

MEETING NOTICE

DATE: May 12, 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



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 4/13/17 Minutes
- C. Approve Resolution #248 Authorizing the Executive Director to Execute an Agreement with the California Department of Aging for Area Plan #AP-1718-04
- D. Approve Resolution #249 Authorizing the Executive Director to Execute an Agreement with the California Department of Aging for HICAP #HI-1718-04

V. CORRESPONDENCE

VI. ACTION ITEMS

- A. Approve JPEC Recommendations
- B. Approve Funding for 2017-2019 Requests for Proposals (RFP)

VII. REPORTS

- A. Executive Committee
- B. Audit/Finance Committee
- C. Executive Director

VIII. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Committee Meetings

Executive Committee9:00 a.m. – 9:30 a.m.
Audit/Finance Committee... 9:30 a.m. – 10:00 a.m.

Please visit www.agencyonaging4.org for additional information.

MEETING NOTICE

Board members' enclosures:

1. Consent Items:
 - A. Agenda
 - B. Minutes – 4/13/17 Minutes
 - C. Approve Resolution #248 Authorizing the Executive Director to Execute an Agreement with the California Department of Aging for Area Plan #AP-1718-04
 - D. Approve Resolution #249 Authorizing the Executive Director to Execute an Agreement with the California Department of Aging for HICAP #HI-1718-04

2. Action Items:
 - A. Approve JPEC Recommendations
 - B. Approve Funding for 2017-2019 Requests for Proposals (RFP)

3. 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 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
JOINT ADVISORY COUNCIL / GOVERNING BOARD
 Meeting Minutes

Date: April 13, 2017

Location: Sacramento County, Agency on Aging \ Area 4

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

Governing Board Chair Eldon Luce called the joint meeting of the *Agency on Aging \ Area 4 (AAA4)* Advisory Council and Governing Board to order at 10:34 a.m. and welcomed members and guests to the meeting. Advisory Council Chair, Pam Epley welcomed new member Etta Ramos (Sutter County).

Following the pledge of allegiance, Advisory Council Secretary, Gloria Plasencia call roll. There was a quorum. Governing Board Secretary-Clerk, Andy Burton called roll. There was a quorum.

County	GB Members Present – 17	Absent – 3
Nevada	Supv. Hall, A. Burton	
Placer	Luce, Supv. Holmes	Gustafson (E)
Sacramento	Bhe, C. Burton, Milner Krugman, Supv. Notolli	Sawamura (E)
Sierra	Farrington	Supv. Schlefstein (E)
Sutter	Beebe, Bowen, Supv. Conant	
Yolo	Allen, Pennebaker, Supv. Provenza	
Yuba	Supv. Leahy, Parent	

County	AC Members Present – 16	Absent – 4
Nevada	Deardorff, Giuliani, Sauer	
Placer	Plasencia, Wiltsee	Herman (E)
Sacramento	Pevny, Rose, Young	
Sierra		Devore (E)
Sutter	Epley, Thomas, Ramos	
Yolo	Brunner, Dorsey, Pearce, Yeh	Bourne (E), Moore (E)
Yuba	Diemond	

AAA4 Staff Present: Pam Miller, Will Tift, Nancy Vasquez, Mike Selland, Maggie Borowiak, Rosanne Mullen, Julie Tharalson, Janeen Thorpe, Carrie Wagner, and Tai Love.

Guests Present: David Morikawa, *Meals on Wheels by ACC*; Mark Snaer *County of Sacramento*

III. COMMENTS FROM THE PUBLIC

Eldon Luce invited comments from the public on any agenda item as it is addressed. He explained that in the interest of time, comments will be limited to five minutes for individuals and fifteen minutes for group presentations. Comments regarding non-agenda items may be made following the business portion of the meeting.

IV. CONSENT CALENDAR

A. – B. Agenda, Minutes (AC 3/16/17 – GB 3/10/17)

Pam Epley asked for a motion to approve the Consent Calendar including the agenda and minutes 3/16/17.

A motion was moved/seconded, Seth Brunner/Lola Young, to approve the Consent Calendar including the agenda and minutes 3/16/17. Motion passed by consent.

Eldon Luce asked for a motion to approve the Consent Calendar including the agenda and minutes 3/10/17.

A motion was moved/seconded, Carl Burton/Becky Bowen, to approve the Consent Calendar including the agenda and 3/10/17 minutes. Motion passed by consent.

V. CORRESPONDENCE

None.

VI. ACTION ITEMS

A. Approve the 2017-18 Area Plan Update (Advisory Council/Governing Board)

On April 6th the Area Plan Committee convened to review the entire 2017-18 Area Plan Update (APU) which has been largely reconstructed to replace the one-year 2016-17 Plan. The most salient additions and revisions are as follows:

- A4AA and Area 4 have been replaced with “AAA4” and “the Agency.”
- Current data has been added throughout the document.
- Section 4: Planning Process has been rewritten to outline the Community-Centered process.
- Section 5: Needs Assessment has been rewritten to address research challenges, existing resources and future needs as well as to summarize the demographic profiles provided to County Workgroups in 2015, the 2016 Town Hall Meetings, and the Top 10 results from the Older Adult Survey project.
- Section 6: Targeting has been rewritten to match the three priority categories described in the current Request for Proposals (RFP) and to introduce new Elder Index information regarding the “hidden poor.”
- Section 7: Public Hearings lists the October 2016 public meetings and briefly recaps those findings.
- Section 8: Identification of Priorities has been rewritten to bridge the current year Goals with the new, County-specific Goals, to touch on Agency priorities and to speak to how AAA4 may respond to disruptions in federal or state funds.
- Section 9: Narrative Goals and Objectives contains all of the major activities that are planned for 2017-2019 or beyond (with OAA and HICAP dollars).
- Section 10: Service Unit Plans currently reflects many undetermined numbers due to the ongoing RFP and/or because no budget projection (Planning Estimate) for 2017-18 has yet been received from the State.
- Section 13: Priority Services has been updated based upon the RFP allocation amounts approved by the Governing Board.
- Section 21: Organization Chart illustrates the current staffing structure.

There was lengthy discussion among several Board and Council members about amending the proposed language in three subject areas:

1. AAA4’s position with respect to Elder Abuse Prevention (page 23).
2. AAA4’s general stance with respect to existing service rights for non-citizens.
3. Specific mention of the necessity for local governments to provide bridge money to AAA4 and/or Funded Partners when cash flow is interrupted (page 33).

As for citizenship status, several members agreed to strike the language from each County Goal and replace it with the following statement in the body of the Plan itself as the first paragraph of Section 6, Targeting:

Funded Partners and employees of AAA4 will provide services to persons 60 years and older regardless of their gender, sexual orientation, race, ethnicity, citizenship, religion, political views, appearance, abilities, limitations, education, socio-economic status, or employment status.

Pam Epley asked for a motion from the Advisory Council to approve the new language regarding citizenship only.

A motion was moved/seconded, Gloria Plasencia/Meghan Rose to approve the new language to the Area Plan. Motion passed by consent.

Eldon Luce asked for a motion from the Governing Board to approve the new language regarding citizenship only.

A motion was moved/seconded, Supv. Jim Provenza/Dan Farrington to approve the new language to the Area Plan. One member opposed, Becky Bowen. Motion passed by consent.

Pam Epley asked for a motion from the Advisory Council to approve the 2017-18 Area Plan Update as amended with regard to all three subject areas cited above.

A motion was moved/seconded, Seth Brunner/Meghan Rose to approve the 2017-18 Area Plan Update as amended. One member, Dave Wiltsee voted no. Motion passed by roll call vote.

Eldon Luce asked for a motion from the Governing Board to approve the 2017-18 Area Plan Update as amended with regard to all three subject areas cited above.

A motion was moved/seconded, Maxine Milner Krugman/Supv. Jim Holmes to approve the 2017-18 Area Plan Update as amended. Motion passed by roll call vote.

B. Support Legislation (Advisory Council)

The Legislative Committee is asking for the full Advisory Council to vote in support of the following bills:

- AB 550 (Reyes) State Long-Term Care Ombudsman Program: funding
- AB 675 (Ridley-Thomas) Medi-Cal: in-home supportive services: funding
- AB 796 (Kalra/Thurmond) Public social services: SSI/SSP
- AB 806 (Kalra) Personal income taxes: credit: family caregiver
- SB 177 (Nguyen) Cognitively impaired adults: caregiver resource centers
- SB 219 (Wiener) Lesbian, Gay, Bisexual, and Transgender Long-Term Care Facility Resident's Bill of Rights

A motion was moved/seconded, Seth Brunner/Tim Giuliani to support legislation of the following bills: AB 550, AB 675, AB 796, AB 806; SB 177, SB 219. Motion passed by unanimous consent.

VII. REPORTS

A. Executive Committee

Report Provided by Pam Miller.

B. Audit/Finance Committee

Report Provided by Mike Selland.

C. Legislative Committee

Report Provided by Pam Miller.

D. Executive Director

Report Provided by Pam Miller.

VIII. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

- Senior Rally Day, Thursday, May 11 10:00 am at the State Capitol.
- Hunger Action Day, Wednesday, May 24 at the State Capitol.
- Fundraiser: River Cats Game Day – Tickets for Sale.

IX. ADJOURNMENT

With no further business, the Joint Advisory Council and Governing Board meeting was adjourned at 11:55 a.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.

CONSENT ITEM IV. C

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller

DATE: May 5, 2017

SUBJECT: Resolution #248 for Area Plan

Discussion

Resolution #248 authorizes the Executive Director to execute the Area Plan Contract #AP-1718-04 with the California Department of Aging. Furthermore, the Resolution authorizes the Executive Director to execute all future amendments to the contract.

The Area Plan Contract is approximately \$7,932,402.00.

A4AA GOVERNING BOARD
RESOLUTION NO. 248

RESOLVED by the Area 4 Agency on Aging Governing Board that the Executive Director is authorized to execute the following agreement for FY 2017/18 with the State of California Department of Aging: Area Plan Contract number AP-1718-04, for approximately \$7,932,402.00.

Further authorize the Executive Director to execute all future amendments to the above agreements.

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 May 12, 2017.

Eldon Luce, Chair
A4AA Governing Board

Date

Andrew Burton, Secretary
A4AA Governing Board

Date

CONSENT ITEM IV. D

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller

DATE: May 5, 2017

SUBJECT: Resolution #249 for HICAP

Discussion

Resolution #249 authorizes the Executive Director to execute the Health Insurance Counseling and Advocacy Program HICAP Contract #HI-1718-04 with the California Department of Aging. Furthermore, the Resolution authorizes the Executive Director to execute all future amendments to the contract.

The HICAP Contract is approximately \$660,439.00.

A4AA GOVERNING BOARD
RESOLUTION NO. 249

RESOLVED by the Area 4 Agency on Aging Governing Board that the Executive Director is authorized to execute the following agreement for FY 2017/18 with the State of California Department of Aging: Health Insurance Counseling and Advocacy Program (HICAP), Contract number HI-1718-04, for approximately \$660,439.00.

Further authorize the Executive Director to execute all future amendments to the above agreements.

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 May 12, 2017.

Eldon Luce, Chair
A4AA Governing Board

Date

Andrew Burton, Secretary
A4AA Governing Board

Date

ACTION ITEM VI. A

TO: AAA4 GOVERNING BOARD
FROM: Joint Program Evaluation Committee
DATE: May 5, 2017
SUBJECT: JPEC Recommendations

Discussion

The Joint Program Evaluation Committee (JPEC) met on May 5 to address current compliance issues and to review year-to-date performance for all AAA4-funded programs through the third quarter of SFY 2016-17 (July 1 through March 31).

There are 9 recommendations for Board action, and they are detailed in the final pages of the attached Service Provider Activity Report (see items A³ – I³). Also attached for your review is the complete Third Quarter Performance chart.

Should new, salient information become available during the 7 calendar days between the JPEC meeting and the Board meeting, staff will provide that information to the Board.

ACTION ITEM VI. B

TO: AAA4 GOVERNING BOARD
FROM: Pam Miller
DATE: May 5, 2017
SUBJECT: Approve Funding of Proposals Submitted under the 2017-2017 RFP

*Recommendation:
Vote to fund the best applicants in each service category*

Discussion

In April and May, AAA4 Staff reviewed the eligible proposals submitted in response to the 2017-19 Request for Proposals (RFP) and developed their initial recommendations based only upon the contents of the applications.

On April 13 and May 5, the Grants Review Committee met to discuss their evaluations of each proposals, to hear staff recommendations, to hear from Applicants who were present, to deliberate among themselves, and finally to vote on their recommendations. Only those GRC members who had read a given application were permitted to discuss and vote on that application.

Four proposals were found by AAA4 staff to be lacking key content and the following recommendation was made to the GRC:

While staff recognizes the value of the service and appreciates the relationship with the funded partner, this proposal is lacking key content in multiple areas. Staff recommends all of the required RFP elements be addressed in revised responses to questions 2 through 6 of the Narrative as appropriate. This information should be submitted to rfp@agencyonagong4.org on or before April 28, 2017 and would be provided directly to Governing Board members.

The GRC concurred with this recommendation. Each of those four Applicants received the statement above and successfully re-submitted the proposals within the timeframe. Staff then reviewed their initial recommendations, taking into consideration information that had come forward during the GRC and to review resubmitted proposals.

All recommendations are summarized in the attached pages.

There are a number of non-competitive proposals that staff and the GRC agree should be fully funded without conditions. In the interest of time, staff suggests these proposals be voted upon without discussion unless any part present at the meeting objects to doing so.

All competitive proposals will require a brief introduction and an opportunity for any Applicants present to address the board on a strict, time-limited basis. Once an applicant has spoken, individual Board members may pose questions to the Applicant, and Board members may deliberate among themselves for as long as the Chair deems necessary.

Staff suggests the proposals in each Service Category be heard and acted upon in the following order (which generally moves from least competitive to most competitive and also attempts to group together those organizations seeking funding in multiple categories):

- HICAP
- Respite
- Peer Counseling
- Transportation
- Legal
- Nutrition
- Senior Information & Assistance
- Personal Care
- Residential Repair/Home Modification

In accordance with the Brown Act, Governing Board members must recuse themselves from all discussions in which they have a real or perceived Conflict of Interest, and said members may not vote on those particular proposals. The Conflict of Interest Form is included in this packet, along with a listing of all the RFP Applicant organizations. We ask Board members to notify AAA4 of any Conflicts prior to the May 12 meeting.

This action item is expected to take at least 2 hours to complete.

As stated in Section 4: Proposal Review Process and Contractual Agreements Part D (1):

***Staff:** A group of three or more AAA4 staff members will independently review and rate all proposals submitted in a particular service category. Staff will then deliberate among themselves to formulate a single recommendation and the rationale for that recommendation. The AAA4 Executive Director reserves the right to accept or alter this recommendation. **AAA4 staff recommendations are also subject to change based upon new information that may come forward during the normal course of the public, RFP review process.** Please note that staff recommendations are advisory to the Grants Review Committee and the Governing Board; they are not binding.*