

MEETING NOTICE

DATE: September 8, 2017
TIME: 10:00 a.m. to 12:00 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 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 6/9/17 Minutes

V. CORRESPONDENCE

- Letter: Inc. Senior Citizens of Sierra County

VI. ACTION ITEMS

- A. Approve JPEC Recommendations 2016/17 Year End
B. Approve Resolution #250 to Administer SNAP-Ed Funds
C. Revise Plan for Unassigned Transportation Funds: Yolo County
D. Award Funding for the 2017-2019 Yolo RFP for Caregiver Respite Services

VII. REPORTS

- A. Executive Committee
B. Audit/Finance Committee
C. Advisory Council
D. 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 – 6/9/17 Minutes
  
2. Action Items:
  - A. Approve JPEC Recommendations 2016/17 Year End
    - Performance Chart Year End
    - Service Provider Activity Report
  - B. Approve Resolution #250 to Administer SNAP-Ed Funds
  - C. Revise Plan for Unassigned Transportation Funds: Yolo County
  - D. Award Funding for the 2017-2019 Yolo RFP for Caregiver Respite Services
  
3. Correspondence:
  - Letter: Inc. Senior Citizens of Sierra County
  
4. Conflict of Interest and Confidentiality Statement
  
5. 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 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: June 9, 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 10:03 a.m. and welcomed members and guests to the meeting.

Secretary, Andy Burton called the roll. There was a quorum.

County	GB Members Present – 13	Absent – 6
Nevada	A. Burton, Supv. Hall	
Placer	Luce	Gustafson (E)
Sacramento	Milner-Krugman, C. Burton, Supv. Notolli	Sawamura (E), Bhe (E)
Sierra		Farrington (E), Supv. Schlefstein (E)
Sutter	Beebe, Bowen, Supv. Conant	
Yolo	Pennebaker, Supv. Provenza	Allen (E)
Yuba	Supv. Leahy, Parent	

**AAA4 Staff Present:** Pam Miller, Will Tift, Laura Imbach-Mills, Gina Barringer, Maggie Borowiak, Rosanne Mullen, Yvonne Pacheco, Sarah Plaugher, Mike Selland, Dave Soto, Janeen Thorpe, Lynda Webb and Tai Love.

**Guests Present:** Mark Snaer *County of Sacramento*, Virginia Wieneke *ACC Rides*, Sister Jeanne Felion *Stanford Settlement*, Donna Yee *Asian Community Center*, Michelle Nevins *Del Oro Caregiver Resource Center*, Linda Revilla *Asian Community Center Senior Services*, Pat McVicar.

**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 revised as follows: VII. PRESENTATION was moved to the end of VIII. REPORTS. VIII. REPORTS D. Area Plan was removed and replaced with Personnel Committee.

**B. Approval of 5/12/17 minutes**

The minutes were approved as printed.

### **C. Approve Job Descriptions**

Approved as presented

**A motion was moved/seconded, Maxine Milner Krugman/Chris Parent, to approve the consent calendar items A-C including the agenda as amended, minutes 5/12/17 as printed and job descriptions as presented. Motion passed by consent.**

### **V. CORRESPONDENCE**

- Letter addressed to Eldon Luce, Chair from Pam Epley re: Governing Board Decisions on Yuba Sutter Legal Center and Yuba Sutter Information and Assistance Funding.

### **VI. ACTION ITEMS**

#### **A. Approve JPEC Recommendations re: New Sanction Policy for All Funded Partners**

Last year, the Governing Board approved a revised Performance Standards document which alludes to the potential consequences of poor performance, including formal sanctions. Similar and corresponding edits are now being proposed in a revised Sanction Policy so that the two documents are congruent.

**A motion was moved/seconded, Carl Burton/Supv. Heidi Hall, to accept JPEC recommendations to approve the revised AAA4 Sanction Policy as presented. Motion Passed by consent.**

#### **B. Approve JPEC Recommendation re: ResCare HomeCare**

JPEC recommended the following to the Governing Board: Remove ResCare HomeCare (Personal Home Care provider in Placer and Sacramento Counties) from probation, and if funded by the Governing Board, add conditions to the 2017-19 contract.

**A motion was moved/seconded, Nancy Pennebaker/Maxine Milner Krugman, to NOT accept JPEC recommendations based on new information received, keep ResCare HomeCare on probation. Motion passed by consent.**

#### **C. Approve 2017-19 Funding Award for Title III-B Personal Care**

Applicants for Title III-B Personal Care services in Placer and Sacramento Counties include ResCare HomeCare and Personalized Home Care Services, Inc.

Based on the previous motion, ResCare HomeCare remains on probation, therefore is deemed ineligible to receive funding. Governing Board Options include:

- 1) Fund Personalized Home Care Services for Title III-B Personal Care services in Placer (\$83,392) and Sacramento (\$113,500) counties
- 2) Not fund either applicant and re-open the RFP process.

**A motion was moved/seconded, Chris Parent/Maxine Milner Krugman, to fund Personalized Home Care Services in Placer (\$83,392) and Sacramento (\$113,500) counties for 2017-19 in Title III-B Personal Care. Motion passed by roll call vote (Yes = 11/No = 1/Abstain = 0).**

**D. Approve a Plan for Unassigned Transportation Funds: Sacramento County**

The regular Request for Proposal (RFP) process has concluded, resulting in funds (\$12,027) left unassigned in Title III-B Transportation.

The available options are:

- 1) Award the funds in the existing Service Category (Transportation) through an informal, non-competitive process;
- 2) Redirect the funds to another Service Category (any Category in Title III-B or Title III-C) through the necessary process which may or may not be formal;
- 3) Temporarily withhold the funds; or
- 4) Split the funds, and use any combination of these three options

**A motion was moved/seconded, Maxine Milner Krugman/Supv. Mike Leahy, to split the unassigned funds of \$12,027 equally between both Title III-B Transportation providers ACC Senior Services and Stanford Settlement. Motion passed by roll call vote (Yes = 12/No = 0/Abstain = 0).**

**E. Approve a Plan for Unassigned Transportation and Caregiver Funds: Yolo County**

Upon completion of the 2017-19 RFP process, there were two categories of service in Yolo County that did not have an applicant: Transportation with \$50,000 allocated and Caregiver Respite with \$22,901 allocated.

It is the recommendation of the Yolo County AAA4 Governing Board representatives to 1) enter into a 3 month agreement with Dignity Health to continue providing voucher services from July 1 to September 30, 2017. 2) Proceed with an abbreviated RFP process to secure a contract to provide Transportation from October 1, 2017 through June 30, 2019; renewable for State Fiscal Years 2019-20 and 2020-21. 3) Amend the Program Specifications for Title III-B Transportation services in the RFP. 4) Proceed with an abbreviated RFP process to secure a contract to provide Caregiver Respite services from July 1, 2017 through June 30, 2019.

**A motion was moved/seconded, Chris Parent/Supv. Mike Leahy, to approve entering into an RFP process in Yolo County for Caregiver and Transportation services. In addition, AAA4 will extend the current contract with Dignity Health for Transportation Vouchers for three (3) months at a proportional amount not to exceed \$12,500. Motion passed by roll call vote (Yes = 12/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. Personnel Committee**

Provided by Pam Miller

**E. Legislative Committee**

Provided by Pam Miller

**F. Executive Director**

Provided by Pam Miller

**VIII. PRESENTATION**

**A. Recognition of David Soto, Senior Program Manager, Retirement after 43 Years of Service**

After forty three (43) years of service, David Soto is retiring from AAA4 as the Senior Program Manager.

**XI. ANNOUNCEMENTS/FUTURE AGENDA ITEMS**

- Carl Burton mentioned that the June issue of Consumer's Digest featured an article on transportation for seniors.
  
- There will be an open house in honor of Dave Soto immediately following the meeting.

**X. ADJOURNMENT**

With no further business, a motion was moved/seconded, Nancy Pennebaker/Supv. Provenza to adjourn the meeting at 11:28 am

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:** A4AA GOVERNING BOARD  
**FROM:** Joint Program Evaluation Committee  
**DATE:** August 29, 2017  
**SUBJECT:** JPEC Recommendations

### **Discussion**

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.

There are 5 items for Board action, and they are detailed in the final pages of the attached Service Provider Activity Report (A<sup>4</sup> – E<sup>4</sup>). Also attached for your review is the Year-End 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: August 29, 2017**  
**SUBJECT: Resolution #250 for SNAP-Ed Funds**

**Discussion**

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. Furthermore, the Resolution authorizes the Executive Director to execute all future amendments to the contract.

The SNAP-Ed Contract is approximately \$49,423.



A4AA GOVERNING BOARD  
RESOLUTION NO. 250

**Agreement with the California Department of Aging (CDA) to administer SNAP-Ed funds**

**RESOLVED** by the Area 4 Agency on Aging Governing Board that the Executive Director is authorized to negotiate and execute the following agreement including all subsequent amendments with the State of California Department of Aging: SNAP-Ed (Supplemental Nutrition Assistance Program Education) Contract number SP-1718-04, in the amount of \$49,423.

Further authorize the Executive Director to sign 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 September 8, 2017.

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

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

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

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

**ACTION ITEM VI. C.**

**TO: AAA4 GOVERNING BOARD**

**FROM: Pam Miller**

**DATE: August 29, 2017**

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

**Discussion**

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 III-B Transportation Vouchers while an RFP was issued to secure a long-term partner.

Unfortunately, a clerical error was made with the Transportation Specifications, and it was not discovered in time to issue a correction. In accordance with proper procurement procedures under Title 22 of the California Code of Regulations, AAA4 Staff had no choice but to cancel the Transportation portion of that RFP (we are continuing as scheduled for Caregiver Respite).

Consequently, AAA4 Staff now seek Board approval to extend the aforementioned agreement with Dignity Health by 3 additional months, ensuring the continuation of Voucher services through December 31, 2017. **Dignity has recently requested that funding for rides for clients of the Yolo Adult Day Health Care program be added to this extension (October 1, 2017 through December 31, 2017). Our Yolo County Board Members and AAA4 Staff are amendable to that request.**

Staff also seek Board approval of a new RFP timeline (see next page) that is intended to secure a long-term partner effective January 1, 2018.

Agency on Aging \ Area 4  
REQUEST FOR PROPOSALS: SFY 2017-2021

Supportive Services (Title III-B) **Transportation**: SFYs 2017-19, renewable for SFYs 2019-21

**YOLO COUNTY**

**PROPOSED TIMELINE**

2017:

September 12	Post Notice of Intent
October 13	Issue RFP at: <a href="http://agencyonaging4.org">agencyonaging4.org</a>
October 20	Letters of Intent/Interest (MANDATORY) due to AAA4
October 25	Bidders' Conference (MANDATORY) 10:00 AM <sup>1</sup> , AAA4 Conference Room
October 30	Last day to submit RFP Questions
November 13	<b><u>ALL PROPOSALS DUE to AAA4 by 12:00 Noon<sup>1</sup></u></b>
November 17	Grants Review Committee makes funding recommendations <sup>2</sup> 9:30 AM <sup>1</sup> , AAA4 Conference Room  Governing Board meets to determine funding awards <sup>2</sup> 10:30 AM <sup>1</sup> , AAA4 Conference Room
November 30	Last day for Applicant Appeals
December 8	Governing Board hears Appeals <sup>2</sup> (if necessary)
December 15	Contract packet mailed to Awardee (tentative)
January 1, 2018	Services Begin

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<sup>1</sup> All times are Pacific Time Zone

<sup>2</sup> This meeting is open to the public; Applicants may attend and speak on behalf of their proposals.

**ACTION ITEM VI. D.**

**TO: AAA4 GOVERNING BOARD**  
**FROM: Pam Miller**  
**DATE: August 29, 2017**  
**SUBJECT: Award Funding for the 2017-2019 Yolo RFP for Caregiver Respite Services**

***Recommendation:  
Vote to fund the best applicant***

**Discussion**

Three organizations have applied to provide Caregiver Respite services in Yolo County. They are:

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

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. We ask Board members to notify AAA4 of any Conflicts prior to the September 8 meeting.

On August 25, the Grants Review Committee (GRC) met to discuss their individual evaluations, to hear staff recommendations, to hear from the Applicants, to deliberate among themselves, and finally to vote. The AAA4 Staff and GRC recommendations are summarized on the following pages.

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

***Staff: 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.***

Each Applicant present shall be given the opportunity 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.

This item requires a roll call vote.

## **Caregiver Respite:**

### **Caring Choices**

**\$22,152**

### **Competitive**

“Caring Choices, in partnership with Home Health Care Management, Inc (HHCM), a licensed and certified home health agency, proposes to provide an in-home respite program throughout Yolo County. Family caregivers who experience stress related to their care-giving duties often find that they are no longer able to care for their loved ones without some additional support. The result is that the caregiver becomes too ill to provide the care and/or must place their loved one in an institution, resulting in a loss of personal autonomy. Respite services give caregivers a brief break from their care-giving duties, relieving stress and allowing them to continue to keep their loved ones at home. Our in-home respite program will provide such relief and decrease the likelihood of institutionalization. Caring choices will provide the administrative and financial support and partner with HHCM to provide the direct in-home respite services. We will provide a care manager to make an initial in-home evaluation with the caregiver and the care receiver to assess for respite needs, perform a home safety evaluation, evaluate for fall risk and evaluate for possible community needs. From that evaluation, we will set up the respite schedule and care plan and make referrals to community services to meet the needs of the caregiver and care receiver. Respite services will be established to meet both the needs of the caregiver and care receiver using a client-centered approach. On average, we will provide 50 hours of respite for each caregiver. Respite services include bathing, meal preparation/feeding, transferring, toileting, supervision and companionship. The respite services will allow the caregiver some relief from their care-giving duties. If we reach capacity we will implement a waiting list for services.”

### **Staff Recommendation:**

**Do Not Fund**

### **Staff Rationale:**

The proposal received a favorable rating which indicates staff are confident in the Applicant’s abilities to meet the intended purpose of this service category. The proposed service would only be provided in the home of the client or the care receiver, presenting a challenge for people who are not receptive to that type of respite. At \$31.65, the cost per unit is higher than a competing proposal.

### **Assurances:**

If awarded funds, the Applicant is responsible for complying with all of the requirements contained in the RFP, regardless of whether they were addressed in the proposal.

### **Grants Review Committee Recommendation:**

**Do Not Fund**

### **GRC Rationale:**

GRC agreed with the Staff Rationale.

## **Caregiver Respite:**

### **Citizens Who Care for the Elderly**

**\$22,000**

### **Competitive**

“The only weekend respite program in Yolo County, CWC Saturday Club meets a critical and growing unmet need in Yolo County for extended-day, low-cost or free community-based social respite services for dependent older adults and their caregivers. Offered two Saturdays a month, 10am-3pm at the Davis Senior Center, Saturday Club provides caregivers a five-hour break from their caregiving responsibilities and their frail family members stimulating activities such as music, art, games, exercise, and a healthy lunch and snacks. The goal of this program is to improve the quality of life for older adults and their caregivers, by providing rest, relief and relationships. The Saturday Club program also offers a group of peers to share the day and vibrant volunteers to engage them, which reduces feelings of isolation, boredom and helplessness. Additionally, as this is a community-based program, CWC staff links client families with other local health resources, community education, counseling and support groups.

Saturday Club enrollment is limited to 15 client. Currently there are 15 families enrolled in the program and a waiting list of four families, thus we are providing respite to 30 individuals a month. However, with additional funding CWC's goal is to expand staffing to accommodate 30 families (60 individuals) and expand outreach in West Sacramento. For families with limited financial resources this not only reduces the costs of aging in place, but is for some the one activity that makes it possible”

### **Staff Recommendation:**

**Do Not Fund**

### **Staff Rationale:**

The proposal received a fair rating which indicates staff are somewhat confident in the Applicant's abilities to meet the intended purpose of this service category. The proposed service would only be provided in an existing facility located in Davis, limiting access for people who do not live or work nearby. The proposed service would only be available from 10 a.m. to 3 p.m. every other Saturday, limiting access for people unable to accommodate that schedule.

### **Assurances:**

If awarded funds, the Applicant is responsible for complying with all of the requirements contained in the RFP, regardless of whether they were addressed in the proposal.

### **Grants Review Committee Recommendation:**

**Do Not Fund**

### **GRC Rationale:**

GRC agreed with the Staff Rationale, adding that the proposed program is focused on the care receiver rather than the caregiver. This is a social model of respite, different and interesting though limited.

## **Caregiver Respite:**

### **Del Oro Caregiver Resource Center**

**\$22,152**

**Competitive**

“Del Oro Caregiver Resource Center (Del Oro) is a private, nonprofit human service agency. Established in 1987, Del Oro delivers a comprehensive package of caregiver-centered services (Family Consultation, Case Management, Education, Respite Care, Legal Services). Del Oro is respectfully requesting \$22,152 to provide a person-center respite program in Yolo County. The proposed program will serve a minimum of 21 unduplicated family caregivers with a cumulative total of 1,199 hours of respite. As an existing Title III-E service provider, Del Oro is uniquely positioned with the resources, staff, sub-contracted vendors, and equipment to offer respite services right away to eligible clients.

The goal of the proposed respite program is to provide relief to caregivers by offering third-party care to their loved one in a safe and secure environment. Respite care is offered in the form of In-Home Personal Care, Out-of-Home Care at an Adult Day Care, or Overnight Respite at an Assisted Living Facility. Family caregivers can choose between the various types of respite providers, or a combination thereof. Clients will receive up to \$1,000 of respite, which is scheduled with the provider based on the client’s individual needs. Clients are reassessed at six-month intervals, or as needed. We will measure the program impact through client self-report, a reduction in the client’s score on the Center for Epidemiological Studies Depression Scale (CES-D) and the Adapted Zarit Interview Scale for measuring level of overwhelm, which are embedded in our Assessment/Reassessment forms. Additionally, a client satisfaction survey is administered, which captures anecdotal information and feedback on our subcontracted vendors. Our skilled Clinicians will follow family caregivers throughout their journey to ensure they have the support and resources they need.”

#### **Staff Recommendation:**

**Fully Fund, no conditions**

#### **Staff Rationale:**

The proposal received an outstanding rating which indicates staff are fully confident in the Applicant’s abilities to meet the intended purpose of this service category. This proposal maximizes client choice and flexibility by providing all three types of respite through a number of subcontractors with local home care agencies and care facilities. The cost per unit is substantially lower at \$18.47/hour than a competing proposal. This proposal serves more unduplicated clients by limiting the cash value of respite received by any one client to \$1,055/year. Thought NOT currently contracting with AAA4 to provide this service in Yolo County, Del Oro has been providing respite there via their own fundraising efforts; there are already 38 eligible clients on a wait list.

#### **Assurances:**

If awarded funds, the Applicant is responsible for complying with all of the requirements contained in the RFP, regardless of whether they were addressed in the proposal.

#### **Grants Review Committee Recommendation:**

**Fully Fund, no conditions**

#### **GRC 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.