



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## **OVERSIGHT BOARD MEETING**

**Wednesday January 30, 2019  
10:00am to 12:00pm (noon)**

**Napa County Board of Supervisors Chambers  
1195 3<sup>rd</sup> Street Suite 310 Napa CA 94559**

The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Board of the Napa County Board of Supervisors. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Board's office no less than 72 hours prior to the meeting date by contacting (707) 253-4580.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Napa / Solano Area Agency on Aging (N/S AAA) Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### **Agenda – FINAL – revised 1-25-2019 4:20pm**

**CALL TO ORDER – 10:00am**

**ROLL CALL AND INTRODUCTIONS**

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**ITEMS FROM THE PUBLIC**

This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.

**ADDITIONS TO OR DELETIONS FROM THE AGENDA**

**APPROVAL OF THE AGENDA**



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Introduction: Elaine Clark, Project Manager, Joe Peno, Staff Analyst
2. Receive an update on the N/S AAA Advisory Council recruitment;
3. Receive a review of the draft N/S AAA Advisory Council By laws;
4. Receive a review of the Conflict of Interest requirements for Oversight Board Members;
5. Receive a review of the Conflict of Interest requirements for Advisory Council Members;
6. Receive a review of the Draft Oversight Board Bylaw changes from December 2018 meeting;
7. Receive a review of the budget, current contracts and vendors including Wellsky and services being provided by PSA 4 for Napa Ombudsman program;
8. Receive a report of outstanding Form 700's need to be returned;
9. Receive an update on the PSA 28 Area Plan, the Year 4 Area Plan update, and the proposed Needs Assessment for the next 4-year Area Plan revision;

**REGULAR CALENDAR** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Administer the Oath of Office;
2. Select the next meeting date of the N/S AAA Oversight Board, this meeting should occur in Solano County in the month of February;
3. Approve contract and budget with California Department of Aging for SNAP-Ed funds and authorize the delegated authority to the CAO to sign this contract;
4. Authorize N/S AAA staff to pursue RFP's for Ombudsman services for Napa County and case management services for Solano County.
5. Approve transfer agreement with Wellsky, Human & Social Services Corporation for the period of 1/1/2019 to 5/31/2019 and authorize the delegated authority to the CAO to sign this contract.
6. Select several Oversight Board members to work with N/S AAA staff in the review and nominations for members of the N/S AAA Advisory Board.
7. Obtain permission to pursue vendor data submission options beginning June 1, 2019.

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board.

# Napa / Solano Area Agency on Aging Oversight Board Meeting Minutes December 2018

Location: Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield CA 94533

Date: Monday, December 10, 2018

Time: 2:00pm - 4:00pm

Attendees: Elizabeth Patterson, Monica Brown, Brad Wagenknecht, Heather Stanton, Steven Sillen, Xavia Hendrix, Wally Pearce, Bob Sampayan, staff reports from Bela Matyas, Dan Wolk, Joyce Goodwin

Call To Order - 2:00pm; roll call, quorum present

Motion by Brown: Move to approve the agenda of December 10, 2018. Seconded and carried without dissent.

## Reports

- Bela Matyas reviewed agenda packet attachment b, multiple components, and exhibit F JEPA, what it covers and what services Napa and Solano counties will jointly provide to seniors age 60 and over. Reviewed oversight board composition and responsibilities. Also reviewed were how audits will be conducted, how budgets should be approved by each party, how auditors will review and report all receipts, donations will be accepted and donors expectations will be met.
- Members at Large Xavia Hendrix and Wally Pearce draw lots for voting status. Xavia Hendrix- voting member, Wally Pierce-non-voting member.
- Joyce Goodwin discussed the expectation for the Oversight Board to complete Ethics Training as well as Brown Act Training. To be arranged when full complement of Oversight board is in place.
- Bela Matyas discussed Conflict of Interest Code for Oversight Board. Asked that Form 700 be filled out and submitted to Joyce Goodwin by mail or hand delivery as soon as possible. Alternate must fill out form as well.
- Monica Brown - By-Law changes requested - Annual report to be submitted to both Board of Supervisors. It's in staff report, but it should be stated. Monica Brown stated she would like a first and second reading when it comes to By-laws amendment. First reading so everyone has input, second reading for voting. Mayor Patterson expressed concern that a first reading and second reading is confusing. Clean it up and say a reading shall be

agendized and have 30 days, first reading 30 days to it being agendized prior to action. Motion by Brown: 30 days for reading to it being agendized prior to action. Monica Brown: Moved by law changes go forward for Supervisors. Mayor Patterson Seconded. Additional by law changes discussed: Chair and at large members alternates. Mayor Patterson supports. Brad Wagenknecht seconded; majority vote received. By Law changes need to go to each County BOS.

- Joyce Goodwin - Advisory Council needs to have applications drafted and posted. Mayor Patterson suggested sending applications for Advisory Council to jurisdictions to post on transmittal, send to Benicia and Carquinez Village.
- 4 year area plan discussed. New area plan needs to be submitted in 2020. Bela would like feedback for needs assessments for AAA funding from both counties. Health Officers of Napa and Solano counties will work together to do a broader assessment. It will be done some time in the summer next year. Brad Wagenknecht - Napa will do needs assessment between now and summer 2019. It'll run over the next year. Area Plan update for 4<sup>th</sup> year due May 1, 2019. Will be submitted by Project Manager of AAA.
- Joyce Goodwin reviewed ledger page with list of current contracts with CDA. Bela made corrections to columns on ledger, Joyce explained difference in totals of some contracts.
- Bela discussed \$350,000 final funds remaining that is unspent and not allocated for next month. New RPS's will probably be needed; current contractors will be asked to increase capacity / services first before new RFP's are requested.

## REGULAR CALENDAR

1. The Voting Members of the Oversight Board shall elect a Chairperson and a Vice-Chairperson from among their membership; Monica Brown elected unanimous vote
2. Select the next meeting date of the Napa/Solano AAA Oversight Board, select meeting dates of the Oversight Board for Calendar Year 2019, and select the meeting site(s) for Oversight Board meetings; doodle poll to go out immediately, next meeting in Napa. Meetings to be monthly Jan to June 2019. Alternating sites between Napa and Solano.
3. Approve contracts with vendors to provide services required and funded by the California Department of Aging for eligible residents of PSA 28, all contracts will be for the period of six (6) months beginning January 1, 2019 through June 30, 2019; potential contract vendors are AAA PSA 4 (Greater Sacramento for Ombuds Services - Napa service area, Bay Area Legal Aid, Collabria Care, Community Action of Napa Valley, Faith in Action, Legal Services of Northern California, Meals on Wheels Solano County, Molly's Angels, Ombuds Services of Contra Costa & Solano - Solano service area, Independent Living Resources of Solano & Contra Costa Counties, Stella Wu-Chu, Innovative Health Solutions (SNAP\_Ed), WellSky, County of Sonoma will subcontract with Petaluma Peoples Services Center, and authorize the AAA Executive Director to complete and sign these contracts, and direct AAA staff to provide the Oversight Board

with an updated list of approved vendor contracts for these services by December 31, 2018. Approved unanimous vote

**Public Comments**

- Brenda Crawford Senior Representative stated she wants to make sure area plan takes into consideration Older Californian Protection Act.
- Pastor Dawn Wokinski from Vallejo commented that the Board is mostly white. Need assessment to do outreach to people of color.
  - Father Fuentes commented on a remarkable different feeling to see how open the oversight board is. He feels good, and feels the needs of seniors are going to be fulfilled and met.
  - Brenda Crawford also commented on feeling good about meeting. She expressed concern about the make-up of the board and would like to see an African American on the Oversight Board. She’s pleased with the way it was pulled together.

Meeting adjourned at 3:45p

Action items	Owner(s)	Deadline	Status
Oversight Board to complete Ethics Training/Brown Acts Training	Joyce Goodwin	As soon as Possible	
Oversight Board to complete 700 Form	Joyce Goodwin	As soon as possible	
Advisory Council applications drafted	Joyce Goodwin	As soon as possible	
Post Advisory Council applications on transmittal, send to Benicia, Carquinez Village, Rio Vista and Dixon, all 7 regions	Joyce Goodwin	As soon as possible	





A Tradition of Stewardship  
A Commitment to Service

NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



**Application for Membership on Napa/Solano Area Agency on Aging Advisory Council**  
*(Feel free to attach a resume or curriculum vitae (CV))*

**Federal and State laws mandate the composition of the Area Agency on Aging (AAA) Advisory Council. The application questions are designed to ensure the legal composition of the Advisory Council.**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month Date Year

Please indicate which county you are applying to represent:

- Napa County       Solano County

Please indicate your membership preference:

- Primary Representative       Alternate Representative       No Preference

Please indicate the category for which you are applying and your category affiliation (if applicable):

- Representatives of older individuals  
 Representative of health care provider organizations, including providers of veterans' health care

Health care organization affiliation: \_\_\_\_\_

- Representatives of supportive services provider organizations.

Supportive Services organization affiliation: \_\_\_\_\_

- Persons with leadership experience in the private and voluntary sectors.

Leadership experience (resume or CV may be attached): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 
- Local elected officials

Elected position: \_\_\_\_\_

Term of Office: \_\_\_\_\_

Term Start Date

Term End Date

- Family caregiver representative

- The general public.

Please indicate your race and ethnicity:

- White       Hispanic       Asian       Black

- Native Hawaiian/Pacific Islander       American Indian       Other: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

Supervisory District in which you reside:      1    2    3    4    5

The following links can be used as a reference for Supervisory District information:

**Solano County:**

[http://www.solanocounty.com/depts/rov/district\\_maps\\_and\\_lookup/districtlookup.asp](http://www.solanocounty.com/depts/rov/district_maps_and_lookup/districtlookup.asp)

**Napa County (select "My District" from the link below):**

<https://www.countyofnapa.org/2116/Board-of-Supervisors>

It is anticipated that the Advisory Council will meet monthly. Dates and meetings locations will be determined by the Advisory Council and Advisory Council members may be asked to attend quarterly meetings of the AAA Oversight Board. Please indicate any obstacles you may have with regard to meeting attendance (example: "I am not able to meet on Mondays or Wednesdays"):

\_\_\_\_\_  
\_\_\_\_\_

Memberships in other organizations or committees or other community participation (list name and address and nature of organization/committee or community participation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief description of your employment and educational history (resume or CV may be attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References (list 3):**

Name	Relationship	Phone Number

Why do you want to serve on the Advisory Council?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Napa Applicants: please list all court or other public administration actions impacting your credit rating within the past 10 years: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Napa / Solano Area Agency on Aging

275 BECK AVE, FAIRFIELD CA 94533  
(707) 784-8207 FAX (707) 784-2440

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Napa / Solano Area Agency on Aging Advisory Council

BY-LAWS

ADOPTED ( date)

## ARTICLE I – GENERAL PROVISIONS

### SECTION 1. NAME

The name of this organization shall be the Advisory Council of the Napa / Solano Area Agency on Aging (“Advisory Council”).

### SECTION 2. AUTHORIZATION

The Advisory Council shall function according to the provisions of the Joint Exercise of Powers Agreement Between Napa County and Solano County (“JEPA Agreement”) approved by the Napa and Solano County Board of Supervisors on September 11, 2018, and all laws and regulations, including the Older Californians Act of 1996 and the Older Americans Act.

The JEPA Agreement established the Napa / Solano Area Agency on Aging, the agency designated by the California Department of Aging (CDA) within PSA 28 pursuant to 22 C.C.R. § 7206 (“AAA”), and the joint operation of it.

## ARTICLE II – DUTIES AND RESPONSIBILITIES

### SECTION 1. DUTIES AND RESPONSIBILITIES

The Advisory Council shall:

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1. Serve in an advisory capacity to the Oversight Body of the AAA.
2. Serve in an advisory, planning and advocacy capacity for seniors, adults with disabilities, and their caregivers, and for other organizations designated by either one or both of the Boards of Supervisors for Napa and/or Solano Counties taking positions on matters pertaining to federal, State, and local policies, programs, procedures, and any legislation affecting older persons.
3. Actively seek advice from senior advocacy organizations, elected officials, local aging commissions, and the general public for the purpose of advocating for and making

formal presentations on issues of concern to seniors, adults with disabilities, and their caregivers.

4. Seek advice from local seniors, adults with disabilities, and caregiver advocates and organizations on specific legislation pending before local, State, and federal governments.
5. Disseminate information of interest to local senior advocates, seniors, adults with disabilities, and their caregivers.
6. Work with AAA staff to develop, implement, and monitor the four-year Area Plan and annual updates.
7. Work with AAA staff to hold public hearings on the four-year Area Plan and updates in accordance with all legal requirements.
8. Work with AAA staff to produce the annual report in accordance with the Older Californians Act. The report shall be prepared within six (6) months of the close of the fiscal year and shall contain a summary of the Advisory Council's activities and projects, finances, a list of Advisory Council members, and any other information specifically requested by the Napa or Solano Board of Supervisors or CDA.

### ARTICLE III – MEMBERSHIP

#### SECTION 1. QUALIFICATIONS

The Advisory Council shall consist of sixteen (16) members as follows:

1. More than 50 percent older (60+) persons, including minority individuals, who are participants or who are eligible to participate in programs under 45 CFR 1321.57;
2. Representatives of older individuals;
3. Representatives of health care provider organizations, including providers of veterans' health care;
4. Representatives of supportive services provider organizations;
5. Persons with leadership experience in the private and voluntary sectors;
6. Local elected officials;
7. Family caregiver representative; and
8. The general public.

No more than three (3) members may be affiliated with any single representation listed in categories 3-8 above.

The Advisory Council shall represent the senior population in respect to ethnic and racial distribution.

Each County Board of Supervisors shall appoint ½ (8) of the members. Prior to Board Action, the AAA shall review proposed appointments to Advisory Council to ensure that each county's appointments meet the representation requirements.

## SECTION 2. TERM OF OFFICE

Advisory Council members serve for two (2) years from their appointment and may be re-appointed for one additional two-year term. Initially, four (4) members from each county shall be selected by the Advisory Council to serve an initial four (4) year term, with a re-appointment term limited to two (2) years. Any member of the Advisory Council may be removed at any time by their appointing authority, if required by these Bylaws, or if the member ceases to meet their representation category.

## SECTION 3. VACANCIES

Any vacancy shall be filled by the appointing authority within 60 days, with the new member's term coinciding with the vacating member's term. Notice of vacancies shall be published countywide.

## SECTION 4. COMPENSATION

The members of the Advisory Council shall serve without compensation.

## SECTION 5. CONFLICTS OF INTEREST

No member shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest. The Advisory Council shall adopt a conflict of interest code pursuant to the Political Reform Act (Government Code § 81000 *et seq.*), which may entail the incorporation by reference of the Fair Political Practices Commission's regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code.

# ARTICLE IV – MEETINGS

## SECTION 1. SCHEDULE

The Advisory Council shall meet at least monthly or as often as necessary at a stated date, time, and place to be decided by the Advisory Council. All meetings shall be subject to the Brown Act. ~~Advisory Council meetings shall be held in different communities served by the AAA, when feasible.~~

## SECTION 2. QUORUM

A majority of the Advisory Council, with a minimum of four (4) members serving from each County shall constitute a quorum.

## SECTION 3. RULES OF ORDER

The meetings of the Advisory Council shall be governed by the authority of "Robert's Rules of Order."

#### SECTION 4. ATTENDANCE

If any Advisory Council member has more than (3) unexcused absences in a calendar year, , the Advisory Council shall recommend to that member's appointing authority that the member should be removed and replaced.

### ARTICLE V – OFFICERS

#### SECTION 1. OFFICERS

The officers of the Advisory Council shall consist of the following positions:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Such other officers as the Advisory Council deems necessary to perform duties as determined by the Advisory Council.

#### SECTION 2. DUTIES OF OFFICERS

1. Duties of the Chairperson:

- A. The Chairperson shall preside at all meetings of the Advisory Council; may appoint any member of the Advisory Council to preside as Chairperson at an Advisory Council meeting should both the Chairperson and the Vice Chairperson be unable to attend.
- B. The Chairperson may call special meetings of the Advisory Council when necessary.
- C. In conjunction with members of the Advisory Council and County Staff, The Chairperson shall develop agendas for the Advisory Council meetings.
- D. The Chairperson shall serve as an ex-officio member of all committees.
- E. The Chairperson shall inform the Oversight Board of the Advisory Council's actions and decisions.
- F. The Chairperson shall ensure adherence to the Brown Act and Robert's Rules of Order.
- G. The Chairperson shall perform all duties necessary or incidental to this office. The Chairperson shall represent the Advisory Council at functions..
- H. The Chairperson shall appoint a temporary Secretary in the event of the absence of the Secretary and his/her alternate at any meeting of the Advisory Council.
- I. The Chairperson shall perform other tasks as authorized by the Advisory Council.

2. Duties of the Vice-Chairperson:

- A. The Vice Chairperson shall perform the duties of and exercise the power of the Chairperson during the absence of the Chairperson.
- B. The Vice Chairperson shall carry out other duties assigned by the Chairperson or Advisory Council.

C. The Vice Chairperson will automatically become Chairperson and assume the full powers of the Chairperson until the end of the term should the position of Chairperson become vacant.

3. Duties of the Secretary:

- A. The Secretary shall ensure the minutes of each Advisory Council meeting are recorded, kept and distributed to each member of the Advisory Council along with the agenda for upcoming meetings.
- B. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall perform the duties of and exercise the power of the Chairperson during his/her absence.
- C. The Secretary shall read all correspondence addressed to the Advisory Council at each meeting.
- D. The Secretary shall ensure all notices of meetings are properly sent and posted.
- E. The Secretary shall record member attendance at Advisory Council meetings.

4. Absence of the Officers:

In the absence of all of the officers and the alternates at any Advisory Council meeting, the members present shall choose a presiding officer for that meeting.

SECTION 3. ELECTION AND TERMS

At the first meeting, the Advisory Council shall elect its officers for that year to serve until June 30 of the following year. On or before June 30 of each fiscal year, the Advisory Council shall elect its officers for that fiscal year (July 1 – June 30). Officers may serve two (2) consecutive terms in any one office. As feasible, the officers shall represent both counties. No member shall hold more than one office at any time. Vacancies of officers shall be filled by appointment of the Advisory Council for the remainder of the unexpired term. In the event of a tie vote, there shall be a second vote on that particular office. If a second vote also ends in a tie, the office shall be filled by the toss of a coin.

ARTICLE VI – REPORTS AND PUBLIC STATEMENTS

All reports of the Advisory Council ordinarily shall be delivered personally or by mail (postal or electronic) or posted on the AAA web site in draft form to each member of the Advisory Council prior to the date of the meeting at which the report is proposed for consideration and action thereon by the Advisory Council.

Approval of any report, oral or written, or public statements of Advisory Council members shall require an affirmative vote of the majority of the active members.

None of the above shall preclude any Advisory Council member from expressing his/her opinions or recommendation when acting solely as an individual and not as a member of the Advisory Council.

All communications from the Advisory Council shall be sent out with the authorized signature of the Chairperson of the Advisory Council.

## ARTICLE VII – COMMITTEES AND TASK FORCES

The Advisory Council has the power to establish and dissolve standing or ad hoc committees as necessary to carry out its work. No standing or action committee may exercise the authority of the Advisory Council. Such committees shall adhere to the Brown Act, to the extent required by law, and shall contain representatives of both counties.

## ARTICLE VIII – AMENDMENTS

Notice of any proposed amendment to these Bylaws shall be delivered personally or by mail (postal or electronic) to each member of the Advisory Council and posted on the AAA web site at least thirty (30) days in advance of the meeting when the amendment is to be considered.

Amendments to the Bylaws, after thirty (30) days' notice, may be adopted by the affirmative vote of two-thirds (2/3) of all members of the Advisory Council and with the approval of the Oversight Board.

## CONFLICT OF INTEREST CODE

### NAPA/SOLANO AREA AGENCY ON AGING OVERSIGHT BOARD

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Napa/Solano Area Agency on Aging Oversight Board (Agency)**.

Individuals holding designated positions shall file their statements of economic interests with the **Agency**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **Solano County Registrar of Voters** on behalf of the **Agency**.

**Appendix A**  
**Designated Positions**

<u>Designated Positions</u>	<u>Category</u>
1. Members of the Oversight Board	1, 2, 3
2. Executive Director	1, 2, 3
3. Project Manager	1, 2
4. Staff Analyst	1, 2
5. Accountant	
6. Consultants/New Positions	*

\*Consultants/new positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

## **Appendix B**

### **Disclosure Categories**

Category 1: Investments in business entities, and income (including receipt of gifts, loans and travel payments) from sources (including non-profit organizations) of the type that contract with the Agency to provide services, supplies, materials, equipment, or transportation vehicles.

Category 2: Investments in business entities, and income (including receipt of gifts, loans and travel payments) from sources (including non-profit organizations) of the type to contract with the Agency to assist the Agency in carrying out the Older Americans Act programs sponsored by the Agency, such as congregate meals served at senior centers; home delivered meals; transportation services; supportive services (i.e. homemaker services); senior legal services; Long Term Care Ombudsman services (advocates for seniors in residential care facilities and assisted living facilities); health insurance counseling and advocacy programs and family caregiver support programs (i.e. respite, support groups, etc. for family caregivers).

Category 3: Interests in real property located within the Agency's jurisdiction of the type leased by the Agency for its use.



**Napa / Solano Area Agency on Aging**  
275 BECK AVE, FAIRFIELD CA 94533

(707) 784-8207 FAX (707) 784-2440

Napa / Solano Area Agency on Aging Oversight Board

BY-LAWS

ADOPTED (                    )

ARTICLE I – NAME AND AUTHORITY

SECTION 1. NAME

The name of this organization shall be the Napa / Solano Area Agency on Aging Oversight Board (“Oversight Board”).

SECTION 2. AUTHORIZATION

The Oversight Board shall function according to the provisions of the Joint Exercise of Powers Agreement Between Napa County and Solano County (“JEPA Agreement”) approved by the Napa and Solano County Board of Supervisors on September 11, 2018. The JEPA Agreement established the Napa / Solano Area Agency on Aging, the agency designated by the California Department of Aging (CDA) within PSA 28 pursuant to 22 C.C.R. § 7206 (“AAA”), and the joint operation of it.

The Oversight Board shall be deemed to be a legislative body for purposes of the Ralph M. Brown Act (Government Code § 54950 *et seq.*; “Brown Act”).

ARTICLE II – DUTIES AND RESPONSIBILITIES

SECTION 1. DUTIES AND RESPONSIBILITIES

The Oversight Board shall:

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1. Review the activities of the AAA and provide advice to the AAA executive director, county staff, Advisory Council, and the County Boards of Supervisors.
2. Receive monthly reports from the AAA staff and the Advisory Council.
3. Ensure high quality oversight, ethical and responsible decision-making, accountability and transparency on the part of the AAA.

4. Approve contracts and grants entered into and administered by the AAA with CDA, service providers, or any other party, including request for proposals (RFP's), grant proposals, bids and awardees for service provider subcontractors of the AAA.
5. Conduct at a minimum once each fiscal year a public hearing, and discuss and approve a report, concerning the activities carried out by the AAA under the current Area Plan, which report shall be submitted annually to both County Boards of Supervisors.
6. Perform such other duties as necessary and as determined by the Oversight Board.

### ARTICLE III – MEMBERSHIP

#### SECTION 1. QUALIFICATIONS

The Oversight Board shall consist of seven (7) members as follows:

- i. One (1) member from each County Board of Supervisors, or its designees, and an alternate to attend and vote at meetings of the member in his or her absence.
- ii. One (1) member from a City Council in each County, appointed by the respective city selection committee established pursuant to Section 50270 of the Government Code, and an alternate to attend and vote at meetings of the member in his or her absence.
- iii. One (1) member of the senior (60+) community in each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence.
- iv. One (1) member at large from each County, appointed by the respective Board of Supervisors, and an alternate to attend and vote at meetings of the member in his or her absence, with one member a voting member and the other member a non-voting member, who shall rotate annually. The first voting member to be determined by the Oversight Board by lot, effective January 1.

#### SECTION 2. TERM OF OFFICE

The initial term of the members in Section 1(iii) and (iv) shall be six years from the effective date of appointment. The term of the remaining members in Section 1 shall be four years from the effective date of appointment. Upon the expiration of each member's term, the term of each succeeding member shall be four years. Any member of the Oversight Board may be removed at any time by their appointing authority, if required by these Bylaws, or if the member ceases to be a Supervisor or City Council member.

SECTION 3. VACANCIES

Any vacancy shall be filled by the appointing authority within 60 days, with the new member's term coinciding with the vacating member's term.

SECTION 4. COMPENSATION

The members of the Oversight Board shall serve without compensation.

SECTION 5. CONFLICTS OF INTEREST

No member shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest. The Oversight Board shall adopt a conflict of interest code pursuant to the Political Reform Act (Government Code § 81000 *et seq.*), which may entail the incorporation by reference of the Fair Political Practices Commission's regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code.

ARTICLE IV – MEETINGS

SECTION 1. SCHEDULE

The Oversight Board shall meet at least quarterly or as often as necessary at a stated date, time, and place to be decided by the Oversight Board. All meetings shall be subject to the Brown Act.

SECTION 2. QUORUM

A majority of the Oversight Board, with a minimum of 2 members from each county, shall constitute a quorum for the transaction of business.

SECTION 3. RULES OF ORDER

The meetings of the Oversight Board shall be governed by the authority of "Robert's Rules of Order."

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SECTION 4. ATTENDANCE

If any Oversight Board member should miss more than three (3) meetings in a calendar year, without good cause, the Oversight Board shall recommend to that member's appointing authority that the member should be removed and replaced.

## ARTICLE V – OFFICERS

### SECTION 1. OFFICERS

The officers of the Oversight Board shall be the Chair and Vice-Chair, who shall be the members from each County Board of Supervisors, or its designees.

### SECTION 2. ELECTION

At the first meeting and at the last meeting of every year, the Oversight Board shall elect its officers for the following year. The Chair shall be the member of the County Board of Supervisors (or its designee) from the county not represented by the at-large member. Terms for officers shall commence January 1 and be held for one (1) year.

### SECTION 3. DUTIES

The Chair shall preside at all regular and special meetings of the Oversight Board and shall act as the official representative of the Oversight Board in its communications with other organizations and individuals. In the absence of the Chair, the Vice-Chair shall assume the duties of that position on an interim basis.

### SECTION 4. OTHER OFFICERS

The Oversight Board may choose such other officers as they deem necessary to perform such duties as determined by the Oversight Board.

## ARTICLE VI – AMENDMENTS

### SECTION 1. AMENDMENT OF BYLAWS

The Bylaws may be amended at any meeting of the Oversight Board by a two-thirds (2/3) vote. Bylaw amendments shall be introduced at a meeting of the Oversight Board at least thirty (30) days prior to the subsequent meeting at which the vote is taken, and may be altered after introduction. Except when reading is waived by regular motion adopted by majority vote, all Bylaw amendments shall be read in full either at the time of introduction or passage.

## Goodwin, Joyce

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**From:** Foster, Vern@CDA <Vern.Foster@aging.ca.gov>  
**Sent:** Tuesday, January 15, 2019 5:26 PM  
**To:** Jarumay, Girlie G.; Goodwin, Joyce  
**Cc:** Lapira, Tess; Shoyeb, Wen M.; Matyas, Bela T.; Wallace, Glenn@CDA; Sibbett, Mary@CDA  
**Subject:** RE: PSA 28 Orig FY18-19 Area Plan Budget - 1-15-2019

Hi Girlie,

I have reviewed and signed off on your Area Plan FY 1819 Original Budget and am forwarding it to Glenn Wallace for final approval! You should be receiving a signed copy of the approved budget within a day or two.

This is your first attempt at completing and submitting this very complex budget and compliance document, and you have succeeded, with no errors!!!

To be totally honest, I put the review of your budget at the top of my stack of work, assuming there would be multiple errors, as is normal for a 1<sup>st</sup> budget submission.

I am very impressed! It is rare that any AAA Fiscal Officer submit an Area Plan budget with no errors on their 1<sup>st</sup> submission, with no corrections needed, especially when requesting transfers.

You are extra deserving of the AAA FISCAL GOLD STAR \*\*\*\$\$\*\*\*!!! CONGRATULATIONS!!!

The seniors of Napa and Solano are in great hands, fiscally speaking!

Now, let's start working on monthly reporting, so we can get your funds flowing!

*Vern Foster*

Aging Programs Analyst II  
California Dept. of Aging  
[Vern.Foster@aging.ca.gov](mailto:Vern.Foster@aging.ca.gov)  
(916) 928-2746

---

**From:** Jarumay, Girlie G. <GGJarumay@SolanoCounty.com>  
**Sent:** Tuesday, January 15, 2019 10:13 AM  
**To:** Fiscal Team@CDA <FiscalTeam@aging.ca.gov>  
**Cc:** Foster, Vern@CDA <Vern.Foster@aging.ca.gov>; Lapira, Tess <TLapira@SolanoCounty.com>; Shoyeb, Wen M. <WMSHoyeb@SolanoCounty.com>; Matyas, Bela T. <BTMatyas@SolanoCounty.com>  
**Subject:** PSA 28 Orig FY18-19 Area Plan Budget - 1-15-2019

Hi,

Please see attached Area Plan Budget for PSA 28 Napa/Solano Area Agency on Aging. If you have any questions regarding this submission, please contact me at (707) 784-8387 or [GGJarumay@SolanoCounty.com](mailto:GGJarumay@SolanoCounty.com).

Thank you.

**TITLE III ADMIN AND TITLE III PROGRAMS COSTS SUMMARY**

BUDGET PERIOD: October 1, 2018 - June 30, 2019		[ X ] ORIGINAL [ ] REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28	
AAA DIRECT SERVICE COST CATEGORIES		(a) Area Plan Admin	(b) III B Supportive Svcs	(c) III C-1 Congregate Nutr	(d) III C-2 Home Del Nutr	(e) III D Disease Prev	(f) III E Family Caregiver	(g) Total Title III	Total Title III
1. Personnel	CASH (+)	277,669	0	0	0	0	0	0	277,669
	IN-KIND	0	0	0	0	0	0	0	0
2. Staff Travel	CASH (+)	7,200							7,200
	IN-KIND								0
3. Staff Training	CASH (+)	3,000							3,000
	IN-KIND								0
4. Property / Equipment	CASH (+)	0	0	0	0	0	0	0	0
	IN-KIND								0
5. Vendor / Consultant Agreements	CASH (+)	40,000							40,000
	IN-KIND								0
6. Food Costs	CASH (+)								0
	IN-KIND								0
7. Other Costs	CASH (+)	46,648							46,648
	IN-KIND								0
8. Allocated Costs*	CASH (+)								0
	IN-KIND								0
9. AREA AGENCY DIRECT COSTS	CASH (=)	374,517	0	0	0	0	0	0	374,517
	IN-KIND	0	0	0	0	0	0	0	0
10. Indirect Costs	CASH (+)	37,452							37,452
	IN-KIND								0
11. TOTAL AREA AGENCY COSTS	CASH (=)	411,969	0	0	0	0	0	0	411,969
	IN-KIND	0	0	0	0	0	0	0	0
12. Subrecipient Contractor Services	CASH (+)		616,372	357,400	666,623	26,844	287,785	1,955,024	
	IN-KIND		172,754	69,368	131,110	0	54,739	427,971	
13. TOTAL TITLE III	CASH (=)	411,969	616,372	357,400	666,623	26,844	287,785	2,366,993	
	IN-KIND	0	172,754	69,368	131,110	0	54,739	427,971	
14. TOTAL CASH & IN-KIND	(=)	411,969	789,126	426,768	797,733	26,844	342,524	2,794,964	

Payment Method: Reimbursement [ ] Advance [ X ]

HHS Approved Indirect Cost Rate(s):

PROGRAM FISCAL TEAM ANALYST:		DATE		PROGRAM FISCAL TEAM MANAGER:		DATE	

\* - Must submit allocation plan with Area Plan Budget

**TITLE VII, SPECIAL OMBUDSMAN AND TOTAL COSTS SUMMARY**

BUDGET PERIOD: October 1, 2018 - June 30, 2019		[X] ORIGINAL [ ] REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28	
AAA DIRECT SERVICE COST CATEGORIES		(e) Ombudsman	(b) Elder Abuse Prev	(c) Title III & VII	(d) Ombudsman PH L&C	(e) Ombudsman SHF Cti. Pen.	(f) Ombudsman SNFQAF	(g) Ombudsman	Total Area Plan
1. Personnel	CASH	0	0	277,669	0	0	0	0	277,669
	IN-KIND	0	0	0	0	0	0	0	0
2. Staff Travel	CASH			7,200					7,200
	IN-KIND			0					0
3. Staff Training	CASH			3,000					3,000
	IN-KIND			0					0
4. Property / Equipment	CASH	0	0	0	0	0	0	0	0
	IN-KIND			0					0
5. Vendor / Consultant Agreements	CASH			40,000					40,000
	IN-KIND			0					0
6. Food Costs	CASH			0					0
	IN-KIND			0					0
7. Other Costs	CASH			46,648					46,648
	IN-KIND			0					0
8. Allocated Costs*	CASH			0					0
	IN-KIND			0					0
9. AREA AGENCY DIRECT COSTS	CASH	0	0	374,517	0	0	0	0	374,517
	IN-KIND	0	0	0	0	0	0	0	0
10. Indirect Costs	CASH			37,452					37,452
	IN-KIND			0					0
11. TOTAL AREA AGENCY COSTS	CASH	0	0	411,969	0	0	0	0	411,969
	IN-KIND	0	0	0	0	0	0	0	0
12. Subrecipient Contractor Services	CASH	35,457	7,932	1,998,413	3,879	8,761	18,429	18,429	2,029,482
	IN-KIND			427,971					427,971
13. TOTAL AREA PLAN	CASH	35,457	7,932	2,410,382	3,879	8,761	18,429	18,429	2,441,451
	IN-KIND	0	0	427,971	0	0	0	0	427,971
14. TOTAL CASH & IN-KIND		35,457	7,932	2,838,353	3,879	8,761	18,429	18,429	2,869,422

\* - Must submit allocation plan with Area Plan Budget

**TITLE III, TITLE VII, AND SPECIAL OMBUDSMAN FUNDING SUMMARY**

BUDGET PERIOD: October 1, 2018 - June 30, 2019		[X] ORIGINAL [ ] REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28	
SECTION A	(a) Area Plan Admin	(b) III B Supportive Svcs	(c) III C-1 Congregate Nutr	(c) III C-2 Home Del Nutr	(e) III D Disease Prev	(f) III E Family Caregiver	(g) Title III		
FUNDING SOURCES									
1. Program Income	CASH	2,750	24,222	70,003	0	0	96,975		
2. NSIP	CASH		17,676	123,750			141,426		
3. Intentionally Blank	CASH						0		
4. Non-Matching Contributions	IN-KIND	0	27,736	40,986	0	0	68,722		
5. State Funds	CASH	344	27,890	30,827			126,195		
6. Matching Contributions	CASH	180,925	174,086	48,780	0	36,414	452,395		
7. Federal Funding	IN-KIND	0	172,754	69,368	0	54,739	427,971		
	CASH	230,700	372,202	247,886	26,844	251,371	1,481,280		
8. TOTAL TITLE III FUNDING	CASH	411,969	616,372	357,400	26,844	287,785	2,366,993		
	IN-KIND	0	172,754	69,368	0	54,739	427,971		
9. TOTAL CASH & IN-KIND		411,969	789,126	426,768	26,844	342,524	2,794,964		
SECTION B	(h) VII Ombudsman	(i) VII Elder Abuse Prev	(j) Total Title III & VII	(k) Ombudsman PH L&C	(l) Ombudsman SHF Cit. Pen.	(m) Ombudsman SNFOAF	(n) Total Area Plan		
FUNDING SOURCES									
10. Program Income	CASH		96,975				96,975		
11. NSIP	CASH		141,426				141,426		
12. Intentionally Blank Contributions	CASH		0				0		
13. Non-Matching Contributions	IN-KIND		68,722				68,722		
14. State Funds	CASH						0		
15. Matching Contributions	CASH		126,195	3,879	8,761	18,429	157,264		
16. Federal Funding	IN-KIND		452,395				452,395		
	CASH	35,457	7,932	1,524,669			427,971		
17. TOTAL AREA PLAN FUNDING	CASH	35,457	7,932	2,410,382	8,761	18,429	2,441,451		
	IN-KIND	0	0	427,971	0	0	427,971		
18. TOTAL CASH & IN-KIND		35,457	7,932	2,838,353	8,761	18,429	2,869,422		

**MATCHING CONTRIBUTIONS & ADEQUATE PROPORTION COMPLIANCE**

BUDGET PERIOD: October 1, 2018 - June [X] ORIGINAL [ ] REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28	
SECTION A		SECTION B (may include Public Admin Match from Section A)		LOCAL PUBLIC AGENCIES MATCHING CONTRIBUTIONS		TOTAL	
Source	Cash	In-Kind	Total	Source	Cash	In-Kind	Total
Solano County	132,549		132,549	Solano County	132,549		132,549
Napa County	48,376		48,376	Napa County	48,376		48,376
<b>TOTAL</b>	<b>180,925</b>	<b>-</b>	<b>180,925</b>	<b>TOTAL</b>	<b>180,925</b>	<b>-</b>	<b>180,925</b>

SECTION C				
MINIMUM MATCHING REQUIREMENTS COMPLIANCE				
ITEM	(e) Area Plan Admin	(b) Title III B & III C pooled	(c) Title III E Programs	(d) Total Min Matching
1. Costs to be Matched	411,625	1,556,354	342,524	2,310,503
2. Required Matching Percentages	25%	10.53%	25%	
3. Minimum Required Match	102,906	163,884	85,631	352,421
4. Match Budgeted (from Page 3)	180,925	608,288	91,153	880,366
5. Required Local Public Agencies Matching = Line 3 x 25%				88,105

<<< Compare to line 3  
<<< Compare to Section B Total

SECTION D		
ADEQUATE PROPORTION CALCULATION		
Priority Services (Do not include OTO)	Federal Share	Amount
5. Information & Assistance	72,409	
6. Case Management	28,972	
7. Assisted Transportation	0	
8. Transportation	35,580	
9. Outreach	12,808	
10. Comprehensive Assess.	0	
11. Health	0	
12. Mental Health	0	
13. Public Information	0	
<b>14. Total Access</b>	<b>149,769</b>	<b>372,202</b>
15. Personal Care	0	
16. Homemaker	0	
17. Chore	0	
18. Visiting	25,797	
19. Respite Care	0	
20. Alzheimer's Day Care	0	
21. Residential Repairs/Mods.	0	
22. Adult Day/Health Care	0	
23. Telephone Reassurance	45,651	
<b>24. Total In-Home</b>	<b>71,348</b>	<b>24,299</b>
<b>25. Legal Assistance</b>	<b>83,355</b>	<b>29,495</b>

SECTION E			
ADEQUATE PROPORTION CALCULATION FOR PRIORITY SERVICES			
BUDGETED BASELINE FUNDS			
			Amount
1. Total Supportive Services Federal Share		(+)	372,202
2. Less III B Ombudsman Federal Share		(-)	24,299
3. Less III B One-Time-Only		(-)	29,495
4. Equals III B Supportive Services Base Allocation		(=)	318,408

\* Total Priority Service Federal Share Divided by III B Base (line 4)  
 ^ As Approved in the Area Plan

SECTION F			
OMBUDSMAN MAINTENANCE OF EFFORT CASH FUNDING COMPLIANCE			
Title III B OMBI	State III B OMBI	Title VII OMBI	State Special OMBI
24,299	67,334	35,457	31,069
<b>Total OMBI Cash</b>	<b>156,159</b>		

**TRANSFER REQUESTS**

BUDGET PERIOD: October 1, 2018 - June 30, [X] ORIGINAL [ ] REVISION # CONTRACT NO.: AP-1819-28 DATE: 01/15/2019 PSA #28

**3 Month Federal Baseline Funding Transfer Requests**

3 MONTH TRANSFER OF FUNDS REQUEST Transfers allowed in Original Budget only Federal Funds	Current 3 Month Budget Display Allocations		Must Net Zero		New 3 Month Budget Display Allocations	JUSTIFICATIONS Provide justification for YTD Transfers of 3 Month Baseline exceeding: 30% between IIIB & IIIC or 40% between IIIC-1 & IIIC-2 Justification:
	Increase	Decrease	Increase	Decrease		
III B Admin					0	
III C-1 Admin					0	
III C-2 Admin					0	
III B Ombudsman					0	
III B Program					0	
III C-1 Program					0	
III C-2 Program					0	
III E Admin					0	
III E Program					0	
NSIP C-1 Congr Program					0	
NSIP C-2 Home Del Program					0	

**9 Month Federal Baseline Funding Transfer Requests**

9 MONTH TRANSFER OF FUNDS REQUEST Do Not Include OTO Federal Funds	Current 9 Month Budget Display Baseline Alloc.		Must Net Zero		New 9 Month Budget Display Baseline Alloc.	JUSTIFICATIONS Provide justification for YTD Transfers of 9 Month Baseline exceeding: 30% between IIIB & IIIC or 40% between IIIC-1 & IIIC-2 Justification:
	Increase	Decrease	Increase	Decrease		
III B Admin	56				56	
III C-1 Admin	53,240				53,240	
III C-2 Admin	39,895				39,895	
III B Ombudsman	21,427				21,427	
III B Program	291,901				291,901	
III C-1 Program	345,468			191,313	154,155	Transfer requested to meet local needs
III C-2 Program	121,033		191,313		312,346	Transfer requested to meet local needs
III E Admin	24,218				24,218	
III E Program	170,998				170,998	
NSIP C-1 Congr Program	19,423			2,710	16,713	Transfer requested to meet local needs
NSIP C-2 Home Del Program	109,411		2,710		112,121	Transfer requested to meet local needs

**12 Month Allocated State Funding Transfers**

12 MONTH TRANSFER OF FUNDS REQUEST State Funds	Current 12 Month Budget Display Allocations		Must Net Zero		New 12 Month Budget Display Allocations	JUSTIFICATIONS Provide justification for YTD Transfers of 9 Month Baseline exceeding: 30% between IIIB & IIIC or 40% between IIIC-1 & IIIC-2 Justification:
	Increase	Decrease	Increase	Decrease		
State B Ombudsman					0	
State C-1 Admin					0	
State C-1 Program	26,380		1,510		27,890	
State C-2 Admin					0	Transfer requested to meet local needs
State C-2 Program	32,137			1,510	30,627	Transfer requested to meet local needs







**SCHEDULE OF DIRECT (III B) SUPPORTIVE SERVICES, OMBUDSMAN AND OTHER SERVICES**

SERVICE CATEGORIES	[X] ORIGINAL   J REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28	
	(a) Total	(b)	(c) Cash	(d) In-Kind	(e) State Funds	(f) Cash		(g) In-Kind
<b>Supportive Services:</b>								
Personal Care (In-Home)*								0
Homemaker (In-Home)*								0
Chore (In-Home)*								0
Adult Day/Health Care (In-Home)*								0
Case Management (Access)*								0
Assisted Transportation (Access)*								0
Transportation (Access)*								0
Legal Assistance*								0
Information & Assistance (Access)*								0
Outreach (Access)*								0
<b>Ombudsman</b>								0
<b>Other Support Services:</b>								
Program Development								0
Coordination								0
CARS Data Reporting								0
Alzheimer's Day Care (In-Home)*								0
Comprehensive Assessment (Access)*								0
Health (Access)*								0
Mental Health (Access)*								0
Public Information (Access)*								0
Residential Repairs/Modifications (In-Home)*								0
Respite Care (In-Home)*								0
Telephone Reassurance (In-Home)*								0
Visiting (In-Home)*								0
Cash/Material Aid								0
Community Education								0
Disaster Preparedness Materials								0
Employment								0
Housing								0
Interpretation/Translation								0
Mobility Management								0
Peer Counseling								0
Personal Affairs Assistance								0
Personal/Home Security								0
Registry								0
Senior Center Activities								0
Emergency Preparedness								0
Senior Center Staffing								0
<b>Total IIB Other Support Services</b>	0	0	0	0	0	0	0	0
<b>Total Direct IIB</b>	0	0	0	0	0	0	0	0

\*Denotes Priority Services

**SCHEDULE OF SUBRECIPIENT CONTRACTED (III B) SUPPORTIVE SERVICES, OMBUDSMAN AND OTHER SERVICES**

BUDGET PERIOD: October 1, 2018 - June 30, 2019 [X] ORIGINAL [ ] REVISION # \_\_\_\_\_ CONTRACT NO.: AP-1819-28 DATE: 01/15/2019 PSA #28

SERVICE CATEGORIES	(a) Total		(b)		(c)		(d)		(e)		(f)		(g)		(h)	
	Budgeted	Costs	Program	Income	Cash	Non-Matching	In-Kind	State	Funds	Cash	Matching	In-Kind	Federal	Share		
<b>Supportive Services:</b>																
Personal Care (In-Home)*																0
Homemaker (In-Home)*																0
Chore (In-Home)*																0
Adult Day/Health Care (In-Home)*																0
Case Management (Access)*		38,420									6,764	2,684				28,972
Assisted Transportation (Access)*																0
Transportation (Access)*		129,988		2,750							41,146	50,512				35,580
Legal Assistance*		147,044									63,689					83,355
Information & Assistance (Access)*		138,891									17,998	48,484				72,409
Outreach (Access)*		14,747									1,395	544				12,808
<b>Ombudsman</b>		91,633						67,334								24,299
<b>Other Support Services:</b>																
Alzheimer's Day Care (In-Home)*																0
Comprehensive Assessment (Access)*																0
Health (Access) *																0
Mental Health (Access) *																0
Public Information (Access)*																0
Residential Repairs/Modifications (In-Home)*																0
Respite Care (In-Home)*		29,495														29,495
Telephone Reassurance (In-Home)*		131,581									41,146	44,884				45,551
Visiting (In-Home)*		50,681										24,884				25,797
Cash/Material Aid																0
Community Education																0
Disaster Preparedness Materials																0
Employment																0
Housing																0
Interpretation/Translation																0
Mobility Management																0
Peer Counseling																0
Personal Affairs Assistance																0
Personal/Home Security																0
Registry		16,646									1,948	762				13,936
Senior Center Activities																0
Emergency Preparedness																0
Senior Center Staffing																0
<b>Total Contracted IIB Other Supp Svcs</b>		<b>228,403</b>		<b>0</b>				<b>0</b>			<b>43,094</b>	<b>70,530</b>				<b>114,779</b>
<b>Total Contracted IIB</b>		<b>789,126</b>		<b>2,750</b>				<b>67,334</b>			<b>174,086</b>	<b>172,754</b>				<b>372,202</b>
<b>Total Direct IIB (from Page 9)</b>		<b>0</b>		<b>0</b>				<b>0</b>			<b>0</b>	<b>0</b>				<b>0</b>
<b>Total IIB</b>		<b>789,126</b>		<b>2,750</b>				<b>67,334</b>			<b>174,086</b>	<b>172,754</b>				<b>372,202</b>

\*Denotes Priority Services

**SCHEDULE OF (III C-1 & III c-2) NUTRITION AND (III D) DISEASE PREVENTION & HEALTH PROMOTION PROGRAMS**

SERVICE CATEGORIES	BUDGET PERIOD: October 1, 2018 - June 30, 2019		[X] ORIGINAL   REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28	
	(a) Total Budgeted Costs	(b) Program Income	(c) NSIP	(d) Intentionally Blank	(e) Cash	(f) In-Kind	(g) State Funds	(h) Cash	(i) In-Kind	(j) Federal Share
<b>III C-1 Congregate Programs</b>										
Direct III C-1										
Congregate Meals										0
Nutrition Counseling										0
Nutrition Education										0
<b>Total Direct III C-1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subrecipient Contracted III C-1 Services</b>										
Congregate Meals	426,168	24,222	17,676		27,736		27,890	12,190	69,368	247,086
Nutrition Counseling	600							0		600
Nutrition Education	426,768	24,222	17,676		27,736		27,890	12,190	69,368	247,886
<b>Total Contracted III C-1</b>	<b>426,768</b>	<b>24,222</b>	<b>17,676</b>	<b>0</b>	<b>27,736</b>	<b>0</b>	<b>27,890</b>	<b>12,190</b>	<b>69,368</b>	<b>247,886</b>
<b>Total III C-1</b>	<b>426,768</b>	<b>24,222</b>	<b>17,676</b>	<b>0</b>	<b>27,736</b>	<b>0</b>	<b>27,890</b>	<b>12,190</b>	<b>69,368</b>	<b>247,886</b>
<b>III C-2 Home Delivered Programs</b>										
Direct III C-2										
Home-Delivered Meals										0
Nutrition Counseling										0
Nutrition Education										0
<b>Total Direct III C-2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Subrecipient Contracted III C-2 Services</b>										
Home-Delivered Meals	797,658	70,003	123,750		40,986		30,627	48,780	131,110	352,402
Nutrition Counseling	75									75
Nutrition Education	797,733	70,003	123,750		40,986		30,627	48,780	131,110	352,477
<b>Total Contracted III C-2</b>	<b>797,733</b>	<b>70,003</b>	<b>123,750</b>	<b>0</b>	<b>40,986</b>	<b>0</b>	<b>30,627</b>	<b>48,780</b>	<b>131,110</b>	<b>352,477</b>
<b>Total III C-2</b>	<b>797,733</b>	<b>70,003</b>	<b>123,750</b>	<b>0</b>	<b>40,986</b>	<b>0</b>	<b>30,627</b>	<b>48,780</b>	<b>131,110</b>	<b>352,477</b>
<b>III D Disease Prevention &amp; Health Promotion Program</b>										
Direct III D										
Dis Prev & Health Promotion										0
<b>Subrecipient Contracted III D Services</b>										
Disease Prev & Health Promotion	26,844	0			0			0	0	26,844
<b>Total III D</b>	<b>26,844</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,844</b>

**SCHEDULE OF FAMILY CAREGIVER SUPPORT PROGRAM SERVICES (III E)**

BUDGET PERIOD: October 1, 2018 - June 30, 2019	(a) Total Budgeted Costs	(b) ORIGINAL   REVISION #		(c) Cash		(d) Non-Matching Contributions		(e) State Funds		(f) Matching Contributions		(h) Federal Share
		(X)		(0)		(g)	In-Kind	(g)	In-Kind	(h)		
<b>CATEGORIES</b>												
Direct III E Family Caregivers												
Information Services												
Access Assistance												
Support Services												
Respite Care												
Supplemental Services												
<b>Total Direct III E Family Caregivers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Direct III E Grandparents												
Information Services												
Access Assistance												
Support Services												
Respite Care												
Supplemental Services												
<b>Total Direct III E Grandparents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Direct III E</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subrecipient Contracted III E Family Caregiver												
Information Services	43,640									1,091	1,635	40,914
Access Assistance	71,153									9,326	13,999	47,828
Support Services	90,235									8,176	12,456	69,603
Respite Care	99,373									17,821	26,649	54,903
Supplemental Services	38,123											38,123
<b>Total Contracted III E Family Caregivers</b>	<b>342,524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,414</b>	<b>54,739</b>	<b>251,371</b>
Subrecipient Contracted III E Grandparents												
Information Services												
Access Assistance												
Support Services												
Respite Care												
Supplemental Services												
<b>Total Contracted III E Grandparents</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Subrecipient Contracted III E</b>	<b>342,524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,414</b>	<b>54,739</b>	<b>251,371</b>
<b>Total III E</b>	<b>342,524</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,414</b>	<b>54,739</b>	<b>251,371</b>

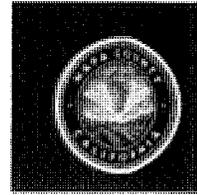
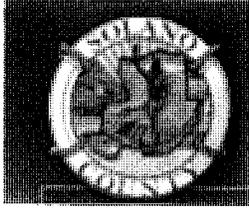
**BUDGETED FEDERAL ONE-TIME-ONLY**

BUDGET PERIOD: October 1, 2018 - June 30, 2019		[X] ORIGINAL [ ] REVISION #		CONTRACT NO.: AP-1819-28		DATE: 01/15/2019		PSA #28			
Instructions: This is not a separate budget for One-Time-Only. Include OTO costs listed below on all support pages.											
SERVICE CATEGORIES	(a) Baseline Services	(b) Equipment	(c) Home & Comm-Based Projects*	(d) Innovative Pilot Projects*	(e) Total OTO	SERVICE CATEGORIES	(f) Baseline Services	(g) Equipment	(h) Home & Comm-Based Projects*	(i) Innovative Pilot Projects*	Total OTO
III B						III C-2					
Personal Care					0	Home-Delivered Meals	4,164				4,164
Homemaker					0	Nutrition Counseling					0
Chore					0	Nutrition Education					0
Adult Day/Health Care					0	NSIP					0
Case Management					0	Total III C-2 OTO	4,164	0	0	0	4,164
Assisted Transportation					0						
Transportation					0	III D	Baseline Services	Equipment	Home & Comm-Based Projects*	Innovative Pilot Projects*	Total OTO
Legal Assistance					0	No Longer Used					0
Information & Assistance					0	No Longer Used					0
Outreach					0	Dis. Prev & Health Prom	4,001				4,001
Ombudsman	173				173	Total III D OTO	4,001	0	0	0	4,001
Alzheimer's Day Care					0						
Comprehensive Assessment					0						
Health					0						
Mental Health					0						
Public Information					0	III E Family Caregivers	Baseline Services	Equipment	Home & Comm-Based Projects*	Innovative Pilot Projects*	Total OTO
Residential Repairs/Mods.					0	Information Services					0
Respite Care	29,495				29,495	Access Assistance					0
Telephone Reassurance					0	Support Services	22,806				22,806
Visiting					0	Respite Care					0
					0	Supplemental Services					0
					0	Total Family Caregivers	22,806	0	0	0	22,806
					0	III E Grandparents					
					0	Information Services					0
					0	Access Assistance					0
					0	Support Services					0
CARS Data Reporting					0	Respite Care					0
Total III B OTO	29,668	0	0	0	29,668	Supplemental Services					0
					0	Total Grandparents	0	0	0	0	0
III C-1						Total III E OTO	22,806	0	0	0	22,806
Congregate Meals	33,027				33,027				Home &	Innovative	
					0						
					0						
					0						
Nutrition Counseling					0						
Nutrition Education					0						
NSIP					0	VII	Baseline Services	Equipment	Comm-Based Projects*	Pilot Projects*	Total OTO
Total III C-1 OTO	33,027	0	0	0	33,027	Ombudsman (V/ia)	669				669
					0	Elder Abuse Prev (V/ib)	540				540

\* Home & Comm-Based Projects and Innovative Pilot Projects Require Prior Approval  
Please submit CDA 1031 for all OTO Projects budgeted







**Aging and Adult Services**  
Countywide Needs Assessments of Older Adults

**OLDER ADULTS QUESTIONNAIRE**

Complete the enclosed survey to help the County and the Commissioners on Aging understand the needs and concerns of older adults. This will guide us in determining your goals, activities, and finding priorities for the next 4 years.

You can also complete this survey online at [www.xxxxxxxx](http://www.xxxxxxxx)

**All responses are anonymous. We do not ask your name or other identifying information.**

All County publications are available in alternative formats.  
Requests for accommodations may be made by calling xxxx

INSTRUCTIONS: Please respond to the following questions based on the person checked below.

1. The information I am providing in this survey is for (Check only one):

- Myself  
 A family member/friend age 60+

2. How concerned are you about having enough food to eat?

- Not concerned       Slightly concerned       Very Concerned

	Yes	No	Choose Not to Answer
3. Do you eat alone most of the time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you typically eat fewer than 2 meals a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have difficulty chewing or swallowing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you typically drink or eat 3 servings of calcium-rich foods daily such as milk, cheese, yogurt, soy milk, or tofu?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you typically eat fewer than 5 servings of fruits and vegetables per day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Over the past year, have you had enough money for.....

	No	Always	Sometimes	Never	Does not apply
Healthy Food	<input type="checkbox"/>				
Utilities	<input type="checkbox"/>				
Clothing	<input type="checkbox"/>				
Rent/Mortgage	<input type="checkbox"/>				
Property and Income Taxes	<input type="checkbox"/>				
Phone	<input type="checkbox"/>				
Caregiver/Child Care	<input type="checkbox"/>				
Health Insurance	<input type="checkbox"/>				
Medical bills	<input type="checkbox"/>				
Transportation	<input type="checkbox"/>				
Recreation/ Entertainment	<input type="checkbox"/>				

**Housing**

**9. What type of housing do you currently live in?**

- House, townhouse, or condo
- Mobile Home
- Boarding House/Board and Room
- Long-term Care Facility/  
Skilled Nursing Facility
- Affordable/HUD/Section 8
- Shelter or no residence
- Apartment or independent living community
- Board and Care/Residential home
- Assisted living facility
- Hotel/Motel
- Staying with family/friends
- Choose not to answer/Other

**10. Do you own or rent your primary place of residence?**

- Own – with mortgage
- Own – without mortgage
- Rent
- Own my mobile home but rent space in mobile home park
- Choose not to answer/Other

**11. How large is your home?**

- Studio
- 1 bedroom
- 2 bedrooms
- 3 bedrooms
- more than 3 bedrooms
- Choose not to answer

**12. How many individuals including yourself, do you live with?**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8 or more
- Choose not to answer

**13. Who else is living with you in your home?(Check all that apply)**

- Your Spouse/partner
- Your children (18 and over)
- Paid caregiver
- Choose not to answer
- Friends/Acquaintances
- Your children (under 18)
- No one/alone
- Your Parents
- Roommate(s)
- Other

**14. What are your monthly housing costs including mortgage or rent for your residence?**

Please include any HOA, monthly fees, insurance, site rent, taxes, utilities, etc.)

- \$0-\$500
- \$501-\$1,000
- \$1,001-\$2,000
- \$2,001-\$3,000
- \$3,001 or \$4000
- \$4001-\$5,000
- \$5001-\$6,000
- \$6001 and over
- Choose not to answer

**15. Would you be willing to share your living space to help pay for the rent or mortgage?**

- Yes - Not currently renting living space
- No
- Choose not to answer
- Yes – Currently renting living space
- Not sure

**16. Does the community where you live have affordable housing for adults of varying income levels, such as older active adult communities, assisted living communities, and shared facilities or outdoor spaces?**

- Yes
- No
- Not sure
- Choose not to answer

17. Does the community where you live have affordable housing for your family to live close by?

Yes  No  Not sure  Choose not to answer

18. Does the community where you live have affordable housing for caregivers?

Yes  No  Not sure  Choose not to answer

19. How concerned are you about being able to afford housing as you age over the next five years?

Not concerned  Slightly concerned  Very Concerned  
 Choose not to answer

20. Do you feel physically and emotionally safe in your home?

Yes  No  Not sure  Choose not to answer

21. Do you feel physically and emotionally safe in your community?

Yes  No  Not sure  Choose not to answer

22. Do you have access to legal services?

Yes  No  I do not need legal services  
 Choose not to answer

23. Do you have any of these future planning documents? Please check all that apply.

Will  Revocable Living Trust  Power of Attorney  
 Advanced Health Care Directive  Long term insurance  Burial Plan  
 Long term care insurance  None

24. How often do you see or talk to people that you care about and feel close to? (For example: talking to friends on the phone, visiting friends or family, going to church or club meetings)

Less than once a week  1 or times a week  3-5 times a week  
 5 or times a week  Choose not to answer

25. How concerned are you about being isolated from others?

Not concerned  Slightly concerned  Very Concerned  
 Choose not to answer

26. How do you like to learn about upcoming events and access your news? (Check all that apply)

Websites on your computer or phone  Newspaper  Mailings  
 Receive texts  Receive texts  Receive texts  
 Choose not to answer

27. Are there places for you to socialize that are welcoming to you (For example: community centers, community or religious organizations)?

- Yes  No  Choose not to answer
- 28. Are there places to socialize that are affordable to you?**
- Yes  No  Choose not to answer

**29. Are there opportunities to participate in local or community decisions (For example: political events and meetings, town halls, commissions)**

- Yes  No  Choose not to answer

**30. Do you have access to news and events in a language that you understand?**

- Yes  No  Choose not to answer

### Employment and Volunteer Opportunities

**31. How would you describe your current employment situation?**

- Employed—Full time for more
- Employed—Part-time looking for more work
- Employed—Part-time not looking for more work
- Employed—Self-employed
- Employed—Seasonal work
- Unemployed— Not looking for work
- Unemployed - Looking for work
- Retired
- Choose not to answer

**32. How many hours a week do you work?**

- Work less than 20 hours  Work 21-30 hours a week
- Work 31-40 hours a week  Work 41-50 hours a week
- Work 51-60 hours a week  Work 60 or more hours a week
- Choose not to answer

**33. Are there adequate employment opportunities available to you?**

- Yes  No  I do not know  Choose not to answer

**34. Are there opportunities to volunteer in your community?**

- Yes  No  Choose not to answer

**35. Are you an active volunteer?**

- Yes  No - I do not want to volunteer  No - but I do want to volunteer
- Choose not to answer

**36. Which of the following statements fits you best in terms of health?**

- Must stay in **bed** all or most of the time because of physical limitations
- Must stay in the **house** all or most of the time because of physical limitations
- Need the help of another person in getting around inside
- Need the help of some special aid, like a cane/wheelchair to get around inside or outside the house
- Do not need the help of another person or a special aid but have trouble getting around freely
- Not limited in any of these ways
- Choose not to answer

**37. How would you describe your overall health?**

- Excellent
- Good
- Fair
- Poor
- Choose not to answer

**38. How would you describe your quality of life?**

- Excellent
- Good
- Fair
- Poor
- Choose not to answer

**39. On most days, how many drinks containing alcohol do you have? (One drink is one beer, one glass of wine, one wine cooler, or a mixed drink with one shot of hard liquor. A mixed drink with double shots counts as two drinks.)**

- I do not drink
- 1 drink
- 2 drinks
- 3 drinks
- 4 or more drinks
- Choose not to answer

**40. Do you use any kind of tobacco, including cigarettes, pipe, snuff, vape, e-cigarettes or chew tobacco?**

- Yes
- No, I quit
- No, I have never used tobacco
- Choose not to answer

**41. How often do you exercise including walking for 20 minutes or more?**

- 0 times per week
- 1-2 times per week
- 3-5 times per week
- Daily
- Choose not to answer

**42. What makes it difficult for you to be healthy (Check all that apply)**

- I do not have access to clean water
- I do not have access to healthy food
- I cannot afford healthy food
- Preparing healthy food is difficult
- I do not have transportation (to parks, stores, medical appointments)
- I do not have opportunities to be physically active
- I do not have energy to be physically active
- My mood/sadness prevent me from being active
- I do not have friends to talk with; I'm lonely
- I lack insurance/can't afford copay
- Other \_\_\_\_\_

Choose not to answer

**Healthcare and Mental Health**

**43. Have you had or currently have any of the following health conditions? Check all that apply.**

- Cancer     Diabetes     Heart Disease     Stroke  
 Arthritis     Obesity     Asthma     COPD/Emphysema  
 High Blood Pressure     Alzheimer's/Dementia     Other  
 Choose not to answer

**44. How many different prescription medications and over the counter products do you take on a daily basis, not including vitamins?**

- None     1-3     4-6     7-9     10 or more     Choose not to answer

**45. Do you need assistance managing your medications? Check all that apply.**

- I do not take medications  
 I can independently manage all of my medications  
 I cannot afford my medications  
 I have a hard time reading or seeing the information on the bottles  
 I need someone to set up my medications, but I can take them  
 I have a hard time keeping track of my medications  
 I have a hard time understanding the information and managing the side effects  
 I have too many medications to manage by myself  
 I am concerned about the fall risk  
 Choose not to answer

**46. What forms of health insurance do you have? (Check all that apply)**

- None/I do not have insurance     Medical     Tricare  
 Part D/Prescription Coverage     Medicare     Medicare Advantage  
 Supplemental Insurance     Private Insurance  
 Choose not to answer

**47. How concerned are you about affording your health insurance?**

- Not concerned     Slightly concerned     Very Concerned  
 Choose not to answer

**48. Are you able to find a primary care or family care doctor that takes your insurance close to where you live?**

- Yes     No     I do not know     Choose not to answer

**49. Are you able to find specialist(s) that takes your insurance close to where you live?**

- Yes     I do not see a specialist  
 No, I am not able to find a specialist     I choose not to answer

49a. If you are not able to find a specialist(s), what type of specialist do you have a hard time finding close to you?

- Cardiologist    Neurologist    Orthopedist    Pulmonary  
 Pulmonary    Urologist    Audiologist    Optometrist  
 Other \_\_\_\_\_

50. How do you get to your primary care/family doctor for an appointment? Check all that apply.

- I drive myself    Relatives drive me    Friends drive me  
 Public transportation    Taxi    Uber/Lyft  
 Private driving service, such as a hired Town Car    Para-Transit  
 I bike    I walk    Volunteer driver programs  
 Transportation funded by my health plan, hospital, or medical provider  
 Other \_\_\_\_\_    Choose not to answer

51. How long, on average, does it take you to get a primary care appointment for an urgent issue?

- Same-day    Next day    2 or more days    I do not have a primary care

52. Are you able to make an appointment with your primary care doctor for routine medical care in a timely manner?

- Yes    No    Not sure  
 I do not have a primary care    I choose not to answer

53. On average, how long does it take you to travel to get to your primary care/family doctor for an appointment?

- 0-15 minutes    16-30 minutes    31-60 minutes    60 or more minutes  
 Choose not to answer

54. Are there barriers to cause you to miss doctor appointments? Check all that apply.

- I have no barriers  
 I am not able to find adequate transportation options to my appointments  
 My transportation/shuttle often made me late to my appointment  
 I often cannot make the trip to my doctor's appointment because of my mental or physical health  
 Other: \_\_\_\_\_  
 Choose not to answer

55. Would you like the option to have a virtual visit/telehealth or home visit with your family care physician instead of always going to the clinic?

- Yes    No    Not sure    Choose not to answer

56. Does your primary care doctor/family doctor speak to you in a way that you understand? Check all that apply.

- Yes    No    I do not have a primary care/family doctor  
 Choose not to answer

57a. If your primary care doctor/family doctor speaks to you in a way you DO NOT understand, what are the reasons? Check all that apply:

- Does not understand my cultural background
- Talks to fast
- Does not speak to me in a language I understand
- Does not have enough time for me
- Does not clearly explain care instructions
- Not trained in treating older adults
- Other \_\_\_\_\_

57. How often do you see the following medical providers?

	Once or more a month	Every 6 months	Once per year	Less than once per year	Never
Primary Physician/ Family Doctor	<input type="checkbox"/>				
Optometrist	<input type="checkbox"/>				
Dentist	<input type="checkbox"/>				

58. During the past month, have you often been bothered by feeling down, depressed, or hopeless?

- Yes     No     Not sure     Choose not to answer

59. During the past month, have you often been bothered by little interest or pleasure in doing things?

- Yes     No     Not sure     Choose not to answer

60. How concerned are you about losing your memory/cognition?

- Not concerned     Slightly Concerned     Very Concerned  
 Choose not to answer

61. In the past year, how many times have you been admitted to the hospital due to an injury or illness?

- None     1-2 times     3 or more times     Not sure  
 Choose not to answer

62. How many nights have you spent in the hospital during the last year?

Please fill in number of nights: \_\_\_\_\_

- I have not been hospitalized     Not sure     Choose not to answer

**Maximize Independence**

63. How important is it for you to continue to be able to live independently in your community?

- Extremely important     Very important     Somewhat important  
 Not very important     Not at all important     Choose not to answer

64. Do any of the following limit your daily activities?

- Hearing loss                       Vision loss                       Shortness of breath  
 Mobility limitations                       Memory loss  
 Other \_\_\_\_\_                       Choose not to answer

**65. Who helps you with your daily activities? Check all that apply.**

- I do not need any help     Family members                       IHSS  
 Private Paid caregiver     Spouse/partner                       Friends  
 I need help but have no one helping me                       Other \_\_\_\_\_  
 Choose not to answer

**66. Do you have difficulty doing the following daily activities because of health or physical problems?**

	No Difficulty	Difficulty But Do Not Require Assistance	Difficulty And Have the Necessary Help	Difficulty and Need More Help
Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting out of bed or chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing meals/cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grocery shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administering own medication(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grocery shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling own finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**67. How concerned are you about finding a caregiver?**

- Not concerned     Slightly Concerned     Very Concerned  
 Choose not to answer

**68. How concerned are you about the ability to pay for a caregiver?**

- Not concerned     Slightly Concerned     Very Concerned  
 Choose not to answer

**69. What services do you currently receive?**

- |   |   |
|---|---|
| <input type="checkbox"/> Case Management  | <input type="checkbox"/> Transportation         |
| <input type="checkbox"/> Adult Day Services   | <input type="checkbox"/> Personal Care Services |
| <input type="checkbox"/> Chore Services   | <input type="checkbox"/> Legal Assistance       |
| <input type="checkbox"/> Information and Assistance   | <input type="checkbox"/> Home-Delivered Meals   |
| <input type="checkbox"/> Homemaker/Housekeep  | <input type="checkbox"/> Medication Management  |
| <input type="checkbox"/> Community Meals  | <input type="checkbox"/> Other: _____           |
| <input type="checkbox"/> I do not currently receive any of the above services <input type="checkbox"/> Choose not to answer |   |

**70. What additional services would be helpful to you to remain independent in the community?**

- |   |   |
|---|---|
| <input type="checkbox"/> Case Management            | <input type="checkbox"/> Transportation         |
| <input type="checkbox"/> Adult Day Services         | <input type="checkbox"/> Personal Care Services |
| <input type="checkbox"/> Chore Services             | <input type="checkbox"/> Legal Assistance       |
| <input type="checkbox"/> Information and Assistance | <input type="checkbox"/> Home-Delivered Meals   |
| <input type="checkbox"/> Homemaker/Housekeep        | <input type="checkbox"/> Medication Management  |
| <input type="checkbox"/> Community Meals            | <input type="checkbox"/> Other                  |

**71. Do you have someone to call if you need help with medical care, food, a ride somewhere or other things that you may need?**

- Yes     No     Not sure     Choose not to answer

**72. Do you have a trusted source to go to when you can't understand something (For example: filling out a form, understanding program requirements, etc.)?**

- Yes     No     I do not know     Choose not to answer

**73. How concerned are you about falling in your house?**

- Not concerned     Slightly Concerned     Very Concerned  
 Choose not to answer

**74. How concerned are you about falling outside your house?**

- Not concerned     Slightly Concerned     Very Concerned  
 Choose not to answer

**75. Which of the following describes your fall history within the last year? Check all that apply.**

- |   |  |
|---|--|
| <input type="checkbox"/> Never had a fall                         | <input type="checkbox"/> Had a minor non-injury fall             |
| <input type="checkbox"/> Fall required a trip to the ER or Doctor | <input type="checkbox"/> Fall caused fracture or hospitalization |
| <input type="checkbox"/> Fallen 3 or more times                   |  |

**76. Which of the following do you already have in your home or would be useful for you to have?**

	Already in my home	Would be useful in my home	I am not sure
Easier access into or within your home such as a ramp, chairlift, or elevator, or wider doorways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom modifications such as grab bars, handrails, a higher toilet, or non-slip tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Putting a bedroom, bathroom and/or kitchen on the first floor                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Improved lighting  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Installing a medical emergency response system that notifies others in case of emergency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other, please specify _____  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**77. Are you a caregiver for someone else? Check all that apply.**

- No, skip this section and go to Question 86  
 Yes, someone under the age of 18     Yes, someone age 19-54  
 Yes, someone over the age of 55

**78. How many paid hours do you provide caregiving?**

- None     5 hours per week or less     6 to 20 hours per week  
 21-40 hours per week     More than 40 hours per week  
 Not sure     Choose not to answer

**79. How many unpaid hours do you provide caregiving?**

- None     5 hours per week or less     6 to 20 hours per week  
 21-40 hours per week     More than 40 hours per week  
 Not sure     Choose not to answer

**80. Are you paid for caregiving through IHSS?**

- Yes     No     Not sure     Choose not to answer

**81. How long have you been a caregiver?**

- Less than one year     1 to 3 years     4 to 10 years     More than 10 years

**82. What kinds of caregiving do you provide? (Mark all that apply.)**

- Companionship (talking, reading, keeping company) or supervision  
 Transportation (driving to doctor's appointments, driving for errands)  
 Homemaking (shopping, cleaning, preparing meals)  
 Personal care assistance (feeding, bathing, toileting, dressing, grooming)  
 Healthcare assistance (paying bills, managing budget)  
 Other, please specify: \_\_\_\_\_  
 Choose not to answer

**83. What are the characteristics of the person(s) you care for? Check all that apply.**

- Alzheimer's Disease or dementia     Traumatic Brain Injury  
 Cancer or lymphoma     Heart or lung disease  
 Physical disability     Intellectual, cognitive, or developmental disability  
 Chronic health condition     No diagnosis  
 Other: \_\_\_\_\_     I prefer not to say  
 I care for a child

**84. What types of relief/respice care would be useful for your caregiver situation?**

- In-home respice care     Day activity programs  
 Residential respice care (skilled nursing, assisted living)  
 I do not need respice care     Not sure     Choose not to answer

**85. If you have looked for relief/respice care and NOT been able to get it, why were you not able to get it? Check all that apply.**

- I could not afford it and no financial assistance was available  
 Language barriers – I could not find a provider who spoke the language I needed  
 I was placed on a wait list for services  
 Respice care was not available for the age or the special needs of my family member or friend  
 I could not get to the respice care provider because I had no transportation or it was too far away  
 Other: \_\_\_\_\_  
 I prefer not to say

### Transportation

**86. What form(s) of transportation do you currently use? Check all that apply.**

- |   |   |
|---|---|
| <input type="checkbox"/> I drive myself   | <input type="checkbox"/> Relatives drive me                               |
| <input type="checkbox"/> Friends drive me | <input type="checkbox"/> Public transportation                            |
| <input type="checkbox"/> Taxi             | <input type="checkbox"/> Uber/Lyft  |
| <input type="checkbox"/> Para-Transit     | <input type="checkbox"/> Volunteer driver programs                        |
| <input type="checkbox"/> Senior Van       | <input type="checkbox"/> Bicycle  |
| <input type="checkbox"/> Walking          | <input type="checkbox"/> Private driving service such as a hired Town Car |
| <input type="checkbox"/> Other _____      | <input type="checkbox"/> I do not have transportation                     |

**87. During a typical week, how many times do you run errands or take trips out of the house?**

- Never     1-2 days a week     3-4 days a week     Almost every day  
 Choose not to answer

**88. Are there certain activities that you are not able to attend due to the lack of affordable and accessible transportation options? Check all that apply.**

- |   |  |
|---|--|
| <input type="checkbox"/> No I am not limited by my transportation options |  |
| <input type="checkbox"/> Medical appointments                             | <input type="checkbox"/> Grocery shopping                              |
| <input type="checkbox"/> Clothes or other shopping                        | <input type="checkbox"/> Visiting friends or family                    |
| <input type="checkbox"/> Entertainment, leisure, social gatherings        | <input type="checkbox"/> Work  |
| <input type="checkbox"/> Worship services                                 | <input type="checkbox"/> School/educational                            |
| <input type="checkbox"/> Agency/Support Services                          | <input type="checkbox"/> Business (legal; accounting; financial; etc.) |
| <input type="checkbox"/> Other _____                                      | <input type="checkbox"/> Choose not to answer                          |

**89. If you drive yourself, what limits your driving?**

- |  |   |
|--|---|
| <input type="checkbox"/> Nothing limits my driving | <input type="checkbox"/> Four-lane road with speeds over 35 mph |
| <input type="checkbox"/> Left hand turns           | <input type="checkbox"/> On and off ramps                       |
| <input type="checkbox"/> Narrow road               | <input type="checkbox"/> Rain or fog                            |

- Heavy traffic
- Interstate/high speed highway
- Do not know
- Night driving
- Other\_\_\_\_\_
- Choose not to answer

**90. What assistive devices do you need to navigate or travel with?**

- Cane  Walker  Wheelchair  Guide dogs or service animal
- Other\_\_\_\_\_  I do not need assistive devices  Choose not to answer

**91. What additional types of transportation would be helpful for you to remain active in the community? Check all that apply.**

- I have adequate transportation options to remain active in the community
- More public transportation options
- Affordable on-demand types of transportation
- Affordable wheelchair accessible transportation
- Affordable door to door transportation
- Affordable assisted ride transportation
- Choose not to answer

**92. What prevents or limits you from using public transportation? Check all that apply.**

- I prefer driving myself
- I am not eligible for paratransit
- I live outside public transportation area
- I do not have a bus stop within walking distance of my home
- I do not understand how to navigate the bus system
- The schedule is unreliable
- The bus information is not in a language I understand
- The bus is not wheelchair accessible
- I can't navigate gaps or steps
- I cannot afford the bus fare
- It takes too long to where I need to go
- It does not go to anywhere I would like to go
- The stop or terminal is not covered
- There are no benches at the stops or terminals
- I can't get to the stop or terminal
- Choose not to answer

**Technology**

**93. How do you access to the internet? Check all that apply.**

- I do not have access to the internet
- I have internet in my home
- I can access internet outside my home at coffee shops, libraries, senior centers, etc.
- I access the internet with my computer or laptop
- I access the internet with my tablet computer like an iPad, Kindle Fire, Microsoft Surface, or Galaxy tab, etc.

- I access the internet with my mobile or smartphone
- Choose not to answer

94. Can you do the following and/or have interest in learning more about how to do the following on the internet?

	Can Do	Interested in Learning/Using	Not Sure
Find information online (using a search engine like Google)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access my medical record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send or receive email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send or receive text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take on-line classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use social media like Facebook/Twitter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Lyft/Uber app for transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use voice activated speakers like Alexa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use my smartphone or tablet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

95. If you do not have access to the internet AT HOME, what are the reasons you do not have internet? Check all that apply.

- Internet service is not available to my residence
- Internet connection is too expensive
- A computer or device to connect to the Internet is too expensive
- I do not use the Internet because I am concerned about my privacy
- I do not have time to use the Internet
- I am not interested in using the Internet
- Learning to use the internet would be difficult for me
- I do not speak English well enough to use the Internet
- I am not able to use the Internet because of a physical or mental condition such as poor eyesight, frailty, or another condition
- Other \_\_\_\_\_
- Choose not to answer

**Emergency Preparedness**

**96. How can individuals in your household receive information during an emergency, such as an earthquake or fire? Check all that apply.**

- |  |   |
|--|---|
| <input type="checkbox"/> TV                      | <input type="checkbox"/> AM/FM Radio          |
| <input type="checkbox"/> NextDoor message        | <input type="checkbox"/> Cell phone call      |
| <input type="checkbox"/> Social media            | <input type="checkbox"/> Landline telephone   |
| <input type="checkbox"/> Organizations' websites | <input type="checkbox"/> Word of mouth        |
| <input type="checkbox"/> Text message            |   |
| <input type="checkbox"/> Email                   | <input type="checkbox"/> Other _____          |
| <input type="checkbox"/> Not sure                | <input type="checkbox"/> Choose not to answer |

**97. If public authorities announced a mandatory evacuation from your community due to an emergency or disaster (such as a wildfire), would anything prevent you from evacuating?**

- |  |   |
|--|---|
| <input type="checkbox"/> I will evacuate no matter what                  | <input type="checkbox"/> Lack of transportation         |
| <input type="checkbox"/> Lack of trust in public officials               | <input type="checkbox"/> Concern about leaving property |
| <input type="checkbox"/> Concern about personal safety                   | <input type="checkbox"/> Nowhere to go                  |
| <input type="checkbox"/> Bed bound and not ambulatory                    | <input type="checkbox"/> Too expensive                  |
| <input type="checkbox"/> Concern about leaving pets or livestock         |   |
| <input type="checkbox"/> Health problems or medically unable to evacuate |   |
| <input type="checkbox"/> Other _____                                     | <input type="checkbox"/> Choose not to answer           |

**98. Do you have an emergency kit that you can take with you in the event of an evacuation?**

- Yes  No  Choose not to answer

**99. Does anyone in your household have any of the following conditions that could be barriers to effective communication during an emergency or disaster?**

- |  |   |
|--|---|
| <input type="checkbox"/> Impaired hearing                              | <input type="checkbox"/> Developmental disability |
| <input type="checkbox"/> Impaired vision                               | <input type="checkbox"/> Physical disability      |
| <input type="checkbox"/> Difficulty understanding written material     | <input type="checkbox"/> Other: _____             |
| <input type="checkbox"/> Difficulty understanding the English language |   |
| <input type="checkbox"/> None of the above                             | <input type="checkbox"/> Not sure                 |
|  | <input type="checkbox"/> Choose not to answer     |

**100. Thinking about what you have in your pantry and any medications you have on hand, for how many days would you be able to stay in your home without having to leave for additional supplies?**

- 1 to 3 days  4 to 6 days  7 days or more  Not sure  
 Choose not to answer

**Demographics**

**101. What year were you born?**

\_\_\_\_\_

**102. What city do you live in? Check one.**

**Solano County**

- Vallejo

**Napa County**

- Napa

- Fairfield
- Benicia
- Suisan City
- Dixon
- Vacaville
- Rio Vista
- Unincorporated/ Outside city limits

- Calistoga
- St. Helena
- Yountville
- American Canyon
- Oakville
- Angwin
- Rutherford
- Deer Park
- Unincorporated/ Outside city limits

**103. Which of the following categories best describes the total annual income that your household received in the last 12 months? Include all sources of funds.**

- less than \$10,000     \$10,000 to \$14,999     \$15,000 to \$24,999
- \$25,000 to \$34,999     \$35,000 to \$49,999     \$50,000 to \$74,999
- \$75,000 to \$99,99     \$100,000 to \$149,000     \$150,000 to \$199,000
- \$200,000 or more     Not sure     Choose not to answer

**104. Which of the following best describes how well you are managing financially these days?**

- Living comfortably
- Doing okay
- Just getting by
- Finding it difficult to get by
- Choose not to answer

**105. What is your assigned sex at birth (on your original birth certificate)?**

- Female     Male     Choose not to answer

**106. What is your current gender identity?**

- Female     Male
- Transgender female     Transgender male
- Genderqueer/Gender non-conforming
- Different identify, please specify: \_\_\_\_\_
- Choose not to answer

**107. What is your current relationship status? (revisit this question)**

- Married     Divorced     Widowed     Separated     Never married
- Not married but living with my partner
- I have a partner but I am not living with them
- Choose not to answer

**108. What is your highest level of education completed?**

- Some high school or less     High school graduate or GED
- Some college, Associate degree (AA), or technical school     Bachelor's Degree
- Graduate or professional degree (Masters, PhD, etc.)     Choose not to answer

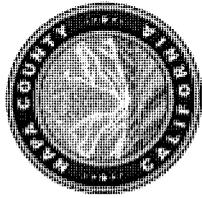
**109. Are you a veteran?**

- Yes     No     Not sure     Choose not to answer

**110. What is your race? Check all that apply.**

- American Indian/Alaskan Native

- Chinese
- Black/African American
- Native Hawaiian
- Chamorro
- North African
- White
- Choose not to answer
- Filipino
- Samoan
- Other Pacific Islander (Tongan, Fijian, Marshallese, etc.)
- Middle Eastern
- Other: \_\_\_\_\_
- Other Asian
- Hispanic/Latino



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533

**OVERSIGHT BOARD MEETING**

**MONDAY February 25, 2019  
10:00am to 12:00pm (noon)**

**Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield CA 94533**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

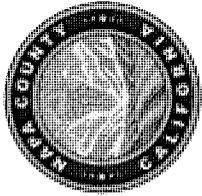
**Agenda**

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**APPROVAL OF THE MINUTES FROM DECEMBER 10, 2018 AND JANUARY 30, 2019 -- Attached**

**ITEMS FROM THE PUBLIC --**This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533

**APPROVAL OF THE AGENDA**

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Select several Oversight Board members to work with N/S AAA staff in the review and nominations for members of the N/S AAA Advisory Board.
2. Obtain permission to continue using WellSky, the current data reporting service, through June 30, 2020.
3. Formalize attendance at the Advisory Council on Aging by assigning one person from the Oversight Board to attend the meetings.
4. Vote to approve costs for the following meetings to be held in the Solano County Board of Supervisors Chamber where they can be recorded. The Area Agency on Aging may be charged a small fee for each meeting. Meeting dates are April 22, 2019, June 24, 2019, August 26, 2019, and October 28, 2019.
5. Determine dates for the November 25, 2019 (Thanksgiving week) and December 23, 2019 (Christmas week) meetings.

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive an update on the N/S AAA Advisory Council recruitment;
2. Receive a review of the budget, current contracts and vendors -- Attachment
3. Receive a report of outstanding Form 700's need to be returned;
4. Receive an update on the 4<sup>th</sup> year (19/20) of Area Plan 2016/2020, the 4 Year Area Plan needed for 2020/2024 including Public Hearing needed, suggest consideration March 25, 2019 before next Oversight Board meeting;
5. Receive an update on the Nutrition Satisfaction Survey -- Attachment

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. March 25<sup>th</sup> 2019  
10am – noon in Napa County

# Napa / Solano Area Agency on Aging Oversight Board Meeting Minutes December 2018

Location: Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield CA 94533

Date: Monday, December 10, 2018

Time: 2:00pm - 4:00pm

Attendees: Elizabeth Patterson, Monica Brown, Brad Wagenknecht, Heather Stanton, Steven Sillen, Xavia Hendrix, Wally Pearce, Bob Sampayan, staff reports from Bela Matyas, Dan Wolk, Joyce Goodwin

Call To Order - 2:00pm; roll call, quorum present

Motion by Brown: Move to approve the agenda of December 10, 2018. Seconded and carried without dissent.

## Reports

- Bela Matyas reviewed agenda packet attachment b, multiple components, and exhibit F JEPa, what it covers and what services Napa and Solano counties will jointly provide to seniors age 60 and over. Reviewed oversight board composition and responsibilities. Also reviewed how audits will be conducted, how budgets should be approved by each party, how auditors will review and report all receipts, donations will be accepted and donors expectations will be met.
- Members at Large Xavia Hendrix and Wally Pearce draw lots for voting status. Xavia Hendrix- voting member, Wally Pearce-non-voting member.
- Joyce Goodwin discussed the expectation for the Oversight Board to complete Ethics Training as well as Brown Act Training. To be arranged when full complement of Oversight board is in place.
- Bela Matyas discussed Conflict of Interest Code for Oversight Board. Asked that Form 700 be filled out and submitted to Joyce Goodwin by mail or hand delivery as soon as possible. Alternate must fill out form as well.
- Monica Brown - By-Law changes requested - Annual report to be submitted to both Board of Supervisors. It's in staff report, but it should be stated. Monica Brown stated she would like a first and second reading when it comes to By-laws amendment. First reading so everyone has input, second reading for voting. Mayor Patterson expressed concern that a first reading and second reading is confusing. Clean it up and say a reading shall be

with an updated list of approved vendor contracts for these services by December 31, 2018. Approved unanimous vote

Public Comments

- Brenda Crawford Senior Representative stated she wants to make sure area plan takes into consideration Older Californian Protection Act.
- Pastor Dawn Wokinski from Vallejo commented that the Board is mostly white. Need assessment to do outreach to people of color.
- Father Fuentes commented on a remarkable different feeling to see how open the oversight board is. He feels good, and feels the needs of seniors are going to be fulfilled and met.
- Brenda Crawford also commented on feeling good about meeting. She expressed concern about the make-up of the board and would like to see an African American on the Oversight Board. She's pleased with the way it was pulled together.

Meeting adjourned at 3:45p

Action items	Owner(s)	Deadline	Status
Oversight Board to complete Ethics Training/Brown Acts Training	Joyce Goodwin	As soon as Possible	
Oversight Board to complete 700 Form	Joyce Goodwin	As soon as possible	
Advisory Council applications drafted	Joyce Goodwin	As soon as possible	
Post Advisory Council applications on transmittal, send to Benicia, Carquinez Village, Rio Vista and Dixon, all 7 regions	Joyce Goodwin	As soon as possible	

# Napa/Solano Area Agency on Aging Oversight Board Meeting Minutes January 30, 2019

Location: Napa County Board of Supervisors Chambers

1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559

Date: Wednesday, January 30, 2019

Time: 10:00am – 12:00pm (noon)

Board Members Present: Elizabeth Patterson, Monica Brown, Brad Wagenknecht, Heather Stanton, Steven Sillen, Xavia Hendrix, Liz Alessio

Staff reports from Bela Matyas, Dan Wolk, Joyce Goodwin

Call to Order – 10:05am; roll call, quorum present

- Joyce Goodwin introduced AAA staff; Elaine Clark, Project Manager, Jay Peno, Staff Analyst, Cherrirere Herrera, Accounting.

## Reports

- Bela Matyas addressed approval of minutes. Minutes for December 2018 and January 2019 will be approved in February 2019.
- Joyce Goodwin discussed AAA Advisory Council on Aging (ACOA) recruitment. Application is available on the Napa and Solano County websites. Target date for first review of applicants will be the week of 2/15/2019. AAA staff will review applications. Applications should be mailed to 275 Beck, Fairfield.
- Advisory Council on Aging Bylaws – Bela Matyas discussed relevant responsibilities for AAA Advisory Council on Aging in Bylaws.
- Conflict of Interest – Dan Wolk advised Conflict of Interest doesn't have to be approved, information item. Will proceed with 45 day noticing requirement. FPPC will approve and consider adopted.
- Dan Wolk advised that the Advisory Council on Aging members do not have to complete Form 700.
- Received a review of the draft Oversight Board Bylaw changes from December 2018 meeting – changes were approved, informational item.

- Received a review of the budget, current contracts and vendors. Joyce Goodwin congratulated fiscal staff on a job well done. Seven contracts have been returned and signed. Four more contracts are in process – awaiting signatures. Need to RFP the Napa Ombudsman program for the period starting July 1, 2019. PSA 4 is in an emergency contract vendor covering the fiscal side of the Napa Ombudsman program; the State Ombudsman is currently covering supervision and program pieces of the Napa program. WellSky transfer agreement pending. The agreement transfers the service from Sonoma back PSA 28. Contract pending with SNAP-ED.
- Steve Sillen commented – didn't receive packet by email. Double check Steve's email address. Would like financial summary sheet divided into two parts. One part for Solano, one part for Napa. Would like to see easily see the program and financial distribution. AAA staff will present a draft budget reporting at February 2019 meeting for Board review and comment.
- Heather Stanton – would like to see the signature page on the new contracts. Contracts reflect six months: January 2019 – June 2019. Heather Stanton requested a report including the full fiscal year, July 1, 2018 – June 30, 2019.
- Form 700, seven forms returned. We need 14 total. Please complete and return the forms if you haven't. Forms available at meeting to fill out.
- PSA 28 Area Plan: Yearly update for 2019-2020 year due to California Department of Aging (CDA) by May 1, 2019. Staff will complete on time. Next is larger new four-year plan for 2020 – 2024. AAA staff has a meeting with California Department of Aging (CDA) next week to talk about the new four-year plan. Bela Matyas discussed need for a community health and social needs assessment. The assessment is accessible online and is administered through local convenings. The information will be used to help create the four-year plan. Staff will make the assessment available on paper also.

### **Regular Calendar**

- Administered the Oath of Office – read and signed by Oversight Board Members.
- Selected the next meeting date of February 25<sup>th</sup> in Fairfield. Motion by Monica Brown: Brad Wagenknecht Seconded. Motion passed. Meetings will be 4th Monday of the month, 10:00am -12:00pm. Once the AAA is up and running, meetings will be once a quarter. Meetings will continue to alternate between Solano and Napa Counties. Monica Brown will secure use of the Solano County Board of Supervisors Chamber on a regular basis. Next meeting set for Monday

February 25, from 10:00am -12:00 noon in the Solano County Board of Supervisors Chambers.

- Approval of contract and budget with California Department of Aging for SNAP-Ed. Contract ends Sept. 30, 2019. Bela Matyas advised the amount of money is a pre-determined amount. We don't control amount or nature of services. Heather Stanton commented she hasn't sat on boards that asked to approve contracts without seeing the contract. Motion by Brown: Approve contract for SNAP-Ed funds. Liz Alessio Seconded. Five approved motion, two opposed. Motion passed. Contracts will be emailed as they are finalized or amended. Changes will also be flagged.
- Bela Matyas explained that permission is needed to begin an RFP approach to identify an Ombudsman vendor for Napa by July 1, 2019. Board's permission is needed to proceed. Motion by Stanton: Authorize staff to pursue RFP for Ombudsman services for Napa County. Brad Wagenknecht Seconded. Motion passed.
- Bela Matyas explained WellSky's pre-existing contract is active for five more months. Seeking Board's approval to transfer the contract from Sonoma to Solano so the system can continue to operate. Motion by Wagenknecht: Approve transfer from Sonoma to Solano for WellSky. Xavia Hendrix Seconded. Motion passed. Motion by Steve Sillen to obtain permission to pursue vendor data submission options. Brad Wagenknecht Seconded. Motion passed.
- Heather Stanton left the meeting at 11:22am.
- Joyce Goodwin stated that according to the Joint Exercise of Powers Agreement (JEPA), the Oversight Board has limited responsibility to review Advisory Council on Aging (ACOA) proposed members to ensure appointments meet county requirements. Dan Wolk explained that the Oversight Board does not have a role to choose Advisory Council on Aging members. The Oversight Board provides oversight of the AAA. The Advisory Council on Aging members are community advocates, advising the AAA on community needs. This Oversight Board does not have the task of selecting Advisory Council members. Bela Matyas stated this is based on state requirements. We cannot change the structure at this time.

#### Board Member Comments

- Xavia Hendrix - Budget very complex to understand. Would be useful to have someone walk through it.
- Liz Alessio thanked everyone for hard work.

- Mayor Patterson made a request - please avoid using acronyms.
- Steve Sillen complemented the staff on a job well done.
- Monica Brown asked about training (Brown Act).

**Public Comments**

- Cindy Unger commented on case management services. One-time-only (OTO) money - what is the process for community input? Would like a more coordinated system for gathering information about the needs of people with Alzheimer's and their family caregivers so when it's time for four-year plan or RFP's, we have strong understanding of needs.

**Meeting adjourned at 11:39am**

Action Items	Owner(s)	Deadline	Status
First review of Advisory Council Applicants by 2/15/19	Solano County Staff	2/15/2019	
Check with CDA for responsibilities of a non-profit vs. profit for AAA Advisory Council	Bela Matyas	2/25/2019	

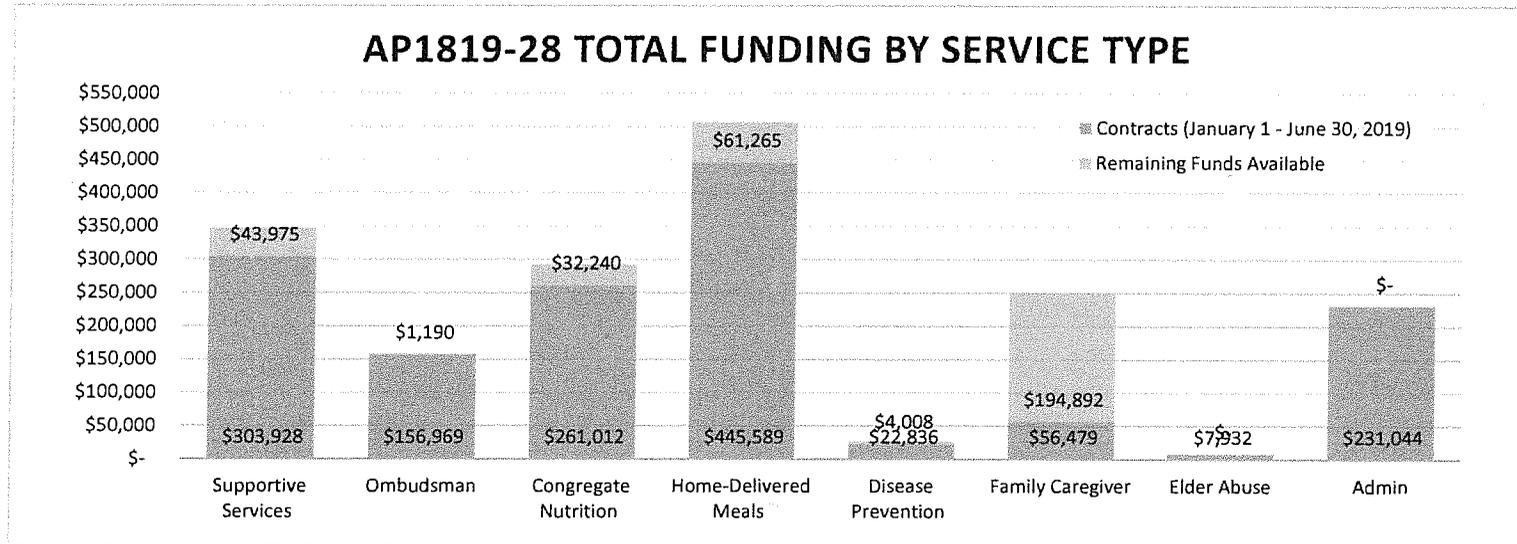
Divide summary sheets into two parts. Fiscal to provide samples 2/25/2019

**PLANNING AND SERVICE AREA (PSA) 28  
NAPA/SOLANO AREA AGENCY ON AGING  
FISCAL REPORT AS OF 02/15/2019**

**PART I: FY2018-19 - PSA 28**

**A. TOTAL FEDERAL & STATE FUNDING**

	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (Inc. Transfers)	\$ 318,408	\$ 157,317	\$ 260,225	\$ 502,690	\$ 22,843	\$ 228,565	\$ 7,392	\$ 231,044	\$ 1,728,484
One Time Only (OTO)	29,495	842	33,027	4,164	4,001	22,806	540	-	94,875
Total Funding - AP1819-28	\$ 347,903	\$ 158,159	\$ 293,252	\$ 506,854	\$ 26,844	\$ 251,371	\$ 7,932	\$ 231,044	\$ 1,823,359
Contracts (January 1 - June 30, 2019)	(303,928)	(156,969)	(261,012)	(445,589)	(22,836)	(56,479)	(7,932)	(231,044)	(1,485,789)
Remaining Funds Available	\$ 43,975	\$ 1,190	\$ 32,240	\$ 61,265	\$ 4,008	\$ 194,892	\$ -	\$ -	\$ 337,570



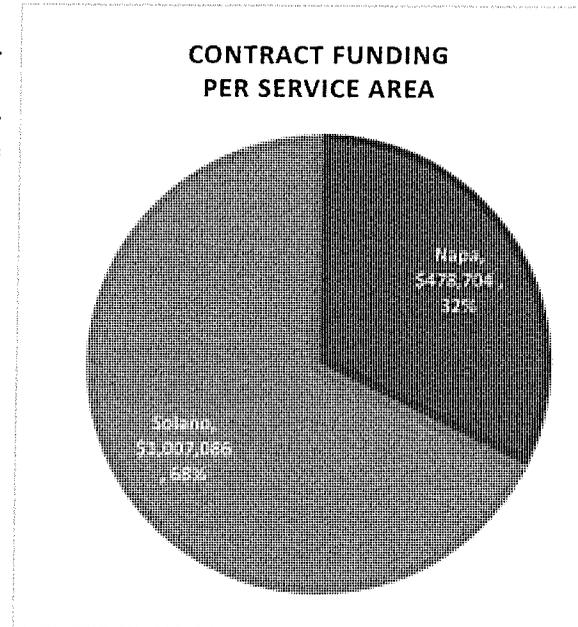
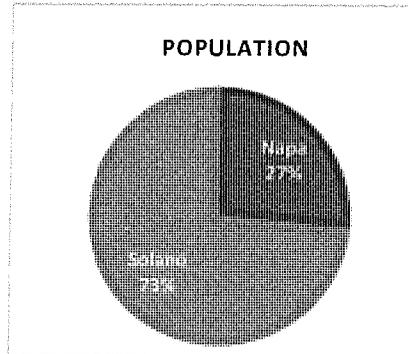
**B. CONTRACT FUNDING BY SERVICE AREA**

Service Area	Supportive		Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
	Services	Ombudsman								
Napa	\$ 115,850	\$ 69,353	\$ 70,049	\$ 117,774	\$ -	\$ 30,442	\$ 7,932	\$ -	\$ 411,400	27.69%
Solano	188,078	87,616	190,963	327,815	-	26,037	-	-	820,509	55.22%
Both	-	-	-	-	22,836	-	-	231,044	253,880	17.09%
<b>Total</b>	<b>\$ 303,928</b>	<b>\$ 156,969</b>	<b>\$ 261,012</b>	<b>\$ 445,589</b>	<b>\$ 22,836</b>	<b>\$ 56,479</b>	<b>\$ 7,932</b>	<b>\$ 231,044</b>	<b>\$ 1,485,789</b>	<b>100.00%</b>

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties *		Total	%
	Amount	%	Amount	%		
Napa	\$ 411,400	33.40%	\$ 67,304	26.51%	\$ 478,704	32.22%
Solano	820,509	66.60%	186,576	73.49%	\$ 1,007,086	67.78%
<b>Total</b>	<b>\$ 1,231,909</b>	<b>100.00%</b>	<b>\$ 253,880</b>	<b>100.00%</b>	<b>\$ 1,485,790</b>	<b>100.00%</b>

\* Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
<b>Total</b>	<b>136,051</b>	<b>100.00%</b>



**C. CONTRACTS SUMMARY**

Provider	Service Area	Contract Status	Total	Services
Bay Area Legal Aid	Napa	Pending (1)	31,529	Supportive Services: Legal Services
Collabria Care	Napa	Executed	87,321	Supportive Services: Information and Assistance, Outreach, Registry, Case Management Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Community Action of Napa Valley	Napa	Executed	187,823	Congregate Meals and Nutrition Education, Home Delivered Meals and Nutrition Education
Faith in Action	Both	Executed	22,836	Disease Prevention
Faith in Action	Solano	Executed	65,732	Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Legal Services of Northern California	Solano	Pending (2)	47,346	Supportive Services: Legal Services
Meals on Wheels on Solano County	Solano	Executed	518,778	Congregate Meals, Home Delivered Meals
Molly's Angels	Napa	Executed	27,442	Supportive Services: Transportation and Telephone Reassurance
Northcoast Opportunities, Inc.	Solano	Pending (3)	26,037	Family Caregiver
Ombuds Services of Contra Costa and Solano	Solano	Executed	87,616	Supportive Services and Elderly Abuse Prevention
PSA 4 (Greater Sacramento)	Napa	Pending (1)	77,285	Ombudsman Services
Solano Transportation Authority	Solano	Pending (3)	75,000	Supportive Services: Transportation
Stella Wu-Chu	Both	Executed	10,000	Administration: Nutrition Counselling
Napa/Solano Area Agency on Aging	Both	Executed	221,044	Administration
<b>Total</b>			<b>\$ 1,485,789</b>	

Pending Status:

- (1) Awaiting contractor's signature
- (2) Awaiting scope of work
- (3) Awaiting scope of work and budget documents

**PART II: SNAP-ED**

	<u>Amount</u>
Administration	9,663
Contract with Healthy Cooking for Kids **	<u>83,203</u>
Total Funding	<u><u>92,866</u></u>

\*\* In process; The contractor "Healthy Cooking with Kids" program area "Innovative Health" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingocize exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.

**Area Agency on Aging - Serving Napa and Solano  
6 Month Emergency Contracts (JULY 1 - DECEMBER 31, 2018)**

	Collabria Care	NorthBay Healthcare Group	Ombudsman Svcs of Contra Costa Inc.	Senior Advocacy Services	Community Action of Napa Valley	Legal Svcs of Northern California	Bay Area Legal Aid	Faith in Action	Stella chwenyear Wu-Chu	Molly's Angels	Meals on Wheels Solano County	County of Sonoma	Area Agency on Aging-Serving Napa and Solano	TOTAL, ALL CONTRACTS
	APEC-1819-07	APEC-1819-08	APEC-1819-09	APEC-1819-10	APEC-1819-02	APEC-1819-03	APEC-1819-04	APEC-1819-05	APEC-1819-12	APEC-1819-06	APEC-1819-01	APEC-1819-11	APEC-1819-13	
<b>Supportive Services</b>	45,500	-	-	-	-	39,131	26,088	32,633	-	22,615	-	49,224	-	215,191
<b>Ombudsman</b>	-	-	53,917	36,339	-	-	-	-	-	-	-	-	-	90,256
<b>Congregate Nutrition</b>	-	-	-	-	57,260	-	-	-	-	-	153,860	-	-	211,120
<b>Home-Delivered Meals</b>	-	-	-	-	102,324	-	-	-	-	-	295,798	-	-	398,122
<b>Disease Prevention</b>	-	-	-	-	-	-	-	-	-	-	-	16,872	-	16,872
<b>Family Caregiver</b>	22,287	68,327	-	-	-	-	-	-	-	-	-	23,450	-	114,064
<b>Elder Abuse</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Administration</b>	-	-	-	-	-	-	-	-	10,000	-	-	-	54,222	64,222
<b>Grand Total - All Funds</b>	<b>67,787</b>	<b>68,327</b>	<b>53,917</b>	<b>36,339</b>	<b>159,584</b>	<b>39,131</b>	<b>26,088</b>	<b>32,633</b>	<b>10,000</b>	<b>22,615</b>	<b>449,658</b>	<b>89,546</b>	<b>54,222</b>	<b>1,109,847</b>



A Tradition of Stewardship  
A Commitment to Service

NAPA / SOLANO AREA AGENCY ON AGING  
275 Beck Avenue, Fairfield, CA 94533  
(707) 784-8960  
www.aaans.org



### HOME DELIVERED MEALS CONSUMER SATISFACTION SURVEY

2.19

1. Overall, the *quality* of the meals is generally... (check one)  
\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_ Very Poor

Please list specific comments: \_\_\_\_\_

2. Overall, the meal portion is (check one):  
\_\_\_\_ Generous \_\_\_\_ Adequate \_\_\_\_ Inadequate  
If inadequate, give an example(s): \_\_\_\_\_

3. List your favorite menu items served in the meal program: \_\_\_\_\_

4. List menu items which you dislike: \_\_\_\_\_

5. Are there items you would like added to the menu or served more often? \_\_\_\_ Yes \_\_\_\_ No  
If yes, specify: \_\_\_\_\_

6. Is the person who delivers the meal to you courteous and helpful?  
\_\_\_\_ Always \_\_\_\_ Sometimes \_\_\_\_ Needs Improvement

7. OVERALL, how satisfied are you with the meal program?  
\_\_\_\_ Very Satisfied \_\_\_\_ Somewhat Satisfied \_\_\_\_ Not Satisfied

8. OVERALL, how have your health and well-being improved as a result of the home-delivered meal program?  
\_\_\_\_ Significantly Improved \_\_\_\_ Somewhat Improved \_\_\_\_ Stayed the same

9. OVERALL, how has your socialization access increased by receiving home-delivered meals?  
\_\_\_\_ Significantly Improved \_\_\_\_ Somewhat Improved \_\_\_\_ Stayed the same

10. OVERALL, how has your access to nutritious food increased?  
\_\_\_\_ Significantly Improved \_\_\_\_ Somewhat Improved \_\_\_\_ Stayed the same

**General Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## 2.19 CONGREGATE MEAL CONSUMER SATISFACTION SURVEY

Congregate Site Name: \_\_\_\_\_

1. Have you attended this meal site during the past month? \_\_\_\_ Yes \_\_\_\_ No.  
If you answered "Yes", please answer all questions. If you answered "No", please start with Question 4.
2. Overall in the past month, what is the *quality* of the meals?  
\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_ Very Poor  
Please list specific comments/complaints: \_\_\_\_\_
3. Overall in the past month, the meal portion is (check one):  
\_\_\_\_ Generous \_\_\_\_ Adequate \_\_\_\_ Inadequate  
If inadequate, give an example(s): \_\_\_\_\_
4. List your favorite menu items served in the meal program: \_\_\_\_\_
5. List menu items which you dislike: \_\_\_\_\_
6. Are there items you would like added to the menu or served more often? \_\_\_\_ Yes \_\_\_\_ No  
If yes, specify: \_\_\_\_\_
7. Is the nutrition staff courteous and helpful to you? (check one)  
\_\_\_\_ Always \_\_\_\_ Sometimes \_\_\_\_ Needs Improvement
8. What do you think of the atmosphere of the meal site (lighting, seating, room temperature, etc.)?  
\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_ Very Poor
9. During meal time, do you have enough time to socialize with your friends at the site?  
\_\_\_\_ Always \_\_\_\_ Sometimes \_\_\_\_ Not at all
10. OVERALL, how satisfied are you with the meal program?  
\_\_\_\_ Very Satisfied \_\_\_\_ Somewhat Satisfied \_\_\_\_ Not Satisfied
11. OVERALL, how has your health and overall well-being improved by attending the congregate program?  
\_\_\_\_ Significantly Improved \_\_\_\_ Somewhat Improved \_\_\_\_ Stayed the same
12. OVERALL, how have your socialization activities increased by attending the program regularly?  
\_\_\_\_ Significantly Improved \_\_\_\_ Somewhat Improved \_\_\_\_ Stayed the same
13. OVERALL, how has your access to nutritious food increased by attending the program?  
\_\_\_\_ Significantly Improved \_\_\_\_ Somewhat Improved \_\_\_\_ Stayed the same

**Please use the back for any additional comments you wish to make.**



# TEMPORARY VISITOR PARKING PERMIT

DATE(S): **Feb. 25, 2019**

VISITOR ELIGIBLE TO PARK BEYOND THE TWO HOUR LIMIT IN  
SOLANO COUNTY VISITOR PARKING ON THE DATE(S) LISTED ABOVE

CONTACT: **HSS Admin**      PHONE: **784-8100**  
**Hiring/Training**

ISSUING DEPARTMENT: **Health & Social Services**

If you are parking in Solano County parking lots, you must display this card,  
this side facing up, in your front driver's side windshield.

Failure to display this card may result in you receiving a parking citation.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## **OVERSIGHT BOARD MEETING**

**MONDAY March 25, 2019**

**10:00 am to 11:00 am**

**Napa County Board of Supervisors Chambers**

**1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### **Agenda**

**CALL TO ORDER – 10:00 am – 11:00 am**

**11:00 am – Public Hearing on the 4<sup>th</sup> year Area Plan Update**

**ROLL CALL**

**APPROVAL OF THE MINUTES FROM FEBRUARY 25, 2019 -- Attached**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## APPROVAL OF THE AGENDA

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Receive input and agree to conduct a Doodle Poll to determine best dates for the November 25, 2019 (Thanksgiving week) and December 23, 2019 (Christmas week) meetings -- held over from previous month.
2. Set date for the designated members of the Oversight Board (Monica Brown and Heather Stanton) to work with the N/S AAA staff to select members of the Advisory Council on Aging.
3. Approve moving the May Oversight Committee meeting to Wednesday, May 29 based on the results from the Doodle Poll.

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive an update on the N/S AAA Advisory Council recruitment;
2. Receive a review of the budget, current contracts and vendors -- Attachment
3. Receive a report of outstanding Form 700's need to be returned;
4. Receive an update on the Nutrition Satisfaction Survey results—Attachment

## BOARD MEMBER COMMENTS

## ADJOURN

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. April 22, 2019 10am – noon in Solano County, Board of Supervisors Chambers, 675 Texas Street, Fairfield, CA 94533

## PUBLIC HEARING – 11:00 am

Receive 4<sup>th</sup> year update on the 4-year Area Plan and receive comments from the community -- Attachment

# Napa/Solano Area Agency on Aging Oversight Board Meeting Minutes February 25, 2019

Location: Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield CA 94533  
Date: Monday, February 25, 2019  
Time: 10:00 am – 12:00 pm (noon)

Attendees: Monica Brown, Brad Wagenknecht, Heather Stanton, Steven Sillen, Xavia Hendriksz, Liz Alessio, staff reports from Bela Matyas, Joyce Goodwin, Elaine Clark

Call to Order – 10:05 am; roll call, quorum present

## Action Items

- Motion by Heather Stanton to approve December 10, 2018 Minutes: Motion Seconded by Steve Sillen. December 10, 2018 Minutes approved.
- Motion by Heather Stanton to approve January 30, 2019 Minutes: Motion Seconded by Steve Sillen. January 30, 2019 Minutes approved.
- Select several Oversight Board members to work with N/S AAA staff in the review for members of the N/S AAA Advisory Board. Monica Brown volunteered to be the Solano Representative. Heather Stanton volunteered to be the Napa Representative to review nominations for the Advisory Board.
- Joyce Goodwin discussed obtaining permission to continue using WellSky through June 30, 2020. Motion made by Steve Sillen to approve extension. Seconded by Heather Stanton. Motion passed.
- Board discussed formalizing attendance at the Advisory Council on Aging by assigning one person from the Oversight Board. Board agreed to keep this item on agenda.
- Board discussed approving cost for the following meetings to be held in the Solano County Board of Supervisors Chambers where they can be recorded. Meeting dates are April 22, 2019; June 24, 2019; August 26, 2019; and October 28, 2019. Motion by Steve Sillen for approval. Heather Stanton Seconded. Motion passed.

## Reports

- Joyce Goodwin reviewed recruiting status for Advisory Council on Aging. Six applications received. Joyce asked for help to increase the number of applicants. Goal is to hold first meeting in May.
- Girlie Jarumay presented the budget in a new format, showing funding by category and by contractor, including charts. Board members voiced their approval of the new format. Monica Brown, Heather Stanton, and Steve Sillen voiced their approval of the new format. Liz Alessio asked for a year over year comparison.
- Outstanding form 700s were handed to individuals needing to complete.
- Year 4 of the Area Plan was discussed and the date of presentation to the community was set for March 25<sup>th</sup> for both Napa and Solano. The Napa presentation will be held at 10:00 during the Oversight meeting. The Solano County meeting will be held at 3:00 in the Board of Supervisors Chambers. Public comments will be recorded and considered in the final plan due to the California Department of Aging in April. Board Members do not need to attend but are invited. Motion by Heather Stanton for Public Hearing in Napa and Solano on March 25, 2019, Steve Sillen Seconded. Motion passed.
- Elaine Clark discussed Nutrition Satisfaction Survey. Guidelines for survey questions are from California Department on Aging and must be conducted annually. Surveys are going out now and being collected by meal providers. A full report will be given to the Oversight Board in March. Data will be used understand needs/concerns of meal service recipients and take action if needed.
- Monica Brown asked the AAA staff to create a Doodle Poll for the May meeting as the meeting falls on a holiday.

## Public Comments

Father Robert Fuentes, Executive Director Faith & Action, voiced concern about roles of the Senior Coalition and the Advisory Council on Aging. Bela Matyas responded that the organizations serve different purposes. Anyone living in Napa or Solano County may apply for appointment to the Advisory Council on Aging, even if they are a member of the Napa or Solano Senior Coalitions.

Meeting adjourned at 10:45 am

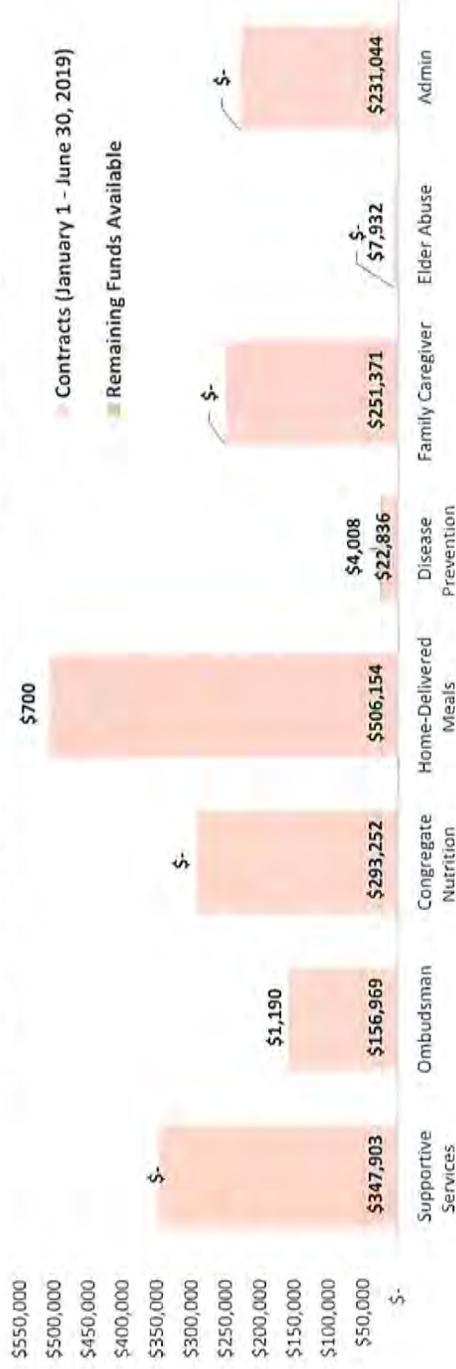
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Remaining Funds Available	\$ -	\$ 1,190	\$ -	\$ 700	\$ 4,008	\$ -	\$ -	\$ -	\$ 5,898

**AP1819-28 TOTAL FUNDING BY SERVICE TYPE**



**B. CONTRACT FUNDING BY SERVICE AREA**

Service Area	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals		Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
				Delivered	Meals						
Napa	\$ 159,825	\$ 69,353	\$ 78,751	\$ 134,339	\$ -	\$ 7,932	\$ 136,442	\$ -	\$ -	\$ 586,642	32.28%
Solano	188,078	87,616	214,501	371,815	-	-	114,929	-	-	976,939	53.75%
Both	-	-	-	-	22,836	-	-	-	231,044	253,880	13.97%
<b>Total</b>	<b>\$ 347,903</b>	<b>\$ 156,969</b>	<b>\$ 293,252</b>	<b>\$ 506,154</b>	<b>\$ 22,836</b>	<b>\$ 7,932</b>	<b>\$ 251,371</b>	<b>\$ 231,044</b>	<b>\$ 1,817,461</b>	<b>100.00%</b>	

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties *		Total	%
	Amount	%	Amount	%		
Napa	\$ 586,642	37.52%	\$ 67,304	26.51%	\$ 653,946	35.98%
Solano	976,939	62.48%	186,576	73.49%	\$ 1,163,516	64.02%
<b>Total</b>	<b>\$ 1,563,581</b>	<b>100.00%</b>	<b>\$ 253,880</b>	<b>100.00%</b>	<b>\$ 1,817,462</b>	<b>100.00%</b>

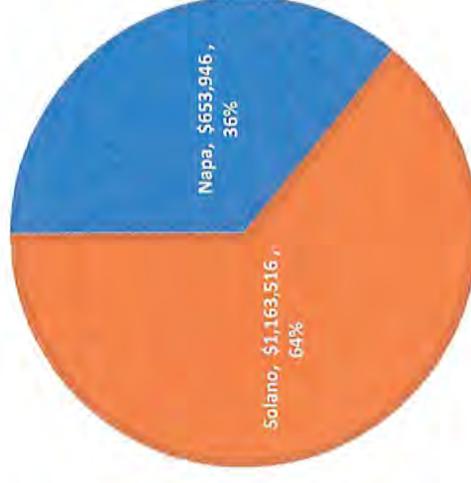
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POPULATION



CONTRACT FUNDING PER SERVICE AREA



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Choice in Aging	Solano	Pending (2)	91,529	Family Caregiver
Legal Services of Northern California	Solano	Pending (1)	47,346	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	Executed	586,316	Congregate Meals, Home Delivered Meals
Molly's Angels	Napa	Executed	44,417	Supportive Services: Transportation and Telephone Reassurance
Redwood Care Givers DBA Northcoast Opportunities, Inc.	Napa	Pending (2)	56,000	Family Caregiver
Ombuds Services of Contra Costa and Solano	Solano	Executed	87,616	Supportive Services and Elderly Abuse Prevention
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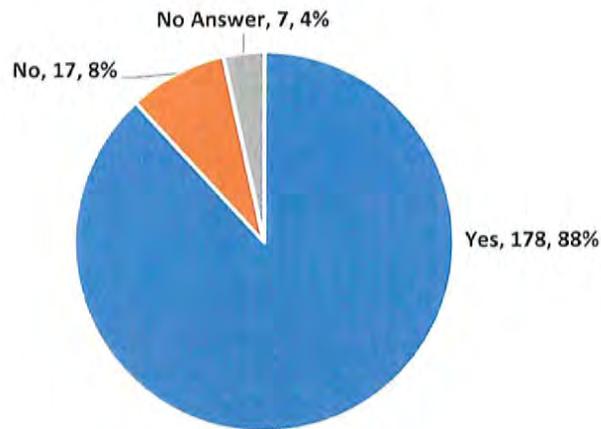
\*\* In process; The contractor "Healthy Cooking with Kids" program area "Innovative Health" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingocize exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.

# CONGREGATE MEALS SURVEY

202 clients responding

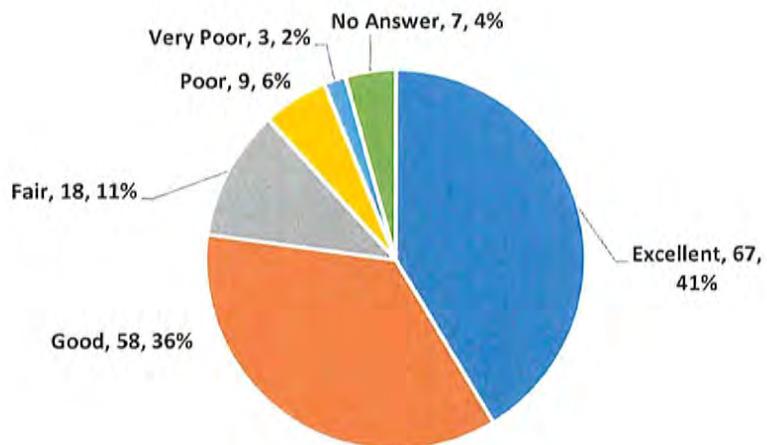
## 1. Have you attended this meal site during the past month?

### RECENT ATTENDANCE

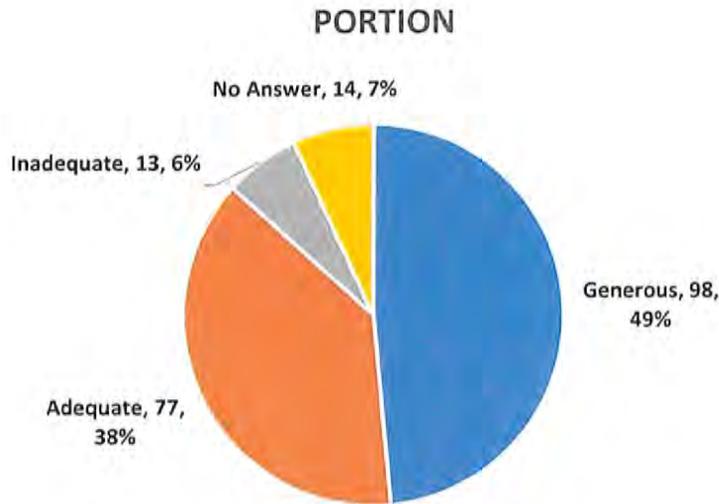


## 2. Overall, the quality of the meals is generally:

### QUALITY



3. Overall, the meal portion is:



4. List your favorite menu items served in the meal program:

Solano		Napa
10	Green Salad	Salad
9	Chicken	Swedish Meatballs
9	Fish	Meatloaf
8	Meat Loaf	Pulled Pork
6	Hamburgers	Spaghetti
6	Salmon	Fish
5	Baked Potato	Egg Omelet
4	Beef	Asian Chicken Salad
4	Omelet	
3	Spinach Salad	
3	Salisbury Steak	
3	Pork Chops	
3	Pasta	
2	Soup	
2	Cuban Pork	
2	Beef	
2	Brussel Sprouts	
2	Chicken	
2	Spaghetti	
2	Breaded Fish	
2	Tacos	

5. List menu items that you dislike:

Solano		Napa
3	Ravioli	Pulled Pork
6	Turkey	Veggies
5	Salads	Cuban Pork
5	String Beans	Chicken Cordon Bleu
4	Tuna Tetrazzinis	
3	White Rice	
3	Fish	
2	Chicken Gumbo	
2	Apples	
2	Pork	
2	Carrots	
1	Cuban Pork	
1	Black Beans	
1	Beef Spaghetti	
1	Cole Slaw	
1	Okra	
1	Mexican Dishes	
1	Cake	
1	Garlic Potatoes	
1	Sweet Potatoes	
1	Salmon	

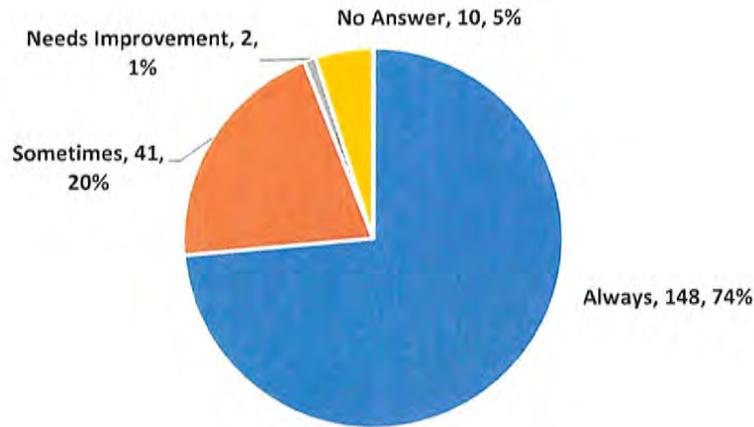
6. Are there items you would like added or served more often?

Solano		Napa
5	Fish	Egg Omelet
5	Tossed Salad	Soups
4	Meatloaf	Hot Dogs
3	Fresh Fruit	Ice Cream
3	Baked Potato	
3	Mashed Potatoes & Gravy	
3	Sweet Potatoes	
3	Casseroles	
3	Brussel Sprouts	
3	Broccoli	
2	Fresh Spinach Salad	
2	Pudding and/or Jell-O	
2	Pork Chops	
2	Pasta	

2	Steak
2	Turkey & Gravy

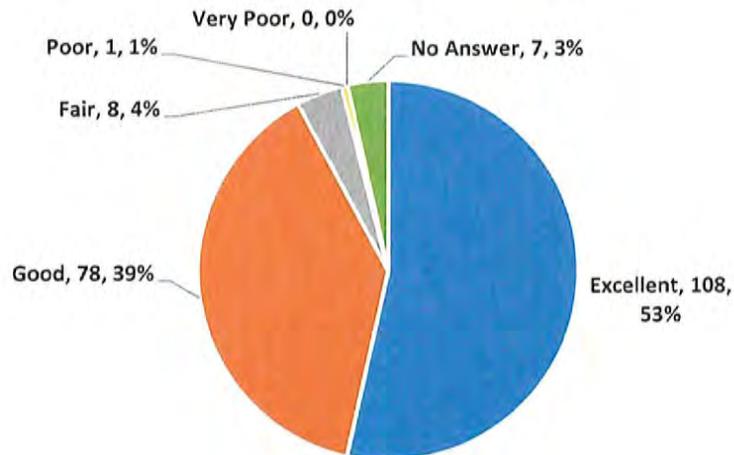
7. Is the nutrition staff courteous and helpful?

COURTEOUS AND HELPFUL

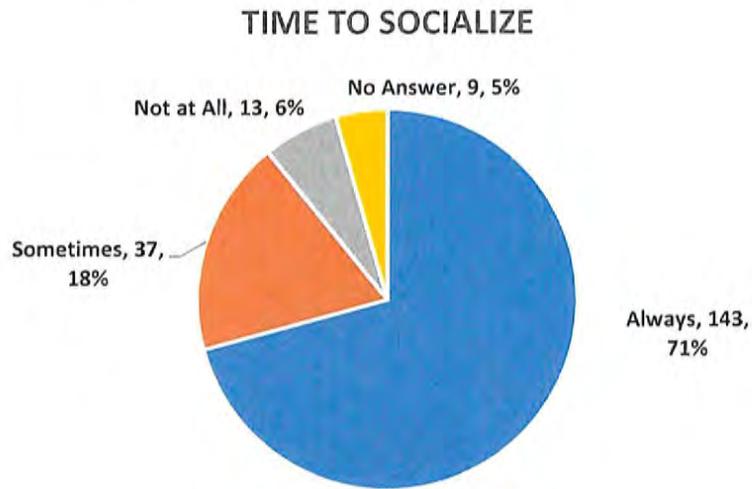


8. What do you think of the atmosphere of the meal site?

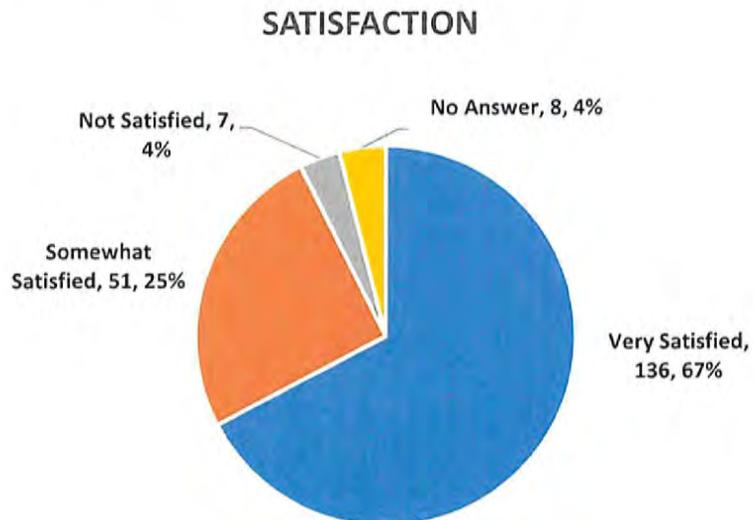
ATMOSPHERE



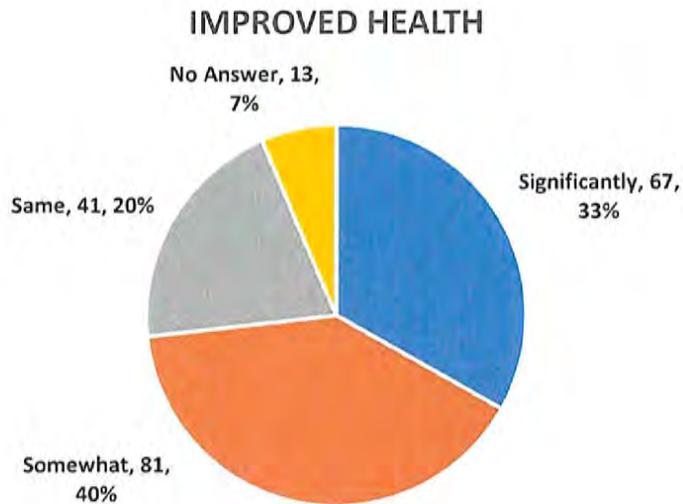
9. During mealtime, do you have enough time to socialize with your friends at the site?



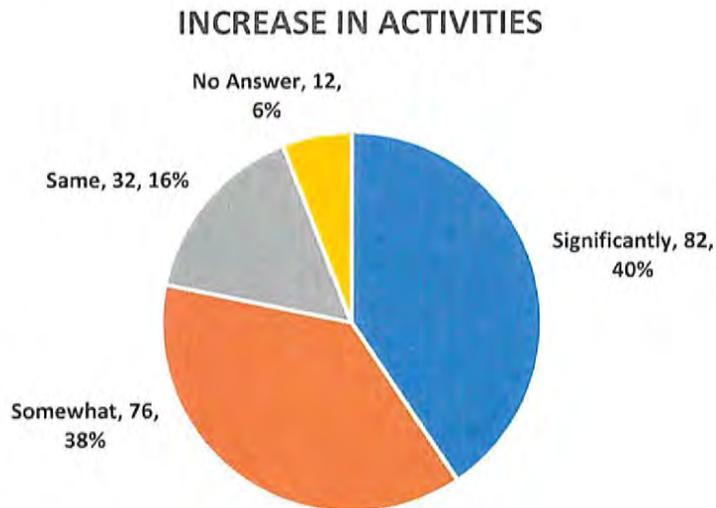
10. Overall, how satisfied are you with the meal program?



11. Overall, how have your health and well-being improved by attending the congregate program?

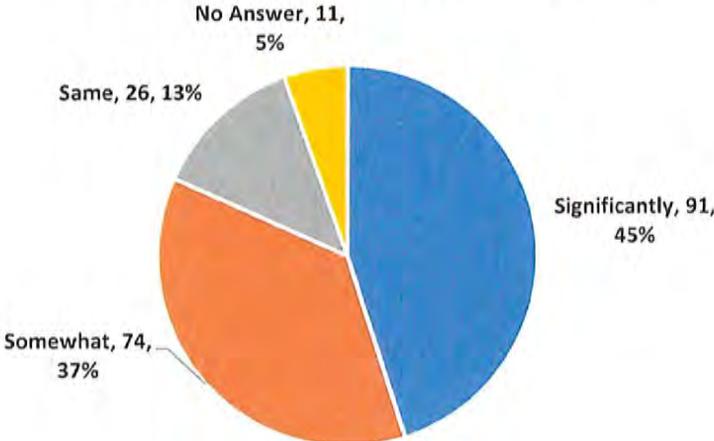


12. Overall, how have your socialization activities increased by attending the program regularly?



13. Overall, how has your access to nutritious food increased by attending the program?

**INCREASED ACCESS TO NUTRITIOUS FOOD**



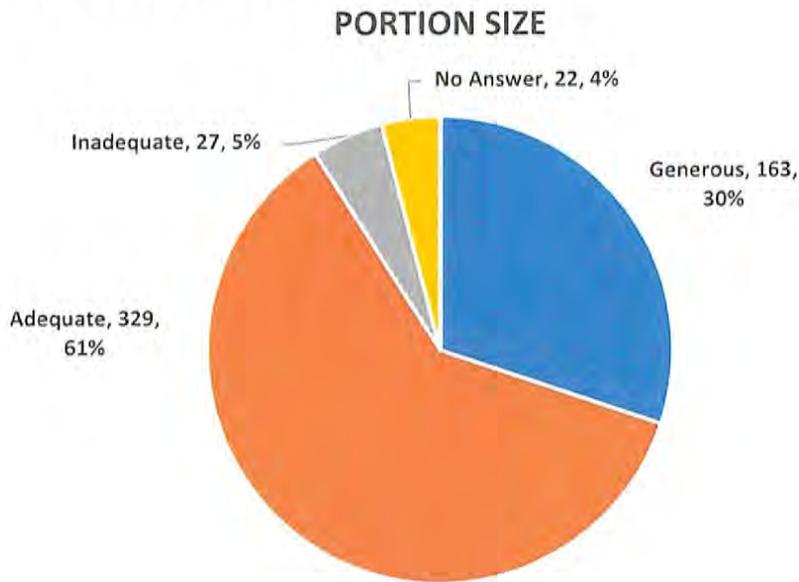
# HOME DELIVERED MEALS SURVEY

541 clients responding

1. Overall, the quality of the food is:



2. Overall, the meal portion is:



3. List your favorite menu items served in the meal program:

	Solano	Napa
46	Meatloaf and Gravy	Turkey
43	Lemon Pepper Fish	Fish
20	Like Everything	Beef Ravioli
19	Chicken	Hamburgers
18	Hamburgers	Tacos
17	Tacos	Tortilla Soup
13	Fish	Salisbury Steak
12	Swedish Meatballs	Omelet
11	Salmon	
9	Spaghetti	
9	Omelet	
9	Thai Chili Pork	
8	Turkey Bake	
7	Mixed Vegetables	
7	Mashed Potatoes	
7	Pot Roast	
6	Ham	
6	Salisbury Steak	
6	Milk	
5	Fruit Cups	

5	Pork
4	Chicken Condon Bleu
4	Steak
4	Sausage
4	Bananas
4	Anything Mexican
3	BBQ Chicken
3	Chili
3	Cuban Pork
3	Chili Con Carne
3	Oranges
3	Chicken Gumbo
3	Ravioli
2	Salisbury Steak
2	Pulled Pork
2	Greens
2	Green Salad

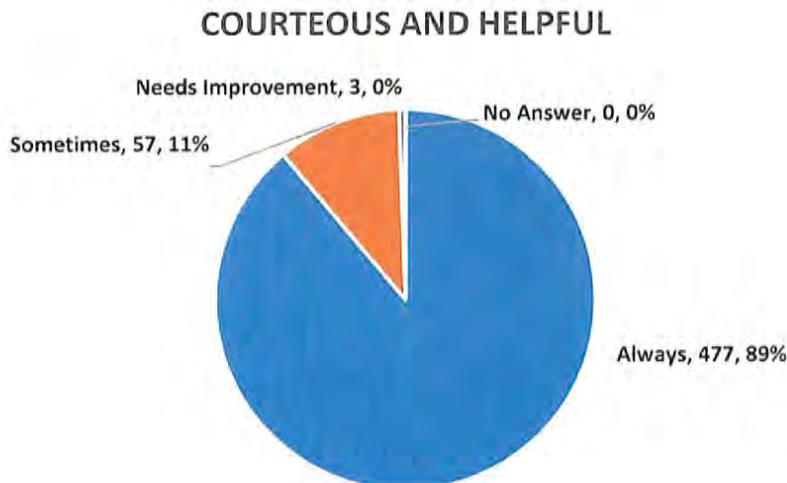
4. List menu items that you dislike:

	Solano	Napa
18	Hot Tuna	Pork
16	Fish	Fish
11	Baked Beans	Spaghetti
10	Pork	Fish
9	Thai Chili Shredded Pork	Brussel Sprouts
9	Chicken	
8	Mixed Vegetables	
8	Chicken Cordon Bleu	
7	Carrots	
6	Gumbo	
5	Beans	
5	Salads	
5	Chicken Tortilla Soup	
5	Brussel Sprouts	
5	Pork Items	
5	Tacos	
4	Chili	
4	Pasta	
4	Chicken Pot Pie	
3	Chicken & Dumplings	
3	Spinach	

5. Are there items you would like added or served more often?

	Solano	Napa
13	Fish	Mac & Cheese
11	Hamburgers	Steak
11	Fried Chicken	Tamales
8	Salmon	Beef
6	Meatloaf	Salads
6	Salisbury Steak	Chili
6	Meatballs	
6	Nectarines	
6	Apples	
5	Tacos	
5	Salads	
5	Grapes	
5	Rice	
5	Omelet	
5	Turkey	
4	Lasagna	

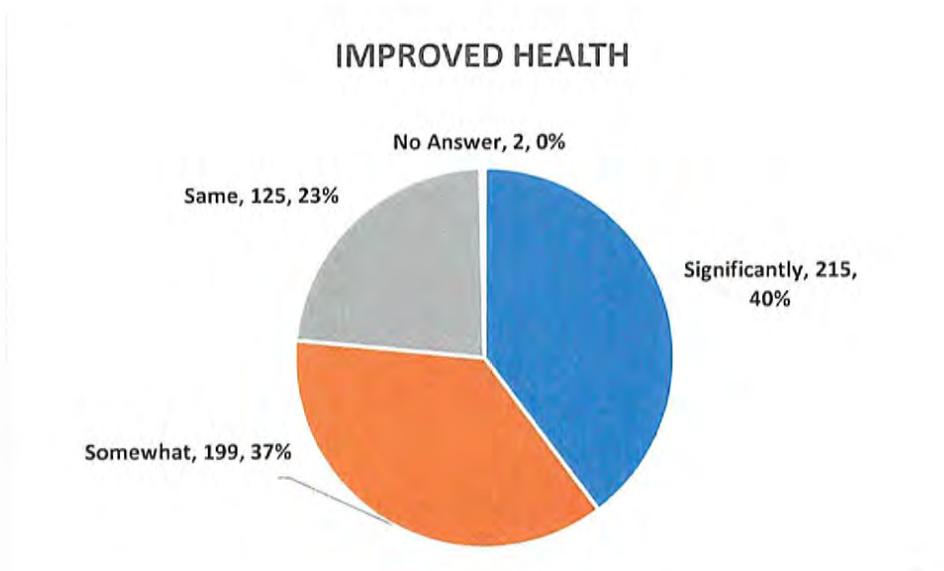
6. Is the person who serves the meal to you courteous and helpful?



7. Overall, how satisfied are you with the meal program?

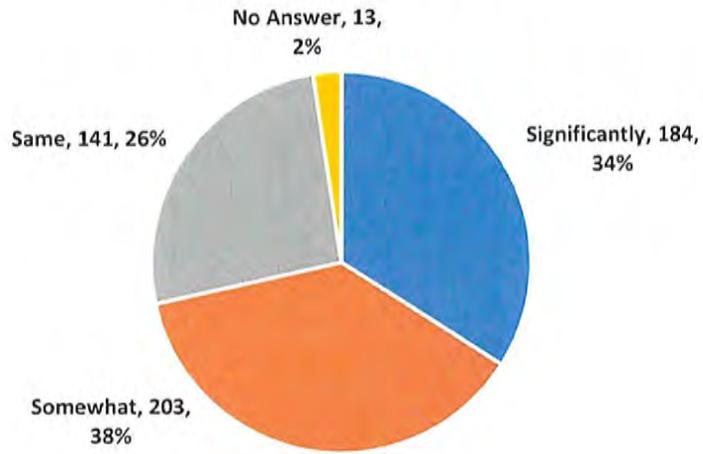


8. How have your health and well-being improved because of the home delivered meal program?



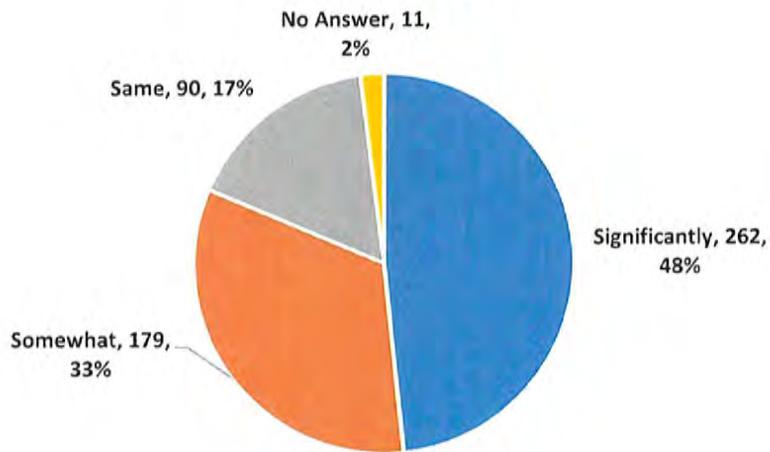
9. Overall, how has your socialization access increased?

### IMPROVED SOCIALIZATION



10. How has your access to nutritious food increased?

### NUTRITIOUS FOOD





NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## OVERSIGHT BOARD MEETING

MONDAY April 22, 2019  
10:00 am to 12:00 pm (noon)

**Solano County Board of Supervisors Chambers**  
**675 Texas Street, Fairfield, CA 94533**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### Agenda

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**APPROVAL OF THE MINUTES FROM March 25, 2019 -- Attached**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.

**APPROVAL OF THE AGENDA**



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Determine dates for the November 25, 2019 (Thanksgiving week) and December 23, 2019 (Christmas week) meetings.
  - a. Combine November and December meetings into a single meeting?
  - b. Clarify when the new Board Chair and the alternative voting member from Solano County assume their roles for the upcoming term.
2. Present proposed amendment to the Bylaws, limiting membership to the Oversight Board to persons not receiving funding from the Napa/Solano Area Agency on Aging -- Attachment

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive an update on the N/S AAA Advisory Council recruitment.
2. Receive a review of the budget, current contracts and vendors -- Attachment
3. Receive an update on the RFP Process for the Napa Ombudsman. Applications due April 22, 2019.
4. Final Public Hearing for the Fourth Year of the Area Plan is April 22, American Canyon Senior Center, 2:00 pm – 3:00 pm.
5. Contract with California Department of Aging (CDA) acceptance due May 7, 2019.
6. Beginning work on new contracts with providers for July 1 start dates.

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. May 29, 2019 10am – noon in Napa County Board of Supervisors Chambers, 1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559.

Napa/Solano Area Agency on Aging Oversight Board  
Meeting Minutes March 25, 2019

Location: Napa County Board of Supervisors Chambers  
1195 3rd Street, Suite 310, Napa, CA 94559  
Date: Monday, March 25, 2019  
Time: 10:00 am – 12:00 pm (noon)

Attendees: Heather Stanton, Brad Wagenknecht, Monica Brown, Steven Sillen,  
Elizabeth Patterson, Xavia Hendriksz, Liz Alessio, staff reports from Bela  
Matyas, Joyce Goodwin, Elaine Clark

Call to Order – 10:00 am; roll call, quorum present

**Action Items**

- Motion by Heather Stanton and Elizabeth Patterson to approve February 25, 2019 Minutes; Motion seconded by Liz Alessio. February 25, 2019 Minutes approved.
- Motion by Xavia Hendriksz to approve March 25, 2019 Agenda; Motion seconded by Liz Alessio. March 25, 2019 Agenda approved.
- Motion by Heather Stanton to conduct a Doodle Poll to determine the best dates for the November 25, 2019 (Thanksgiving week) and December 23, 2019 (Christmas week) meetings; Motion seconded by Brad Wagenknecht. Motion to conduct Doodle Poll approved.
- Monica Brown will be reviewing the applications submitted to Solano County for the Advisory Council. Heather Stanton will be reviewing the applications submitted to Napa County for the Advisory Council. Both will have input no later than April 4, 2019. Motion to have review done by April 4, 2019 made by Heather Stanton; Motion seconded by Liz Alessio. April 4, 2019 deadline approved.
- Motion by Steve Sillen to move May meeting to the 29<sup>th</sup>; motion seconded by Elizabeth Patterson. Motion to move May meeting to May 29, 2019 approved. Place to be determined.

## **Reports**

- Elaine Clark reported on N/S AAA Advisory Council recruitment. More applicants than slots – 10 from Napa, 14 from Solano. We want a diverse group of people. Board requested a matrix to see how they can help with outreach – take names off to keep confidential.
- Elaine Clark discussed the allocation of the remaining CDA funds to go towards various contractors for services to be provided before end of June. Staff met with community members to identify gaps in services then allocated the funds. Committed dollars higher in Napa than the population number. Board complimentary of the presentation of the Budget. Budget will be posted online on website.
- Joyce Goodwin reported that all form 700's were received.
- Elaine Clark presenting results of the Nutrition Satisfaction Survey – a requirement from the California Dept of Aging that we conduct annually. Sent out by providers. The feedback from meal recipients was overwhelmingly positive – in taste, presentation, delivery, and the experience at the congregate sites.

## **Board Member Comments**

- Monica Brown attended the congregate lunch at the Benicia Senior Center. She said the food and experience were positive.

Meeting adjourned at 10:21 am

## Proposed Addition to the Bylaws

### Oversight Board of the Napa/Solano Area Agency on Aging

April 2019

**Concern:**

The Bylaws governing the Oversight Board of the Napa/Solano Area Agency on Aging (N/S AAA) do not address the possible conflict of interest or appearance of a conflict of interest should a member of the community who relates to an organization funded by the N/S AAA apply for a position on the Oversight Board. Therefore, it is recommended the following be adopted as part of the Bylaws governing the Oversight Board.

Section 5. CONFLICTS OF INTEREST – additional paragraph

*A member of the Oversight Board shall not have a financial interest in any entity funded by the AAA, as provided for in Government Code, § 1090, et seq., and Government Code, § 87100, et seq. Notwithstanding those laws, such "financial interest" shall include income received from, or a position of management in, any nonprofit entity funded by the AAA, whether received or held by the member or his or her spouse.*

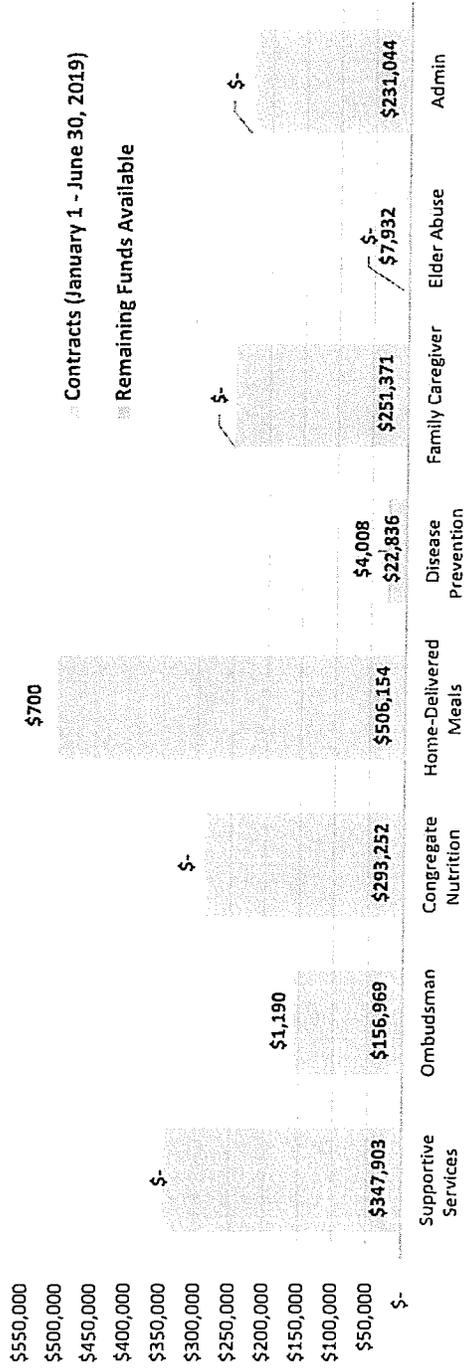
**PLANNING AND SERVICE AREA (PSA) 28  
NAPA/SOLANO AREA AGENCY ON AGING  
FISCAL REPORT AS OF 04/08/2019**

**PART I: FY2018-19 - PSA 28**

**A. TOTAL FEDERAL & STATE FUNDING**

	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (Inc. Transfers) One Time Only (OTO)	\$ 318,408	\$ 157,317	\$ 260,225	\$ 502,690	\$ 22,843	\$ 228,565	\$ 7,392	\$ 231,044	\$ 1,728,484
Total Funding - AP1819-28	\$ 29,495	842	33,027	4,164	4,001	22,806	540	-	94,875
Contracts (January 1 - June 30, 2019)	\$ 347,903	\$ 158,159	\$ 293,252	\$ 506,854	\$ 26,844	\$ 251,371	\$ 7,932	\$ 231,044	\$ 1,823,359
Remaining Funds Available	-\$ (347,903)	-(156,969)	(293,252)	(506,154)	(22,836)	(251,371)	(7,932)	(231,044)	-(1,817,461)
	\$ -	\$ 1,190	\$ -	\$ 700	\$ 4,008	\$ -	\$ -	\$ -	\$ 5,898

**AP1819-28 TOTAL FUNDING BY SERVICE TYPE**



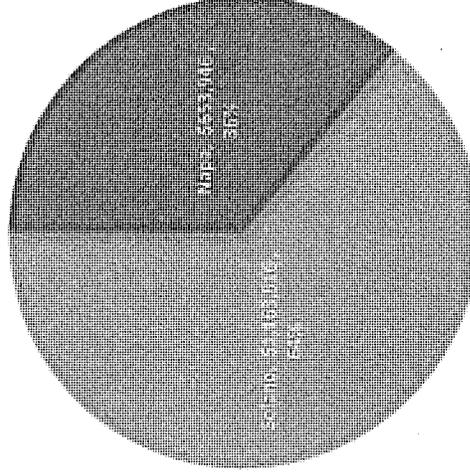
**B. CONTRACT FUNDING BY SERVICE AREA**

Service Area	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
Napa	\$ 159,825	\$ 69,353	\$ 78,751	\$ 134,339	\$ -	\$ 136,442	\$ 7,932	\$ -	\$ 586,642	32.28%
Solano	188,078	87,616	214,501	371,815	-	114,929	-	-	976,939	53.75%
Both	-	-	-	-	22,836	-	-	231,044	253,880	13.97%
<b>Total</b>	<b>\$ 347,903</b>	<b>\$ 156,969</b>	<b>\$ 293,252</b>	<b>\$ 506,154</b>	<b>\$ 22,836</b>	<b>\$ 251,371</b>	<b>\$ 7,932</b>	<b>\$ 231,044</b>	<b>\$ 1,817,461</b>	<b>100.00%</b>

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties *		Total	%
	Amount	%	Amount	%		
Napa	\$ 586,642	37.52%	\$ 67,304	26.51%	\$ 653,946	35.98%
Solano	976,939	62.48%	186,576	73.49%	\$ 1,163,516	64.02%
<b>Total</b>	<b>\$ 1,563,581</b>	<b>100.00%</b>	<b>\$ 253,880</b>	<b>100.00%</b>	<b>\$ 1,817,462</b>	<b>100.00%</b>

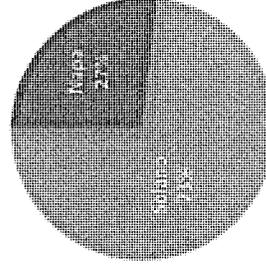
\* Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging

**CONTRACT FUNDING PER SERVICE AREA**



**POPULATION**

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
<b>Total</b>	<b>136,051</b>	<b>100.00%</b>



**C. CONTRACTS SUMMARY**

Provider	Service Area	Contract Status	Total	Services
Northern CA and Northern NV Alzheimer's Association	Solano	Pending (2)	23,400	Family Caregiver
Bay Area Legal Aid	Napa	Pending (1)	31,529	Supportive Services: Legal Services
Collabria Care	Napa	Executed	164,321	Supportive Services: Information and Assistance, Outreach, Registry, Case Management Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Community Action of Napa Valley	Napa	Executed	213,090	Congregate Meals and Nutrition Education, Home Delivered Meals and Nutrition Education
Faith in Action	Both	Executed	22,836	Disease Prevention
Faith in Action	Solano	Executed	65,732	Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Choice in Aging	Solano	Pending (2)	91,529	Family Caregiver
Legal Services of Northern California	Solano	Pending (1)	47,346	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	Executed	586,316	Congregate Meals, Home Delivered Meals
Molly's Angels	Napa	Executed	44,417	Supportive Services: Transportation and Telephone Reassurance
Redwood Care Givers DBA Northcoast Opportunities, Inc.	Napa	Pending (2)	56,000	Family Caregiver
Ombuds Services of Contra Costa and Solano	Solano	Executed	87,616	Supportive Services and Elderly Abuse Prevention
PSA 4 (Greater Sacramento)	Napa	Pending (1)	77,285	Ombudsman Services
Solano Transportation Authority	Solano	Pending (2)	75,000	Supportive Services: Transportation
Stella Wu-Chu	Both	Executed	10,000	Administration: Nutrition Counseling
Napa/Solano Area Agency on Aging	Both	Executed	221,044	Administration
<b>Total</b>			<b>\$ 1,817,461</b>	

**Pending Status:**

- (1) Awaiting contractor's signature
- (2) Awaiting scope of work and budget documents

**PART II: SNAP-ED**

	Amount
Administration	9,663
Contract with Healthy Cooking for Kids **	83,203
<b>Total Funding</b>	<b>92,866</b>

\*\* In process; The contractor "Healthy Cooking with Kids" program area "Innovative Health" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingocize exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.



# TEMPORARY VISITOR PARKING PERMIT

**If you are parking in Solano County parking lots, you must display this card, with this side facing up, in your front driver's side windshield. Failure to display this card may result in you receiving a parking citation.**

**VISITOR ELIGIBLE TO PARK BEYOND THE TWO HOUR LIMIT IN  
SOLANO COUNTY VISITOR PARKING ON THE DATE(s) LISTED BELOW**

DATE(S): April 22, 2019

CONTACT/PHONE: Shelly Anderson x8211

ISSUING DEPARTMENT: H&SS / ODAS



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## **OVERSIGHT BOARD MEETING**

**WEDNESDAY, May 29, 2019**

**10:00 am to 12:00 pm (noon)**

**Napa County Board of Supervisors Chambers**

**1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559**

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All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### **Agenda**

**CALL TO ORDER – 10:00am**

**ROLL CALL**

✓ **APPROVAL OF THE MINUTES FROM April 22, 2019 -- Attached**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## APPROVAL OF THE AGENDA

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Confirm November Oversight Board meeting on Wednesday, November 14, 2019, in Napa, from 10:00 am – 12:00 pm. No meeting will be held in December 2019.
2. Vote on the proposed amendment to the Bylaws, limiting membership to the Oversight Board to persons not receiving funding from the Napa/Solano Area Agency on Aging – **Attached**
3. Vote whether or not to cancel the July 22, 2019 Oversight Board meeting.

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive an update on the N/S AAA Advisory Council members. -- **Attached**
2. Receive pacing report for contracted services – **Attached**
3. Receive proposed service funding report for 2019-2020 -- **Attached**
4. Contract and budget summary with California Department of Aging (CDA) approved and submitted. – **Sent under separate email**
5. Receive an update on the RFP Process for the Napa Ombudsman.
6. Receive presentation by Julia Orr, Executive Director of Molly's Angels.
7. Receive presentation by Sara Naramore, Senior Health Needs Assessment.

## BOARD MEMBER COMMENTS

### ADJOURN

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. June 24, 2019 10am – noon in Solano County, Board of Supervisors Chambers, 675 Texas Street, Fairfield, CA 94533.

**Napa/Solano Area Agency on Aging Oversight Board**  
**Meeting Minutes April 22, 2019**

**Location:** Solano County Board of Supervisors Chambers  
675 Texas Street, First Floor, Fairfield, CA 94533  
**Date:** Monday, April 22, 2019  
**Time:** 10:00 am – 12:00 pm (noon)

**Attendees:** Xavia Hendriksz, David Oro, Steve Sillen, Monica Brown, Bob Sampayan

**CALL TO ORDER – 10:03 am; roll call, quorum present**

**APPROVAL OF THE MINUTES FROM March 25, 2019**

Motion by Bob Sampayan to approve March 25, 2019 Minutes; Motion seconded by Xavia Hendriksz. March 25, 2019 Minutes approved.

**NO ITEMS FROM THE PUBLIC**

**ACTION ITEMS**

1. Determine dates for November and December meetings
  - Bob Sampayan moved to combine the November and December meetings into a single meeting to be held in November, Xavia Hendriksz seconded. The motion was carried.
  - Staff was asked to conduct a doodle poll for November dates.
2. Monica Brown proposed discussing the possibility of cancelling the July meeting at the May 2019 meeting.
3. The Board received clarification of the transition date for the Board Chair and alternate voting member.
  - The transition occurs in January 2020. Brad Wagenknecht will become the Chairperson; Solano County Member, Wally Pearce will become a voting member; and Xavia Hendriksz, will become a non-voting member.
4. An amendment to the current Bylaws was presented for consideration. The amendment addresses potential conflict of interest issues. The amendment was scheduled for a vote by the full Board at the May 29, 2019 meeting.

## REPORTS

1. Elaine Clark reported on N/S AAA Advisory Council recruitment. Recruitment went well. A slate of names will be voted on by both Boards of Supervisors on April 23, 2019. Meetings will be held in both Solano and Napa, the first Tuesday of every month from 10:00 am– 12:00 pm. The first meeting is scheduled for May 7, 2019, in Solano County.
2. Elaine Clark reviewed the budget, current contracts, and vendors. All contracts are in place.
3. AAA staff implemented a contract with the Solano Transportation Authority for a pilot program featuring on-demand rides to and from medical appointments. The program will be expanded to include rides to senior centers in the county.
4. Elaine Clark presented an update on RFP Process for the Napa Ombudsman. The application deadline is April 23, 2019.
5. The third and final public hearing for the 4<sup>th</sup> year update of the Four-Year Area Plan is schedule for April 22, 2019, at 2:00 pm at the American Canyon Senior Center.
6. The AAA received the FY2019/20 contract with the California Department of Aging. The contract goes to the Solano Board of Supervisors for review and approval on May 7, 2019. Once approved the contract will be signed and submitted to the California Department of Aging.

## NO BOARD MEMBER COMMENTS

**MEETING ADJOURNED AT 10:31 am** to the next scheduled meeting of the Napa/Solano AAA Oversight Board, May 29, 2019, at the Napa County Board of Supervisors Chambers, 1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559.

## **Proposed Addition to the Bylaws**

### **Oversight Board of the Napa/Solano Area Agency on Aging**

April 2019

**Concern:**

The Bylaws governing the Oversight Board of the Napa/Solano Area Agency on Aging (N/S AAA) do not address the possible conflict of interest or appearance of a conflict of interest should a member of the community who relates to an organization funded by the N/S AAA apply for a position on the Oversight Board. Therefore, it is recommended -the following be adopted as part of the Bylaws governing the Oversight Board.

Section 5. CONFLICTS OF INTEREST – additional paragraph

*A member of the Oversight Board shall not have a financial interest in any entity funded by the AAA, as provided for in Government Code, § 1090, et seq., and Government Code, § 87100, et seq. Notwithstanding those laws, such “financial interest” shall include income received from, or a position of management in, any nonprofit entity funded by the AAA, whether received or held by the member or his or her spouse.*

# Advisory Council on Aging

Last Name	First Name	Napa/Solano
Altes	Donna	Napa
Chandler	Linda	Solano
Crawford	Brenda	Solano
Dawson	Jenalee	Solano
DuPont	Deanna	Solano
Ensey	Susan	Napa
Harris	Donna	Solano
Knuckles	Bonita	Solano
Koenig	Arnold	Napa
Padilla	Robert	Solano
Reeves	Dane	Napa
Richied	Sherill	Napa
Rosenburg	Fran	Napa
Spencer	Julie	Napa
White	Richard John	Solano

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AP1819-28 JAN - MAR UNITS OF SERVICE COMPLETED BY SERVICE TYPE

Service Provider	Congregate Meals	Family Caregiver	Home Delivered Meals	Supportive Services	Elder Abuse Prevention	Grand Total	Total Budgeted Units
CANV	5,937		20,249			26,186	58,271
Collabria		545		2,232		2,777	4,990
Faith in Action				5,637		5,637	11,226
Meals on Wheels	6,476		36,143			42,619	109,900
Molly's Angels		423		1,480		1,480	2,500
Redwood Caregiver				228		228	761
Bay Area Legal Aid				679		679	769
LSNC					351	351	1,214
PSA 4*							
<b>Grand Total</b>	<b>12,413</b>	<b>969</b>	<b>56,392</b>	<b>10,255</b>	<b>351</b>	<b>80,380</b>	<b>189,631</b>



\*Ombudsman service providers report their data directly to the Office of State Ombudsman.

\*Units provided by Elder Abuse Prevention Program refer to number of education and training sessions and educational materials rendered from Jan, Feb and Mar.

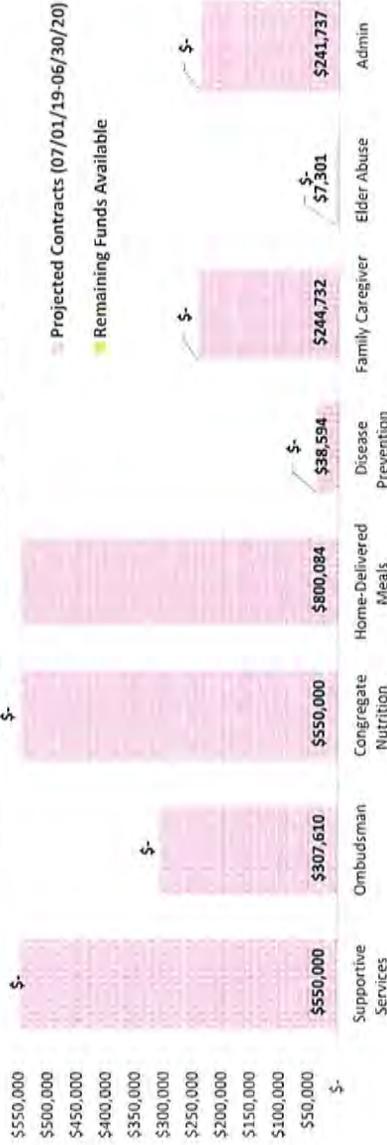
**PLANNING AND SERVICE AREA (PSA) 28  
 NAPA/SOLANO AREA AGENCY ON AGING  
 PROPOSED AREA PLAN BUDGET FY 19/20**

**PART I: FY 19-20 AP - PSA 28**

**A. TOTAL FEDERAL & STATE FUNDING**

	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (Inc. Transfers) One Time Only (OTO)	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058
Total Funding - AP1920-28	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058
Projected Contracts (07/01/19-06/30/20)	(550,000)	(307,610)	(550,000)	(800,084)	(38,594)	(244,732)	(7,301)	(241,737)	(2,740,058)
Remaining Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**AP-1920-28 TOTAL FUNDING BY SERVICE TYPE**



**B. CONTRACT FUNDING BY SERVICE AREA**

Service Area	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
Napa	\$ 255,000	\$ 134,703	\$ 200,000	\$ 270,084	\$ -	\$ 85,000	\$ 7,301	\$ -	\$ 952,088	34.75%
Solano	295,000	172,907	350,000	530,000	23,594	159,732	-	-	1,531,233	55.88%
Both	-	-	-	-	15,000	-	-	241,737	256,737	9.37%
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 307,610</b>	<b>\$ 550,000</b>	<b>\$ 800,084</b>	<b>\$ 38,594</b>	<b>\$ 244,732</b>	<b>\$ 7,301</b>	<b>\$ 241,737</b>	<b>\$ 2,740,058</b>	<b>100.00%</b>

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties *		Total	%
	Amount	%	Amount	%		
Napa	\$ 952,088	38.34%	\$ 68,061	26.51%	\$ 1,020,149	37.23%
Solano	1,531,233	61.66%	188,676	73.49%	\$ 1,719,910	62.77%
<b>Total</b>	<b>\$ 2,483,321</b>	<b>100.00%</b>	<b>\$ 256,737</b>	<b>100.00%</b>	<b>\$ 2,740,059</b>	<b>100.00%</b>

\* Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging (2018 Data)

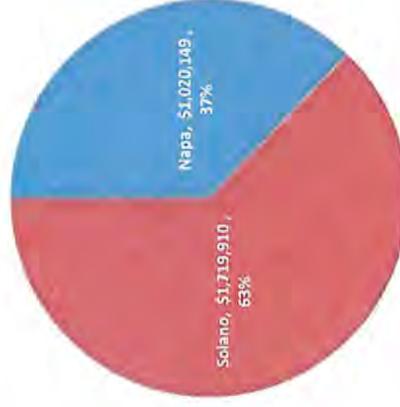
(Rounding Error)

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
<b>Total</b>	<b>136,051</b>	<b>100.00%</b>

POPULATION



CONTRACT FUNDING PER SERVICE AREA



**C. CONTRACTS SUMMARY**

Provider	Service Area	Total	Services
Northern CA & Northern NV Alzheimer's Association	Solano	24,732	Family Caregiver
Bay Area Legal Aid	Napa	50,000	Supportive Services: Legal Services
Collabria Care	Napa	215,000	Supportive Services: Information and Assistance, Outreach, Registry, Case Management Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Community Action of Napa Valley	Napa	470,084	Congregate Meals, Home Delivered Meals and Nutrition Education
Faith in Action	Both	15,000	Disease Prevention, Supportive Services: Phone Reassurance, Home Visiting, Transportation,
Faith in Action	Solano	110,000	Disease Prevention, Supportive Services: Phone Reassurance, Home Visiting, Transportation,
Choice in Aging	Solano	50,000	Family Caregiver
Legal Services of Northern California	Solano	60,000	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	880,000	Congregate Meals, Home Delivered Meals, and Nutrition Education
Molly's Angels	Napa	75,000	Supportive Services: Transportation and Telephone Reassurance
Northcoast Opportunities - DBA Redwood Care Givers	Solano	85,000	Family Caregiver
Ombuds Services of Contra Costa and Solano	Solano	172,907	Supportive Services and Elderly Abuse Prevention
Ombudsman Services TBD	Napa	142,004	Ombudsman Services
Solano Transportation Authority	Solano	50,000	Supportive Services: Transportation
IIIB New Provider Solano Pride Ctr	Solano	25,000	IIIB Supportive Services
IIIB New Provider #2 TBD (Home Mods)	Solano	50,000	IIIB Supportive Services
IIID New Provider #3 TBD (Fall Prevent)	Solano	23,594	IIIB Supportive Services
Stella Wu-Chu	Both	30,000	Administration: Nutrition Counseling
<b>Total</b>		<b>\$ 2,528,321</b>	

**PART II: FY 19-20 SNAP-Ed**

	Amount
Administration	9,047
Contract with Healthy Cooking for Kids **	81,425
<b>Total Funding</b>	<b>90,472</b>

\*\* In process; The contractor "Healthy Cooking with Kids" program area "Innovative Health" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingo/exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## **OVERSIGHT BOARD MEETING**

**MONDAY, June 24, 2019**

**10:00 am to 12:00 pm (noon)**

**Solano Board of Supervisors Chamber**

**675 Texas Street, Fairfield, CA 94533**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### **Agenda**

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**APPROVAL OF THE MINUTES FROM April 22, 2019 and May 29, 2019 -- Attached**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## APPROVAL OF THE AGENDA

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Confirm November Oversight Board meeting on Thursday, November 14, 2019, in Napa, from 10:00 am – 12:00 pm. No meeting will be held in December 2019.
2. Vote on the proposed amendment to the Bylaws, limiting membership to the Oversight Board to persons not receiving funding from the Napa/Solano Area Agency on Aging – **Attached**
3. Vote whether or not to cancel the July 22, 2019 Oversight Board meeting.

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive an update on the Advisory Council On Aging (ACOA):
  - A. Openings: 2 in Napa and two in Solano
  - B. Committees Created:
    - Executive – Meeting in Solano
    - By-Laws (Ad Hoc) – Meeting in Solano
    - Membership (Ad Hoc) – No meeting date set
    - Legislative – Meeting in Solano
    - Programs – Meeting in Napa
    - Communications – Meeting in Napa
2. Receive pacing report for contracted services – **Attached**
3. Receive Annual Nutrition Monitoring Reports for MOWS and CAN-V -- **Attached**
4. Receive an update on the RFP Process for the Napa Ombudsman.
5. Receive an update on the Senior Needs Assessment.
6. Receive presentation by Elaine Clark on Older Americans Act Funding Sources -- **Attached**
7. Receive a presentation from Debbie McQuilkin, Solano Transportation Authority, Concierge Service using GoGo Grandparents.

## BOARD MEMBER COMMENTS

## ADJOURN

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. August 26, 2019  
10am – noon in Solano County, Board of Supervisors Chambers, 675 Texas Street, Fairfield, CA  
94533.

**Napa/Solano Area Agency on Aging Oversight Board**  
**Meeting Minutes April 22, 2019**

**Location:** Solano County Board of Supervisors Chambers  
675 Texas Street, First Floor, Fairfield, CA 94533  
**Date:** Monday, April 22, 2019  
**Time:** 10:00 am – 12:00 pm (noon)

**Attendees:** Xavia Hendriksz, David Oro, Steve Sillen, Monica Brown, Bob Sampayan

**CALL TO ORDER – 10:03 am; roll call, quorum present**

**APPROVAL OF THE MINUTES FROM March 25, 2019**

Motion by Bob Sampayan to approve March 25, 2019 Minutes; Motion seconded by Xavia Hendriksz. March 25, 2019 Minutes approved.

**NO ITEMS FROM THE PUBLIC**

**ACTION ITEMS**

1. Determine dates for November and December meetings
  - Bob Sampayan moved to combine the November and December meetings into a single meeting to be held in November, Xavia Hendriksz seconded. The motion was carried.
  - Staff was asked to conduct a doodle poll for November dates.
2. Monica Brown proposed discussing the possibility of cancelling the July meeting at the May 2019 meeting.
3. The Board received clarification of the transition date for the Board Chair and alternate voting member.
  - The transition occurs in January 2020. Brad Wagenknecht will become the Chairperson; Solano County Member, Wally Pearce will become a voting member; and Xavia Hendriksz, will become a non-voting member.
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## REPORTS

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5. The third and final public hearing for the 4<sup>th</sup> year update of the Four-Year Area Plan is schedule for April 22, 2019, at 2:00 pm at the American Canyon Senior Center.
6. The AAA received the 2019-2020 contract with the California Department of Aging. The contract goes to the Solano Board of Supervisors for review and approval on May 7, 2019. Once approved the contract will be signed and submitted to the California Department of Aging.

## NO BOARD MEMBER COMMENTS

**MEETING ADJOURNED AT 10:31 am** to the next scheduled meeting of the Napa/Solano AAA Oversight Board, May 29, 2019, at the Napa County Board of Supervisors Chambers, 1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559.

Napa/Solano Area Agency on Aging Oversight Board  
Meeting Minutes May 29, 2019

Location: Napa County Board of Supervisors Chambers  
1195 3rd Street, Suite 310, Napa, CA 94559  
Date: Wednesday, May 29, 2019  
Time: 10:00 am – 12:00 pm (noon)

Attendees: Monica Brown, Xavia Hendriksz, Elizabeth Patterson, Steve Sillen,  
Heather Stanton, Brad Wagenknecht. Liz Alessio at 10:17 a.m.

Call to Order – 10:00 am; roll call, quorum present

### Action Items

- Minutes agendized to next meeting.
- Changes to Agenda  
No actions were taken due to agenda not being posted 72 hours in advance of the meeting.

### Reports

1. AAA Advisory Council members selected
  - a. Chair, Brenda Crawford, Solano
  - b. Vice Chair, Dane Reeves, Napa
  - c. Secretary, Susan Ensey, Napa
2. AAA staff presented a report indicated the service providers and service descriptions for 2019-2020. They are essentially the same service providers as are currently under contract, with the exception of Solano Pride Center, a new provider. Later this summer an RFP will be created for a Fall Prevention program. Funding has been set aside for Fall Prevention.
3. AAA staff presented a new "Service Units" pacing report. The report will be updated monthly and shared with the Oversight Board.
4. AAA staff submitted the contract and budget summary to California Department of Aging.
5. AAA staff discussed the RFP process for Napa Ombudsman
  - a. No qualified organizations applied. Staff reached out to local organizations directly and have tentatively selected a local organization to take on the service. The AAA is waiting for the organization to discuss with their Board and decide. Once the organization has committed, the Oversight Board will be informed of the recommendation.

- b. Joe Rodriguez of the California Department of Aging is working with the AAA staff to qualify the selected organization.
6. Julia Orr, Executive Director of Molly's Angels gave an overview of their organization and services provided.
- a. Transportation program – free medical transportation for seniors, disabled people, cancer patients to any medical or dental appointment needs.
  - b. Telephone Reassurance Program – friendly phone calls for check in
  - c. Food Redistribution Program – day old packaged food from Starbucks and pizza, redistribute to those in need
  - d. They have approximately 60 volunteers
7. Presentation by Epidemiologist Meileen Acosta, on the Senior Health Needs Assessment currently being administered in both Napa and Solano Counties.
- a. Provide a full picture of the health status in senior community in both counties, identify barriers and gaps in services that offer for seniors
  - b. Obtained community feedback from diverse groups.

Meeting adjourned at 11:32 am

## Proposed Addition to the Bylaws

### Oversight Board of the Napa/Solano Area Agency on Aging

April 2019

**Concern:**

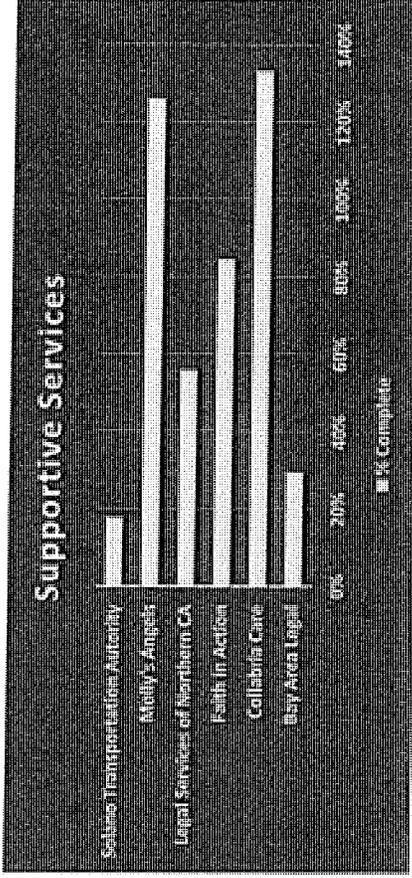
The Bylaws governing the Oversight Board of the Napa/Solano Area Agency on Aging (N/S AAA) do not address the possible conflict of interest or appearance of a conflict of interest should a member of the community who relates to an organization funded by the N/S AAA apply for a position on the Oversight Board. Therefore, it is recommended the following be adopted as part of the Bylaws governing the Oversight Board.

**Section 5. CONFLICTS OF INTEREST – additional paragraph**

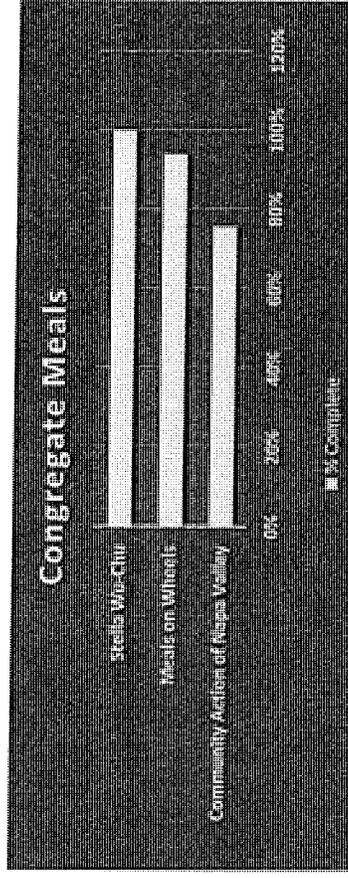
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NAPA SOLANO AREA AGENCY ON AGING  
 SERVICE UNITS PACING REPORT  
 01/01/2019 - 05/31/2019

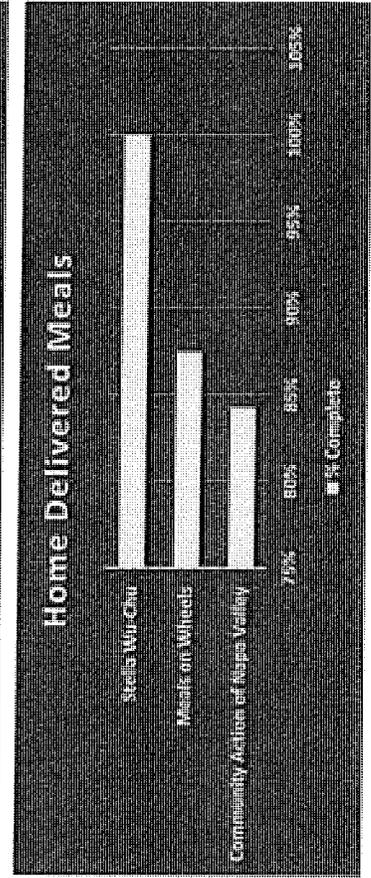
Supportive Services			
Contractors	Units Completed	Contract Goals	% Complete
Bay Area Legal	228	769	30%
Collabria Care	4,242	3,182	133%
Faith in Action	9,492	11,226	85%
Legal Services of Northern CA	679	1,214	56%
Molly's Angels	7,021	5,565	126%
Solano Transportation Authority	89	500	18%
<b>Grand Total</b>	<b>21,751</b>	<b>22,456</b>	<b>97%</b>



Congregate Meals			
Contractors	Units Completed	Contract Goals	% Complete
Community Action of Napa Valley	11,843	15,645	76%
Meals on Wheels	14,469	15,387	94%
Stella Wu-Chu	50	50	100%
<b>Grand Total</b>	<b>26,362</b>	<b>31,082</b>	<b>85%</b>

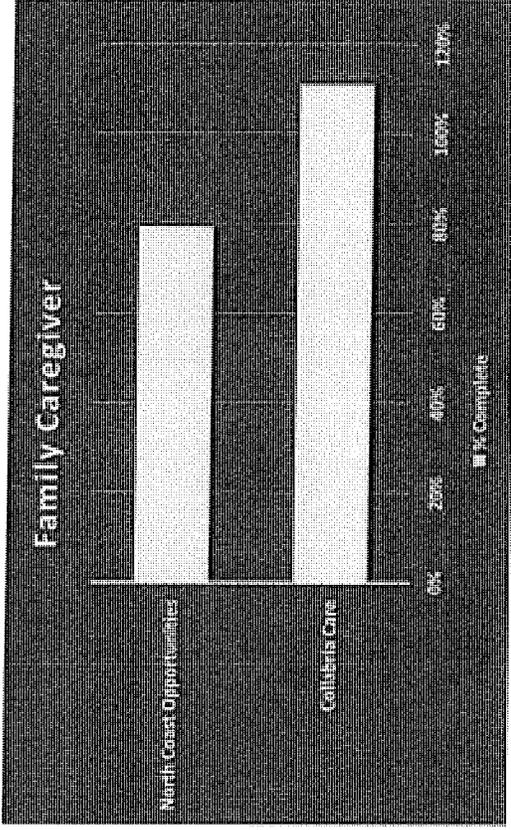


Home Delivered Meals			
Contractors	Units Completed	Contract Goals	% Complete
Community Action of Napa Valley	35,916	42,626	84%
Meals on Wheels	82,667	94,513	87%
Stella Wu-Chu	50	50	100%
<b>Grand Total</b>	<b>118,633</b>	<b>137,189</b>	<b>86%</b>

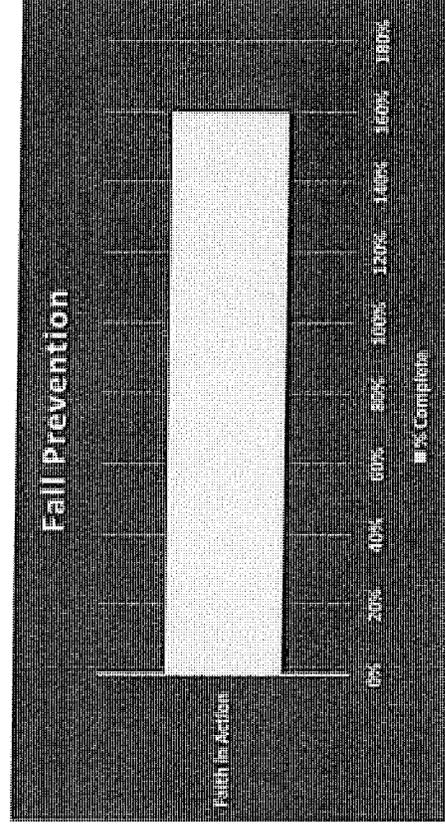


NAPA SOLANO AREA AGENCY ON AGING  
 SERVICE UNITS PACING REPORT  
 01/01/2019 - 05/31/2019

Contractors	Family Caregiver		
	Units Completed	Contract Goals	% Complete
Collabria Care	2,011	1,808	111%
North Coast Opportunities	605	761	80%
Grand Total	2,616	2,569	102%



Contractors	Fall Prevention		
	Units Completed	Contract Goals	% Complete
Faith in Action	80	50	160%
Grand Total	80	50	160%



Ombudsman Program activities are reported directly to the Office of State Ombudsman by Napa Ombudsman and Ombudsman Services of Contra Costa. Elder Abuse Prevention Program activities are reported on a quarterly basis by completing CDA 1037 Elder Abuse Prevention Quarterly Report. For FY 1819 third quarter, there are 350 educational and training sessions conducted by Napa Ombudsman. Choice in Aging and Alzheimer's Association are in the process of completing their data reporting for this time period.



# **PSA 28 NAPA/SOLANO AREA AGENCY ON AGING**

## **Title III C Nutrition Program Annual Monitoring**

**FY 2018/19**

**Nutrition Program Provider: Meals on Wheels of Solano County, Inc.**

**Program Review Date(s): 5/28/19**

**HDM Route Review Date(s): 5/28/19 Fairfield HDM Route #1**

**Congregate Site Review Date(s): 5/29/19 Rio Vista Site**

**Production Kitchen Review Date(s): 5/29/19**

**Exit Interview Date(s): 5/29/19**

**Documents Review Date(s): 6/7/19 & 6/13/19**

**Monitoring conducted by: Stella Wu-Chu, RD, MA, AAA Nutrition Program Consultant**

**Monitoring Report Date: 6/14/19**

**Follow Up Schedule: December 2019**

**Corrective Action Plan Due Date: 9/30/19**

### **Nutrition Program Annual Assessment and Monitoring Process:**

AAA Nutrition Program Consultant visit program and review documents listed below.

AAA Nutrition Program Consultant interview program staff and volunteers.

AAA Nutrition Program Consultant observes meal production kitchen, congregare and home-delivered meal safety/sanitation operations.

AAA Nutrition Program Consultant observes congregare and home-delivered meal program operations.

AAA Nutrition Program Consultant verifies congregare site signatures and HDM route sheets vs. meal count reported.

AAA Nutrition Program Consultant interview program participants.

AAA Nutrition Program Consultant conduct exit conference with responsible program staff.

### **Laws/Regulations/Standards:**

- Older Americans Act (OAA) 2016 Reauthorization
- Older Americans Act Regulations 45 CFR 1321
- California Code of Regulations (CCR) – Title 22, Division 1.8
- California Retail Food Code (CRFC) 2018
- California Welfare and Institutions Code (W&I)
- California Department of Aging Standard Agreement
- California Department of Aging Program Memo PM12-17 ENP Menu Planning
- Dietary Guidelines for Americans 2015-2020 (DGA)
- Occupational Safety and Health Administration (OSHA)
- Best Practices

## **Nutrition Program Documents Reviewed:**

1. Current Program Policies & Procedures containing:
  - a. Procurement policy and procedures
  - b. Inventory policy, procedures and records, including method to ensure FIFO is practiced
  - c. Cleaning policy for all kitchen, meal site and HDM facilities
  - d. Congregate meal site operation policies and procedures
  - e. Production kitchen operation policies and procedures
  - f. Home-delivered meal (HDM) assessments (initial comprehensive assessment and quarterly re-evaluation) policies and procedures e.g., eligibility, prioritization
  - g. HDM general policies and procedures on meal delivery
  - h. HDM welcome orientation information for new participants
  - i. Food borne illness policy and procedures
  - j. Food service employee/volunteer orientation training
  - k. Food Temperature control measures policy
  - l. Meal transport and delivery policy
  - m. Temperature logs for all food service equipment, meal service and deliveries, and dishwashing
  - n. Food Service Cost Control monthly report procedures
2. Food production schedule & delivery records for the last month
3. HDM Intake form, Initial assessment form, quarterly re-evaluation form and one route of participant record
4. HDM weekly temperature check of all routes for the last month
5. HDM quarterly route monitoring documentation (monitoring checklist and report) for this fiscal year
6. Congregate site participant intake form
7. Congregate site quarterly visit documentation (checklist and report) for this fiscal year
8. Congregate site SDS binders and training record
9. Congregate site OSHA, Fire and Labor Law compliance
10. Congregate site Donation and sign-in procedures
11. Congregate site HACCP, Food Safety/Sanitation documentations and procedures
12. Production kitchen quarterly monitoring documentation by Valley (monitoring checklist and report) for this fiscal year
13. Production kitchen procurement procedures and cost analysis documentations
14. Production kitchen HACCP, Food Safety/Sanitation documentations and procedures
15. Production kitchen SDS binders and training record
16. Production kitchen staff in-service training record
17. Menu and Menu substitution logs from beginning of fiscal year
18. Standardized recipes (i.e. current and reflect menus served), for all menu items
19. Current copy of AAA ENP Nutrition Program Operation Standards
20. Current copy of California Retail Food Code (Cal Code). You can download a copy from: <http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>
21. Copy of Title 22 Senior Nutrition Program regulations
22. Written Memorandum of Understanding (MOU) with community partner for meal sites located at senior centers or community centers, listing food service kitchen maintenance responsibilities
23. Cleaning schedule and operating procedures for all kitchen, meal site and HDM facilities/equipment
24. Copy of recent pest inspection for the last 3-months

25. SDS (Safety Data Sheet) materials and training documentation
26. Annual consumer satisfaction survey summary results and action steps for improvements
27. Annual program evaluation including achievements and areas of improvement for the following year
28. Current Food safety certification(s) for food service staff
29. Current R.D. registration or R.D. eligible certification - Central kitchen production and nutrition education
30. Latest Health permit and environmental health inspections for all kitchen and meal site facilities; inspections should be annual
31. Quarterly monitoring reports for kitchen, meal sites and HDM routes
32. Annual food service employee/volunteer training schedule (4 sessions a year)
33. Annual nutrition education topics and schedule (4 times a year per site and per HDM route)
34. Annual nutrition education needs assessment survey questionnaire and result
35. Food service employee/volunteer training schedule, attendance record and evaluation, 4 hours
36. Quarterly Nutrition education schedule and attendance record and evaluation, 4 times a year
37. Annual Nutrition Risk Screening Data
38. Food Allegan Information posted at site and on monthly menus
39. Employee handbook, including sections on training and personal hygiene requirements for food service workers
40. A sub-contractor contract/agreement for meal production, delivery, and/or other elements of the program operation –Open bid process documentation
  
41. Updated Program site list including central kitchen, congregate sites, HDM routes. Information listed shall include Location Address, Phone, Responsible Personnel, Operating days and time.
42. Meal sign-in sheets and monthly meal documentation & reports for the last month
43. Program Policies and Procedures on:
  - a. Program and meal eligibility for senior and non-seniors
  - b. Senior and non-senior participants sign in policies and procedures (include a sample)
  - c. Written donation policy and project income deposit records
  - d. HDM general policies and procedures on reservation, project income collection and other program-related issues
  - e. Agency's confidentiality policy concerning meal donation and client information.
  - f. Current job description for all program staff, including paid and volunteer
  - g. Participant awareness that refusal to provide personal data requested in the intake form will not result in denied services
  - h. A data collection system that ensures accuracy of service units reported
  - i. Outreach plan and activities to ensure participation of eligible persons in the community
  - j. Project council or site council to obtain participants' views about quality of program service
  - k. Grievance protocols
  
44. Verification of Elder abuse training along with original signatures of participants
45. Verification of OSHA training along with original signatures of participants
46. Verification on Emergency Protocol/Preparedness training along with original signatures of participants
47. Organizational chart

PROGRAM OUTCOMES			
Indicators	Goal	Actual Congregate	Actual HDM
1. Consumer Satisfaction Survey – Meal quality	75% satisfied ( <i>good or better</i> )	77%(last year) 76%(this year)	77%(last year) 90%(this year)
2. Consumer Satisfaction Survey – Meal quantity	75% satisfied ( <i>good or better</i> )	70%(last year) 80%(this year)	70%(last year) 84%(this year)
3. Consumer Satisfaction Survey – Service delivery by staff and/or volunteers	90% satisfied ( <i>yes always and sometimes</i> )	100%(last year) 90%(this year)	100%(last year) 98%(this year)
4. Consumer Satisfaction Survey – improved health due to the meals and nutrition/health information	75% satisfied ( <i>significant or somewhat</i> )	92%(last year) 64%(this year)	91%(last year) 82%(this year)
5. Consumer Satisfaction Survey – increased socialization access	75% increase (significant or somewhat)	82%(last year) 70%(this year)	75%(last year) 70%(this year)
6. Consumer Satisfaction Survey – increased access to nutritious foods	75% increase (significant or somewhat)	82%(last year) 71%(this year)	54%(last year) 84%(this year)
6. Contractor provided safe meal service to participants as measured by incidence of food borne illness.	Zero incidence	0	0
7. Participants' nutrition risk score: Low (0-2) Moderate (3-5) High (6+)	50% moderate to high risk	52% (last year) 52% (this year)	64%(last year) 66%(this year)

### Program Highlights and Summaries:

As of March 2019, 9 months into the fiscal year, meal data show the program is at 82% contract level for congregate meal program (23,080 meals contracted vs. 18,888 meals served) and at 71% contract level for home-delivered meal program (141,765 meals contracted vs. 101,493 meals served).

Meals on Wheels of Solano County, Inc. (MOWSCI) staff members regularly attended meetings organized by Active Aging in Solano and Senior Coalition to promote the senior nutrition program. The agency continued to collaborate with community organizations such as PEAS, APS, Choice in Aging, Grandparent GOGO, Faith in Action, and Strive to be Healthy, coordinating services for program participants and referring clients to the program. It also conducted extensive outreach activities at various senior communities and senior apartment complexes.

MOWSCI previously contracted with Sutter Solano Medical Center to provide home-delivered-meals, and when it later expanded to include congregate meal services, it brought the central kitchen operation in house. In July 2016, MOWSCI and its counterpart in Napa County, Community Action of Napa Valley (CANV), jointly entered into a 3-year contract with a third party food service company, Valley Services Inc. (Valley), to manage the kitchen located adjacent to MOWSCI's main office in Suisun. Services provided by Valley include meals production and packaging, nutrition education provision to program participants and food service in-service training to program staff. The contract agreement terms and conditions stipulate that the food service contract will automatically renew for an additional two years and will end on June 30, 2021. A formal process to solicit the service contract through a competitive open bidding procedure was not conducted in 2016. However, informal verbal solicitation was applied by contacting a number of foodservice companies that have provided services to senior nutrition programs, such as Bateman, Elior, Valley, and Revolution Foods. A formal open bid process shall be implemented in 2021 to solicit a third party foodservice company, if the agency intends to develop a sub-contract for food service production management.

Beginning April 2019, the agency launched a 2-meal program by adding a snack bag to each meal, providing 2/3 RDA for each participant. In addition, it held two pet food drives at PetSmart in Vacaville and Fairfield this fiscal year.

The agency has maintained consistent staffing and experienced minimum personnel turnover. It added a couple of positions this year to help facilitate all required program activities and to assist in service expansion undertakings that include emergency meals, daily second meals, and supplemental pet food and flea medicine.

For fiscal year 2019/20, the agency plans to : 1) expand its pet food drive to include Petco and PetClub; 2) implement a web-based meal delivery software system, ServTracker, to manage meal and client data for both home-delivery and congregate programs; and 3) form a site council at each congregate site and hold monthly meetings to obtain participants' views about the program. The council representative will serve as liaison between participants and staff, and will attend the annual staff training.

The program operation and central kitchen production was, in large part, in compliance with the above cited laws and regulations. The program has corrected all findings cited in last fiscal year's AAA annual monitoring report and this fiscal year's AAA congregate site visit notes for all congregate sites excluding the Rio Vista site. The Rio Vista site was included in this annual monitoring. The operation at the site was in compliance with all pertinent laws and regulations. The Fairfield HDM route inspection demonstrated that all required standards were followed by the volunteer driver. All clients interviewed were pleased with the program and quality of meals, and were eligible to receive HDM services.

The agency submitted required documentation in a timely manner and cooperated in correcting findings noted by AAA nutrition consultant. The reports included monthly food service cost control report, cycle menus, monthly menus, monthly serving suggestions sheet, quarterly self-inspection report, quarterly nutrition education report, and quarterly/annual food service in-service training report.

Nutrition education topics conducted at congregate sites and materials distributed to HDM participants this year (by Valley RD as part of the sub-contract with Valley):

- Food Safety and Prevention of Food Borne Illness (August 2018)
- HACCP principles and accident prevention (October 2018)
- Fire safety , first aid and choking (January 2019)
- Earthquake preparedness (April 2019)

Staff Annual In-Service training topics conducted for all paid staff members, including site managers, volunteer coordinators this year on 4/30/19, by Serve Safe Train-the-Traine and Ombudsman Services of Contra Costa:

- Elder Abuse Awareness and Prevention
- Food Safety and Sanitation
- Safety Data Sheet
- HACCP
- Time and Temperature Standards

Volunteer training topics conducted at congregate sites and for all HDM routes this year:

- Food Safety (July 2010)
- Confidentiality training by APS (October 2018)
- Emergency Evacuation Planning (January 2019)
- Stroke, Heart Disease, Falls Prevention (March 2019)
- CPR Training (June 2019)

Monthly driver training topics conducted for all paid drivers this year:

- Food Safety
- Van Maintenance and Cleanliness
- Slow Moving Vehicles
- Emergency Vehicle and EMS
- Aggressive Driving
- Winter Safe Driving Tips
- Sharing the Road
- School Bus Safety
- Bikes, Wheel, and Sports Safety
- Distracted Driving
- Drowsy Driving and Fatigue
- Railroad Crossing Safety

### **Recommendations and Due Date:**

1. To conduct a nutrition education needs assessment and submit the results to AAA Nutrition Consultant by 7/31/19.

2. To develop a nutrition education plan for fiscal year 2019/20, by 7/31/19.
3. To develop a food service in-service training program for fiscal year 2019/20, for staff, congregate site volunteers, and HDM drivers/volunteers, by 7/31/19.
4. To ensure that Valley Services, Inc. obtain training evaluation from kitchen staff receiving in-service training, by 7/31/19.
5. To ensure that Valley Services, Inc. develop a cleaning schedule and pertinent cleaning procedures for all kitchen areas and equipment, by 7/31/19. The kitchen did not maintain a cleaning schedule.
6. To ensure that Valley Services, Inc. update the SDS binder with current SDS sheets for chemicals used in the kitchen, and provide annual training to all kitchen staff, by 9/15/19. Training must be documented and included in the SDS binder.
7. To ensure that Valley Services, Inc. store all foods and meal carriers 6 inches above the floor, by 7/31/19. It was observed some of the carriers were stored directly on the floor.



# **PSA 28 NAPA/SOLANO AREA AGENCY ON AGING**

## **Title III C Nutrition Program Annual Monitoring**

**FY 2018/19**

**Nutrition Program Provider: Community Action of Napa Valley**

**Program Review Date(s): 5/31/19**

**HDM Route Review Date(s): 5/31/19 Napa HDM Route #6**

**Congregate Site Review Date(s): 5/31/19 Napa New Life Tabernacle, 2625 First Street, Napa**

**Production Kitchen Review Date(s): 5/30/19**

**Exit Interview Date(s): 5/31/19**

**Documents Review Date(s): 6/8/19 & 6/13/19**

**Monitoring conducted by: Stella Wu-Chu, RD, MA, AAA Nutrition Program Consultant**

**Monitoring Report Date: 6/15/19**

**Follow Up Schedule: December 2019**

**Corrective Action Plan Due Date: 9/30/19**

### **Nutrition Program Annual Assessment and Monitoring Process:**

AAA Nutrition Program Consultant visit program and review documents listed below.

AAA Nutrition Program Consultant interview program staff and volunteers.

AAA Nutrition Program Consultant observes meal production kitchen, congregate and home-delivered meal safety/sanitation operations.

AAA Nutrition Program Consultant observes congregate and home-delivered meal program operations.

AAA Nutrition Program Consultant verifies congregate site signatures and HDM route sheets vs. meal count reported.

AAA Nutrition Program Consultant interview program participants.

AAA Nutrition Program Consultant conduct exit conference with responsible program staff.

### **Laws/Regulations/Standards:**

- Older Americans Act (OAA) 2016 Reauthorization
- Older Americans Act Regulations 45 CFR 1321
- California Code of Regulations (CCR) – Title 22, Division 1.8
- California Retail Food Code (CRFC) 2018
- California Welfare and Institutions Code (W&I)
- California Department of Aging Standard Agreement
- California Department of Aging Program Memo PM12-17 ENP Menu Planning
- Dietary Guidelines for Americans 2015-2020 (DGA)
- Occupational Safety and Health Administration (OSHA)

- Best Practices

### **Nutrition Program Documents Reviewed:**

1. Current Program Policies & Procedures containing:
  - a. Procurement policy and procedures
  - b. Inventory policy, procedures and records, including method to ensure FIFO is practiced
  - c. Cleaning policy for all kitchen, meal site and HDM facilities
  - d. Congregate meal site operation policies and procedures
  - e. Production kitchen operation policies and procedures
  - f. Home-delivered meal (HDM) assessments (initial comprehensive assessment and quarterly re-evaluation) policies and procedures e.g., eligibility, prioritization
  - g. HDM general policies and procedures on meal delivery
  - h. HDM welcome orientation information for new participants
  - i. Food borne illness policy and procedures
  - j. Food service employee/volunteer orientation training
  - k. Food Temperature control measures policy
  - l. Meal transport and delivery policy
  - m. Temperature logs for all food service equipment, meal service and deliveries, and dishwashing
  - n. Food Service Cost Control monthly report procedures
2. Food production schedule & delivery records for the last month
3. HDM Intake form, Initial assessment form, quarterly re-evaluation form and one route of participant record
4. HDM weekly temperature check of all routes for the last month
5. HDM quarterly route monitoring documentation (monitoring checklist and report) for this fiscal year
6. Congregate site participant intake form
7. Congregate site quarterly visit documentation (checklist and report) for this fiscal year
8. Congregate site SDS binders and training record
9. Congregate site OSHA, Fire and Labor Law compliance
10. Congregate site Donation and sign-in procedures
11. Congregate site HACCP, Food Safety/Sanitation documentations and procedures
12. Production kitchen quarterly monitoring documentation by Valley (monitoring checklist and report) for this fiscal year
13. Production kitchen procurement procedures and cost analysis documentations
14. Production kitchen HACCP, Food Safety/Sanitation documentations and procedures
15. Production kitchen SDS binders and training record
16. Production kitchen staff in-service training record
17. Menu and Menu substitution logs from beginning of fiscal year
18. Standardized recipes (i.e. current and reflect menus served), for all menu items
19. Current copy of AAA ENP Nutrition Program Operation Standards
20. Current copy of California Retail Food Code (Cal Code). You can download a copy from: <http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>
21. Copy of Title 22 Senior Nutrition Program regulations
22. Written Memorandum of Understanding (MOU) with community partner for meal sites located at senior centers or community centers, listing food service kitchen maintenance responsibilities

23. Cleaning schedule and operating procedures for all kitchen, meal site and HDM facilities/equipment
24. Copy of recent pest inspection for the last 3-months
25. SDS (Safety Data Sheet) materials and training documentation
26. Annual consumer satisfaction survey summary results and action steps for improvements
27. Annual program evaluation including achievements and areas of improvement for the following year
28. Current Food safety certification(s) for food service staff
29. Current R.D. registration or R.D. eligible certification - Central kitchen production and nutrition education
30. Latest Health permit and environmental health inspections for all kitchen and meal site facilities; inspections should be annual
31. Quarterly monitoring reports for kitchen, meal sites and HDM routes
32. Annual food service employee/volunteer training schedule (4 sessions a year)
33. Annual nutrition education topics and schedule (4 times a year per site and per HDM route)
34. Annual nutrition education needs assessment survey questionnaire and result
35. Food service employee/volunteer training schedule, attendance record and evaluation, 4 hours
36. Quarterly Nutrition education schedule and attendance record and evaluation, 4 times a year
37. Annual Nutrition Risk Screening Data
38. Food Allegan Information posted at site and on monthly menus
39. Employee handbook, including sections on training and personal hygiene requirements for food service workers
40. A sub-contractor contract/agreement for meal production, delivery, and/or other elements of the program operation –Open bid process documentation
41. Updated Program site list including central kitchen, congregate sites, HDM routes. Information listed shall include Location Address, Phone, Responsible Personnel, Operating days and time.
42. Meal sign-in sheets and monthly meal documentation & reports for the last month
43. Program Policies and Procedures on:
  - a. Program and meal eligibility for senior and non-seniors
  - b. Senior and non-senior participants sign in policies and procedures (include a sample)
  - c. Written donation policy and project income deposit records
  - d. HDM general policies and procedures on reservation, project income collection and other program-related issues
  - e. Agency's confidentiality policy concerning meal donation and client information.
  - f. Current job description for all program staff, including paid and volunteer
  - g. Participant awareness that refusal to provide personal data requested in the intake form will not result in denied services
  - h. A data collection system that ensures accuracy of service units reported
  - i. Outreach plan and activities to ensure participation of eligible persons in the community
  - j. Project council or site council to obtain participants' views about quality of program service
  - k. Grievance protocols
44. Verification of Elder abuse training along with original signatures of participants
45. Verification of OSHA training along with original signatures of participants

46. Verification on Emergency Protocol/Preparedness training along with original signatures of participants  
 47. Organizational chart

PROGRAM OUTCOMES			
Indicators	Goal	Actual Congregate	Actual HDM
1. Consumer Satisfaction Survey – Meal quality	75% satisfied ( <i>good or better</i> )	66%(last year) 86%(this year)	85%(last year) 73%(this year)
2. Consumer Satisfaction Survey – Meal quantity	75% satisfied ( <i>good or better</i> )	90%(last year) 93%(this year)	95%(last year) 97%(this year)
3. Consumer Satisfaction Survey – Service delivery by staff and/or volunteers	90% satisfied ( <i>yes always and sometimes</i> )	98%(last year) 98%(this year)	100%(last year) 99%(this year)
4. Consumer Satisfaction Survey – improved health due to the meals and nutrition/health information	75% satisfied ( <i>significant or somewhat</i> )	83%(last year) 82%(this year)	77%(last year) 72%(this year)
5. Consumer Satisfaction Survey – increased socialization access	75% increase (significant or somewhat)	79%(last year) 86%(this year)	71%(last year) 73%(this year)
6. Consumer Satisfaction Survey – increased access to nutritious foods	75% increase (significant or somewhat)	74%(last year) 91%(this year)	86%(last year) 79%(this year)
6. Contractor provided safe meal service to participants as measured by incidence of food borne illness.	Zero incidence	0	0
7. Participants' nutrition risk score: Low (0-2) Moderate (3-5) High (6+)	50% moderate to high risk	75% (last year) 50% (this year)	86%(last year) 65%(this year)

### Program Summaries:

As of March 2019, 9 months of meal data show the program is at 83% contract level for congregate meal program (23,168 meals contracted vs. 19,192 meals served) and at 118% contract level for

home-delivered meal program (63,039 meals contracted vs. 74,244 meals served). Combined, the agency served 8% more meals than contracted (86,207 meals contracted vs. 93,430 meals served).

Community Action of Napa Valley (CANV) has historically sub-contracted its meal production services to third party food service companies or establishments. In July 2016, CANV joined Meals on Wheels of Solano County, Inc. (MOWSCI) in a 3-year contract agreement with Valley Services Inc., to manage the kitchen, produce meals, and provide nutrition education to program participants and food service in-service training to program staff. This contract will automatically renew for an additional two years and will end on June 30, 2021. A formal process to solicit the service contract through a competitive open bidding procedure was not conducted in 2016. A formal open bid process shall be implemented in 2021 to solicit a third party foodservice company.

The program has engaged in extensive fund-raising activities throughout the Napa county and regularly conducted presentations at various organizations that provide services to seniors and adults with disabilities. Its Executive Director and Program Director of Senior Nutrition are active in Napa's community-based systems of care planning. Key staff members are represented on committees such as Senior Advisory Commission, the County of Napa Commission on Aging, the Healthy Aging Population Initiative, the national Meals on Wheels Association, and the Community Action Association. CANV collaborated with the Jameson Animal Rescue Ranch Paws on Wheels program to assist in rescuing pets or providing foods to them. The agency partnered with Pacific Union College to develop the Wellness on Wheels program which assists in monitoring and improving the health and well-being of eligible HDM clients.

A strategic plan is in place for the next fiscal year to expand services in underserved areas such as Lake Berryessa, Calistoga, and Angwin. The agency is in the process of recruiting volunteers from these areas to deliver meals to homebound individuals, and securing a food establishment in the Lake Berryessa area to provide meals to seniors residing in that region. The agency is currently conducting a feasibility study on the provision of ethnic meals to Hispanic population which is on the rise in Napa Valley and accounts for about 30% of the senior population over the age of 55.

Last year, the agency instituted a site council at each congregate site, named Bright Idea Council, comprising of participants, staff, and volunteers. It met daily for about 15 minutes to evaluate the program, provide constructive feedback about the meal service, and share ideas. It also developed strategies and plans to launch and/or manage special projects to enhance meal site activities to better serve the participants' needs. One of the projects that the Bright Idea Council recommended was the provision of emergency backpacks and a 3-day shelf-stable meal packet for all program participants.

The program operation was in compliance with most of the above cited laws and regulations. It has corrected all findings cited in last fiscal year's AAA annual monitoring report and this fiscal year's AAA congregate site visit notes at all congregate sites. The Napa site at New Life Tabernacle was revisited in this monitoring visit to follow up on the previous cited findings. All noted findings were corrected. This site was very spacious and welcoming. The site manager, ably assisted by many regular and longtime volunteers, was knowledgeable about all program requirements. The site operation was in compliance with all pertinent laws and regulations. The Napa City HDM route inspection conducted during this annual monitoring revealed all required standards were diligently followed. HDM recipients interviewed were homebound and eligible to receive the service. Program participants were pleased with the meal quality and quantity, and appreciative of assistance received from program personnel.

Nutrition education topics conducted at congregate sites and materials distributed to HDM participants this year (by Valley RD as part of the sub-contract with Valley):

- Food Safety and Prevention of Food Borne Illness (August 2018)
- HACCP Principles and Accident Prevention (October 2018)
- Fire Safety, First Aid and Choking (January 2019)
- Earthquake Preparedness (April 2019)

Staff In-Service training topics conducted for all paid staff members, including site managers and volunteer coordinators this year:

- Temperatures and Calibrating Thermometers (July 2018)
- Food Allergies, Reactions and Responses (October 2018)
- Cleaning and Sanitizing (January 2019)
- Prevent Cross-Contamination (April 2019)

Volunteer training topics conducted at congregate sites and for all HDM routes this year:

- Seven Food Safety Steps (August 2018)
- Allergies and Food Safety (October 2018)
- Basics for Handling Food Safely (January 2019)
- Food Safety Tips For Home Delivery (April 2019)

### **Recommendations and Due Date:**

1. To conduct a nutrition education needs assessment and submit the results to AAA Nutrition Consultant and Valley Dietitian, by 7/31/19.
2. To develop a nutrition education plan based on the needs assessment for fiscal year 2019/20, by 7/31/19.
3. To develop a food service in-service training program for fiscal year 2019/20, for staff, congregate site volunteers, and HDM drivers/volunteers, by 7/30/19.
4. To obtain training evaluations from volunteers receiving training, by 9/30/19.
5. To conduct and document HDM cold item temperatures on a weekly basis for HDM routes in American Canyon, Yountville, St. Helena, and Calistoga, by 6/30/19.
6. To conduct and document elder abuse training, by 11/30/19



**Funding Streams**  
*Understanding the Alphabet Soup*

Napa/Solano  
Area Agency on  
Aging



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Older Americans Act -- 1968

- ▶ Title III - State and Community Aging Pgms
- ▶ Title V - Community Service Employment
- ▶ Title VI - Native Americans
- ▶ VII - Vulnerable Elder Rights

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TITLE III Programs

- ▶ B - Supportive Services
- ▶ C - Nutrition
- ▶ D - Disease Prevention/Health Promotion
- ▶ E - Family Caregiver

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Funding Categories - Title III

TITLE B - SUPPORT	TITLE C -- NUTRITION	TITLE D - DISEASE PREVENTION	TITLE E - FAMILY CAREGIVING
<ul style="list-style-type: none"> <li>· Transportation</li> <li>· Information and Assistance (I&amp;A)</li> <li>· Visiting/Phone</li> <li>· Chore Registry</li> <li>· <b>Housing</b></li> <li>· Legal</li> </ul>	<ul style="list-style-type: none"> <li>· Home Delivered</li> <li>· Congregate</li> </ul>	<ul style="list-style-type: none"> <li>· Falls</li> <li>· Medication</li> <li>· Depression</li> <li>· Arthritis</li> <li>· Diabetes</li> <li>· Care Transitions</li> <li>· Stress Reduction</li> </ul>	<ul style="list-style-type: none"> <li>· Respite</li> <li>· Registry</li> <li>· Case Management</li> <li>· Supportive Svc</li> </ul>

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IIIB Service providers -- \$550,000/20%  
*Support Services*

<ul style="list-style-type: none"> <li>➤ Bay Area Legal Aid</li> <li>➤ Collabria Care</li> <li>➤ Faith In Action</li> <li>➤ Legal Services of N. CA</li> </ul>	<ul style="list-style-type: none"> <li>➤ Molly's Angels</li> <li>➤ Solano Transportation</li> <li>➤ Solano Pride Center</li> <li>➤ TBD -- Fall Prevention</li> </ul>
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IIIC Service Providers -- \$1,350,000/50%  
*Senior Nutrition*

<ul style="list-style-type: none"> <li>➤ Community Action of Napa Valley</li> <li>➤ Meals on Wheels Solano County</li> <li>➤ Stella WuChu</li> </ul>
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III D Service providers -- \$39,000/1%  
*Disease Prevention*

- Faith In Action
- TBD

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III E Service Providers -- \$245,000/9%  
*Family Caregiver Support*

- Collabria Care
- Choice in Aging
- Redwood Caregivers
- Alzheimer's Association

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VII Service Providers -- \$321,000/12%  
*Ombudsman Services*

- Ombudsman of Contra Costa and Solano
- TBD for Napa

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**Funding Streams**  
*Understanding the Alphabet Soup*

Napa/Solano  
Area Agency on  
Aging



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# TEMPORARY VISITOR PARKING PERMIT

If you are parking in Solano County parking lots, you must display this card, with this side facing up, in your front driver's side windshield. Failure to display this card may result in you receiving a parking citation.

VISITOR ELIGIBLE TO PARK BEYOND THE TWO HOUR LIMIT IN  
SOLANO COUNTY VISITOR PARKING ON THE DATE(S) LISTED BELOW

DATE(S): June 24, 2019

CONTACT/PHONE: Elaine Clark, 707/784-8792

ISSUING DEPARTMENT: ODAS -- Area Agency on Aging



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## **OVERSIGHT BOARD MEETING**

**MONDAY, August 26, 2019**

**10:00 am to 12:00 pm (noon)**

**Solano Board of Supervisors Chamber**

**675 Texas Street, Fairfield, CA 94533**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### **Agenda**

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES FROM June 24, 2019 -- Attached**

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive report on the Senior Needs Assessment – Solano Epidemiologist Team
2. Receive a report on the Fiscal Year-End Closeout and 2019-2020 budget – Jay Peno -- **Attached**
3. Receive an update on the Advisory Council On Aging (ACOA) suggested appointees – Elaine Clark -- **Attached**
  - A. Napa: Mary Kaufmann, Brenda Burke
  - B. Solano: Verneal Brumfield
4. Receive update on Napa Ombudsman program – Elaine Clark
5. Receive update on Fall Prevention RFP -- Elaine Clark
6. Receive Oversight Board Resource Guide – Elaine Clark

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action.

1. Vote to affirm the Advisory Council of Aging Bylaws – Monica Brown -- **Attached**

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. September 23, 2019  
10am – noon in Napa County, Board of Supervisors Chambers, 1195 3<sup>rd</sup> Street, Napa, CA 94559.



A Tradition of Stewardship  
A Commitment to Service

## NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533

(707) 784-8960

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## Napa/Solano Area Agency on Aging Oversight Board

### Meeting Minutes June 25, 2019

Location: Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield, CA 94533

Date: Tuesday, June 25, 2019

Time: 10:00 am – 12:00 pm (noon)

Attendees: Monica Brown, Elizabeth Patterson, Steve Sillen, Ryan Gregory, Xavia Hendriksz, Liz Alessio, Heather Stanton, Joyce Goodwin, Elaine Clark

Call to Order – 10:07 am; roll call, quorum present

#### Action Items

- Oversight Board November Meeting moved to November 14, 2019, in Napa; no meeting in December.  
Moved, Seconded, and approved
- Proposed amendment to Bylaws  
Moved, Seconded, and approved
- Cancel July 22<sup>nd</sup> Oversight Board Meeting  
Moved, seconded, approved

#### Reports

1. Update on Advisory Council on Aging by Elaine Clark: 2 openings in Napa County and 2 in Solano County; committees created, and initial meetings held. Steve Sillen expressed concern about the legality of one of the Solano County ACOA members who had been asked to resign. Dan Wolk commented that the process was legal.
2. Service Unit pacing report submitted by Elaine Clark. Discussion concerning holding service providers accountable to contracted units. Clark and Bela Matyas agreed and explained that contracts include many points of accountability.
3. Annual Nutrition Services Monitoring reports presented by Elaine Clark. Generally, contractors are providing adequate services.
4. Napa Ombudsman search update provided by Elaine Clark. Talking with a provider and the State Ombudsman to determine possible provider. PSA4 Greater Sacramento has agreed to continue providing service oversight for up to 3 months while a provider is finalized.



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5. Older American Act Funding Sources presentation by Elaine Clark
6. Solano Transportation Authority, Concierge Service using GoGo Grandparents presentation by Debbie McQuilkin, STA.

**Board Member Comments**

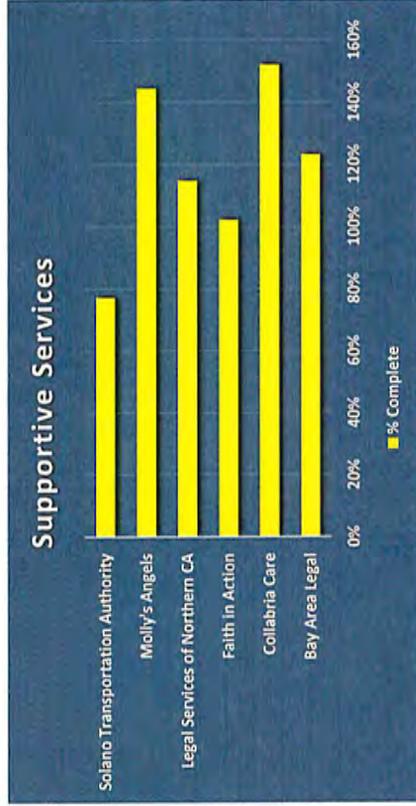
- Monica Brown went to the Benicia Senior Center and ate with her folks and she ate everything as a picky eater.

Meeting adjourned at 10:21 am

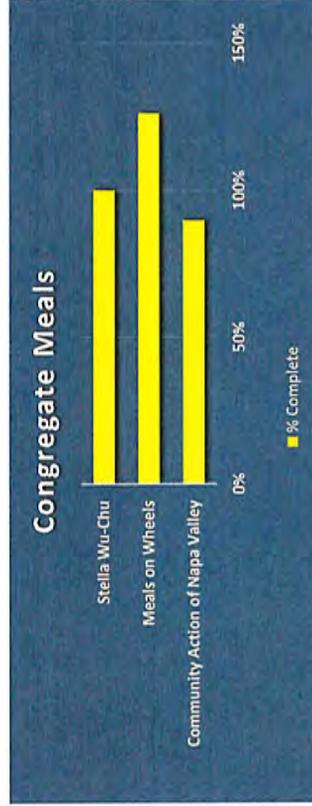
Next Meeting on August 26, 2019, Fairfield Board of Supervisors Chambers.

NAPA SOLANO AREA AGENCY ON AGING (NSAAA)  
 FY18/19 SERVICE UNITS CLOSEOUT REPORT  
 01/01/2019 - 06/30/2019

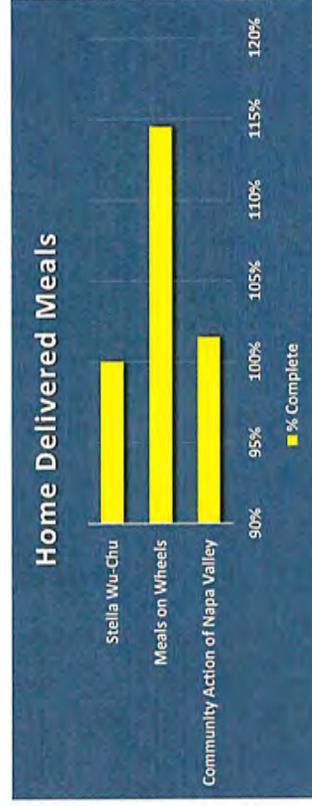
Contractors	Supportive Services		
	Units Completed	Contract Goals	% Complete
Bay Area Legal	474	385	123%
Collabria Care	4,840	3,182	152%
Faith in Action	11,464	11,226	102%
Legal Services of Northern CA	1,394	1,214	115%
Molly's Angels	8,039	5,565	144%
Solano Transportation Authority	386	500	77%
<b>Grand Total</b>	<b>26,597</b>	<b>22,072</b>	<b>121%</b>



Contractors	Congregate Meals		
	Units Completed	Contract Goals	% Complete
Community Action of Napa Valley	14,035	15,645	90%
Meals on Wheels	19,430	15,387	126%
Stella Wu-Chu	50	50	100%
<b>Grand Total</b>	<b>33,515</b>	<b>31,082</b>	<b>108%</b>

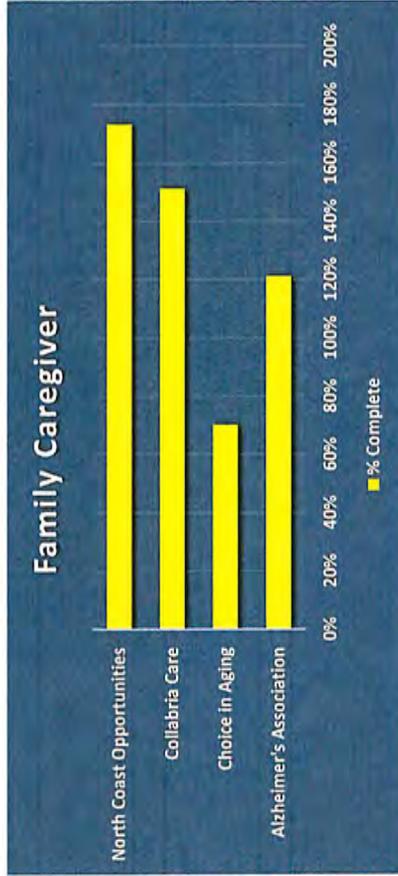


Contractors	Home Delivered Meals		
	Units Completed	Contract Goals	% Complete
Community Action of Napa Valley	43,279	42,626	102%
Meals on Wheels	108,246	94,513	115%
Stella Wu-Chu	50	50	100%
<b>Grand Total</b>	<b>151,575</b>	<b>137,189</b>	<b>110%</b>



NAPA SOLANO AREA AGENCY ON AGING (NSAAA)  
 FY18/19 SERVICE UNITS CLOSEOUT REPORT  
 01/01/2019 - 06/30/2019

Contractors	Family Caregiver		
	Units Completed	Contract Goals	% Complete
Alzheimer's Association	506	418	121%
Choice in Aging	1,256	1,790	70%
Collabria Care	2,736	1,808	151%
North Coast Opportunities	1,319	761	173%
Grand Total	5,817	4,777	122%



Contractors	Fall Prevention		
	Units Completed	Contract Goals	% Complete
Faith in Action	149	50	298%
Grand Total	149	50	298%



**Notes:**  
 Ombudsman Program activities are reported directly to the Office of State Ombudsman by Napa Ombudsman and Ombudsman Services of Contra Costa. Elder Abuse Prevention Program activities are reported on a quarterly basis by completing CDA 1037 Elder Abuse Prevention Quarterly Report. For FY 1819, there is a total of 750 educational and training sessions conducted by Napa Ombudsman.

**PLANNING AND SERVICE AREA (PSA) 28**  
**NAPA/SOLANO AREA AGENCY ON AGING**  
**FY 2018/19 CLOSEOUT - AP-1819-28**

**A. TOTAL FEDERAL & STATE FUNDING INCLUDING FUNDS REMAINING AT CLOSEOUT**

	Supportive Services		Congregate Nutrition		Home-Delivered Meals		Disease Prevention		Family Caregiver		Elder Abuse		Admin		Total
	Ombudsman	Services	Nutrition	Meals	Prevention	Meals	Prevention	Caregiver	Abuse	Admin	Abuse	Admin	Total		
Updated Baseline (Inc. Transfers)	\$ 318,408	\$ 162,192	\$ 260,225	\$ 502,690	\$ 22,843	\$ 228,565	\$ 2,517	\$ 231,044	\$ 231,044	\$ 231,044	\$ 231,044	\$ 231,044	\$ 231,044	1,728,484	
One Time Only (OTO)	29,495	842	33,027	4,164	4,001	22,806	540	-	540	-	-	-	-	94,875	
Total Funding - AP1819-28	\$ 347,903	\$ 163,034	\$ 293,252	\$ 506,854	\$ 26,844	\$ 251,371	\$ 3,057	\$ 231,044	\$ 231,044	\$ 231,044	\$ 231,044	\$ 231,044	\$ 231,044	1,823,359	
Actual Expenditures	321,184	161,843	286,332	506,154	19,557	251,371	793	160,167	160,167	160,167	160,167	160,167	160,167	1,707,401	
Unexpended Funds	\$ 26,719	\$ 1,191	\$ 6,920	\$ 700	\$ 7,287	\$ -	\$ 2,264	\$ 70,877	\$ 70,877	\$ 70,877	\$ 70,877	\$ 70,877	\$ 70,877	115,958	

**AP1819-28 Actual Expenditures**  
**(By Service Type)**



**B. ACTUAL EXPENDITURES BY SERVICE AREA**

Service Area	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered		Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
				Meals	Meals						
Napa	\$ 159,825	\$ 75,216	\$ 78,751	\$ 134,339	\$ -	\$ 136,442	\$ 793	\$ -	\$ 585,366	34.28%	
Solano	161,359	86,627	207,581	371,815	-	114,929	-	-	942,311	55.19%	
Both	-	-	-	-	19,557	-	-	160,167	179,724	10.53%	
<b>Total</b>	<b>\$ 321,184</b>	<b>\$ 161,843</b>	<b>\$ 286,332</b>	<b>\$ 506,154</b>	<b>\$ 19,557</b>	<b>\$ 251,371</b>	<b>\$ 793</b>	<b>\$ 160,167</b>	<b>\$ 1,707,401</b>	<b>100.00%</b>	

**Contracts Serving Napa or Solano**

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties *		Total	%
	Amount	%	Amount	%		
Napa	\$ 585,366	38.32%	\$ 47,645	26.51%	\$ 633,011	37.07%
Solano	942,311	61.68%	132,079	73.49%	1,074,390	62.93%
<b>Total</b>	<b>\$ 1,527,677</b>	<b>100.00%</b>	<b>\$ 179,724</b>	<b>100.00%</b>	<b>\$ 1,707,401</b>	<b>100.00%</b>

**FY18/19 Closeout - Funding Utilization**

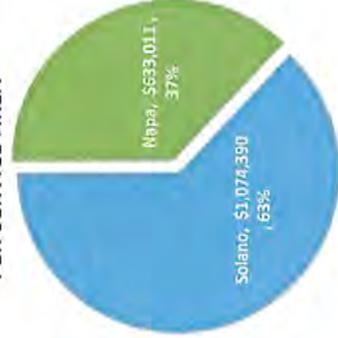
Funds Rec'd	1,823,359
Actual Exp	1,707,401
% Expended	94%
% Unexpended	6%

\* Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging

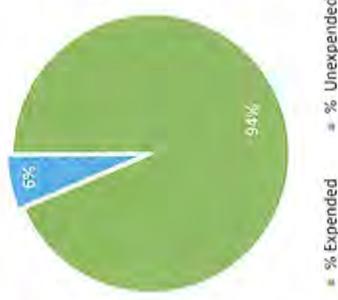
County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
<b>Total</b>	<b>136,051</b>	<b>100.00%</b>



**CONTRACT FUNDING PER SERVICE AREA**



**FY18/19 Funding Utilization %**



C. CONTRACT/ADMINISTRATION EXPENDITURES

Provider	Service Area	Total Budget	Actual Expenditures	Unexpended Funds	Services
Northern CA and Northern NV Alzheimer's Association	Solano	23,400	23,400	-	Family Caregiver
Bay Area Legal Aid	Napa	31,529	31,529	-	Supportive Services: Legal Services
Collabria Care	Napa	164,321	164,321	-	Supportive Services: Information and Assistance, Outreach, Registry, Case Management Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Community Action of Napa Valley	Napa	213,090	213,090	-	Congregate Meals and Nutrition Education, Home Delivered Meals and Nutrition Education
Faith in Action	Both	22,836	19,557	3,279	Disease Prevention
Faith in Action	Solano	65,732	39,611	26,121	Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Choice in Aging	Solano	91,529	91,529	-	Family Caregiver
Legal Services of Northern California	Solano	47,346	47,346	-	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	586,316	579,396	6,920	Congregate Meals, Home Delivered Meals
Molly's Angels	Napa	44,417	44,417	-	Supportive Services: Transportation and Telephone Reassurance
Redwood Care Givers DBA Northcoast Opportunities, Inc.	Napa	56,000	56,000	-	Family Caregiver
Ombuds Services of Contra Costa and Solano	Solano	87,616	86,628	988	Ombudsman Services
PSA 4 (Greater Sacramento)	Napa	77,285	76,008	1,277	Ombudsman Services, and Elder Abuse Prevention
Solano Transportation Authority	Solano	75,000	74,402	598	Supportive Services: Transportation
Stella Wu-Chu	Both	10,000	10,000	-	Administration: Nutrition Counseling
Napa/Solano Area Agency on Aging	Both	221,044	150,167	70,877	Administration
Sub-Total - Contracts and Admin Undistributed Funds		\$ 1,817,461	\$ 1,707,401	\$ 110,060	
		5,898	-	5,898	
Total		1,823,359	1,707,401	115,958	

**PLANNING AND SERVICE AREA (PSA) 28**  
**NAPA/SOLANO AREA AGENCY ON AGING**  
**AREA PLAN BUDGET FY 19/20**  
 Current as of: 08/08/2019

**PART I: FY 19-20 AP - PSA 28**

**A. TOTAL FEDERAL & STATE FUNDING**

	Supportive Services	*Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (Inc. Transfers)	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058
One Time Only (OTO)	-	-	-	-	-	-	-	-	-
*Total Funding - AP1920-28	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058
Contracts (Proj) (07/01/19-06/30/20)	(550,000)	(307,610)	(550,000)	(800,084)	(38,594)	(244,732)	(7,301)	(241,737)	(2,740,058)
Remaining Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**AP-1920-28 TOTAL FUNDING BY SERVICE TYPE**



\*Total funding does not include a projected Ombudsman State funding increase of \$93,571 (\$63,244 Solano / \$30,327 Napa)

**B. CONTRACT FUNDING BY SERVICE AREA**

Service Area	Supportive Services	*Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
Napa	\$ 255,000	\$ 134,703	\$ 200,000	\$ 270,084	\$ -	\$ 85,000	\$ 7,301	\$ -	\$ 952,088	34.75%
Solano	295,000	172,907	350,000	530,000	23,594	159,732	-	-	1,531,233	55.86%
Both	-	-	-	-	15,000	-	-	241,737	256,737	9.37%
Total	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058	100.00%

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties **		Total	%
	Amount	%	Amount	%		
Napa	\$ 952,088	38.34%	\$ 68,061	26.51%	\$ 1,020,149	37.23%
Solano	1,531,233	61.66%	188,676	73.49%	1,719,910	62.77%
Total	\$ 2,483,321	100.00%	\$ 256,737	100.00%	\$ 2,740,059	100.00%

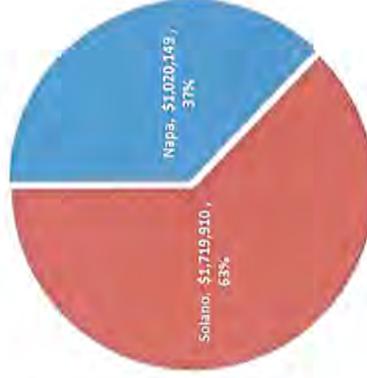
\*\*Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging (2018 Data)  
(Rounding Error)

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
Total	136,051	100.00%

POPULATION



CONTRACT FUNDING PER SERVICE AREA



\*Amounts do not include a projected \$93,571 increase in State Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

C. CONTRACTS SUMMARY

Provider	Service Area	Total	Services
Northern CA & Northern NV	Solano 1	24,732	Family Caregiver
Alzheimer's Association	Napa Executed	50,000	Supportive Services: Legal Services
Bay Area Legal Aid	Napa Executed	215,000	Supportive Services: Information and Assistance, Outreach, Registry, Case Management
Collabria Care	Napa Executed	470,084	Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Community Action of Napa Valley	Both Executed	15,000	Disease Prevention, Supportive Services: Phone Reassurance, Home Visiting, Transportation,
Faith in Action	Solano Executed	110,000	Disease Prevention, Supportive Services: Phone Reassurance, Home Visiting, Transportation,
Choice in Aging	Solano Executed	50,000	Family Caregiver
Legal Services of Northern California	Solano Executed	60,000	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano Executed	880,000	Congregate Meals, Home Delivered Meals, and Nutrition Education
Molly's Angels	Napa Executed	75,000	Supportive Services: Transportation and Telephone Reassurance
Northcoast Opportunities - DBA	Solano Executed	85,000	Family Caregiver
Redwood Care Givers	Solano Executed	172,907	Supportive Services and Elderly Abuse Prevention
*Ombuds Services of Contra Costa and Solano	Solano Executed	142,004	Ombudsman Services
*PSA 4 Greater Sacramento Ombuds Services Napa	Napa Executed	50,000	Supportive Services: Transportation
Solano Transportation Authority	Solano 1	25,000	IIIB Supportive Services
IIIB New Provider Solano Pride Ctr	Solano Executed	50,000	IIIB Supportive Services
IIIB New Provider #2 TBD (Home Mods)	Solano 2	23,594	IIIB Supportive Services
IIIB New Provider #3 TBD (Fall Prevent)	Solano 2	30,000	Administration: Nutrition Counseling
Stella Wu-Chu	Both Executed	\$ 2,528,321	
Total			

Pending Status:

- (1) Awaiting contractor's signature
- (2) Awaiting scope of work and budget documents

\*Amounts do not include a projected \$93,571 increase in Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

**PART II: FY 19-20 SNAP-Ed**

	Amount
SNAP-Ed Administration	9,047
*Contract with Healthy Cooking for Kids	81,425
SNAP-Ed Expansion Administration (1Yr)	4,212
**Contract with Food Bank of CC/Solano	37,911
Total Funding	132,595

\*The contractor "Healthy Looking with Kids" program area "Innovative Health" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingo/exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.  
 \*\*The 1yr contract with the Food Bank of CC/Solano is structured to provide information and assistance to SSI recipients in applying for previously unavailable CalFresh/SNAP-Ed benefits (this is one-time/1year funding).

# ACOA Members and Applicants -- Solano

Rep Type	Crawford x, LGBTQ	White	Dupont	Dawson	Brumfield	Harris X, LGBTQ	Padilla	Chandler
Older	x	x	x			X, LGBTQ	x	x
Healthcare								
Supportive Services				x				x, Village
Leadership Experience	x	x			x			
Elected Official								
Family Caregiver								
General Public			x					
Ethnicity								
White		x	x			x		x
Hispanic							x	
Asian				x				
Black	x				x			
HI/Pacifi Islander								
Am Indian								
Other								
Gender								
Male		x					x	
Female	x		x	x	x	x		x
City								
Fairfield					x	x		
Vallejo	x						x	
Vacaville		x						
Benicia			x					x
Suisun				x				



# Napa / Solano Area Agency on Aging

275 BECK AVE, FAIRFIELD CA 94533  
(707) 784-8207 FAX (707) 784-2440

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Napa / Solano Area Agency on Aging Advisory Council

BY-LAWS

ADOPTED ( date)

## ARTICLE I – GENERAL PROVISIONS

### SECTION 1. NAME

The name of this organization shall be the Advisory Council of the Napa / Solano Area Agency on Aging (“Advisory Council”).

### SECTION 2. AUTHORIZATION

The Advisory Council shall function according to the provisions of the Joint Exercise of Powers Agreement Between Napa County and Solano County (“JEPA Agreement”) approved by the Napa and Solano County Board of Supervisors on September 11, 2018, and all laws and regulations, including the Older Californians Act of 1996 and the Older Americans Act.

The JEPA Agreement established the Napa / Solano Area Agency on Aging, the agency designated by the California Department of Aging (CDA) within PSA 28 pursuant to 22 C.C.R. § 7206 (“AAA”), and the joint operation of it.

## ARTICLE II – DUTIES AND RESPONSIBILITIES

### SECTION 1. DUTIES AND RESPONSIBILITIES

The Advisory Council shall:

1. Serve in an advisory capacity to the Oversight Body of the AAA.
2. Serve in an advisory, planning and advocacy capacity for seniors, adults with disabilities, and their caregivers, and for other organizations designated by either one or both of the Boards of Supervisors for Napa and/or Solano Counties taking positions on matters pertaining to federal, State, and local policies, programs, procedures, and any legislation affecting older persons.
3. Actively seek advice from senior advocacy organizations, elected officials, local aging commissions, and the general public for the purpose of advocating for and making

formal presentations on issues of concern to seniors, adults with disabilities, and their caregivers.

4. Seek advice from local seniors, adults with disabilities, and caregiver advocates and organizations on specific legislation pending before local, State, and federal governments.
5. Disseminate information of interest to local senior advocates, seniors, adults with disabilities, and their caregivers.
6. Work with AAA staff to develop, implement, and monitor the four-year Area Plan and annual updates.
7. Work with AAA staff to hold public hearings on the four-year Area Plan and updates in accordance with all legal requirements.
8. Work with AAA staff to produce the annual report in accordance with the Older Californians Act. The report shall be prepared within six (6) months of the close of the fiscal year and shall contain a summary of the Advisory Council's activities and projects, finances, a list of Advisory Council members, and any other information specifically requested by the Napa or Solano Board of Supervisors or CDA.
9. Review program and fiscal monitoring and outcomes of AAA contractors along with AAA staff. Recommend programmatic funding areas and funding levels for AAA services/contracts to the Oversight Board.
10. Review and comment on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

### ARTICLE III – MEMBERSHIP

#### SECTION 1. QUALIFICATIONS

The Advisory Council shall consist of sixteen (16) members as follows:

1. More than 50 percent older (60+) persons, including minority individuals, who are participants or who are eligible to participate in programs under 45 CFR 1321.57;
2. Representatives of older individuals;
3. Representatives of health care provider organizations, including providers of veterans' health care;
4. Representatives of supportive services provider organizations;
5. Persons with leadership experience in the private and voluntary sectors;
6. Local elected officials;
7. Family caregiver representative; and
8. The general public.

No more than three (3) members may be affiliated with any single representation listed in categories 3-8 above.

The Advisory Council shall represent the senior population in respect to ethnic and racial distribution.

Each County Board of Supervisors shall appoint ½ (8) of the members. Prior to each Board's appointment, the AAA shall review proposed appointments to Advisory Council to ensure that each county's appointments meet the representation requirements. The Advisory Council may appoint a subcommittee to review and recommend membership applications to the full Advisory Council. The Advisory Council, by a majority vote, will forward its recommended applicants to each respective County for appointment.

## SECTION 2. TERM OF OFFICE

Advisory Council members serve for two (2) years from their appointment and may be re-appointed for one additional two-year term. Initially, four (4) members from each county shall be selected by the Advisory Council to serve an initial four (4) year term, with a re-appointment term limited to two (2) years. Any member of the Advisory Council may be removed at any time by their appointing authority. In addition, any member shall be removed at any time if required by these Bylaws, or if the member ceases to meet their representation category.

## SECTION 3. VACANCIES

Any vacancy shall be filled by the appointing authority within 90 days, with the new member's term coinciding with the vacating member's term. Notice of vacancies shall be published countywide.

## SECTION 4. COMPENSATION

The members of the Advisory Council shall serve without compensation.

## SECTION 5. CONFLICTS OF INTEREST

No member shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

A member of the Advisory Council shall not have a financial interest in any entity funded by the Area Agency on Aging (AAA) (as provided for in Government Code, 1090. et seq., and Government Code 87100, et seq). Notwithstanding those laws, "financial interest" shall include income received from or a position of management in, any nonprofit entity funded by the AAA, whether received or held by the member of his or her spouse.

# ARTICLE IV –MEETINGS

## SECTION 1. SCHEDULE

The Advisory Council shall meet monthly or at least six (6) times a year at a stated date, time, and place to be decided by the Advisory Council. All meetings shall be subject to the Brown Act. Advisory Council meetings shall be held in different communities served by the AAA, when feasible.

SECTION 2. QUORUM

A majority of the Advisory Council, with a minimum of four (4) members serving from each County shall constitute a quorum.

SECTION 3. RULES OF ORDER

The meetings of the Advisory Council shall be governed by the authority of "Robert's Rules of Order."

SECTION 4. ATTENDANCE

If any Advisory Council member has more than (3) unexcused absences in a calendar year, the Advisory Council shall recommend to that member's appointing authority that the member should be removed and replaced.

ARTICLE V – OFFICERS

SECTION 1. OFFICERS

The officers of the Advisory Council shall consist of the following positions with representation from both counties:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Such other officers as the Advisory Council deems necessary to perform duties as determined by the Advisory Council.

SECTION 2. DUTIES OF OFFICERS

1. Duties of the Chairperson:
  - A. The Chairperson shall preside at all meetings of the Advisory Council; may appoint any member of the Advisory Council to preside as Chairperson at an Advisory Council meeting should both the Chairperson and the Vice Chairperson be unable to attend.
  - B. The Chairperson may call special meetings of the Advisory Council when necessary.
  - C. In conjunction with members of the Advisory Council and County Staff, The Chairperson shall develop agendas for the Advisory Council meetings. Agenda items from Advisory Council members shall be given to the Chairperson or AAA staff 72 hours in advance of the upcoming meeting.
  - D. The Chairperson shall serve as an ex-officio member of all committees.

- E. The Chairperson shall inform the Oversight Board of the Advisory Council's actions and decisions.
- F. The Chairperson shall ensure adherence to the Brown Act and Robert's Rules of Order.
- G. The Chairperson shall perform all duties necessary or incidental to this office. The Chairperson shall represent the Advisory Council at functions.
- H. The Chairperson shall appoint a temporary Secretary in the event of the absence of the Secretary and his/her alternate at any meeting of the Advisory Council.
- I. The Chairperson shall perform other tasks as authorized by the Advisory Council.

2. Duties of the Vice-Chairperson:

- A. The Vice Chairperson shall perform the duties of and exercise the power of the Chairperson during the absence of the Chairperson.
- B. The Vice Chairperson shall carry out other duties assigned by the Chairperson or Advisory Council.
- C. The Vice Chairperson will automatically become Chairperson and assume the full powers of the Chairperson until the end of the term should the position of Chairperson become vacant. Should the Vice Chairperson be unable or unwilling to assume the Chairperson role, the Advisory Council membership will elect and vote to fill the Chairperson position.

3. Duties of the Secretary:

- A. The Secretary shall review the minutes of each Advisory Council meeting which are recorded, kept and distributed to each member of the Advisory Council along with the agenda for upcoming meetings.
- B. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall perform the duties of and exercise the power of the Chairperson during his/her absence.
- C. The Secretary shall read all correspondence addressed to the Advisory Council at each meeting.
- D. The Secretary shall keep a record of member attendance at Advisory Council meetings and advise the Chair of members with an unexcused absence.

4. Absence of the Officers:

In the absence of all of the officers and the alternates at any Advisory Council meeting, the members present shall choose a presiding officer for that meeting.

### SECTION 3. ELECTION AND TERMS

1. Officers may serve two (2) consecutive terms in any one office. As feasible, the officers shall represent both counties. No member shall hold more than one office at any time. Except for a vacancy in the office of Chairperson, vacancies of officers shall be filled by appointment of the Advisory Council for the remainder of the unexpired term.

2. Nomination of Officers

- A. The Nominating Committee shall consist of three (3) members: one person selected by the Executive Committee at their March meeting, one selected by the Chairperson of the Advisory Council at or prior to the March meeting, and one elected by the Advisory Council at the March meeting.
- B. The Advisory Council Chairperson shall appoint the Chairperson of the Nominating Committee from the three members.
- C. The members of the Nominating Committee shall serve no more than one (1) consecutive appointment.
- D. The Nominating Committee shall meet prior to the April Council meeting to prepare a slate of nominees. The Nominating Committee report shall be signed by each member and indicate the nominees to the offices of Chairperson, Vice-Chairperson, and Secretary.
- E. No member of the Nominating Committee shall be nominated nor accept a nomination to office during his/her tenure on said committee.
- F. The slate will be presented to the full Council at their April meeting. Additional nominations may be made from the floor at that time.
- G. This slate of candidates, comprised after the April meeting, shall be mailed to all members of the Advisory Council one (1) week prior to the May Council meeting.

### 3. Election of Officers

- A) The election shall take place at the Advisory meeting held in May at which time all nominees must either be present to affirm his or her consent to serve or have provided a written consent to serve.
- B) Nominations from the floor will again be considered. These nominees must also give verbal or written consent to serve.
- C) An individual receiving a majority of votes for any office shall be deemed to have been elected.
- D) In the event of a tie vote, there shall be a second vote on that particular office. If a second vote also ends in a tie, the office shall be filled by the toss of a coin.
- E) Elected Officers shall begin their term on July 1st.

## ARTICLE VI – REPORTS AND PUBLIC STATEMENTS

All reports of the Advisory Council ordinarily shall be delivered personally or by mail (postal or electronic) to each member of the Advisory Council and posted on the AAA web site 72 hours prior to the date of the meeting at which the report is proposed for consideration and action thereon by the Advisory Council.

Approval of any report, oral or written, or public statements of Advisory Council members shall require an affirmative vote of the majority of the active members who are present at the meeting.

None of the above shall preclude any Advisory Council member from expressing his/her opinions or recommendation when acting solely as an individual and not as a member of the Advisory Council.

All communications from the Advisory Council shall be sent out with the authorized signature of the Chairperson of the Advisory Council.

## ARTICLE VII – COMMITTEES AND TASK FORCES

The Advisory Council has the power to establish and dissolve standing or ad hoc committees as necessary to carry out its work. No standing or action committee may exercise the authority of the Advisory Council. Such committees shall adhere to the Brown Act, to the extent required by law, and shall contain representatives of both counties.

## ARTICLE VIII – AMENDMENTS

Notice of any proposed amendment to these Bylaws shall be delivered personally or by mail (postal or electronic) to each member of the Advisory Council and posted on the AAA web site at least thirty (30) days in advance of the meeting when the amendment is to be considered.

Amendments to the Bylaws, after thirty (30) days' notice, may be adopted by the affirmative vote of two-thirds (2/3) of all members of the Advisory Council present at the meeting and with the approval of the Oversight Board.

DRAFT



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## OVERSIGHT BOARD MEETING

**MONDAY, September 23, 2019**

**10:00 am to 12:00 pm (noon)**

**Napa Board of Supervisors Chamber**

**1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559**

The County of Napa does not discriminate against persons with disabilities and the Napa County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-253-4421 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Napa County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### Agenda

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES FROM August 26, 2019 -- Attached**

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive a report on the 2019-2020 budget – Jay Peno -- **Attached**
2. Receive update on Fall Prevention RFP process -- Elaine Clark
3. Review history and progress of the current Napa/Solano Area Agency on Aging – Elaine Clark
4. Priority Service Recommendations for 2020 – 2024 Area Plan – Elaine Clark -- **Attached**
5. Advisory Council on Aging budget recommendations – Elaine Clark
  - a. Provide printed resource guides
  - b. Add staff position to free up Elaine Clark’s time to attend community meetings
  - c. Enhance social media presence with:
    - Website revisions
    - Quarterly e-newsletter
    - Facebook site

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action.

1. Vote to approve Priority Service Recommendations

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. October 28, 2019, 10am – noon in Solano County, Board of Supervisors Chambers, 675 Texas Street, Fairfield, 94533.



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Napa/Solano Area Agency on Aging Oversight Board  
Meeting Minutes August 26, 2019

Location: Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield, CA 94533

Date: Tuesday, August 26, 2019

Time: 10:00 am – 12:00 pm (noon)

Attendees: Monica Brown, Steve Sillen, Brad Wagenknecht, Xavia Hendriksz, Liz Alessio, Joyce Goodwin, Elaine Clark

Call to Order – 10:00 am; roll call, quorum present

Approval of Agenda moved and seconded

Approval of Minutes from June 24, 2019 moved and seconded

### Reports

- Report on Senior Needs Assessment - Elaine Clark, Bela Matyas, Meileen Acosta, Solano Epidemiologist Team
- Report on Fiscal Year-End Closeout and 2019/2020 Budget - Jay Peno, Fiscal Team
- Update on ACOA suggested appointees - Elaine Clark
- Update on Napa Ombudsman program - Elaine Clark
- Update on Fall Prevention RFP - Elaine Clark
- Disburse Oversight Board Resource Guide

### Action Items

- Vote to affirm the Advisory Council of Aging Bylaws – moved by Liz Alessio, seconded by Brad Wagenknecht; Motion passes



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## Board Member Comments

- Xavia Hendricksz – Elaine no longer attending all meetings; Joyce – no budget for Elaine to be able to attend all the meetings, will rely on the Board to be able to share expertise.
- Liz Alessio – Will hurt the relationship and partnership with Area Agency on Aging and partner agencies; won't help in the long run, fearful of consequences.
- Brad Wagenknecht – clear report; minutes posted online, no need of separate written report from AAA staff for Napa community meetings.

Meeting adjourned at 11:38 am

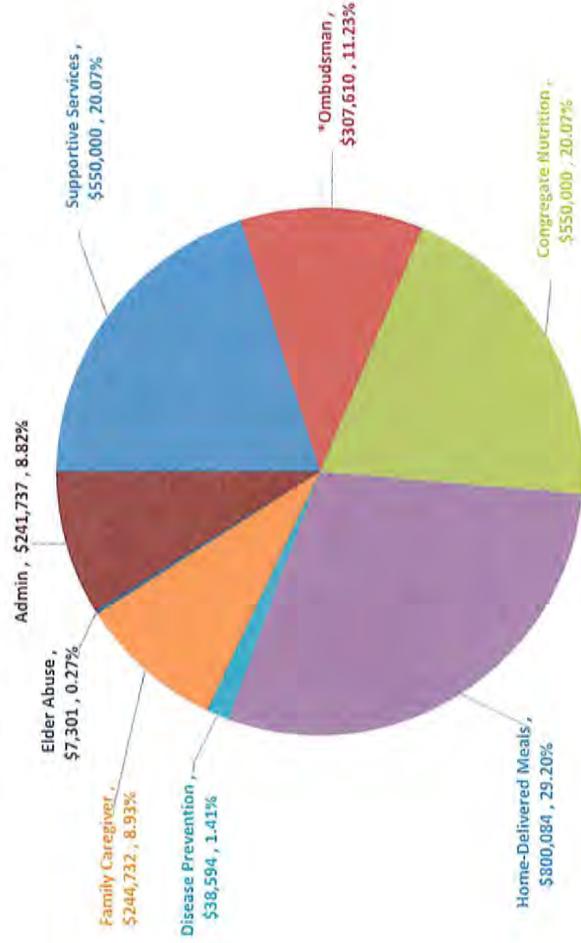
PLANNING AND SERVICE AREA (PSA) 28  
 NAPA/SOLANO AREA AGENCY ON AGING  
 FISCAL REPORT AS OF AUGUST 2019

**PART I: FY 19-20 AP - PSA 28**

**A. TOTAL FEDERAL & STATE FUNDING (Funding Level and Allocation Status)**

	Supportive Services	*Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (Inc. Transfers) One Time Only (OTO)	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058
*Total Funding - AP1920-28	\$ 550,000	\$ 307,610	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,740,058
Allocated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**AP1920-28 TOTAL FUNDING BY SERVICE TYPE**



\*Total funding does not include a projected Ombudsman State funding increase of \$93,571 (\$63,244 Solano / \$30,327 Napa)

**B. CONTRACT FUNDING ALLOCATIONS BY SERVICE AREA**

Service Area	Supportive Services	*Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
Napa	\$ 255,000	\$ 134,703	\$ 200,000	\$ 270,084	\$ -	\$ 85,000	\$ 7,301	\$ -	\$ 952,088	34.75%
Solano	295,000	172,907	350,000	530,000	23,594	159,732	-	-	1,531,233	55.88%
Both	-	-	-	-	15,000	-	-	241,737	256,737	9.37%
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 307,610</b>	<b>\$ 550,000</b>	<b>\$ 800,084</b>	<b>\$ 38,594</b>	<b>\$ 244,732</b>	<b>\$ 7,301</b>	<b>\$ 241,737</b>	<b>\$ 2,740,058</b>	<b>100.00%</b>

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties **		Total	%
	Amount	%	Amount	%		
Napa	\$ 952,088	38.34%	\$ 68,061	26.51%	\$ 1,020,149	37.23%
Solano	1,531,233	61.66%	188,676	73.49%	1,719,910	62.77%
<b>Total</b>	<b>\$ 2,483,321</b>	<b>100.00%</b>	<b>\$ 256,737</b>	<b>100.00%</b>	<b>\$ 2,740,059</b>	<b>100.00%</b>

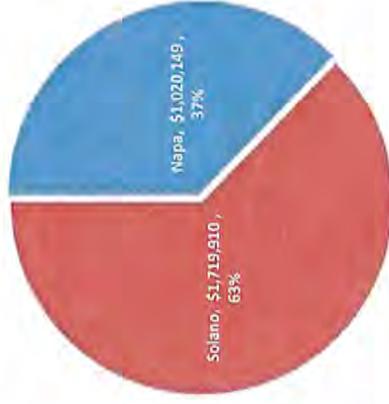
\*\*Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging (2018 Data)

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
<b>Total</b>	<b>136,051</b>	<b>100.00%</b>

POPULATION



CONTRACT FUNDING PER SERVICE AREA



\* Amounts do not include a projected \$93,571 increase in State Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

**C. CONTRACT STATUS AND ACTUAL EXPENDITURES**

Provider	Service Area	Status	Total Budget Allocation	Claims Paid As of Aug 2019	Budget Remaining	Services
Northern CA & Northern NV Alzheimer's Association	Solano	1	24,732	-	24,732	Family Caregiver
Bay Area Legal Aid	Napa	Executed	50,000	-	50,000	Supportive Services: Legal Services
Collabria Care	Napa	Executed	215,000	-	215,000	Supportive Services: Information and Assistance, Outreach, Registry, Case Management
Community Action of Napa Valley	Napa	Executed	470,084	-	470,084	Congregate Meals, Home Delivered Meals and Nutrition Education
Faith in Action	Both	Executed	15,000	-	15,000	Disease Prevention, Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Faith in Action	Solano	Executed	110,000	-	110,000	Disease Prevention, Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Choice in Aging	Solano	Executed	50,000	-	50,000	Family Caregiver
Legal Services of Northern California	Solano	Executed	60,000	-	60,000	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	Executed	880,000	-	880,000	Congregate Meals, Home Delivered Meals, and Nutrition Education
Molly's Angels	Napa	Executed	75,000	-	75,000	Supportive Services: Transportation and Telephone Reassurance
Northcoast Opportunities - DBA Redwood Care Givers	Solano	Executed	85,000	-	85,000	Family Caregiver
*Ombuds Services of Contra Costa and Solano	Solano	Executed	172,907	-	172,907	Supportive Services and Elderly Abuse Prevention
*PSA 4 Greater Sacramento Ombuds Services Napa	Napa	Executed	142,004	-	142,004	Ombudsman Services
Solano Transportation Authority	Solano	1	50,000	-	50,000	Supportive Services: Transportation
Solano Pride Center	Solano	Executed	25,000	-	25,000	IIIB Supportive Services
IIIB New Provider #2 TBD (Home Moods)	Solano	3	50,000	-	50,000	IIIB Supportive Services
IIID New Provider #3 TBD (Fall Prevent)	Solano	3	23,594	-	23,594	IIIB Supportive Services
<b>DIRECT SERVICES</b>			<b>\$ 2,498,321</b>	<b>\$</b>	<b>\$ 2,498,321</b>	
Napa / Solano Area Agency on Aging	Both		211,737	39,080	172,657	Administration
Stella Wu-Chu	Both	Executed	30,000	-	30,000	Administration: Nutrition Counseling
<b>ADMINISTRATION</b>			<b>\$ 241,737</b>	<b>\$ 39,080</b>	<b>\$ 202,657</b>	
<b>GRAND TOTAL</b>			<b>\$ 2,740,058</b>	<b>\$ 39,080</b>	<b>\$ 2,700,978</b>	

Pending Status:

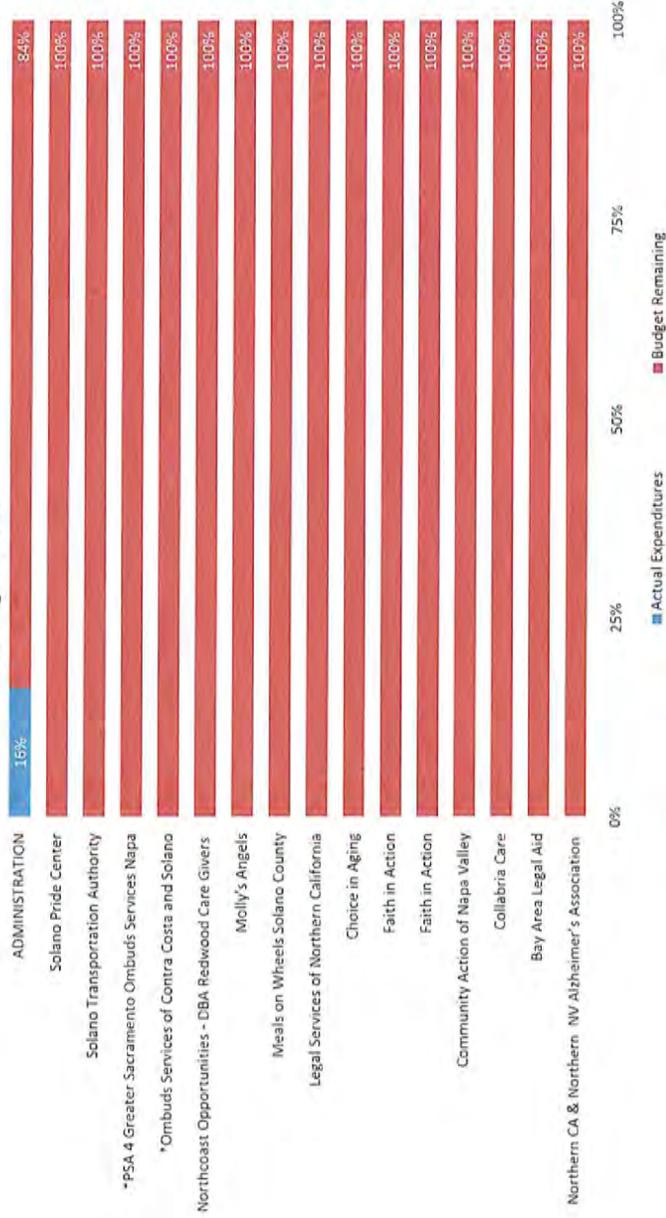
- (1) Awaiting contractor's signature
- (2) Awaiting scope of work and budget documents
- (3) Request for Proposal (RFP)

Note: \*Amounts do not include a projected \$93,571 increase in Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

D. ALLOCATED FUNDING EXPENDITURE RATES - ADMINISTRATION AND DIRECT SERVICE CONTRACTORS

Percentage (%) of Actual Expenditures to Annual Budget Administration and Contracted Direct Services

As of August 2019



PART II: FY 19-20 SNAP-Ed

SNAP-Ed Administration	9,047
*Contract with Healthy Cooking for Kids	81,425
SNAP-Ed Expansion Administration (1Yr)	4,212
**Contract with Food Bank of CC/Solano	37,911
<b>Total Funding</b>	<b>132,595</b>

The contractor Healthy Looking with Kids program area will coordinate and provide instruction for Arthritis and Fall Prevention program training, Bingo/exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.  
 \*\*The 1yr contract with the Food Bank of CC/Solano is structured to provide information and assistance to SSI recipients in applying for previously unavailable CalFresh/SNAP-Ed benefits (this is one-time/1year funding).



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## Napa/Solano AAA Timeline

- 1965** Older American's Act Created  
Establishes framework for supporting older adults, instructing states to establish framework for administering programs to adults 60+ with emphasis on those with greatest economic and social needs, low-income, minorities and those living in rural areas.
- 1966** California Commission on Aging is established, making CA the 2<sup>nd</sup> state to qualify for OAA funding. Local Planning and Service Areas (PSAs) are established to administer the funding.
- 1980** Older Californian's Act redefines the duties of the PSAs and establishes the local Advisory Councils on Aging as the "principal advocates" for seniors at the local level, advising local PSA's.
- 2016** Napa/Solano Area Agency on Aging (PSA28), a local nonprofit, experiences financial difficulties. N/S counties hired consultant (Bruce Wagstaff) to develop organizational analysis and workplan for CBO.
- 2017** PSA 28 nonprofit board of directors – 'lost confidence' in fiscal officer (October) and executive director (December). leaving both positions unfilled.
- 2018** Napa/Solano Area Agency on Aging notifies the California Department of Aging (CDA) that they are closing, effective June 30, 2018. CDA contacts Napa County and Solano County to establish a new AAA structure for the PSA.
- CDA creates "emergency" contracts with current AAA providers for key services including transportation, meals, family caregiving and visiting.
- 2018** During the summer, both Boards of Supervisors (Napa and Solano) review resources and expenses associated with running a AAA and work together to create a Joint Exercise Powers Agreement, with Napa as the lead administrative agency. In August, the Napa Auditor Comptroller recommends asking Solano County to take the administrative lead. After much deliberation, Napa Board of Supervisors agrees, citing the desire for Napa staff to spend their advocacy time focusing on the needs of Napa residents.
- August**, Both Napa and Solano finalize a Joint Exercise Powers Agreement appointing Solano County the administrative authority for the AAA, establishing an Oversight Board to ensure fiscal accountability.
- September**, CDA approves the application and contract with Solano County overseeing the Napa/Solano Area Agency on Aging.



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**October**, Senior Health Needs Assessment work begins, which will inform the AAA on service priorities for 2020-2024 for the Area Plan.

**2019**

**January**, Solano County hires three staff people: 2 fiscal and one program to run the daily operations, under Joyce Goodwin, Executive Director.

Emergency contracts are extended to fund the remaining programs.

**April**, 4<sup>th</sup> Year of the Area Plan updated and submitted to CDA.

Request for Proposal for new potential Napa Ombudsman Service.

**May**, Advisory Council on Aging established.

**June**, PSA4 agrees to administer the Napa Ombudsman program for one more year.

AAA accepts a new contract from CDA to administer a one-year CalFresh SSI expansion program. AAA contracts with the Food Bank of Contra Costa and Solano to run the program.

**July**, new emergency contracts are established for the 2019-2020 year in preparation for new Request for Proposals (RFPs) to be sent for 2020-2021.

Fiscal close-out with CDA complete.

**August**, first of four meetings with Service Providers held to establish priorities and communications protocols.

**August**, two RFPs sent: Fall Prevention and Health Promotion classes, January 2020 anticipated start date.

**August**, Senior Health Survey complete and presented to Advisory Council and Oversight Board.

**September**, Advisory Council recommends service funding priorities for 2020-2024 Area Plan. Oversight Board reviews funding plan.



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## Priority Service Recommendations 2020-2024

### Survey Data Themes (AAA Funded Areas):

1. Care Coordination (information, help navigating, knowing what's available)
2. Transportation (healthcare, socialization, evenings, weekends)
3. Socialization (feeling connected)
4. Fall Prevention (home modifications, help)
5. Activities (classes, senior center – free activities)
6. Emergency Preparedness

### IIIB Category Minimums

Access – 33%

In-Home – 15%

Legal – 11%



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**Title III B Support Services**

**Category**

<b>1. Transportation</b>	<b>21%</b>	Access
Medical		
Socialization		
<b>2. Socialization</b>	<b>18%</b>	In-Home
Peer Counseling		
Phone Reassurance/Visiting		
<b>3. Information/Care Coordination</b>	<b>32%</b>	Access
Information and Assistance		
Outreach		
30 - day follow up		
Light Case Management		
<b>4. Fall Prevention</b>	<b>11%</b>	In-Home
Assessments		
Home Modifications		
<b>5. Legal Assistance</b>	<b>18%</b>	Legal

**Title III D Programs – Disease Prevention and Health Promotion**

A Matter of Balance Classes

Additional Disease Prevention/Health Promotion Classes (*current RFP*)

**Title III E – Family Caregiver Programs – No changes**

Supportive Services	Information/Caregiver Support Groups
Respite Care	Grandparent Supports (requirement)
Alzheimer’s Support	

**Title III C – Senior Nutrition**

Home Delivered Meals      Congregate Sites

*Both RFP’s will include requirement for innovation and socialization/wellness outcome data*



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Requested Service	Current Services	Proposed	Service Category
Transportation <ul style="list-style-type: none"> <li>• Medical Appointments</li> <li>• Senior Centers</li> <li>• Library</li> <li>• Church</li> </ul>	Transportation: <ul style="list-style-type: none"> <li>• Rides to Medical Appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Appointments</li> <li>• Senior Centers</li> <li>• Cross County rides to medical appointments</li> </ul>	Access
Home Delivered Meals/Congregate Meals	Meal on Wheels Congregate Meal Sites	<ul style="list-style-type: none"> <li>• Meals on Wheels</li> <li>• Congregate Meals</li> </ul>	Home Delivered Meals Congregate Meals
Care Coordination One-stop shop Information	Information and Assistance Case Management	Information and Assistance that includes <ul style="list-style-type: none"> <li>• Warm hand-off</li> <li>• Limited case management</li> <li>• 30-day follow-up</li> <li>• Outreach locations throughout service area</li> <li>• Outreach activities</li> <li>• Single contract for entire PSA</li> </ul>	Access
Fall Prevention	Fall Prevention <ul style="list-style-type: none"> <li>• Matter of Balance Classes</li> <li>• Tai Chi Classes</li> <li>• In home assessments/modifications (RFP)</li> </ul>	Matter of Balance Classes Tai Chi In-home Assessments/Modifications	In-Home Health Promotion
Socialization	Exercise Classes Congregate Lunch Programs LGBTQI Peer Counseling Friendly Visiting Phone Reassurance	Expand Classes Congregate Lunch LGBTQI Peer Counseling Visiting Phone Reassurance	In-Home Access Health Promotion
Emergency Preparedness	Service Providers are required to have an emergency operation plan in place but are not required to prepare clients for emergencies	Require providers to distribute Vial of Life and emergency preparedness materials	Access



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Housing Assistance	Nothing	Include housing resources in Information and Assistance materials	Access
Healthcare Access	Nothing	Include locations and hours of free/reduced fee clinics in Information and Assistance materials	Access
Vulnerable Populations <ul style="list-style-type: none"> <li>• Low Income</li> <li>• LGBTQI</li> <li>• Bilingual population</li> <li>• Undocumented</li> <li>• Veterans</li> <li>• Rural</li> <li>• Disabled</li> </ul>	LGBTQI outreach Spanish language materials	Request providers demonstrate outreach activities to these groups	Access

Additional AAA Services not Identified but required

Service	Current	Proposed	Category
Family Caregiver Assistance <ul style="list-style-type: none"> <li>• Support</li> <li>• Respite</li> <li>• Supplemental</li> <li>• Access Assistance</li> </ul>	Respite Counseling Assistive Devices Caregiver Referral Support Group	Respite Counseling Support Group Training Assistive Devices	Family Caregiver – <ul style="list-style-type: none"> <li>• Support</li> <li>• Respite</li> <li>• Supplemental</li> <li>• Access Assistance</li> </ul>
Alzheimer’s Information	Alzheimer’s Association workshops	Alzheimer’s Association Workshops	Family Caregiver – Alzheimer’s
Grandparents	Respite Support Group	Respite Support Group Assistive Devices	Grandparents <ul style="list-style-type: none"> <li>• Support</li> <li>• Respite</li> <li>• Supplemental</li> </ul>
Legal Services	Legal Assistance	Legal Assistance	Legal
Elder Abuse Prevention	Elder Abuse Prevention (Napa)	Elder Abuse Prevention materials and workshops	Elder Abuse Prevention



# NAPA / SOLANO AREA AGENCY ON AGING

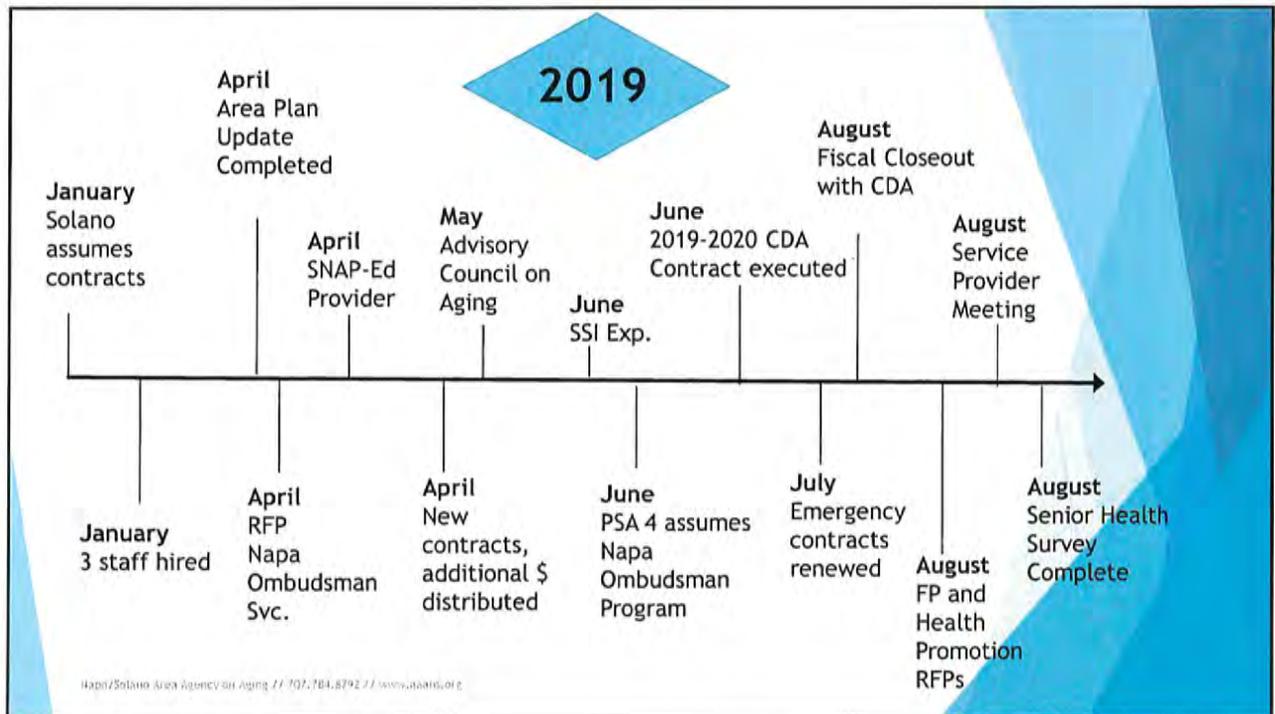
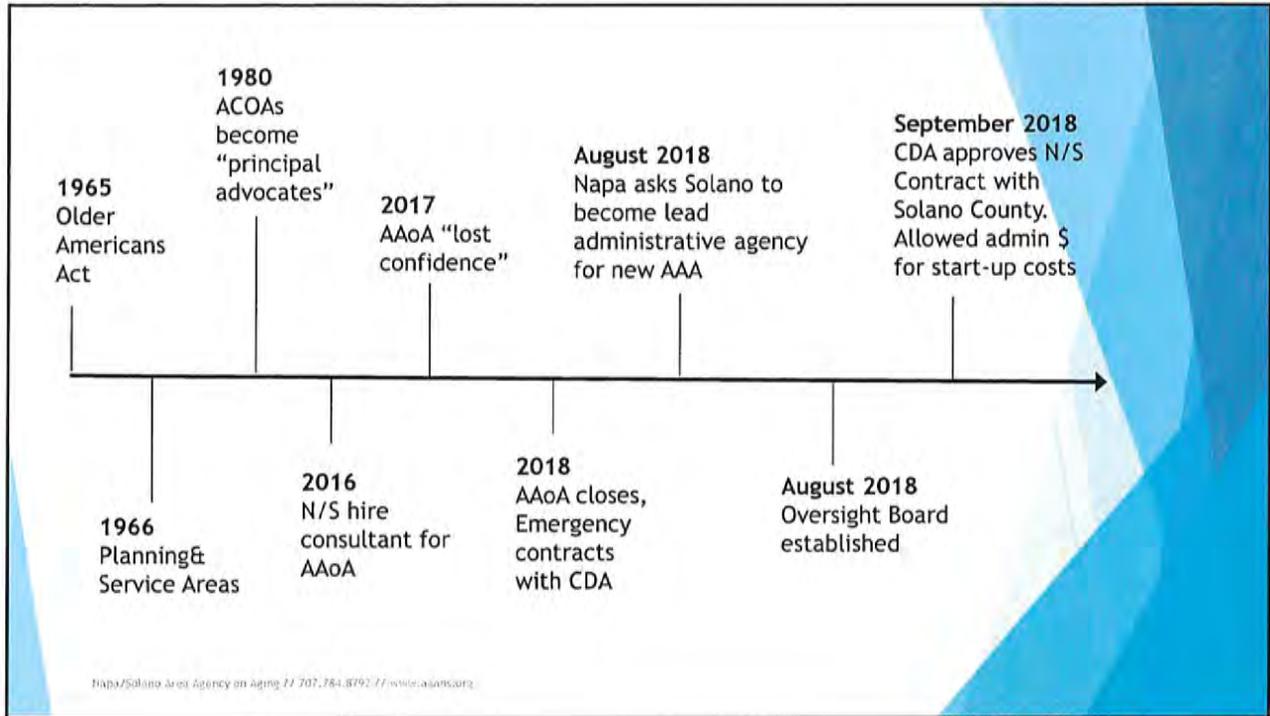
Timeline and Funding Recommendations  
September 23, 2019

Napa/Solano Area Agency on Aging // 707.784.8792 // www.aaams.org

## Timeline -

- ▶ *How we got here*

Napa/Solano Area Agency on Aging // 707.784.8792 // www.aaams.org



# Funding Recommendations - ▶ *Moving forward*

Hapa/Solano Area Agency on Aging // 707.784.8792 // www.aaans.org

## Themes *Requested Services*

- ▶ Care Coordination
- ▶ Transportation
- ▶ Socialization
- ▶ Fall Prevention
- ▶ Activities - *Free*
- ▶ Emergency Preparedness

Hapa/Solano Area Agency on Aging // 707.784.8792 // www.aaans.org

## Supportive Services - *Minimums\**

	<i>Minimum</i>	<i>Proposed</i>
▶ <b>Access</b>	<b>32%</b>	<b>33%</b>
▶ Transportation		
▶ Info & Asst./Registry/Outreach		
▶ <b>Legal Services</b>	<b>10.5%</b>	<b>11%</b>
▶ <b>In-Home</b>	<b>10.5%</b>	<b>15%</b>
▶ Visiting		
▶ Modifications		
▶ Case Management		

\*Should equal 50%-60% of whole

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## Supportive Services *Service Category Minimums*

Service	% of Total
▶ Transportation	21%
▶ Fall Prevention	11%
▶ Legal Services	18%
▶ I&A/Case Mgmt	32%
▶ Socialization	18%

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*Discussion/  
▶ Recommendations*

Hapa/Solano Area Agency on Aging // 707.784.8792 // [www.aaans.org](http://www.aaans.org)



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## **OVERSIGHT BOARD MEETING**

**MONDAY, October 28, 2019**

**10:00 am to 12:00 pm (noon)**

**Solano Board of Supervisors Chamber**

**675 Texas Street, Fairfield, CA 94533**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### **Agenda**

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES FROM September 23, 2019 -- Attached**

**PRESENTATION** – Cal Fresh Expansion Project, Food Bank of Contra Costa and Solano – Caitlin Sly

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive a report on the 2019-2020 budget – Jay Peno – **Attached**
2. Receive update on RFP process for 2020 – Elaine Clark

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action.

1. Vote to cancel November 14<sup>th</sup> meeting – Action required.

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. November 14, 2019  
10am – noon in Napa County, Board of Supervisors Chambers, 1195 3<sup>rd</sup> Street, Napa, CA 94559.

Reminder, December meeting was cancelled. January 2020 meeting is January 27, 2020 10am –  
noon in Napa County, Board of Supervisors Chambers, 1195 3<sup>rd</sup> Street, Napa, CA 94559.

Napa/Solano Area Agency on Aging Oversight Board  
Meeting Minutes September 23, 2019

Location: Napa County Board of Supervisors Chambers  
1195 3rd Street, Suite 310, Napa, CA 94559  
Date: Monday, September 23, 2019  
Time: 10:00 am – 12:00 pm (noon)

Attendees: Monica Brown, Ryan Gregory, Liz Alessio, Elizabeth Patterson, Steve Sillen, Xavia Hendricksz, Heather Stanton

Call to Order – 10:00 am; roll call, quorum present

Approval of Agenda moved, seconded, and approved.

Approval of Minutes from August 26, 2019, moved, seconded, and approved

### Reports

- Report on 2019-2020 Budget from Jay Peno
- Update on Fall Prevention RFP process from Elaine Clark
- Report on History/Progress of AAA from Elaine Clark
- Presentation on Priority Service Recommendations for 2020 – 2024 Area Plan from Elaine Clark
- Presentation on AAA budget recommendation including recommendations from the Advisory Council on Aging to include a printed resource guide and additional funding for N/S AAA program staff in the 2020-2021 budget -- Elaine Clark

### Action Items

- Approve Priority Service Recommendation for next Area Plan 7/1/2020 – 6/30/2024 – moved, seconded and unanimously voted in favor.
- Approve Supportive Services categories minimums (budget allocations) – moved, seconded and unanimously voted in favor.

Meeting adjourned at 11:36 am

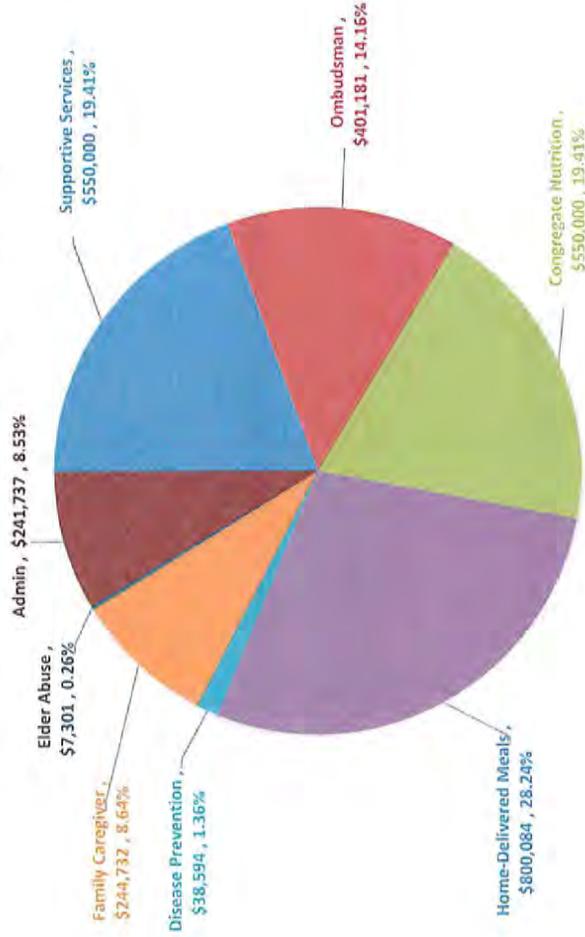
PLANNING AND SERVICE AREA (PSA) 28  
 NAPA/SOLANO AREA AGENCY ON AGING  
 FISCAL REPORT AS OF: September 2019

**PART I: FY 19-20 AP - PSA 28**

A. TOTAL FEDERAL & STATE FUNDING (Funding Level and Allocation Status) As of: September 2019

	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (inc. Transfers) One Time Only (OTO)	\$ 550,000	\$ 386,726	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,819,174
		14,455							14,455
*Total Funding - AP1920-28	\$ 550,000	\$ 401,181	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,833,629
Allocated Funds	\$ 550,000	\$ 401,181	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,833,629
Unallocated Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

AP1920-28 TOTAL FUNDING BY SERVICE TYPE



\*Total funding includes Amendment 1 Ombudsman State funding increase of \$93,571 (\$63,244 Solano / \$30,327 Napa)

**B. CONTRACT FUNDING ALLOCATIONS BY SERVICE AREA**

As of: **September 2019**

Service Area	Supportive Services	*Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
Napa	\$ 255,000	\$ 165,030	\$ 200,000	\$ 270,084	\$ -	\$ 85,000	\$ 7,301	\$ -	\$ 982,415	34.67%
Solano	295,000	236,151	350,000	530,000	23,594	159,732	-	-	1,594,477	56.27%
Both	-	-	-	-	15,000	-	-	241,737	256,737	9.06%
<b>Total</b>	<b>\$ 550,000</b>	<b>\$ 401,181</b>	<b>\$ 550,000</b>	<b>\$ 800,084</b>	<b>\$ 38,594</b>	<b>\$ 244,732</b>	<b>\$ 7,301</b>	<b>\$ 241,737</b>	<b>\$ 2,833,629</b>	<b>100.00%</b>

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties **		Total	%
	Amount	%	Amount	%		
Napa	\$ 982,415	38.12%	\$ 68,061	26.51%	\$ 1,050,476	37.07%
Solano	1,594,477	61.88%	188,676	73.49%	1,783,154	62.93%
<b>Total</b>	<b>\$ 2,576,892</b>	<b>100.00%</b>	<b>\$ 256,737</b>	<b>100.00%</b>	<b>\$ 2,833,630</b>	<b>100.00%</b>

(Rounding Error)

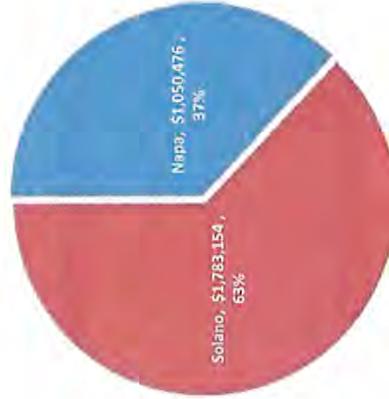
\*\*Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging (2018 Data)

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
<b>Total</b>	<b>136,051</b>	<b>100.00%</b>

POPULATION



CONTRACT FUNDING PER SERVICE AREA



\*Amounts include Amendment 1 \$93,571 increase in State Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

C. CONTRACT STATUS AND ACTUAL EXPENDITURES

As of: September 2019

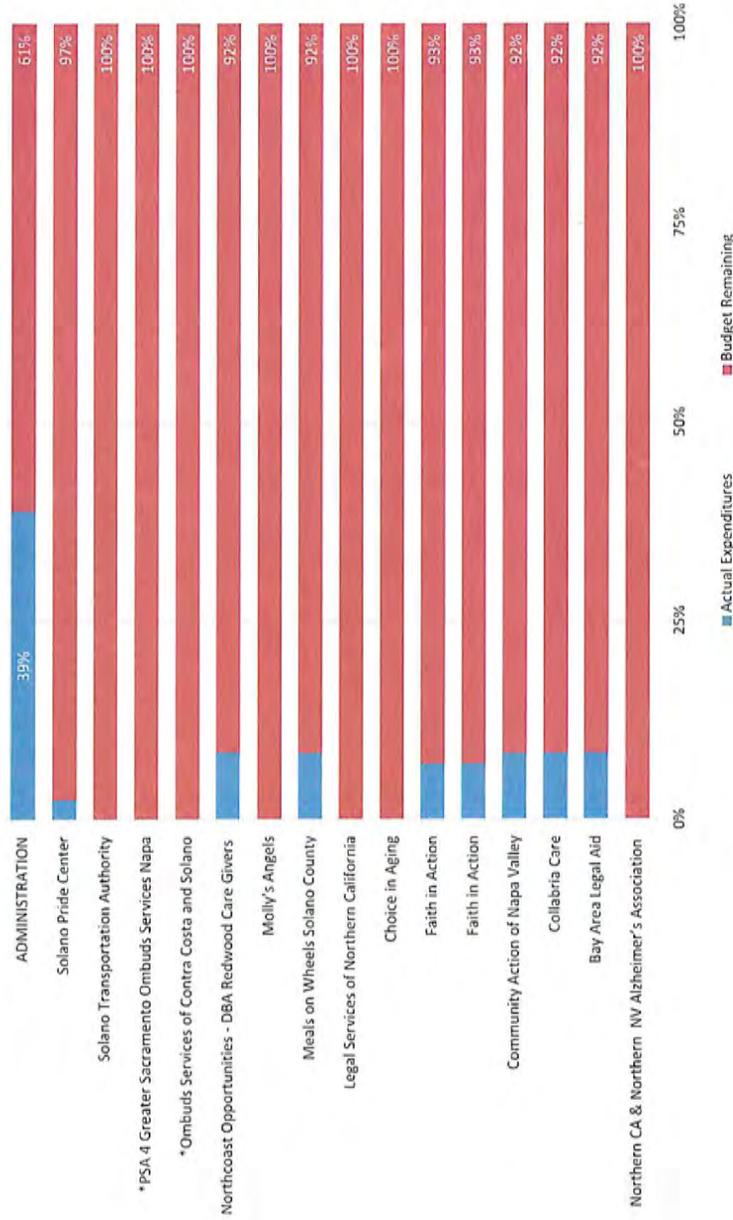
Provider	Service Area	Status	Total Budget Allocation	Claims Paid As of Sep 2019	Budget Remaining	Services
Northern CA & Northern NV Alzheimer's Association	Solano	1	24,732	-	24,732	Family Caregiver
Bay Area Legal Aid	Napa	Executed	50,000	4,167	45,833	Supportive Services: Legal Services
Collabria Care	Napa	Executed	215,000	17,916	197,084	Supportive Services: Information and Assistance, Outreach, Registry, Case Management
Community Action of Napa Valley	Napa	Executed	470,084	39,174	430,910	Congregate Meals, Home Delivered Meals and Nutrition Education
Faith in Action	Both	Executed	15,000	1,054	13,946	Disease Prevention
Faith in Action	Solano	Executed	110,000	7,727	102,273	Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Choice in Aging	Solano	Executed	50,000	-	50,000	Family Caregiver
Legal Services of Northern California	Solano	Executed	60,000	-	60,000	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	Executed	880,000	73,757	806,243	Congregate Meals, Home Delivered Meals, and Nutrition Education
Molly's Angels	Napa	Executed	75,000	-	75,000	Supportive Services: Transportation and Telephone Reassurance
Northcoast Opportunities - DBA Redwood Care Givers	Solano	Executed	85,000	7,192	77,808	Family Caregiver
*Ombuds Services of Contra Costa and Solano	Solano	Executed	236,151	-	236,151	Supportive Services and Elderly Abuse Prevention
*PSA 4 Greater Sacramento Ombuds Services Napa	Napa	Executed	172,331	-	172,331	Ombudsman Services
Solano Transportation Authority	Solano	1	50,000	-	50,000	Supportive Services: Transportation
Solano Pride Center	Solano	Executed	25,000	633	24,367	IIIB Supportive Services
IIIB New Provider #2 TBD (Home Mods)	Solano	3	50,000	-	50,000	IIIB Supportive Services
IIID New Provider #3 TBD (Fall Prevent)	Solano	3	23,594	-	23,594	IIIB Supportive Services
<b>DIRECT SERVICES</b>			<b>\$ 2,591,892</b>	<b>\$ 151,619</b>	<b>\$ 2,440,273</b>	
Napa / Solano Area Agency on Aging	Both	-	211,737	88,537	123,200	Administration
Stella Wu-Chu	Both	Executed	30,000	5,250	24,750	Administration: Senior Nutrition Counseling
<b>ADMINISTRATION</b>			<b>\$ 241,737</b>	<b>\$ 93,787</b>	<b>\$ 147,950</b>	
<b>GRAND TOTAL</b>			<b>\$ 2,833,629</b>	<b>\$ 245,407</b>	<b>\$ 2,588,222</b>	

Pending Status:

- (1) Awaiting contractor's signature
- (2) Awaiting scope of work and budget documents
- (3) Request for Proposal (RFP)

Note: \*Amounts include Amendment 1 \$93,571 increase in Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

Percentage (%) of Actual Expenditures to Annual Budget  
Administration and Contracted Direct Services

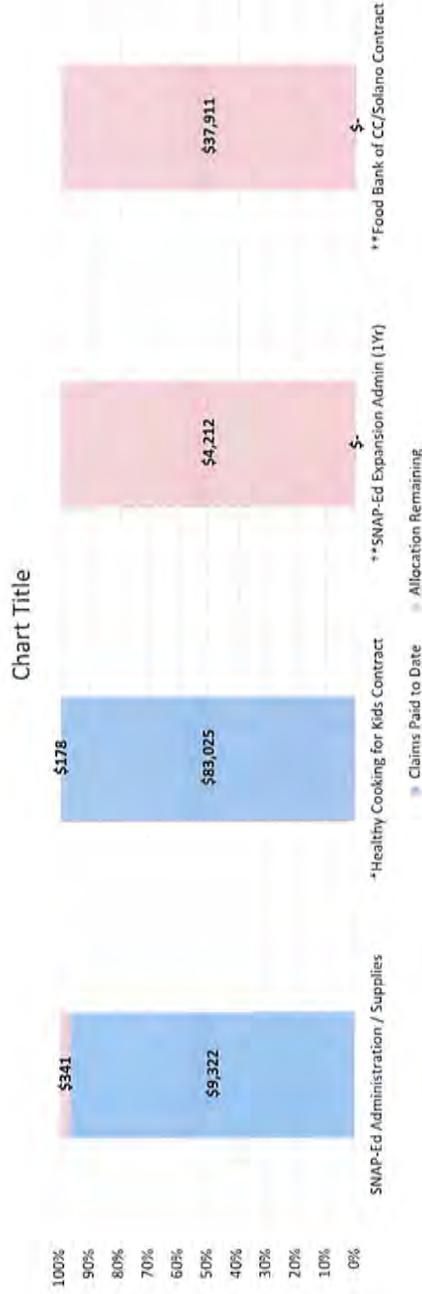


**PART II: FY 19-20 SNAP-Ed**

**TOTAL FEDERAL & STATE FUNDING (Funding Level), Allocation Status and Claims Paid)**

As of: **September 2019**

	Total Funding	Allocated Funds	Unallocated Funds	Claims Paid to Date	Allocation Remaining
SNAP-Ed Administration / Supplies	\$ 9,663	\$ 9,663	\$ -	\$ 9,322	\$ 341
*Healthy Cooking for Kids Contract	\$ 83,203	\$ 83,203	\$ -	\$ 83,025	\$ 178
**SNAP-Ed Expansion Admin (1Yr)	\$ 4,212	\$ 4,212	\$ -	\$ -	\$ 4,212
**Food Bank of CC/Solano Contract	\$ 37,911	\$ 37,911	\$ -	\$ -	\$ 37,911
<b>Total Funding</b>	<b>\$ 134,989</b>	<b>\$ 134,989</b>	<b>\$ -</b>	<b>\$ 92,347</b>	<b>\$ 42,642</b>



\*The contractor "Healthy Cooking with Kids" program area "Innovative Healthi" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingo/cize exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.

\*\*The 1yr contract with the Food Bank of CC/Solano is structured to provide information and assistance to SSI recipients in applying for previously unavailable CalFresh/SNAP-Ed benefits (this is one-time/1year funding).

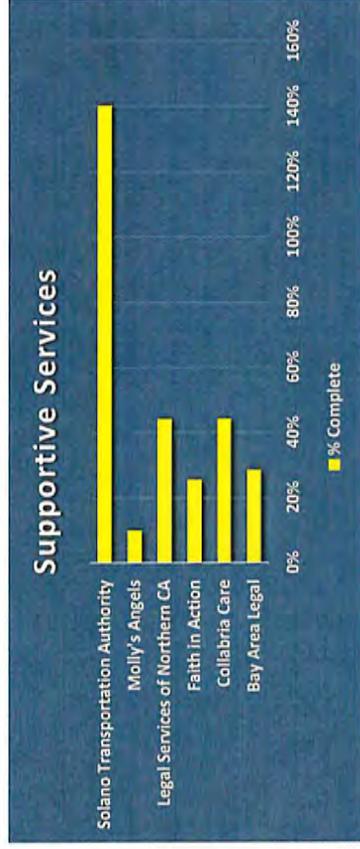
PLANNING AND SERVICE AREA (PSA) 28  
 NAPA/SOLANO AREA AGENCY ON AGING  
 FISCAL REPORT AS OF: September 2019

Provider	Service Area	Contract Status	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Caregiver	Elder Abuse	Administration	Total Budget	Claims Paid	Bal Remaining	Details of Services
Northern CA & Northern NV Alzheimer's Association	Solano	Executed	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 24,732	\$ -	\$ -	\$ 24,732	\$ -	\$ 24,732	Family Caregiver
Bay Area Legal Aid	Napa	Executed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 4,187	\$ 45,813	Supportive Services: Legal Services
Colobus Care	Napa	Executed	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 215,000	\$ 17,916	\$ 197,084	Supportive Services: Information and Assistance, Outreach, Registry, Case Management
Community Action of Napa Valley	Napa	Executed	\$ -	\$ -	\$ 200,000	\$ 270,084	\$ -	\$ -	\$ -	\$ -	\$ 470,084	\$ 39,174	\$ 430,910	Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Faith in Action	Both	Executed	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ 1,054	\$ 13,946	Congregate Meals, Home Delivered Meals and Nutrition Education
Faith in Action	Solano	Executed	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 7,727	\$ 102,273	Disease Prevention
Choice in Aging	Solano	Executed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and
Legal Services of Northern California	Solano	Executed	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000	Assistance
Areas on Wheels Solano County	Solano	Executed	\$ -	\$ 350,000	\$ 530,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880,000	\$ 73,757	\$ 806,243	Family Caregiver
Molly's Angels	Napa	Executed	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	Supportive Services: Legal Services
Northcoast Opportunities - DEA Redwood Care Givers	Solano	Executed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ 7,192	\$ 77,808	Congregate Meals, Home Delivered Meals, and Nutrition Education
*Ombuds Services of Contra Costa and Solano	Solano	Executed	\$ -	\$ 236,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,151	\$ -	\$ 236,151	Supportive Services: Transportation and Telephone Reassurance
*PSA 4 Greater Sacramento Ombuds Services Napa	Napa	Executed	\$ -	\$ 165,030	\$ -	\$ -	\$ -	\$ -	\$ 7,301	\$ -	\$ 172,331	\$ -	\$ 172,331	Family Caregiver
Solano Transportation Authority	Solano	Executed	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	Supportive Services and Elderly Abuse Prevention
Solano Fringe Center	Solano	Executed	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 633	\$ 24,367	Ombudsman Services
IIIB New Provider #2 TBD (Home Mods)	Solano	Executed	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	Supportive Services: Transportation
IIID New Provider #3 TBD (Fall Prevent)	Solano	Executed	\$ -	\$ -	\$ -	\$ -	\$ 33,594	\$ -	\$ -	\$ -	\$ 33,594	\$ -	\$ 33,594	IIIB Supportive Services
Stella Wu-Chu	Both	Executed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 5,250	\$ 24,750	IIIB Supportive Services
Napa / Solano Area Agency on Aging	Both	Executed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,737	\$ 211,737	\$ 84,537	\$ 127,200	Administration: Senior Nutrition Counseling
Total			\$ 550,000	\$ 403,181	\$ 550,000	\$ 800,084	\$ 38,594	\$ 244,732	\$ 7,301	\$ 241,737	\$ 2,833,629	\$ 245,407	\$ 2,588,222	Administration

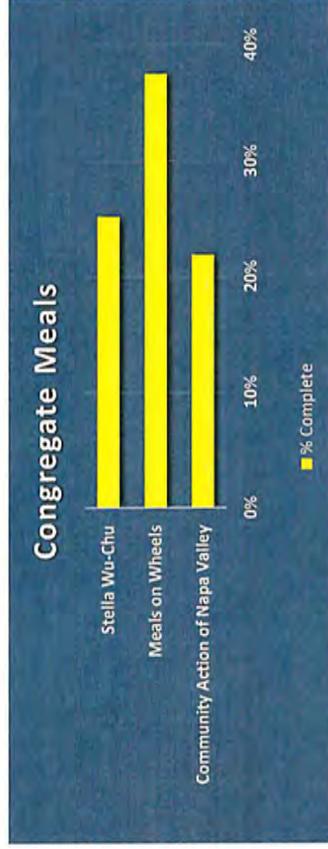
Ending Balances:  
 (1) Awaiting contractor's signature  
 (2) Awaiting scope of work and budget documents  
 (3) Request for Proposal (RFP)  
 Note: \*Amounts include Amendment 1 \$93,571 increase in Ombudsman funding (\$63,244 Solano / \$30,327 Napa)

NAPA SOLANO AREA AGENCY ON AGING (NSAAA)  
 FY19/20 SERVICE UNITS 1ST QTR REPORT  
 07/01/2019 - 09/30/2019

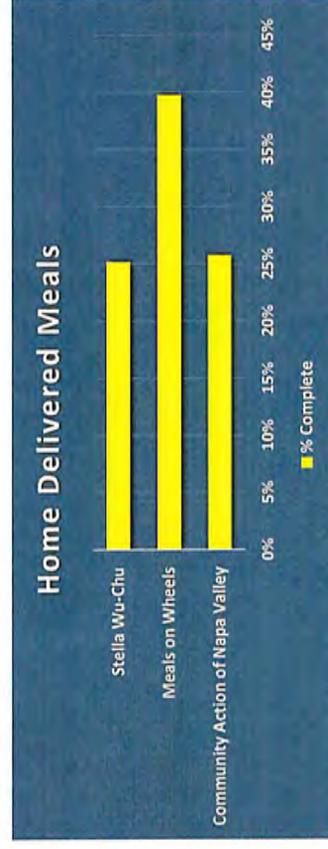
Contractors	Supportive Services		
	Units Completed	Contract Goals	% Complete
Bay Area Legal	213	750	28%
Collabria Care	1,737	3,933	44%
Faith in Action	4,001	15,776	25%
Legal Services of Northern CA	647	1,469	44%
Molly's Angels	572	5,760	10%
Solano Transportation Authority	2,104	1,500	140%
<b>Grand Total</b>	<b>9,273</b>	<b>29,188</b>	<b>32%</b>



Contractors	Congregate Meals		
	Units Completed	Contract Goals	% Complete
Community Action of Napa Valley	6,541	29,900	22%
Meals on Wheels	11,208	29,886	38%
Stella Wu-Chu	38	150	25%
<b>Grand Total</b>	<b>17,787</b>	<b>59,936</b>	<b>30%</b>

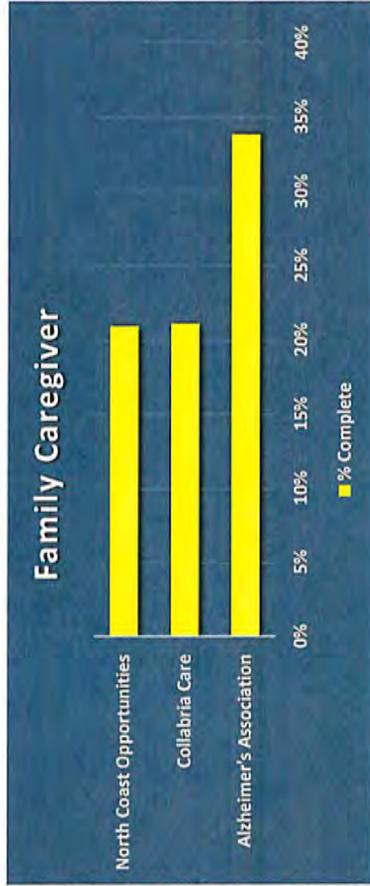


Contractors	Home Delivered Meals		
	Units Completed	Contract Goals	% Complete
Community Action of Napa Valley	23,234	90,100	26%
Meals on Wheels	69,262	174,090	40%
Stella Wu-Chu	38	150	25%
<b>Grand Total</b>	<b>92,534</b>	<b>264,340</b>	<b>35%</b>



NAPA SOLANO AREA AGENCY ON AGING (NSAAA)  
 FY19/20 SERVICE UNITS 1ST QTR REPORT  
 07/01/2019 - 09/30/2019

Contractors	Family Caregiver		
	Units Completed	Contract Goals	% Complete
Alzheimer's Association	142	418	34%
Collabria Care	572	2,714	21%
North Coast Opportunities	246	1,174	21%
Grand Total	959	4,306	22%



Contractors	Fall Prevention		
	Units Completed	Contract Goals	% Complete
Faith in Action	173	676	26%
Grand Total	173	676	26%



**Notes:**  
 Ombudsman Program activities are reported directly to the Office of State Ombudsman by Napa Ombudsman and Ombudsman Services of Contra Costa.  
 Elder Abuse Prevention Program activities are reported on a quarterly basis by completing CDA 1037 Elder Abuse Prevention Quarterly Report.



# TEMPORARY VISITOR PARKING PERMIT

If you are parking in Solano County parking lots, you must display this card, with this side facing up, in your front driver's side windshield. Failure to display this card may result in you receiving a parking citation.

VISITOR ELIGIBLE TO PARK BEYOND THE TWO HOUR LIMIT IN  
SOLANO COUNTY VISITOR PARKING ON THE DATE(S) LISTED BELOW

DATE(S): October 28, 2019

CONTACT/PHONE: Elaine Clark, 707/784-8792

ISSUING DEPARTMENT: ODAS/AAA



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## OVERSIGHT BOARD MEETING

Thursday, November 14, 2019

10:00 am to 11:00 pm (noon)

Napa Board of Supervisors Chamber  
1195 3<sup>rd</sup> Street, Suite 310, Napa, CA 94559

The County of Napa does not discriminate against persons with disabilities and the Napa County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-253-4421 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1<sup>st</sup> Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Napa County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

### Agenda

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**ITEMS FROM THE PUBLIC** --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



#### **APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES FROM October 28, 2019 -- Attached**

**REPORTS** – Presented by N/S AAA staff; no Action required.

1. Receive a report on the 2019-2020 budget – Jay Peno
2. Receive update on 2020-2021 RFP process -- Elaine Clark

**ACTION ITEMS** – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action.

1. Vote to approve Service Provider Recommendations for Fall Prevention/Home Modifications and Health Promotion. Provider contracts will run through June 30, 2020.

#### **BOARD MEMBER COMMENTS**

#### **ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. January 27, 2020, 10am – noon in Solano County, Board of Supervisors Chambers, 675 Texas Street, Fairfield, 94533.

## Napa/Solano Area Agency on Aging Oversight Board

### Meeting Minutes October 28, 2019

Location: Solano County Board of Supervisors Chambers  
675 Texas Street, Fairfield, CA 94533  
Date: Monday, October 28, 2019  
Time: 10:00 am – 12:00 pm (noon)

Attendees: Monica Brown, Brad Wagenknecht, Steve Sillen, Xavia Hendricksz,

Call to Order – 10:02 am; roll call, quorum present

Approval of Agenda moved, seconded, and approved.

Approval of Minutes from September 23, 2019, moved, seconded, and approved.

#### **Reports**

- Report on 2019-2020 Budget from Jay Peno
- Update on Fall Prevention and Health Promotion classes RFP process from Elaine Clark. Both RFP's have now closed.

#### **Action Items**

- Voting to have November 14, 2019 Meeting in Napa, 10-11a provided there are RFP's to approve or disapprove. Moved, seconded, and approved.

Meeting adjourned at 10:48 am



A Tradition of Stewardship  
A Commitment to Service

## NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533

(707) 784-8960

[www.aaans.org](http://www.aaans.org)



### RFP Selections:

## Home Modifications and Health Promotion

11.7.19

### Recommendations

*Home Modifications -- \$50,000 (\$35,000 Solano / \$15,000 Napa)*

- Meals on Wheels Solano
- Share the Care Napa Valley

*Health Promotion and Disease Prevention (classes) -- \$23,594 (\$16,515 Solano / \$7,079 Napa)*

- Innovative Health Solutions – single contractor covering both counties

### Overview of Process

Request for Proposals (RFPs) were created and sent out using the Solano County Procurement process.

- RFPs were released on County website [www.solanocounty.com](http://www.solanocounty.com), and Public Purchase website, [www.publicpurchase.com](http://www.publicpurchase.com). RFPs were also sent via email to multiple lists.
- Bidders conferences were held (non-mandatory).
- Proposals were received and reviewed for minimum requirements by the Procurement team.
- Review Team met, reviewed, discussed, and scored all qualified applicants.
- Scoring sheets were tabulated, reviewed, and accepted by the Procurement team

### Review Team

- 4 Napa Residents (ACOA members)
- 3 Solano Residents (1 ACOA member, AAA staff person, North Bay Healthcare employee)

### Scoring Areas

- General Qualifications
- Scope of Work
- Budget