



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

ADVISORY COUNCIL, March 5, 2015, 1:00 PM

Area Agency on Aging Serving Napa and Solano
Training/Conference Room
400 Contra Costa Street, Vallejo, CA 94590

Minutes

- I. The meeting was called to order at 1:00 pm by, Steven Rozensky, Chair, with the pledge of Allegiance. Guests were introduced.
 - A. Members Present, Steven Rozensky, Carl Bunch, Carroll Cotten, Betty Lou Mukerji, Suzanne Blakeley, Nieves Fernandez, Lois Harper, Sally Livingston, Susan Okun, Teri Ruggiero.
 - B. Staff Present: Leanne Martinsen – AAoA Executive Director, Harriett Dietz, Planner, Ruth Feigel, Program Assistant.
 - C. Members Absent/Excused:
 - D. Board Members Present:
 - E. Guests Present: Cyndi Coulter, Program Director at Friendship Services at Catholic Charities of Solano County, Pat Scarcelli – Applicant for Council membership.
- II. Consent Agenda
 - A. **Motion by Suzanne Blakeley, seconded by Nieves Fernandez, to approve the agenda for March 5, 2015 meeting minutes as presented.**
 - B. **Motion by Carroll Cotten, seconded by Carl Bunch, to approve the February 5, 2015 meeting minutes as presented, motion carried.**
- III. Correspondence: The letter from the Napa County Commission on Aging in the meeting packet was presented at the Area Plan Public Hearing in Napa on February 24, 2015.
- IV. Presentation: Cyndi Coulter distributed flyers and discussed the Friendship Services program that currently provides reassuring telephone calls to 102 clients in Solano County. Volunteers call clients up to 5 days a week, times and frequency at their request. She responded to questions from members regarding how clients are referred to the program and suggestions for outreach activities.
- V. Community Input I – Teri Ruggiero reported that the Solano IHSS Advisory Committee is sponsoring a conference on May 11, and there will be information tables for outreach opportunities. The conference topics include medication management, Alzheimer's and Dementia. Sally Livingston reminded members that the Senior

Coalition of Solano County is putting on the Mini-Medical School for the next 4 Saturdays in March, at the Kroc Center in Suisun City.

VI. AAoA Board Liaison Report – Dr. Lundin was not present to report. Leanne Martinsen reported that the Board of Directors met in Yountville in February. This was the first Board meeting for Jaquelin Bell, CFO. At the March 17 Board meeting in Vallejo, the Independent Auditors will present the audit report for the fiscal year that ended on June 30, 2014.

VII. Committee Reports:

- A. Program Performance Monitoring Committee – The July 2014 – January 2015 provider service delivery was included in the mailed meeting packet. Teri Ruggiero reported that the Board of Directors had accepted the February Program Monitoring Committee report at the February 16 meeting. She indicated that she had accompanied Ruth Feigel on a monitoring visit and recommended that other members take the opportunity to do so. She distributed a draft of the meeting summary from the March 2 committee meeting, and a copy of that report with recommendations is attached to these minutes. **Motion by Suzanne Blakeley, seconded by Sally Livingston to forward these recommendations to the Board of Directors, motion carried.**
- B. Legislative Committee CSL Report – There were no members present to report on Legislative Activity.
- C. Advocacy Committee – Suzanne Blakeley reported that Congress was dealing with healthcare legislation. Teri Ruggiero reported that the Senior Coalition of Solano County has been focused on issues related to Senior Poverty, and there is also an effort in Napa County to educate providers and others about the impact of poverty and work toward solutions. Sally Livingston recommended that the video from the Solano Senior Poverty Summit be viewed at a future Council meeting.
- D. Membership Committee – **Motion by Carroll Cotten to accept the membership application of Patricia Scarcelli for a three (3) year term ending in March 2018, seconded by Teri Ruggiero, motion carried.** Lois Harper discussed the need for more outreach to potential members. Leanne Martinsen will provide flyers for staff to include at outreach events this month, including the mini-medical school and Alzheimer's Education events in Solano County. Teri Ruggiero recommended that the IHSS conference on May 11 would also be an opportunity to promote Advisory Council membership.

VIII. AAoA Executive Director & Staff Report.

- A. Leanne Martinsen reported on AAoA activity, including the following items:
- The next Board of Directors meeting is Tuesday 3/17/2015 at 2:30 PM at AAoA training room. Grant Bennett & Associates will present audit report for FY 2013-14.
 - The next Advisory Council Meeting is on Thursday 4/2/2015 at 1:00 PM at the Napa Senior Center.
 - The StopFalls Napa Valley Napa Master Settlement grant application is due 3/6.
 - The Latino Outreach Kaiser grant application is due 3/6.

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- The Stop Falls Solano Seniors Fall Prevention program has enrolled 60 at-risk seniors, and after 3 months is conducting follow up. The Solano Community Foundation seems satisfied and interested in sustaining funding for this program.
 - SNAP-Ed is being well received at congregate nutrition sites in Solano County, and will begin scheduling sessions in Napa soon.
 - The contract with Molly's Angels for Napa Telephone Reassurance began in January.
 - Provider monitoring site visits began in January. Advisory Council members have been participating.
 - AAoA representation at various events, Commission and Coalition meetings
 - Senior Coalition of Solano County
 - Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa)
 - Live Healthy Napa County Steering Committee
 - Advocacy regarding OAA reauthorization and state budget action for older adult programs is needed.
 - Information regarding the C4A State Budget Action request will be shared with Advisory Council members.
- B. Harriett Dietz distributed copies of documents related to the Area Plan Public Hearings: A letter from the Napa Commission on Aging, response from staff and the Area Plan Subcommittee, as well as a letter from Yvonne Baginski that was received after the meeting packets were mailed. Following the forums, the Area Plan Subcommittee had a meeting by conference call to review the input received. She reviewed the comments received at both forums, and proposed responses, as well as the Summary of Recommendations, which includes 4 new objectives/ activities under Goal 1, and is attached to these minutes. Steve Rozensky recommended that in the future, participants who intend to read from prepared documents be encouraged to submit their comments in advance, which would allow a better opportunity for staff to respond to the specific items . Sally Livingston also suggested that the goals include the option of providing I&A by AAoA at various senior centers, and Harriett agreed to add this to the matrix.
- C. Ruth Feigel reminded members that there are still opportunities to participate in program monitoring visits, and distributed a schedule and sign-up sheet.
- IX. Action Items: Note: some were included under committee and staff report agenda items.
- A. Motion by Sally Livingston, seconded by Suzanne Blakeley to recommend that staff be directed to complete the Area Plan Update for 2015-16, including the proposed recommendations for added objectives and activities under Goal 1, motion carried.**
- X. Information Items: none offered .
- XI. Communication with AAoA Board: Steven Rozensky and/or Teri Ruggiero will report on Advisory Council activity at the March 17 Board of Directors meeting in Vallejo.
- XII Community Input II: none offered.

XIII. The meeting was adjourned at 2:30 PM.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Advisory Council Secretary

Date: _____

AAoA Advisory Council Program Monitoring Summary
DRAFT – to be approved by Advisory Council on 3/5/2015

The Advisory Council Program Monitoring Subcommittee met on March 2, 2015 with Agency staff to review the results of the Service Delivery Report for July 2014 through January 2015 and to discuss various program monitoring issues. This report provides a summary of the issues and the subcommittee's recommendations in regards to services being delivered.

ISSUES AND RECOMMENDATIONS

1. We request the AAOA Board review the chart on page 2 and take note of the status of our Contractors and Direct Services not meeting goals. We did receive corrective action plans for the Family Caregiver Supplemental Program (Solano), the IHSS Caregiver Registry program (Napa), and Outreach (Solano) verbally by staff at the meeting, and we asked for staff to provide those reports to us in writing by our next meeting. Ombudsman of Northern California (Solano) failed to provide a corrective action plan as requested.
2. A discussion regarding contract policy was held. The last time this policy regarding goals and payment was looked at was July 2002. Based on this conversation, we ask the Board to direct staff to and review the current contract language and revise it to ensure it does not allow for payment for services not provided to seniors.
3. In August 2014, the AAOA Board recognized and approved a recommendation directing staff to provide analysis regarding the large variance in unit cost between Napa and Solano in several areas. We are continuing to request that the new CFO for the Agency be assigned to assist in this matter.
4. In October 2014, the Board approved the distribution of one-time monies. Staff subsequently increased the funding and goals for several Contractors. Some of the Contractors were underperforming prior to the increase. Increasing goals and funding on underperforming Contractors increases expectations for those already demonstrating they cannot ^{meet} agreed upon goals. We strongly recommend the Board take note of this issue when approving future distribution of funding.

AAoA Advisory Council Program Monitoring Summary
DRAFT – to be approved by Advisory Council on 3/5/2015

NAPA COUNTY

Contractor Name & Service Provided	Units Delivered / Contract Goal	%	Comments / Board Action
AAoA Direct Services Napa --In Home Registry	73.10 / 160	45.69%	A corrective action plan was delivered verbally to the subcommittee. The plan was not specific. An offer of technical assistance was made to revise CAP by next meeting. No Board action requested.

SOLANO COUNTY

Agency Name & Service Provided	Units Delivered / Contract Goal	%	Comments / Board Action
Meals on Wheels of Solano Co. --Congregate Meals** --Home Delivered Meals**	12,732 / 24,675 66,774 / 132,870	51.6% 50.26%	The <u>second month</u> this Contractor is on "watch" status. Goals and funding were increased due to one-time monies. To be reviewed in April. No Board action requested.
North Bay Health Advantage – Solano FCSP --Counseling	25 / 48	52.08%	The second month this Contractor is on "watch" status. To be reviewed in April. No Board action requested.
Ombudsman Services of Northern California - Solano --Complaint Investigation	131 / 275	47.64%	This is a quarterly reporter – no update in numbers. Contractor failed to provide CAP. Staff asked to provide the CAP ASAP. No Board action requested.
AAoA Direct Services Solano --Outreach	2,656 / 10,000	26.56%	A corrective action plan was delivered verbally to the subcommittee. Leanne met with staff on 2/24 and a plan was made to increase the numbers by 6/30/2015. Written plan requested. No Board action requested.
AAoA Family Caregiver Support Program (FCSP) --Supplemental Services	77 / 200	38.5%	A corrective action plan was delivered verbally to the subcommittee. Terry Ann Steffen increasing assessments to improve numbers. To be reviewed in April. No Board action requested.

AAoA Advisory Council Program Monitoring Summary
DRAFT – to be approved by Advisory Council on 3/5/2015

ACTION ITEMS & NEXT MEETING

Description	Who	Due Date
Written Corrective Action Plan requests from all services out of compliance	Leanne Martinsen or designee	3/30/2015 or earlier so committee can review prior to meeting
Provide written contract language regarding service goals – discussion for Monitoring Committee & Board regarding the policy	Leanne Martinsen or designee	3/30/2015 or earlier so committee can review prior to meeting
One time monies were allocated out to service providers and the changes were integrated into our service report. We asked that a column be added to the report to help us track that change. This tool will be used to aid in discussion for next meeting.	Leanne Martinsen or designee	By the next service report
2 nd request - Talk to Legal Aid & Legal Services regarding the reduction in their contract goals – we want something in writing to show increased costs.	Leanne Martinsen	3/30/2015

NEXT SUBCOMMITTEE MEETING:

Monday, March 30, 2015 2pm-3:30pm

400 Contra Costa Street, Vallejo

Teleconferencing Information: 1-559-546-1000; **Participant Code:** 1007989#

Summary of Proposed Recommendations from the March 5 Advisory Council to the AAOA Board for the FY2015 – 2016 Area Plan Update.

1. Provided below is a summary of the recommendations for proposed action item for the FY 2015 – 2016 Area Plan update. These recommendations were generated by the Area Plan Subcommittee and AAOA staff, and in response to comments received from the February 24 and 25 Community Forums. All recommendations pertain to Goal 1 - “Continue and enhance the AAOA’s community-based care and support systems.”

Recommendation	Source
<ul style="list-style-type: none"> • Add new objective to Goal 1 - AAOA staff, Advisory Council members and others will work with community partners to identify and conduct activities to help prevent financial elder abuse. 	<p>Area Plan subcommittee – action was discussed at February AC meeting.</p>
<ul style="list-style-type: none"> • Add a new objective under Goal 1 - The AAOA supports Rep Payee services for older adults who have difficulty managing their bills, and will study the feasibility of a Rep Payee program. 	<p>Proposed response to testimony from Yvonne Baginski</p>
<ul style="list-style-type: none"> • Add new objective - Form a Working Group to evaluate the allocation of the AAOA’s Older Americans Act (OAA) funding among eligible programs and the method of delivery – contract vs. direct – for its programs, including Information and Assistance, during FY 2015 – 2016 as part of the major update of the Area Plan on Aging and the next Request for Proposal (RFP) process. 	<p>The recommendation to form a working group to study the allocation of AAOA funds as part of the Major Plan Update was discussed at the February AC meeting. In response to testimony from the Napa COA (ie, providing I&A services through a Napa County provider) the method of delivery for its programs will also be evaluated as part of the Major Plan Update</p>
<ul style="list-style-type: none"> • Include a new activity under Goal 1, Objective 12 that the AAOA will evaluate options for locating administrative resources for the Napa County Caregiver Permit program in Napa County during FY 2015 – 2016. (Objective 12: Continue to implement the Napa County Caregiver Permit Ordinance and program. Implementation of the Napa County Caregiver ordinance, which was identified as an objective in the FY 2009 -- FY 2012 Area Plan, was accomplished with AAOA staff managing the permit application process. The AAOA will continue to work with Napa County, the Napa Commission on Aging and other community partners on the Caregiver Permit Ordinance, including any needed revisions.) 	<p>Proposed response to testimony from the Napa COA regarding the Napa Caregiver Permit program.</p>