTRATION	\$495,803	\$0	\$0	\$495,803
221160 - HEALTH EDUCATION	\$208,471	\$0	\$0	\$208,471
221175 - EMERGENCY PREPAREDNESS	\$147,986	\$0	\$0	\$147,986
221200 - ENVIRONMENTAL HEALTH	\$642,736	\$0	\$0	\$642,736
221300 - GENERAL NURSING	\$180,732	\$0	\$0	\$180,732
221301 - MSS/ISS (MIHP)	\$384,388	\$0	\$0	\$384,388
221310 - IMMUNIZATIONS	\$303,804	\$0	\$0	\$303,804
221312 - EARLY ON	\$147,388	\$0	\$0	\$147,388
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$128,785	\$0	\$0	\$128,785
221320 - INFANT MORTALITY & PREVENTION	\$82,216	\$0	\$0	\$82,216
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$101,975	\$0	\$0	\$101,975
221417 - HEARING & VISION	\$97,890	\$0	\$0	\$97,890
221451 - MEDICAID OUTREACH & ADVOCACY	\$182,107	\$0	\$0	\$182,107
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$517,362	\$0	\$0	\$517,362
221575 - SOIL EROSION (Transfer from Orgkey 575100)	No Entry Yet	\$0	\$0	\$0
221611 - TEEN PARENT PROGRAM	\$121,818	\$0	\$0	\$121,818
221612 - EARLY ON STIMULUS	\$10,000	\$20,000	\$0	\$30,000
221616 - AIDS COUNSELING & TESTING	\$19,298	\$0	\$0	\$19,298
221630 - TOBACCO REDUCTION COALITION	\$18,772	\$0	\$0	\$18,772
221634 - IMMUNIZATION ACTION PLAN	\$84,897	\$0	\$0	\$84,897
221635 - CAR SEAT PROGRAM	\$67,324	\$0	\$0	\$67,324
221638 - JACKSON ABSTINENCE PROGRAM	\$50,000	\$0	\$0	\$50,000
221655 - TEEN PREGNANCY PREVENTION	\$55,374	\$0	\$0	\$55,374
Total	\$4,049,126	\$20,000	\$0	\$4,069,126

Increase in Expenditures by **\$20,000**

[illegible][illegible][illegible]

221100 - ADMINISTRATION	\$715,362	\$0	\$0	\$715,362
221160 - HEALTH EDUCATION	\$118,541	\$0	\$0	\$118,541
221175 - EMERGENCY PREPAREDNESS	\$158,441	\$0	\$0	\$158,441
221200 - ENVIRONMENTAL HEALTH	\$754,625	\$0	\$0	\$754,625
221300 - GENERAL NURSING	\$54,958	\$0	\$0	\$54,958
221301 - MSS/ISS (MIHP)	\$335,531	\$0	\$0	\$335,531
221310 - IMMUNIZATIONS	\$334,716	\$0	\$0	\$334,716
221312 - EARLY ON	\$143,263	\$0	\$0	\$143,263
221313 - SEXUALLY TRANSMITTED DISEASES (STD)	\$83,228	\$0	\$0	\$83,228
221320 - INFANT MORTALITY & PREVENTION	\$61,675	\$0	\$0	\$61,675
221341 - CHILDRENS SPECIAL HEALTH CARE SERVICES	\$119,207	\$0	\$0	\$119,207
221417 - HEARING & VISION	\$54,735	\$0	\$0	\$54,735
221451 - MEDICAID OUTREACH & ADVOCACY	\$133,012	\$0	\$0	\$133,012
221460 - WOMEN, INFANTS, CHILDREN (WIC)	\$602,099	\$0	\$0	\$602,099
221575 - SOIL EROSION (transfer from Orgkey 575100)	No Entry Yet	\$0	\$0	\$0
221611 - TEEN PARENT PROGRAM	\$97,095	\$0	\$0	\$97,095
221612 - EARLY ON STIMULUS	\$10,000	\$20,000	\$0	\$30,000
221616 - AIDS COUNSELING & TESTING	\$18,518	\$0	\$0	\$18,518
221630 - TOBACCO REDUCTION COALITION	\$20,000	\$0	\$0	\$20,000
221634 - IMMUNIZATION ACTION PLAN	\$67,380	\$0	\$0	\$67,380
221635 - CAR SEAT PROGRAM	\$61,366	\$0	\$0	\$61,366
221638 - JACKSON ABSTINENCE PROGRAM	\$50,000	\$0	\$0	\$50,000
221655 - TEEN PREGNANCY PREVENTION	\$55,374	\$0	\$0	\$55,374
Total	\$4,049,126	\$20,000	\$0	\$4,069,126

Increase in Revenues by \$20,000

Increase in Revenues by \$20,000

BUDGET ADJUSTMENTS (YE 9/30/2009)
Health Department

<u>Expenditure Accounts</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
ORGKEY 221612 - EARLY ON STIM	\$10,000.00	\$20,000.00	\$0.00	\$30,000.00
PROGRAM LINE ITEM ADJUSTMENT				
704000 - Wages- Full Time	\$4,655.00	\$5,236.00		\$9,891.00
704040 - Wages- Longevity/Incen	\$0.00			\$0.00
705000 - Wages- Part-Time	\$0.00			\$0.00
705500 - Wages- Casual	\$0.00			\$0.00
706000 - Wages- Overtime	\$0.00			\$0.00
711000 - Wages- In lieu of Insurance	\$0.00			\$0.00
715000 - FICA	\$356.00	\$350.00		\$706.00
716000 - Health Insurance	\$1,036.00	\$1,394.00		\$2,430.00
717000 - Life Insurance	\$18.00	\$22.00		\$40.00
718000 - Retirement	\$428.00	\$907.00		\$1,335.00
719000 - Workers Comp	\$23.00	\$51.00		\$74.00
728000 - Printing	\$0.00			\$0.00
729000 - Postage	\$0.00			\$0.00
730000 - Office Supplies	\$184.00			\$184.00
740000 - Operating Supplies	\$500.00			\$500.00
760000 - Medical Services	\$0.00			\$0.00
801000 - Professional Services	\$0.00			\$0.00
802000 - Contractual Services	\$2,800.00	\$9,277.00		\$12,077.00
811020 - Dues	\$0.00			\$0.00
811030 - Books, Films, Periodical	\$0.00			\$0.00
835100 - Special Projects	\$0.00	\$500.00		\$500.00
838000 - Part H- GAP- Parents	\$0.00	\$720.00		\$720.00
850000 - Telephone	\$0.00			\$0.00
861000 - Mileage	\$0.00			\$0.00
861100 - Professional Development	\$0.00	\$1,543.00		\$1,543.00
932010 - Maintenance of Medical	\$0.00			\$0.00
933000 - Maintenance of Office E	\$0.00			\$0.00
957000 - Employee Training	\$0.00			\$0.00
Total	\$10,000.00	\$20,000.00	\$0.00	\$30,000.00

Increase in Expenditures by \$20,000.00

Prepared 7/1/09 - RRP

BUDGET ADJUSTMENTS (YE 9/30/2009)
Health Department

<u>Revenue Account</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
ORGKEY 221611 -TEEN PARENT P	\$10,000.00	\$20,000.00	\$0.00	\$30,000.00
PROGRAM LINE ITEM ADJUSTMENTS:				
555000 - State Grants	\$10,000.00	\$20,000.00		\$30,000.00
677010 - Misc Reimbursements	\$0.00			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total	\$10,000.00	\$20,000.00	\$0.00	\$30,000.00

Increase in Revenue by \$20,000.00

**COUNTY OF JACKSON
POLICY MANUAL**

FISCAL

ANNUAL AUDIT

Policy 1170

The acquisition of services for the annual audit shall adhere to the guidelines found in policy 2030 of the county's purchasing policies for professional services. In accordance with recommended accounting practices, audit services shall not be conducted by the same firm for more than five consecutive years except when other qualified firms do not exist as determined by the selection committee.

A judgment of qualifications shall be made through the acquisition process. A firm will be selected based upon professional qualifications as outlined in Policy 2030. All firms will be allowed to submit proposals to perform audit services in response to a Request for Proposal. Vendors who have contracted with the county to perform audit services for Jackson County within the last five years shall only be considered if another qualified vendor is not found as determined by the selection committee.

In the event that another qualified vendor is not found and a vendor is recommended by the committee who has performed audit services for the county within the past five years, the county shall require a change in audit personnel. Changes to the audit personnel shall be approved by the County Administrator or his/her designee prior to the commencement of the audit.

Adopted: __/__/__

COUNTY OF JACKSON PURCHASING MANUAL

Purchasing Policy

Policy No. 2030

PROFESSIONAL SERVICES

1. **Definition of Professional Services**

Professional services are defined as unique, technical and/or infrequent functions performed by an independent contractor qualified by education, experience and/or technical ability to provide services. In most cases these services are of a specific project nature, and are not a continuing, on-going responsibility of the County. The services rendered are predominately intellectual in character even though the contractor may not be required to be licensed. Professional services engagements may involve partnerships, corporations, or individuals.

Professional services include, but are not limited to, the following disciplines:

- a. Appraisal services
- b. Architectural services
- c. Consulting services
- d. IT consulting, maintenance, and programming services
- e. Engineering services
- f. Financial, accounting and auditing services
- g. Legal services
- h. Insurance services
- i. Personnel Services
- j. Photographic, art or marketing services
- k. Testing and inspection services
- l. Consultants for County specialized service
- m. Physicians
- n. Entertainment Services
- o. Items as determined by Board of Commissioners

2. **CONTRACTING FOR DESIGNATED PROFESSIONAL SERVICES**

The determination of approval levels shall be based on the total contract amount and not the amount per year. A multiple year contract, for example, that exceeds a lower limit based on the total contract amount, but not per year shall follow the more stringent approval requirements.

The acquisition of professional entertainment services by the Fair shall not require approval by standing committee or Board of Commissioners.

\$0 - \$10,000

Budgeted professional services anticipated to be \$0 - \$10,000 shall be secured through an open market solicitation with the approval of the respective Department Head.

\$10,001 - \$50,000

Except as provided below, budgeted professional services anticipated to be \$10,001 - \$50,000 shall require a formal purchase order approved by the Department Head and the Deputy Administrator and shall require a minimum of three (3) written formal

proposals in accordance with the request for proposals (RFP) process. A summary of the ~~bid~~-proposals, including an analysis of the proposals and recommended proposal award, shall be submitted to the respective Standing Committee for consideration. The Deputy Administrator may require a formal written professional services agreement as part of the purchase.

For a proposed professional service estimated to cost between \$10,001 and \$50,000, the Department Head may negotiate the agreement without competitive proposals, with the approval, in advance of the appropriate Standing Committee. Under these circumstances, the Department Head shall also prepare a written statement explaining the basis or criteria used to select the vendor and why the RFP/RFQ process was not used. This written statement shall be made a part of the contract file and shall be included in the statement to the Standing Committee when requesting approval of the contract.

\$50,001 and Above

Budgeted professional services anticipated to be in excess of \$50,001 shall require a formal purchase order approved by the Department Head and the Administrator/Controller and shall require a minimum of three (3) sealed proposals in accordance with the request for proposals (RFP) process. On contracts for services anticipated to be in excess of \$50,001, a request for proposals process will be required and an advertisement ~~may~~shall be placed in ~~the local~~a newspaper of general circulation and may be placed in appropriate professional publications.

~~Sealed proposals will be publicly opened at a specified date, time and location. Recommendations resulting from proposals received shall be submitted to the appropriate Standing Committee and to the full Board of Commissioners for consideration.~~

For a proposed professional service estimated to cost \$50,001 and above, the Department Head ~~may~~shall request in writing, in advance to the Board of Commissioners for a waiver of the RFP/RFQ process. The request shall include an explanation as to why the Department Head believes that the RFP/RFQ process should not be followed and the method the Department Head will use to select a quality vendor for the professional service. If the waiver is approved by the Board of Commissioners, the approved waiver shall be made a part of the professional services agreement file. If the waiver is disapproved, the Department Head shall follow the RFP/RFQ process for selecting the vendor to perform the professional service.

3. SELECTION PROCEDURE

Professional services over \$50,000 shall be secured by the following procedures.

A. Request for Proposals (RFP)

Specifications for professional services to be procured should include:

1. Instructions to the prospective bidders specifying when, to whom, and where proposals should be sent
2. A complete technical description of the problem or work task
3. An objective or statement of what is expected to be accomplished
4. Scope of work or task and the extent to which the County's staff will be available to the contractor
5. Firm or estimated time schedule, including dates for commencement of performance, for submission of progress reports, and for completion of task

6. Selection criteria

7. Selection Committee (if utilized)
8. Standard contract terms and conditions
9. Understanding for compensation for additional work authorized
- ~~10. Cost~~

B. Request for Qualifications (RFQ)

The Department Head will determine when a request for qualifications process will be utilized with the request for proposals solicitation. Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. The following are suggested criteria:

1. Experience on similar projects including references of former clients.
2. Qualifications of person(s) proposed to work on the project (require professional resumes.)
3. Ability to meet work schedule.
4. Completeness of project approach.
5. Geographic location.
6. Samples of work representing product quality.
7. Additional services and skills available.
8. Work space requirements and/or County staff support.
9. Cost.

4. **SELECTION COMMITTEE**

The Department Head may create a selection committee to facilitate the evaluation process. Regarding a request for proposals or request for qualifications process, consideration will be given to listing evaluation factors to guide the selection process.

5. **PROPOSAL AWARD - \$10,001 AND ABOVE**

After ascertaining the scope and type of work each prospective ~~bidder-vendor~~ proposes ~~to provide~~, the ~~respective Standing Committee or Board of Commissioners shall grant the proposal award to~~ selection committee shall recommend the person or firm who would be the best qualified based on the evaluation factors set forth in the request for proposals/request for qualifications. The selection of a vendor must be approved by the respective Standing Committee or Board of Commissioners. Based upon proposal award, the respective Department Head shall negotiate a fair cost for services and prepare the proposed professional services agreement for execution by the respective Standing Committee or Board of Commissioners. These two steps may be combined when the Department Head determines that this combination would be in the best interest of the County.

6. **AGREEMENT TERMS AND CONDITIONS**

A. The following general terms should be addressed within a professional services agreement:

1. Names of contracting parties
2. Named individuals

3. Scope of work
4. Work schedule
5. Compensation and terms of payment (including compensation for additional services)
6. Responsibilities of the County
7. Termination of contract
8. Assignability
9. Confidentiality
10. Insurance
11. Errors or deficiencies
12. Ability to audit

- B. Agreements for Professional Services between \$10,001 and \$50,000 shall be approved by the respective Standing Committee and signed by the Administrator/Controller or his/her designee. For agreement \$50,001 and above, the Chairman of the Board of Commissioners shall sign the agreement following approval by the Board of Commissioners.

7. **LEGAL REVIEW BY DESIGNATED COUNTY ATTORNEY**

All agreements for Professional Services \$50,000 or less may require legal review at the discretion of the Administrator/Controller. All agreements for professional services over \$50,000 shall be reviewed and approved as to form by the designated County Attorney prior to the execution of the agreement.

Agreements shall indicate the designated County Attorney approval by typing "APPROVED AS TO FORM BY COUNTY ATTORNEY" on the signature page or as an attachment.

8. **APPLICABILITY**

This policy shall be applicable to all Departments, Boards, and Commissions of the County of Jackson except for the following:

- a. Jackson County Road Commission
- b. Drain Commissioner for projects performed under Part 40 (Drain Code)
- c. Jackson County Economic Development Corporation
- d. Jackson County Brownfield Redevelopment Authority
- e. ~~Jackson County Fair~~
- f.e. Board of Public Works projects performed under P. A. 185 and P. A. 342

It is expected that the above mentioned exceptions to this policy will have adopted their own Professional Services purchasing policy. Copies of said policies are to be filed with the office of the Administrator/Controller.