



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## OVERSIGHT BOARD MEETING

Monday, September 26, 2022  
10:00 am to 12:00 pm (noon)

**Virtual Meeting:** Join Zoom Meeting

<https://us02web.zoom.us/j/87831426467?pwd=dUJodjQvODZZTXVJMjNQdXlsYzNGQT09>

Meeting ID: 878 3142 6467

Passcode: 446079

669-900-6833

### NAPA/SOLANO AREA AGENCY ON AGING MEETING ROTOCOL 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 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

All meetings are recorded.

Agenda available online at: <https://www.aaans.org/oversight-board>



NAPA / SOLANO AREA AGENCY ON AGING

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## Agenda

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**WELCOME** – Brad Wagenknecht

**CONFIRMATION OF VIRTUAL MEETING** -- Discussion: Consider adopting a resolution of the Oversight Board of the Napa/Solano Area Agency on Aging authorizing remote teleconferenced meetings from the period September 26, 2022 through October 25, 2022 as a result of the continuing Covid-19 pandemic state of emergency.

**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. Items from the public must be submitted in advance and will be taken under consideration without discussion by the Oversight Board and may be referred to staff.

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES FROM June 2022 -- Attached**

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

1. Receive budget update and fiscal matters – **Attached** – Fiscal Team
2. Receive update on Administrative Assistant search – Clark
3. Receive overview of annual nutrition survey and monitoring – **Attached** -- 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 funding recommendations for services funded by American Rescue Plan dollars – **Attached** – Clark
2. Vote to approve funding recommendation for new SNAP-Ed Cal Fresh Contract to Innovative Health Solutions and new Cal Fresh Expansion contract to The Food Bank of Contra Costa and Solano. – **Attached** -- Clark

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board on October 24, 2022.

## Napa/Solano Area Agency on Aging Oversight Board

### Meeting Minutes June 27, 2022

Location: Virtual Meeting – Microsoft TEAMS:

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 323-457-3408

Phone Conference ID: 635 803 336#

Date: Monday, June 27, 2022

Time: 10:00 am – 12:00 pm

Attendees: Board Members: Supervisor Brad Wagenknecht, Supervisor Monica Brown, Mayor Ronald Kott, Councilwoman Liz Alessio, Cookie Clark, Mary Palmer, John Pearson, Steve Sillen  
AAA Staff: Elaine Clark, Gwendolyn Gill, Jay Peno, Maria Macaraeg, Roselle Tamoro

Approval of Agenda – no objections to Agenda.

Approval of Minutes from April 25, 2022, moved by Liz Alessio, seconded by Mary Palmer and passed unanimously.

#### **Reports**

1. Receive budget update and fiscal matters – Jay Peno
2. Receive general funding update – American Rescue Plan and Older American Resilience and Recover Contracts – Elaine Clark

#### **Action Items**

**NONE**

#### **Board Member Comments**

Meeting adjourned 10:39 a.m. to July 25, 2022.

# Annual Nutrition Survey and Kitchen Monitoring Highlights

## September 2022

### Key Indicators

Indicator	Community Action of Napa Valley	Meals on Wheels Solano County
Food Quality	79%	74%
Overall Service Quality	86%	86%
Eat more fruits and vegetables	70%	80%
Live Independently as a Result	70%	87%
Feel Less Isolated	70%	81%

Responses include combined ratings of “Excellent” and “Good” for Food Quality, Overall Service Quality.

Responses include “Yes” response for “Eat More Fruits and Vegetables”, “Live Independently”, and “Feel Less Isolated” questions.

### Response Rates:

- Community Action of Napa Valley – 93%
- Meals on Wheels Solano County – 48%

### Findings:

1. *Kitchen issues which were addressed*
  - Grimy door gasket of walk-in refrigerator
  - Missing lid on inside garbage can
  - Incomplete/Inaccurate monthly kitchen reports – daily temp and production records
2. *CANV Issues which are being addressed*
  - Client Satisfaction Survey late
  - Year-end Report Overdue
  - Habitually late submitting monthly food service cost control report
3. *Meals on Wheels Solano Issues which are being addressed*
  - None

## American Rescue Plan Proposed Allocations

### Napa County -- \$471,211

Service Category	Service	Provider	Amount	TOTAL
<b>IIIB – Supportive Services -- \$154,560</b>				
	Respite Care – 455 hours	Collabria Care	\$15,000 OTO	15,000
	Emergency Bags – 50 bags	Collabria Care	\$5,000 OTO	5,000
	Fall Prevention – 23 additional clients	Share the Care Napa Valley	\$42,560 OTO	42,560
	Emergency Housing Supports – 13 clients	Benicia Family Resource Center	\$10,000 x 2 years	20,000
	Destination Rides Non-medical, twice monthly rides scheduled for library, grocery, or hair appointments	Molly's Angels	\$11,000 x 2 years	22,000
	Outreach	TBD	\$25,000 x 2	50,000
				<b>\$154,560</b>
<b>IIIC – Nutrition -- \$252,000</b>				
	Weekend Meals – 425 clients for apx 18 months	Community Action Napa Valley	\$126,000 x 2	<b>252,000</b>
				<b>\$252,000</b>
<b>IIIE – Family Caregiver -- \$48,224</b>				
	Respite – 1310 hours	Collabria Care	\$43,224 OTO	<b>43,224</b>
	Emergency Bags -- 50	Collabria Care	\$5,000 OTO	<b>5,000</b>
				<b>\$48,224</b>
<b>IIID – Disease Prevention -- \$16,427</b>				
	Tai Chi – Rohlff's Manor, American Canyon	Innovative Health Solutions	\$16,427 OTO	<b>16,427</b>
				<b>\$16,427</b>

## Solano County -- \$1,355,895

Service Category	Service	Provider	Amount	TOTAL
<b>IIIB – Supportive Services -- \$444,742</b>				
	Health Screenings – 120 clients receiving medically-tailored meals	Innovative Health Solutions	\$50,000 OTO	50,000
	Emergency Housing	Benicia Family Resource Center	\$35,000 x 2	70,000
	Case Management – adding additional .5 FTE	Meals on Wheels Solano	\$16,000 x 2	32,000
	Case Management, Peer Counseling, LGBTQ – and Expand Rainbow Seniors pgm to Vallejo	Solano Pride Center	\$37,500 x 2	75,000
	Transportation – 1,026 rides focused in rural areas	Faith in Action	\$14,000 x 2	28,000
	Outreach	TBD	\$50,000 x 2	100,000
				<b>\$355,000</b>
<b>IIIC – Nutrition -- \$725,122</b>				
	Weekend Meals – 7 <sup>th</sup> weekly meal for 2 years	Meals on Wheels Solano	\$282,561 x 2	565,122
	Medically Tailored Meals – 120 clients/12 weeks	Innovative Health Solutions	\$160,000 OTO	<b>160,000</b>
				<b>\$725,122</b>
<b>IIIE – Family Caregiver -- \$138,764</b>				
	Respite – 300 hours	Redwood Caregivers	\$69,382 x 2	138,764
				<b>\$138,764</b>
<b>IIID – Disease Prevention -- \$47,267</b>				
	Tai Chi/Matter of Balance – Suisun, Benicia, Vallejo	Innovative Health Solutions	\$23,633 x 2	47,267
				<b>\$47,267</b>

**Napa/Solano Area Agency on Aging  
American Rescue Plan Funding Allocations**

**TOTAL FUNDING ALL PROGRAMS**

PSA Name	Title III B: Supportive Services	Title III C1: Congregate Nutrition	Title III C2: Home Delivered Meals	Title III D: Preventive Services	Title III E: Family Caregiver	Title VII: Ombudsman	TOTAL: All Programs
Napa/Solano Area Agency on Aging	\$665,891	\$434,277	\$651,415	\$63,694	\$207,765	\$17,348	\$2,040,390

**FUNDING BREAKOUT- ADMINISTRATIVE AND DIRECT SERVICES**

Title	IIIB Supportive Services	IIIC1 Congregate Nutrition	IIIC2 Home-Delivered Meals	IIID Disease Prevention	IIIE Family Care Giver	VIIa Ombudsman	TOTAL: All Programs
Amount	\$ 665,891	\$ 434,277	\$ 651,415	\$ 63,694	\$ 207,765	\$ 17,348	\$ 2,040,390
Direct Services	\$ 599,302	\$ 390,849	\$ 586,273	\$ 63,694	\$ 186,988	\$ 17,348	\$ 1,844,454
Admin	\$ 66,589	\$ 43,428	\$ 65,142		\$ 20,777		\$ 195,936
Total	\$ 665,891	\$ 434,277	\$ 651,415	\$ 63,694	\$ 207,765	\$ 17,348	\$ 2,040,390
Bal Chk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**DIRECT SERVICES FUNDING ALLOCATIONS BY COUNTY**

County Breakout - Direct Services	JEPA-IIIB	JEPA-IIIC1	JEPA-IIIC2	JEPA-IIID	JEPA-IIIE	CDA-Ombuds- VIIa	Total
Napa - 25.79%	\$ 154,560	\$ 100,800	\$ 151,200	\$ 16,427	\$ 48,224	\$ -	\$ 471,211
Solano - 74.21%	\$ 444,742	\$ 290,049	\$ 435,073	\$ 47,267	\$ 138,764	\$ -	\$ 1,355,895
Total	\$ 599,302	\$ 390,849	\$ 586,273	\$ 63,694	\$ 186,988	\$ -	\$ 1,827,106

**Matching Requirements by CFDA#**

Direct Service	10.53%	10.53%	0.00%	25.00%	0.00%
Admin	25.00%	25.00%	0.00%	25.00%	0.00%

**Supplemental Nutrition Assistance Program-Education (SNAP-Ed)  
 CalFresh Expansion  
 Budget Display  
 County of Solano**

Federal Fiscal Year 2023					
12 months (October 1, 2022 - September 30, 2023)					
	Notes	Project Number	Initial Allocation	Adjustments	TOTAL
SNAP-Ed/CalFresh Healthy Living Reimbursement Federal Funds	a	SNDL	\$341,190	\$0	\$341,190
<b>CalFresh Expansion</b>					
State General Fund	a	CFLA	\$29,649	\$0	\$29,649
Reimbursement Federal Share	a	CFLA	\$22,786	\$0	\$22,786
<b>TOTAL CalFresh Expansion</b>			<b>\$52,435</b>	<b>\$0</b>	<b>\$52,435</b>
<b>TOTAL, SNAP-Ed and CalFresh Expansion</b>			<b>\$393,625</b>	<b>\$0</b>	<b>\$393,625</b>

Federal Fiscal Year 2024					
12 months (October 1, 2023 - September 30, 2024)					
	Notes	Project Number	Initial Allocation	Adjustments	TOTAL
SNAP-Ed/CalFresh Healthy Living Reimbursement Federal Funds	b	SNDL	\$341,190	\$0	\$341,190
<b>CalFresh Expansion</b>					
State General Fund	b	CFLA	\$29,649	\$0	\$29,649
Reimbursement Federal Share	b	CFLA	\$22,786	\$0	\$22,786
<b>TOTAL CalFresh Expansion</b>			<b>\$52,435</b>	<b>\$0</b>	<b>\$52,435</b>
<b>TOTAL, SNAP-Ed and CalFresh Expansion</b>			<b>\$393,625</b>	<b>\$0</b>	<b>\$393,625</b>

Federal Fiscal Year 2025					
12 months (October 1, 2024 - September 30, 2025)					
	Notes	Project Number	Initial Allocation	Adjustments	TOTAL
SNAP-Ed/CalFresh Healthy Living Reimbursement Federal Funds	c	SNDL	\$341,190	\$0	\$341,190
<b>CalFresh Expansion</b>					
State General Fund	c	CFLA	\$29,649	\$0	\$29,649
Reimbursement Federal Share	c	CFLA	\$22,786	\$0	\$22,786
<b>TOTAL CalFresh Expansion</b>			<b>\$52,435</b>	<b>\$0</b>	<b>\$52,435</b>
<b>TOTAL, SNAP-Ed and CalFresh Expansion</b>			<b>\$393,625</b>	<b>\$0</b>	<b>\$393,625</b>

- a Expenditures must be reported in closeout by 10/31/23
- b Expenditures must be reported in closeout by 10/31/24
- c Expenditures must be reported in closeout by 10/31/25

**CFDA#** 10.561  
**CFDA Program Title** State Administrative Matching Grants for the Supplemental Nutrition Assistance Program  
 Funding Provided through the United States Department of Agriculture, Food and Nutrition Services

PROPOSED FUNDING ALLOCATIONS
SNAP-Ed -- Innovative Health Solutions -- \$307,071
CalFresh Expansion -- Food Bank of Contra Costa and Solano -- \$52,435