



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

**ADVISORY COUNCIL, November 7, 2013, 1:00 PM**

**Florence Douglas Senior Center, 333 Amador St., Vallejo, CA 94590**  
**Carl Manner Room**

**Minutes**

- I. The meeting was called to order at 1:00 pm by Vice Chair Richard Lundin, with the pledge of Allegiance, and a moment of silence to honor our military service members.
  - A. Members Present: Suzanne Blakeley, Nieves Fernandez, Lois Harper, Lauren Rolfe, Rodrigo Galindo, Richard Lundin, Betty Holland, Steven Rosensky, Heather Stanton.
  - B. Staff Present: Leanne Martinsen – AAOA Executive Director, Harriett Dietz, Planner, Anne Payne – Direct Services Supervisor, Terry Ann Steffen – Family Caregiver Support Program Coordinator, Richard Strange, LCSW – Multipurpose Senior Services Program (MSSP) Site Director.
  - C. Members Absent/Excused: Sharon Monck, Constance Boulware, Teri Ruggiero, Mary Spry-Danner, Rosemarie Wilson.
  - D. Introduction of Guests: Juliana Williams.
- II. Consent Agenda
  - A. **Motion by Suzanne Blakeley, seconded by Betty Holland, to approve the agenda for the November 7, 2013 meeting, to accept the as presented, motion carried.**
  - B. **Motion by Suzanne Blakeley, seconded by Lauren Rolfe to approve the minutes of the October 3, 2013 meeting, as presented motion carried.**
- III. Community Input I – Public Comment, announcements, none.
- IV. Presentation: Richard Strange, LCSW, Site Director provided information about the Multipurpose Senior Services Program (MSSP) in PSA 28. The program is a Medi-Cal Waiver program that enables frail elders to remain in their homes, and avoid nursing home placement. The program is allocated 200 “slots”, but currently funded for 160 clients. Eligible clients must be 65 years old or older, live in either Napa or Solano County, and be Medi-Cal recipients with no share of cost, and they must also meet nursing home level of care criteria. The waiver allows the program to use Medi-Cal funds to purchase goods and services, according to the individual assessment and care plan that promote independence and safety. The program has 3.5 FTE Social Worker Case Managers, one part-time RN, and clerical staff.

V. Correspondence:

- A. Area Plan Update Approval from CDA 9/25/13 (copy included in agenda packet).
- B. Resignation notice from Sharon Monck (copy included in agenda packet). Sharon has accepted a job outside of the county, and is unable to continue her membership.
- C. Memo regarding Open Meeting Laws from Carrie Keefe Scarlata, Deputy County Counsel (copy included in agenda packet). The Area Agency on Aging is not subject to the Brown Act or the Bagley-Keene Act, but will continue to operate in the spirit of the Open meeting laws, with Advisory Council and Board meetings open to the public, agendas prepared in advance with opportunities for public comment, etc. This decision clarifies that we have more flexibility for committee work, the use of technology for remote access to meetings, etc. It was recommended that this matter be referred to the bylaws committee.

VI. AAoA Board Liaison Report –Leanne Martinsen indicated that no Board member had volunteered for this meeting. Suzanne Blakeley attended the last Board of Directors meeting, and indicated that there were no items to report out.

VII. AAoA Executive Director & Staff Report

- A. Leanne Martinsen shared this “One minute message”, “At the Area Agency on Aging Serving Napa and Solano, we believe that older adults prefer to remain in their own homes throughout their lives. Every day, we work with our community partners to provide information and resources to support seniors and caregivers, because sometimes they need a bit of help to remain safe, independent and engaged in our community.” This is not intended to replace the mission statement, or explain all that we do, but is designed to elicit conversation about the organization. Advisory Council members were encouraged to provide feedback, as this message is a work in progress, and should be something that all volunteers and staff associated with the AAoA should support. One suggestion was to include “support their choice to live independently”. She also reported on AAoA status, including:
  - Hired part-time MIS coordinator, Olivia Meadows, being trained by Terry Ann Steffen.
  - Hired part-time Case Manager for Solano County Prevention and Early Access for Seniors program. Peggy Pellon is retiring, and Sara Pryor is being promoted to the coordinator position.
  - Harriett Dietz has been doing a great job of updating the Facebook page with relevant content.
  - Volunteers are providing phone & clerical support.
  - The AAoA office addition/classroom construction is nearly done. The Board will consider an event to celebrate the new facility.
  - CDA staff are conducting the fiscal audit of the MSSP program this year, and will be back in April to review the Title III and VII programs.
  - CDA Site Monitor will be conducted the week of February 10-14, 2014.
  - Direct Service staffing is back up to budgeted levels, with staff returning from medical leave, etc.
  - CDA has announced a funding opportunity to provide SNAP-Ed, outreach and nutrition education at senior nutrition sites, coordinated with Food Stamps.

- Nutrition Providers have reduced service due to funding reductions. MOWSC has reduced congregate meal service at some sites, and CANV reports that they have had a waiting list for HDM.
  - CANV has transitioned to caterer for meal production, increased costs, but plan to establish their own kitchen by next year.
  - MIS Coordinator has contacted all providers with less than 20% of contract services provided at end of 1st quarter, requesting plan to bring performance up to expectations.
  - Stop Falls Napa Valley has received Auction Napa Valley award for SFNV - \$64,000, and applying for Napa Master Settlement Agreement funds (\$70,000) for next year.
  - The Federal Government shutdown ended in mid-October, but there is a risk of another shutdown in January, and if that happens, there will be no funding for Older Americans Act (Title III & VII) programs. We also have heard that sequestration will continue, and the funding cuts may be increased by an additional 10%. This is an opportunity for advocacy.
- B. Harriett Dietz reported that she had completed a round of community outreach and education presentations for senior communities and organizations including one recently for the National Association of Retired Federal Employees (NARFE). There was a request to notify the membership when community outreach presentations are scheduled, as they may wish to participate. The Facebook page is also a way to share information, and members are encouraged to “like” and “share”. Her projects include working with the program monitoring committee on the procurement policy update and the upper Napa Valley coalition, which is focusing on transportation.
- C. Anne Payne thanked Terry Ann Steffen for stepping up and handling multiple tasks while some of the AAoA direct services were out on extended leave, and while the MIS position was in transition. She has been a real team player. Dianna Gonzalez is back on the job and the CDSMP and Tomando classes are ongoing. Mary Vineyard is the main I&A staff, and is learning the SAMS system. Case Managers in Napa and Solano continue to serve clients who need assistance. Anne also thanked Council members, Lauren Rolfe, Betty Holland and AAoA Staff, Terry Ann Steffen, Harriett Dietz and Leanne Martinsen for participating in the Solano County Walk to End Alzheimer’s Disease. The event raised over \$70,000, and the AAoA team raised about \$2,000, and a portion of that will be returned to the agency. She has agreed to chair the event again next year.
- D. Terry Ann Steffen reported that she worked with Olivia Meadows to prepare the Service Provider Delivery Report for the first quarter of FY 2013-14 (July-September), which was distributed to Advisory Council members prior to this meeting. She indicated that some of the numbers are below 25%, and all of the providers have been contacted to remind them that they need to have a plan to bring the performance up. She reviewed some of the issues and strategies for improvement. In response to a question, she indicated that all providers were providing services and staff will be working with them to help them meet the contract goals.

## VIII. Committee Reports:

- A. Legislative Committee CSL Report – Dr. Lundin reported that the CSL session in Sacramento October 28-31, had been very good, and that two of the top ten state legislative priorities were attributed to our own Senior Assembly member Lauren Rolfe. She reported that the top proposal was based on one developed by Dr. Lundin, would establish elder courts, and the other one of hers would include fall prevention screening as a Medi-Cal benefit. Lauren has been elected to the Joint Rules Committee, so she will be busy. There will be CSL elections in May.
- B. Membership Committee – Lois Harper indicated that the committee had not been able to meet prior to this meeting. Steve Rozensky reported that he had been contacted by someone who had read the article that he had written for the Napa Valley Register last summer, and he was interested in applying, but was unable to attend today. Lois also indicated that she had been in touch with Barbara Butler, who had submitted an application previously, and requested contact information from Phillip Scott, who had expressed interest a couple of months ago.
- C. Bylaws Committee – The proposed changes were distributed to the members in advance of the meeting, but the committee members were not able to attend the meeting.
- D. Advocacy Committee Suzanne Blakeley discussed an article from the Contra Costa Times, that contrasted the Federal Poverty Level with an alternative measure of poverty that indicates a much higher rate of poverty in California, and many of these are seniors. The new census measure factored in cost of living, and the cost of mortgage or rent. For many low-income seniors, having enough income for food is a serious issue, and food stamps can make a difference. Congress just passed the farm bill without the food stamp provisions. Food banks are expecting an increase in clients, families and seniors. Lauren Rolfe suggested that members obtain information about how the members of congress had voted, and as individuals they could write letters to inform them of the impact of the reduction of food stamps on the most vulnerable.
- E. Program Performance Monitoring Committee, Heather Stanton reported that the committee had met on October 21, and received information from Doug Hanson CFO about the financial reports. They still have some questions about why they don't monitor some of the programs (MSSP, Healthy Minds), and would like column added to the provider performance report for the unduplicated client count goals and cost per unit. She indicated that the committee was recommending combining the monitoring and procurement committees. The committee recommendations regarding the procurement policy were distributed. The committee recommended guidelines for administrative procurement, in the case of smaller purchases, not over \$5,000, the AAA should obtain price or rate quotations from 3 qualified sources and select the source that best meets the needs of the organization. The major procurement process, (RFP) for services for clients recommendations included starting in November after the Area Plan update, and expansion of the appeals process to include an Independent Appeals Review Panel. These recommendations should be brought to the Council at the next meeting, for action to make a recommendation to the Board of Directors for policy direction.

IX. Action Items:

- A. **Motion by Suzanne Blakeley, seconded by Heather Stanton to table discussion and action on the proposed changes to the Advisory Council Bylaws until the next meeting, motion carried.**
- B. Since Sharon Monck has submitted her resignation from the Council, the bylaws indicate that a special election should be held to fill the term of chair. The nominating committee, Lois Harper and Constance Boulware were advised to bring nomination(s) to the Council at the next meeting.
- C. **Motion by Heather Stanton, seconded by Steve Rozensky to cancel the December meeting of the Advisory Council, motion carried.**

X. Information Items – None.

XI. Communication with AAA Board: All members are encouraged to attend the Board of Directors meetings. Suzanne Blakeley indicated her intention to attend the meeting of the Board of Directors on November 19, and report on the actions of the Advisory Council at the meeting. Suzanne Blakeley inquired as to whether there were plans for a joint meeting or holiday social with the Board of Directors. Since the Holiday season is so busy, it was suggested that a gathering in January might be better.

XII. Community Input II – Lauren Rolfe reported that Shirley Krohn, another CSL member was going to make a presentation on Elder Abuse at the February meeting of the Senior Coalition of Solano County, and also had met with Solano County District Attorney Don DuBain regarding the Elder Courts. Elder Abuse is still under-reported in general, and local courts and law enforcement do not seem to think it is as pervasive as we know it to be. The outcome is that he will work on training law enforcement on response and investigation of elder abuse, and using the Penal Code 368 when victims are age 65+. The Senior Coalition is pleased that the District Attorney is responsive to this issue. Suzanne Blakeley also indicated that Judge Healey has had concerns about law enforcement's response in the past. Lauren Rolfe reported that Judge Julie Conger, who established the Elder Courts system in Alameda County, is now retired, has been filling in in Solano County.

XIII. The meeting was adjourned at 3:05 PM.

Submitted by: Leanne Martinsen, Executive Director

Approved by \_\_\_\_\_, Advisory Council Secretary

Date: \_\_\_\_\_

**400 Contra Costa St.  
P.O. Box 3069  
Vallejo, CA 94590**

**Toll-Free Information Line  
1-800-510-2020**

**Phone 707.644.6612  
Fax 707.644.7905  
[www.aaans.org](http://www.aaans.org)**