

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

### MEETING AGENDA

April 5, 2022 - 10:00 AM Pacific Time

#### Join Zoom Meeting:

<https://us02web.zoom.us/j/83784479976>

Meeting ID: 837 8447 9976

Phone: 1 669 900 9128

### NAPA/SOLANO AREA AGENCY ON AGING MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID 19

California Governor Gavin Newsom issued Executive Order N-25-20 on March 12, 2020, relating to the convening of public meetings in light of the COVID-19 pandemic. The Napa/Solano Area Agency on Aging hereby provides notice that it will continue to convene its regularly scheduled public meetings of the Oversight Board and the Advisory Council telephonically, as provided in the publicly posted agenda notice, and until further notice. Pursuant to the Executive Order, and to maintain the orderly conduct of the meeting, the Napa/Solano Area Agency on Aging will allow Board members and Council members to attend the meetings telephonically and to participate in the meetings to the same extent as if they were present.

Members of the public who wish to participate may participate telephonically. For members of the public who wish to participate but not to attend telephonically, you may submit written comments on any matter within the Board or Council's subject matter jurisdiction, regardless of whether it is on the agenda for Board or Council consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the Napa/ Solano Area Agency on Aging staff no later than 9:00 a.m. on the morning prior to the noticed meeting. To submit written comments by email, please forward them to [eclark@solanocounty.com](mailto:eclark@solanocounty.com). To submit such comments by U.S. Mail, please forward them to:

Elaine Clark

Napa/Solano Area Agency on Aging  
275 Beck Avenue  
Fairfield, CA 94533

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

AGENDA  
April 5, 2022

### 10:00 – 10:30 ADVISORY COUNCIL BUSINESS

CALL TO ORER – 10:00 a.m.  
ROLL CALL

**CONFIRMATION OF VIRTUAL MEETING:** Discussion: Consider adopting a resolution of the Advisory Council on Aging to the Napa/Solano Area Agency on Aging authorizing remote teleconferenced meetings from the period April 5, 2022 through May 5, 2022 as a result of the continuing Covid-19 pandemic state of emergency.

#### **COMMENTS FROM THE PUBLIC**

*This is your opportunity to address the Advisory Council on a matter not on the Agenda, but it must be within the subject matter jurisdiction of the ACOA. Please limit comments to three minutes. Items from the public will be taken under consideration without discussion by the Advisory Council and may be referred to staff.*

#### **APPROVAL OF THE AGENDA / APPROVAL OF THE MARCH 1, 2022 MINUTES**

**OFFICER NOMINATION PROCESS: PRESENTATION OF SLATE OF CANDIDATES / ADDITIONAL NOMINATIONS FROM THE FLOOR:** Julie Spencer

### 10:30 – up to 11:30 COMMUNITY FORUM – AREA PLAN UPDATE: Elaine Clark

### 11:30 – 12:00 ADVISORY COUNCIL BUSINESS

#### **REPORTS**

- **Ad Hoc Membership Interview Team:** Recommendation for Council Membership for Anne Payne, Napa
- **Executive Committee:** Richard White
- **AgeWell:** Cheryl Johnson
- **Advocacy/Legislation:** Tony Provine
- **Age Friendly Designation Communications Update:** Elaine Clark, Richard White
- **Staff Report:** Elaine Clark

#### **NEW BUSINESS**

- **Schedule in-person workshop to explore Advisory Council's forward looking priorities and activities – June 7<sup>th</sup> in Solano:** Richard White

#### **ACTION ITEMS:**

- Approve remote teleconferenced meetings from the period April 5, 2022 through May 5, 2022

**ADJOURN – 12:00 p.m.**

# NAPA/SOLANO AREA AGENCY ON AGING



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## Advisory Council on Aging

### DRAFT MINUTES

March 1, 2022

**CALL TO ORER** – 10:00 a.m.

**PRESENT:** Elaine Clark, Executive Director AAA; Richard White, Chair; Verneal Brumfield, Vice Chair; Susan Ensey, Acting Secretary; Donna Altes; Donna Harris; Cheryl Johnson; Arnold Koenig; Tony Provine; Dane Reeves; Julie Spencer; Fern Yaffa. **ABSENT:** Jerry Castanon; Brenda Crawford; Mina Diaz. **GUESTS:** Linda Chandler; Shellie Coleman.

**CONFIRMATION OF VIRTUAL MEETING:** Discussion and Motion

**REVIEW OF OFFICER NOMINATION PROCESS AND TIMELINE:** Richard White

#### REPORTS

- **Executive Committee:** - Richard White
- **AgeWell** – Cheryl Johnson
- **Advocacy/Legislation** – Tony Provine
- **Age Friendly Designation** – Elaine Clark
  - Review and discussion of Age Friendly / Livable Communities including definitions, objectives and materials
  - Members volunteered to meet and plan outreach communications to inform and gain support of decision makers in Napa and Solano Counties
- **Staff Report** – Elaine Clark

#### OLD BUSINESS:

- Discussion of Meals on Wheels March 2022 celebrations for 50 years of service to older adults.

#### ACTION ITEMS:

- Adopt resolution authorizing remote teleconferenced meetings from the period March 1, 2022 through April 1, 2022 as a result of the continuing Covid-19 pandemic state of emergency. Motion by Donna Altes; Seconded by Donna Harris; Approved.
- Motion to approve establishing permanent executive officer role of Past Chair. Motion by Tony Provine; Seconded by Donna Harris; Approved.
- Motion to appoint Jerry Castanon as third member of Ad Hoc Officer Nominating Committee to serve with Richard White, and with Julie Spencer, Committee Chair. Motion by Susan Ensey; Seconded by Donna Altes; Approved.
- Motion to recommend Fran Rosenberg for Alternate 1 Member representing Napa. Motion by Donna Altes; Seconded by Fern Yaffa; Approved.

**ADJOURN** – 11:56 a.m. Motion to adjourn by Donna Altes; Seconded by Verneal Brumfield; Approved.

# NAPA/SOLANO AREA AGENCY ON AGING



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## Advisory Council on Aging

### EXECUTIVE COMMITTEE AGENDA

April 5, 2022 – 12:00–12:30 – Zoom Meeting

CALL TO ORDER 12:00

ROLL CALL

APPROVAL OF APRIL 5, 2022 AGENDA, AND DRAFT MINUTES FROM MARCH 1, 2022

EXECUTIVE REVIEW AND DISCUSSION OF REPORTS AND TOPICS COVERED IN COUNCIL MEETING

PLAN AGENDA FOR MAY COUNCIL MEETING

ADJOURN 12:30

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### EXECUTIVE COMMITTEE DRAFT MINUTES

March 1, 2022 – Zoom Meeting

CALL TO ORDER: 12:05

**ROLL CALL:** Richard White, Chair; Verneal Brumfield, Vice Chair; Susan Ensey, Secretary; Elaine Clark, Staff; Donna Harris.

#### DISCUSSION TOPICS

- Agenda for April Meeting which will include a Community Form on the Update to the Four-Year Area Plan.
- Termination communications to be sent to two regular members whose absences exceeded Bylaws limits.
- Other topics including: CDA audit; funding; service provider records and receipt requirements; June planning workshop.

ADJOURNED

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## Internal Calendar - Napa / Solano Advisory Council on Aging - FY21-22

Updated 03.21.22

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
<b>JULY</b>	<ul style="list-style-type: none"> <li>-Officers begin terms.</li> <li>-Welcome Napa member Janice Burger.</li> <li>-Council approved Fern Yaffa for Napa.</li> <li>-Share the Care update by Donna Altes.</li> </ul>	<ul style="list-style-type: none"> <li>-Quarterly Report communicated.</li> <li>-<i>AgeWell</i> published mid month.</li> <li>-Support letters: SB515 and AB911 (LTSS)</li> <li>-Draft By Laws reviewed with Council.</li> </ul>	<ul style="list-style-type: none"> <li>-FY21-22 provider contracts begin.</li> <li>-Introduction of Playbook for localizing the Master Plan.</li> <li>-Added volunteer page, and COAD logos/links to the website.</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>8-Alzheimer's Association provider update by Cheryl Johnson.</li> <li>-Welcome proposed member: Fern Yaffa.</li> </ul>	<ul style="list-style-type: none"> <li>-Revised Bylaws reviewed with Council.</li> </ul>	<ul style="list-style-type: none"> <li>-Preparing for CDA Monitoring visit of Napa Ombudsman program, SNAP-Ed/CalFresh Healthy Living.</li> <li>-Planning for localizing Master Plan</li> </ul>
<b>SEPTEMBER</b> Fall Prevention Month	<ul style="list-style-type: none"> <li>-9/7 Speaker Stella Wu Chu, Nutritionist.</li> <li>-9/25 Napa ACOA and Rianda House Alzheimer's team walks.</li> </ul>	<ul style="list-style-type: none"> <li>-Approved revised By Laws.</li> <li>-Letter urging mask mandates for Solano.</li> <li>-Sept 15 <i>AgeWell</i> articles due.</li> </ul>	<ul style="list-style-type: none"> <li>-Working with counties on next steps for the Master Plan Playbook.</li> <li>-Researching Hub-and-Spoke model of care.</li> </ul>
<b>OCTOBER</b> Emergency Preparedness	<ul style="list-style-type: none"> <li>- Overview of AAA Service Providers</li> <li>-Approved virtual meeting in November.</li> <li>-Approved canceling December meeting.</li> <li>-10/6 Solano Alzheimer's team walk.</li> </ul>	<ul style="list-style-type: none"> <li>-Quarterly Report.</li> <li>-Second edition of <i>AgeWell</i> published.</li> </ul>	<ul style="list-style-type: none"> <li>-Approval of Bylaws October 25</li> <li>-Applied to open an Emerging ADRC (Aging and Disabilities Resource Connection) in Solano</li> </ul>
<b>NOVEMBER</b> Family Caregiver Month	<ul style="list-style-type: none"> <li>-Implemented October 25, 2021 Bylaws.</li> <li>-Action approved for members who wish to extend term dates to submit their names.</li> </ul>	<ul style="list-style-type: none"> <li>-Exec Committee plans focus on Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>-Plan resources for advocacy focus.</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>-December meeting canceled.</li> <li>-12/7 informal Council get together</li> </ul>	<ul style="list-style-type: none"> <li>-Dec 15 <i>AgeWell</i> articles due.</li> </ul>	
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>-Approved members for extended terms.</li> <li>-Approved recommendation of Linda Chandler and Dannita "Shellie" Coleman as Council Alternates.</li> </ul>	<ul style="list-style-type: none"> <li>-Review opportunities for focus on Advocacy.</li> </ul>	<ul style="list-style-type: none"> <li>-Planning / programmatic decisions for Solano County ADRC.</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>-Review Officer Nomination process.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>-Quarterly Report</li> <li>-Approve Support Letter for AB98</li> </ul>	<ul style="list-style-type: none"> <li>-Planning on the Livable Communities (Age Friendly) designation</li> </ul>
<b>MARCH</b> March for Meals	<ul style="list-style-type: none"> <li>-Approved Officer Nomination Committee.</li> <li>-Approved Past Chair as fourth Executive Officer position.</li> <li>-Approved recommendation of Fran Rosenberg as Council Alternate for Napa</li> </ul>	<ul style="list-style-type: none"> <li>-March 15 <i>AgeWell</i> articles due.</li> <li>-Members active in communicating and gaining support for Age Friendly Designation in Napa and Solano.</li> </ul>	<ul style="list-style-type: none"> <li>-Age-Friendly Talking Points distributed to Council Members.</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>-Slate of Officers presented; Nominations from floor.</li> </ul>		<ul style="list-style-type: none"> <li>-Area Plan Update / Community Forum</li> </ul>
<b>MAY</b> Older Americans	<ul style="list-style-type: none"> <li>-Election of Officers</li> </ul>		<ul style="list-style-type: none"> <li>-Present budget and funding for Service Providers to members.</li> <li>-CSL Candidate presentations.</li> </ul>
<b>JUNE</b> Gay Pride & Elder Abuse	<ul style="list-style-type: none"> <li>-Terms end for current Officers 6/30.</li> </ul>	<ul style="list-style-type: none"> <li>-June 15 <i>AgeWell</i> articles due.</li> <li>-Advocacy workshop planned.</li> </ul>	<ul style="list-style-type: none"> <li>-Elect CSL Members</li> </ul>