

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

### MEETING AGENDA

March 7, 2023 - 10:00 AM – 12:00 PM

650 Imperial Way, 1<sup>st</sup> Floor  
Napa, CA 94558

*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 7, 2023

CALL TO ORER – 10:00 a.m.  
ROLL CALL

WELCOME: Verneal Brumfield

### 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 DRAFT MINUTES

#### REPORTS

- **Executive Committee:** Verneal Brumfield
- **Member Recruitment:** Richard White. Review of recommendation of Lynne Baker and motion to approve as Advisory Council Member representing Napa County.
- **AgeWell:** Cheryl Johnson
- **Advocacy/Legislation:** Tony Provine Legislative Update; Richard White CSL Update
- **Staff Report:** Elaine Clark

#### NEW BUSINESS

**Officer Nomination Process:** Verneal Brumfield.

- Review of process: SECTION 3. ELECTION AND TERMS OF OFFICERS.2.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"
- Presentation of member selected by the Executive Committee, and member selected by the Chair.
- Call for the third from members present.
- Approve the three-member Officer Nominating Committee

**OLD BUSINESS: Update from Members:** Communications with city and county leaders regarding gaining commitments to recognize Older Americans Month in May 2023, and to encourage progress on Age-Friendly designations

**PRIORITY GOALS UPDATES:** Housing; Nutrition; Technology

**APRIL MEETING:** Meeting on April 4, 2023 will be in-person in Solano.

#### ACTION ITEMS:

- Approve Lynne Baker as Advisory Council Member representing Napa County.
- Approve three members selected as the Office Nominating Committee.

ADJOURN – 12:00 p.m.

# NAPA/SOLANO AREA AGENCY ON AGING



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## Advisory Council on Aging

**DRAFT MINUTES**  
**February 7, 2023**

**CALL TO ORER – 10:02**

**PRESENT:** Elaine Clark, Executive Director AAA; Verneal Brumfield, Chair; Richard White, Past Chair; Susan Ensey, Secretary; Linda Chandler; Riitta DeAnda; Donna Harris; Cheryl Johnson; Elizabeth Murphy; Anne Payne; Tony Provine; Alan Werblin. **ABSENT:** Fern Yaffa, Vice Chair; Jerry Castanon; Arnold Koenig; Dane Reeves; Fran Rosenberg **GUEST:** Jaquetta Jefferson

A quorum, that is four members representing each county, was not present as only two Napa members were in attendance. As a result, voting did not represent the full Advisory Council.

**APPROVAL OF AGENDA:** Motion to approve by Susan Ensey; Seconded by Anne Payne; Approved.

**APPROVAL OF MINUTES:** Motion to approve by Alan Werblin; Seconded by Richard White; Approved.

### **REPORTS:**

- **Executive Committee:** Verneal Brumfield reviewed Executive Committee activity.
- **Member Recruitment:** Richard White reviewed the priority for recruiting to fill four openings in Napa.
- **AgeWell:** Cheryl Johnson discussed the recent edition and requested articles by February 15.
- **Advocacy/Legislation:** Tony Provine summarized the highlights of legislation.
- **Staff Report:** Elaine Clark referenced her written report and provided details on the iPad and Claris device distribution.

### **DISCUSSION: Follow-up on Livable Community commitments and emphasis on Older Americans month in May:**

Tony Provine initiated the discussion on following-up and encouraging activation of the Livable Community commitments made by Solano and Napa cities. This would fit with emphasizing the Older Americans Month in May, and with the Administration for Community Living (ACL) which leads the nation's observance in May.

### **ACTION REQUIRED BY MEMBERS:**

- Council Members agreed to meet with decisions makers in each city and 1) Follow-up regarding the commitments made with the Livable Community; 2) Encourage actions and next steps to implement the commitments; and 3) Embrace the communications and theme of ACL, "Aging Unbound" to encourage observance of Older Americans Month in May.
- In the March 7<sup>th</sup> meeting those Members will report on their meetings and progress.

**PRIORITY GOALS UPDATES:** Housing, Nutrition and Technology Strategic Work Groups briefly reviewed their progress. The Transportation team is on hold.

**ADJOURNED 11:14** Motion to adjourn by Anne Payne; Seconded by Richard White; Approved.

# NAPA/SOLANO AREA AGENCY ON AGING



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## Advisory Council on Aging

### EXECUTIVE COMMITTEE AGENDA March 7, 2023 – 9:30 AND 12:00 Napa, CA

#### TWO MEETINGS:

1. CALL TO ORDER 9:30  
ROLL CALL / APPROVE AGENDA

REVIEW OFFICER NOMINATION PROCESS AND SELECT MEMBER FOR THE COMMITTEE

ADJOURN 9:50

2. CALL TO ORDER 12:00  
ROLL CALL / APPROVAL AGENDA

PLAN APRIL 4 MEETING AGENDA

#### DISCUSSION TOPICS:

- Officer Nomination Process
- Commitments by members for Older Americans Month and Age-Friendly progress.
- Priority Goals Progress by work groups.
- Application received for Advisory Council membership representing Solano County.
- Proposed options for council quorum.

ADJOURN 1:30

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### EXECUTIVE COMMITTEE DRAFT MINUTES February 7, 2023 - Fairfield, CA

**CALL TO ORDER: 12:23**

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

#### DISCUSSION TOPICS

- Plan to follow-up on member commitments for Older Americans Month and Age-Friendly progress
- Recruitment of new members
- Current requirements for council quorum in relation to and low Napa membership

ADJOURNED 12:50

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## **Staff Report March 7, 2023**

### **1. Aging and Disability Resource Connection (ADRC)**

We continue to move forward establishing the ADRC structure. California Department of Aging (CDA) met with us and they are pleased with our progress. Next steps include finalizing infrastructure and protocols, hiring Coordinator, website – all of which are in progress.

### **2. iPad Grant**

Susan Rotchy, of the ADRC, has agreed to be the distribution site for the iPads in Solano County. Collabria Care will be the distribution hub for iPads in Napa. I am waiting for the contract from CDA to create the amendments.

### **3. CalFresh Healthy Living (SNAP-Ed) Monitoring**

CDA monitored the CalFresh Healthy Living program. We had “no findings”. The monitors focused on “Areas of Excellence” including multiple relationships, success of the Line Dance pilot curriculum, and ideas for improving data collection. Innovative Health Solutions is our partner and driving the success of the program.

### **4. National Nutrition Month**

Participated in a presentation by the Solano Board of Supervisors acknowledging March as National Nutrition Month. It is also “March for Meals.” I spoke about senior needs and collaborative efforts to keep seniors healthy through good nutrition.

### **5. Sustainable Solano**

Met with Sustainable Solano to discuss their program and the possibility of creating more sustainable gardens and creating intergenerational cooking demonstrations.

### **6. Blue Zones**

Met with Kelly Bond of Blue Zones to discuss progress on Age Friendly initiatives in UpValley. Swapped ideas and sample city resolutions to take forward.

### **7. Vacaville Mayor**

Richard White and I met with the mayor of Vacaville to discuss his vision for creating a more age-inclusive city.

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**8. Area Plan Update**

Working on finishing the Area Plan Update for 2023-2024. The Plan will be presented to the ACOA at the April meeting. This is the fourth year of the four-year plan and includes minimal changes.

**Provider Updates**

**9. Meals on Wheels Solano County**

The staff invited all members of the Board of Supervisors (BOS) to ride along with Meals on Wheels volunteer drivers and eat at senior centers so they can experience what clients and volunteers experience. Most BOS members have already agreed to ride along.



**Internal Calendar - Napa / Solano Advisory Council on Aging - FY22-23**

Updated 02.21.23

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
<b>JULY</b>	-Officers begin terms. -July Meeting canceled. -07/18 Exec Committee Meeting to plan August Strategy workshop.	-Successfully advocated for each County BOS and nearly all cities to support age friendly initiatives. -Participated in community meetings. -Plan Strategy Workshop -AgeWell published mid month.	-Successfully advocated each County BOS and nearly all cities to support age friendly initiatives. -FY21-22 provider contracts begin. -Plan Strategy Workshop -Held community meetings for input to ARPA funding decisions.
<b>AUGUST</b>	-Strategy Workshop in Solano. -Approved: Shellie Coleman's move to Regular; Donna Harris' move to Alternate; and Heather Luna for Regular for Napa.	-Quarterly Report -5 Priorities identified in Strategy Meeting -Approve Member Recruitment project.	-Lead Advisory Council Strategy Meeting -Define opportunities for ARPA funding decisions
<b>SEPTEMBER</b> Fall Prevention	-Meeting in Napa -9/17 Napa Valley Alzheimer's team walk. -Approved recommendation for Regular membership for Kris Coryell, Napa; and Alan Werblin, Solano.	-Priority 2023 Goals and Work Groups defined: Housing; Nutrition; Technology; Caregiving; Transportation. -September 15 AgeWell articles due.	-Lead Part II Strategy Meeting to set priority goals for the Council. -Approved proposed ARPA funding. -Begin ADRC work.
<b>OCTOBER</b> Emergency Preparedness Month / Ageism Awareness Day	-Approved Regular membership for Elizabeth Murphy, Solano, Linda Chandler to move to Regular, Solano. Resignation of Shellie Coleman, Solano, and Heather Luna, Napa -10/22 Solano Alzheimer's team walk.	-Work Groups make progress on Priority Goals -Review of CAN-V and Meals on Wheels annual key indicators. -Quarterly Report. -AgeWell published mid-month.	-ADRC: Work plan accepted by CDA, first quarter report submitted. -New AAA Admin Asst: Jaquetta Jefferson
<b>NOVEMBER</b> Family Caregiver	-Resignation of Donna Altes as Regular member representing Napa.	-Groups report on Priority Goals	-Submitted first quarterly update on ADRC initiative.
<b>DECEMBER</b>	-Work Group meetings in place of ACOA meeting. -Jerry Castanon, Solano, moved to Alternate Member	-Dec 15 AgeWell articles due. -Work Groups furthered progress on priority goals.	-Elaine Clark selected for statewide ADRC Committee, and co-chair of C4A Communications Committee.
<b>JANUARY</b>	-Strategic Work Groups reported progress. -Riitta DeAnda approved for Regular Membership, Solano: Resignation of Kris Coryell, Napa.	-Strategic Work Groups furthered progress.	-American Rescue Plan contracts begin. -Preparation for Implementation of iPads / iPad Grant. -Elaine Clark co-chair of C4A Communications Committee.
<b>FEBRUARY</b>	-On-site Meeting in Solano. -Review Officer Nomination process.	-Quarterly Report -Members committed to work with city leaders to encourage Older Americans Month and Age-Friendly progress.	-Elaine Clark appointed Co-Chair of Data Collection of ADRC. -Progress on iPad distribution.
<b>MARCH</b> March for Meals	-Approve Officer Nomination Committee.	-March 15 AgeWell articles due.	
<b>APRIL</b>	-Present slate of Officers; Nominations from the floor.		-Area Plan Update.
<b>MAY</b> Older Americans	-On-site Meeting in Napa -Election of Officers.	-Quarterly Report	-Present budget and funding for Service Providers to the Council.
<b>JUNE</b> Gay Pride Elder Abuse	- Terms end for current Officers 6/30.	-June 15 AgeWell articles due	