

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

**MEETING AGENDA**  
October 3, 2023 - 10:00 AM – 12:00 PM

**Solano County Events Center**  
601 Texas Street  
Fairfield, 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 October 3, 2023

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:** Riitta DeAnda
  - **Nutrition:** Richard White
  - **Technology:** Linda Chandler
  - **Bylaws and Procedures:** Verneal Brumfield
5. UPDATE FROM MEMBEERS ON COMMITMENTS MADE AT THE STRATEGY SESSION
6. NEW BUSINESS
7. OLD BUSINESS

ADJOURN – 12:00 p.m. to the next meeting November 7, 2023 in Napa, 650 Imperial Way.

# NAPA/SOLANO AREA AGENCY ON AGING



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## Advisory Council on Aging

### EXECUTIVE COMMITTEE AGENDA October 3, 2023

**CALL TO ORDER:**

**ROLL CALL / APPROVE MINUTES / APPROVE AGENDA**

**REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING**

**PLAN NOVEMBER MEETING**

**DISCUSSION TOPICS:**

- Highlights on progress from work groups and member commitments.
- Progress on planning Advisory Council recognition of monthly recognition and proclamations.

**ADJOURN:**

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### EXECUTIVE COMMITTEE DRAFT MINUTES September 5, 2023 - Napa, CA

**CALL TO ORDER: 12:15**

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

**REVIEWED STRATEGY SESSION OUTCOMES**

**PLANNED OCTOBER MEETING:**

- Include updates from priority work groups.
- Include updates from individuals on their commitments made in the strategy session.

**DISCUSSION TOPICS:**

- Discussed possible need for policy to decline *AgeWell* articles from sellers of products and services that are not associated with, or approved by the Area Agency on Aging.
- Status of developing annual plan for Advisory Council recognition of monthly special themes such as Older Americans month and Elder Abuse day.

**ADJOURN 12:30**

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## Strategy Meeting Notes – Positioning 2023-2024 September 5, 2023

### Talking Points

1. Together we reviewed the mission/vision of the Advisory Counsel. From there we created a list of words/phrases that we personally believe are at the core of our work. We connected the core beliefs to the 2023-2024 workgroup strategies.
2. Review and seek agreement on the workgroups and focus.
3. Recommit to the work.
4. Ask people if they completed their tasks and if not, ask them to recommit. How can others help them? What are the barriers? Is the project realistic?
5. Going forward, what will success look like? How will we measure?
6. Is anything missing?
7. Should a new calendar be created with workgroup milestones?
8. How do we hold ourselves accountable?

# Strategy Meeting Notes – Positioning 2023-2024

## September 5, 2023

### ACOA Purpose: Key Points

Understand	Keep People	Collaborating
Give Voice to Diverse Populations	Accountable/Focused	Establish Best Practices
Connecting	Qualitative Delivery of Services	Advertising
Research	Face of Older Adults	Leaders
Advocate	Liaison	Networking
Resource Bank	Creating New Paths	Publicize
Educate	Encouraging and Supporting	Empathy and Compassion
		Attention to Issues
		Safety

### Focus Areas for 2023-2024

Nutrition – review and support improved nutrition options and engagement:

Focus: Improve congregate dining experience and grow the numbers by attending congregate sites, documenting recommendations, and submitting a report to the AAA. *ACOA members attended a “tasting” of Home Style Direct food at Elaine’s house on 9/16/23.*

Legislative – review upcoming legislation, proposing action:

Focus: Create local relationships with elected officials, recruit more members to the workgroup. *Meeting was held in Solano on 9/18 and a plan was created.*

Technology – support tech training opportunities for older adults

Focus: Work with libraries, churches, senior centers to create tech training opportunities for older adults. *Elaine, Riitta, and Cheryl attended Consortium meeting on 9/19 and will participate in tech workgroups: training and outreach*

Communications/Outreach – broaden community knowledge of AAA services

Focus: Create and implement outreach plan including multiple tools

AgeWell – recognize the value of the newsletter and continue to improve

Focus: Increase frequency to bi-monthly beginning in January. Editions will be January, March, May, July, September, November; solicit more feedback and articles

Policies/Procedures/Bylaws – review and update internal documents

Focus: Review all internal policies, procedures and bylaws and bring suggested changes to the full ACOA membership for approval. Bylaws review for the November meeting.



Membership – grow membership in Napa and prepare for membership changes in July 2024  
Focus: Recruit Napa residents to join the ACOA and determine new membership needs when terms expire in June 2024

### **Commitments**

Members committed to the following items before the next meeting on October 3<sup>rd</sup>.

- Lynne: Work on Bylaws and procedures
- Donna: Write an article for *AgeWell*
- Richard: Organize meeting with Nutrition work group
- Riitta: Reach out to elected officials with focus on Napa
- Cheryl: *AgeWell*
- Susan: Review the ACOA binder materials
- Elaine: Continue leading the Communications work group
- Elizabeth: Write an article for *AgeWell*
- Linda: Organize meeting with the Technology work group
- Neal: Learn more about ACOA by reading the binder materials
- Alan: Set up meeting with Faith in Action and Calvary Church to recruit volunteer drivers
- Fern: Getting married and on her honeymoon
- Verneal: Organize Bylaws and Policies work group meeting and schedule meeting

# Internal Calendar - Napa / Solano Advisory Council on Aging - FY 23-24

Updated 09.12.23

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
<b>JULY</b>	-Officers begin terms. -July Meeting canceled. -7/25 Exec Committee Planning Meeting	-AgeWell published mid month. -Quarterly Report -Members reviewed provider RFP process.	-Reviewed RFP process. -FY23-24 provider contracts begin.
<b>AUGUST</b>	-8/1 Recruitment for Napa members is a priority. Members asked to provide feedback on AgeWell.	-Approved new Bylaws/Policies, and Outreach /Communications Work Groups.	-Providers complete RFPs. -Initiated Outreach committee and goals.. -Plan Strategy Workshop.
<b>SEPTEMBER</b> Fall Prevention	-Olga Curtright approved for membership representing Solano County. -TACC Meeting 9/7.	-9.5 Strategy workshop resulted in plans for each work group that align with 23-24 strategy; and individual commitments made by members. -Sep 15 AgeWell articles due.	-Lead ACOA Strategy Workshop resulting in plans for 23-24. -Progress in Outreach priority. -Progress on ADRC documentation.
<b>OCTOBER</b> Emergency Preparedness Month / Ageism Awareness Day		-AgeWell published mid-month. -Quarterly Report.	-RFPs to be released. -CDA first quarter report submitted. -Elaine not attending 10/5 meeting. -ADRC documentation to be submitted.
<b>NOVEMBER</b> FamilyCaregiver	-TACC Meeting 11/2.		
<b>DECEMBER</b>	-Work Group meetings in place of ACOA meeting?	-Dec 15 AgeWell articles due. -Work Groups further progress on priority goals.	
<b>JANUARY</b>		-AgeWell published mid-month. -Quarterly Report.	-Present CASOA survey findings.
<b>FEBRUARY</b>	-Review Officer Nomination process.		
<b>MARCH</b> March for Meals	-Approve Officer Nomination Committee.	-Planned proclamations for Older Americans Month, Age Friendly. -Mar 15 AgeWell articles due.	-Work on Area Plan Update 2023-24. -iPad distribution set for both counties.
<b>APRIL</b>	-Slate of Officers presented; Nominations from Floor.	-Review Area Plan Update. -AgeWell published mid-month. -Quarterly Report.	-Area Plan Update.
<b>MAY</b> Older Americans	-Meeting canceled for Senior Rally Day	-Members attend Senior Rally Day -Members participate in city and county Older Americans proclamation meetings.	Area Plan submitted May 1st.
<b>JUNE</b> Gay Pride Elder Abuse	-Terms end for current Officers 6/30. --Election of Officers.	-June 15 AgeWell articles due.	-Review 2024-2025 contracts for Service Providers with Council..



# 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): 10/3/23

CONTACT/PHONE: 707/784-8960

ISSUING DEPARTMENT: ODAS/AAA