

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

### MEETING AGENDA

April 2, 2024 - 10:00 AM – 12:00 PM

675 Texas Street, County Events Center Room B, 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  
April 2, 2024

### **ADVISORY COUNCIL BUSINESS MEETING: 10:00 – 10:30**

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. **ELECTION OF OFFICERS:** Nominating Committee presents Slate, and nominations solicited from the floor.
5. **REPORTS**
  - **Executive Committee:** Richard White
  - **Member Recruitment:** Richard White. Approval of Cathy Khan to transition from Alternate to Regular Membership representing Solano County with term July 1, 2024 to June 30, 2026.
  - **Bylaws:** Lynne Baker
  - **AgeWell:** Cheryl Johnson
  - **Legislation:** Richard White
  - **Community Outreach:** Riitta DeAnda
  - **Staff Report:** Elaine Clark
6. **MEETING ACTION ITEMS:**
  - **Approve recommendation for Cathy Khan to transition from Alternate to Regular Member, Solano**
  - **Approve Slate of Officer Nominations for 2024/25**

### **AREA PLAN PRESENTATION: 10:30 – 12:00**

Elaine Clark, Executive Director Napa / Solano Area Agency on Aging

### **ADJOURN: 12:00**

to next meeting June 4, 2024 – 675 Texas Street, Community Events Center Room B, Fairfield CA 94533

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**DRAFT MINUTES**  
**March 5, 2024**

**CALL TO ORDER – 10:00 a.m.**

**PRESENT:** Richard White, Chair; Riitta DeAnda, Vice Chair; Susan Ensey, Secretary; Lynne Baker; Linda Chandler; Olga Curtright; Donna Harris; Cheryl Johnson; Cathy Kahn; Elizabeth Murphy; Anne Payne; Fran Rosenberg; Neil Watter; Alan Werblin; Fern Yaffa; Jaquetta Jefferson, AAA Staff.

**ABSENT:** Verneal Brumfield, Past Chair; Elaine Clark, AAA Executive Director.

**GUESTS:** Michelle Marin, candidate for Advisory Council; Colleen Kabeary, Senior Specialist All4Seniors; Heather Luna, Executive Director Share the Care; Tracee Stacey; Michael Thompson, Regional Outreach Coordinator HICAP; Cathy Wagner.

**APPROVAL OF AGENDA / APPROVAL OF MINUTES:** Motion by Anne Payne to approve the Agenda with the notation that Elaine Clark is not present for her Staff Report; Seconded by Fran Rosenberg; Approved. Motion to approve the Minutes by Riitta DeAnda; Seconded by Neil Watter; Approved.

**GUEST SPEAKER:** Michael Thompson, Regional Outreach Coordinator for HICAP provided highlights and answered questions on the resources and the public outreach and individual counseling services provided by HICAP.

**ELECTION OF OFFICERS:** Richard White

- Selection of Nominating Committee: Richard reported that the Chair selected Cheryl Johnson as the Chair, and the Executive Committee selected Neil Watter as the second member. Nominations from the floor for the third member included Alan Werblin nominating Olga Curtright, and Anne Payne nominating Elizabeth Murphy. Elizabeth Murphy was selected by confidential paper voting.
- The Nominating Committee will present a slate of officers at the April meeting.

**REPORTS:**

- **Executive Committee:** Richard White referenced Executive Committee minutes.
- **Member Recruitment:** Riitta DeAnda reviewed the Ad Hoc Recruiting Committee's recommendation to nominate Michelle Marin for Regular Membership representing Napa County. Motion Approved.
- **AgeWell:** Cheryl Johnson invited volunteers to serve as an editorial board. Articles due April 15.
- **Legislation:** Richard White provided an update on legislative activities.
- **Nutrition:** The Oversight Committee is interested in improving the quality of the food served.
- **Bylaws:** Lynne Baker emailed revisions and asked members to provide feedback to her prior to the April meeting.

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- **Community Outreach:** Riitta is tracking activities and services across senior centers for both counties.
  - Riitta DeAnda will submit an *AgeWell* article on the McBride Senior Center and Anne Payne will provide an article on a Napa senior center.
  - Neil Watter reported on his activities meeting with Napa County leaders.
  - Alan Werblin described connecting Kiwanis Clubs with high schools to provide technology training for seniors. Alan is also making connections for volunteers for Faith in Action
- **Staff Report:** Richard White reviewed Elaine Clark's written report.

### MEETING ACTION ITEMS:

- Approved recommendation of Michelle Marin for Regular Membership representing Napa County.
- Officer Nominating Committee selected: Cheryl Johnson, Chair; Neil Watter; Elizabeth Murphy.

Motion to Adjourn by Olga Curtright; Seconded by Fern Yaffa; Approved.

**ADJOURNED 12:00 to next meeting April 2 in Fairfield, 675 Texas Street, County Events Center Room B.**

# NAPA/SOLANO AREA AGENCY ON AGING



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## Advisory Council on Aging

### EXECUTIVE COMMITTEE AGENDA

April 2, 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 JUNE 4, 2024 MEETING.

REVIEW REVISED BYLAWS

ADJOURN: 12:30

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### EXECUTIVE COMMITTEE DRAFT MINUTES

March 5, 2024 - Napa, CA

CALL TO ORDER: 12:15

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

**REVIEWED MEETING DISCUSSIONS AND OUTCOMES**

**DISCUSSION TOPICS:**

- Each to review the revisions to the Bylaws and provide feedback to Lynne Baker.
- Filling Verneal Brumfield's seat.

ADJOURN 12:50

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

Updated 03.17.24

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	- <i>AgeWell</i> 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 <i>AgeWell</i> .	-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. -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.
<b>OCTOBER</b> 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.
<b>NOVEMBER</b> 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.
<b>DECEMBER</b>	-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 AAA Outreach Plan.
<b>JANUARY</b>	-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.
<b>FEBRUARY</b>	-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 tutorials held for AAA Outreach program. -Continue preparation of Area Plan. -
<b>MARCH</b> March for Meals	-Napa -Guest speaker from HICAP -Approved Officer Nomination Committee.	-. <i>AgeWell</i> published	-Evaluations of RFPs by outside reviewers. -Work on Area Plan.
<b>APRIL</b>	-Solano -Slate of Officers presented; Nominations from Floor. -Presentation of Area Plan	-Review Area Plan. -Quarterly Report. -Apr 15 <i>AgeWell</i> articles due.	-Area Plan Presentation.
<b>MAY</b> Older Americans	-Meeting canceled for Senior Rally Day	-Members attend Senior Rally Day - <i>AgeWell</i> published	Area Plan submitted May 1st.
<b>JUNE</b> Gay Pride Elder Abuse Awareness	-Solano -Terms end for current Officers 6/30. -Election of Officers for 7/1.	-June 15 <i>AgeWell</i> articles due.	-Review 2024-2025 contracts for Service Providers with Council.