NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533

OVERSIGHT BOARD MEETING

Monday, October 23, 2023
10:00 am to 12:00 pm (noon)

Meeting Location

Solano County Board of Supervisors Chamber
675 Texas Street
Fairfield, CA 94533

NAPA/SOLANO AREA AGENCY ON AGING OVERSIGHT BOARD MEETING

The County does not discriminate against persons with disabilities and the County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board 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 item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

Elaine Clark
Napa/Solano Area Agency on Aging
275 Beck Avenue
Fairfield, CA 94533

Agenda available online at: https://www.aaans.org/oversight-board

Agenda

CALL TO ORDER – 10:00 am

ROLL CALL

WELCOME – Monica Brown

ITEMS FROM THE PUBLIC --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Items from the public must be submitted in advance and will be taken under consideration without discussion by the Oversight Board and may be referred to staff.

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES FROM May 2023 -- Attached

REPORTS – Presented by N/S AAA staff; no Action required

1. Receive budget update and fiscal matters – Gina Garcia
    a. Monthly Fiscal Report -- **Attached**
    b. Internal Subrecipient Monitoring of Service Providers
    c. CDA Fiscal Audit of AAA
2. Discuss staff request to redistribute $109,000 ARPA funding for Solano due to contractor changes – Elaine Clark
3. Receive update on Request for Proposal (RFP) Process – **Attached** -- Elaine Clark
4. Receive update on AAA growth – **Attached** – Elaine Clark
5. Receive update on Outreach Contract/Plan – Elaine Clark
6. Receive update on Polco Statewide Survey – Elaine Clark
7. Receive update on ADRC Solano Designation process – Elaine Clark

ACTION ITEMS – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action.

Vote to consider approval of remaining Solano ARPA funding distribution.

BOARD MEMBER COMMENTS

ADJOURN

To the next scheduled meeting of the Napa/Solano AAA Oversight Board on November 27, 2023 in the Napa Board of Supervisors Chambers, 1195 Third Street, Napa, CA 94559.

Napa/Solano Area Agency on Aging Oversight Board

Meeting Minutes May 22, 2023

Location: Napa County Board of Supervisors Chamber
1195 Third Street
Napa, CA 94559

https://us02web.zoom.us/j/85088486016?pwd=b1YyMTRnZElzVjNuYnlVOGVzZzJlQT09
Meeting ID: 850 8848 6016
Passcode: 551321
669-900-6833

Date: Monday, May 22, 2023

Time: 10:00 am – 12:00 pm

Attendees: Board Members: Supervisor Monica Brown, Mayor Ronald Kott,
Councilwoman Liz Alessio, Joelle Gallagher, Mary Palmer, John Pearson
AAA Staff: Elaine Clark, Gina Garcia, Maria Macaraeg, Jaquetta Jefferson

Comments from the Public:

- None

Approval of Agenda moved by Ronald Kott, seconded by Mary Palmer and passed unanimously.

Approval of Minutes from April 28, 2023, moved by Ronald Kott, seconded by John Pearson and passed unanimously.

Reports

1. Receive budget update and fiscal matters – Fiscal Team
2. Receive FY2324 Area Plan update and PP presentation – Elaine Clark
3. Receive proposed funding distribution plan for Modernizing Older Californians Act and Digital Connections distribution plan – Elaine Clark
4. Receive update on all new FY2324 Funding – Elaine Clark

Action Items

1. Vote to approve FY23/24 Area Plan
   - Moved by Mayor Ronald Kott, seconded by John Pearson, approved unanimously.
2. Vote to approve Modernizing Older Americans-California Funding Distribution
   - Moved by John Pearson, seconded by Mary Palmer, approved unanimously.
3. Vote to approve Digital Connections funding recommendation for iPad Distribution to seniors

- Moved by Mayor Ronald Kott, seconded by Joelle Gallagher, approved unanimously.

Board Member Comments
Supervisor Monica Brown, Mayor Ronald Kott, Joelle Gallagher and John Pearson - expressed gratitude for the PowerPoint presentations

Meeting adjourned 11:22 a.m. to July 24, 2023.

Napa/Solano Area Agency on Aging Growth

	2019	2023
Budget	$1.8 million	$9.6 million -- Over $10 by year end
Contracts	Area Plan One Amendment One-time Only Amendment	Area Plan Nutrition Infrastructure American Rescue Plan Digital Connections Older Calfornians Modernization Nutrition Modernization Aging and Disability Resource Connection Cal Fresh Expansion Cal Fresh Healthy Living Cal Fresh Healthy Living Pilot Grant/Line Dance Intergenerational Fall Prevention Access to Technology Amendment One to Area Plan One-Time Only Amendment to Area Plan
Providers	17	19
Provider Contracts	17	58
Programs	Transportation Home Delivered Meals Congregate Meals Family Caregiver Supports Exercise Legal Services Case Management Information and Assistance	Transportation Home Delivered Meals Congregate Meals Snack Bags Senior Meal Boxes Medically Tailored Meals Fall Prevention Information and Assistance

Respite Care
Ombudsman
Friendly Calling
Alzheimer's Outreach

Information and Assistance Printed Resource Guide
Legal Services
Case Management
Respite Care
Ombudsman
Friendly Calling
Alzheimer's Outreach
LGBTQI Outreach
LGBTQI Case Management
Caregiver Registry
Emergency Services
iPad Give-Away
Health Rx Program with La Clinica
Claris Device give-away
Vaccination Outreach grant
LADAP Contract
Grandparents Family Caregivers
Family Caregiver Supports
Elder Abuse Prevention

Additional Resources/Programs

Advisory Council
Oversight Board

Advisory Council
Oversight Board
C4A Board Member
C4A Communications Co-Chair
C4A Website Team
State ADRC Advisory Council Member
State ADRC Co-Chair Data and Outcomes Work Group
900 Emergency Pack distribution
Everyone Loves Line Dancing new Curriculum Creation/State Certification
Expand Advisory Council to 20 members from 16
Printed Senior Resource Guide -- English and Spanish
AAANS.org website
Solano Board of Supervisors Approved Age Friendly Application

Aging and Disability Resource Connection

CDA approved Emergency Preparedness Plan
Age Friendly Resolutions/Support -- all Solano cities
Age Friendly Resolutions/Support -- Napa, Calistoga, Yountville, American C

Create Aging and Disability Resource Connection
ADRCSolano.org website
ADRC Partnership Agreements
ADRC Processes
ADRC Outreach Plan
ADRC Monitoring
ADRC Customer Satisfaction Survey
Quarterly ADRC Partner Meetings

Reporting

Quarterly Area Plan Data Report
Cal Fresh Healthy Living Quarterly Report

Quarterly Area Plan Data Report
IF Quarterly Report (all programs)
Digital Connections Quarterly Data Report
Nutrition Infrastructure Report
Cal Fresh Healthy Living Quarterly Report
Cal Fresh Expansion Quarterly Report
Access to Technology Quarterly Report -- Solano
Quarterly ADRC Data Report -- Solano
Write Board of Supervisor Items -- Solano
Monthly Staff Report for ACOA and Napa Commission on Aging
LADAP quarterly Reports

Request for Proposals

Nutrition
Fall Prevention
Case Management/Information and Assistance
Exercise
Legal Services
Transportation
Friendly Calling

Home Delivered Meals
Congregate Meals
Medically Tailored Meals
Exercise
Case Management
Information and Assistance
Information and Assistance Guide
Legal Services

Fall Prevention
Transportation
Isolation Reduction
Senior Meal Boxes
Grandparents Caregiver Resources
Emergency Services
Ombudsman Services
Meals
Elder Abuse Prevention

Meetings

Monthly Advisory Council on Aging (ACOA)
Monthly Oversight Board
Quarterly Service Provider Meetings

Monthly ACOA
Bi-Monthly Oversight Board
Bi-Weekly ADRC local
Monthly State ADRC Data and Outcomes Workgroup
Monthly C4A Board Meeting
Bi-Weekly C4A Communications Work Group
Bi-Weekly C4A Website Work Group
Bi-Monthly State ADRC Advisory Council
Monthly CDA Fiscal/Ops Meeting
Monthly Planners Meeting
Monthly Healthy Aging Population.. (HAPI) -- Napa
Quarterly local ADRC Advisory Council Meeting -- Solano
Monthly Service Provider Meetings
Bi-Weekly ODAS Administrator Meetings
Solano Board of Supervisors when contracts are reviewed
Monthly ACOA Legislative WorkGroup
Monthly ACOA Outreach Work Group (EC Directed)
Monthly ACOA Tech Work Group
Monthly ACOA Nutrition Work Group
VOAD -- Napa Older and Disabled Adults Meeting
Quarterly CDA Title IIIC
Quarterly CDA Title IIIE
Quarterly CDA Digital Connection
Quarterly CDA Data Dictionary

Monitoring

	Column 1	Column 2
	17 Providers	Quarterly CDA Title IIIB
	15 Contracts	Monthly LADAP meeting (Solano)
		19 Providers
		58 Contracts

Additional Focus

Column 1	Column 2
Area Plan	Emergency Response Coordination PSA-wide
	CalAim Service Coordination among AAA providers
	Area Plan and Annual Updates expanded requirements
	NOAA Steering Committee -- Napa
	POLCO Survey
	Monthly on-site meetings with service providers
	Review meals and create RFP for improved meals
	Attend congregate meal sites and recommend changes
	C4A Nutrition Research
	CDA State-wide Emergency Planning Outreach
	Review and evaluate new opportunities
	Review and evaluate transportation options/help find volunteers
	Review and evaluate new caregiver options
	Review and evaluate new housing options

Staffing

Column 1	Column 2
Project Manager/ED	Project Manager/ED
.15 Admin Assistant	Administrative Assistant/Data/Contracts
Fiscal Analyst	Fiscal Analyst
Accountant/Data Reporting	Accountant -- No Data Reporting
Contracts Manager	

RFP Timelines

1.4. Timeline

The County reserves the right to adjust this schedule as it deems necessary. Notifications of any adjustments to the schedule will be posted here on OpenGov and Proposers will be emailed directly regarding any such updates or Addenda posted to this procurement.

To receive electronic notifications regarding this opportunity with the County, click the follow button while viewing this solicitation on the County's bidding website.

RFP Issued:	October 18, 2023
Question Submission Deadline:	November 29, 2023, 5:00pm
County's Responses to Questions:	December 6, 2023
Proposal Submission Deadline:	January 17, 2024, 5:00pm
Contractor Selection Date:	February 14, 2024
Desired Contract Start Date:	July 1, 2024