



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: July 29, 2022

RE: **Southeast Senior Services' Quarterly Activity Report - April Through June 2022**

Pursuant to paragraph (a) of Section 14 of the 2022 Community Agency Funding Agreement between the City of Ketchikan and Southeast Senior Services, attached for City Council review is a copy of the agency's quarterly activity report for the period of April through June 2022. Should Councilmembers have questions regarding the report, staff can attempt to respond accordingly.



Southeast Senior Services

A Division of Catholic Community Service, Inc.



Helping elders in Southeast Alaska stay healthy, safe and independent

July 12, 2022

Ms. Lacey Simpson, City Manager
City of Ketchikan
334 Front Street
Ketchikan, AK 99901

Dear Ms. Simpson:

As outlined in the CY 2022 grant proposal between the City of Ketchikan and Catholic Community Service/Southeast Senior Services, a copy of the second quarter expenditure report for the Ketchikan Case Management (KCM) Program is enclosed. The report covers the period from April 1 to June 30, 2022.

In fulfillment of the Measurable Outcomes laid out in the CY 2022 grant proposal, the Ketchikan Case Manager provided the following services and activities during the second quarter.

1. To conduct 4 Gatekeeper presentations that educate community individuals and private business employees on how to identify isolated, at-risk seniors and how to refer them for assistance

2nd Quarter 2022: The Ketchikan Case Manager emailed information for 2 Gatekeeper presentations to educate community individuals and private business employees about their role as Gatekeepers: Mary Frances Building Manager and The Plaza LLC.

Year to date: The Ketchikan Case Manager provided a total of 3 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.

2nd Quarter 2022: The Ketchikan Case Manager responded to 287 referrals regarding 57 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 710 referrals regarding 97 unduplicated 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.

2nd Quarter 2022: 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 2 unduplicated senior citizens.

Year to date: 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 4 unduplicated senior citizens.

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

2nd Quarter 2022: 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 26 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 57 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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Statement of Activity - by Fund
June 30, 2022

	<u>Q-T-D Actual</u>	<u>Q-T-D Budget</u>	<u>Y-T-D Actual</u>	<u>Y-T-D Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
Revenues						
4030 Grant City/Local	11,699.07	5,812.50	50,782.61	54,381.36	(3,598.75)	54,381.36
Total Revenues	<u>11,699.07</u>	<u>5,812.50</u>	<u>50,782.61</u>	<u>54,381.36</u>	<u>(3,598.75)</u>	<u>54,381.36</u>
Expenses						
6110 Salaries & Wages	1,765.70	4,033.17	15,262.09	16,132.68	870.59	16,132.68
6115 PTO Expense	103.47	516.30	2,452.50	2,065.20	(387.30)	2,065.20
6120 FICA/FICAMed	140.75	308.55	1,339.27	1,234.20	(105.07)	1,234.20
6121 ESC	24.86	40.32	185.24	161.28	(23.96)	161.28
6122 Work Comp	19.05	131.34	105.03	525.36	420.33	525.36
6131 Health Insurance	373.07	969.27	3,055.10	3,877.08	821.98	3,877.08
6132 Dental Insurance	23.60	43.47	148.08	173.88	25.80	173.88
6133 Vision Insurance	7.28	12.18	45.65	48.72	3.07	48.72
6134 Life Insurance	5.35	10.74	33.61	42.96	9.35	42.96
6135 LTD	3.93	7.29	24.74	29.16	4.42	29.16
6136 403b Match	128.38	235.89	928.12	943.56	15.44	943.56
6198 Admin - Personnel	499.52	333.99	3,813.30	1,335.96	(2,477.34)	1,335.96
6230 Training	0.00	0.00	75.00	0.00	(75.00)	0.00
6240 Mileage	(139.64)	0.00	10.77	0.00	(10.77)	0.00
6298 Admin - Travel	6.45	6.99	77.38	27.96	(49.42)	27.96
6320 Phone/Internet Charges	1,653.38	600.00	4,885.32	2,400.00	(2,485.32)	2,400.00
6398 Admin - Facility	21.54	54.00	348.73	216.00	(132.73)	216.00
6410 Office Supplies	0.00	0.00	1,860.56	0.00	(1,860.56)	0.00
6420 Postage	0.00	0.00	30.37	0.00	(30.37)	0.00
6440 Program Supplies	898.28	0.00	2,180.47	0.00	(2,180.47)	0.00
6498 Admin - Supplies	2.76	11.25	67.49	45.00	(22.49)	45.00
6540 Equipment Purchase-Over \$ 5,000	0.00	0.00	6,781.73	0.00	(6,781.73)	0.00
6560 Equipment Purchase-Under \$ 5,000	0.00	0.00	2,882.39	0.00	(2,882.39)	0.00
6598 Admin - Equipment	12.71	48.99	90.72	195.96	105.24	195.96
6640 Dues & Subscriptions	0.00	0.00	250.00	0.00	(250.00)	0.00
6698 Admin - Other	192.79	87.51	1,861.92	350.04	(1,511.88)	350.04
Total Expenses	<u>5,743.23</u>	<u>7,451.25</u>	<u>48,795.58</u>	<u>29,805.00</u>	<u>(18,990.58)</u>	<u>29,805.00</u>
Excess Revenue Over (Under) Expenditures	5,955.84	(1,638.75)	1,987.03	24,576.36	(22,589.33)	24,576.36
			Qtr 1	4428.44		
			Qtr 2	28131.36		
			Qtr 3	10492.55		
				43052.35		
				5,743.23		