

P.O. Box 3069, Vallejo, CA 94590

707-644-6612

ADVISORY COUNCIL, December 1, 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 1:00 pm by Chair, Steven Rozensky, with the pledge of Allegiance. Guests were introduced
 - A. Members Present, Steven Rozensky, Suzanne Blakeley, Sandy Calloway, Susan Okun, Carl Bunch, Lois Harper, Arnold Koenig, Sally Livingston, Teri Ruggiero, Steve Sillen, Betty Lou Mukerji.
 - B. Staff Present: Leanne Martinsen – AAoA Executive Director, Vincent Valezuela – Planner, Jason Curletto, Program Assistant – MIS, Terry Ann Steffen – Direct Services Supervisor.
 - C. Members Absent/Excused: Carroll Cotten, John Morris.
 - D. Board Members Present: Dr. Richard Lundin.
 - E. Guests Present: Joyce Goodwin – Interim Health Services Administrator for Older and Adult Services in Solano Co, Mary Palmer – Napa Resident, Applicant for Advisory Council membership.
- II. Consent Agenda
 - A. **Motion by Suzanne Blakeley, seconded by Carl Bunch, to approve the agenda for the December 1, 2016 meeting minutes, changing the order of agenda items so that Dr. Lundin could give his report earlier, motion carried.**
 - B. **Motion by Suzanne Blakeley, seconded by Carl Bunch, to approve the November 3, 2016 meeting minutes, as presented, motion carried.**
- III. Correspondence: None.
- IV. AAoA Board Liaison Dr. Richard Lundin noted that the Board did not meet in November. He reported on Veterans issues: The Department of Defense is looking into the bonus that was paid to members of the National Guard, and some were not entitled, so may have to pay it back. Research is showing that the drug ecstasy may help some who suffer with PTSD. Some VA rights may be granted to reserves and National Guard. Wreaths are being laid at Veterans cemeteries. Pearl Harbor Day observances are coming up. There will be a ceremony honoring WW2 veterans on December 17 at the VFW in Vallejo. Freedom Flights are for WW2 and Korean conflict veterans to go to Washington DC.

- V. Presentation: Terry Ann Steffen distributed a summary report and discussed the progress made during the past year, focusing on improving service delivery and outreach, as well as restructuring the case management, caregiver referral registry and evidence-based health promotion programs. She noted that 3 AAoA employees are certified Information and Referral Specialists-Aging and Disabilities (CIRS-A/D), and 4 more are scheduled to take the exam that is offered by the Alliance for Information and Referral Systems. She answered questions from members.
- VI. Community Input I – Teri Ruggiero reported that at the C4A conference in November, she attended a session on Roadshows, which was applicable to outreach. Sally Livingston reported that Savvy Saving Seniors train the trainer event was very successful, with over 20 leaders trained and committed to providing this training in their community. She also commented on the Senior Poverty working group presentation to the 4 C's meeting where County and City leadership meet together, and that the mayors were very receptive. It was suggested that the video that was produced for the Senior Poverty summit be shown at a future Advisory Council meeting.
- VII. Committee Reports:
- A. Program Performance Monitoring Committee –Teri Ruggiero indicated that the committee had met on November 29 and distributed a copy of the committee report, which is attached to these minutes. The committee noted that several of the providers have improved since the first quarter, and is recommending that two contract providers and two of the AAoA programs be placed on watch status, that the one-time-only funds be distributed to current providers proportionally, and that the Executive Director communicate with providers regarding the due dates of statistical reports. **Motion by Sally Livingston, seconded by Carl Bunch, to accept the committee report and bring these recommendations to the AAoA Board of Directors.** The next committee meeting is scheduled on January 30, when the second quarter service delivery reports will be reviewed,
- B. Legislative Committee CSL Report – Leanne Martinsen reported that the California Legislature and Congress are in “lame duck” sessions, and waiting for the new year for substantial actions. She shared a letter that was being prepared by representatives of the Up Valley Senior Collaborative to Senator Bill Dodd advocating for a change in the Mobilehome Residency Law, which would permit residents age 55 and older to share or sublet their homes.
- C. Advocacy Committee – Suzanne Blakeley reported that she had posted the CSL priority proposals where she lives, and there was a lot of interest from other tenants. She noted that at the recent event with Cal Fresh, there were 42 applications filed. She also commented about concerns that there was a move towards privatization of Medicare, cuts in Medi-Cal and Social Security in the House, as well as cuts in SNAP (food stamps), and encouraged Council members to contact not just their own representatives, but also members of key committees.
- D. Membership Committee – Lois Harper noted that she was pleased to see the new members and invited Mary Palmer to share some information about herself. Mary has submitted an application for membership and is scheduled for orientation this month, so a vote on her membership will be on the next meeting agenda.

- E. Ad Hoc Committee on Senior Safety/Elder Abuse: Arnold Koenig distributed a paper outlining his ideas and proposed scope for this new committee. He also discussed some of the work being done by other organizations in both counties to educate about elder abuse, including the Napa County Alliance for Senior Education, which is planning a large community event on June 15, 2017. In response to several comments, Leanne Martinsen noted that this committee should be coordinating with the Senior Coalition of Solano County, and other organizations that are already working to raise awareness about the many forms of elder abuse and what can be done to prevent it from occurring. She also stated that there are resources at the state and federal level for education and outreach, including social media, and while these are generally created for the May-June period, but can be used throughout the year. She also indicated that it would not be appropriate for the proposed committee to apply for grants or conduct research, but should focus on collaborating with educational facilities with the capacity to do this. Steve Rozensky noted that the list of proposed activities was extensive and suggested that we should work on accomplishing one thing. Carl Bunch, Susan Okun and Lois Harper volunteered to serve on the committee. Leanne Martinsen indicated that Vincent Valenzuela will be designated to provide staff support for this committee, and he will meet with Arnold to work on refining the committee description and scheduling an initial meeting.
- F. TACC Report – Steven Rozensky will participated in the next meeting of the Triple A Council of California on December 6-7, and report back to the Council in January.

VIII. AAoA Executive Director & Staff Report.

- A. Leanne Martinsen reported on AAoA activity, including the following items:
- Area Plan submitted to CDA on April 29, awaiting approval.
 - Received Budget Display Amendment #1 from CDA, additional funds – One-Time-Only. Note that this is categorical funding, and there are no additional funds for Administration. Working on Budget revision for CDA and provider contract modifications.
 - Scheduled individual meetings with all contract providers to review contracts and service delivery expectations for the current year (included CFO, Planner and MIS Coordinator).
 - Independent Audit for Fiscal Year ended June 30, 2016 started in November
 - CDA Fiscal Audit for Fiscal Years 2011/12 through, 2014/15 scheduled in January 2017.
 - Three staff members have become “Certified Information and Referral Specialist-Aging/Disability (CIRS-AD). Four additional staff members are scheduled to take the exam on line with the Alliance of Information and Referral Systems.
 - Vincent Valenzuela, Planner started full time in November and part-time clerical assistant position to support Fiscal operations has been hired to start in December.
 - Conducted two orientations for new Board and Advisory Council members in October, another scheduled in December.

- Consultant engaged to conduct organizational assessment. Has begun key informant interviews and other processes.
- Received grant from Auction Napa Valley to support StopFalls Napa Valley and other programs in Napa Co.
 - Represented AAoA at community forums.
 - Solano Public Health Community Health Improvement Plan Strategic planning
 - Napa Co. Family Justice Center planning
 - Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa)
 - Live Healthy Napa County Steering Committee

B. Vincent Valenzuela thanked the Council members for their service, and spoke about supporting the providers. He stated that he was looking forward to working with the Advisory Council to accomplish positive change.

C. Jason Curletto offered to answer questions from members about the provider performance reports or any other concerns about program monitoring. Sally Livingston commented that the analysis that Jason provides is very helpful to the program monitoring committee.

IX. Action Items:

A. **Motion by Suzanne Blakeley, seconded by Sally Livingston, to recommend to the AAoA Board of Directors that the AAoA logo be added to the letter in support of the change to the Mobilehome Residency Law, to allow residents age 55 and older to share or sublet their homes, motion carried.**

B. Leanne Martinsen reported that she is still working on getting rooms reserved at the Napa Senior Center for Advisory Council meetings in 2017, since the room at CSOA is not available on the First Thursdays.

C. Suzanne Blakely shared her story about a recent scam, and a check that she received, which was actually postal fraud. She indicated that the Vallejo PD has had 9 of these cases and the Postal Service has had 7.

X. Information Items: None

XI. Communication with AAoA Board: Steven Rozensky indicated that he would be able to attend the next Board meeting on December 6 in Vallejo.

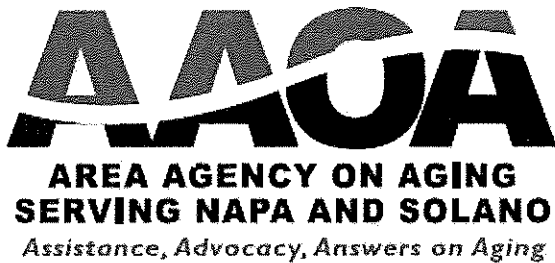
XII. Community Input II. None.

XIII. The meeting was adjourned at 2:50 PM. With thanks to Steven Rozensky for providing cookies.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Advisory Council Secretary

Date: January 5, 2017



PROGRAM MONITORING SUBCOMMITTEE

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

December 1, 2016

TO: Area Agency on Aging Advisory Council

FROM: Program Monitoring Subcommittee

SUBJECT: First Quarter Program Monitoring Report & Recommendations –
revised as of 12/1/2016

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:

Monday, January 30, 2017 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 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 subcommittee 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 there were two programs who failed to turn in their reports on time, and forced this committee to meet on November 29, 2016 to update the report.

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) 	58 / 388	14.95%	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. This Contractor is being placed on WATCH status. No Board action requested.
<ul style="list-style-type: none"> ■ Nutrition Education HDM (\$1,000) 	257 / 1264	20.33%	

SOLANO COUNTY SERVICES OUT OF COMPLIANCE – FIRST QUARTER

Agency Name & Service Provided	Units Delivered / Contract Goal	%	Comments / Board Action
North Bay Health Advantage Solano FCSP			
<ul style="list-style-type: none"> ■ Caregiver Support Group Hours (\$2,500) 	6 / 36	16.67%	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. Agency staff has recently offered up technical assistance to help them. This Contractor is being placed on WATCH status. No Board action requested.
AAoA Direct Services			
<ul style="list-style-type: none"> ■ Public Information (\$1,000) 	68 / 400	17.00%	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. This Contractor is being placed on WATCH status. No Board action requested.
AAoA Direct Services Solano Family Caregiver Support			
<ul style="list-style-type: none"> ■ Information Services (\$11,000) 	2 / 12	16.67%	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. This Contractor is being placed on WATCH status. No Board action requested.