

P.O. Box 3069, Vallejo, CA 94590

707-644-6612

ADVISORY COUNCIL, June 2, 2016, 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. Lauren Rolfe was introduced.
 - A. Members Present, Steven Rozensky, Suzanne Blakeley, Carl Bunch, Teri Ruggiero, Nieves Fernandez, Susan Okun, Carroll Cotten, Arnold Koenig.
 - B. Staff Present: Leanne Martinsen – AAoA Executive Director.
 - C. Members Absent/Excused: Lois Harper, Betty Lou Mukerji, Sally Livingston, Sandra Calloway.
 - D. Board Members Present: None.
 - E. Guests Present: Lauren Rolfe, California Senior Legislature, Senior Assembly Member.
- II. Consent Agenda
 - A. **Motion by Suzanne Blakeley, seconded by Teri Ruggieo, to approve the agenda for the June 2, 2016 meeting minutes as presented.**
 - B. **Motion by Carroll Cotten, seconded by Nieves Fernandez, to approve the May 5, 2016 meeting minutes as presented, motion carried.**
- III. Correspondence: A letter of resignation from Patricia Sarcelli was included in the agenda packet, and Leanne Martinsen indicated that she had encouraged Pat to re-apply when her circumstances allowed. A picture of Suzanne Blakeley and Leanne Martinsen with California Commission on Aging Executive Director Sandi Fitzpatrick at the Senior Rally Day in Sacramento was shared with those present.
- IV. Presentation: Lauren Rolfe distributed information about the California Senior Legislature (CSL), and discussed the current status of the organization, which has been advocating for older Californians for 35 years. CSL members identify issues impacting seniors in the community, develop legislative proposals that address these issues, and find state legislators to carry the legislation. To date, they have passed over 210 bills, and she distributed a list of some of the most important bills. She discussed the funding, which comes from state income tax check-off. The CSL has not met the minimum to remain on the tax form, and they are requesting to change the fund name from California Senior Legislature Fund to California Advocates for Seniors, and also requesting the Legislature to approve \$500,000 one time funding from the

general fund to support the CSL, to bridge the gap, but it is doubtful that the Governor will support this funding. Due to the lack of funding, the annual session was not held in 2015. Other fundraising efforts are ongoing, and efforts to educate the public about the important function of the CSL. If the tax check-off funding does not continue, the CSL may continue in another form, possibly as a non-profit. In response to a question, she indicated that corporate sponsorships would be considered. She talked about her current proposal that would allow mobile home park residents to rent out rooms (currently not allowed by MHP management), and seeking a legislator to introduce this as a bill. There was a spirited discussion regarding housing issues. She also reported on the very successful Senior Rally Day in May, and indicated that another rally is planned for May 2017.

- V. Community Input I – Teri Ruggiero reported that the Solano IHSS conference in May was very successful, and the AAoA had a resource table there. Arnold Koenig distributed flyers for the Elder Abuse Awareness Symposium sponsored by the Napa County Alliance for Senior Education (NCASE) on June 16 at the Napa Valley College. Flyers were also distributed for the Elder Abuse Awareness Forum sponsored by the Solano County District Attorney’s office and the Senior Coalition of Solano County on June 15 at the Board of Supervisor’s chambers in Fairfield. Members were encouraged to participate.
- VI. AAoA Board Liaison Report – Dr. Lundin was not present. Leanne Martinsen reported that the AAoA Board of Directors did not have a meeting in May.
- VII. Committee Reports:
 - A. Program Performance Monitoring Committee – The July 2015 – April 2016 provider service delivery was included in the mailed meeting packet. Teri Ruggiero distributed copies of the report from the committee (copy is attached to these minutes) which met on June 1, and discussed the recommendations. She noted that all contracted providers were on track to meet or exceed service delivery goals for the current year, and while progress has been made, some direct services (Napa I&A, Solano Outreach) were unlikely to meet the service goals by the end of the fiscal year. Due to the late receipt of the planning estimate from CDA, only a preliminary funding distribution was available for review, and the proposed provider contracts will not be available until after the applications for continued funding are received (due June 10). The committee agreed to meet again on June 14 to review the proposed provider contracts (funding levels and proposed service delivery) for fiscal year 2016-17, as well as for AAoA direct services. As noted in the report, the Board of Directors anticipates acting on the Provider Contracts at their June 21 meeting. **Motion by Susan Okun to accept the recommendations of the Program Monitoring Committee, and to authorize the Committee to review the provider contracts and make recommendations to the Board of Directors regarding the contracts, seconded by Carl Bunch, motion carried.**

- B. Legislative Committee CSL Report – Leanne Martinsen referred to the C4A Legislative report and distributed copies of the budget request to augment funding for senior nutrition programs. This funding is currently being considered in budget conference committee, as is funding for training of Adult Protective Services workers, and continued advocacy is needed.
- C. Advocacy Committee – Suzanne Blakeley shared information about the primary election coming up in June, and reported on the Senior Rally Day in Sacramento, and encouraged more members to participate in 2017. Lauren Rolfe said that the date has been reserved May 11, 2017, and there was discussion about getting a bus. Teri Ruggiero volunteered to help with registration, and Arnold Koenig also volunteered to recruit participants through NCASE.
- D. Membership Committee – Lois Harper was not present, but Leanne Martinsen reported that Sandy Calloway had completed the new member orientation.
- E. Nominating Committee – Leanne Martinsen reported that the slate of members who have agreed to serve if elected are: Steven Rozensky – Chair, Suzanne Blakeley – Vice-Chair, and Susan Okun – Secretary. Additional nominations may be made from the floor. **Motion by Teri Ruggiero to accept the slate of nominees and elect all, seconded by Nieves Fernandez, motion carried.** The officers will serve a two year term beginning in July 2016.

VIII. AAoA Executive Director & Staff Report:

- A. Leanne Martinsen reported on AAoA activity, including the following items:
 - The Area Plan submitted to CDA on April 29, and additional information requested by CDA was provided in May.
 - CDA has released the Area Plan Budget Display (Planning Estimate) we have 30 days to complete and submit the Area Plan Budget to CDA. The contract is to be signed and submitted by July 1, and the budget becomes part of the contract. The Area Plan, contract, and budget must all be approved before any reimbursement for FY 2016-17 will be made.
 - The current contract providers have been notified of available funding and requested to complete application for continued funding. Contract language is being updated to conform to the CDA contract and scope of service in development, so that contracts can be offered in June to start July 1, 2016.
 - The application for Napa MSA (StopFalls Napa Valley) was not awarded funding.
 - Application for Kaiser Community Benefit for Latino Outreach was submitted April 7.
 - Applications for Kaiser Public Affairs Event Sponsorship for Fall Prevention Events in September were submitted March 18. Awarded \$5,000 for Solano, Napa still pending.
 - Staffing: hired- Direct Services Case Manager in Solano (Part time to replace CM who has retired) positions currently posted to fill one Direct Services and two PEAS positions.

- Discussions with Health Services Advisory Group regarding a contract to provide Diabetes Empowerment Education Program (DEEP) in Napa and Solano Co. This is an Evidence-Based program, and we sent staff to San Francisco for leader training last month. Reimbursement is based on the number of qualified Medicare Recipients that complete the 6-week program. (Lauren Rolfe noted that an exercise program (Silver Sneakers) is eligible for Medicare Reimbursement, and recommended that the AAoA or Senior Centers look into this.)
- June Elder Abuse Awareness & Prevention campaign – with social media emphasis distributed fact sheet & flyers, follow us on Facebook and Twitter.

B. Jason Curletto was not present, but continues to schedule program monitoring site visits with contract providers, and Advisory Council members are encouraged to participate.

IX. Action Items:

- A. Election of Officers was conducted during the Nominating committee report agenda item.
- B. Recommendations to the Board of Directors were made during the Program Monitoring Committee Report.
- C. **Motion by Suzanne Blakeley that the Advisory Council meet as scheduled on July 7, and cancel the August 4, 2016 meeting, seconded by Carl Bunch, motion carried.**

D. Leanne Martinsen distributed a list of upcoming Outreach events, and encouraged members to sign up to join AAoA staff at one or more events of their choosing.

X. Information Items: Steven Rozensky indicated that he would have a TACC report at the next meeting.

XI. Communication with AAoA Board: Both Steve Rozensky and Teri Ruggiero plan to attend the AAoA Board meeting on June 21 in Napa.

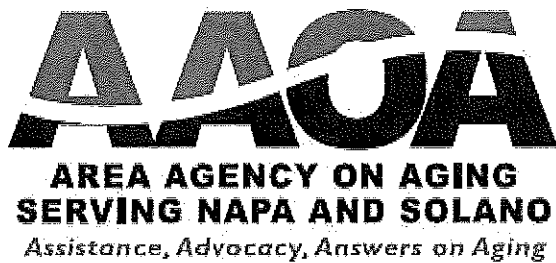
XII Community Input II: None.

XIII. The meeting was adjourned at 2:40 PM.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Advisory Council Secretary

Date: July 7, 2016



PROGRAM MONITORING SUBCOMMITTEE

Teri Ruggiero, Subcommittee Chair
Heather Stanton, Board Liaison
Suzanne Blakeley
Sally Livingston
Susan Okun

June 2, 2016

TO: Area Agency on Aging Advisory Committee

FROM: Program Monitoring Subcommittee

SUBJECT: Program Monitoring Discussion & Contract Renewals

The Program Monitoring Subcommittee met on Wednesday, June 1, 2016 with Agency staff and reviewed the program monitoring report through April 2016, and discussed the process for upcoming contract renewals.

PROGRAM MONITORING RECOMMENDATIONS

1. Despite the corrective action plan put into place earlier in the year, Direct Services *Napa Information and Assistance, Outreach and Case Management* and *Solano Outreach* remain deficient in meeting goals. They have seen steady increase, and have achieved higher than previous years, but staff reported it was unlikely these areas would meet their goals this year. In Solano, the increase has been steady, but staff reports that Napa experienced a lot of staff turnover since January. ***The Program Monitoring Subcommittee recommends the following:***
 - The AAOA Director and Program Supervisor meet with the Napa County Comprehensive Services for Older Adults (CSOA) Program to better coordinate with the staff stationed at the site to improve outreach, case management, and information and assistance goals.
 - The AAOA Program Supervisor continue to make it a high priority to monitor staff performance in Napa
 - The AAOA Board of Directors commission a study through an independent contractor to look at the implications of the rising minimum wage, agency turnover trends, a salary and benefit study in comparison to other similar agencies, staff to program ratios, and any other pertinent information. The hope is that a study like this will provide insight and guide the Board in making program decisions, and setting goals in the future.

2. The numbers reported by the Ombudsman in both Counties need to be clarified to the Subcommittee. The program is reporting over 1000% success in investigations, but not quite at the expected percentages in other areas regarding consultation. The goal is to ensure the Ombudsman staff is capturing the correct numbers in their reporting. **Recommendation: AAoA staff to follow up and report back at the next monitoring meeting.**

CONTRACTS

AAoA staff shared the funding distribution for the last cycle of contract renewals under the current RFP. Given the California Department of Aging did not provide the estimate until late, new contracts are not due back to the Agency until June 10. As such, the Committee asked a few questions and **made the following recommendations:**

1. Clarification on the funding distribution for direct services was requested, as it appeared that funding for Solano increased, while funding for Napa decreased. If it were to remain this way, contracting out some of the services in Napa as planned would become a hardship. AAoA staff agreed to take another look at the funding and provide clarification.
2. Since the contracts need to be approved by the Board on June 21, and the Advisory Council meets prior to the contracts being returned, the Program Monitoring Subcommittee requests the Advisory Council transfer the authority to the Subcommittee to review the final contracts and make recommendations to the Board on June 21. This would also be where the funding distribution would be reviewed prior to going to the Board.

NEXT MEETING

The next meeting of the Program Monitoring Subcommittee, provided the recommendation of contract review is granted by the Advisory Council, is Tuesday, June 14, 2016 at 1pm at the Area Agency office in Vallejo. The purpose of this meeting is solely to review the contracts to make a recommendation on behalf of the Advisory Council to the Board of Directors.