



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: July 22, 2022

RE: **Rendezvous Senior Day Services, Inc. Quarterly Activity & Financial Reports – April through June 2022**

Pursuant to paragraph (a) of Section 14 of the 2022 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 April through June 2022. Should Councilmembers have questions regarding the attached reports, staff can attempt to respond accordingly.

Rendezvous Senior Day Services, Inc.

2441 First Ave, Ketchikan, AK 99901

Phone: (907)247-1961

rendezvous@kpunet.net

July 13, 2022

As is required in the conditions of the community grant agreement to Rendezvous Senior Day Service, please accept this as the report for quarter ending June 30,2022. This is also the end of our fiscal year.

Along with the financial report, I am including the bi-annual report required from the State of Alaska. This will give you more information the State requires for our Adult Day service.

As always, if you have any questions, concerns or need additional information, please call or email me.

Thank you for funding Rendezvous Senior Day Service.



Licha Kelley-King
Executive Director

RECEIVED
JUL 21 2022

City Manager's Office
334 Front Street
Ketchikan, AK. 99901

State of Alaska / DHSS / Division of Senior & Disabilities Services
FY22 Adult Day Services Biannual Progress Report & Narrative
Progress Reports are due biannually January 30th and July 30th.

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 30th 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

Biannual Reporting Period:

1st period (July 1st -December 31st) 2nd period (January 1st – June 30th)

Provider: Rendezvous Senior Day Service, Inc

Grant #: 607-298-22008

Prepared by: Licha Kelley-King

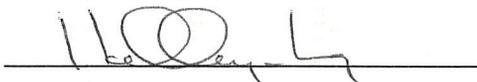
Phone: 907-247-1961 **Email:** rendezvous@kpunet.net

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: 7.12.2022

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: **18**

Number of **NON**-Medicaid waiver clients (unduplicated) served this 6 month period. **15**

Number of total ADS hours provided this 6 month period: **5,837.50**

Number of **NON**-Medicaid waiver hours provided this 6 month period: **4517.75**

Number of hours ADS staff transportation hours provided this 6 month period: **38**

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: **\$450.00**

Grant/Program income received Q2: **\$450.00**

Grant/Program income received Q3: **\$1030.00**

Grant/Program income received Q4: **\$3100.00**

*(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 3rd 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.

There have been no Staffing changes at RSDS in the past 6 months. The process remains the same dedication to providing services as outlined in the conditions of participation by the State of Alaska. Since the outbreak of Covid-19, it is increasingly difficult to entice new members out of their homes and into the adult day center. Participants are aging in place, while remaining as independent as possible for as long as possible, they are needing more individual attention and time from Staff. Part time Staff are increasing hours as participants' needs increase.

The garden project is a huge source of interest and entertainment to participants. They have increased their time spent outdoors in the fresh air. Several have actually planted raised beds independently this year.

RSDS will have a booth at the Blueberry Festival the first weekend in August. Adult day participants have assisted making jams, jellies and sauces to sell. They will help make our popular flavored popcorn. Three participants have volunteered to help man the booth for they day. This promotes awareness of their surroundings and a buy in to the Center.

RSDS is an leading member of the Ketchikan NonProfit collaborative. This group is a major referral source as well as a resource for participants.

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.

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 providing services to participants. Participants surveyed are happy with planned services. RSDS has participated in quarterly conferences except one. All reports are complete and delivered well before deadlines. Staff has an open working relationship with grant administration.

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.

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 had to enter long term care, keeping their independence as is the primary goal of Adult Day Service.

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 at the care plan reviews. 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.

Food and food choices is very important to participants. As in the past, participants would like more "junk" food.

Participants noted they enjoyed weekly sessions on nature and wildlife.

- 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).

Lunch menus include burgers, hot dogs and French fries twice monthly.

Thursday afternoons are devoted to wildlife or "planet earth" videos with accompanying game or quiz

6. Was staff training provided this period? Yes No

- If yes, please list topics.

State of Alaska Critical Incident Reporting

Performance Measure Framework

State of Alaska/DHSS/Division of Senior and Disabilities Services Adult Day Services – FY2022

<p>DHSS Priority: Health and wellness across the life span. DHSS Core Services: Provide quality of life in a safe living environment for Alaskans. DHSS Objective: Increase the number of older Alaskans who live safely in their communities. Grantee: Rendezvous Senior Day Service, Inc Grant # 607 298 2208</p>		
Outcome(s)	Data Source	FY22 Annual Performance Measure
	Efficiency	Effectiveness
<ol style="list-style-type: none"> Decrease Adult Day participant's need for out of home placement Increase the number of participants receiving Adult Day Services who have Alzheimer's Disease and Related Dementias (ADRD), as well as other disabling conditions that place them at risk for institutionalization Increase and/or maintain the number of individuals who report they are satisfied with Adult Day Services received 	<p>Average cost to provide services per Adult Day recipient (Grant funds/# grant funded individuals): \$21.32</p> <p>SAMS/Consumer Satisfaction Surveys</p> <p>SAMS</p> <p>Consumer Satisfaction Surveys</p>	<p>18 of individuals served (unduplicated)</p> <p>16 of individuals with ADRD served.</p> <p>16 of individuals with two or more ADL's/IADLs</p> <p>100% of individuals surveyed (target of 100%)</p> <p>100% of individuals surveyed who rate services good to excellent (target of 80% or better)</p> <p>100% of individuals surveyed who rate services as meeting or exceeding their expectations (target of 80% or better)</p> <p>100% of individuals surveyed who rates services as essential for the participant to remain living at home (target of 80% or better)</p>

Rendezvous Senior Day Services Inc Profit & Loss Prev Year Comparison April through June 2022

	Apr - Jun 22	Apr - Jun 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
43400 · Income				
43440 · Sales Revenue- Thrift Store	47,153.17	55,222.13	-8,068.96	-14.6%
43450 · Gifts in Kind - Goods	650.00	650.00	0.00	0.0%
Total 43400 · Income	47,803.17	55,872.13	-8,068.96	-14.4%
44400 · Government Contracts				
44550 · Client Fees				
44551 · Medicaid Waiver Payments	9,114.09	7,122.13	1,991.96	28.0%
44552 · Private Payments	3,100.00	645.00	2,455.00	380.6%
Total 44550 · Client Fees	12,214.09	7,767.13	4,446.96	57.3%
Total 44400 · Government Contracts	12,214.09	7,767.13	4,446.96	57.3%
44500 · Government Grants				
44530 · Local Government Grants	16,160.00	15,981.75	178.25	1.1%
44540 · State Grants (DHSS)	34,054.16	25,540.62	8,513.54	33.3%
Total 44500 · Government Grants	50,214.16	41,522.37	8,691.79	20.9%
44600 · Other Local Grants				
44605 · Garden Center	-779.51	-1,139.28	359.77	31.6%
44600 · Other Local Grants - Other	0.00	13,084.05	-13,084.05	-100.0%
Total 44600 · Other Local Grants	-779.51	11,944.77	-12,724.28	-106.5%
45000 · Investments				
45050 · Other Investment Revenue	168.32	154.88	13.44	8.7%
Total 45000 · Investments	168.32	154.88	13.44	8.7%
46400 · Other Types of Income				
46410 · Cash Donations	610.84	300.00	310.84	103.6%
46430 · Interest Revenue	26.50	12.82	13.68	106.7%
Total 46400 · Other Types of Income	637.34	312.82	324.52	103.7%
47500 · Rental Income				
47510 · Senior Rentals	7,208.19	14,572.95	-7,364.76	-50.5%
47520 · Senior Utilities	225.36	300.48	-75.12	-25.0%
47530 · Rent - Commercial Tenant	5,960.00	5,460.00	500.00	9.2%
Total 47500 · Rental Income	13,393.55	20,333.43	-6,939.88	-34.1%
Total Income	123,651.12	137,907.53	-14,256.41	-10.3%
Gross Profit	123,651.12	137,907.53	-14,256.41	-10.3%
Expense				
1000000 · Miscellaneous	-135.85	0.00	-135.85	-100.0%
65041.6 · COVID Related Center Expenses	0.00	0.00	0.00	0.0%
60900 · Business Expenses				
60910 · Merchant Account Fees	1,406.57	1,501.26	-94.69	-6.3%
60920 · Business Registration Fees	25.00	0.00	25.00	100.0%
Total 60900 · Business Expenses	1,431.57	1,501.26	-69.69	-4.6%
60930 · Cash <Over>Short	8.15	10.11	-1.96	-19.4%
62100 · Contract Services				
62110 · Accounting Fees	4,800.00	4,800.00	0.00	0.0%
Total 62100 · Contract Services	4,800.00	4,800.00	0.00	0.0%
62800 · Facilities and Equipment				
62805 · Rent - Tongass Ave Thrift Store	7,050.00	7,050.00	0.00	0.0%
62810 · Depr and Amort - Allowable	0.00	39,076.98	-39,076.98	-100.0%
62820 · Equipment Repairs & Maintenance	698.58	0.00	698.58	100.0%
62830 · Repairs and Maintenance				
62830.7 · HVAC Expense	106,856.23	0.00	106,856.23	100.0%
62830.6 · Housing	300.00	450.00	-150.00	-33.3%
62830.1 · Building Repairs & Maintenance	2,268.24	1,487.27	780.97	52.5%
62830.3 · Thift Store	-263.84	230.43	-494.27	-214.5%
62830 · Repairs and Maintenance - Other	0.00	388.64	-388.64	-100.0%
Total 62830 · Repairs and Maintenance	109,160.63	2,556.34	106,604.29	4,170.2%

Rendezvous Senior Day Services Inc Profit & Loss Prev Year Comparison April through June 2022

	Apr - Jun 22	Apr - Jun 21	\$ Change	% Change
62840 · Automobile Expenses				
62841 · Ford Van Expenses				
62841.2 · Ford Van Fuel	293.24	86.34	206.90	239.6%
62841.3 · Ford Van Insurance & Registr	0.00	0.00	0.00	0.0%
Total 62841 · Ford Van Expenses	293.24	86.34	206.90	239.6%
62842 · Bus Expenses				
62842.2 · Bus Fuel	135.78	99.00	36.78	37.2%
62842.3 · Bus Insurance & Registration	0.00	0.00	0.00	0.0%
Total 62842 · Bus Expenses	135.78	99.00	36.78	37.2%
62844 · Mazda Van Expenses				
62844.2 · Mazda Van Fuel	0.00	72.89	-72.89	-100.0%
62844 · Mazda Van Expenses - Other	56.55	-8.79	65.34	743.3%
Total 62844 · Mazda Van Expenses	56.55	64.10	-7.55	-11.8%
Total 62840 · Automobile Expenses	485.57	249.44	236.13	94.7%
62860 · Mortgage Interest	3,561.89	3,642.03	-80.14	-2.2%
62890 · Utilities				
62890.1 · Electric, Water & Sewer	3,479.60	3,416.32	63.28	1.9%
62890.2 · Garbage & Waste Disposal	3,873.00	3,495.50	377.50	10.8%
62890.5 · Telephone, Cable and Internet	2,556.48	2,283.54	272.94	12.0%
62890.6 · Fuel, Heating	2,422.67	2,245.62	177.05	7.9%
Total 62890 · Utilities	12,331.75	11,440.98	890.77	7.8%
62800 · Facilities and Equipment - Other	0.00	63.33	-63.33	-100.0%
Total 62800 · Facilities and Equipment	133,288.42	64,079.10	69,209.32	108.0%
65000 · Operations				
65010 · Dues and Subscriptions	430.27	0.00	430.27	100.0%
65040 · Supplies				
65080 · Housing Supplies	705.38	337.72	367.66	108.9%
65041 · Day Center Supplies				
65041.1 · Food	1,081.83	2,352.04	-1,270.21	-54.0%
65041.2 · Household Supplies	0.00	416.57	-416.57	-100.0%
65041.3 · Office Supplies	539.20	1,289.60	-750.40	-58.2%
65041.4 · Program Supplies				
65041.5 · Activity Supplies	78.06	0.00	78.06	100.0%
Total 65041.4 · Program Supplies	78.06	0.00	78.06	100.0%
65041 · Day Center Supplies - Other	1,032.29	1,923.96	-891.67	-46.4%
Total 65041 · Day Center Supplies	2,731.38	5,982.17	-3,250.79	-54.3%
65045 · Thrift Store Supplies				
65047 · Thrift Store Supplies - Tongass	2,870.47	0.00	2,870.47	100.0%
65045 · Thrift Store Supplies - Other	124.98	0.00	124.98	100.0%
Total 65045 · Thrift Store Supplies	2,995.45	0.00	2,995.45	100.0%
65070 · Donated Goods	650.00	650.00	0.00	0.0%
65040 · Supplies - Other	25.00	0.00	25.00	100.0%
Total 65040 · Supplies	7,107.21	6,969.89	137.32	2.0%
Total 65000 · Operations	7,537.48	6,969.89	567.59	8.1%
65100 · Other Types of Expenses				
65110 · Advertising Expenses	360.00	360.00	0.00	0.0%
65120 · Insurance - Liability, D and O	4,181.28	3,009.75	1,171.53	38.9%
65170 · Training & Development	88.25	0.00	88.25	100.0%
65100 · Other Types of Expenses - Other	0.00	-307.82	307.82	100.0%
Total 65100 · Other Types of Expenses	4,629.53	3,061.93	1,567.60	51.2%
66000 · Payroll Expenses				
66010 · Salaries and Wages	63,779.23	64,939.72	-1,160.49	-1.8%
66020 · Payroll Taxes	5,078.29	5,156.19	-77.90	-1.5%
66030 · SUI Contribution	0.00	635.53	-635.53	-100.0%
66073 · QSEHRA				
66073.1 · QSEHRA Administration Fees	13.50	0.00	13.50	100.0%
66073 · QSEHRA - Other	606.00	654.00	-48.00	-7.3%
Total 66073 · QSEHRA	619.50	654.00	-34.50	-5.3%

Rendezvous Senior Day Services Inc
Profit & Loss Prev Year Comparison
 April through June 2022

	Apr - Jun 22	Apr - Jun 21	\$ Change	% Change
66080 · Workers Compensation	5,091.00	10,260.00	-5,169.00	-50.4%
66000 · Payroll Expenses - Other	2,450.04	2,450.04	0.00	0.0%
Total 66000 · Payroll Expenses	77,018.06	84,095.48	-7,077.42	-8.4%
66100 · Employee Goodwill	0.00	390.44	-390.44	-100.0%
66999 · Reconciliation Discrepancies	-0.08	-0.19	0.11	57.9%
Total Expense	228,577.28	164,908.02	63,669.26	38.6%
Net Ordinary Income	-104,926.16	-27,000.49	-77,925.67	-288.6%
Other Income/Expense				
Other Expense				
80100 · Bank/Other Charges & Fees	61.54	125.00	-63.46	-50.8%
Total Other Expense	61.54	125.00	-63.46	-50.8%
Net Other Income	-61.54	-125.00	63.46	50.8%
Net Income	-104,987.70	-27,125.49	-77,862.21	-287.0%