



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

ADVISORY COUNCIL, June 6, 2013, 1:00 PM

Rio Vista City Hall, One Main Street, Rio Vista

Minutes

- I. The meeting was called to order at 1:00 pm by Chair Sharon Monck, with the pledge of Allegiance.
 - A. Members Present: Sharon Monck, Constance Boulware, Betty Holland, Rodrigo Galindo, Lois Harper, Richard Lundin, Steven Rosensky
 - B. Staff Present: Leanne Martinsen – AAA Executive Director, Harriett Dietz -- Planner, Dan Hernandez -- MIS Contracts Coordinator, Liliya Peterson – HM-HAP Coordinator.
 - C. Members Absent/Excused: Suzanne Blakeley, Nieves Fernandez, Lauren Rolfe, Teri Ruggiero, Heather Stanton. Rosemarie Wilson.
 - D. Introduction of Guests: Dolores Lundin, Lolita Galindo, Jarod Kohls.
 - E. The members present posed for a group photograph, which will be posted on the AAoA Facebook page this month, in recognition of the June 15 observance of World Elder Abuse Awareness Day, with the caption “We stand for dignity. We will not stand for Elder Abuse.”
- II. Consent Agenda
 - A. **Motion by Richard Lundin, seconded by Steve Rozensky, to approve the agenda for the June 6, 2013 meeting, as presented, motion carried.**
 - B. **Motion by Betty Holland, seconded by Rudy Galindo to approve the minutes of the May 2, 2013 meeting, as presented motion carried, with Constance Boulware abstaining.**
- III. Community Input – Public Comment: Richard Lundin reported that the suicide count in the military and veterans family has gone down from 27 a day last year to 17 a day this year. This is progress, but there is need for residential care and other supportive services for returning veterans. Rudy Galindo reported that he is now CERT and CPR certified. He will be volunteering for disaster response. Steve Rozensky commented that he had volunteered to review the applications in response to the RFP, and what started out as a task ended up being a privilege. He was so impressed with the organizations and their missions, all the incredible work and services provided mostly by volunteers. He stated that it brought focus to his service on the Council, and he would recommend this to other members. Betty “Chip” Holland reported that she had attended a training workshop provided by the Solano Prevention and Early Access for Seniors program on LGBT issues. She distributed copies of one of the documents on

basic facts that was presented and discussed some of the concepts, such as family of choice that were presented. She indicated that it was good information, and she would like to see more of this. Our understanding and acceptance of persons who identify as LGBT has increased in recent years, but older adults and care providers still need to be aware and sensitive to their issues. Steve Rozensky commented on a billboard he had seen with the statement that the first person who will live to age 150 is alive today. Constance Boulware reported that the grand re-opening of the Rio Vista Senior Center will be on June 12 from 1:30 to 3:00 pm and on June 13 there will be free ice cream. Lois Harper reported that the Caring and Sharing group will have a presentation on Drug use and seniors, with the focus on harm reduction on June 25 in Vallejo.

IV. Presentation:

- A. Sandi Fitzpatrick, Executive Director of the California Commission on Aging provided plaques to recognize the service on the California Commission on Aging for Richard Lundin (appointed in 2005) and Sharon Monck (appointed in 2006). At her suggestion, these were presented at the Council meeting, and photos were taken to commemorate this. Sharon Monck commented on the rewarding experience, the opportunity to learn about issues throughout the state and make recommendations for improvement in senior services. Dr. Lundin commented on some of the successes during his tenure.
- B. Sharon Monck distributed copies of documents related to Parliamentary Procedure for meetings and Robert's Rules of Order. The consensus was that members should have an opportunity to study this information before deciding to take action. **Motion by Richard Lundin, seconded by Rudy Galindo to study this and recommend which parts would be required or essential to the Advisory Council meeting process, and to place this item on the next meeting agenda as an action item, motion carried.**

V. Correspondence:

- A. A letter of resignation has been received from Georgia Craddock, and was included in the meeting packet. The chair will sign letters of appreciation for members who have recently resigned.
- B. A Notice of AB1234 Ethics Training in Napa County was included in the meeting packet. Leanne Martinsen stated that this training is not required for Advisory Council members, but many members have been elected or appointed to other advisory bodies, so they may choose to attend this session, or take the training that is offered on the Fair Political Practices Commission website.

- VI. AAoA Board Liaison Report – There was no Board member in attendance. Leanne Martinsen pointed out that the meeting minutes from the April 16 Board of Directors meeting and information from the Fundraising Committee were included in the Advisory Council meeting packet. The committee is recommending a shorter, more concise mission statement for use in marketing, and has met with a couple of graphic artists regarding a different logo for the agency. Lois Harper commented that she was moved by the artist's presentation at the committee meeting. Several members responded that they liked the current logo, and did not feel that a new logo was

needed, or that the proposed new logo was too abstract. Leanne Martinsen will relay this feedback to the committee.

VII. AAOA Executive Director & Staff Report

A. Leanne Martinsen reported on AAOA status, including:

- CDA has notified us that there will be a revised planning estimate with additional cuts in the federal funding due to sequestration. Since the reductions must be implemented within the Federal fiscal year, there will be 2 contracts with CDA and each of our providers, one for July-September (3 months) and another for October-June (9 months.) Until we have these numbers, we are unable to complete the Area Plan Budget and the issue provider contracts for the fiscal year beginning on July 1. There will be staffing reductions in response to sequestration cuts.
- Planning for the AAOA office addition/classroom has been delayed, but we are selecting a building contractor and hope to get the building permit very soon so that we can start construction.
- A new Coordinator has been hired for the StopFalls Napa Valley program.
- Leanne Martinsen volunteered at Auction Napa Valley last weekend. The Napa Valley Vintners raised a record amount this year, and the Agency is one of the beneficiaries.
- The Napa Senior Resource Guide is being updated and will be sent to the printer this month.

Sharon Monck inquired whether it might be appropriate to hire a consultant to conduct an evaluation, as the AAOA is dealing with changes and challenges, such as sequestration, and considering efficiencies or ways of working smarter in this new business environment. Leanne Martinsen responded that if we did this, we would need to develop a scope of work and conduct a competitive process like the RFP to select a consultant or vendor.

- B. Harriett Dietz, Planner, thanked Constance Boulware, Heather Stanton and Steve Rozensky, the members that participated in the Request for Proposals (RFP) application review. She distributed a summary overview of the RFP review team recommendations (a copy of that document is attached to these minutes), and discussed the process. There was some discussion regarding the service categories for which there were competitive applications, as well as the recommendation to release another RFP for Family Caregiver Respite Services in Vallejo.

VIII. Action Items:

- A. **Motion by Steve Rozensky, seconded by Constance Boulware to extend the membership term of Richard Lundin for another three-year term, motion carried.**
- B. **Motion by Constance Boulware, seconded by Steve Rozensky refer the identification of legislative priorities to the Legislative Committee, which may meet in July and bring recommendations to the Advisory Council at the next regular meeting (scheduled for August 1), motion carried.**
- C. **Motion by Steve Rozensky, seconded by Constance Boulware to accept the committee recommendations and funding provider contracts for FY 2013-14, motion carried. Motion by Constance Boulware, seconded by Betty Holland to recommend issuing another RFP to solicit Family**

Caregiver Respite Services in Vallejo (amount to be determined by staff based on CDA budget), motion carried.

- D. The chair appointed Constance Boulware to represent the Advisory Council on the committee that is reviewing and updating the bylaws for the Board of Directors.

IX. Committee Reports

- A. Officers Ad hoc Committee – Sharon Monck was unable to participate in the agenda planning committee meeting this month. Leanne Martinsen reported that the meeting agenda had been re-ordered to place the action items ahead of the committee reports. A meeting of the officers will be scheduled to develop the meeting agenda prior to the scheduled August meeting.
 - B. Legislative Committee CSL Report –Dr. Lundin distributed the CSL update, and the proposals for the October session is available on request.
 - C. Program Performance Monitoring Committee – no report at this time.
 - D. Membership Committee – Constance Boulware reported that the committee had met just prior to this meeting. Betty “Chip” Holland was going to make contact with Paradise Valley Estates and Steve Rozensky volunteered to write an article for the Napa paper to recruit potential members. Lois Harper also indicated that she had contacted Merrill Gardens, and Sharon Monck recommended Mary Danner as well.
- X. Information Items – Harriett Dietz announced that the Facebook page is active, and encouraged members to check it out at facebook.com\aaaoans, and “like” us. If members have suggestions for additional content, please submit them to Harriett.
- XI. Communication with AAA Board: Steve Rozensky volunteered to present information from the Council at the next AAA Board meeting on June11, 2013 at the Florence Douglas Senior Center in Vallejo.
- XII. Parking lot items – none.
- XIII. The meeting was adjourned at 2:40 PM, with thanks to Constance Boulware for the meeting arrangements and refreshments.

RECOMMENDATIONS FOR CONTRACT AWARD BY RFP REVIEW TEAM FOR FY 2013 - 2014

Background

On April 19, 2013, the Area Agency on Aging serving Napa and Solano counties (or the AAOA) released a Request for Proposals (RFP) for services to be provided to older adults in Napa and Solano counties. Two informational conferences for potential applicants were held on April 29 and April 30. Proposals were due to AAOA offices by Tuesday, May 21. As an initial step in the evaluation process, AAOA staff reviewed all proposals that were submitted to ensure that they met requirements included in the RFP. Proposals that met these requirements were then provided to the RFP Review Team for evaluation and scoring. The members of the Team reviewed and scored the proposals individually based on the evaluation criteria included in Section I of the RFP. These individual scores were then totaled for each proposal, and provided the ranking for competitive proposals in two service categories – Mobility Management and Telephone Calls.

Below is a table with a list of the service categories included in the RFP, the applicants for the services categories, and the total scores from the RFP Review Team.

NAPA COUNTY		
SERVICE CATEGORY	APPLICANT(S)	TOTAL SCORE
Senior Nutrition Program (Home-Delivered Meals, Congregate Meals & Nutrition Education)	Community Action Napa Valley	200
Legal Services	Legal Aid of Napa Valley	238
Transportation	Molly’s Angels	157
Mobility Management	Faith In Action	269
	Molly’s Angels	58
Family Caregiver Support Program	Napa Valley Hospice & Adult Day Services	202

SOLANO COUNTY		
SERVICE CATEGORY	APPLICANT(S)	TOTAL SCORE
Senior Nutrition Program (Home-Delivered Meals, Congregate Meals & Nutrition Education)	Meals on Wheels of Solano County	281
Long-term Care Ombudsman Program	Ombudsman Services of Northern California	287
Family Caregiver Support Program	Northbay Alzheimer’s Program	120
Legal Services	Legal Services of Northern California	225
Home Visits	Faith In Action	295
Telephone Calls	Catholic Social Services	306
	Faith In Action	292

Recommendations for Contract Award

1. The RFP Review Team recommends to the Advisory Council and the Board that the applicants who submitted proposals that met the minimum qualifications and were reviewed by the Team be awarded contracts for FY 2013 – 2014. For the competitive proposals, the RFP Review Team recommends that Faith In Action be awarded a contract for Mobility Management and that Catholic Social Services be awarded a contract for Telephone Calls.
2. The Northbay Alzheimer’s Program, which is recommended for Family Caregiver Support Services in Solano County, does not provide transportation to its Adult Day Care/Respite facility for older adults residing in the Vallejo area. The RFP included \$40,000 for Adult Day Care/Respite services in Solano County with the intention of making the service available to all communities in Solano County. Therefore, AAOA staff recommends that about \$12,000 to \$13,000 be re-allocated for another RFP to procure Adult Day Care/Respite services for the Vallejo area. AAOA staff is aware of applicants who would be interested in applying for the funding but who did not submit proposals for the initial RFP released on April 19.