



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

**ADVISORY COUNCIL, April 2, 2015, 1:00 PM**

**Napa Senior Center (Large Annex)**  
**1500 Jefferson Street, Napa**

**Minutes**

- I. The meeting was called to order at 1:20 pm by, Steven Rozensky, Chair, with the pledge of Allegiance. Guests were introduced.
  - A. Members Present, Steven Rozensky, Carroll Cotten, Carl Bunch, Susan Okun, Teri Ruggiero.
  - B. Staff Present: Leanne Martinsen – AAoA Executive Director, Ruth Feigel, Program Assistant - MIS Specialist,
  - C. Members Absent/Excused: Suzanne Blakeley, Nieves Fernandez, Lois Harper, Sally Livingston, Betty Lou Mukerji, Patricia Scarcelli.
  - D. Board Members Present: Dr. Richard Lundin.
  - E. Guests Present: Natalie Woodard, Kristi Lesnewich, Senior Attorney, Legal Aid of Napa.
- II. Consent Agenda
  - A. **Motion by Carroll Cotten, seconded by Carl Bunch, to approve the agenda for April 2, 2015 meeting minutes as presented.**
  - B. **Motion by Susan Okun, seconded by Teri Ruggiero, to approve the March 5, 2015 meeting minutes as presented, motion carried.**
- III. Correspondence: None.
- IV. Presentation: Kristi Lesnewich presented information regarding the Legal Aid of Napa's Senior Legal Service Program. She has been with the program since 2003. She gave a summary of the demographics of the current clients, including that 52% are frail or disabled, 41% are living below 125% of the Federal Poverty level, and 80% are considered to be low income by most standards. She deals with issues of elder abuse, usually involving family members, consumer debt, and landlord-tenant and housing related. They do a lot of end-of-life work, including healthcare directives, power of attorney, conservatorship, guardianship. They also do legal clinics in Calistoga and the Veterans Home in Yountville, and working with the "One Justice" organization has allowed more seniors to be served. She stated that major concerns are the lack of low-income housing in Napa County, and the issues in some mobile home parks in Calistoga are almost elder abuse. She also is concerned that resources for mental health are inadequate. She answered questions from members.

- V. Community Input I – None.
- VI. AAoA Board Liaison Report – Dr. Lundin had indicated that he would arrive later, so the chair indicated that we would hold this agenda item until later in the meeting. Leanne Martinsen reported that the Board had met on March 17, and at that meeting, they had accepted the report of the independent auditors, accepted the report from the Advisory Council regarding program monitoring, and also voted to remove the following clause from future provider contracts, *“If Contractor (except Ombudsman Contractors) shall fail to deliver at least 90% of the service units agreed upon in this Contract by the end date of this Contract, a percentage of the total funding equal to the percentage of undelivered units will be subtracted from the total contracted amount. If Agency projections indicate that failure to deliver at least 90% of the required units is likely, Agency may, at its sole discretion, withhold funds in advance. Contractor may be subject to this withholding if less than 22.5% of the required units are delivered in any one quarter.”*
- VII. Committee Reports:
- A. Program Performance Monitoring Committee – The July 2014– February 2015 provider service delivery was included in the mailed meeting packet. Teri Ruggiero reported that the committee did meet this week with staff and reviewed the service delivery report. She distributed a draft of the meeting summary that focused on providers with less than 64% of services delivered at the end of February, and included issues and recommendations. A copy of that report is attached to these minutes. The committee recommendations were:
1. Request that the AAoA Board review the chart and note the providers that are not meeting goals.
  2. A new corrective action plan is requested of Meals on Wheels of Solano County.
  3. Regarding the analysis of the variance in unit cost between Napa and Solano in several areas, and request that the CFO be assigned to assist in this matter.
- Motion by Carl Bunch, seconded by Carroll Cotten 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, and Leanne Martinsen indicated that the list of legislation from CSL proposals and the list of bills that C4A is monitoring, is available, as well as information on Senate Bill 128 End of Life Options, and the Reauthorization of the Older Americans Act.
- C. Advocacy Committee – Suzanne Blakeley was not present to make a committee report.
- D. Membership Committee – Lois Harper was not present, and Leanne Martinsen indicated that she had responded to an inquiry from a potential member from Fairfield.

VIII. AAoA Executive Director & Staff Report.

Leanne Martinsen reported on AAoA activity, including the following items:

- The next Board of Directors meeting will be on April 21 at Adult Day Services in Napa.
- Jacquelin Bell, CFO, is on bereavement leave, as her husband passed away this week.
- Legal Services of Northern California has notified us that they will not be renewing the contract with the AAoA for the Long-Term Care Ombudsman Program in Solano County.
- StopFalls Napa Valley has applied for Napa Master Settlement funds to maintain program in FY 2015-16. We have been informed that 2014-15 is the last year we will be receiving funding from The California Wellness Foundation (have received \$50,000/year for 6 years = \$300,000), as they have established new funding priorities.
- Applied for Kaiser grant to continue Latino Outreach.
- CSL Senior Rally Day in May is another opportunity to advocate.

Harriett Dietz is on vacation this week, but has been working to incorporate the changes to the goals and objectives, based on the input from the Advisory Council and public hearings. A summary of the proposed recommendations was included in the meeting packet. Teri Ruggiero commented that the concerns of the Legal Service Provider should be included. It was noted that the recommendations include a new objective related to preventing elder financial abuse, and there were existing objectives related to the mental health service programs and shared housing. It was noted that Ruth Feigel had participated in the "Bridges out of Poverty" training in Napa last month. Natalie Woodard commented on the Senior Coalition of Solano County's focus on Senior Poverty, and the interest in the "Villages Concept".

IX Action Items: were included under committee and staff report agenda items.

- Motion by Teri Ruggiero, seconded by Carl Bunch to extend the membership term of Steven Rozensky for a three year term expiring in 2018, motion carried.**
- A motion to accept the report of the Program Monitoring committee was made during the committee report agenda item.
- Motion by Teri Ruggiero, seconded by Carl Bunch to authorize the Advisory Council Chair to sign the transmittal letter for the 2015 Update to the 2012-2016 Area Plan, motion carried.**

X. Information Items: Steven Rozensky reported that he had attended a Senior Scam Stopper conference at the Suisun Senior Center, and found it very informative. He was impressed with the state resources available from the Contractors State License Board and the Department of Business Oversight, and other state departments represented on the panel, and the enforcement authority. He felt that we could engage them in our work to raise awareness and prevent elder financial abuse. Dr. Lundin distributed information about AB 1275, and discussed reported military information regarding military leases in the Philippines, and build up in the Pacific. He also reported that a

skeet shoot raised \$33,000 (gross) for the Pathways Program at the Veterans Home in Yountville.

XI. Communication with AAoA Board: Steven Rozensky indicated that he and Teri Ruggiero would report on Advisory Council activity at the April 21 Board of Directors meeting in Napa.

XII Community Input II – none.

XIII. The meeting was adjourned at 2:35 PM.

Submitted by: Leanne Martinsen, Executive Director

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

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

**AAoA Advisory Council Program Monitoring Summary**  
***Recommendations Approved by Advisory Council on 4/2/2015***

The Advisory Council Program Monitoring Subcommittee met on March 30, 2015 with Agency staff to review the results of the Service Delivery Report for July 2014 through February 2015 and to discuss various program monitoring issues. All contractors should be at 64% of their yearly goal, with the exception of contractors who only submit their statistical data quarterly. 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. The Contractors/Services who were previously approved as Corrective Action Plans will continue to be monitored for progress.
  
2. New Corrective Action Plan Requested – Meals on Wheels of Solano County, Congregate Meals (\$255,220) and Home Delivered Meals (\$589,963) have been under contract goals most of this year, and were approved by the Board for extra one-time monies in October 2014. At the end of last fiscal year, this Contractor was paid for 100% of their contract, and they only met 82%-85% of their goals in these same 2 contract areas (they did meet over 100% in the other 2 areas of their contract. The Monitoring Committee is hereby informing the Board that this Contractor will likely not meet its goals this year again in Congregate and Home Delivered Meals, and the Board should start to consider fiscal action.
  
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 as soon as it is administratively feasible.

**AAoA Advisory Council Program Monitoring Summary  
Recommendations Approved by Advisory Council on 4/2/2015**

**NAPA COUNTY**

| <b>Contractor Name &amp; Service Provided</b>                    | <b>Units Delivered / Contract Goal</b> | <b>%</b> | <b>Comments / Board Action</b>  |
|--|--|----------|---|
| <b>AAoA Direct Services Napa</b><br>--In Home Registry (\$6,905) | 95.6 / 160                             | 59.75%   | A written corrective action plan was received and accepted by the Committee, and an increase of 14% was made in the last month. Monitoring of goals will continue – “watch status”. |

**SOLANO COUNTY**

| <b>Agency Name &amp; Service Provided</b>   | <b>Units Delivered / Contract Goal</b> | <b>%</b>        | <b>Comments / Board Action</b>  |
|---|--|-----------------|---|
| <b>Meals on Wheels of Solano Co.**</b><br>--Congregate Meals (\$255,220)<br>--Home Delivered Meals (\$589,963)                                | 14,483 / 24,675<br>76,261 / 132,870    | 58.7%<br>57.4%  | The THIRD consecutive month this Contractor has not met goals. Goals and funding were increased due to one-time monies. It is likely this Contractor will not meet year end goals. <b>Corrective Action Plan requested.</b> |
| <b>North Bay Health Advantage – Solano FCSP (\$40,000)</b><br>--Counseling<br>--Respite   | 33 / 48<br>5,372 / 8,500               | 68.75%<br>63.2% | Counseling services are OK, however, Respite is now on the list as of March 2015. Respite will be listed as “watch” status.   |
| <b>Molly’s Angels (6 month contract)</b><br>--Telephone Reassurance (\$7,000)   | 91 / 400                               | 22.75%          | This is only a six-month contract, so they should be at 32%. First time on report - Contractor put on watch status.   |
| <b>AAoA Direct Services Solano</b><br>--Outreach (\$15,273)<br>--I&A (\$158,867)  | 2,927 / 10,000<br>4,680 / 7,800        | 29.27%<br>60%   | Written corrective action plans received and accepted by the committee. Goals will continue to be monitored.  |
| <b>AAoA Family Caregiver Support Program (FCSP)</b><br>--Supplemental Services (\$27,219)<br>--Supplemental Services (Grandparents) (\$6,000) | 130 / 200<br>16 / 30                   | 65%<br>53.33%   | A 30% increase since last month, so progress is being made in both areas.   |

\*\* - goals and funding were increased by the Board in October 2014

**AAoA Advisory Council Program Monitoring Summary  
Recommendations Approved by Advisory Council on 4/2/2015**

**ACTION ITEMS & NEXT MEETING**

| <b>Description</b>   | <b>Who</b>                   | <b>Due Date</b>  |
|--|------------------------------|--|
| <u>Written</u> Corrective Action Plan requests from Meals on Wheels of Solano County   | Leanne Martinsen or designee | 5/4/2015 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. | Ruth Feigel                  | By the next service report                                   |

**NEXT SUBCOMMITTEE MEETING:**

Monday, May 4, 2015 2pm-3:30pm  
400 Contra Costa Street, Vallejo

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

