

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

MEETING AGENDA

January 2, 2024 - 10:00 AM – 12:00 PM

650 Imperial Way, 1st Floor
Napa, CA 94533

The Advisory Council on Aging does not discriminate against persons with disabilities. Meetings are held in accessible facilities. If you wish to attend this meeting and require assistance in order to participate, please call the Area Agency on Aging at least 24 hours in advance of the event to make reasonable arrangements. 707/784-8960.

Non-confidential materials related to an item on this Agenda submitted to the Advisory Council on Aging 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, 1st Floor.

If you wish to address any items on the Agenda, please participate in the discussion so the Advisory Council on Aging can fulfill its purpose of being an informed community champion of older adults, advising the AAA, the Oversight Board, and the Napa and Solano Boards of Supervisors.

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Advisory Council on Aging

AGENDA January 2, 2024

CALL TO ORDER – 10:00 a.m.

1. ROLL CALL

2. WELCOME: Richard White

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.

3. APPROVAL OF THE AGENDA / APPROVAL OF THE DRAFT MINUTES

4. REPORTS

- **Executive Committee:** Richard White
- **Member Recruitment:** Richard White
- **AgeWell:** Cheryl Johnson
- **Legislation:** Richard White
- **Nutrition: Report Attached** -- Richard White
- **Technology:** Linda Chandler / Alan Werblin
- **Bylaws: Changes Attached** -- Lynne Baker. Lead motion, discussion, and approval of Bylaws.
- **Community Outreach:** Riitta DeAnda. Approve contract with Brown-Miller Communication, Inc. for Outreach Plan for the period January 1 through September 30, 2024.
- **Staff Report: Report Attached** -- Elaine Clark

5. NEW BUSINESS

- **Plans for ACOA recognition of special themes:** Susan Ensey. Lead discussion for creating a small work group to develop an annual plan for special themes such as Older Americans month and Elder Abuse day.

6. OLD BUSINESS

- **Update from members on personal commitments and participation in ACOA related activities.**

MEETING ACTION ITEMS:

- **Approve ACOA Bylaws.**
- **Approve work group for recognition of special themes.**

ADJOURN 12:00 to next meeting February 6, 2024 in Fairfield, 601 Texas Street.

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Advisory Council on Aging

DRAFT MINUTES
November 7, 2023

CALL TO ORER – 10:00 a.m.

PRESENT: Elaine Clark, Executive Director AAA; Richard White, Chair; Riitta DeAnda, Vice Chair; Verneal Brumfield, Past Chair; Susan Ensey, Secretary; Lynne Baker; Linda Chandler; Olga Curtright; Donna Harris; Cheryl Johnson; Elizabeth Murphy; Anne Payne; Fran Rosenberg; Neil Watter; Alan Werblin; Fern Yaffa; Jaquetta Jefferson, AAA Staff. **GUESTS:** Dana Garcia, Program Assistant, Share the Care; Drene Johnson, Executive Director, CANV.

APPROVAL OF AGENDA / APPROVAL OF MINUTES: Motion by Lynne Baker to approve the Agenda with the addition of Action Item to approve support letter; Seconded by Fern Yaffa; Approved. Motion to approve the Minutes by Anne Payne; Seconded by Elizabeth Murphy; Approved.

REPORTS:

- **Executive Committee:** Richard White described written opinions about the the October 2, 2023 cover of the NY Times. Richard referred to the Executive Committee Minutes.
- **Member Recruitment:** The Recruitment Committee recommended approval of Cathleen Kahn for Advisory Council alternate membership representing Solano County. Recommendation Approved.
- **AgeWell:** Cheryl Johnson provided statistics indicating *AgeWell* is doing quite well: 20,000+ email distribution with 62% engagement; and a 3.75% monthly growth rate. *AgeWell* will be published six times a year on odd months with due dates for articles on the 15th of each month prior.
- **Legislation:** Riitta DeAnda reported that Richard White will return to tracking legislation, and she will focus on Community Outreach which entails tracking community events that we could attend to promote the work funded by AAA.
- **Nutrition:** The AAA Oversight Committee has requested a summary of the group's findings and observations. Members discussed the the positive impact the study has made so far.
- **Technology:** Alan Werblin described his many connections in the community in expanding offerings in technology training for seniors, and for recruiting volunteer drivers for Faith in Action.
- **Bylaws:** Lynne Baker presented the mock-up of the revised Bylaws for review. Discussion centered around attendance requirements and around future teleconferencing possibilities. Lynne will send the revised copy to members to review and to be approved at the January meeting.
- **Community Outreach:** Elaine met with the work group and is planning to contract with a communications vendor to create materials and place media buys. Riitta DeAnda, Neil Watter, Elizabeth Murphy, Anne Payne and Olga Curtright are active in this effort to bring our programs to the notice of elected officials and community partners.
- **Staff Report:** Elaine referred to her written report. Included in the member materials are four pages showing the increase in the N/SAAA workload over the last 4 ½ years in terms of budgets, contracts, providers, programs and other activities.

NEW BUSINESS

- **Support Letter:** Richard White referred to the letter of support for funding the Older Americans Act which was emailed to members for review. Discussion involved sending it to Cecilia Aguilar-Curry in addition to Mike Thompson, John Garamendi, Alex Padilla and Laphonza Butler. Motion to approve the support letter made by Elizabeth Murphy; Seconded by Donna Harris; Approved. (Correction following the meeting: Cecilia Aguilar-Curry removed as she represents the state and not Federal government.)

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- **Pilot Cooking Class by Sustainable Solano:** Verneal Brumfield recommended that ACOA support a community initiative by Sustainable Solano to pilot a Heirloom Harvest Cooking Class which will include a small group of seniors and students from Solano. Motion to approve by Verneal Brumfield; Seconded by Cheryl Johnson; Approved.

OLD BUSINESS

- **Update on Personal Commitments:** Members reported on their progress and achievements.

ACTION ITEMS:

- Approved Cathleen Kahn for Advisory Council alternate membership representing Solano County.
- Approved letter of support for Older Americans Act Funding.
- Approved supporting a community initiative by Sustainable Solano for pilot Heirloom Cooking Class.
- Approved cancelling December Advisory Council meeting.

Motion to Adjourn by Fern Yaffa; Seconded by Fran Rosenberg; Approved.

ADJOURNED 12:15 p.m. to next meeting January 2, 2024 in Napa, 650 Imperial Way, 1st Floor.

DRAFT

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EXECUTIVE COMMITTEE AGENDA

January 2, 2023 – Napa, CA

CALL TO ORDER: 12:00

ROLL CALL / APPROVE MINUTES / APPROVE AGENDA

REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING

PLAN FEBRUARY 2024 MEETING

REVIEW MEMBER TERMS ENDING IN JUNE 2024

ADJOURN: 12:30

EXECUTIVE COMMITTEE DRAFT MINUTES

November 7, 2023 - Napa, CA

CALL TO ORDER: 12:25

ROLL CALL: Present: Richard White, Chair; Riitta DeAnda, Vice Chair; Susan Ensey, Secretary; Verneal Brumfield, Past Chair; Elaine Clark, Executive Director AAA.

REVIEWED MEETING DISCUSSIONS AND OUTCOMES

DISCUSSION TOPICS:

- Planning for January meeting.
- Invite work group to develop an annual plan for ACOA recognition of monthly special themes such as Older Americans month and Elder Abuse day. Susan will send an email to members and organize a group zoom meeting.

ADJOURN 1:45

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Nutrition Report

November 13, 2023

BACKGROUND

Eleven hundred and fifty-five days represent the period between the beginning and end of COVID's onslaught. The announcement of a national public health emergency in March 2020 introduced the country and each of the nearly 600,000 residents in Solano and Napa counties to a new reality: living and surviving in isolation. Lives had to adjust abruptly and reluctantly to being indoors more than ever before. If you were one of the 140,000+ older adults residing in either county the risks of contracting COVID are borne out by the statistics that nearly 70% of COVID's 650+ deaths occurred among those 65 and over and especially those with underlying medical conditions.

As a result, many older adults who had previously enjoyed numerous outdoor activities and social events stayed indoors as much as possible, limiting their "safe" circle to a few friends and family. Businesses suffered significant financial losses; unemployment soared; schools went virtual; and Senior Centers closed, eliminating an "age-friendly" source of community activity and engagement for older adults. With the closings, congregate meal programs that had previously attracted an average of 10-30 community residents daily for lunch came to a screeching halt. Over the next thirty-eight months, older adults, being the most vulnerable to this terrible virus, learned how to live in relative isolation. Older adults also became more discriminating in their choices of events to attend when they did venture out as the pandemic began to subside and was eventually declared at an end in May 2023.

Consistent with its mandate to assist, advocate for, and respond to the needs of older adults and the disabled, the Advisory Council formed a nutrition project team to study COVID's impact on congregate meal programs throughout Solano and Napa counties.

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Beginning in February 2023, members of the Council's "nutrition project team" visited, shared lunch and spoke with various stakeholders in the congregate meal program, i.e., residents, food distribution and provider staff. Over a four-month period the nutrition team visited Senior Centers in Suisun, Fairfield, Vallejo, Rio Vista, Vacaville, Benicia, and Napa. The following observations and recommendations are the result of these visits and conversations.

The ACOA invested significant time and energy on this project because congregate dining sites play an important role in reducing social isolation among older adults. Having a place to come and share a meal among friends is often the only social activity available to some people. Congregate meal sites also offer participants the opportunity to eat what may be their only hot meal of the day. The financial factor in not being able to eat well was mentioned several times during the study.

OBSERVATIONS

- According to service providers, congregate meal attendance has not returned to pre-COVID levels. The project team visited seven Senior Center lunch programs in both Napa and Solano counties. The most well-attended lunch programs were in Suisun, Rio Vista, and Napa. The total combined number of fellow diners at all sites was less than thirty. At times, the ACOA members outnumbered the number of regular diners.
- Feedback from CANV and Meals on Wheels volunteers and staff and Senior Center staff indicates a clear desire to improve the dining experience and increase attendance.
- The physical setting and ambiance at each congregate dining site was different, with some locations serving on plates and others serving the meal in the trays in which the previously frozen food arrived.
- Most dining hosts greeted guests as they arrived, offering beverages and conversation. The Napa dining site had several volunteers providing drinks throughout the meal.

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- The system for meal reservations was not consistent. At one location, reservations were made but the message was not picked up. Ours was the only reservation that day and as a result of not receiving the information, lunch was cancelled. We were not informed. We showed up for lunch but no one was there.
- The initial intake form was not consistently administered and was not consistent between the two counties.
- Meal quality and appearance was inconsistent. Some food was delicious and looked appropriate on the plate. Other times, the food was almost inedible.
- Additional snack bags were served at each location and were appreciated by diners as they could take the items home to eat later.

Diners were eager to share items they would not eat/drink themselves, especially the cartons of milk. Some folks took the extra cartons home so nothing was wasted. (Milk is a required item to be served but not everyone drinks it.)

RECOMMENDATIONS

- Improve food quality. Some meals were delicious. Other meals included food that looked and tasted terrible. More quality control is needed to consistently serve tasty and delicious looking food.
- Allow diners to choose from a variety of meal options including vegetarian options.
- Provide culturally specific offerings. Create opportunities for Senior Center staff and congregate meal providers to collaborate on outreach strategies and identify ways in which the congregate meal program intersects with other Senior Center activities.
- Require congregate meal staff to meet quarterly with the meal contractor to discuss successes/issues with the prior quarter's meals and provide feedback for changing menus. Which meals did diners enjoy? Which meals didn't people enjoy? Discuss ideas for enhancing the congregate meal experience.
- Encourage creative options for congregate dining that might include "restaurant" voucher meal programs or Food Trucks.
- Simplify the congregate meal intake form and offer an electronic version in multiple languages.

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- Invite Senior Center staff and meal providers to attend ACOA meetings to present updates and challenges. What's working? What isn't? How can ACOA support?
- Meet with Senior Center staff and meal providers to develop consistent marketing and outreach tools, e.g., activity flyers, meal menus, special meal days, e.g., "Sushi Friday", "Taco Tuesday" and discuss how *AgeWell newsletter* can also be a resource.
- Identify transportation issues and possible solutions.
- Create a "Bring a Friend" program to introduce people to the senior lunch program. Include incentives, such as water bottles, emergency kits, etc. for people who bring new people and for people who attend multiple times a month.
- Create competition among lunch program hosts to see who brings in the greatest number of new clients each quarter.
- Measure the success of the outreach programs by reviewing client unit data each quarter and year versus year.

Positive Observations and Outcomes

- Meals on Wheels Solano has rebranded the congregate meal program with "Café Connect" to attract new participants, including:
 - ✓ Both service providers want to improve the service.
 - ✓ Congregate meal staff and volunteers are welcoming and connect well with guests.
 - ✓ Each dining location included a take-home snack bag, which was greatly appreciated.

Next Steps

1. Share the report with service providers and invite both Meals on Wheels and CANV to address the Advisory Council.
2. Incorporate outreach activities and attendance increases in new contracts.
3. Continue to visit dining sites each quarter to monitor changes.
4. Incorporate quarterly meetings into new contracts.

Respectfully,

Nutrition Team Members

Napa / Solano Area Agency on Aging
275 BECK AVE, FAIRFIELD CA 94533
(707) 784-8207 FAX (707) 784-2440

Advisory Council of the Napa / Solano Area Agency on Aging
BYLAWS
ADOPTED October 25, 2021 _____

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 Board 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

DEFINITION OF MEMBERSHIP

The Advisory Council shall consist of sixteen (16) regular members and up to four (4) alternate members, with eight (8) regular members appointed by each County Board of Supervisors, and up to two (2) alternate members appointed by each County Board of Supervisors. A Board of Supervisors may choose not to appoint alternate members.

Commented [LB1]: Should we simply state that there will be at least one alternate member from each county and skip the "up to" language?

Regular members are expected to attend all scheduled Council meetings as voting members.

Alternate members are encouraged to attend scheduled Council meetings. In the absence of a regular member, the first alternate member from the same county as the absent regular member will vote on matters before the Council. If the first alternate member is unable to attend the Council meeting, the second alternate member will serve as a voting member of the Council for the designated meeting.

~~The differences between the two memberships are described in detail throughout the Bylaws. The primary difference is that regular members are expected to attend all Council meetings as voting members. Alternate members are encouraged to attend all meetings, but are designated~~

~~as alternate one (1) and two (2) for each county and are expected to attend when asked to vote in place of an absent regular member from the same county. For purposes of these Bylaws, the term "regular member" refers only to regular members, the term "alternate member" refers only to alternate members, and the term "member" appearing without designation refers to both.~~

SECTION 1. QUALIFICATIONS

The Advisory Council membership shall consist of sixteen (16) regular members and up to four (4) alternate members as follows:

Commented [LB2]: See above

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.

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

Solano and Napa ~~Each~~ County Boards of Supervisors each shall appoint one-half (½), eight (8) of the regular members, and may, if they so choose, appoint one-half (½), up to two (2) of the alternate members. Prior to each Board's appointment, the AAA staff shall review proposed appointments to the 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.

The two (2) alternate memberships for each county will be designated as alternate one and alternate two. When a regular member is absent from a meeting, the first alternate member, i.e., alternate one, representing the same county as the regular member, will be expected to attend the meeting and may vote in their absence. When a regular member is absent from a meeting and alternate member one is unable to attend, alternate member two will be expected to attend the meeting and may vote.

Commented [LB3]: It seems the language re: alternates on p. 2 above sufficient without having to repeat it here. If not, reconcile both statements to assure they are congruent.

SECTION 2. TERM OF OFFICE

Regular and alternate Advisory Council members serve for two (2) years from their appointment and may be reappointed for two (2) additional two (2) year terms.

A regular member who wishes to reapply to serve on the Advisory Council as a regular member following their three (3) terms may do so when a regular vacancy occurs, and after a minimum of one (1) year break in their regular member service. A regular member who wishes to apply to serve as an alternate member may do so when an alternate vacancy occurs anytime during their tenure, and anytime following their three (3) terms as a regular member.

An alternate member who wishes to apply to serve as a regular member may do so when a regular vacancy occurs any time during their tenure, and anytime following their three (3) terms as an alternate member.

Each term begins July 1 and ends on June 30.

~~Effective October 25, 2021, a one-time only change is made in term expiration dates in order to have four (4) members' terms from each county expire in the even years, and four (4) members' terms expire in the odd years. To make this change, four (4) members from each county have their terms extended by one (1) year. The Advisory Council approves the list of members whose terms are extended.~~

Commented [LB4]: Because this was a one-time situation I believe the statement can be deleted.

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 expeditiously, 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 their official position to influence a governmental decision in which they know or have reason to know they have 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 or their immediate family.

ARTICLE IV – MEETINGS

SECTION 1. SCHEDULE

The Advisory Council shall meet monthly or ~~no fewer than~~ 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.~~ ~~with a minimum of one-half (1/2) of the current membership 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

Attendance at regular meetings is expected and important ~~to achieve in achieving~~ Council business. Each member's attendance will be recorded as present or absent, and will be reported in the Advisory Council quarterly reports.

If a regular member has absences totaling four (4) or more within a rolling twelve (12) month period, they shall be removed from the Advisory Council as a regular member. The remainder of their term will be filled by an alternate member, or a new regular member appointed to complete the remainder of their two-year term.

If an alternate member has two (2) or more occasions within a rolling twelve (12) month period in which they are called to attend ~~but were unable to do so~~ and, they shall be removed from the Advisory Council as an alternate member. The remainder of their term will be filled by a new alternate member appointed to complete the remainder of their two-year term.

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 AAA 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. 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 their 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 [nominate](#), 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 their absence.
- C. The Secretary shall keep a record of member attendance at Advisory Council meetings for inclusion in the quarterly report.

4. Absence of the Officers

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

SECTION 3. ELECTION AND TERMS OF OFFICERS

1. Officers are regular members and may serve two (2) consecutive one (1) year 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 represent both counties and consist of three (3) regular 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. [Electronic signatures are acceptable.](#)
- E. No member of the Nominating Committee shall be nominated nor accept a nomination to office during their 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. After the April meeting, this slate of officer candidates shall be delivered personally or by mail (postal or electronic) to all members of the Advisory Council at least 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 their 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 both regular members present at the meeting. If an alternate member is present and serving in the place of a regular member, the alternate member shall vote. ~~and alternate members who are designated to vote in place of regular members, who are present at the meeting.~~

None of the above shall preclude any Advisory Council member from expressing their 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.

The Advisory Council may establish informal, short-term projects and project teams. Project teams comprised of seven (7) or fewer members are not subject to the Brown Act.

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 website 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 both regular members, and alternate members who are designated to vote in place of regular members of the Advisory Council present at the meeting, and with the approval of the Oversight Board.

Bylaws Original Adoption: September 29, 2019

Revised bylaws adoption: add date



Staff Report January 2, 2024

1. Aging and Disability Resource Connection (ADRC)

The California Department of Aging approved the ADRC Solano for “Designation.” As a Designated ADRC, the California Department of Aging recognized the ADRC as being fully operational. As such, the ADRC will be required to track service units and will be eligible for ongoing funding. Expansion work will continue.

2. Outreach Workgroup

The contract with Brown-Miller was approved by the Solano Board of Supervisors and begins January 1.

3. Request for Proposals (RFP)

The RFP for Area Plan services is active. Many people/organizations have asked questions which have been answered by the portal. The RFP closes January 19th.

4. Tech Meeting Solano County

Several of us attended the first Solano County Tech Consortium to learn about how the County is reaching out to underserved communities to connect them with WiFi. Riitta, Cheryl, and I agreed to participate in ongoing workgroups to ensure senior voices are part of the conversation.

5. Area Plan

The 2024 Area Plan is due May 1, 2024. This starts a new 4-year cycle. We will be relying heavily on the data received from the Napa Senior Survey, CASOA data, and Solano CHIP survey, as well as past community meetings to determine priorities. The priorities set the agenda and funding priorities for the next 4 years. CDA has changed some of the formatting and requirements. Diane Kaljian has been contracted to help create the new Area Plan document.

6. Multi-Disciplinary Team (MDT) Convening

I attended the first statewide MDT convening in Sacramento, along with other Solano County employees and two people from the ADRC. I also participated in a workshop highlighting AAA and ADRC services and the benefits to include AAA/ADRC staff in MDT meetings. MDT meetings bring multiple partner organizations together to create comprehensive care plans for vulnerable adults needing comprehensive services in



order to remain independent. A result of the meeting is a local convening later in January to discuss relaunching the current MDT process.

7. Solano County Master Plan for Aging

Work has begun on creating a strategy to localize the Master Plan for Aging. I am working with our contractor – Innovative Health Solutions – to build a county-wide strategy over the next 15 months. The work is from a grant received by Solano County. A community meeting is scheduled for January 30th in Fairfield. Attendees will be asked to sign up for an advisory committee. I will use the process for Napa as well to support Master Plan work.

8. Ombudsman Services

The State Ombudsman gave me direction for monitoring both Ombudsman programs. I created quarterly monitoring reports, which each provider will complete and submit following each quarter. The Ombudsman services are the only services which do not report data into the CARS data system. The quarterly reports will allow me to review progress against annual requirements ongoing. I do not have concerns but do need a mechanism for review. Executive Directors of both programs acknowledged the need and appreciated the report, which they will be reviewing as well.

9. Kris Brown Retirement

I attended a retirement celebration for Kris Brown, the Director of Comprehensive Services for Older Adults in Napa. Kris is a proponent of the AAA and older adults. Her insight into Napa County and knowledge of trends will be missed. Kris was accepted into a Fellowship in Washington and is working on a Senate project (lead by Senator Bernie Sanders) to address changes to the Older Americans Act. Kris and I will keep in touch.

10. Continuing Resolution

We are operating under a Continuing Resolution (CR), which means federal funding levels remain at last year's levels. If there is a federal government shutdown, the State will not receive federal funding, which could affect AAA funding. Because our AAA is part of the county government, I do not anticipate service delays. We should be able to continue paying service providers. The current CR ends mid-January.



11. CalFresh new Integrated Work Plan

The new Integrated Work Plan (IWP) began in October and is the three-year strategy for implementing CalFresh Healthy Living programs. We received about \$200,000 more than anticipated, which means we will provide more line dance classes, create another community garden at Rolff's Manor, and work with senior centers on healthy drinking and eating policies. Innovative Health Solutions holds this contract. We meet quarterly to review progress and discuss issues.

12. C4A Website

I am working with a team to recreate the C4A website. The website will be operational mid-January. The site is a resource for the 33 Area Agencies on Aging and will include informational materials for state officials.

13. Area Plan Funding Amendment

December 19, CDA released Amendment 1 to the Area Plan funding contract. The amendment includes approximately \$361,136 in additional program funding. Funding must be distributed to current service providers to increase service levels. Funding covers Ombudsman, nutrition, disease prevention, family caregiver, elder abuse, and title IIIB services. Funds must be spent before June 30, 2024. Contracts should be in place no later than March.

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December 18, 2023

AGING AND DISABILITY RESOURCE CONNECTION RECEIVES OFFICIAL DESIGNATION APPROVAL

State Designation brings ongoing funding to support older and disabled adults in Solano County

Fairfield, CA, December 2023 – The California Department of Aging has granted “Designation” status to the two-year pilot creating a local Aging and Disability Resource Connection (ADRC) in Solano County. The Designation status guarantees continuous funding for the one-stop resource hub for older and disabled adults searching for services to support independent living.

Solano County is home to over 90,000 adults age 60+. Older adults are the fastest growing population in the County and the State. As people age, they require additional services, such as fall prevention and transportation assistance, connections to health benefits, and long-term care and support options. The Aging and Disability Resource Connection connects people with these services and works with individuals to create personalized care plans.

The Aging and Disability Resource Connection has two core partners, Independent Living Resources of Solano and Contra Costa Counties and Napa/Solano Area Agency on Aging. Together, the two organizations form the core of the ADRC. Additionally, the ADRC is connected to the local healthcare organizations, social service organizations, Veterans Services, and Solano County Health and Social Services, through extended partnership agreements.

ADRC support is free to all older adults and adults with disabilities living in Solano County. For more information or assistance, please contact the Aging and Disability Resource Connection of Solano at 707/200-7116, <https://www.aaans.org/adrc>.

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