

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

MEETING AGENDA

March 5, 2024 - 10:00 AM – 12:00 PM
650 Imperial Way, Napa CA

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 March 5, 2024

CALL TO ORER – 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. **GUEST SPEAKER:** Michael Thompson, Regional Outreach Coordinator, Senior Advocacy Services of the North Bay. Discussion of services offered by HICAP.

5. **ELECTION OF OFFICERS:** Richard White. Nominating committee and next steps.

6. **REPORTS**

- **Executive Committee:** Richard White
- **Member Recruitment:** Riitta DeAnda. Approval of recommendation for Michelle Marin, Advisory Council candidate representing Napa.
- **AgeWell:** Cheryl Johnson
- **Legislation:** Richard White
- **Nutrition:** Richard White
- **Bylaws:** Lynne Baker. Review updates and approval of Bylaws.
- **Community Outreach:** Riitta DeAnda
- **Updates from Alan Werblin:** Kiwanis Club/Technology and Faith in Action Volunteering
- **Staff Report:** Elaine Clark

MEETING ACTION ITEMS:

- **Approve recommendation for Michelle Marin for Advisory Council Member representing Napa County.**
- **Approve ACOA Bylaws.**

ADJOURN 12:00 to next meeting April 2, 2024 - 601 Texas Street, Fairfield CA

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

DRAFT MINUTES
February 6, 2024

CALL TO ORER – 10:02 a.m.

PRESENT: Elaine Clark, Executive Director AAA; Richard White, Chair; Riitta DeAnda, Vice Chair; Susan Ensey, Secretary; Lynne Baker; Linda Chandler; Olga Curtright; Cheryl Johnson; Cathy Kahn; Elizabeth Murphy; Anne Payne; Fran Rosenberg; Neil Watter; Alan Werblin; Jaquetta Jefferson, AAA Staff. **ABSENT:** Verneal Brumfield, Past Chair; Donna Harris; Fern Yaffa. **GUESTS:** Michelle Marin; Kathy Wagner; Kim Ocampo.

APPROVAL OF AGENDA / APPROVAL OF MINUTES: Motion by Lynne Baker to approve the Agenda; Seconded by Elizabeth Murphy; Approved. Motion to approve the Minutes by Riitta DeAnda; Seconded by Olga Curtright; Approved.

GUEST SPEAKER: Shannon McCaffrey, LSNC provided an overview and led discussions on legal services offered to older adults in both Solano and Napa. Shannon covered LSNC's eight primary areas of legal assistance; examples of working with community partners; and notes on four case examples.

ELECTION OF OFFICERS: Richard White invited members interested in serving on the nominating committee.

REPORTS:

- **Executive Committee:** Richard White
- **Member Recruitment:** Richard is monitoring membership terms ending on June 30, 2024. A candidate for Napa, Michelle Marin is scheduled for an interview with the Recruiting Ad Hoc Committee.
- **AgeWell:** Cheryl Johnson thanked the members for providing articles and encouraged more. She emphasized diversity and articles that represent our communities. Next due date for articles: February 15.
- **Legislation:** Richard White provided an update on legislative priorities. CSL is active presenting their priority proposals to legislators to gain support.
- **Nutrition:** The report to the AAA Oversight Committee went well and they discussed focusing on improving the quality of the food.
- **Bylaws:** Lynne Baker will be reviewing the Officer Election Process in the Bylaws.
- **Community Outreach:** Riitta DeAnda and Lynne Baker reviewed the application of sample letters that Lynne created. Members are asked to send a note to Richard White when participating in outreach so he can list the activities in the quarterly report.
- **Staff Report:** Elaine referred to her written report. Highlights include a great deal of work related to the ADRC; the firm Brown Hayley began work on the outreach plan and led a focus group branding exercise; the new page for ACOA members on the AAA website is set up and ready to be formatted. Last month Elaine and Jaquetta Jefferson completed and submitted five quarterly reports to CDA.

Motion to Adjourn by Riitta DeAnda; Seconded by Alan Werblin; Approved.

ADJOURNED 12:00 p.m. to next meeting March 5, 2024 in Napa, 650 Industry Way.

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

EXECUTIVE COMMITTEE AGENDA

March 5, 2024 – Napa, CA

CALL TO ORDER: 12:00

ROLL CALL / APPROVE MINUTES / APPROVE AGENDA

REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING

PLAN NEXT STEPS FOR EXECUTIVE OFFICER ELECTION

PLAN APRIL 2, 2024 MEETING.

ADJOURN: 12:30

EXECUTIVE COMMITTEE DRAFT MINUTES

February 6, 2024 - Napa, CA

CALL TO ORDER: 12:15

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

REVIEWED MEETING DISCUSSIONS AND OUTCOMES

DISCUSSION TOPICS:

- Invite speaker on HICAP services for March meeting.
- Reviewed Officer nominating committee members: Cheryl Johnson nominated by the Chair and Neil Watter nominated by the Executive Committee. Elizabeth Murphy indicated interest and can be the third member of the nominating committee.
- Section 3. ELECTION AND TERMS OF OFFICERS in the Bylaws needs to be reviewed in terms of outlining steps, and omitting some dates for the process. Richard will work with Lynne.
- Replace roll-call at meetings with participants introducing themselves.

ADJOURN 12:50



Staff Report March 5, 2024

1. Aging and Disability Resource Connection (ADRC)

Staff and I visited Amador Senior Center in Jackson to see the Information Kiosk placed in the center by the ADRC. The ADRC purchased kiosks and placed them in each of the senior centers as part of the outreach efforts. Kiosks are interactive and can be customized with local information. ADRC Solano has an opportunity to purchase kiosks for placement in our senior centers. We are moving forward with the project.

2. Outreach Workgroup

Brown Hayley presented a branding tutorial to the Oversight Board. The discussion is part of the groundwork for creating a comprehensive outreach campaign that focuses on informing people about services and directing them to service providers. Brown Hayley is suggesting we refresh the AAA logo and create a “family of logos” that have their own identities but also evoke the spirit of the N/S AAA logo. Riitta continues to be a part of the ongoing discussions.

3. Request for Proposals (RFP)

Proposals are being reviewed by outside reviewers. I will bring final recommendations to the ACOA and to the Oversight Board. New contracts will begin July 1. I read all the proposals and reviewed the proposals that did not have multiple applicants.

4. Area Plan

Work continues on the Area Plan. I will present the plan to the ACOA at the April meeting, which will give us time for public comment and ability to make minor changes if needed.

5. Solano County Master Plan for Aging

Advisory Committee members were selected and are being notified. Three listening sessions have been scheduled, with more to follow. The community input will shape the plan.

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

Updated 02.19.24

| Month | Meetings / Membership | Project & Advocacy Milestones | Key AAA / Contract Activities |
|---|--|--|---|
| JULY | -Officers begin terms. -July Meeting canceled. -7/25 Exec Committee Planning Meeting | - <i>AgeWell</i> published mid month. -Quarterly Report -Members reviewed provider RFP process. | -Reviewed RFP process. -FY23-24 provider contracts begin. |
| AUGUST | -8/1 Recruitment for Napa members is a priority. Members asked to provide feedback on <i>AgeWell</i> . | -Approved new Bylaws/Policies, and Outreach /Communications Work Groups. | -Providers complete RFPs. -Initiated Outreach committee and goals.. -Plan Strategy Workshop. |
| SEPTEMBER Fall Prevention | -Olga Curtright approved for membership representing Solano County. -Resignations: Arnold Koenig - Napa, and Jerry Castanon - Solano. -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 <i>AgeWell</i> articles due. | -Lead ACOA Strategy Workshop resulting in plans for 23-24. -Progress in Outreach priority. -Progress on ADRC documentation. |
| OCTOBER Emergency Preparedness Month / Ageism Awareness Day | Individual members reported on successful achievement of individual goals. | - <i>AgeWell</i> published, and a special edition related to Medicare published. -Nutrition, Technology, and Bylaws groups reported progress. -Quarterly Report. | -RFPs to be released. -CDA first quarter report submitted. -Elaine not at 10/5 meeting. -ADRC documentation to be submitted. |
| NOVEMBER FamilyCaregiver | -Cathleen Kahn approved for alternate membership representing Solano County. -Review of RFP Process. -TACC Meeting 11/2. | -Reviewed proposed ByLaws -Approved support letter for Older Americans Act. | -Analyzed growth of workload for AAA staff and need for more staff. -Provided RFP materials. |
| DECEMBER | -December meeting recess. -Work Group progress and member activities. | -Dec 15 <i>AgeWell</i> articles due. -Work Groups further progress on priority goals. | -Contract with vendor for Outreach Plan. |
| JANUARY | -Napa -Continue outreach to community leaders. | -Approve ByLaws -Quarterly Report. - <i>AgeWell</i> published | -Present CASOA survey findings. -Prepare Area Plan 2024. -Develop quarterly reports. |
| FEBRUARY | -Solano -Review Officer Nomination process. -Guest speaker from LSNC. | -Feb 15 <i>AgeWell</i> articles due. -Nutrition report to Oversight Board. -Draft letters-to-the-editor created. | -Branding exercise focus group. -Continue preparing Area Plan. - |
| MARCH March for Meals | -Napa -Guest speaker from HICAP -Approve Officer Nomination Committee. | - <i>AgeWell</i> published | -Evaluations of RFPs. |
| APRIL | -Solano -Slate of Officers presented; Nominations from Floor. -Presentation of Area Plan | -Review Area Plan Update. -Quarterly Report. -Apr 15 <i>AgeWell</i> articles due. | -Area Plan Update. |
| MAY Older Americans | -Meeting canceled for Senior Rally Day | -Members attend Senior Rally Day - <i>AgeWell</i> published | Area Plan submitted May 1st. |
| JUNE Gay Pride Elder Abuse Awareness | -Solano -Terms end for current Officers 6/30. -Election of Officers. | -June 15 <i>AgeWell</i> articles due. | -Review 2024-2025 contracts for Service Providers with Council.. |