

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: COA			DIVISION:		
	FY12 ACTUAL	FY13 ACTUAL	FY14 BUDGET	FY15 REQUEST	TA RECMD
SALARIES	53,151.62	56,387.07	64,993.96	68,347.53	
EXPENSES	8434	8434	8434	8434	
TOTALS	61585.62	64821.07	73427.96	76,781.53	

BUDGET COMMENTS:

NO Increase

TOWN OF MILLIS	FORM #2
FISCAL YEAR 2015 BUDGET	BUDGET NARRATIVE
DEPARTMENT:	DIVISION:
DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of your department. The Millis Council on Aging is committed to maintaining the highest level of independence with older individuals by developing and coordinating community care, reducing isolation, educating and improving the overall understanding of various community-based services. The Council also provides transportation for the elderly and disabled, a Supportive Day Program for those who are isolated or experiencing mild confusion/dementia, an outreach program for those who are homebound and we house the Meals on Wheels Program. The Center is an intake site for the States Fuel Assistance Program, The Millis Fund and acts as a liaison to many state and federal programs.	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015 Please describe your goals and initiatives for FY2015 and how these translate to expenses. 1. To revive the Supportive Day Program by marketing to nearby hospitals/ Doctors with new pamphlets. Increased participation will self fund another staff member one day per week. 2. Provide an educational and social program each month to benefit seniors. 3. Add four new programs that will increase participation of the 60-68 age bracket.	
FUNDING PLAN Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded. See attached	
PERFORMANCE ACCOMPLISHMENTS Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures. See attached	

FUNDING PLAN

Transportation:

A fee of \$2 .00 is requested for local trips. Surrounding towns either \$3 or \$5 per round trip depending on the distance involved. For medical trips into Boston, a fee of \$25 is requested, with the passenger being responsible for tolls and parking. These fees are deposited into the transportation revolving account to help off-set transportation related expenses not covered the town budget, such as fuel and repairs. If a resident is unable to afford the cost of transportation they are required to fill out an application for a sliding fee scale. The income guidelines are set by the Low Income Home Energy Assistance Program (LIHEAP).

The Memorial Fund/ Gift Fund:

The COA Memorial Fund is a revolving account that is fed by donations in memory of those who have passed away. Per COA policy, these funds are used for capital purchases.

Millis Supportive Day Program:

This program is self-funded. The fee per day for this program is \$35.00, with additional charges for transportation and lunch. The program is also supported through HESSCO Elder Services. This allows payment for income-eligible participants to be determined by a sliding fee with the remainder being paid by Mass Health. The receipts funds salaries for Supportive Day staff and supplies for the group's activities.

The Friends of Millis' COA:

The objective of the Friends is to help raise funds for the Senior Center and assisting the COA with any items above and beyond what the Town or the Commonwealth provides. All money raised is for senior programs and activities to perpetuate the well-being of our senior citizens and to help enrich their community interest. The annual fee for this group is \$6 per person.

State Formula Grant:

The Executive Office of Elder Affairs awarded a Formula Grant of \$11,672 which is used to fund the dispatch/receptionist position, newsletter printing/postage, supplies/expenses, volunteer recognition and trainings.

COA Gift Account:

Patrons of the Millis Senior Center have been given the option to donate directly to the COA through the revolving gift account. This account is used to fund programs not otherwise funded by the Friends, Town or State.

Cultural Arts Grants:

A grant for seven educational/ exercise DVD's from the Millis Cultural Arts Council has been submitted. These DVD's will be shared with other town departments.

Miscellaneous charges:

A variety of COA sponsored activities are charged a nominal activity fee. The exercise groups, for example, are \$3 per class. Holiday events are \$7 which partially covers the expenses of entertainment and food. The Friends of Millis covers the balance.

Performance Accomplishments For 2013

	2012	2013	STATS
ACTIVE SENIORS	608	542	11% DECREASE
UNDER 60	54	44	18% DECREASE
60-64	69	42	39% DECREASE
65-74	254	192	24%DECREASE
75-84	163	177	9% INCREASE
85+	68	87	28% INCREASE
CALLS LOGGED	3721	3788	2% INCREASE
HOME VISITS	73	82	12% INCREASE
FUEL ASSIST	116	115	0.9%DECREASE
FOOD STAMPS	13	6	54% DECREASE
# PASSENGERS	2344	1674	29% DECREASE
MILES DRIVEN	20013	12570	37% DECREASE
MEDICAL TRIPS	866	690	20% DECREASE

PARATRANSIT REIMBURSEMENT

FY10	FY11	FY12	FY13
\$9,209	\$10,431	\$11,311	\$9,330.97

Our statistics show minimal changes in all categories. The decreases in transportation numbers have affected the Paratransit reimbursement. This is reflective of our losing 3 of our dialysis clients prior to this fiscal year.

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TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET REQUESTS
FORM 3

PAGE 56

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

COUNCIL ON AGING SALARY				

SALARIES				

0154151 510200 SALARY DEPARTMENT HEAD	27,968.11	29,294.55	29,927.64	<u>31,227.41</u>
0154151 510300 SALARIES CLERICAL	8,953.07	8,239.20	9,888.00	<u>10,741.92</u>
0154151 510510 PART-TIME DISPATCHER	.00	.00	.00	<u> </u>
0154151 510585 WAGES OUTREACH WORKER	10,067.94	11,239.22	12,448.32	<u>13,648.20</u>
0154151 510586 PART-TIME VAN DRIVER	.00	7,364.10	12,480.00	<u>12,480</u>
0154151 510587 WAGES DRIVER	5,912.50	.00	.00	<u> </u>
0154151 510600 LONGEVITY	250.00	250.00	250.00	<u>250</u>
TOTAL COUNCIL ON AGING SALARY	53,151.62	56,387.07	64,993.96	<u>68,347.53</u>

NO ↑

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TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET REQUESTS
FORM 3

PAGE 57

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

COUNCIL ON AGING EXPENSE				

EXPENSES				

0154152 520800 SERVICE WARRANTY	990.00	990.00	990.00	990
0154152 540400 SUPPLIES & EXPENSES	1,040.42	1,683.19	1,539.00	2500
0154152 540450 POSTAGE	2,124.25	2,063.60	2,355.00	3200
0154152 540710 MEETINGS	143.64	204.26	150.00	200
0154152 540860 VEHICLE SUPPLY/REPAIR	878.58	602.21	900.00	540
0154152 540870 GASOLINE/OIL	3,257.11	2,890.74	2,500.00	1004
TOTAL COUNCIL ON AGING EXPENSE	8,434.00	8,434.00	8,434.00	8434

**TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET**

FORM 6
PERSONNEL SUMMARY

PERSONNEL SUMMARY											
1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Patricia Kayo	Director	\$29,927.64	20	11A	5	11/7	19WKS@591.56	\$11,239.64		\$250.00	\$31,227.41
					6		33WKS@605.69	\$19,967.77			
Michelle Jones	Department Assistant 1	\$9,888.00	12	4	2	10/10	15WKS/12HRS@16.93	\$3,047.40			
					3		37WKS/12HRS@17.33	\$7,694.52			\$10,741.92
Carol LaFreniere	Outreach Worker	\$12,448.32	12	6	6	12/8	23WKS@21.61X12HRS	\$5,964.36			
					7		29WKS/12HRS@22.08	\$7,683.84			\$13,648.20
Driver Wages	Driver	\$12,480.00	30				52WKS/30@8	\$12,480.00			\$12,480.00
SUBTOTAL/TOTAL								\$68,097.53	\$0.00	\$250.00	\$68,097.53

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: <i>CoA</i>		DIVISION:
CODE	DESCRIPTION	BUDGET REQUEST
520800	My Senior Center Service Warranty Plan	990
540400	Supplies & Expenses Nextel, W.B. Mason, New England Office Supply	2500
540450	Postage	3,200.00
540710	Meetings & Dues MCOA Dues	200
540860	Vehicle Supply/ Repair	540
540870	Gasoline/Oil	1,004.00

FORM 8

TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET

FORM #8
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT: COA
DIVISION:
REQUEST PRIORITY #:

PROJECT/SERVICE TITLE: ABOVE LEVEL STAFFING REQUEST

LOCATION:

JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

The COA has never been restored from the FY04 budget cuts:

Director cut from 25 to 20 hrs
Outreach cut from 15 to 12hrs
Department Assistant 1 15 to 12hrs
Driver position cut in 2003 \$8hr to \$15

Request	Town	Formula Grant
Director 20hrs to 35	23,417	
Outreach 12hrs to 20	\$9,099	
Department Assistant 12hrs to 20	\$7,161	
Driver position \$8hr to \$15	\$10,920	
Dispatch to \$10.00 per hr (from Formula grant)		1412
	50,597	

2004 Senior population 1,119
2012 Senior population 1,702 Increase of 52%

Surrounding towns Center open on average 7.6 hrs per day
Millis on average 4.4 hrs per day