

Advisory Council on Aging Meeting Agenda

June 4, 2024

10:00 – 12:00 PM

675 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.

AGENDA

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. ELECTION OF OFFICERS: Richard White. Slate: Chair – Richard White; Vice Chair – Riitta DeAnda; Secretary – Susan Ensey. Call for nominations from the floor. Council members vote.

5. TERM EXTENSIONS: Vote to extend the terms until June 30, 2026 of the members whose terms expire June 30, 2024 – see attached list

6. REPORTS

- **Executive Committee:** Richard White
- **Member Recruitment:** Riitta DeAnda. Approval of recommendations for Sandy Stevens for Alternate Member to represent Solano, and Cathy Wagner, for Regular Member to represent Napa.
- **AgeWell:** Cheryl Johnson
- **Legislation:** Richard White
- **Bylaws:** Lynne Baker. Review updates and approval of Bylaws.
- **Community Outreach:** Riitta DeAnda. Current, past events and calendar creation.
- **Staff Report:** Elaine Clark
 - a. Discussion: Branding materials
 - b. ADRC Solano
 - c. Solano Master Plan, Napa NOAA

MEETING ACTION ITEMS:

- Approve recommendations for Advisory Council Membership:
 - Sandy Stevens for Alternate Member to represent Solano County.
 - Cathy Wagner for Regular Member to represent Napa County.
- Approve ACOA Bylaws.
- Elect Advisory Council Chair, Vice Chair and Secretary for fiscal year starting July 1st.
- Extend terms of current Council Members whose terms expire in June.

ADJOURN 12:00 to next meeting July 2, 2024 – 650 Imperial Way, 1st Floor, Napa CA 94559

Advisory Council on Aging Meeting Minutes

April 2, 2024

ADVISORY COUNCIL BUSINESS MEETING

CALL TO ORER – 10:03 a.m.

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

GUESTS: Gwendolyn Gill

APPROVAL OF AGENDA / APPROVAL OF MINUTES: Motion by Lynne Baker to approve the Agenda; Seconded by Verneal Brumfield; Approved. Motion to approve the March 5th Minutes by Lynne Baker; Seconded by Fern Yaffa; Approved.

ELECTION OF OFFICERS: Riitta DeAnda

- Cheryl Johnson, Chair of the Ad Hoc Nominating Committee presented the slate of officers: Chair - Richard White; Vice Chair - Riitta DeAnda; Acting Secretary - Susan Ensey. Cheryl called for nominations from the floor. No nominations were made from the floor.
- The Advisory Council will vote at the June 4th meeting and Officers will begin July 1st.

REPORTS:

- **Executive Committee:** Riitta DeAnda reported that May is Older Americans Month and referred to Richard White's email of March 28th with information on dates for city council meetings. The objective is for members to attend and talk about AAA's advocacy.
- **Member Recruitment:** Riitta DeAnda reviewed the recommendation for Cathy Khan to transition from Alternate to Regular Member representing Solano County. Motion to approve by Alan Werblin, Seconded by Anne Payne; Approved.
- **Bylaws:** Lynne Baker reviewed recommended changes.
- **Legislation:** Riitta DeAnda referred to Richard White's March 30th Legislation Report.

- **AgeWell:** Cheryl Johnson reviewed the articles that readers liked most based on the number of clicks. The number of subscribers is close to 21K. Articles due April 15 and June 15.
- **Communications:** Riitta DeAnda; Alan Werblin; Donna Harris; and Neil Watter reported on their outreach activities

MEETING ACTION ITEMS:

- Approved recommendation of Michelle Marin for Regular Membership, Solano County.
- Slate of 2024-25 Officers to be voted on in June meeting: Chair - Richard White; Vice Chair - Riitta DeAnda; Secretary - Susan Ensey.

AREA PLAN PRESENTATION: 11:00

Elaine Clark presented the 2024-28 Four Year Area Plan. Highlights:

- Area Plan priorities are based in part on the state-wide Community Assessment Survey for Older Adults (CASOA) and the Napa Older Adults Assessment (NOAA).
- AAA Priorities: Housing, Isolation, Transportation, Remaining at Home, Health
- Five Goals
- Budget and Allocations: 26% Napa and 74% Solano County. Minimum allocations: Access 33%; In-Home Services 15%; Legal Assistance 11%
- Service Providers for 2024—25 for Napa and Solano and contract awards
- AAA Accomplishments
- Area Plan document is available on the N/S AAA website, aaans.org.

Motion to Adjourn by Neil Watter; Seconded by Fern Yaffa; Approved.

ADJOURNED 12:18 to next meeting June 4 in Fairfield, 675 Texas Street, County Events Center Room B.

Advisory Council on Aging Executive Committee

Minutes and Agenda Jun 4, 2024

CALL TO ORDER: 12:00

ROLL CALL / APPROVE MINUTES / APPROVE AGENDA

REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING

PLAN JULY 2, 2024 MEETING

- NOAA Presentation
- Strategy Discussion – focus areas – what results do we want to see?
- Intentional collaboration with other senior groups – what does that look like?

REVIEW PROPOSED CANDIDATE INTERVIEW QUESTIONS

ADJOURN: 12:30

EXECUTIVE COMMITTEE DRAFT MINUTES

April 2, 2024 - Napa, CA

CALL TO ORDER: 12:30

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

REVIEWED MEETING DISCUSSIONS AND OUTCOMES

DISCUSSION TOPICS:

- Speaker for June meeting
- Recruitment

ADJOURN 12:55

Staff Report

June 2024

Local Master Plan for Aging Work

Along with specific work groups, I participated in a group discussion lead by Jennifer Yasumoto, Health and Social Services Director for Napa County, to discuss how we intentionally align the CHIP (Community Health Improvement Plan), AAA Area Plan, MPA/NOAA, HAPI, and Napa Commission on Aging work. Funding aligns with each of these efforts. Talks will continue.

Napa County – NOAA

- Presentation of data findings to Board of Supervisors – I attended
- Tale of 2 counties – people with means, and people without means
- Transportation, housing, caregiving, fall prevention are greatest needs
- More solutions work is being done in focus groups.

Solano County – Master Plan for Aging

- 17 Community meetings scheduled through June. I conducted a 2 hour meeting in Rio Vista. Finding pockets of different needs. Filipino Community Center members had completely different needs than most groups.
- Advisory Committee meets monthly. Small targeted workgroups will meet during the month.
- Hiring 2 interns to expand community discussions/outreach.

Aging and Disability Resource Connection

ADRC is a philosophy. It sits on top of the efforts we already do.

- Kiosks were ordered. It will take 3-4 months to receive and install.
- Third quarter report was filed as well as proposed FY2425 Work Plan. I can share the work plan once CDA approves – they will probably ask for edits.
- The ADRC is seeing over 500 clients a quarter.
- In FY2425, the ADRC will include AAA contracts for:
 - Case Management

- Information and Assistance, including creating the Senior Resource Guide and updating SolanoCares.org website
- Emergency Assistance/home modifications
- Additional staff – we are looking to hire two additional staff persons.
- Training – CDA secured free training for 3 different core ADRC areas and ADRC/ILC staff are completing the course work.
- I was selected to continue serving on the CA Dept of Aging, ADRC Advisory Committee for a second 2-year term. I am also the Co-Chair of the Data and Outcomes Workgroup. The Chairs spent Friday, May 17, in Sacramento, creating the annual strategic work plan. The plan will be revised and presented to the full Advisory Council next month.
- ADRC Solano staff participated in a pilot time study program for MediCal Administrative Claiming (MAC). The data will be used by the State to support creating an additional revenue stream for ADRCs through billing for MAC activities.

Branding/Outreach

- New logos, biz cards, report forms, letterhead -- attached
- New website design – site map attached

HICAP Quarterly Meeting

Sonoma County holds the HICAP contract with Senior Advocacy Services, covering Sonoma, Lake, Napa, and Solano counties. We meet quarterly to discuss issues and outreach. Service numbers for assistance and outreach for both Napa and Solano are being met. However, HICAP only reaches about 1% of eligible population. Whatever help we can offer to send people to HICAP for Medicare assistance, we should. They have one outreach coordinator who covers the entire region. HICAP needs:

- Volunteer Counselors
- Outreach letting people know about upcoming meetings and how to reach HICAP

Service Providers

- Community Action Napa Valley (CANV) –



- Attended their new food bank distribution facility – absolutely beautiful and dignified.
- Molly's Angels
 - Coordinated meeting between Molly's Angels and Empowered Aging to coordinate smooth transition of Calling program July 1.
- Innovative Health Solutions
 - Congregate Meals: several meetings with Norma Lisenko
 - Hiring current MOWS Site Hosts to continue at senior centers, adding hours and volunteers.
 - Hired 2 people to oversee daily program operations.
 - Has one meal vendor under contract, talking with 2 more to rotate vendors every quarter.
 - Will include medically tailored meals.
 - Additional staffing at each site using CalFresh Healthy Living funds to assist with lifestyle programming.
 - Stella WuChu, AAA Nutritionist is working with team to ensure processes and menus are in place.
- Meals on Wheels Solano
 - Fall Prevention Program continues. Rumors were floating that the Fall Prevention program was not being funded. The program is fully funded.
 - Claris device additional funding. We were able to reallocate an additional \$55,843 in County Admin funds to MOWS to purchase additional devices. (This is not a AAA program. Napa has a similar program through Collabria Care.)
- Collabria Care
 - Senior Resource Guides – I let Tiffanie know she needs to update the guide and allow us to put it into the new AAA branded booklet for publication.

C4A Conference – May 1-3 in San Jose

Excellent opportunity to meet with other AAA Directors and Planners. Independent Living Centers (ILC) directors attend as well. Key take-aways



- Discussed new CDA requirement – all person who touch client info must pass a background check. I am checking with our providers to ensure they know this.
- Meal programs – most AAAs pay service providers between \$8 - \$11 per meal (including cost to provide meal). Congregate meals are generally paid at double the HDM rate. Providers fundraise for the difference. Current N/S AAA contracts cover much lower amounts.
 - MOWS: \$6.79/meal
 - CANV: \$4.67/meal
- Fun activities at Lunch programs to draw in people include
 - Talent Tuesdays – DJ, karaoke, dancing – seniors came up with idea and execute
 - Art Contest – senior art displayed in the center, classes, and voting
 - Top Chef contest – intergenerational with people working together
- National Advocacy:
 - AAAs are directed to advocate for older adult services.
 - 30% of federal budget is discretionary. 50% of discretionary is for defense. 16% of the 30% is for all of the other services the federal budget funds.
 - Federal funding caps are in place for next 2 years, allowing for 1% growth.
- Create universal consent form that all service providers use for case consultation and assistance.
- Medically Tailored Meals are the most requested CalAim service – Kim McCoy Wade
- Little Hoover Report: In CA, over \$9.5 billion have been invested in older adult services since MPA started – Kim McCoy Wade
- Age is an asset. We need to reframe aging and the value of older adults in the workforce.
- Community Conveners: we can't solve everything but we can convene people to understand the needs.
- ADRC is a philosophy, not a program. ADRC sits on top of the efforts we are already doing – Joe Cobrey.

- Local Master Plan – one item to consider – do a policy scan – review current county/city policies and see how older adult needs are considered
- Of the 5 year-olds now, 50% will live to be 100 years old. Sandra Winter
- Every community needs a place to gather that does not cost a lot of money
- One local MPA group tackled housing this way
 - Know how to apply for subsidized housing
 - Understand the subsidized taxi program
 - Ask businesses to start a training program for older adults to assist with income.
- Apply for Age Friendly Hospital Designation – this is what hospitals can do
- We are the Longevity People – we help people age well
- Federal Drivers of Aging:
 - Older Americans Act
 - Reauthorization of the Older Americans Act – how will regulations be implemented?
- Don't talk about "programs". Talk about the health impacts of what we do.

Re-message

1. Brain Health
 - a. Nutrition
 - b. Isolation
 - c. Medication Management
 - d. Education
2. Homelessness/Housing
 - a. Keep people in their homes
 - b. Help people stabilize
3. Caregiving
 - a. Person-Centered Touch
 - b. Technology
4. Bridge the gap when people age into life
5. Ageism/ableism
6. Working and Employment

Brz Card

Napa/Solano

**ADVISORY COUNCIL
ON AGING**



Back of Biz Car



NAME

Title



Email



Phone Number



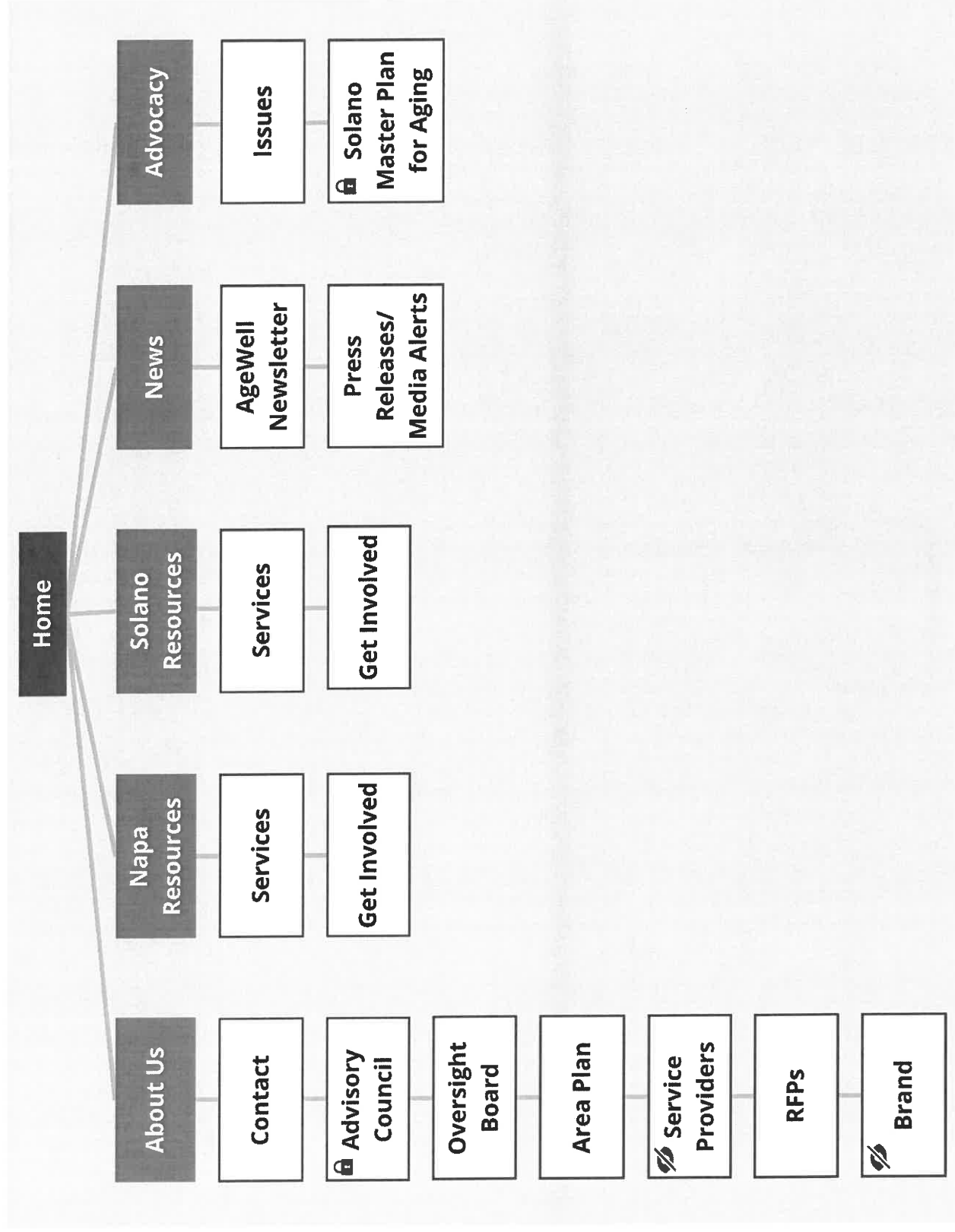
www.aaans.org/advisory-council

Napa/Solano

**ADVISORY COUNCIL
ON AGING**



Site Map



*Bolded content indicates subpage

PAGE	CONTENT	DESIGN ELEMENTS
Home	<ul style="list-style-type: none"> • Introduction to agency's mission • Broad categories of services offered (meals, transportation, financial assistance, health care, legal services, community centers, transportation, etc.) 	<ul style="list-style-type: none"> • Logo • 2-inch rotational banner with photos of diverse, active older and disabled adults engaging in the community • "Connect to services in Napa County" button • "Connect to services in Solano County" button • Footer with contact information and Facebook icon
About Us	<ul style="list-style-type: none"> • Mission, grievance policy, non-discrimination policy • Contact: Information, form • Advisory Council: Overview, member list, meeting schedule, meeting materials, brand materials, membership application <ul style="list-style-type: none"> ◦ Member portal (<i>password-protected page</i>) • Oversight Board: Overview, member list, meeting materials, financials • Service Providers: (<i>hidden page</i>) Policies, procedures, forms, sample materials (Voluntary Contribution, Sample Client 	<ul style="list-style-type: none"> • Stock photos picturing diverse, active older and disabled adults engaging in the community • Images of Advisory Council members • Images of Oversight Board members • Thumbnail of current Area Plan

Intake, Sample Complaint Resolution), link to brand page

- **Area Plan:** Current plan, past plans
- **RFPs:** Overview, schedule, off-cycle schedule, link to Solano procurement
- **Brand:** (*hidden page*) Importance of consistent branding, links to download all branding materials

Napa Resources

- Introduction to services offered, description of Napa I&A as navigator service and their contact information
- **Services:** Table of available services with organizations' descriptions, phone numbers and links (online version of guide), link to download PDF guide (English and Spanish)
- **Get Involved:** Table of volunteer and job opportunities with organizations' descriptions, phone numbers and links

- Introduction to services offered, description of ADRC as navigator service and their contact information
 - **Services:** Table of available services with organizations' descriptions, phone numbers and links (online version of guide), link to download PDF guide (English and Spanish)
- Stock photos of Solano County landmarks
 - Table of services
 - Thumbnail of PDF guide

Solano Resources

News

- **Get Involved:** Table of volunteer and job opportunities with organizations' descriptions, phone numbers and links
- **AgeWell Newsletter:** Introduction to purpose and distribution timeline, sign up form, PDFs of past newsletters
- **Press Releases/Media Alert:** Recent news
- Commitment to advocacy, key issues (i.e. hunger, loneliness, transportation)
- **Issues:** agency-created papers, presentations, fact sheets, etc.
- **Solano Master Plan for Aging:** Goals, involvement opportunities, mail sign up
 - Advisory Council member portal (*password-protected page*)
- Thumbnail of latest AgeWell newsletter
- Stock photos picturing diverse, active older and disabled adults engaging in the community
- Visual aids for key issues

Advocacy

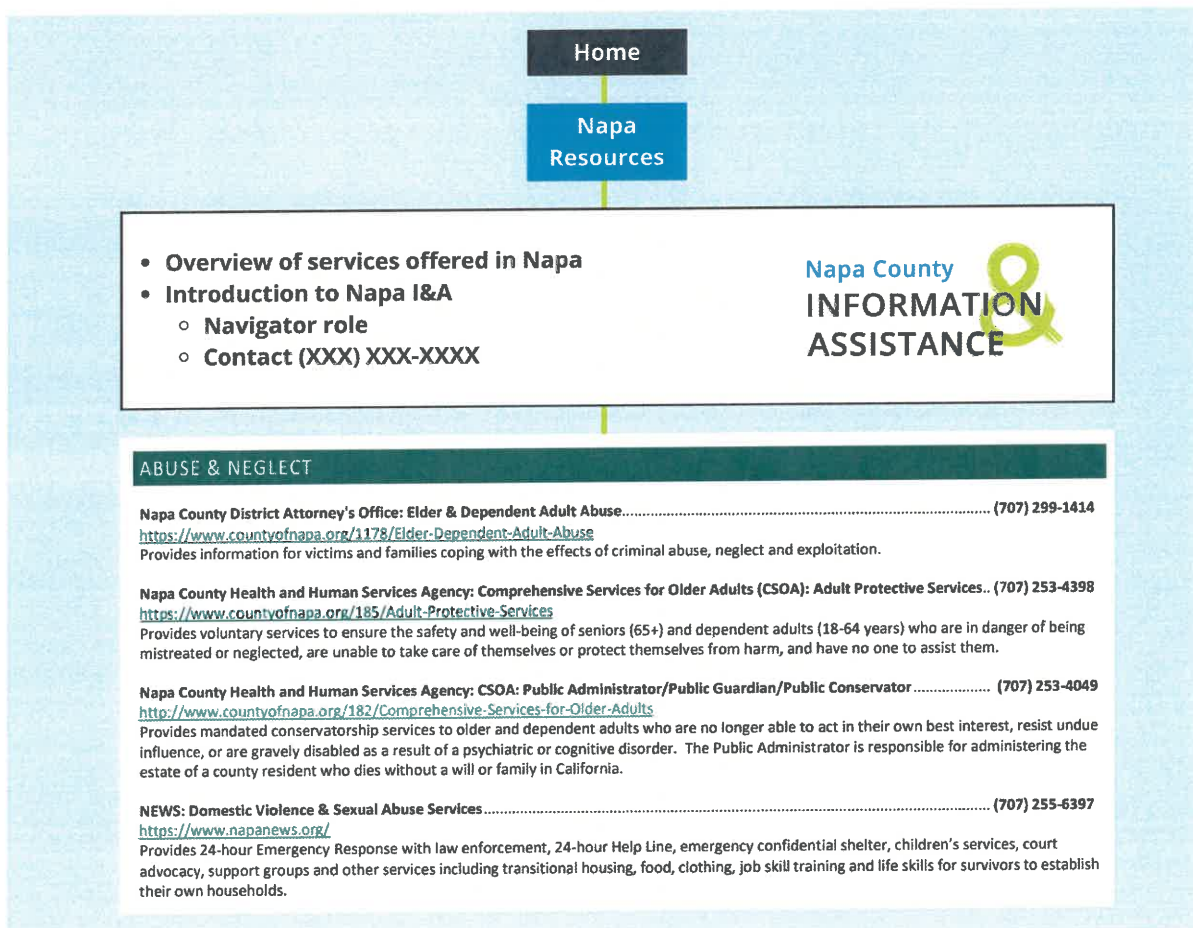
Clark, Elaine

From: Hayley Miller <hayley@brownmillerpr.com>
Sent: Tuesday, May 21, 2024 1:56 PM
To: Clark, Elaine
Cc: Brown-Miller Communications, Inc. (external)
Subject: RE: Revised Site Map
Attachments: N-S AAA Site Map.docx

Thanks for this feedback, Elaine. I've attached a revised site map that includes an expanded "About Us" page and a hidden "Service Providers" page. Please let me know if there are any other elements that need to be included.

Regarding the Napa I&A, I appreciate your concerns but don't feel that we're hurt by not listing a website. Napa I&A and ADRC will only be small pieces of the Napa and Solano Resource pages. The Napa Resources page will open with a brief overview of the Napa I&A, framing it as an additional support that visitors can contact should they fail to find what they need in the table below. A phone number will be sufficient.

The table of services (the online version of the resource guide) will ultimately be the centerpiece of the website. We want visitors to find everything they need on aaans.org, rather than having to click through to a whole other website. If it helps, below is a rough visualization of how we imagine the Napa Resources page:



Let me know what you think.

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

Updated 05.20.24

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
JULY	-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.
AUGUST	-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.
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 AgeWell 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.	-AgeWell 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 AgeWell articles due. -Work Groups further progress on priority goals.	-Contract with vendor for AAA Outreach Plan.
JANUARY	-Napa -Continue outreach to community leaders.	-Approve Bylaws -Quarterly Report. -AgeWell published	-Present CASOA survey findings. -Prepare Area Plan 2024. -Develop quarterly reports.
FEBRUARY	-Solano -Review Officer Nomination process. -Guest speaker from LSNC.	-Feb 15 AgeWell 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.
MARCH March for Meals	-Napa -Guest speaker from HICAP -Approved Officer Nomination Comm.	-.AgeWell published	-Evaluations of RFPs by outside reviewers. -Work on Area Plan.
APRIL	-Solano -Slate of Officers: Chair Richard White; Vice Chair Riitta DeAnda; Secretary Susan Ensey. No Nominations from the Floor. -Approved Kathy Kahn move to Regular. -Presentation of Area Plan	-Review Area Plan. -Quarterly Report. -Apr 15 AgeWell articles due. -Members reported on their outreach activities.	-Area Plan Presentation.
MAY Older Americans	-Meeting canceled for Senior Rally Day	-Members attend Senior Rally Day -AgeWell published	Area Plan submitted May 1st.
JUNE Gay Pride Elder Abuse Awareness	-Solano -Recommendations for Sandy Stevens for Alternate, Solano; and for Cathy Wager Regular, for Napa. -Election of Officers for 7/1.	-June 15 AgeWell articles due.	-Review 2024-2025 contracts for Service Providers with Council.

