



City Manager  
334 Front Street  
Ketchikan, AK 99901

Phone (907) 228-5603  
Fax (907) 225-5075

TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: January 22, 2021

RE: **Rendezvous Senior Day Services, Inc.'s Quarterly Activity and Financial Reports – October Through December 2020**

Pursuant to paragraph (a) of Section 14 of the 2020 Community Agency Funding Agreement between the City of Ketchikan and Rendezvous Senior Day Services, Inc., attached for City Council review are copies of the agency's quarterly activity and financial reports for the period October through December 2020. Should Councilmembers have questions regarding the report, staff can attempt to respond accordingly.

**Rendezvous Senior Day Services, Inc.**

2441 First Ave, Ketchikan, AK 99901

Phone: (907)247-1961

[rendezvous@kpunet.net](mailto:rendezvous@kpunet.net)

January 2021

Per the grant agreement, please accept this quarterly report from Rendezvous Senior Day Service, Inc. Included in this packet are the financial reports covering the fiscal period October 1- December 31, 2020. In lieu of a narrative, I am enclosing Rendezvous' State of Alaska DHSS Adult Day Services Biannual Progress Report. This report will give you statistics used by the State of Alaska as well as narrative information.

Currently, Rendezvous Senior Day Service is the only adult day service fully functioning in the State. Staff has worked with the local EOC to insure the safety of our participating Members so they can continue the valuable daily social interaction at Rendezvous.

As always, if you have any questions or concerns, please feel free to call or email me. I would welcome you to visit the facility anytime.

Respectfully,



Licha Kelley-King  
Executive Director

Encl: P&L Oct-Dec 2020

1st period July-Dec 2020 DHSS Biannual Report

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01/08/21

Accrual Basis

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2020

	Oct - Dec 20	Oct - Dec 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
43400 · Income				
43440 · Sales Revenue- Thrift Store	48,933.35	49,411.52	-478.17	-1.0%
43450 · Gifts in Kind - Goods	650.00	650.00	0.00	0.0%
43451 · In Kind Donation Service Fees	50.00	700.00	-650.00	-92.9%
Total 43400 · Income	49,633.35	50,761.52	-1,128.17	-2.2%
44400 · Government Contracts				
44550 · Client Fees				
44551 · Medicaid Waiver Payments	8,044.04	11,914.98	-3,870.94	-32.5%
44552 · Private Payments	780.00	1,020.00	-240.00	-23.5%
Total 44550 · Client Fees	8,824.04	12,934.98	-4,110.94	-31.8%
Total 44400 · Government Contracts	8,824.04	12,934.98	-4,110.94	-31.8%
44500 · Government Grants				
45560 · COVID KGB Grant	20,000.00	0.00	20,000.00	100.0%
44530 · Local Government Grants	37,469.25	9,730.30	27,738.95	285.1%
44540 · State Grants (DHSS)	42,567.70	33,665.50	8,902.20	26.4%
Total 44500 · Government Grants	100,036.95	43,395.80	56,641.15	130.5%
44901 · Courageous Conversations Donation	0.00	450.00	-450.00	-100.0%
46400 · Other Types of Income				
46410 · Cash Donations	4,005.00	2,042.46	1,962.54	96.1%
46420 · Fundraising Revenue				
46422 · Crafts & Food Revenue	0.00	435.00	-435.00	-100.0%
Total 46420 · Fundraising Revenue	0.00	435.00	-435.00	-100.0%
46430 · Interest Revenue	307.08	151.67	155.41	102.5%
Total 46400 · Other Types of Income	4,312.08	2,629.13	1,682.95	64.0%
47500 · Rental Income				
47510 · Senior Rentals	15,565.98	9,874.24	5,691.74	57.6%
47520 · Senior Utilities	693.14	1,632.78	-939.64	-57.6%
47530 · Rent - Commercial Tenant	5,460.00	5,460.00	0.00	0.0%
Total 47500 · Rental Income	21,719.12	16,967.02	4,752.10	28.0%
Total Income	184,525.54	127,138.45	57,387.09	45.1%
Gross Profit	184,525.54	127,138.45	57,387.09	45.1%
Expense				
60900 · Member Special Event	491.87	0.00	491.87	100.0%
60900 · Business Expenses				
60910 · Merchant Account Fees	1,245.96	1,188.15	57.81	4.9%
60920 · Business Registration Fees	100.00	0.00	100.00	100.0%
Total 60900 · Business Expenses	1,345.96	1,188.15	157.81	13.3%
60930 · Cash <Over>Short	2.59	-0.76	3.35	440.8%
62100 · Contract Services				
62110 · Accounting Fees	4,800.00	5,812.50	-1,012.50	-17.4%
62150 · Other Professional Services	103.39	0.00	103.39	100.0%
Total 62100 · Contract Services	4,903.39	5,812.50	-909.11	-15.6%
62800 · Facilities and Equipment				
62805 · Rent - Tongass Ave Thrift Store	7,050.00	7,050.00	0.00	0.0%
62820 · Equipment Repairs & Maintenance	1,309.86	405.72	904.14	222.9%
62830 · Repairs and Maintenance				
62830.6 · Housing	2,913.16	0.00	2,913.16	100.0%
62830.1 · Building Repairs & Maintenance	857.38	956.37	-98.99	-10.4%
62830.3 · Thrift Store	90.00	0.00	90.00	100.0%
Total 62830 · Repairs and Maintenance	3,860.54	956.37	2,904.17	303.7%
62840 · Automobile Expenses				
62841 · Ford Van Expenses				
62841.2 · Ford Van Fuel	0.00	45.11	-45.11	-100.0%
Total 62841 · Ford Van Expenses	0.00	45.11	-45.11	-100.0%

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Accrual Basis

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2020

	Oct - Dec 20	Oct - Dec 19	\$ Change	% Change
62842 · Bus Expenses				
62842.2 · Bus Fuel	80.53	98.52	-17.99	-18.3%
Total 62842 · Bus Expenses	80.53	98.52	-17.99	-18.3%
62844 · Mazda Van Expenses				
62844.2 · Mazda Van Fuel	226.30	232.28	-5.98	-2.6%
62844.3 · Mazda Van Insurance & Registrat	-1,082.00	0.00	-1,082.00	-100.0%
62844 · Mazda Van Expenses - Other	80.91	0.00	80.91	100.0%
Total 62844 · Mazda Van Expenses	-774.79	232.28	-1,007.07	-433.6%
Total 62840 · Automobile Expenses	-694.26	375.91	-1,070.17	-284.7%
62860 · Mortgage Interest	3,968.35	4,366.98	-398.63	-9.1%
62870 · Property Insurance	-50.32	0.00	-50.32	-100.0%
62890 · Utilities				
62890.1 · Electric, Water & Sewer	584.33	3,806.39	-3,222.06	-84.7%
62890.2 · Garbage & Waste Disposal	2,111.18	3,333.86	-1,222.68	-36.7%
62890.5 · Telephone, Cable and Internet	2,235.02	2,849.38	-614.36	-21.6%
62890.6 · Fuel, Heating	735.53	2,699.20	-1,963.67	-72.8%
Total 62890 · Utilities	5,666.06	12,688.83	-7,022.77	-55.4%
Total 62800 · Facilities and Equipment	21,110.23	25,843.81	-4,733.58	-18.3%
65000 · Operations				
65020 · Postage, Mailing Service	0.00	81.00	-81.00	-100.0%
65040 · Supplies				
65080 · Housing Supplies	99.25	0.00	99.25	100.0%
65041 · Day Center Supplies				
65041.1 · Food	1,818.59	2,085.34	-266.75	-12.8%
65041.2 · Household Supplies	0.00	533.11	-533.11	-100.0%
65041.3 · Office Supplies	1,812.94	420.52	1,392.42	331.1%
65041.4 · Program Supplies				
65041.5 · Activity Supplies	38.96	398.44	-359.48	-90.2%
65041.4 · Program Supplies - Other	190.99	0.00	190.99	100.0%
Total 65041.4 · Program Supplies	229.95	398.44	-168.49	-42.3%
65041 · Day Center Supplies - Other	1,423.75	0.00	1,423.75	100.0%
Total 65041 · Day Center Supplies	5,285.23	3,437.41	1,847.82	53.8%
65045 · Thrift Store Supplies				
65047 · Thrift Store Supplies - Tongass	0.00	1,021.63	-1,021.63	-100.0%
65045 · Thrift Store Supplies - Other	0.00	70.24	-70.24	-100.0%
Total 65045 · Thrift Store Supplies	0.00	1,091.87	-1,091.87	-100.0%
65070 · Donated Goods	902.00	733.79	168.21	22.9%
Total 65040 · Supplies	6,286.48	5,263.07	1,023.41	19.5%
Total 65000 · Operations	6,286.48	5,344.07	942.41	17.6%
65050 · CC Supplies/Copies/Other	119.40	262.39	-142.99	-54.5%
65100 · Other Types of Expenses				
65110 · Advertising Expenses	0.00	825.44	-825.44	-100.0%
65120 · Insurance - Liability, D and O	1,167.91	6,685.00	-5,517.09	-82.5%
65170 · Training & Development	0.00	425.00	-425.00	-100.0%
65180 · Fundraising Expenses				
65182 · Crafts & Food Expenses	125.00	239.82	-114.82	-47.9%
Total 65180 · Fundraising Expenses	125.00	239.82	-114.82	-47.9%
Total 65100 · Other Types of Expenses	1,292.91	8,175.26	-6,882.35	-84.2%
66000 · Payroll Expenses				
66010 · Salaries and Wages	69,118.61	66,980.94	2,137.67	3.2%
66020 · Payroll Taxes	5,474.34	5,284.49	189.85	3.6%
66030 · SUI Contribution	609.56	552.80	56.76	10.3%
66072 · Medical Reimbursement	212.00	1,508.23	-1,296.23	-85.9%
66073 · QSEHRA	2,072.30	0.00	2,072.30	100.0%
66080 · Workers Compensation	0.00	9,501.00	-9,501.00	-100.0%
66000 · Payroll Expenses - Other	3,175.67	0.00	3,175.67	100.0%
Total 66000 · Payroll Expenses	80,662.48	83,827.46	-3,164.98	-3.8%

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Accrual Basis

**Rendezvous Senior Day Services Inc**  
**Profit & Loss Prev Year Comparison**  
**October through December 2020**

	Oct - Dec 20	Oct - Dec 19	\$ Change	% Change
66100 · Employee Goodwill	2,551.31	1,270.00	1,281.31	100.9%
66999 · Reconciliation Discrepancies	-33.85	0.00	-33.85	-100.0%
68300 · Travel and Meetings	-569.40	0.00	-569.40	-100.0%
<b>Total Expense</b>	<b>118,163.37</b>	<b>131,722.88</b>	<b>-13,559.51</b>	<b>-10.3%</b>
<b>Net Ordinary Income</b>	<b>66,362.17</b>	<b>-4,584.43</b>	<b>70,946.60</b>	<b>1,547.6%</b>
<b>Other Income/Expense</b>				
Other Income				
47600 · PPP Revenue Adjustment	42,971.00	0.00	42,971.00	100.0%
<b>Total Other Income</b>	<b>42,971.00</b>	<b>0.00</b>	<b>42,971.00</b>	<b>100.0%</b>
<b>Other Expense</b>				
80100 · Bank/Other Charges & Fees	3,076.58	72.00	3,004.58	4,173.0%
<b>Total Other Expense</b>	<b>3,076.58</b>	<b>72.00</b>	<b>3,004.58</b>	<b>4,173.0%</b>
<b>Net Other Income</b>	<b>39,894.42</b>	<b>-72.00</b>	<b>39,966.42</b>	<b>55,508.9%</b>
<b>Net Income</b>	<b>106,256.59</b>	<b>-4,656.43</b>	<b>110,913.02</b>	<b>2,381.9%</b>

State of Alaska / DHSS / Division of Senior & Disabilities Services  
**FY21 Adult Day Services Biannual Progress Report & Narrative**  
Progress Reports are due biannually January 30<sup>th</sup> and July 30<sup>th</sup>.

**Instructions for this form**

- Check the box for Yes or No and click on the text boxes to fill in the text. Each text box will expand as you type. Yes or No answers alone are not sufficient.
- Review and discuss program's progress with appropriate program staff and upload the completed and signed form into the milestone section of GEMS by the due date (the 30<sup>th</sup> day of the month after the end of the quarter).
- If you have questions please contact the SDS Program Manager at (907) 465-4798 or [kristina.moore-jager@alaska.gov](mailto:kristina.moore-jager@alaska.gov).

**Biannual Reporting Period:**

☒ 1<sup>st</sup> period (July 1<sup>st</sup> -December 31<sup>st</sup>)    ☐ 2<sup>nd</sup> period (January 1<sup>st</sup> – June 30<sup>th</sup>)

**Provider: Rendezvous Senior Day Services, Inc**

**Grant #: 607-298-21008**

**Prepared by: Licha Kelley-King**

**Phone: 907-247-1961**

**Email: rendezvous@kpunet.net**

**Approved by: Licha Kelley-King**

**Phone: 907-247-1961**

**Email: rendezvous@kpunet.net**

I hereby certify that I have reviewed this report and compared it against project records to assure that all data and information are correct.

Licha Kelley-King Date: January 6, 2021

Authorized Name

*(Authorized Name must be the supervisor of person preparing this report, executive director, or board president.)*

Number of total unduplicated ADS clients served this 6-month period: **20**

Number of **NON**-Medicaid waiver clients (unduplicated) served this 6 month period. **17**

Number of total ADS hours provided this 6 month period: **5734.25**

Number of **NON**-Medicaid waiver hours provided this 6 month period: **5602.75**

Number of hours ADS staff transportation hours provided this 6 month period: **92.25**

Number of clients discharged this 6 month period: **2**

Number of clients on waiting list at end of this period: **0**

Grant/Program income received this 6 month period: **\$1,110.00**

*(Grant or program income is payment received directly from clients or family for the cost of care including payments from their long term care plan – **NOT** Medicaid, VA or other 3<sup>rd</sup> party reimbursement)*

1. Briefly summarize activity of the program for the past six months.

- **Examples** to consider include accomplishments, administrative or staffing changes, changes in processes, trends in participation, challenges or barriers to providing services, collaborations, new or upcoming events/projects, and new activities, equipment/furniture, or reorganization of the environment. Please also highlight how the program established and maintained relationships with referral sources.



Rendezvous re-opened on July 27, 2020 after closing March 17, 2020. Staff has worked closely with the local Emergency Operations Officer to meet the requirements to safely have Seniors and persons with different abilities in the building together. After being closed for 4 months, a few of our Members were reluctant to return to a group setting even though safety measures are in place. RSDS has continued to deliver meals to those Members, do health checks, run errands and provide some socialization.

RSDS has been directed by the EOC to have 12 or less Members attend daily. To stay with that guide, Staff has arranged a "rolling" schedule of cohort groups to come on specific days. Working with our transportation partner, CSS of Ketchikan (and their own safe travel restrictions for buses) we have managed to get our Members out of their houses and into the Center at least twice weekly. Making these accommodations has kept Members engaged, active and independent.

Changes in procedures include taking every person entering the facility's temperature every day at the entry desk. Persons with an elevated temp or exhibiting symptoms of a cold or flu are sent home. Bottles of hand sanitizer are within arm's reach or every chair (spaced 6 feet apart) and Staff constantly encourages handwashing. Masks are required of every person entering the building. (this is a constant battle!) Bathrooms are cleaned and sanitized after every use. Enhanced cleaning and sanitizing has kept Members and Staff healthy but has also had additional payroll costs.

In the physical plant, chairs and tables are spaced 6 feet apart. Dining chairs have been spaced per requirements even during meals. Staff cleans and wipes tables throughout the day with approved sanitizing mix. Chair covers in the tv room are washed daily with chairs sprayed with sanitizer and UV wand nightly. Members are assigned covered chairs and do not rotate to another person's chair while attending RSDS.

2. Did the program perform outreach in the past six months? Yes ☒ No ☐

- **Describe** the outreach and how it did (or did not) reach the intended population and how it did (or did not) enhance the number of individuals participating in the program.

RSDS and First City Homeless Shelter (FCHS) have worked together on a number of projects in past years. Since the COVID crisis, we have formed an excellent partnership to feed individuals, families, share and distribute donated food and other life items for Seniors and persons with different abilities. Sharing donations each organization receives has helped feed individuals and families. Our partnership on Thanksgiving-each organization making a portion of food, delivered 55 meals to Seniors in their homes and 42 people at the FCHS facility. Members of RSDS helped make desserts, which gave them a sense of contribution to the community. RSDS prepares the Friday evening meal served at FCHS for approximately 30 people. RSDS collected and donated bath towels, sheets, pillows and blankets to FCHS warming center. Through this partnership, RSDS has two new Members receiving ADS services at the Center and helped them find housing.

3. Did the program meet or exceed the expectations during this period? Yes ☒ No ☐

- **Perform** an objective review of your program's planned services and actual achieved outcomes over the past 6 months. Describe how your services delivery is (or is not) progressing as expected based on planned services, timely and complete reporting, active participation in quarterly teleconference meetings, and responsiveness to the grants team.
  - Planned service delivery for this period:
  - Actual achieved outcomes:

RSDS has participated in all conferences offered to ADS providers. RSDS has submitted full, detailed reports in a timely manner to State of Alaska, City of Ketchikan and Ketchikan Gateway Borough grant offices. Questions or inquiries from any of the forementioned entities have been promptly responded.

4. Did the program demonstrate benefits to consumers this period? Yes ☒ No ☐

- **Describe** how your services enhanced the independence of one or more of your consumers.

While the partnership between RSDS and FCHS has been mutually beneficial for the organizations. However, it has been most beneficial to the two people- one a Senior, one a person with different abilities. Both persons were homeless, spending days at FCHS, nights at PATH. Working together, RSDS and FCHS were able to secure funding for first month rent and deposit for them to move into RSDS independent living units. Both persons have improved their living situations dramatically. Both have credited RSDS adult day center for helping them become sober since they moved into the housing units in September. Our Senior Member comes to the Center daily for socialization and lunch. He has really blossomed and has made many friends here.

The person with different abilities has moved into another RSDS unit. He frequents the ADS Center to find socialization to curb his depression.

5. Did the program solicit consumer input on services this period? Yes ☒ No ☐

- If yes, what activities were undertaken this period to collect and respond to feedback from consumers and what methods were offered (i.e. satisfaction surveys, suggestion box, advisory groups, or other methods).
- If no, when are consumers solicited for their feedback? Every consumer should have the opportunity to provide input at any time, particularly at discharge, at least annually, and an ongoing method of providing feedback about service delivery concerns.

RSDS Staff administers a Member survey yearly in a one- on- one situation. Members show a 98% satisfaction rate with services at the Center. They are happy with the food but made several comments they would like more pizza and tacos. Members are very satisfied with the level of activities and crafts presented to them. Members feel comfortable offering suggestions, compliments or complaints, knowing their opinions are valued.

- Describe results and actions that were taken based on findings. Describe any constructive feedback that was provided by a consumer and how the program has responded and adjusted to this (if applicable).

Pizza – not homemade per requests- is on the monthly menu. Tacos have been added also as a salad instead of hand held as those are problematic for most of our Members.

6. Was staff training provided this period? Yes ☒ No ☐

- If yes, please list topics.

Teepa Snow training videos  
APS training and procedure  
Food Safety online tests  
Mitigating COVID 19 and cleaning procedures