

MEETING NOTICE

DATE: January 13, 2017
TIME: 10 a.m. to 12 noon
PLACE: Sacramento County
Agency on Aging \ Area 4
1401 El Camino Avenue, 4th Floor
Sacramento, CA 95815



Sierra County (Via Teleconference)
61050 Hwy. 49, Sheriff Substation
Loyalton, CA 96118
(530) 993-1270

AGENDA

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. COMMENTS FROM THE PUBLIC:

The Governing Board welcomes comments on any agenda item as it is addressed. Individuals will be limited to five minutes; fifteen minutes for a representative of a group. Comments may be made on any subject not on the agenda. The specific time limit will be established based on the number of persons wishing to speak, for a total of fifteen minutes per subject.

IV. CONSENT CALENDAR:

Consent items are expected to be routine and noncontroversial. The Governing Board will act upon them at one time without discussion unless any Board member, staff member or member of the public requests that an item be removed from the consent calendar for discussion.

- A. Adoption of Agenda
B. Approve 12/9/16 Minutes

V. CORRESPONDENCE

VI. ACTION ITEMS

- A. Installation of Officers
B. Approve One – Time – Only (OTO) Requests for AAA4
C. Approve Match Contributions for FY 2017-18 and Resolution #247

VII. REPORTS

- A. Executive Committee
B. Audit/Finance Committee
C. Area Plan Committee
D. Legislative Committee
E. Executive Director

VIII. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Committee Meetings

Executive Committee .....9:00 a.m. – 9:30 a.m.
Audit/Finance Committee... 9:30 a.m. – 10:00 a.m.

**MEETING NOTICE**

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Board members' enclosures:

1. Consent Items:
  - A. Agenda
  - B. Minutes – 12/9/16
  
2. Action Items:
  - A. Installation of Officers
  - B. Approve One – Time – Only (OTO) Requests for AAA4
  - C. Approve Match Contributions for FY 2017-18 and Resolution #247
  
3. Map  
Schedule of AAA4 Governing Board Meetings/Activities CY 2017

If you need a disability-related reasonable accommodation to participate in this meeting, please contact Tai Love at (916) 486-1876, or [tlove@agencyonaging4.org](mailto:tlove@agencyonaging4.org) at least 3 days in advance with your accommodation request. Every effort will be made to accommodate. However, we cannot guarantee we will be able to honor requests received less than 3 days in advance.

**AGENCY ON AGING \ AREA 4**  
**GOVERNING BOARD**  
 Meeting Minutes

Date: December 9, 2016

Location: Sacramento County, Agency on Aging \ Area 4

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL**

Nate Beason, Chair called the regular meeting of the *Agency on Aging \ Area 4 (AAA4)* Governing Board to order at 10:02 a.m. and welcomed members and guests to the meeting.

Secretary, Becky Bowen called the roll. There was a quorum.

County	GB Members Present – 15	Absent – 2
Nevada	Supv. Beason, A. Burton	
Placer	Gustafson, Luce, Supv. Holmes	
Sacramento	C. Burton, Milner-Krugman, Supv. Notolli, Sawamura	
Sierra	Farrington, Supv. Schlefstein	
Sutter	Bowen	Beebe (E)
Yolo	Pennebaker	Allen (E)
Yuba	Supv. Vasquez, Parent	

**AAA4 Staff Present:** Pam Miller, Will Tift, Dave Soto, Laura Imbach-Mills, Janeen Thorpe, Maggie Borowiak, Mike Selland, Nancy Vasquez, Gina Barringer, Laura Lester and Tai Love.

**Guests Present:** Janine Brown *Sacramento County Department of Health and Human Services*, Gayle Diamond *AAA4 Advisory Council*, Jackie Coleman *DRC*, Sarah Deardorff *Sierra Senior Services*, Mike Maruchau *Grant Bennett Associates*, Barbara Hanna *Caring Choices*, David Morikawa *Meals on Wheels by ACC*, Christi Skibbins *People Resources Inc.*, Susan Townsend *Yuba Sutter Legal Center*, Angela Swanson *Tahoe Transportation District*

**II. PLEDGE OF ALLEGIANCE – Led by Nancy Pennebaker**

**III. COMMENTS FROM THE PUBLIC**

The Governing Board welcomes comments on any agenda item as it is addressed. Individuals will be limited to five minutes; fifteen minutes for a representative of a group. Comments may be made on any subject not on the agenda. The specific time limit will be established based on the number of persons wishing to speak, for a total of fifteen minutes per subject.

**IV. CONSENT CALENDAR**

Consent items are expected to be routine and noncontroversial. The Governing Board will act upon them at one time without discussion unless any Board member, staff member or member of the public requests that an item be removed from the consent calendar for discussion.

**A. Adoption of Agenda**

The agenda was approved with the following changes: Consent Item C. Approve Cost of Living Adjustment (COLA) was pulled to further discuss. Reports C. Personnel Committee and E. Legislative Committee were removed.

**B. Approval of 11/18/16 minutes**

The minutes were approved as printed.

**C. Approve Cost of Living Adjustment (COLA)**

Item pulled for further discussion.

**D. Approve Meetings/Activities for Calendar Year 2017**

Approved as printed.

**E. Amend Request for Proposal (RFP) Timeline**

Amended timeline approved as presented.

**A motion was moved/seconded, Chris Parent /Maxine Milner Krugman, to approve the consent calendar including the agenda, 11/18/16 minutes, Meetings/Activities for Calendar Year 2017 and Amended Request for Proposal (RFP) Timeline. Motion passed by consent.**

**A motion was moved/seconded, Miko Sawamura/Eldon Luce, to approve the Cost of Living Adjustment (COLA) as presented. Motion passed by roll call vote.**

**V. CORRESPONDENCE**

- None.

**VI. ACTION ITEMS**

**A. Approve Awards by County and Service Category for 2017-2021 RFP**

**Nevada County – Proposed Allocations for the 2017-19 RFP**

Supportive Services III-B \$135,198

Nutrition III-C \$288,049

Health Promotion III-D \$0

Caregiver III-E \$0

**Total \$423,247**

**A motion was moved/seconded, Andy Burton/Supv. Jim Holmes to approve the proposed allocations for the 2017-19 RFP for Nevada County. Motion passed by roll call vote: Yes (13), No (0), Recusals (1).**

**Placer County – Proposed Allocations for the 2017-19 RFP**

Supportive Services III-B \$355,108

Nutrition III-C \$404,465

Health Promotion III-D

Caregiver III-E

**Total \$993,213**

**A motion was moved/seconded, Supv. Jim Holmes/Dan Farrington, to approve the proposed allocations for the 2017-19 RFP for Placer County. Motion Passed by roll call vote: Yes (12), NO (2), Recusals (1).**

**Sacramento County – Proposed Allocations for the 2017-19 RFP**

Supportive Services III-B \$632,750

Nutrition III-C \$2,151,500

Health Promotion III-D \$46,557

Caregiver III-E \$431,750

**Total \$3,262,557**

**Sacramento County – Proposed Allocations for the 2017-19 RFP as Modified**

Supportive Services III-B \$622,750

Nutrition III-C \$2,161,500

Health Promotion III-D \$46,557

Caregiver III-E \$431,750

**Total \$3,262,557**

**A motion was moved/seconded, Maxine Milner Krugman/Carl Burton, to approve the proposed allocations for the 2017-19 RFP for Sacramento County with the following modification: decrease funding by \$10,000 from Supportive Services III-B Transportation and apply the \$10,000 to Nutrition III-C. Motion passed by roll call vote: Yes (12), No (2), Recusals (0).**

**Sierra County – Proposed Allocations for the 2017-19 RFP**

Supportive Services III-B \$21,064  
Nutrition III-C \$44,876  
Health Promotion III-D \$0  
Caregiver III-E \$0  
**Total \$65,940**

**A motion was moved/seconded, Supv. Scott Schlefstein/Chris Parent, to approve the proposed allocations for the 2017-19 RFP for Sierra County. Motion Passed by roll call vote: Yes (14), NO (0), Recusals (0).**

**Yolo County – Proposed Allocations for the 2017-19 RFP**

Supportive Services III-B \$117,000  
Nutrition III-C \$270,000  
Health Promotion III-D \$0  
Caregiver III-E \$50,901  
**Total \$437,901**

**A motion was moved/seconded, Chris Parent/Supv. Jim Holmes, to approve the proposed allocations for the 2017-19 RFP for Yolo County. Motion Passed by roll call vote: Yes (14), NO (0), Recusals (0).**

**Yuba-Sutter Area – Proposed Allocations for the 2017-19 RFP**

Supportive Services III-B \$147,824  
Nutrition III-C \$271,958  
Health Promotion III-D \$0  
Caregiver III-E \$33,334  
**Total \$453,116**

**A motion was moved/seconded, Supv. Andy Vasquez/Karla Gustafson, to approve redirecting the proposed allocation of \$29,125 from Supportive Services III-B Other: Respite Care to Supportive Services III-B Minor Home Modifications for the 2017-19 RFP for Yuba-Sutter. Motion Passed by roll call vote: Yes (12), NO (1), Recusals (0).**

**VII. REPORTS**

**A. Executive Committee**

Provided by Miko Sawamura

**B. Audit/Finance Committee**

Provided by Mike Selland

**C. Personnel Committee**

Removed from agenda

**D. Area Plan Committee**

Provided by Will Tift

**E. Legislative Committee**

Removed from agenda

**F. Executive Director**

Provided by Pam Miller

**VIII. PRESENTATION**

**A. AAA4's Financial Statements, Year Ending June 30, 2016**

- Presented by Mike Maruchau, *Grant Bennett Associates*

**XI. ANNOUNCEMENTS/FUTURE AGENDA ITEMS**

- None

**X. ADJOURNMENT**

With no further business, the meeting was adjourned at 12:13 pm.

IF YOU WOULD LIKE TO SCHEDULE A TIME TO LISTEN TO THE FULL AUDIO OR  
REQUEST MATERIALS FROM THIS MEETING, PLEASE CONTACT TAI LOVE  
(916) 486-1876 OR TLOVE@AGENCYONAGING4.ORG.

**ACTION ITEM VI. A.**

**TO: AAA4 GOVERNING BOARD**

**FROM:** Pam Miller, Executive Director

**DATE:** January 6, 2017

**SUBJECT: Installation of Officers for 2017**

**Discussion**

At the November 18<sup>th</sup> Joint meeting, the Governing Board elected the following officers to serve for the 2017 year. These individuals will be installed at the January 13th meeting.

**OFFICERS:**

Chair: Eldon Luce Placer  
*Name* *County*

1<sup>st</sup> Vice Chair: Karla Gustafson Placer  
*Name* *County*

2<sup>nd</sup> Vice Chair: Maxine Milner Krugman Sacramento  
*Name* *County*

Secretary-Clerk: Andrew Burton Nevada  
*Name* *County*

Treasurer-Auditor: Nancy Pennebaker Yolo  
*Name* *County*

**ACTION ITEM VI. B.**

**TO: AAA4 GOVERNING BOARD**  
**FROM: Pam Miller**  
**DATE: January 6, 2017**  
**SUBJECT: Approve One-Time-Only (OTO) Requests for AAA4**

***Recommendation:  
Approve Staff Requests***

**Discussion**

On September 30, 2016, AAA4 received Contract Amendment #1 from the California Department of Aging which includes **\$455,481** in OTO funds. These funds are expected to be released to AAA4 early in calendar year 2017, and they must be expended by June 30, 2017.

The following staff requests are included below for the Board's consideration:

<b>In-House OTO Requests (in order of staff priorities)</b>		<b>OTO Funding</b>
1	AAA4 Computer Network Costs (system backup, support and monitoring)	\$32,545
2	Fiscal Software Costs (purchase and licensing)	\$16,100
3	Audio/Visual Expansion Costs	\$7,561
4	Technical Equipment Expansion and Replacement Costs	\$11,475
	<b>TOTAL</b>	<b>\$67,681</b>

**(1) AAA4 Computer Network Costs**

Provides ongoing network backup, support, monitoring and maintenance of technical equipment as well as increasing cloud data storage and recovery system capabilities.

**(2) Fiscal Software Costs**

Streamlines integration of fiscal and data entry for funded partners, fiscal and program staff, increasing transparency and security of data. Data visibility for comparison and tracking more easily accessible.

**(3) Audio/Visual Expansion**

Expands video conferencing capabilities for Board, Advisory Council and committee meetings in multiple locations from the new office. Permits expansion of job readiness and other program presentations for funded partners and others.

**(4) Technical Equipment Expansion and Replacement**

Replaces technical equipment reaching end-of-life stage use. Remote access licensing permits full access for staff while working off-site.



The Executive Director has applied her authority to approve the miscellaneous items below:

<b>In-House OTO Approvals</b>		<b>OTO Funding</b>
A	Office furniture (additional conference room tables/chairs, storage cabinet, kitchen furniture)	\$13,869
B	Advertising costs for the Mature Edge Job Readiness Program	\$2,000
C	Outreach Materials	\$4,090
D	Replenish Health-Related Brochures	\$1,500
E	Miscellaneous Items for Outreach Activities/Events	\$410
	<b>TOTAL</b>	<b>\$21,869</b>

If the above requests are approved as shown, the remaining balance of **\$365,931**, would be available for distribution to contracted/direct service providers and would be distributed in accordance with past practice as described below. Thank you for your consideration.

First, staff propose the Contracted Programs be allocated OTO funds proportionally by Title (i.e., Titles III-B: Supportive Services, III-C: Nutrition, III-D: Disease Prevention/Health Promotion and III-E: Family Caregiver) with the following provisions:

- a) Any program that is not in Good Standing with AAA4 at the time OTO allocations are being calculated shall **not** receive OTO funds, and that program's "share" of OTO shall be divided proportionally among the remaining eligible programs in that Title.
- b) Any program that will not continue to be funded by AAA4 beyond June 30, 2017 shall not purchase nonessential property/equipment that would need to be returned to AAA4.
- c) Any "new" program whose current scope of work began on July 1, 2016 or later shall not be eligible to receive OTO funds during SFY 2016-17.

Second, staff propose Direct Service programs be allocated OTO funds in the same manner as Contracted Programs with the exception that wherever pre-approved OTO costs are being charged to a Direct Service budget, those costs shall be deducted from the OTO allocation. For the purposes of this item, Direct Service programs only include AAA4 Information & Assistance, Dine Around Town (Restaurant Vouchers), the Long-Term Care Ombudsman Program, Mature Edge (Job Readiness) and Yuba-Sutter Meals on Wheels.

**ACTION ITEM VI. C.**

**TO: AAA4 GOVERNING BOARD**  
**FROM: Pam Miller**  
**DATE: January 6, 2017**  
**SUBJECT: Approve Match Contributions for FY 2017-18 & Resolution #247**

**Discussion**

AAA4's Joint Powers Authority Agreement (JPA) requires each of the seven counties to make annual contributions to support the administration of the Agency. These funds are used to meet the federal matching requirements to receive Older Americans Act dollars and to augment the in-house operating budget. Each county's share of the total match amount is proportional to the ratio of persons age 60 and older who are estimated to be residing in the service area each year.

The table on the following page shows that the older adult population in our region has increased by 17,115 people, according to official California Department of Finance figures. Most of this growth is due to "natural" aging of the local population; some is due to migration.

The following table also reflects a request for a 12 cent increase in the match rate (from 78 cents per person to 90 cents per person). This increase consists of a 2 cent increase due to the change in the Consumer Price Index (CPI), and a 10 cent increase to partially "close the gap" that was created by not raising the rate from 2000 to 2015. This rate increase assures the Agency will meet the minimum required match amount that is projected for FY 2017-18 (based upon the latest actual budget figure for the current FY).

The match contributions will be reviewed by the Audit/Finance Committee which will make its recommendation during the January 13, 2017, Board meeting.

Staff also request approval of Resolution #247 which authorizes the Executive Director to enter into an agreement with the County of Sacramento to formally request its matching contribution and to amend said agreement if needed.

**A4AA GOVERNING BOARD  
RESOLUTION NO. 247**

**Agreement with County of Sacramento Department of Human Assistance (DHA) for Match contribution FY 2017-2018 Funds**

**WHEREAS**, a proposed Agreement No. DHA-A4AA-01-18 with the **COUNTY OF SACRAMENTO** for the delivery of services by this organization has been determined to be in the best interest of **AREA 4 AGENCY ON AGING (A4AA)** by its duly constituted Governing Board;

**NOW, THEREFORE, BE IT RESOLVED** that the person named below is authorized to negotiate and execute on behalf of the agency, said Agreement and any and all documents pertaining to this Agreement including all subsequent amendments for FY 2017-18, and to submit claims for reimbursement and other financial reports required by said Agreement;

**AND FURTHERMORE**, that the signatures recorded below are the true and correct signatures of the designated individuals.

**AUTHORIZED TO EXECUTE CONTRACT:      AUTHORIZED TO SUBMIT CLAIMS:**

EXECUTIVE DIRECTOR \_\_\_\_\_

**VI.      TITLE**

Pam Miller

NAME (Please print)

ASSISTANT DIRECTOR \_\_\_\_\_

**VII.     TITLE**

Will Tift

NAME (Please print)

\_\_\_\_\_  
**VIII.    SIGNATURE**

\_\_\_\_\_  
**IX.      SIGNATURE**

**CERTIFICATION**

**ON MOTION OF** member \_\_\_\_\_, seconded by member \_\_\_\_\_, and adopted by a majority vote of duly constituted quorum of the Area 4 Agency on Aging Governing Board, I certify that I am the duly qualified and acting Secretary of **Area 4 Agency on Aging (A4AA) Governing Board**, a duly organized and existing California **Joint Powers Authority with a non-profit Agency**. The foregoing is a true copy of a resolution adopted by the Governing Board of said agency, at a meeting legally held on, **January 13, 2017** and entered into the minutes of such meeting, and is now in full force and effect. Normally scheduled meetings of the Governing Board are held each **second Friday of each month**.

\_\_\_\_\_  
Eldon Luce  
Chair, A4AA Governing Board

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Andrew Burton  
Secretary-Clerk, A4AA Governing Board

\_\_\_\_\_  
DATE