



P.O. Box 3069, Vallejo, CA 94590

707-644-6612

ADVISORY COUNCIL, November 3, 2016, 1:00 PM

Area Agency on Aging Serving Napa and Solano
CSOA Conference Room – 650 Imperial Way, Napa, CA 94559

Minutes

- I. The meeting was called to order at 1:12 pm by Vice Chair, Suzanne Blakeley, with the pledge of Allegiance. Guests were introduced.
 - A. Members Present, Suzanne Blakeley, Susan Okun, Lois Harper, Teri Ruggiero, Betty Lou Mukerji, Arnold Koenig, Sally Livingston, John Morris.
 - B. Staff Present: Leanne Martinsen – AAoA Executive Director, Jason Curletto, Program Assistant – MIS.
 - C. Members Absent/Excused: Steven Rozensky, Carl Bunch, Sandy Calloway Carroll Cotten,
 - D. Board Members Present: Dr. Richard Lundin.
 - E. Guests Present: Lauren Rolfe, Senior Assembly Member, California Senior Legislature (CSL); Drene Johnson, Executive Director Community Action Napa Valley (CANV); Lisa DeRose Program Director, CANV Senior Nutrition.
- II. Consent Agenda
 - A. **Motion by Sally Livingston, seconded by Susan Okun, to approve the agenda for the November 3, 2016 meeting minutes as presented, motion carried.**
 - B. **Motion by John Morris, seconded by Sally Livingston, to approve the October 6, 2016 meeting minutes, as presented, motion carried.**
- III. Correspondence: None.
- IV. Presentation: Lisa DeRose reported that CANV has been contracting with Valley Services since August 1, and that things have been going well. With this contract, the home-delivered meals were changed from a hot meal to a frozen meal. She distributed copies of a summary of the client satisfaction survey that had been done with Home-delivered meal participants, which indicated that they were generally pleased with the quality and quantity of the meals, and with the service. They serve about 100 hot meals at four congregate sites. They are serving 312 home-delivered meals on 15 routes daily, and they have about 55-60 volunteers. Lisa and Drene answered questions from members, and also mentioned the "Woof on Wheels" program that is sponsored by Jamison Animal Rescue, that helps 25 of the HDM with dogs and cats, providing pet food and monitoring care (including veterinary visits). They also noted that Congregate meal participants at the Napa Senior Center have access to blood pressure checks twice a month.

- V. Community Input I – Susan Okun commented on the Napa Housing Summit that was held in Yountville on October 21, and Leanne Martinsen shared a copy of the document that featured some of the current resources in Napa County. Sally Livingston reported that the Senior Coalition of Solano County is providing a “Train the Trainer” workshop for the Savvy Saving Senior program on November 9. This program was developed by the National Council on Aging and is designed to help seniors with limited resources learn to budget, avoid scams, apply for benefits and manage credit. Participants are asked to provide one training for a group in a community in Solano County.
- VI. AAoA Board Liaison Richard Lundin reported that the Board had met on October 18, and received reports on the Agency Finances from Jaquelin Bell, CFO. Leanne Martinsen noted that the main action was authorizing her to engage a consultant to conduct a review of the AAoA organization, and that this will be an opportunity to implement changes to improve the agency’s effectiveness and efficiency. She indicated that she had already met with him to begin the process, and expected that he would want to meet with Advisory Council members sometime in the next couple of months.
- VII. Committee Reports:
- A. Program Performance Monitoring Committee –Teri Ruggiero reported that the committee had met on Monday to review the service delivery report for July-September, the first quarter of the fiscal year. She noted that most providers are at or above expectations, and most of the services that were struggling last year are on target this year. She distributed a written report, which is attached to these minutes, and discussed the items and recommendations. As there are eight programs that are not at least 22.5% of the goal in all categories, and on “watch” status, the committee will meet again on November 29 to review service delivery reports through October and progress.
- B. Legislative Committee CSL Report – Lauren Rolfe reported that the 36th CSL session in Sacramento last week was very successful, and she shared a report of the top ten State and top four Federal proposals, which is attached to these minutes. There was discussion about many of these, and she encouraged Council members to get involved with the legislative advocacy by communicating with their elected officials, and offered to help them get to Sacramento to advocate to the committee.
- C. Advocacy Committee – Suzanne Blakeley reported that with the election activity, not much was happening in congress. She also discussed a new scam that involves persons calling as representatives of PG&E, claiming that they owe PG&E money, warning that their electric service will be disconnected unless they make a payment through a prepaid cash card such as the Green Dot card.
- D. Membership Committee – Lois Harper noted that she had invited several potential members, but they were not able to attend today. Leanne Martinsen indicated that Steve Sillen had notified her that he was unable to attend the meeting today, but was still interested in membership. she had made a contact with a potential member from Yountville, who was unable to come today, but indicated that she would be submitting an application and hopefully join us next month. Lois suggested that it would be great to post a membership appeal on the AAoA Face Book page.

VIII. AAOA Executive Director & Staff Report.

- A. Leanne Martinsen reported on AAOA activity, including the following items:
- The Area Plan was submitted to CDA on April 29, awaiting approval.
 - Received Budget Amendment #1 from CDA, additional funds – One-Time-Only for Home-Delivered Meals and LTC Ombudsman programs. Also smaller amounts for Congregate Nutrition and Tittle IIIB and IIIE that will be offered to providers as contract amendments. Note that this is categorical funding, and there are no additional funds for Administration. This triggers a revision to the Area Plan Budget, and staff recommends that provider contracts be amended to include the OTO funds, as long as the providers are in compliance and have a budget and plan to expend the additional funds.
 - Independent Audit for Fiscal Year ended June 30, 2016 scheduled next week
 - CDA Fiscal Audit for Fiscal Years 2011/12 through, 2014/15 scheduled in January 2017.
 - Two staff members went to San Diego for training to become leaders for Tai-Chi: Moving for Better Balance. This was made possible by our grant from Solano Co. public health for fall prevention activities, and will expand our capacity to provide evidence-based fall prevention programs, once they complete the certification process.
 - Seven staff members have taken or will soon take the exam with the Alliance of Information and Referral Systems, to become “Certified Information and Referral Specialist-Aging/Disability (CIRS-AD).
 - Hired a full-time Planner to start next week. Interviewing for part-time clerical assistant position to support Fiscal operations.
 - Consultant engaged to conduct organizational assessment. Will likely want to meet with Advisory Council members within the next month or two.
 - The AAOA Go-Getters team raised over \$1,000 in the Solano walk to End Alzheimer’s on Saturday October 23. You can still donate on-line or make a check out to the Alzheimer’s Association.
- B. Jason Curletto offered to answer questions from members about the quarterly reports or any other concerns about program monitoring.

IX. Action Items:

- A. **Motion by Sally Livingston, seconded by Susan Okun, to postpone making recommendations to the Board of Directors regarding program monitoring until after the next meeting of the committee, motion carried.** It was noted that the committee is scheduled to meet on November 29, and there will be another Advisory Council meeting on December 1, which is before the next scheduled meeting of the Board of Directors.
- B. There were no other recommendations to the Board of Directors regarding any other matters at this time..
- C. **Motion by Teri Ruggiero, seconded by Sally Livingston to accept the membership application of Steve Sillen, and appoint him to a three year term ending in November 2019, motion carried.**

- D. **Motion by Teri Ruggiero, seconded by Sally Livingston to establish an ad hoc committee on Senior Safety / Elder Abuse Awareness & Prevention, motion carried.** Arnold Koenig volunteered to chair this committee, and explained that he wanted to bring information to the Advisory Council about all the efforts going on in both counties, with Adult Protective Services, and various committees and commissions. There was discussion that there are other groups working to raise awareness of elder abuse, and increase prevention activities, so the focus should be on collaboration and coordination, to reduce duplication of efforts. It was recommended that at the next meeting, the chair should propose a scope for the committee, and what the anticipated time commitment would be, so that members would have this information as they decide whether to join this committee.
- E. Members may consider schedule and alternate locations for meetings in 2017. The conference room at CSOA in Napa is not available on the first Thursdays. It has been suggested that the Advisory Council consider meeting at one or more senior centers in the Planning and Service Area, alternating with the Training/Conference Room at the AAoA office in Vallejo. The consensus was to have staff inquire as to the availability of the Napa Senior Center for alternate months, and bring this action item back to the Council at the December meeting. Dr. Lundin also mentioned that there may be meeting space available near the airport, and he would look into this. Arnold Koening also mentioned that there may be meeting space at the Napa Valley College.
- F. No other action items were brought to the attention of the Council.
- X. Information Items: None
- XI. Communication with AAoA Board: None at this time.
- XII. Community Input II. Lauren Rolfe distributed a brochure from Solano County APS, and announced that the Elder Abuse Prevention Committee of the Senior Coalition of Solano County is available to make presentations to groups on recognizing and reporting elder and dependent adult abuse. She also recommended that the Council plan to participate in the Senior Lobby Day in Sacramento on May 17, 2017. There was discussion about getting a bus or van to transport a group.
- XIII. The meeting was adjourned at 3:20 PM.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Advisory Council Secretary

Date: December 1, 2016



California Senior Legislature

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October 28, 2016

FOR IMMEDIATE RELEASE

The California Senior Legislature Announces Top Legislative Priorities for 2016

(Sacramento, CA) The California Senior Legislature (CSL) adjourned its 36th Annual Legislative Session on Thursday afternoon and will announce the Top Ten State Legislative Proposals and Top Four Federal Proposals at a news conference at the State Capitol today.

The following were listed as the Top Ten State Legislative Proposals:

AP5: Labeling of Prescription Drugs

This measure would require physicians and surgeons to include the purpose of the medication on the prescription label.

SP4: Financial Support of CSL

This measure would require Department of Motor Vehicles to issue special license plates to provide funding.

AP18: Alzheimer's Day Care Resource Centers

This measure is to fund Alzheimer's Day Care Resource Center Programs.

SP1: Alzheimer Research Funding

This measure will allocate \$10 million per year for next three years to fund non-pharmacological Alzheimer research.

AP1: Tenancy: Extended Notice Period

This measure would allow seniors and individuals with disabilities the option to extend the vacate notice period up to 6 months in order to relocate.

AP19: Medi-Cal Long-Term Care Personal Needs Allowance

This measure would increase personal needs allowance from \$35 to \$80 per month and annually adjust personal needs allowance by some percentage of the Customer Price Index.

AP16: Mobile Home Residency Rights

This measure would authorize any homeowner to share the mobile home with one guest and would delete the requirement of a written treatment plan by a physician.

AP7: Identify Theft

This measure would create a 2 year sentence enhancement for conviction of a crime against a person 65 years or older and results in a financial loss of \$25,000.

AP20: Personal Income Tax Credit: Caregivers

This measure will allow an eligible caregiver a credit against personal income taxes proposed for a taxable year equal to 30% of qualified expenses.

AP2: Unit Pricing

This measure will require the Department of Food and Agriculture to create a standardized format for product pricing available to consumers.

The following were listed as the Top Four Federal Proposals:

AFP1: Labeling of Prescription Drugs

This measure requires medication so prescribed to include the purpose for which prescribed on the label.

SFP3: Social Security Burial Benefits

This measure would raise Social Security Burial amount to \$495.

SFP2: Veterans Pension Benefits

This measure would require the US Department of Veterans Affairs to ensure each Veteran receives full pension benefits and upon death become the property of the estate.

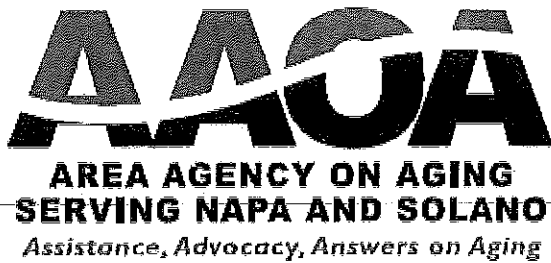
AFP2: Durable Medical Equipment – Grab Bars

This measure would request the Federal Government to adopt appropriate regulations to add grab bars to list of durable medical equipment.

-END-

MORE INFORMATION CONTACT:

For more information contact Senior Assembly Member John Pointer, Joint Rules Committee Chair at the Sacramento Office at (916) 552-8056



PROGRAM MONITORING SUBCOMMITTEE

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

November 3, 2016

TO: Area Agency on Aging Advisory Council
FROM: Program Monitoring Subcommittee
SUBJECT: First Quarter Program Monitoring Report & Recommendations

The Advisory Council Program Monitoring Subcommittee met on October 31, 2016 with Agency staff to review the results of the Service Delivery Report for July 2016 through September 2016 and to discuss various program monitoring issues. All contractors should be at a minimum 22.5% of their yearly goal to be in compliance with their contracts. This report provides a summary of the issues and the subcommittee's recommendations in regards to services being delivered in Napa and Solano County

NEXT SUBCOMMITTEE MEETING:

Tuesday, November 29, 2016 at 1:00pm
400 Contra Costa Street, Vallejo
Phone in #: 1-641-715-3276 Participant Code: 1007989#

ISSUES AND RECOMMENDATIONS

- 1. Monitoring Update** – At their December 6, 2016 meeting, we request the AAOA Board review the chart on page 2-3 and take note of the status of our Contractors and Direct Services that failed to meet their goals in July 2016 through September 2016. The notes will tell you those services we are on watch status and if at the 2nd Quarter Monitoring meeting those services are still out of compliance, we will recommend to the Board that they direct staff to send out letters advising the contractor of their compliance status and possible risk of fiscal reduction.
- 2. Budget Amendment** – The Agency Executive Director discussed the availability of one-time only augmentation funds for contractors and direct services. It was recommended that these funds, contingent on an approved contract amendment submitted by the Contractor, be disbursed proportionately as per past practice. This committee agreed with this recommendation, with a reminder to staff to scrutinize any contractor on watch status.

3. **Contract / Direct Services Directive** – We request the Board direct the Executive Director to have a conversation followed by a written memo to Agency direct staff and either she or her designee have a conversation followed by an email with all the Service Contractors regarding due dates of their statistics. This committee deliberately plans it's meetings two weeks after the due date of the statistical reports to the Agency to ensure we have all the data needed to make recommendations. On October 31, 2016 the below listed programs failed to turn in their statistics on time, which impacted our ability to review their progress. This is not acceptable and we request immediate remediation.
- Solano Ombudsman (Direct Service)
 - Napa Ombudsman (Direct Service)
 - Meals on Wheels Nutrition Education (Contractor)

NAPA COUNTY SERVICES OUT OF COMPLIANCE – FIRST QUARTER

Agency Name & Service Provided	Units Delivered / Contract Goal	%	Comments / Board Action
Community Action of Napa Valley <ul style="list-style-type: none"> ■ Nutrition Education Congregate (\$1,000) ■ Nutrition Education HDM (\$1,000) 	<p align="center">58 / 388</p> <p align="center">257 / 1264</p>	<p align="center">14.95%</p> <p align="center">20.33%</p>	<p>Agency staff explained that the focus on the first quarter was the implementation of a new contract for Home Delivered Meals, and in the beginning some sites were closed. Nutrition education was provided 2 months out of 3 in the first quarter and it is anticipated in a future month, some doubling up would occur.</p> <p>This Contractor is being placed on WATCH status. No Board action requested.</p>
Collabria Care (formerly Napa Valley Hospice & Adult Day Services) <ul style="list-style-type: none"> ■ Respite Hours (\$21,814) 	<p align="center">156 / 750</p>	<p align="center">20.80%</p>	<p>This contractor provides a variety of services to support Napa Valley caregivers. They are above contract goals in all hours except respite hours. The trend report shows that this agency sponsors more events in 3rd and 4th quarter which helps them meet their goals for respite.</p> <p>This Contractor is being placed on WATCH status. No Board action requested.</p>
AAoA Direct Services Napa Ombudsman (\$73,047)	<p align="center">Report not submitted by 10/31/2016</p>		<p>This direct service of AAoA is a State-mandated activity, with the State setting the budget and goals. Their main function is to investigate and monitor complaints from residents of board and care homes.</p> <p>See recommendation #3</p>
AAoA Direct Services Napa <ul style="list-style-type: none"> ■ Health Promotion (\$8,364) 	<p align="center">102 / 800</p>	<p align="center">12.75%</p>	<p>Health Promotion includes activities such as health classes, exercise classes, and disease prevention. Agency staff stated that this service got a slow start but is now picking up and will show great improvement in the second quarter.</p> <p>This Contractor is being placed on WATCH status. No Board action requested.</p>

SOLANO COUNTY SERVICES OUT OF COMPLIANCE – FIRST QUARTER

Agency Name & Service Provided	Units Delivered / Contract Goal	%	Comments / Board Action
Meals on Wheels of Solano County			Only the nutrition education areas were not submitted, all other services are meeting goals.
<ul style="list-style-type: none"> ■ Nutrition Education Congregate (\$1,000) ■ Nutrition Education HDM (\$1,000) 	Report not submitted by 10/31/2016		<p>Agency staff explained that the person who sends in the reports for nutrition education was out. Committee questioned why the Contractor did not have a backup. Staff was requested to provide followup.</p> <p>See recommendation #3</p>
North Bay Health Advantage Solano FCSP			This contractor provides a variety of caregiver support services, and they are only out of compliance in this area. This is the second year with the same issue. This contractor states they are running this support group as full capacity, but only 2 people are willing to register to be counted. Two members of the committee will be reaching out to this contractor for followup.
<ul style="list-style-type: none"> ■ Caregiver Support Group Hours (\$2,500) 	6 / 36	16.67%	<p>This Contractor is being placed on WATCH status. No Board action requested.</p>
AAoA Direct Services Solano Ombudsman (\$111,980)			This direct service of AAoA is a State-mandated activity, with the State setting the budget and goals. Their main function is to investigate and monitor complaints from residents of board and care homes.
	Report not submitted by 10/31/2016		<p>See recommendation #3</p> <p><i>Note: An email was sent to the committee 11/1/2016 at 2:06pm with their numbers. Two of the services appeared out of compliance. Since no committee discussion occurred over this report, it will be looked at the next meeting.</i></p>
AAoA Direct Services			Public Information is social media for the agency. Due to higher priority items, Agency staff was not able to dedicate much time to this item. This is expected to improve within the next month.
<ul style="list-style-type: none"> ■ Public Information (\$1,000) 	68 / 400	17.00%	<p>This Contractor is being placed on WATCH status. No Board action requested.</p>
AAoA Direct Services Solano Family Caregiver Support			Family caregiver support services are a direct service of AAoA in Solano. These services depend on State reimbursement to fund the next quarter. Cash flow issues impact the agency's ability to start these services until later in the first quarter. This trend seems to occur year to year.
<ul style="list-style-type: none"> ■ Information Services (\$11,000) ■ Grandparents Support Services (\$11,000) 	2 / 12	16.67%	<p>This Contractor is being placed on WATCH status. No Board action requested.</p>
	12.5 / 60	20.83%	

