

# Oversight Board Meeting Agenda

April 22, 2024

**Monday, April 22, 2024**  
**10:00 am to 12:00 pm (noon)**

## Meeting Location

**Board of Supervisors Chambers, 1<sup>st</sup> Floor**  
**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, 1<sup>st</sup> 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** – Joelle Gallagher, Chair

**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 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 March 25, 2024 -- Attached**

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

1. Receive budget update and fiscal matters – **Attached** -- Gina Garcia
2. Area Plan presentation – **Executive Summary Attached** – Elaine Clark
3. Presentation of proposed service provider contracts for FY2425 – **Attached** -- 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 the Area Plan.

Vote to consider approval of proposed service provider contracts for FY2425.

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled meeting of the Napa/Solano AAA Oversight Board on June 24, in the Solano County Board of Supervisors Chambers, 675 Texas Street, Fairfield, CA 94533.



# Oversight Board Minutes

Meeting Minutes March 25, 2024

**Location:** Napa County-Silver Lupine Room  
650 Imperial Way  
Napa, CA

**Date:** Monday, March 25, 2024

**Time:** 10:00 am – 12:00 pm

**Attendees:** Board Members: Supervisor Monica Brown, Supervisor Joelle Gallagher, Councilwoman Liz Alessio, Mayor Ronald Kott, Beatryce Clark, Mary Palmer, Steve Sillen

AAA Staff: Elaine Clark, Gina Garcia, Jaquetta Jefferson

## Comments from the Public:

- None

Approval of Agenda: moved by Monica Brown, seconded by Liz Alessio and passed unanimously.

Approval of Minutes from February 26, 2024, moved by Beatryce Clark, seconded by Mary Palmer and passed unanimously.

## Reports

1. Received budget update and fiscal matters – Gina Garcia, Fiscal Analyst
  - FY2324-(as of 2/29/24) Monthly Fiscal Report-PP presentation – Gina Garcia  
Gina discussed that the remaining balance of the American Rescue Plan Act funding would be used for the previously approved emergency packs. Elaine Clark confirmed that the N/S AAA is in the process of submitting a Purchase Authorization for the packs. Monica Brown requested prior notification to ensure proper storage space is available for the amount that will be ordered.
2. Presentation of RFP process and proposed service providers for FY2425 -- Elaine Clark

- Provided printed information to the board regarding service providers. Informed the board that all providers were notified and had months to submit proposals; score sheets were reviewed, and the highest scorers were selected. Discussed which providers submitted proposals, the current vs. proposed changes and possible funding for each. The report highlighted changes to the service provider for Information & Assistance, Case Management, and Congregate Meals services, since the selected service providers received the highest scores. ILRSCC & Innovative Health Solutions were selected and had very specific programs. For example, IHS has partnered with restaurants to provide ethnically based meals and they are also connected with CalAim (California Advancing and Innovating Medi-Cal), which included detailed information in their proposals about how older adults would gain access to information and services. Steve Sillen inquired about Innovative Health Solution's ability to provide Congregate Meals. Ronald Kott inquired about whether there is a need for ethnically based meals. Elaine Clark reminded the board about their success with establishing the Medically Tailored Meals pilot program and that they have the ability and infrastructure to provide meals. Beatryce Clark inquired about how non-selected service providers would be notified. Elaine Clark confirmed that the Purchasing Dept. would notify the providers who were not selected.

**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.**

1. Vote to consider approval of proposed service providers for FY2425:  
-Moved by Monica Brown, seconded by Liz Alessio, approved unanimously.

**Board Member Comments.** Liz Alessio provided an update on the Napa Valley Transit Authority's approval to increase the price of fares. All members expressed gratitude for the PowerPoint presentations, Elaine's report and the Purchasing department's efforts to score the proposals.

Meeting adjourned 10:42 a.m. to April 22, 2024 in Fairfield, CA.