



City Manager  
334 Front Street  
Ketchikan, AK 99901

Phone (907) 228-5603  
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TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: January 24, 2022

RE: **Rendezvous Senior Day Services, Inc. Quarterly Activity & Financial Reports – October Through December 2021**

Pursuant to paragraph (a) of Section 14 of the 2021 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 2021. Should Councilmembers have questions regarding the attached reports, staff can attempt to respond accordingly.

State of Alaska / DHSS / Division of Senior & Disabilities Services  
**FY22 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) 465-5810 or [jessica.spurrier@alaska.gov](mailto:jessica.spurrier@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 Service**

**Grant #:**

**Prepared by: Licha Kelley-King**

**Phone: 907-247-1961**

**Email: rendezvous@kpunet.net**

**Approved by:**

**Phone:**

**Email:**

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

Date:

\_\_\_\_\_  
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: **14**

Number of **NON**-Medicaid waiver clients (unduplicated) served this 6 month period. **10**

Number of total ADS hours provided this 6 month period: **2668.75**

Number of **NON**-Medicaid waiver hours provided this 6 month period: **1925**

Number of hours ADS staff transportation hours provided this 6 month period: **47.50**

Number of clients discharged this 6 month period: **0**

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

Grant/Program income received Q1: **\$450**

Grant/Program income received Q2: **\$450**

Grant/Program income received Q3: \$

Grant/Program income received Q4: \$

*(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 is an active participant with the Ketchikan Nonprofit Collaborative. Local nonprofit organizations work together referring clients to appropriate services and resources. Meetings are held monthly as well as continuous communications between offices. This collaboration is our best and most reliable resource for referrals. RSDS has an excellent relationship with our Public Health office, the hospital's Home Health and the elder office at Ketchikan Indian Community. We seek out referrals from each of those entities as well.

As COVID continues to plague our community, we have seen a reluctance from our clients to participate as often as in the past. Keeping with the now defunct EOC suggestion, RSDS has limited the number of clients to 12 daily. Members are on a rolling schedule of their choice in order to accommodate everyone to be able to attend the day services at least 3 times per week. There are concerns from our Members to attend as reported numbers fluctuate wildly in our community. When Members do not attend the day service, Staff make grocery, pharmacy and food deliveries and in-person wellness checks.

In addition to previously reported cleaning procedures, RSDS does not allow any visitors to enter the actual Members areas of our facility. Anyone coming to the Center must wait in the separate reception area- including family members, care givers and drivers while Staff brings the Member to that area. Everyone must have temperatures taken and wear masks in the facility.

Fortunately, there have been no staffing changes this period. We have been able to keep our very caring Staff employed during this past six month period.

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.

- Rendezvous is an active participant with the Ketchikan Nonprofit Collaborative. Local nonprofit organizations work together referring clients to appropriate services and resources. Meetings are held monthly as well as continuous communications between offices. This collaboration is our best and most reliable resource for referrals. RSDS has an excellent relationship with our Public Health office, the hospital's Home Health and the elder office at Ketchikan Indian Community. We seek out referrals from each of those entities as well.
- RSDS has advertised in the local daily paper, online publication SitNews and the local advertising weekly paper. The Director has been interviewed on local radio programs as well as our regularly heard PSAs.
- As stated in the prior question, in this time of COVID, this vulnerable population is increasingly difficult to extract from their homes. Outreach for in-home services is becoming more important to our Members and our Staff has responded by meeting our folks in their homes.

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 done an excellent job exceeding the planned services of ADS. Staff has met and exceeded guidelines for mitigating the pandemic with cleaning and sterilizing procedures to keep our Center open and Members healthy. To date, there has been one incidence of positive COVID tests of Members or Staff. With a grant from Ketchikan Gateway Borough, RSDS has had PCR tests performed twice due to a close contact concern. At home test kits are available to our Members and families.

Members attend with planned schedules to our Center. Services continue to include games, assistance

with various therapies -RSDS Staff are not trained PT or Speech therapists but we can use the Member's home therapies to make sure they are performed daily. In addition, RSDS has Members exercise for 15 minutes prior to daily lunch service. Most importantly, no Members have been hospitalized or have had to enter long term care, keeping their independence as is the primary goal of Adult Day Service.

RSDS is very timely turning in required quarterly reports to all grant organizations. Staff has a good, open working relationship with grant administrators and is a quick respondent to questions or concerns.

RSDS has participated in quarterly conferences with DHSS.

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.

Success can sometimes be a double edged sword. JA came to RSDS requiring the use of a walker/rollator to get around. He had difficulty moving around large spaces as he could not stand for long or breathe well from much exertion. JA attended RSDS 5 days per week, all day, participating in games and pre-lunch exercises. He took walking laps around the facility for longer periods of time as his health increased. JA cut down smoking cigarettes from 2 packs per day to one pack per week. JA graduated to a cane and is now walking independently – even walking from the Center to downtown twice per week. As JA has gained more strength- which is directly attributable to his own tenacity and the encouragement of RSDS. Unfortunately for us, since JA is doing so well, he does not attend our day center very often now.

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.

Customer satisfaction surveys were given to every Member attending RSDS. As Staff asks these questions individually and completes the written surveys, we have 100% response. Members 100% felt that the services were important to their daily activities and would recommend RSDS services to friends and families. Responses were 94% positive about the activities provided with two responses that they just wanted to sit in chairs and watch tv all day. As always, while all enjoyed the food and snack choices offered, there was 30% requesting more fried foods, burgers and pizza.

One attending Member has been added to the Board of Directors for input. She has provided valuable ideas to our operation as well as gives the Board an opportunity to ask her views as a representative of attendees.

- 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).

The comments for more "junk food" appears every satisfaction survey. Good nutrition is important but so is their happiness. I have put pizza, hot dogs, burritos and burgers each once monthly. WE have made ice cream an every /Friday event as requested.

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

- If yes, please list topics.

Bi-annual training October 18,2021

Understanding and Accepting Dementia; Teepa Snow video

What is Dementia: Teepa Snow video

10 Early Signs of Dementia: Teepa Snow video

HIPPA compliance: PCHIPPA video  
DHSS Mandatory Reporter: DHSS video  
Critical Incident Reporting: DHSS video

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2021

	Oct - Dec 21	Oct - Dec 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
43400 · Income			
43440 · Sales Revenue- Thrift Store	48,250.10	49,025.17	-775.07
43450 · Gifts in Kind - Goods	650.00	650.00	0.00
43451 · In Kind Donation Service Fees	0.00	50.00	-50.00
<b>Total 43400 · Income</b>	<b>48,900.10</b>	<b>49,725.17</b>	<b>-825.07</b>
44400 · Government Contracts			
44550 · Client Fees			
44551 · Medicaid Waiver Payments	14,017.12	8,044.04	5,973.08
44552 · Private Payments	300.00	400.00	-100.00
<b>Total 44550 · Client Fees</b>	<b>14,317.12</b>	<b>8,444.04</b>	<b>5,873.08</b>
<b>Total 44400 · Government Contracts</b>	<b>14,317.12</b>	<b>8,444.04</b>	<b>5,873.08</b>
44500 · Government Grants			
45560 · COVID KGB Grant	0.00	20,000.00	-20,000.00
44530 · Local Government Grants	13,840.00	37,469.25	-23,629.25
44540 · State Grants (DHSS)	85,135.40	42,567.70	42,567.70
<b>Total 44500 · Government Grants</b>	<b>98,975.40</b>	<b>100,036.95</b>	<b>-1,061.55</b>
44600 · Other Local Grants			
44605 · Garden Center	-281.49	0.00	-281.49
<b>Total 44600 · Other Local Grants</b>	<b>-281.49</b>	<b>0.00</b>	<b>-281.49</b>
46400 · Other Types of Income			
46410 · Cash Donations	2,837.90	4,005.00	-1,167.10
46430 · Interest Revenue	9.88	307.08	-297.20
<b>Total 46400 · Other Types of Income</b>	<b>2,847.78</b>	<b>4,312.08</b>	<b>-1,464.30</b>
47500 · Rental Income			
47510 · Senior Rentals	11,949.65	15,565.98	-3,616.33
47520 · Senior Utilities	225.36	693.14	-467.78
47530 · Rent - Commercial Tenant	5,460.00	5,460.00	0.00
<b>Total 47500 · Rental Income</b>	<b>17,635.01</b>	<b>21,719.12</b>	<b>-4,084.11</b>
<b>Total Income</b>	<b>182,393.92</b>	<b>184,237.36</b>	<b>-1,843.44</b>
<b>Gross Profit</b>	<b>182,393.92</b>	<b>184,237.36</b>	<b>-1,843.44</b>
<b>Expense</b>			
65041.6 · COVID Related Center Expenses	2,375.00	0.00	2,375.00
65090 · Member Special Event	0.00	491.97	-491.97
60900 · Business Expenses			
60910 · Merchant Account Fees	953.94	1,245.96	-292.02
60920 · Business Registration Fees	0.00	100.00	-100.00
<b>Total 60900 · Business Expenses</b>	<b>953.94</b>	<b>1,345.96</b>	<b>-392.02</b>
60930 · Cash <Over>Short	1.93	2.57	-0.64
62100 · Contract Services			
62110 · Accounting Fees	6,400.00	4,800.00	1,600.00
62150 · Other Professional Services	0.00	103.39	-103.39
<b>Total 62100 · Contract Services</b>	<b>6,400.00</b>	<b>4,903.39</b>	<b>1,496.61</b>
62800 · Facilities and Equipment			
62805 · Rent - Tongass Ave Thrift Store	7,050.00	4,700.00	2,350.00
62820 · Equipment Repairs & Maintenance	676.41	1,309.86	-633.45

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2021

	Oct - Dec 21	Oct - Dec 20	\$ Change
<b>62830 · Repairs and Maintenance</b>			
62830.6 · Housing	450.00	3,719.12	-3,269.12
62830.1 · Building Repairs & Maintenance	3,680.42	1,167.23	2,513.19
62830.3 · Thift Store	180.00	276.88	-96.88
<b>Total 62830 · Repairs and Maintenance</b>	<b>4,310.42</b>	<b>5,163.23</b>	<b>-852.81</b>
<b>62840 · Automobile Expenses</b>			
62841 · Ford Van Expenses			
62841.2 · Ford Van Fuel	53.00	0.00	53.00
62841.3 · Ford Van Insurance & Registr	0.00	0.00	0.00
<b>Total 62841 · Ford Van Expenses</b>	<b>53.00</b>	<b>0.00</b>	<b>53.00</b>
62842 · Bus Expenses			
62842.2 · Bus Fuel	48.35	80.53	-32.18
62842.3 · Bus Insurance & Registration	0.00	0.00	0.00
<b>Total 62842 · Bus Expenses</b>	<b>48.35</b>	<b>80.53</b>	<b>-32.18</b>
62844 · Mazda Van Expenses			
62844.2 · Mazda Van Fuel	310.70	224.02	86.68
62844.3 · Mazda Van Insurance & Registrat	0.00	-1,082.00	1,082.00
62844 · Mazda Van Expenses - Other	42.02	80.91	-38.89
<b>Total 62844 · Mazda Van Expenses</b>	<b>352.72</b>	<b>-777.07</b>	<b>1,129.79</b>
62840 · Automobile Expenses - Other	49.98	0.00	49.98
<b>Total 62840 · Automobile Expenses</b>	<b>504.05</b>	<b>-696.54</b>	<b>1,200.59</b>
62860 · Mortgage Interest	3,601.83	3,968.35	-366.52
62870 · Property Insurance	0.00	-50.32	50.32
62890 · Utilities			
62890.1 · Electric, Water & Sewer	3,375.95	1,497.80	1,878.15
62890.2 · Garbage & Waste Disposal	4,303.85	3,136.08	1,167.77
62890.5 · Telephone, Cable and Internet	2,482.17	2,235.02	247.15
62890.6 · Fuel, Heating	2,058.55	1,564.88	493.67
<b>Total 62890 · Utilities</b>	<b>12,220.52</b>	<b>8,433.78</b>	<b>3,786.74</b>
62800 · Facilities and Equipment - Other	0.00	223.22	-223.22
<b>Total 62800 · Facilities and Equipment</b>	<b>28,363.23</b>	<b>23,051.58</b>	<b>5,311.65</b>
<b>65000 · Operations</b>			
65010 · Dues and Subscriptions	599.00	0.00	599.00
65020 · Postage, Mailing Service	30.80	0.00	30.80
65040 · Supplies			
65080 · Housing Supplies	0.00	99.25	-99.25
65041 · Day Center Supplies			
65041.1 · Food	1,515.66	1,931.29	-415.63
65041.3 · Office Supplies	868.74	3,131.91	-2,263.17
65041.4 · Program Supplies			
65041.5 · Activity Supplies	414.13	38.96	375.17
65041.4 · Program Supplies - Other	170.90	388.75	-217.85
<b>Total 65041.4 · Program Supplies</b>	<b>585.03</b>	<b>427.71</b>	<b>157.32</b>
65041 · Day Center Supplies - Other	4,259.61	1,563.75	2,695.86
<b>Total 65041 · Day Center Supplies</b>	<b>7,229.04</b>	<b>7,054.66</b>	<b>174.38</b>
65045 · Thrift Store Supplies	388.70	44.98	343.72
65070 · Donated Goods	650.00	902.00	-252.00
<b>Total 65040 · Supplies</b>	<b>8,267.74</b>	<b>8,100.89</b>	<b>166.85</b>
<b>Total 65000 · Operations</b>	<b>8,897.54</b>	<b>8,100.89</b>	<b>796.65</b>
65050 · CC Supplies/Copies/Other	0.00	119.40	-119.40

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Cash Basis

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2021

	Oct - Dec 21	Oct - Dec 20	\$ Change
<b>65100 · Other Types of Expenses</b>			
65110 · Advertising Expenses	828.00	0.00	828.00
65120 · Insurance - Liability, D and O	1,948.69	2,380.41	-431.72
65170 · Training & Development	239.96	0.00	239.96
65180 · Fundraising Expenses			
65182 · Crafts & Food Expenses	0.00	125.00	-125.00
<b>Total 65180 · Fundraising Expenses</b>	<b>0.00</b>	<b>125.00</b>	<b>-125.00</b>
<b>Total 65100 · Other Types of Expenses</b>	<b>3,016.65</b>	<b>2,505.41</b>	<b>511.24</b>
<b>66000 · Payroll Expenses</b>			
66010 · Salaries and Wages	67,835.90	69,118.61	-1,282.71
66020 · Payroll Taxes	5,434.55	5,474.34	-39.79
66030 · SUI Contribution	508.07	609.56	-101.49
66072 · Medical Reimbursement	0.00	212.00	-212.00
66073 · QSEHRA			
66073.1 · QSEHRA Administration Fees	250.00	0.00	250.00
66073 · QSEHRA - Other	726.00	2,072.30	-1,346.30
<b>Total 66073 · QSEHRA</b>	<b>976.00</b>	<b>2,072.30</b>	<b>-1,096.30</b>
66080 · Workers Compensation	1,045.00	0.00	1,045.00
66000 · Payroll Expenses - Other	2,450.04	3,175.67	-725.63
<b>Total 66000 · Payroll Expenses</b>	<b>78,249.56</b>	<b>80,662.48</b>	<b>-2,412.92</b>
66100 · Employee Goodwill	1,888.16	2,551.31	-663.15
66999 · Reconciliation Discrepancies	0.00	-33.85	33.85
68300 · Travel and Meetings	0.00	-519.40	519.40
<b>Total Expense</b>	<b>130,146.01</b>	<b>123,181.71</b>	<b>6,964.30</b>
<b>Net Ordinary Income</b>	<b>52,247.91</b>	<b>61,055.65</b>	<b>-8,807.74</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
80100 · Bank/Other Charges & Fees	25.00	3,076.58	-3,051.58
<b>Total Other Expense</b>	<b>25.00</b>	<b>3,076.58</b>	<b>-3,051.58</b>
<b>Net Other Income</b>	<b>-25.00</b>	<b>-3,076.58</b>	<b>3,051.58</b>
<b>Net Income</b>	<b>52,222.91</b>	<b>57,979.07</b>	<b>-5,756.16</b>



# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2021

	% Change
Ordinary Income/Expense	
Income	
43400 · Income	
43440 · Sales Revenue- Thrift Store	-1.6%
43450 · Gifts in Kind - Goods	0.0%
43451 · In Kind Donation Service Fees	-100.0%
Total 43400 · Income	-1.7%
44400 · Government Contracts	
44550 · Client Fees	
44551 · Medicaid Waiver Payments	74.3%
44552 · Private Payments	-25.0%
Total 44550 · Client Fees	69.6%
Total 44400 · Government Contracts	69.6%
44500 · Government Grants	
45560 · COVID KGB Grant	-100.0%
44530 · Local Government Grants	-63.1%
44540 · State Grants (DHSS)	100.0%
Total 44500 · Government Grants	-1.1%
44600 · Other Local Grants	
44605 · Garden Center	-100.0%
Total 44600 · Other Local Grants	-100.0%
46400 · Other Types of Income	
46410 · Cash Donations	-29.1%
46430 · Interest Revenue	-96.8%
Total 46400 · Other Types of Income	-34.0%
47500 · Rental Income	
47510 · Senior Rentals	-23.2%
47520 · Senior Utilities	-67.5%
47530 · Rent - Commercial Tenant	0.0%
Total 47500 · Rental Income	-18.8%
Total Income	-1.0%
Gross Profit	-1.0%
Expense	
65041.6 · COVID Related Center Expenses	100.0%
65090 · Member Special Event	-100.0%
60900 · Business Expenses	
60910 · Merchant Account Fees	-23.4%
60920 · Business Registration Fees	-100.0%
Total 60900 · Business Expenses	-29.1%
60930 · Cash <Over>Short	-24.9%
62100 · Contract Services	
62110 · Accounting Fees	33.3%
62150 · Other Professional Services	-100.0%
Total 62100 · Contract Services	30.5%
62800 · Facilities and Equipment	
62805 · Rent - Tongass Ave Thrift Store	50.0%
62820 · Equipment Repairs & Maintenance	-48.4%

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2021

	% Change
<b>62830 · Repairs and Maintenance</b>	
62830.6 · Housing	-87.9%
62830.1 · Building Repairs & Maintenance	215.3%
62830.3 · Thft Store	-35.0%
<b>Total 62830 · Repairs and Maintenance</b>	-16.5%
<b>62840 · Automobile Expenses</b>	
62841 · Ford Van Expenses	
62841.2 · Ford Van Fuel	100.0%
62841.3 · Ford Van Insurance & Registr	0.0%
<b>Total 62841 · Ford Van Expenses</b>	100.0%
62842 · Bus Expenses	
62842.2 · Bus Fuel	-40.0%
62842.3 · Bus Insurance & Registration	0.0%
<b>Total 62842 · Bus Expenses</b>	-40.0%
62844 · Mazda Van Expenses	
62844.2 · Mazda Van Fuel	38.7%
62844.3 · Mazda Van Insurance & Registrat	100.0%
62844 · Mazda Van Expenses - Other	-48.1%
<b>Total 62844 · Mazda Van Expenses</b>	145.4%
62840 · Automobile Expenses - Other	100.0%
<b>Total 62840 · Automobile Expenses</b>	172.4%
62860 · Mortgage Interest	-9.2%
62870 · Property Insurance	100.0%
62890 · Utilities	
62890.1 · Electric, Water & Sewer	125.4%
62890.2 · Garbage & Waste Disposal	37.2%
62890.5 · Telephone, Cable and Internet	11.1%
62890.6 · Fuel, Heating	31.6%
<b>Total 62890 · Utilities</b>	44.9%
62800 · Facilities and Equipment - Other	-100.0%
<b>Total 62800 · Facilities and Equipment</b>	23.0%
<b>65000 · Operations</b>	
65010 · Dues and Subscriptions	100.0%
65020 · Postage, Mailing Service	100.0%
65040 · Supplies	
65080 · Housing Supplies	-100.0%
65041 · Day Center Supplies	
65041.1 · Food	-21.5%
65041.3 · Office Supplies	-72.3%
65041.4 · Program Supplies	
65041.5 · Activity Supplies	963.0%
65041.4 · Program Supplies - Other	-56.0%
<b>Total 65041.4 · Program Supplies</b>	36.8%
65041 · Day Center Supplies - Other	172.4%
<b>Total 65041 · Day Center Supplies</b>	2.5%
65045 · Thrift Store Supplies	764.2%
65070 · Donated Goods	-27.9%
<b>Total 65040 · Supplies</b>	2.1%
<b>Total 65000 · Operations</b>	9.8%
65050 · CC Supplies/Copies/Other	-100.0%

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Cash Basis

# Rendezvous Senior Day Services Inc

## Profit & Loss Prev Year Comparison

### October through December 2021

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	% Change
65100 · Other Types of Expenses	
65110 · Advertising Expenses	100.0%
65120 · Insurance - Liability, D and O	-18.1%
65170 · Training & Development	100.0%
65180 · Fundraising Expenses	
65182 · Crafts & Food Expenses	-100.0%
Total 65180 · Fundraising Expenses	-100.0%
Total 65100 · Other Types of Expenses	20.4%
66000 · Payroll Expenses	
66010 · Salaries and Wages	-1.9%
66020 · Payroll Taxes	-0.7%
66030 · SUI Contribution	-16.7%
66072 · Medical Reimbursement	-100.0%
66073 · QSEHRA	
66073.1 · QSEHRA Administration Fees	100.0%
66073 · QSEHRA - Other	-65.0%
Total 66073 · QSEHRA	-52.9%
66080 · Workers Compensation	100.0%
66000 · Payroll Expenses - Other	-22.9%
Total 66000 · Payroll Expenses	-3.0%
66100 · Employee Goodwill	-26.0%
66999 · Reconciliation Discrepancies	100.0%
68300 · Travel and Meetings	100.0%
Total Expense	5.7%
Net Ordinary Income	-14.4%
Other Income/Expense	
Other Expense	
80100 · Bank/Other Charges & Fees	-99.2%
Total Other Expense	-99.2%
Net Other Income	99.2%
Net Income	-9.9%



# Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

January 11, 2022

Mr. Karl Amylon, City Manager  
City of Ketchikan  
334 Front Street  
Ketchikan, AK 99901

Dear Mr. Amylon:

As outlined in the CY 2021 grant proposal between the City of Ketchikan and Catholic Community Service/Southeast Senior Services, a copy of the fourth quarter expenditure report for the Ketchikan Case Management (KCM) Program is enclosed. The report covers the period from October 1, 2021 to December 31, 2021.

In fulfillment of the Measurable Outcomes laid out in the CY 2021 grant proposal, the Ketchikan Case Manager provided the following services and activities during the fourth quarter.

1. To conduct 8 Gatekeeper presentations that educates community individuals and private business employees on how to identify isolated, at-risk seniors and how to refer them for assistance

4th Quarter 2020: The Ketchikan Case Manager conducted no Gatekeeper presentations to educate community individuals and private business employees about their role as Gatekeepers.

Year to date: The Ketchikan Case Manager provided a total of 5 Gatekeeper presentations to educate community individuals and private business employees about their role as Gatekeepers.

2. To follow-up on reports of concern and inquiries about services for 100 senior citizens.

4th Quarter 2021: The Ketchikan Case Manager responded to 470 referrals regarding 65 Ketchikan senior citizens through the provision of information and referral services and facilitated access to services through assistance with forms and completing applications.

Year to date: The Ketchikan Case Manager responded to 1915 referrals regarding 172 Ketchikan senior citizens through the provision of information and referral services and facilitated access to services through assistance with forms and completing applications.



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3. To provide comprehensive case management services to 10 senior citizens.

4th Quarter 2021: The Case Manager completed comprehensive client assessments, developed mutually agreed upon plans of care, and provided ongoing monitoring to evaluate the effectiveness/adequacy of services for 6 unduplicated senior citizens.

Year to date: Due to the volume of seniors and family caregivers served, the Case Manager completed comprehensive client assessments, developed mutually agreed upon plans of care, and provided ongoing monitoring to evaluate the effectiveness/adequacy of services for 8 unduplicated senior citizens.

4. To support 40 family caregivers with an array of services.

4th Quarter 2021: The Ketchikan Case Manager provided information and assistance with referrals, emotional support (1:1 and monthly support group), and/or access to funding for in-home services to 40 family caregivers.

Year to date: The Ketchikan Case Manager provided information and assistance with referrals, emotional support (1:1 and monthly support group), and/or access to funding for in-home services to 83 unduplicated family caregivers.

We appreciate your continued support in helping Ketchikan's elders and family caregivers and look forward to maintaining our strong community partnerships to meet the challenges of the aging population.

Sincerely,

Erin Walker-Tolles  
Executive Director



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