

GOVERNOR'S ADVISORY COUNCIL ON AGING BUDGET PRESENTATION

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By

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COUNCIL AND GOYFF OVERSIGHT

- PARTNERSHIP TO PROVIDE RECOMMENDATIONS AND GUIDANCE TO STATE REGARDING AGING MATTERS
- COUNCIL MEMBERS BRING DIVERSE EXPERIENCE AND SERVE AS SUBJECT MATTER EXPERTS AND PROVIDE WELL ROUNDED-INFORMED GUIDANCE
- GOYFF ACTS AS THE FISCAL AGENT FOR FUNDING TRANSFERRED BETWEEN AGENCIES
- FUNDING RESIDES IN THE GOVERNOR'S OFFICE —
 - MUST FOLLOW ALL ASSOCIATED RULES AND POLICIES
 - WE SERVE AT THE PLEASURE OF THE GOVERNOR'S OFFICE
 - ALL DECISIONS REPRESENT THE GOVERNOR AND MUST ALIGN WITH HER PRIORITIES.

BACKGROUND

- ISA AGREEMENT FIRST BROUGHT AGING FUNDING FROM DES TO GOVERNOR'S OFFICE IN 2020
- FUNDING CONSISTS OF 3 PARTS
 - FEDERAL OLDER AMERICANS ACT TITLE III FUNDING - \$150,000 ANNUALLY
 - STATE GENERAL FUND - \$50,000 ANNUALLY
 - DONATED FUNDS – ONE-TIME (CURRENT BALANCE \$37K)
- STATE AND FEDERAL FUNDING IS MANAGED ON A REIMBURSEMENT BASIS
- * STATE AND FEDERAL FUNDING IS SUBJECT TO 2 CRF PART 200 AND THE SAAM. *
- DONATED FUNDS ARE EXEMPT FROM SAAM.

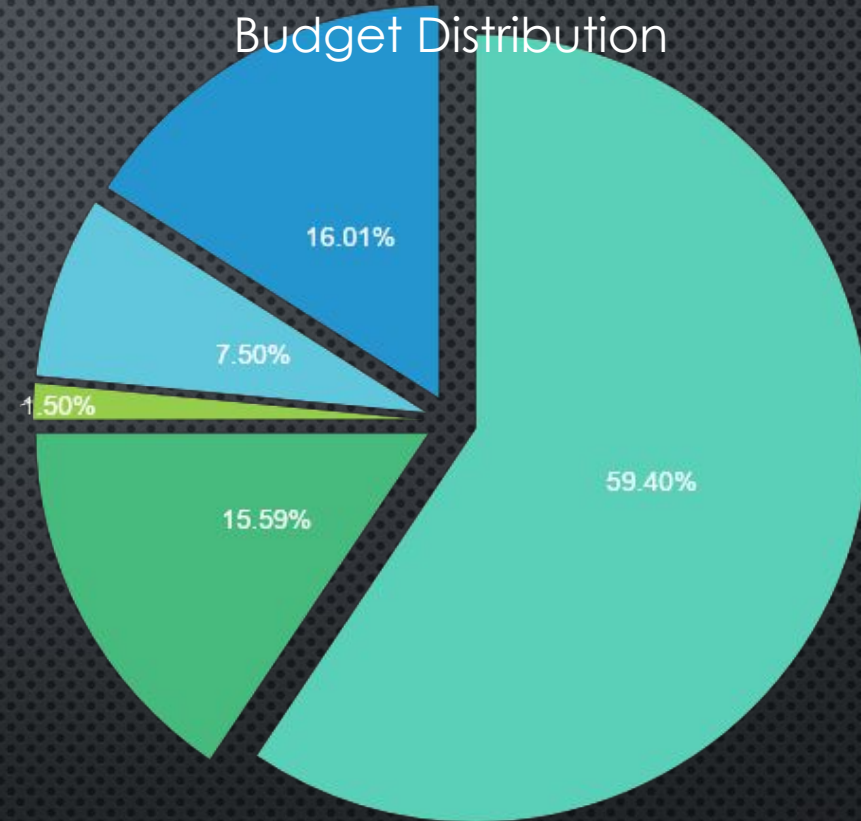
FOOD AND INCENTIVES – SAAM 80.11

- THE JUSTIFICATION FOR ALLOWING THE PROVISION OF FOOD AND BEVERAGES AT THE STATE'S EXPENSE AT BOARD MEETINGS TO THOSE NOT IN TRAVEL STATUS MAY BE ONE OR MORE OF THE FOLLOWING:
 - THE REDUCTION OF THE OVERALL COST TO THE STATE OF HOLDING BOARD MEETINGS.
 - THE IMPRACTICALITY OR COST OF CONVENING A QUORUM OF THE BOARD MEMBERS FOR AN ADDITIONAL DAY OR DAYS.
 - CERTAIN (VERY RARE) EMERGENCIES REQUIRING THE IMMEDIATE AND UNINTERRUPTED ATTENTION OF BOARD MEMBERS.

* DONATED FUND IS EXEMPTED FROM THIS STANDARD.

FY 24 Governor's Advisory Council on Aging Budget

		Federal	State
<u>Payroll</u>			
Personnel Services		66,000	22,000
Fringe Benefits		23,100	7,700
Payroll Subtotal		89,100	29,700
<u>Professional & Outside Serv.</u>			
Miscellaneous Vendors		24,009	7,180
P&O Subtotal		24,009	7,180
<u>Travel</u>			
Travel-In		2,000	1,000
Travel-Out		0	0
Travel Subtotal		2,000	1,000
<u>Pass Thru</u>			
Aid to Organizations		0	0
Pass Thru Subtotal		0	0
<u>Other Operating</u>			
Telephone/Mobile	1 FTE @ \$75 per month	675	225
Building Rent	1 FTE @ \$8,000	6,000	2,000
Repair & Maintenance		0	0
Office Supplies	1 FTE @ \$50 per month	450	150
Conference/Training		0	0
Printing & Photography	\$50 per month	450	150
Postage & Delivery		0	0
Books/Subscription/Pub		0	0
Other Miscellaneous		3,425	1,475
Other Operating Subtotal		11,000	4,000
<u>Other/Transfers</u>			
Non-Capital Equipment		0	0
Indirect Costs		23,891	8,120
Other/Transfers Subtotal		23,891	8,120
Grand Total		\$150,000	\$50,000



- Payroll
- Professional Services
- Travel
- Other Operating
- Indirect

Donated Fund Balance

Donated Balance Analysis		
Original Balance FY21		43,321.89
FY21 AZ Caregivers Coalition Sponsorship	(600.00)	
FY 21 Ending Balance		42,721.89
FY22 Family Caregiver Day Sponsorship (ACC)	(600.00)	
FY22 Ending Balance		42,121.89
FY23 World Elder Abuse Awareness Conf	(180.00)	
FY23 Family Caregiver Day Sponsorship (ACC)	(600.00)	
FY23 Ending Balance		41,341.89
FY24 Feather Flight Tote Bag	(1,214.61)	
FY24 Family Caregiver Day Sponsorship (ACC)	(1,000.00)	
FY24 Note Pads-Things to Do	(825.44)	
FY24 Culinary Concepts – Meeting Lunch	(418.65)	
FY24 Travel Reimbursement	(156.55)	
Current Remaining Balance		37,726.64

PROCUREMENT CONSIDERATIONS

VENDOR PROCUREMENT CATEGORIES

- STATE-WIDE CONTRACT?
- INFORMAL PROCUREMENT (PURCHASE OF \$10K OR LESS)
- REQUEST FOR QUOTATIONS (BETWEEN \$10K AND \$100K)
- REQUEST FOR PROPOSALS (OVER \$100K)

PURCHASES OF \$10K OR LESS

- AUTHORIZED BY REASONABLE JUDGEMENT OF GOVERNOR'S OFFICE CPO OR DESIGNEE
- STEPS:
 - VERIFY NO STATE-WIDE VENDOR OPTIONS EXIST
 - OBTAIN A QUOTE FROM POTENTIAL VENDOR
 - WORK WITH GOVERNOR'S OFFICE PROCUREMENT TEAM TO ESTABLISH NECESSARY DOCUMENTATION (SERVICE CONTRACT, PO, ETC.)
- DO NOT INITIATE WORK UNTIL PO OR CONTRACT HAS BEEN EXECUTED.

REQUEST FOR QUOTATIONS (BETWEEN \$10K AND \$100K)

- AMOUNT ANTICIPATED OVER 5 YEARS
- LIMITED TO SMALL BUSINESSES
- MUST ISSUE TO MINIMUM 3 POTENTIAL VENDORS
- GOVERNOR'S PROCUREMENT TEAM WILL ISSUE RFQ

CAUTION

- MOST ORGANIZATIONS WILL BEGIN WORK AT THE REQUEST OF THE GOVERNOR'S OFFICE WITHOUT DOCUMENTATION IN PLACE
 - CREATES RISK FOR THE STATE
 - ELIMINATES ABILITY TO NEGOTIATE BEST TERMS
 - PUTS EMPLOYEE IN POTENTIAL CONFLICT SITUATION
- AN EXECUTED CONTRACT OR PURCHASE ORDER IS THE OFFICIAL DOCUMENTATION THAT AUTHORIZES WORK TO BE PERFORMED
 - ALSO DOCUMENTATION THAT TRANSFERS RESPONSIBILITY FROM EMPLOYEE TO SUPERVISOR AND PROCUREMENT TEAM.
- PROCUREMENT TAKES TIME. DON'T DELAY STARTING THE PROCESS.