



Minutes

ADVISORY COUNCIL, April 7, 2011, 12:30 PM
Florence Douglas Senior Center
333 Amador St., Vallejo, CA 94590

- I. The meeting was called to order at 12:35 pm by Council Vice Chair David Stewart, with the pledge of Allegiance.
 - A. Members Present: Chair - Georgia Craddock, David Stewart, Rose Marie Wilson, Elsie Tate, Juliana Williams, Nieves Fernandez, Lois Harper, Michael Palmaffy, Rodrigo Galindo, Suzanne Blakeley, Sharon Monck, Nancy Yingst.
 - B. Staff Present: Leanne Martinsen – AAA Executive Director, Anne Payne – AAA Direct Services Supervisor. Terri Restelli-Deits joined via telephone.
 - C. Members Absent/Excused: Lauren Rolfe, Richard Sager, Faith Munn, Richard Lundin.
 - D. Introduction of Guests: Rev. A.C. “Tony” Ubalde – AAA Board Member.

CONSENT AGENDA

- A. **Motion by Mike Palmaffy, seconded by Elsie Tate to approve the agenda for the April 7 meeting as included in the meeting packet, motion carried.**
- B. **Motion by Mike Palmaffy, seconded by Elsie Tate to approve the minutes for the February 3 meeting, with an amendment to reflect that Lois Harper was present.** The discussion included comments from members that the “transcript” minutes provided did not indicate the actions taken at that meeting, and Elsie Tate recommended that the minutes be sent back to be done in the proper format. Juliana Williams indicated that the reason for requesting more in-depth minutes was because the Board of Directors was not clear on very important points that the Advisory Council was making, and they didn’t want the minutes censored between the Advisory Council and the Board. Leanne Martinsen indicated that the AAA does not have sufficient staff resources to devote the time needed for transcription, and that minutes should be a reflection of actions taken by the body, and they should be available for by the next meeting. Sharon Monck stated that minutes should not be verbatim, but a summation of the intent. Terri Restelli-Deits responded that she had received a request for transcription, and since the Council is operating under the Brown Act, with government funds, she didn’t see any reason not to comply. She indicated that she had outsourced the task of transcribing from the tapes, which is very time-consuming, and her preference would be to also provide a brief summary, but we did not have the resources to do both. She indicated that in the future her goal was to use new software while doing minutes at the meeting, while projecting them on the screen for all to see. Juliana stated that the Board had not received a report of CDA findings. (Note: see Staff Report, agenda item VIII). After considerable discussion, **the motion was defeated, with Suzanne Blakely and Lois Harper abstaining.** Mike Palmaffy left the meeting at this point.

- II. Community Input -- Public comment and open forum, Council members input – Outreach and Advocacy Reports: Juliana Williams announced that there will be a Golf Tournament to benefit the Florence Douglas Senior Center on April 13 at Hiddenbrooke. Nieves Fernandez invited everyone to the April 20 IHSS Public Authority Spring Conference. Rev. Ubalde announced a fundraising event to benefit a family on April 15.
- III. Terri Restelli Deits indicated that because she was working on a grant application, she requested that the Council move up agenda items related to CDA monitoring and performance so that she could provide input. Leanne Martinsen distributed copies of the “PSA 28 Napa and Solano Area Agency on Aging Title III Programs”, a spreadsheet prepared by CDA. Terri Restelli-Deits indicated that she also intended for the Council to have the error report. The recommendation was to include these items on the agenda for the next meeting of the Advisory Council so that they could review before the meeting.
- IV. Board Liaison Reports: Rev. Ubalde reported that at their March 15 meeting, the Board received the report of the financial audit of the AAA. The report on the financial statements indicated that the financial records were in compliance, there were no findings, and the AAA is considered a “low risk” auditee. He indicated that the Board members had the opportunity to ask specific questions of the auditors and they were very helpful. He reported that the Board has received membership applications and will be meeting with the applicants soon. He also reported that the Variety Show fundraiser in February was very successful, and he appreciated the support of everyone. We only had three sponsors this year, which resulted in less money raised.
- V. Discussion of Senior Disaster Preparedness Activities: Tabled
- VI. Discussion Items: Area Plan Planning and Review Committee reported on last month’s meeting and presented recommendations based on community unmet needs in three areas:
1. Many high risk seniors are unable to manage their own medication. Recommend funding and service unit allocations be allocated for direct service medication management to be provided in the homes. Sharon Monck reported on a system that can be programmed to remind someone to take medications, and if they don’t comply, it will inform a designated responder, like the “lifeline” emergency response system. There is a monthly monitoring fee for this service. Terri reported that Solano County had researched and we had information on another automated monitoring system.
 2. There is a growing need for respite for Grandparents caring for Grandchildren. Recommendation to increase respite under Title III-E Grandparent program by 10%. In response to a question, Leanne Martinsen indicated that up to 10% of the Title III-E funding can be spent on services for Grandparent Caregivers, and this recommendation would increase the portion of that funding that could be used specifically for Respite, and the other categories are Information, Access, Support and Supplemental Services. Juliana Williams commented that she is aware of many clients who have received supplemental services through this program, and Lois Harper commented that the support groups are also very good.
 3. There is currently no fall prevention program in Solano County. Advisory Council member’s family foundation, Tate Foundation provided AAA with \$40,000 funding to replicate the StopFalls Napa Valley fall prevention model over. Recommendation that AAA fall prevention home modification coordination be replicated and expanded to Solano County. Tate Foundation funding will only be used to coordinate Solano fall prevention/home mod activities and be used to hire an Occupational Therapist in Solano. Terri Restelli-Deits will consult with Dr. Amacher or other geriatrician to replicate the Napa Program model that

works closely in tandem with a medical advisory consultant. AAA will contract with a Solano Occupational Therapist. Tate Foundation funding will **only** be used for Solano County fall prevention activities. Sharon Monck asked whether we had considered other models such as Contra Costa County. Terri Restelli-Deits responded that she has developed and manages the StopFalls Napa Valley Program, and her recommendation was to replicate that the program, with an Occupational Therapist and staff to do procurement, including home modifications when indicated. She indicated that she would like to work with Dr. Amacher in Solano County, as she has worked with Dr. Hitchcock in Napa County as a medical advisor. Sharon Monck requested that Terri provide a written outline/timeline for short-term, mid-term and long-term actions by the next meeting, and Terri agreed to do this. Rodrigo Galindo spoke in support of home care and the installation of grab bars to eliminate or minimize incidents.

- VII. Motion by Juliana Williams, seconded by Sharon Monck to accept these recommendations, Motion carried.
- VIII. Staff Report – Leanne Martinsen distributed copies of the “Preliminary Notice of Required Corrective Actions” reflecting the CDA site visit June 14-17, 2010, which was provided at the exit conference. CDA explained that these items may or may not be findings, and we have not yet received the final report, but we have begun to address the issues in this report, and have made changes to bring programs into compliance. (Note: records reflect that the preliminary report of CDA monitoring visit was presented to the Advisory Council at their July 1 meeting and to the AAA Board at their July 20 meeting.)
- IX. AAA Executive Director, Leanne Martinsen reported that the 14 volunteers had completed training with Solano Ombudsman, and she has been invited to make a presentation to the group at their quarterly meeting next week. Rosa Perez has been hired as part-time Latino Outreach Coordinator. She also reported that Liliya Peterson has been hired as Coordinator of the Prevention and Early Intervention (PEI) program for older adults in Napa County. Terri Restelli-Deits indicated there had been a request about Title III services and wait list. Anne Payne responded that the Case Manager in Napa has a caseload of 42 clients, and has a short wait list (2-3 weeks). There are Case Managers in Solano County. Anne assists with triage, and will delegate as needed. Terri indicated that CDA will be providing training.
- X. Planner’s Report: (Items covered earlier in the meeting)
- XI. Committee Reports:
 - A. Legislative Committee Report – Dr. Richard Lundin was not present, but had provided a printed CSL Quarterly Report, which was distributed.
 - B. Disaster Planning ad hoc Committee – David Stewart indicated that he had no report of disasters. He indicated that there were 6,000 seniors in Napa, and he would like them all to have printed resource guides. Leanne Martinsen reported that the supply of guides printed in 2010 is nearly exhausted, and staff is updating in preparation for printing in the near future. He also requested 5,000 emergency blankets and triangular bandages. He indicated that there are 1,000 CERT members in Napa, and they have put their own kits together with their own funds.
 - C. Advocacy Committee – Juliana Williams discussed the Senior Coalition of Solano County’s decision not to support the Senior Summit at this time, as it was planned for mid-June when the Board of Supervisors would be busy with the County budget. She also discussed the Vallejo Senior Roundtable and Senior Emergency Response Training. She also reported that she was working more in Napa. She expressed concern about difficulty

finding housing for low-income homeless seniors, especially in Napa, and inquired about grants that would supplement their income so they could afford the rent. David Stewart recommended that she look at the Housing Authority Plan in Napa. He also discussed the situation at Concordia Manor, when the assisted living license was dropped, and in violation of Title 22, some of the clients were transferred to nursing homes with the concurrence of Napa County Health & Human Services (CSOA), Adult Protective Services and the Ombudsman program. Sharon Monck indicated that when she worked in assisted living in another county, they had an emergency placement waiver, which allowed for placement for up to three days without the restrictive admission requirements. She inquired as to whether this waiver exists, and if so, how can we encourage facilities to participate. Juliana volunteered to research this issue.

- D. Area Plan & Grants Committee – Elsie Tate reported that the committee recommendations had been covered in the action items.
- E. Bylaws Committee – Sharon Monck volunteered to chair the committee. Lois Harper inquired about the election of officers, and Leanne Martinsen confirmed that the Bylaws indicate that elections are held at the May meeting, and officers serve a term of 2 years. Since elections were held in 2010, there will not be another election until 2012 unless an officer is unable to complete their term of office.

XII. Parking Lot Items:

- A. Terry Ann Steffen, Family Caregiver Support Program Coordinator, distributed a schedule of support groups, (Faith in Action) sharing and caring peer counseling groups and chronic disease self-management groups that she is facilitating. In response to a question, she reported that there were other FIA groups throughout Solano County, and that CDSMP workshops were being offered at various locations in both Napa and Solano Counties. She also reported that her current caseload was 32 caregivers of seniors and 9 grandparent caregivers. She indicated that many of the caregivers are very needy, and although few grandparents request respite, she has provided supplemental items, such as bedroom furniture and washer/dryer, which are helpful to the caregivers. Sharon Monck indicated that from time to time, families of residents at her facility have furniture that is no longer needed, and inquired whether the program could accept donations of used items. Terry Ann indicated that she would consider if she had clients with immediate needs or sufficient storage (a church may provide storage). She also offered the conference room at her facility for support groups.
- B. Leanne Martinsen stated that as Terri Restelli-Diets had reported earlier in the meeting, the MIS (new full-time) employee is expected to start within a week.
- C. Nieves Fernandez shared an invitation from the Solano Board of Supervisors for volunteer recognition on April 19 at 9:00. She provided refreshments for the council members today. She also gave testimony that as a caregiver, she was helped by Terry Ann through the FCSP program, and also Redwood Caregiver Resource Center. Nieves shared information about her mother, who had Alzheimer's and cared for her in her home since 2005, and passed away at the age of 95 on March 15.

IX. The meeting was adjourned at 2:25 pm

Council members were encouraged to attend the *next Board of Directors Meeting on Tuesday, April 19, 2:30 p.m.* at the Florence Douglas Senior Center, 333 Amador Street in Vallejo: