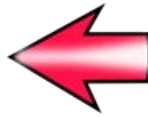


# Agency on Aging \ Area 4

## JOINT MEETING NOTICE *ADVISORY COUNCIL/ GOVERNING BOARD*

**DATE:** November 17, 2017  
**TIME:** 10:30 a.m. to 12:30 p.m.  
**PLACE:** Sacramento County  
Agency on Aging \ Area 4  
1401 El Camino Avenue, 4th Floor  
Sacramento, CA 95815



### AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **COMMENTS FROM THE PUBLIC**

The Advisory Council and 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 Advisory Council and Governing Board will act upon them at one time without discussion unless any member, staff member or member of the public requests that an item be removed from the consent calendar for discussion.

  - A. Adoption of Agenda (Advisory Council/Governing Board) \*
  - B. Approval of Minutes (Advisory Council 10/19/17 – Governing Board 9/8/17) \*
- V. **CORRESPONDENCE**
- VI. **PRESENTATION**
  - A. Homelessness Among Older Adults ~ *Presented by Helena Helmold*
  - B. Employee Recognition: *Kim Chau (1 year), Rose Chrisman (1 year), Randy Dinning (1 year), Tami Lyons (1 year), Cher Moua (1 year), Sarah Plaughner (1 year), Cindy Reigert (1 year), Bobby Olwell (5 years), Julie Tharalson (5 years), Sybil Eli (10 years) and Nancy Vasquez (20 years)*
- VII. **ACTION ITEMS**
  - A. Approve the 2016-17 Annual Report (Advisory Council/Governing Board) \*
  - B. Approve JPEC Recommendations (Governing Board)
  - C. Approve One-Time-Only (OTO) Requests for AAA4 (Governing Board)
  - D. Approve Audit Firm Selection for AAA4 & Resolution #251 (Governing Board)
- VIII. **DISCUSSION ITEM**
  - A. New Plan for Unassigned Transportation Funds: Yolo County
- IX. **REPORTS**
  - A. Executive Committee
  - B. Audit/Finance Committee
  - C. Legislative
  - D. Executive Director
- X. **ANNOUNCEMENTS/FUTURE AGENDA ITEMS**
- XI. **ADJOURNMENT**

*\*It is required by regulation that the Advisory Council and Governing Board act separately on the above items.*

#### Joint Committee Meetings

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



***POTLUCK IMMEDIATELY FOLLOWING, PLEASE BRING A DISH TO SHARE.***

***\*\*\*PLEASE JOIN US FOR A SPECIAL PRESENTATION ON SCAMS – PRESENTED BY  
MCGEORGE SCHOOL OF LAW AT 1:30 PM\*\*\****

*Please visit [www.agencyonaging4.org](http://www.agencyonaging4.org) for additional information.*

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**JOINT MEETING NOTICE**

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Enclosures:

**1. Consent Items**

- A. Agenda
- B. Minutes – 10/19/17 (Advisory Council); 9/8/17 (Governing Board) \*

**2. Action Items**

- A. Approve the 2016-17 Annual Report (Advisory Council/Governing Board) \*
- B. Approve JPEC Recommendations (Governing Board)
- C. Approve One-Time-Only (OTO) Requests for AAA4 (Governing Board)
- D. Approve Audit Firm Selection for AAA4 & Resolution #251 (Governing Board)

**3. Attachments/Discussion Items**

- A. New Plan for Unassigned Transportation Funds: Yolo County
- B. Funded Partner Activity Report
- C. First Quarter Performance Chart: SFY 2017-18
- D. Map

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 three (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 three (3) days in advance.

# AGENCY ON AGING | AREA 4 ADVISORY COUNCIL

Meeting Minutes  
October 19, 2017

Yolo County, Davis Community Church

**I. Call to Order / Pledge Of Allegiance / Roll Call / Welcome & Introductions:**

Chair, Gayle Diamond, called the regular meeting of the *Agency on Aging Area 4 (AAA4)* Advisory Council to order at 10:03 a.m. The Council, guests and staff stood and recited the pledge of allegiance. Secretary, Gloria Plasencia called roll. There was a quorum. New member, Jim Williams (Placer County) was introduced.

County		AC Members/Present - 13	Absent/Excused – 6
Nevada	3 vacancies		Giuliani (A), Sauer (A)
Placer	1 vacancy	Plasencia, Williams, Wiltsee	Eagleton (A)
Sacramento	3 vacancies	Pevny, Young	Rose (E)
Sierra	4 vacancies		
Sutter	3 vacancies	Thomas	Ramos (A)
Yolo	0 vacancies	Bourne, Brunner, Dorsey, Pearce, Yeh	Moore (A)
Yuba	2 vacancies	Diamond, Gee	
CSL members	1 vacancy	Brunner, Dorsey, Plasencia, Wiltsee, Young	

**AAA4 Staff Present:** Pam Miller, Will Tift, Linda Berry, Yvonne Pacheco, Teja Payne and Tai Love

**Guests Present:** Daphne Asuncion *AAA4 Intern*, Norrielle Richards *AAA4 Intern*, Phyllis Wang, Yin Yeh, Ruth Ocon *Senior Helpers*

**II. COMMENTS FROM THE PUBLIC:**

The Advisory Council welcomes comments from the Public on agenda items as they are discussed. In the interest of time, individuals will be limited to 3 minutes; 10 minutes for group presentations. Comments from the public on items not part of the Agenda maybe made following the business portion of the meeting.

**III. CONSENT CALENDAR**

**A. Adoption of Agenda/Minutes 8/17/17:**

The agenda and minutes were approved as printed.

**A motion was moved/seconded, Lola Young/Gloria Plasencia, to approve the consent calendar including the agenda and 8/17/17 minutes as printed. One member Jim Williams abstained. Motion passed by consent.**

**IV. PRESENTATION**

**A. Chinese American Culture**

Phyllis Wang discussed the Chinese American Culture, addressing issues affecting the culture including; Emotional Well-being (depression/dementia), Traditional Chinese Medicine and End of Life decisions.

**B. “Picking up the Pace of Change”, How California Scores**

Dave Wiltsee presented the California: 2017 Long-Term Services and Supports Scorecard Results. The Scorecard measures state-level performance of long-term services and supports systems that assist older adults, adults with disabilities and family caregivers

**C. CSL (California Senior Legislative) Update**

Lola Young and Gloria Plasencia provided a brief overview and background of the CSL mentioning various bills created that became law, notably the Silver Alert. Currently, there is a vacancy on the CSL. Interested members should contact Pam Miller.

**D. AAA4 Caucus Senior Legislature Proposal**

Dave Wiltsee discussed the Long – Term Care System Improvement and The California Long-Term Care System Integration Act of 2018 mentioning some of the highlights and challenges of the proposal.

**V. REPORTS**

**A. Executive Director**

Provided by Pam Miller

**B. Executive Committee**

Provided by Gayle Diemond

**C. Governing Board**

Provided by Tai Love

**D. Diversity Committee**

The Committee has not met.

**E. Legislative Committee**

The Committee has not met

**VI. CORRESPONDENCE**

None

**VII. ROUNDTABLE: OLD BUSINESS, BIRTHDAYS, ANNOUNCEMENTS**

- Charlotte Dorsey announced that West Sacramento has discontinued the senior shuttle service due to a lack of participants.

**VIII. ADJOURNMENT**

With no further business, the meeting was adjourned at 12:03 p.m.

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

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

Date: September 8, 2017

Location: Sacramento County, Agency on Aging \ Area 4

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

Eldon Luce, 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, Andy Burton called the roll. There was a quorum.

County	GB Members Present – 12	Absent – 5
Nevada	A. Burton	Supv. Hall (E)
Placer	Luce	Gustafson (E)
Sacramento	Bhe, Milner-Krugman, C. Burton, Supv. Notolli, Sawamura	
Sierra		Supv. Schlefstein (E)
Sutter	Beebe, Supv. Conant	Bowen (E)
Yolo	Allen, Pennebaker,	
Yuba	Parent	Supv. Leahy (A)

**AAA4 Staff Present:** Pam Miller, Will Tift, Linda Berry, Maggie Borowiak, Yvonne Pacheco, Sarah Plaughter, Mike Selland, Carrie Wagner, Lynda Webb and Tai Love.

**Guests Present:** Michelle Nevins *Del Oro Caregiver Resource Center*, Dawn Myers Purkey *Yolo Adult Day Health Care*, Barbara Hanna *Caring Choices*, Daphne Asuncion *AAA4 Intern*, Bao Thao *AAA4 Intern*, Norriell Richards *AAA4 Intern*

**II. PLEDGE OF ALLEGIANCE** – Led by Andy Burton

**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 as printed.

**B. Approval of 6/9/17 minutes**

The minutes were approved as printed.

**A motion was moved/seconded, Nancy Pennebaker/Supv. Mat Conant, to approve the consent calendar items including the agenda and minutes 6/9/17 as printed. Motion passed by consent.**

## V. CORRESPONDENCE

- Letter addressed to Agency on Aging Area 4 pertaining to the viability of the Loyalton Senior Center.

## VI. ACTION ITEMS

### A. Approve JPEC Recommendations 2016/17 Year End

The Joint Program Evaluation Committee (JPEC) met on July 28 to address current compliance issues and to review year-end performance for SFY 2016-17. Please see the Service Provider Activity Report and Year End Performance Chart for details.

**A motion was moved/seconded, Chris Parent/Carl Burton, not to place Dignity Health on “Watch Status”. One member, Maxine Milner Krugman abstained. Motion Passed by consent.**

**A motion was moved/seconded, Dr. Sheila Allen/Chris Parent, to approve the balance of the JPEC Recommendations for 2016/17 Year End as presented. Motion Passed by consent.**

### B. Approve Resolution #250 to Administer SNAP-Ed Funds

Resolution #250 authorizes the Executive Director to execute the SNAP-Ed (Supplemental Nutrition Assistance Program Education) Contract #SP-1718-04 with the California Department of Aging. Further authorizes the Executive Director to sign all future amendments to the above agreement.

**A motion was moved/seconded, Chris Parent/Supv. Mat Conant, to approve Resolution #250 authorizing the Executive Director to execute the SNAP-Ed Contract #SP-1718-04. Motion passed by roll call vote.**

### C. Revise Plan for Unassigned Transportation Funds: Yolo County

At the June 9 Governing Board meeting, a plan was approved to enter into a 3 month contract with Dignity Health to continue the provision of Title IIIB Transportation Vouchers while an RFP was issued to secure a long-term partner.

AAA4 staff is seeking Board approval of a new RFP Timeline and to extend the agreement with Dignity Health by 3 additional months, ensuring the continuation of Voucher services through December 31, 2017. Dignity Health has recently requested that funding for rides for clients of the Yolo Adult Day Health Care program be added to the extension (October 1, 2017 through December 31, 2017). Yolo County Board Members and AAA4 staff are amendable to this request.

**A motion was moved/seconded, Carl Burton/Supv. Mat Conant, to approve the revised plan for Unassigned Transportation Funds in Yolo County including a revised timeline and an extended agreement with Dignity Health for 3 additional months adding Yolo Adult Day Health Care client rides. Motion passed by consent.**

#### **D. Award Funding for the 2017-2019 Yolo RFP for Caregiver Respite Services**

Three organizations have applied to provide Caregiver services in Yolo County:

- **Caring Choices**
- **Del Oro Caregiver Resource Center**
- **Citizens who Care for the Elderly**

On August 25, the Grants Review Committee (GRC) met to discuss the applicant agencies and recommendations.

After further deliberation, The Grants Review Committee Recommendation is to fully fund with no conditions, Del Oro Caregiver Resource Center. The recommendation was based on the following rationale: GRC agreed with staff rationale, adding that Del Oro has the expertise needed to offer maximum client choice and serving more clients, and they provided complete responses in their narrative and narrative appendix.

**A motion was moved/seconded, Maxine Milner Krugman/Chris Parent, to award full funding with no conditions to Del Oro Caregiver Resource Center. Motion passed by roll call vote (Yes = 11/No = 0/Abstain = 0).**

#### **VII. REPORTS**

##### **A. Executive Committee**

Provided by Eldon Luce

##### **B. Audit/Finance Committee**

Provided by Mike Selland

##### **C. Advisory Council**

Provided by Tai Love

##### **D. Executive Director**

Provided by Pam Miller

#### **VIII. ANNOUNCEMENTS/FUTURE AGENDA ITEMS**

- Chris Parent announced that there will be a Whiskey tasting and dinner fundraiser 11/3 in Yuba County.
- Maggie Borowiak announced that there will be a Town Hall Meeting in Citrus Heights. Additional information will be provided as it is received.

#### **XI. ADJOURNMENT**

With no further business, a motion was moved/seconded, Maxine Milner Krugman/Chris Parent to adjourn the meeting at 11:15 am

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REQUEST MATERIALS FROM THIS MEETING, PLEASE CONTACT TAI LOVE  
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**ACTION ITEM VII. A**

**TO: A4AA ADVISORY COUNCIL  
A4AA GOVERNING BOARD**

**FROM:** Pam Miller

**DATE:** November 8, 2017

**SUBJECT: FY 2016-17 Annual Report**

*Recommendation for Advisory Council Consideration and Governing Board Action:  
Accept the FY 2016-17 Annual Report and authorize distribution as appropriate*

**Discussion**

A draft copy of the Agency on Aging \ Area 4 Annual Report will be distributed at the November 17 meeting. It summarizes the agency's activities, revenues and expenditures for state fiscal year 2016-17. Suggestions for edits/modifications are welcome.



**ACTION ITEM VII. B.**

**TO:** A4AA GOVERNING BOARD  
**FROM:** Joint Program Evaluation Committee  
**DATE:** November 8, 2017  
**SUBJECT:** JPEC Recommendations

**Discussion**

The Joint Program Evaluation Committee (JPEC) met on November 3 to address current compliance issues and to review first quarter performance for all AAA4-funded programs for SFY 2017-18 (July 1 through September 30).

There are nine recommendations for Board action, and they are detailed in the final pages of the attached Funded Partner Activity Report (see items C<sup>1</sup> – K<sup>1</sup>). Also attached for your review is the First Quarter Performance chart. Numbers that have been updated since the original printing of the chart appear in red cells with white font.

Should new, salient information become available, staff will provide that information to the Board.

**ACTION ITEM VII. C**

**TO: AAA4 GOVERNING BOARD**  
**FROM: Pam Miller**  
**DATE: November 8, 2017**  
**SUBJECT: Approve One-Time-Only (OTO) Requests for AAA4**

*Recommendation:  
Approve Staff Requests*

**Discussion**

On September 25, 2017, AAA4 received Contract Amendment #1 from the California Department of Aging which includes **\$382,811** in OTO funds. These funds are expected to be released to AAA4 early in calendar year 2018, and they must be expended by June 30, 2018.

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	Needs Assessment Survey	\$40,000
2	AAA4 Managed Information Technology (IT) Services	\$19,900
	<b>TOTAL</b>	<b>\$59,900</b>

**(1) Needs Assessment Survey**

Estimated cost of Needs Assessment development, implementation, and analysis to be performed either by staff, a third-party vendor, or a combination of both.

**(2) AAA4 Managed Information Technology (IT) Services**

Provides ongoing network backup, support, monitoring and maintenance of technical equipment.

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

<b>In-House OTO Approvals</b>		<b>OTO Funding</b>
A	IT Hardware Replacement (Firewall Appliance) and Software License Renewals	\$13,575
B	IT Staff Training	\$3,000
C	Office Furniture – storage cabinets (3) and ergonomic desk chairs (5)	\$2,925
	<b>TOTAL</b>	<b>\$19,500</b>

If the above requests are approved as shown, the remaining balance of **\$283,411**, 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 VII. D.**

**TO:** AAA4 GOVERNING BOARD  
**FROM:** Pam Miller  
**DATE:** November 8, 2017  
**SUBJECT:** Approve Audit Firm Selection for AAA4

*Recommendation:  
Approve Staff Request*

**Discussion**

The CPA firm of Grant Bennett Associates have conducted our annual audit for the past several years. At the request of the Audit & Finance Committee of the Governing Board, staff requested bids from multiple accounting firms in the Sacramento region. We requested that they bid to provide audit, tax, and consulting services for the next three years. Three complete proposals were received by the due date. They are summarized as follows:

<b>FIRM</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>TOTAL</b>
Gilbert Associates	\$24,650	\$25,200	25,750	\$75,600
Grant Bennett Associates	26,000	26,500	27,000	79,500
Fechter & Company	29,800	30,533	31,283	91,616

Of the three bids received, Fechter & Company is clearly more expensive and therefore is not recommended. Of the two remaining firms, Gilbert Associates has said that additional services beyond the scope of their proposal will be billed at between \$95 - \$290 per hour. Grant Bennett Associates has not billed us in the past for any additional time incurred on their part. In the past three years this has amounted to an in-kind donation of between \$5,000 and \$14,791 per year to our agency.

Staff recommends that Grant Bennett Associates be approved, based on the price stability that the bid provides.

A4AA GOVERNING BOARD  
RESOLUTION NO. 251

**RESOLVED** by the Area 4 Agency on Aging Governing Board that the Executive Director is authorized to execute an audit engagement letter with ----- to conduct the annual audit, with required accompanying notes and schedules, and prepare and file tax returns for the fiscal year ended June 30, 2017, for approximately \$-----.

**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 on November 17, 2017.

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Andrew Burton, Secretary*  
*A4AA Governing Board*

\_\_\_\_\_  
*Date*

**DISCUSSION ITEM VIII. A.**

**TO: AAA4 GOVERNING BOARD**

**FROM: Pam Miller**

**DATE: November 8, 2017**

**SUBJECT: New Plan for Unassigned Transportation Funds: Yolo County**

**Discussion**

On October 13, 2017, AAA4 issued an RFP for Transportation Services in Yolo County. Despite the solicitation of multiple sources regarding this funding opportunity, no letters of interest were received by the deadline, and the RFP was cancelled. When this occurs, Title 22 of the California Code of Regulations allows agencies on aging to make a noncompetitive award.

AAA4 Staff and Governing Board members have been in communication with one another, with the current Funded Partner (Dignity Health) and with a current transit provider for vouchers (Yolo Bus). AAA4 remains open to exploring an “on-demand” service model such as Uber and Lyft. An update will be given during the November 17 meeting.