

BUTLER COUNTY SENIOR SERVICES PROGRAM CONTRACT

This Interlocal Cooperation Agreement is made and entered into on this 6th day of August, 2012 by and between the City of Lincoln, Nebraska, a municipal corporation, hereinafter referred to as the "City," and County of Butler, Nebraska. County of Butler is a political subdivision, hereinafter referred to as the "County."

WHEREAS, all parties are authorized by the statutes of the State of Nebraska, including the Interlocal Cooperation Act, *Neb. Rev. Stat. §13-801*, et. seq., as amended, to enter into cooperative agreements for the mutual benefit of the parties and to provide services in a manner that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the purpose of this Agreement is to define the mutual and separate responsibilities of each in the operation, management, support, monitoring, and evaluation of the Butler Senior Services Program, hereinafter called "Program" as specified in the Butler Senior Services Service Plan, hereinafter called "Plan."

WHEREAS, the Nebraska Division on Aging has designated the City as the official Lincoln Area Agency on Aging, DBA Aging Partners, hereafter referred to as "Aging Partners", for eight Nebraska counties, including Butler County, for the planning, coordination, monitoring, and evaluation of community aging service programs; and

WHEREAS, the County is a member of the Aging Partners making it eligible for Agency support and assistance; and

WHEREAS, the City has Federal and State funds designated in its State approved Aging Partners' Area Plan for the partial support of the County's Program and Plan;

NOW THEREFORE, it is jointly agreed by the parties to this Agreement as follows:

SECTION 1. The County shall perform the following:

- A. Provide, through its Butler Senior Services Advisory Board (By-Laws, Attachment A), on-going planning, monitoring, and evaluation of the Program according to the approved Plan;
- B. Provide supervision and financial support as specified and approved annually in the Butler County Senior Services Service Plan (Attachment B) and Budget (Attachment C);
- C. Arrange for the provision of an appropriate, safe, and accessible office for the Butler Senior Services staff and its program;
- D. Provide appropriate and sufficient liability insurance to cover the County's office, staff, and Program activities;
- F. Implement and operate the Program for the period of this Agreement pursuant to the Plan

and the following:

1. Act as the fiscal agent for all public and private funds through grants, appropriations, subsidies, contributions, fees and donations provided and/or designated in support of the Program;
2. With the assistance of the City, employ and supervise the professional and technical personnel necessary to carry out the activities and services as mutually agreed upon in the Plan;
3. Administer the Plan with policy and direction input from the Butler Senior Services Advisory Board, provided that the input received does not conflict with local or state law, nor conflicts with any laws governing the City;
4. Accurately and promptly report to the City the Program's services/activity output, financial expenditures, and revenues;
5. To operate the Program within the spirit of the Policies of Aging Partners and the City (Policies 1-12.)

SECTION 2. The City shall provide:

- A. Technical assistance with the planning, monitoring and evaluation of the Program and with other matters concerning older citizens;
- B. Funds from Federal, State or other sources allocated or designated by those sources and the City for the support of the Program. The amounts of such support shall be determined within the laws, regulations, policies and procedures of the funding sources and the City. Any support available for the Program shall be paid through the City to the Program's designated fiscal agent;
- C. Technical assistance in the fiscal management of the Program, its activities and services;
- D. Technical assistance in the implementation and operation of the Program;
- E. Orientation, training, monitoring and evaluation of Program staff as requested by the County;
- F. Assistance with the recruiting, orientation and support of the Butler Senior Services Advisory Board.
- G. Technical assistance and support in the development of community aging services throughout Butler County;
- H. Support and assist in coordinating other programs or services with those activities and services of the Program.

SECTION 3. Project Funds. Project funds are all public grants, allotment, subsidy finds, private contributions, fees, donations received by and for the purpose of the Program whether by appropriation, reimbursements for services, sale of Program products, contribution, or donation. Program funds shall be considered public and subject to accounting, review and inspection, and audit as such, except that individual services or activity contributions shall not be open to general public inspection as per the confidentiality requirements of the Older Americans Act, as amended.

SECTION 4. Audit and Inspection. The County shall allow the City or its authorized representative, any authorized representative of the Federal grantor agency, the Nebraska Division on Aging, or any authorized representative of the Comptroller General of the United States to inspect all relevant data and records; and allow any of the above to audit the books, records, and accounts of the Program pertaining to this Agreement upon request, except any which might violate privacy of clients.

The County shall conduct an annual audit of the Program. The audit shall be to determine if the County has complied with the provisions of this Agreement and applicable Federal and State regulations governing the expenditure of grant funds. The audit report shall identify any questionable costs or other items of non-compliance. The County shall forward a copy of the audit to the City within 30 days of receipt of the written report by the County and no later than six months after the end of the fiscal year.

SECTION 5. Independent Contractor. The City is interested only in the results produced by this Agreement. County shall perform as an independent contractor and it is expressly understood that the County and County's employees are not an employee of the City and are not entitled to any City employee benefits including, but not limited to, overtime, retirement benefits, worker's compensation, sick leave, or injury leave.

County covenants that it has no interest, including but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. County further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by it under this Agreement.

SECTION 6. Indemnification.

- A. To the fullest extent permitted by law, County shall indemnify defend and Hold Harmless the City of Lincoln, its officers, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney s fees, arising out of or resulting from performance of this Agreement, that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom, and that are caused in whole or in part by the intentional or negligent act or omission of County or County s employees, or anyone directly or indirectly employed by County, or anyone for whose acts any of them may be liable. This

section shall not require County to indemnify or Hold Harmless the City for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the City. The City of Lincoln does not waive its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement. This section survives any termination of this Agreement.

- B. The City shall not be obligated to nor liable to any party other than the County under this Agreement.

SECTION 7. Termination.

1. This Agreement shall continue in full force and effect from July 1, 2012 until and unless one or both parties terminates the Agreement by sending written notice to the other party indicating such intention to terminate and such notice is given at least 90 days before the proposed date of termination. The fiscal year for the Program and for this Agreement begins July 1 and ends June 30, each year.
2. In the event of any breach or default hereunder by the County during the term of this Agreement in performing the terms and conditions required hereunder, then and upon the happening of such event the City shall give written notice of such breach or default and the County shall immediately surrender to the authorized agent(s) of the City any grant funds advanced or collected and not yet expended (if any) on the date of the breach or default.
3. The City may terminate this Agreement in whole or in part when funding is not lawfully available for expenditure or when sources of funding are terminated, suspended, reduced, released, or otherwise not forthcoming through no fault of the City. In the event of unavailability of funds to pay any amounts due under this Agreement, the City shall immediately notify the County, and this Agreement shall terminate without penalty or expense to the City.
4. Upon the termination of this Agreement all monies paid by City and all property purchased with Project funds and such monies paid to the County shall remain the property of the County, providing all Federal and State requirements have first been met.

SECTION 8. Fair Labor Standards. County shall maintain Fair Labor Standards in the performance of this Agreement, as required by Chapter 73, Nebraska Reissue Revised Statutes of 1996.

SECTION 9. Fair Employment Practices. County shall not discriminate against any employee (or applicant for employment) with respect to compensation, terms, advancement potential, conditions, or privileges of employment, because of such person's race, color, religion, sex, disability, national origin, ancestry, age, or marital status pursuant to the requirements of Lincoln Municipal Code Chapter 11.08 and Section §48-1122, Nebraska Reissue Revised Statutes of

1998.

SECTION 10. Nebraska Law. This Agreement shall be governed and interpreted by the Laws of the State of Nebraska without reference to the principles of conflicts of law.

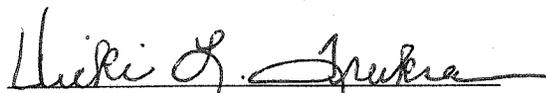
SECTION 11. Integration. Amendments. Assignment. This Agreement represents the entire agreement between the parties and all prior negotiations and representations are hereby expressly excluded from this Agreement. This Agreement may be amended only by written agreement of both parties. This Agreement may not be assigned without the prior written consent of the other party.

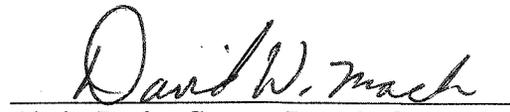
SECTION 12. Severability & Savings Clause. Each section and each subdivision of a section of this Agreement is hereby declared to be independent of every other section or subdivision of a section so far as inducement for the acceptance of this Agreement and invalidity of any section or subdivision of a section of this Agreement shall not invalidate any other section or subdivision of a section thereof.

SECTION 13. Capacity. The undersigned person representing County does hereby agree and represent that he or she is legally capable to sign this Agreement and to lawfully bind County to this Agreement.

EXECUTED THIS 6th day of August, 2012 by:

ATTEST:


Butler County Clerk


Chair, Butler County Board of
Supervisors

EXECUTED THIS _____ day of _____, 2012 by:

ATTEST:

City Clerk

Mayor, City of Lincoln

Butler Count Senior Services Advisory Board By-laws

to be provided

POLICY NUMBER -1-**AGING PARTNERS****FUNDING REQUESTS POLICY****PURPOSE:**

This agency is recognized as an access point for public funds for local agencies that intend to provide, (or are already providing) services to senior citizens. When the agency was established one of its primary roles was to evaluate proposals for public support of aging services and to make recommendations related to these proposals to elected officials and other funding sources.

In order to treat proposals fairly and responsibly, a uniform application is desirable. Where state or federal funds are requested, the applicant agency is obliged to use whatever format the state or federal funding agency requires. However, recognizing that many new and expanded programs will be funded from public funds, Aging Partners delineates the following policy toward future requests:

POLICY:

Any request for financial support will be considered by Aging Partners only if it is presented in writing and addresses each of the following:

- A. Purpose of the proposed project
- B. Organizational and legal status of the applicant entity
- C. Objectives of the service project, qualified to the extent possible
- D. Needs analysis for the project, quantified to the extent possible
- E. Budget

Proposals should be initiated no later than March 1 for proper budget planning.

Aging Partners staff shall provide consultation and technical assistance, as needed, to potential applicants relative to any proposal. However, such consultation or assistance shall not be interpreted by the applicant as endorsing the proposal or committing the agency to act favorably on the proposal. Neither shall the applicant consider speculation by staff as an official decision or position of the agency.

Aging Partners encourages joint planning and coordinative of all services providers for the elderly. This often results in cooperative programming and pooled resources with not only other public agencies but also private charitable agencies. This is a desirable outcome and makes it imperative that private non-profit agency applicants seek out all sources of revenue from the charitable sector before public funds are requested. Aging Partners shall assist and support private agencies in such endeavors.

Aging Partners shall support the existing programs of demonstrated value before funding any new activities.

Page 2

POLICY NUMBER -1-

FUNDING REQUESTS POLICY

ADOPTED: by Aging Partners Advisory Council on January 12, 1978.

REVIEWED AND AMENDED: March 18, 2004

ADOPTED: by Aging Partners Areawide Advisory Council
March 25, 2004

POLICY NUMBER -2-

AGING PARTNERS

STATE/FEDERAL ALLOCATION AREA DISTRIBUTION POLICY

PURPOSE:

A major portion of public resources that support community-base aging services flow through area agencies on aging (i.e., the Older Americans Act, the Nebraska Community Aging Services Act). Many of the functions of area agencies on aging are required and regulated by the provisions of these Acts.

Funds, authorized by these Acts are distributed by income, age, and other factors to strengthen the targeting of the funds to those elderly who are most frail, "socially and economically vulnerable," or threatened with loss of independence. To be equitably distributed, these funds should be allocated similarly throughout Aging Partners planning and services area.

But first, the required and necessary "area-wide" functions (e.g., administration, care management, information/assistance, planning, and technical assistance) must be satisfied. The remaining funds then become available for supporting community-based aging services and activities which are eligible under the Acts, and are included in the area plans.

Given the organizational nature of Aging Partners, an allocation plan based in part on a county's population distribution would be equitable and meets the intent of the laws for distributing the balance of these State/Federal funds to programs and services at the local level.

POLICY:

It is the policy of Aging Partners that State and Federal aging funds that are available on an allocated basis to the planning and services area and/or Aging Partners, and are available for local services and projects, shall be allocated within the eight-county planning and service area proportional to each county's population aged 75 and above, as per the latest available decennial Census. Those funds allocated for a county not participating in the sponsorship of Aging partners (such county thereby forfeiting its allocation) may be distributed to and used by participating counties at the discretion of the Areawide Advisory Council.

ADOPTED by Aging Partners Advisory Council on May 8, 1980

REVIEWED & REVISED by the Fiscal Planning & Budgeting Committee on February 26, 1987.

AMENDED & ADOPTED by the Advisory Council on April 30, 1987.

REVIEWED AND AMENDED- March 18, 2004.

ADOPTED: by Aging Partners Areawide Advisory Council
March 25, 2004.

POLICY NUMBER -3-

AGING PARTNERS

COMMUNITY FOCAL POINT DESIGNATION POLICY

PURPOSE:

Aging Partners believes there must be ready access to services provided under the Area Plan, and encourages co-location and coordination of services for older persons.

POLICY:

Aging Partners will designate, if feasible, a focal point for comprehensive services delivery in each community of the planning and service area. The term "focal point" means a facility established to encourage the maximum co-location and coordination of services for older individuals.

Procedures for designating a community focal point for service delivery will include the following:

1. Specify in the Area Plan those communities in which the development and destination of a focal point for service delivery is desirable, giving consideration to: a) the geographic boundaries and sense-of-community prevailing, b) size of a community in terms of the number of older persons needing services, and c) present pattern of service delivery.
2. Analyze the feasibility of developing a co-location and coordination of services delivery in a targeted community considering: a) the location of facilities suitable for designation, and b) service providers willing to co-locate and cooperate.
3. Negotiate minimum standards of operation (as listed below) with the facility being designated as the focal point, and with co-locating service providers.
4. Formalize through written agreement(s) the designation as a community focal point for service delivery.

Minimum standards of operation in designating a community focal point for service delivery shall include that the facility provides:

1. Reasonable access to older people including barrier-free design for the physically handicapped.
2. A published routine operating schedule convenient to older people.
3. The provision of information and assistance services including a formal procedural linkage with the area wide Lincoln Information Services for the Elderly (LIFE).
4. The co-location and delivery of at least two services in addition to information and assistance.

ADOPTED by Aging Partners Advisory Council on March 12, 1981.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council
March 24, 2005

POLICY NUMBER -4-

AGING PARTNERS

PARTICIPANT COUNTY MEMBERSHIP PAYMENT POLICY

PURPOSE:

To ensure timely receipt of local revenue for payment of area plan budgeted expenses, the Areawide Advisory Council recommends Aging Partners use the following County Membership Payment Policy:

POLICY:

The Area Agency on Aging shall bill each participating county during the month of November. A second billing may be sent to a county if no payment has been received by January 15. If membership payment is not received by January 31, a participating county's account becomes delinquent and shall be referred to the Areawide Advisory Council for consideration.

ADOPTED by Aging Partners Advisory Council on November 12, 1981.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council
March 24, 2005

POLICY NUMBER -5-

AGING PARTNERS

PROGRAM PARTICIPANT CONTRIBUTION POLICY

PURPOSE:

The prospect of expanding public funds for existing programs is limited for the short term, and probably for a number of years. It is logical to believe that users of the special services would rather increase their out-of-pocket share of program costs than see the programs cut back or eliminated. At the very least, the sponsors of these programs have an obligation to give users the cost data so they know the value of their individual contributions. To do less is contrary to the intent of the Older Americans Act.

With such a system in place, aging programs are in a better position to justify the public and charitable funds that are needed.

POLICY:

Aging Partners Areawide Advisory Council encourages all programs included in the Area Plan to provide a means to keep program recipients fully aware of program costs in both aggregate and unit-of-service terms so that they can make independent, informed decisions as to their preferred level of contribution.

The amounts, methods and mechanisms for generating contributions shall be determined by each local program. The Areawide Advisory Council, however, encourages each program receiving funds under the Area Plan establish an expressed, written contribution policy and procedure. Such policy and procedure should be reviewed and updated annually, utilizing input from the Areawide Advisory Council committees and users as well as other appropriate information, such as local economic circumstances.

ADOPTED by Aging Partners Advisory Council February, 1982.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council
March 24, 2005

POLICY NUMBER -6-

AGING PARTNERS

PARTICIPATING COUNTY MEMBERSHIP POLICY

PURPOSE

Aging Partners is required by law to plan, develop and coordinate comprehensive services for older citizens in Planning and Services Area B consisting of the following eight counties: Butler, Fillmore, Lancaster, Polk, Saline, Saunders, Seward and York. In order to allow the maximum participation of local leadership, a structure of inter-local agreements is provided.

POLICY:

Any of the seven counties, excluding the sponsoring county- Lancaster may become participating members of Aging Partners by a) contributing its annually calculated share of the financial support for the agency's costs of providing area-wide administration, coordination, and planning under its approved Area Plan, and b) providing representation for its older citizens on the agency's Areawide Advisory Council.

Conditions of membership may be met by pursuing one of the following options. These options are listed in order of the Areawide Advisory Council and Governing Board preference.

Option I

The Board of Commissioners/Supervisors may sign the agreement, pay the specified county's annual membership fee, and appoint its designated number of representatives to Aging Partners Areawide Advisory Council, thus becoming a participating member of Aging Partners. As of October 2005 Butler, Fillmore, Polk, Saline, Saunders, Seward and York Counties have chosen this option.

Option II

The Board of Commissioners/Supervisors may sign the agreement after authorizing some agreeing third party to pay the annual membership fee, and appoint its designated number of representatives to Aging Partners Advisory Council to represent the needs, interests, and concerns of all the county's older population, thus becoming a participating member of the Agency.

ADOPTED by Aging Partners Advisory Council on September 9, 1982.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council on November 17, 2005.

POLICY NUMBER -7-

AGING PARTNERS

PLANNING PROCESS POLICY

PURPOSE

Aging Partners believes in following a planning process. This includes assessing the needs, writing a plan, and evaluating the results of the plan.

State and Federal aging law gives Aging Partners the responsibility to develop a comprehensive, coordinated service system to be available to older persons and their families.

POLICY:

In order to carry out this function, Aging Partners Areawide Advisory Council sets forth a policy to define the planning process and its minimum elements for both the Agency and for projects, services, and activities funded or evaluated by the Agency:

- A minimum planning process will include at least three functional parts: Assessment – a study of what needs to be done; Plan Development – a written statement and/or budget of how something is to be done; and Evaluation – a study of the accomplishments of the plan when completed.
- For continuing activities, the process will be both cyclical or recurrent and comprehensive at least every five years.
- For assessment and evaluation, the process will involve the general public as well as participants and expected participants. If privately sponsored, the process will involve the governing boards as well as advisory bodies in all three functional parts.
- A written general calendar or schedule of the process shall be available for reference if requested by funding sources and participants.

The Areawide Advisory Council recommends both flexibility and innovation in the implementation of the planning process; supports self evaluation in addition to third party; and encourages coordination and use of existing assessment and evaluation processes where appropriate and available. Any planning process this policy requires should itself be evaluated based upon the: a) appropriateness to program or service, b) fairness of practices, c) efficiency in implementation, and d) effectiveness of improving and strengthening the program.

ADOPTED by Aging Partners Advisory Council on March 10, 1983.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council on November 17, 2005.

POLICY NUMBER -8-

AGING PARTNERS

CONFIDENTIALITY POLICY

PURPOSE:

Community aging services programs are developed to assist people in securing and enjoying their old age in good health and in dignity. A hallmark of these programs in protecting dignity is the confidentiality given to individual private information and matters when planning, governing, operating, and evaluating the services. Aging Partners has long recognized the importance and necessity of maintaining and protecting this confidentiality of information between participant and service provider, and hereby makes that position a matter of policy for itself and any activities and services under the area plan.

POLICY:

Except for pertinent information necessary for service planning and delivery, no information about an older person which was obtained from or about that older person by Aging Partners or by its grantee or contracting programs and service providers can be disclosed in a form that identifies that person without the written or oral consent of the person or his or her legal representative unless the disclosure is required by court order or by law. Lists of older persons compiled by the agency, its grantees and contracting programs and services are to be used solely for the purpose of providing services, and only with the informed consent of each individual on the list. Grantee and contracting programs and service providers of Aging Partners are to have confidentiality policies to similarly protect the privacy of the older participants and clients involved in their programs or services.

ADOPTED by Aging Partners Advisory Council on December 8, 1983.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council on November 17, 2005.

POLICY NUMBER -9-

AGING PARTNERS

REVENUE GENERATION POLICY

PURPOSE:

The need and demand for aging services increases each year. This increase in all likelihood will continue for several more decades. Aging services must significantly increase their revenues to meet current and future demands. Most aging service programs have traditionally received the bulk of their revenues from public categorical sources. In the future these programs will not be capable of meeting the increased demand by relying solely or even primarily on one or two sources. Like most business enterprises which weather changing economic and social environments, these programs need to plan for the future and to diversity their revenue sources. These actions can help aging programs generate more revenue which in turn they can use to continue or even expand services to the growing number of older people.

With this in mind, Aging Partners believes that it will serve both today's and tomorrow's older citizens best if it takes steps now to encourage service providers in the area to strengthen themselves by adopting policies and practices which broaden their own financial support. The following policy advises service providers and organizations who currently contract with or receive funding from Aging Partners, or who plan to do so in the future, that the Agency will consider in its decisions as applicant/contractor's activities for broadening and generating its service/program revenues.

POLICY:

Aging service plans, proposals, and contracts submitted to Aging Partners for approval will be more favorably viewed by the Areawide Advisory Council and agency staff if they evidence the applicant's record capacity, or plans of actively seeking appropriate contributions, donations, fund-raising, charges-for-service, private sector support initiatives, and other public revenues in addition to the funds requested or reimbursed by Aging Partners to support the service/program. "Appropriate" is interpreted herein to mean that the activities, methods, procedures, and policies to enhance project or service revenue: a) will not infringe on the rights of privacy and personal confidentiality of the older persons/families; b) will not create negative social pressures upon those older persons who cannot afford or choose not to participate in the revenue generating activities; and, c) will not deny service to an older person/family in need who cannot or will not pay all or part of the cost of the service.

ADOPTED by Aging Partners Advisory Council on February 26, 1987.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council on November 17, 2005.

POLICY NUMBER -10-

AGING PARTNERS

ONE PLAN PER COUNTY POLICY

PURPOSE:

The area agency on aging is charged with planning a comprehensive, coordinated service system addressing the long term care needs and concerns of older persons living within its eight county planning and service area. At the same time, the agency is aware that services are often more efficient and responsive the closer they are to the people they serve. In other words, community based aging services are often better when they are planned, managed, supported, and evaluated at a community level.

Good planning has its own cost in the operation of any business. This cost is often proportionally higher in rural areas due to the low-density population. Consequently, those who plan, manage, or evaluate a business serving a low-density market area are left to choose between accepting higher unit costs or investing in cooperative and joint management activities.

Twenty years of planning, developing, and monitoring community-base aging service programs has demonstrated that the resources of both the agency and community programs are not adequate to afford the cost of maintaining more than one aging service planning system per county. Therefore, the Agency establishes the following policy:

POLICY:

Aging Partners will recognize, fund, and technically support but one comprehensive community aging services plan within a member county. A member county may choose to place in its plan all its aging service programs or may choose to include several autonomous but coordinated programs managed sub-county, or some combination thereof.

The Agency will accept but one plan per member county and that member must assure that those services under its plan are coordinated, and that they meet all the federal, state, and local requirements. Further, the member county plan must assure that the services of information and assistance and long term care management are available to all older citizens within the county, and that no older persons are denied individual or in-home services under the plan.

ADOPTED by Aging Partners Advisory Council on September 22, 1988.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council on November 17, 2005.

POLICY NUMBER -11-

AGING PARTNERS

COST-SHARE POLICY

PURPOSE:

Local funding and service revenues have expanded and diversified throughout Aging Partners Planning and Service Area. This expansion has resulted in a need to set a cost-sharing standard for fund expenditures. Carry-over return and retention will also be clarified for all parties if a cost-sharing policy is in place.

POLICY:

Subsequent to final budget approval by both the local aging service program's policy board and Aging Partners, a cost sharing ratio shall be developed based upon each party's contribution to the program budget. Aging Partners share will be the state and federal dollars distributed in its annual allocation table. The local program share will be the local public dollars budgeted. Each party shall contribute this ratio of funds to the program's quarterly accounting statement.

At the conclusion of each budget year, both Aging Partners and the local aging service program shall share in any unexpended funds in this same ratio established in the annual budget.

State and federal dollars returned to Aging Partners shall be returned to the state or federal government as required or shall be retained in a discretionary pool of funds. Funds in the discretionary pool shall not be ear marked for the local program that returned funding. Disposition of the discretionary funds shall be based upon Aging Partners staff recommendation and the advice of Aging Partners Areawide Advisory Council.

ADOPTED by Aging Partners Advisory Council on May 26, 1994.

REVIEWED, AMENDED AND ADOPTED: by Aging Partners Areawide Advisory Council on November 17, 2005.

POLICY NUMBER -12-

AGING PARTNERS

MEAL SERVICES DAYS/WEEK

PURPOSE:

The Older Americans Act of 1965 as re-authorized in 2000 requires that Congregate Nutrition Services and Home Delivered Nutrition Services be provided five or more days per week, except in rural areas where such frequency is not feasible. Of the eight counties in Aging Partners service area all are rural except Lancaster.

It is the purpose of this policy to allow the provision of meals less than five days per week in the seven rural counties and the rural areas outside of the City of Lincoln in Lancaster County.

POLICY:

Congregate meals and Home Delivered meals provided in rural areas as part of an Older Americans Act funded program may be provided less than five days per week where it is not feasible. The reasons for granting this exception shall be:

Local needs assessment identifies need for fewer days of service
Congregate meals may be provided less than five days a week if alternate meal site and transportation is available

REVIEWED AND AMENDED: March 18, 2004

ADOPTED: by Aging Partners Areawide Advisory Council
March 25, 2004

**BYLAWS of the
BUTLER COUNTY
SENIOR ADVISORY BOARD**

ARTICLE I. NAME

The name of the body herein created and defined by the Butler County Supervisors shall be the Butler County Senior Advisory Board, hereinafter referred to as the Senior Advisory Board (S.A.B.)

ARTICLE II. PURPOSE

The purpose of the S.A.B. shall be to advise the Butler County Board of Supervisors on matters of concern to older residents of Butler County, such advice and duties to include but not be limited to the following:

- act as a communication link between older citizens and the Board of Supervisors;
- collect and study information on issues and topics relevant to aging persons of Butler County;
- monitor and evaluate the effectiveness of the Butler County Senior Services Program;
- performance of other appropriate functions as the Board of Supervisors deems necessary;
- recommend personnel actions to the Board of Supervisors for the position of Butler County Senior Services Program Manager and other full or part-time Senior Services positions;
- complete an annual performance appraisal and recommend salary adjustments to the Board of Supervisors for the Program Manager position;
- review other appraisals the Program Manager completes for other staff and recommend salary adjustments as necessary to the County Board of Supervisors; and
- assist the Program Manager to develop an annual plan of Senior Services including an annual budget to support the goals as developed. The budget will list income and expenses by categories as required by Aging Partners, Recommend the plan and budget to the Board of Supervisors for adoption as part of the County Budget.

ARTICLE III. MEMBERS

Section 1. Number. The S,A,B. shall have a maximum of ten, one from each Supervisors district (a total of 7) and three (3) at large.

Section 2. Voting. Each member shall have one (1) vote.

Section 3. Appointment. The first S.A.B. shall be appointed within a month of the adoption of these Bylaws. The first Board shall be divided between one and two year terms. Thereafter the Advisory Board shall submit to the County Board of Supervisors

each year a slate of nominations for that year's vacancies. The County Board of Supervisors shall make final appointments and notify the appointees and the Senior Services Program.

Section 4. Except for the first Board, the term of the members shall be two (2) years with half of the members selected one year and the other half selected the other year. Terms shall begin on July 1. Board members may serve 2 consecutive terms after appointment to a 2 year term.

Section 5. Attendance. No member shall have more than three (3) unexcused absences during a year. Should a member's absences exceed this, the Chairperson may declare the position vacant and the S.A.B. shall notify the County Board of Supervisors of same and request a new member be appointed to fill the vacancy and complete the term.

ARTICLE IV. ORGANIZATION

Section 1. The S. A.B. shall be organized into officers and committees for performing the functions of the Board.

Section 2. Officers. The Board shall have three (3) officers; a Chairperson, Chairperson-Elect and a Recording Secretary. Their election, term and duties shall be as follows:

Chairperson: The duties of the Chairperson shall be to preside over all meetings of the S.A.B., maintain order, explain and decide all questions of order, announce business, give signature where necessary, appoint the committee chairpersons and assign duties to members as needed to carry out the Board's purpose. Except for the first election of officers, the Chairperson-Elect shall assume the duties of the Chairperson after the annual election of officers in July.

The Chairperson shall serve one year.

Chairperson-Elect: The S.A.B. shall elect a Chairperson-Elect each year in July, except for the first election when both a Chairperson and Chairperson-Elect shall be elected. Thereafter at each July meeting the current Chairperson-Elect shall assume the duties of the Chairperson immediately after the election of a new Chairperson-Elect. The duties of the Chairperson-Elect shall be to act as Chairperson in the absence of the Chairperson and perform such duties as assigned by the Chairperson.

Recording Secretary: The Board shall elect a Recording Secretary at its July meeting to serve for one year. The duties of the Recording Secretary are to keep and maintain the minutes of all meetings of the S.A.B., take roll, and work with the Program Manager to record the Board proceedings, notify members of meetings and prepare communications to Board of Supervisors.

Section 3. Committees. The S.A.B. may establish Ad Hoc or Standing Committees as is necessary for carrying out its purpose. Ad Hoc Committee members shall consist of a majority of Senior Advisory Board members and may include other community representatives so long as the purpose, specific duties and time of reporting are clearly designated in the motion and minutes of the Advisory Board meeting establishing the committee. The purposes or duties and composition of Standing committees must be established in writing as a sub-part of this section of the Bylaws. No committee shall act or present itself in any way without the express approval of the Senior Advisory Board.

3A. The Executive Committee shall consist of the Chairperson, Chairperson-Elect, Recording Secretary and the County Supervisor liaison. Their responsibility shall be to conduct the business of the S.A.B. when regular Board meetings cannot be held. They have full authority to conduct the S.A.B.'s business and will report same at the next full Board meeting. This committee shall also provide to the Supervisors a list of S,A,B. interested nominees for appointment.

3B. The Plan and Budget Committee shall consist of S.A.B. members from each of the seven Supervisors districts, the Chairperson and the Supervisor liaison. Their responsibility is to provide input to the Program Manager in developing the annual plan and budget for the services offered by Butler County Senior Services. The committee shall meet at least annually and will report to the full S.A.B.

ARTICLE V. MEETINGS

Section 1. Frequency. The Butler County S.A.B. shall conduct regular meetings as deemed necessary. Meetings shall be held at a time and place of the members' choosing. There shall be a meeting in July after the appointments are made for the up-coming year by the County Board of Supervisors.

Section 2. How called. Regular meetings, dates, times and locations may be established for an annual period or at the prior meeting. The Chairperson, with the Executive Committee's approval, may call a special meeting for the purpose of conducting only special or emergency business for which the meeting was called.

Section 3. Quorum. A quorum for business shall be 55% of the appointed members.

Section 4. Voting. A simple majority of those present shall carry the business. In case of a tie, the vote of the Chairperson shall determine the issue.

ARTICLE VI. OTHER

Section 1. Annual Report. The S.A,B. shall prepare and submit to the Butler County Board of Supervisors a written report of the S.A.B.'s activities and accomplishments during the prior fiscal year.

Section 2. Rules of Order. Robert's Rules of Order shall govern the meetings of the S.A.B. and its committees.

Section 3. Meetings of the Board are open to the public.

ARTICLE VII. AMENDMENTS

Amendments may be proposed to these Bylaws by either the County Board of Supervisors or the S.A.B. itself. Only the Board of Supervisors can amend these Bylaws

First approved this _____ day of _____, 2012 by the Butler County Supervisors.

Attachment B

Aging Partners FY13 Area Plan

County Program Overview & Significant Activities

Name: Butler County Senior Services

Instructions: Review and update the information below about your county program.

The Butler County Senior Services Program is a quasi-governmental agency that was developed by the Butler County Board through its establishment of an Aging Service Authority. A board of directors is appointed by the County. The Butler County Senior Services Board has the policy and operational authority for day to day operations of the Program. County Program staff includes: Program Manager, Dietary Manager and Dietary assistant. Rural Transit Services for Butler County are also coordinated by the Senior Program. There are two on-call Transit drivers employed by the Program and paid for with the Rural Transit budget.

Subsidized in-home services are available through the Multi County Supportive Services program administered cooperatively with the Aging Partners. Other in-home assistance is provided by Senior Companions placed throughout the county. Congregate meals are a direct service of the program and are provided five days a week. Home delivered meals are provided to many of the smaller communities in the county on an as needed basis.

The focal point for services is the David City Senior Center which is operated and managed by the Butler County Senior Service Program Manager. The Busy Wheels operates out of the center and provides transportation in David City. The center also houses the Butler County Senior Service Program including its central kitchen.

The staff works with local senior clubs on special programs in the surrounding communities. The staff also works with the Butler County Health Care Center, Four Corners Health Department, Tabitha Health Care Services and Butler County Cooperative Extension on health education and health care issues. Monthly foot care clinics are hosted in conjunction with AP's Health & Wellness program. The Program Manager is a trained SHIP volunteer. The Butler County Senior Service Program has a monthly Caregiver Support Group and hosts an annual Caregiver's Retreat.

Instructions: Please list any significant activities that occurred between March, 2011 to present.

Being Well:

Staying Involved:

Planning Ahead:

Living at Home:

2012-2013 Aging Partners Work Plan & Reporting Form

<p>Program Name: Butler County Senior Services Program</p> <p>Staff Name: Linda Vandenberg</p>		<p>Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the Work Plan box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable Report boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.</p>				
<p>Service: Congregate Meals</p>		<p>Total Projected Units: 8400</p>				
<p>1st Half: 7/12-12/12</p> <p>Units Projected for Half: 4200</p> <p>Units Produced in Half: Balance:</p>	<p>1st Half Work Plan We will have to work to increase our numbers to reach this goal. Each month we will work have something big to draw people in. We will attend other meetings and find out what their interests are and have things like an extra meal or more a month with entertainment or a card and game night or afternoon on a weekend. We will even plan a breakfast once a month.</p>	<p>1st Half Report Status 1. Volunteers will be recruited to help with this as it will be times when our paid kitchen staff is off. 2. We will need to advertise and hang flyers.</p>	<p>1st Half Report Adjustments to Work Plan</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Feb 22nd</p>	<p>Director's Comments:</p>
<p>2nd Half: 1/13-6/13</p> <p>Units Projected for Half: Units Produced in Half: Balance: Year-End Balance:</p>	<p>2nd Half Work Plan Monitor meal units to see if outreach and additional programming are increasing units. If not, will refigure monthly totals needed to meet goals by June 30, 2013. Will continue having brunches and once in a while an evening meal.</p>	<p>Year-End Report</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Aug 23rd</p>	<p>Director's Comments:</p>	

2012-2013 Aging Partners Work Plan & Reporting Form

Program Name: Butler County Senior Services Program

Staff Name: Linda Vandenberg

Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the **Work Plan** box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable **Report** boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.

Service: Home Delivered

Total Projected Units: 6100

1 st Half: 7/12-12/12	1 st Half Work Plan	1 st Half Report Status	1 st Half Report Adjustments to Work Plan	1 st Half Report Comments:
Units Projected for Half: 3050 Units Produced in Half: Balance:	We have started having an increase just from word of mouth and past information being shared. We will continue meeting with the health care personal and have composed a newsletter that we have sent out and hand delivered some to new people who could be a good potential client. We have also lost some due to death or going into a nursing home.	1. Contacts will be made through different events going on in our county and referrals from family and friends of our current clients.	Administrator's Comments:	Report due to Director by Fri, Feb 22 nd
<p>Director's Comments:</p>				

<p>2nd Half: 1/13-6/13</p> <p>Units Projected for Half:</p> <p>Units Produced in Half:</p> <p>Balance:</p> <p>Year-End Balance:</p>	<p>2nd Half Work Plan</p> <p>Monitor our numbers and continue to encourage people to share the word with neighbors and friends who may be in need of meals on wheels. Will continue to reach out to find those in need of our services.</p>	<p>Year-End Report</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Aug 23rd</p>	<p>Director's Comments:</p>

2012-2013 Aging Partners Work Plan & Reporting Form	
Program Name: Butler County Senior Services Program	Staff Name: Linda Vandenberg
<p>Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the Work Plan box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable Report boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the</p>	

fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.

Service: Transportation

Total Projected Units: 3900

<p>1st Half: 7/12-12/12 Units Projected for Half: 1950 Units Produced in Half: Balance:</p>	<p>1st Half Work Plan We are hoping the newsletter we sent out will help us generate more interest in this service. We will also continue sharing information through advertising. We are currently competing against two new vans in our area; we are going to pull through as our rates are lower so we need to get the information out to let the clients know of our services. We will plan events to bring people in and share our information.</p>	<p>1st Half Report Status 1. We will keep working toward our goal. We will provide a top service to be a better competitor and feel people's needs.</p>	<p>1st Half Report Adjustments to Work Plan</p>	<p>Report due to Director by Fri, Feb 22nd</p>	<p>Director's Comments:</p>
<p>2nd Half: 1/13-6/13 Units Projected for Half: Units Produced in Half: Balance: Year-End Balance:</p>	<p>2nd Half Work Plan Monitor our numbers and see if we need to encourage more people to use our services and continue educating people about our services. Hang flyers in the post office and businesses to keep our name out in front of people.</p>	<p>Year-End Report</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Aug 23rd</p>	<p>Director's Comments:</p>

--	--	--	--	--	--

2012-2013 Aging Partners Work Plan & Reporting Form

Program Name: Butler County Senior Services Program		Staff Name: Linda Vandenberg	
<p>Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the Work Plan box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable Report boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.</p>			
Service: Nutrition Education		Total Projected Units: 1100	
1st Half: 7/12-12/12 Units Projected for Half: 550 Units Produced in Half: Balance:	1st Half Work Plan We will have a nutrition education program at special events like a quilt show, Birthday day, Accordion Jam, Fund raiser etc.	1st Half Report Status 1. Advertise and hang fliers and even make some phone calls to encourage people to come and bring a friend.	1st Half Report Adjustments to Work Plan Administrator's Comments:
		Report due to Director by Fri, Feb 22nd	Director's Comments:

2nd Half: 1/13-6/13 Units Projected for Half: Units Produced in Half: Balance: Year-End Balance:	2nd Half Work Plan Will monitor our numbers and increase our programs if necessary to reach our goal.	Year-End Report	Administrator's Comments:	Report due to Director by Fri. Aug 23rd	Director's Comments:

2012-2013 Aging Partners Work Plan & Reporting Form

Program Name: Butler County Senior Services Program

Staff Name: Linda Vandenberg

Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the **Work Plan** box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable **Report** boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the

fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.

Service: Outreach

Total Projected Units: 170

<p>1st Half: 7/12-12/12</p> <p>Units Projected for Half: 85</p> <p>Units Produced in Half: Balance:</p>	<p>1st Half Work Plan Every time I am out in the public I will be sharing information with individuals about our program. I will also have events to educate clients about nutrition and health and continue share and making phone calls to invite them in and even talk to people who already use our services to bring a friend or encourage them to use our services.</p>	<p>1st Half Report Status 1.</p>	<p>1st Half Report Adjustments to Work Plan</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Feb 22</p> <p>Director's Comments:</p>
<p>2nd Half: 1/13-6/13</p> <p>Units Projected for Half: Units Produced in Half: Balance: Year-End Balance:</p>	<p>2nd Half Work Plan Monitor outreach units to see if additional units are needed. Continue having a local person greet people in local businesses and hand out flyers and give information about our services.</p>	<p>Year-End Report</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Aug 23rd</p> <p>Director's Comments:</p>	

--	--	--	--	--	--

2012-2013 Aging Partners Work Plan & Reporting Form

Program Name: Butler County Senior Services Program		Staff Name: Linda Vandenberg	
<p>Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the Work Plan box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable Report boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.</p>			
Service: Caregiver Access Assistance		Total Projected Units: 55	
1st Half: 7/12-12/12 Units Projected for Half: 28 Units Produced in Half: Balance:	1st Half Report Status 1. Be outgoing and share the newsletter and flyers to reach out to those in need of our services.	1st Half Report Adjustments to Work Plan Administrator's Comments:	Report due to Director by Fri, Feb 22nd Director's Comments:

<p>2nd Half: 1/13-6/13</p> <p>Units Projected for Half:</p> <p>Units Produced in Half:</p> <p>Balance:</p> <p>Year-End Balance:</p>	<p>2nd Half Work Plan</p> <p>Monitor numbers and see if we need to increase our numbers and activities. We will keep in contact with our caregivers and try to reach any new ones and encourage them to join us and keep the education going of our services.</p>	<p>Year-End Report</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Aug 23rd</p>	<p>Director's Comments:</p>
---	---	-------------------------------	---	--	------------------------------------

2012-2013 Aging Partners Work Plan & Reporting Form

<p>Program Name: Butler County Senior Services Program</p>	<p>Staff Name: Linda Vandenberg</p>
---	--

Directions: Insert the name of the service & the applicable projections and service data below. At the start of the year in the **Work Plan** box underneath each quarter list initiatives, events &/or activities that will facilitate meeting increased projections. Complete a separate work plan for each service. Quarterly, complete and submit the applicable **Report** boxes by listing activities and efforts in support of service production in the status box and listing adjustments to the original work plan box in the adjustments box. Submit to administrator for comments prior to submitting to director by deadline. In the

fourth quarter, complete the year-end report by listing reasons for success or failure in meeting projections.

Service: Caregiver Information

Total Projected Units: 22

<p>1st Half: 7/12-12/12 Units Projected for Half: 11 Units Produced in Half: Balance:</p>	<p>1st Half Work Plan Manager will give information at our area aging meetings and potlucks, will attend more than she has in the past. Invite others in to enjoy time together sharing stories and such.</p>	<p>1st Half Report Status 1. Our local groups meet once or twice a month so manager will attend these and share information and find out if there are areas of need.</p>	<p>1st Half Report Adjustments to Work Plan</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Feb 22</p> <p>Director's Comments:</p>
<p>2nd Half: 1/13-6/13 Units Projected for Half: Units Produced in Half: Balance: Year-End Balance:</p>	<p>2nd Half Work Plan Continue monitoring to see if we are reaching our goals. We will need to increase our activities and reach out in the county to those in need of our information</p>	<p>Year-End Report</p>	<p>Administrator's Comments:</p>	<p>Report due to Director by Fri, Aug 23rd</p> <p>Director's Comments:</p>	

BUDGET SUMMARY FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

EXPENDITURES:

Personnel	\$ 62,801
Travel	\$ 1,150
Printing & Supplies	\$ 5,475
Equipment	\$ -
Building Space	\$ -
Communication & Utilities	\$ 12,315
Other Costs	\$ 20,068
Raw Food	\$ 39,520
Contractual Services	\$ -
TOTAL	\$ 141,329

REVENUES:

Client Contributions	\$ 37,720
User Fees	\$ -
Title XX	\$ 4,020
Medicaid Waiver	\$ 5,330
USDA	\$ 7,513
Donations\Fundraising	\$ 19,684
Grants	\$ 2,000
Other Revenue	\$ 4,450
State Other	\$ -
Federal Other	\$ -
City/Town/Village	\$ -
County	\$ 16,500
LAAA State/Federal	\$ 44,112
TOTAL	\$ 141,329

DIFFERENT

\$ (1)

BUDGET WORKSHEET PERSONNEL FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

Position	SALARY				AGING	TOTAL	TRANSIT	TOTAL
	Rate	Hours	Amount	Split				
Manager	\$ 15.21	2080	31,637	70/30	22,146		9,491	
FICA	7.65%		2,420		1,694		726	
401 K	3.0%		949		664		285	
Unemployment	4.95%	0	1,566		1,096		470	
			36,572			\$ 25,600		\$ 10,972
<hr/>								
Cook	\$ 9.50	2080	19,760	100	19,760			
FICA	7.65%		1,512		1,512			
Unemployment	4.95%	0	978		978			
			22,250			\$ 22,250		
<hr/>								
Assistant Cook	\$ 7.80	1560	12,168	100	12,168			
FICA	7.65%		931		931			
Health Ins					-			
Unemployment	4.95%	0	602		602			
			13,701			\$ 13,701		
<hr/>								
Transit Driver	\$ 8.40	1750	14,700	0			14,700	
FICA	7.65%		1,125				1,125	
Unemployment	4.95%	0	728				728	
			16,553					\$ 16,553
<hr/>								
Part time office help		780	-	50/50	-		-	
FICA	7.65%		-		-		-	
Unemployment	4.95%	0	-		-		-	
						\$ -		\$ -
<hr/>								
Workman's Comp Insurance			2,500	50/50		\$ 1,250		\$ 1,250
TOTAL PERSONNEL			\$ 91,576			\$ 62,801		\$ 28,775

**BUDGET WORKSHEET
TRAVEL
FY 2011-2012**

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

MILEAGE:

Aging

Staff:

Seward Managers Meetings	600
Other	550

\$ 1,150

Advisory Board:

Volunteers:

Senior Companion

\$ -

Home Delivered Meals:

Other:

**Workshops & Conferences
(Lodging, meals, mileage)**

TOTAL TRAVEL

\$ 1,150

BUDGET WORKSHEET PRINTING & SUPPLIES FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	Aging
Office supplies	2,000
Printing & Copying	
Congregate activities supplies	
Cleaning & sanitation supplies	
Kitchen supplies	800
Meal paper products	475
Home Delivered meals paper products	1,700
In-home services materials	
Minor equipment	500
Other	
TOTAL PRINTING & SUPPLIES	<u>\$ 5,475</u>

BUDGET WORKSHEET

COMMUNICATIONS & UTILITIES

FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	Split	Amount	AGING	TRANSIT
Postage	50/50	900	450	450
Telephone	70/30	1,700	1,190	510
Gas				
Electricity (Utilities)	70/30	14,500	10,150	4,350
Water & Sewer				
Garbage collection	70/30	750	525	225
TOTAL COMMUNICATIONS & UTILITIES			\$ 12,315	\$ 5,535

BUDGET WORKSHEET

OTHER COSTS

FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	Split	Amount	AGING	TRANSIT
INSURANCE				
Liability	90/10	3,300	2,970	330
Volunteer D/O	90/10	750	675	75
Other				
Conference Workshop Registrations			-	
Janitorial Services	90/10	3,500	3,150	350
Equipment Maitenance Contracts	1	475	475	-
Repair & maintenance	1		-	-
Pest control	70/30	525	368	158
Audit costs	70/30	2,800	1,960	840
Professional Contract: Bookkeeping	80/20	5,400	4,320	1,080
Other:				
Fundraising	1	3,000	3,000	
Playhouse & Ticket Expense	1		-	
Bus Expense	1		-	
Advertising	1	350	350	
Miscellaneous	1	2,000	2,000	
Snow Removal	1	800	800	
TOTAL OTHER COSTS		\$ 22,900	\$ 20,068	\$ 2,833

**BUDGET WORKSHEET
RAW FOOD
FY 2011-2012**

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	Annual # Meals	Rate Per Meal	TOTAL
CONGREGATE MEALS: (total congregate meals prepared) (Sept.- Feb. 5,707 meals)	9,000	2.60 \$	23,400
HOME DELIVERED MEALS: (total home delivered meals prepared) (Sept.- Feb. 3,068 meals)	6,200	2.60 \$	16,120
 TOTAL RAW FOOD			 <u>\$ 39,520</u>

CLIENT CONTRIBUTIONS FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	# Meals	Average	Amount
Congregate Meals			
(Total raw food cong meals minus Title XX minus Under 60)			
total congregated meals served	9,000		
Less Title XX meals	-		
Less Under 60 meals	270	\$ 4.50	\$ 1,215
	8,730	\$ 2.27	<u>\$ 19,817</u>
Suggested Contribution \$3.00			\$ 21,032
Home Delivered Meals			
(Total raw food HDM Minus Medicaid Title XX)			
total home del meals served	6,200		
Less Title XX meals	750		
Less Medicaid Waiver meals	1,000		
	4,450	\$ 3.75	\$ 16,688
Suggested Contribution \$3.25			
Other			
(Describe service, units and average contribution)			
TOTAL CLIENT CONTRIBUTIONS			<u>\$ 37,720</u>

BUDGET WORKSHEET

TITLE XX

FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	# of MEALS	RATE		TOTAL
Congregate Meals	0		\$	-
 Home Delivered Meals				
3 clients x 250 days				-
(260 days less 10 holidays)	750	\$ 5.36		4,020
			\$	4,020
 Other				
 TOTAL TITLE XX			\$	<u>4,020</u>

**BUDGET WORKSHEET
USER FEES
FY 2011-2012**

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

(Describe service, unit and rate)

\$ -

BUDGET WORKSHEET

Medicaid Waiver

FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

	# of MEALS	RATE	TOTAL
Congregate Meals			\$ -
Home Delivered Meals			
4 clients x 250 days	1,000	\$ 5.33	5,330
(260 days less 10 holidays)	0	\$ 5.25	-
	0	\$ 5.25	-
			\$ 5,330
Other			
TOTAL Medicaid Waiver			<u>\$ 5,330</u>

BUDGET WORKSHEET

USDA

FY 2011-2012

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

# of MEALS	RATE	TOTAL
---------------	------	-------

(Remember to count only meals served to eligible participants)

Congregate Meals

Total from raw food	9,000		
Less Title XX	-		
Less Under 60	270		
Eligible Congregate Meals	8,730	\$ 0.57	\$ 4,976

Home Delivered Meals

Total from raw food	6,200		
Less Title XX	750		
Less Medicaid Waiver	1,000		
Eligible Home Delivered Meals	4,450	\$ 0.57	\$ 2,537

\$ 7,513

TOTAL USDA

**BUDGET WORKSHEET
OTHER REVENUE
FY 2011-2012**

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

DONATIONS/FUND RAISING

DC Senior Rent	\$	6,000
Butler County Program	\$	13,684
Use of CD's if necessary	\$	-

TOTAL DONATIONS/FUND RAISING \$ 19,684

GRANTS

David City Area Foundation	\$	2,000
----------------------------	----	-------

TOTAL GRANTS \$ 2,000

**BUDGET WORKSHEET
OTHER REVENUE
FY 2011-2012**

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

OTHER REVENUE

Playhouse	-
Interest	3,000
Misc.	1,000
Newspaper	450

TOTAL OTHER REVENUE \$ 4,450

STATE OTHER

TOTAL STATE OTHER

FEDERAL OTHER

TOTAL FEDERAL OTHER

**BUDGET WORKSHEET
REVENUE
FY 2011-2012**

Date: 3/15/2011

PROGRAM: BUTLER COUNTY SENIOR SERVICES

CITY/TOWN/VILLAGE

TOTAL CITY/TOWN/VILLAGE

COUNTY 16,500

TOTAL COUNTY \$ 16,500

LAAA STATE/FEDERAL 44,112

TOTAL LAAA/STATE FEDERAL \$ 44,112