



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

ADVISORY COUNCIL, May 7, 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 1:10 pm by, Steven Rozensky, Chair, with the pledge of Allegiance. Guests were introduced.
 - A. Members Present, Steven Rozensky, Carroll Cotten, Nieves Fernandez, Lois Harper, Sally Livingston, Susan Okun, Teri Ruggiero.
 - B. Staff Present: Leanne Martinsen – AAoA Executive Director, Harriett Dietz, Planner, Jacquelin Bell, CFO, Ruth Feigel, Program Assistant.
 - C. Members Absent/Excused: Carl Bunch, Betty Lou Mukerji, Suzanne Blakeley, Patricia Scarcelli.
 - D. Board Members Present: Dr. Richard Lundin,
 - E. Guests Present: Cathy Hall, Executive Director, Meals on Wheels of Solano County,
- II. Consent Agenda
 - A. **Motion by Sally Livingston, seconded by Teri Ruggiero, to approve the agenda for May 7, 2015 meeting minutes as presented.**
 - B. **Motion by Teri Ruggiero, seconded by Nieves Fernandez, to approve the April 2, 2015 meeting minutes as presented, motion carried.**
- III. Correspondence: None.
- IV. Presentation: Cathy Hall, Executive Director, Meals on Wheels of Solano County, provided information about the congregate and home-delivered meals programs in Solano County and answered questions from members. She also distributed copies of the 2013-2014 annual report. She discussed the steps that the organization took to deal with sequestration funding cuts, and noted that congregate site days of service were reduced last year, but have been restored this year. She also noted that they have been careful to make sure that clients were assessed for eligibility for home-delivered meals and that no clients have been denied meals. She discussed some of the financial support that Meals on Wheels has received from corporations.
- V. Community Input I – Teri Ruggiero reported that the Solano IHSS Advisory Committee is sponsoring a conference on May 11, and distributed copies of the agenda with presentation topics and speakers. Sally Livingston reminded members that the Senior Coalition of Solano County is presenting the Living Legacy awards on May 19 at the

Florence Douglas Senior Center. Leanne Martinsen reported that Suzanne Blakeley was being honored at the Living Legacy Awards this year. Lois Harper reported that there was a conference on Alzheimer's Disease in Palo Alto and shared information about the Geriatric Medicine Publication. Dr. Lundin reported that they had raised \$13,000 for the Pathways Home in Yountville, and that the trade unions were supporting this program for veterans with PTSD and TBI.

- VI. AAoA Board Liaison Report – Dr. Lundin reported that there was not a quorum at the April 21 meeting. Leanne Martinsen indicated that the Board members present could not take any official action, but they did hear reports, including the Advisory Council program monitoring report.
- VII. Committee Reports:
- A. Program Performance Monitoring Committee – The July 2014 – March 2015 provider service delivery was included in the mailed meeting packet. Teri Ruggiero distributed a draft of the meeting summary from the May 4 committee meeting, and a copy of that report with recommendations is attached to these minutes. **Motion by Nieves Fernandez, seconded by Sally Livingston to accept this report with a change to the last sentence of recommendation #3, and 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, but Leanne Martinsen reported that she had participated in the CSL Rally Day on May 6 in Sacramento. She indicated that it was a good opportunity for advocacy, and hoped that Advisory Council members would participate in the future.
 - C. Advocacy Committee – Suzanne Blakeley was not present to report on any Advocacy Committee activity.
 - D. Membership Committee – Lois Harper discussed the need for more outreach to potential members, and suggested that members invite a friend to the next meeting.
 - E. TACC Report -- Steven Rozensky will represent PSA #28 at the Triple-A Council of California (TACC) meeting on May 19-20, 2015 in Sacramento.
 - F. HICAP Coordinating Committee – meeting re-scheduled for June 11, 2015 in Santa Rosa. Teri Ruggiero volunteered for this assignment, which involves 3-4 meetings each year that are held in Sonoma County.
- VIII. AAoA Executive Director & Staff Report.
- A. Leanne Martinsen reported on AAoA activity, including the following items:
 - Next Board of Directors. Meeting Tuesday 5/19/2015 @ 2:30 PM at AAoA in Vallejo.
 - Next Advisory Council Meeting Thursday 6/4/2015 @ 1:00 PM at Napa Senior Center.
 - Harriett Dietz, Planner, has submitted her resignation effective May 15.
 - Area Plan Update was submitted to CDA on May 1.

- We received the Planning Estimate for FY 2015-16 from CDA. The categorical funding amounts are quite similar to last year, and will be working with Jacque on developing the initial budget, which will be due to CDA in 30 days, and also the provider contracts, which we hope to have ready for the June Advisory Council and Board Meetings.
 - Met with state and local Ombudsman staff regarding the transition of the Solano Ombudsman program. We issued a request for a Letter of Interest (LOI), and the State LTC Ombudsman will need to vet any respondents to insure that they have the capacity to sponsor this program before an RFP or contract is issued.
 - StopFalls Napa Valley did not receive Napa Master Settlement funds for 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.
 - Submitted full application 3/6 for Kaiser grant to continue Latino Outreach.
 - Invited to Submit full application for Auction Napa Valley for SFNV and HM-HAP.
 - Solano Co. Fall Prevention Partnership StopFalls Solano Seniors. Had a site visit with the Solano Community Foundation in February, and they have indicated an intention to provide sustaining funding for this program.
 - A new contract with Solano Co. Public Health will allow us to train/certify staff in specific evidence based exercise programs “Stepping on” and “Tai Chi for Better Balance” and deliver training classes for at risk seniors in Solano County.
 - Health Educator to provide Nutrition Education – SNAP-Ed contract. Classes are being offered at congregate nutrition sites in both counties.
 - 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
 - Advisory Group for Marin Clean Energy
 - Napa City Senior Advisory Committee
 - Advocacy regarding OAA reauthorization and state budget action for older adult programs is needed. Plan to participate in CSL Senior Rally day on May 6 in Sacramento.
 - May is Older American’s Month. Proclamations scheduled with Solano Co. Board of Supervisors on April 28 & Napa Co. Board of Supervisors on May 12.
 - Mother’s Day message on AAoA Facebook – Call your Mother, Call Mary at AAoA to volunteer or donate to help a mother.
- B. Steve Rozensky acknowledged Harriett Dietz, as this is her last Advisory Council meeting and thanked her for her service. Harriett reported that there will be a workshop on Elder Financial Abuse Awareness and avoiding scams on May 21, and encouraged members to participate. She also reported that following the Shared Housing workshop in February, there was an organization (CANV) that was pursuing establishing a shared housing program for all ages in Napa County.

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

- X. Information Items: Carroll Cotten reported that Rianda House was celebrating the 7th anniversary of their opening in St. Helena on May 20. Leanne Martinsen reported that Solano County has launched Network of Care for Seniors and persons with disabilities, and recommended that members check out this site for resource information.
- XI. Communication with AAoA Board: Teri Ruggiero will report on Advisory Council and the program monitoring committee activity at the May 19 Board of Directors meeting in Vallejo.
- XII. Community Input II: none offered.
- XIII. The meeting was adjourned at 2:55 PM.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Advisory Council Secretary

Date: June 4, 2015

AAoA Advisory Council Program Monitoring Summary ***Pending Approval by Advisory Council on 5/7/2015***

The Advisory Council Program Monitoring Subcommittee met on May 4, 2015 with Agency staff to review the results of the Service Delivery Report for July 2014 through March 2015 and to discuss various program monitoring issues. All contractors should be at 72% of their yearly goal, including the Contractors that submit their 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 following Contractors have been removed from the Report, as they are now meeting goals: North Bay Health Advantage, AAOA Direct Services (Napa) In Home Registry, and AAOA Direct Services Family Caregiver Support Program Supplemental Services. No new corrective action plans are being requested at this time.
2. Corrective Action Plan Requested/Review Needed – 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. A corrective action plan was requested but not received in time for the May 4th meeting. The plan was received following the meeting, and the Committee will meet briefly to discuss the plan following the Advisory Council meeting on 5/7/2015.
3. Informational Item to Board – During this month's monitoring review, one of the quarterly reporters, Solano Ombudsmen of Northern California (\$94,526), was not meeting goals under Complaint Investigation (64.73%) or Community Education (40%). They were previously under corrective action plan, and this is the last time they will report for this year. It is likely this vendor will not meet the goals set forth in the contract. This resulted in a serious discussion in subcommittee, with a vote being called for recommending the reduction of monies. During the discussion period, AAOA staff stated that they did not recommend this course of action, because reduction could affect the transition of this service to the new vendor – if the monies were withheld, it was unlikely the Contractor would have resources to provide training to the new vendor. More discussion and confusion was created because the Monitoring Committee felt that there should be some sort of contingency fund for which to pull from for training. At the call for vote, the recommendation failed, but this issue is being added to this report for the Board to further discuss.

AAoA Advisory Council Program Monitoring Summary
Pending Approval by Advisory Council on 5/7/2015

Agency Name & Service Provided	Units Delivered / Contract Goal	%	Comments / Board Action
Meals on Wheels of Solano Co.** --Congregate Meals (\$255,220) --Home Delivered Meals (\$589,963)	16,485 / 24,675 86,867 / 132,870	66.81% 65.38%	The fourth 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. Corrective Action Plan was requested in April, but still not received.
Ombudsman Services of Northern California** (\$94,526) --Complaint Investigation --Community Education	178 / 275 4 / 10	64.73% 40%	Quarterly reporter – this contractor was under a corrective action plan and is still out of compliance. Vote to recommend reduction of monies failed at subcommittee. Referred to Board to discuss.
Molly's Angels (6 month contract) --Telephone Reassurance (\$7,000)	194 / 400	48.5%	This is only a six-month contract, so they should be at 50%. The monitoring committee agreed this was OK, but would remain on watch. No action requested.
AAoA Direct Services Solano --Outreach (\$15,273) --I&A (\$158,867)	4,306 / 10,000 5,168 / 7,800	43.06% 66.26%	Written corrective action plans received and accepted by the committee. We noted progress is being made, and goals will continue to be monitored. No action requested.
AAoA Family Caregiver Support Program (FCSP) --Supplemental Services (Grandparents) (\$6,000)	16 / 30	53.33%	AAoA staff assigned to this service is doubling efforts in the coming month for this program and believes they will reach the goal. No action requested.

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

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ACTION ITEMS & NEXT MEETING

Description	Who	Due Date
<u>Written</u> Corrective Action Plan requests from Meals on Wheels of Solano County	Leanne Martinsen or designee	Carried forward from 5/4/2015

NEXT SUBCOMMITTEE MEETING:

Monday, June 1, 2015 10am-11:30am

400 Contra Costa Street, Vallejo

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

