

MEETING NOTICE

DATE: January 12, 2018
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 12/8/17 Minutes

V. CORRESPONDENCE

VI. ACTION ITEMS

- A. Election/Installation of Officers
B. Approve County Match Contributions for FY 2018-19 and Resolution #252
C. Approve Contract #MI-1718-04 and Resolution #253 to Administer MIPPA Funds
D. Approve 2018 Needs Assessment Approach, Scope of Work and Timeline

VII. PRESENTATION/DISCUSSION

- A. Recognition of Janine Brown's Retirement, Former Director of Sacramento County Senior Nutrition Service Programs, Senior Companion, et. al.
B. Fundraising and AAA4
C. Area Plan Changes for 2018 and 2019

VIII. REPORTS

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

IX. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

X. ADJOURNMENT

Committee Meetings

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

MEETING NOTICE

Board members' enclosures:

1. Consent Items:
 - A. Agenda
 - B. Minutes – 12/8/17

2. Action Items:
 - A. Election/Installation of Officers
 - B. Approve County Match Contributions for FY 2018-19 and Resolution #252
 - C. Approve Contract #MI-1718-04 and Resolution #253 to Administer MIPPA Funds
 - D. Approve 2018 Needs Assessment Approach, Scope of Work and Timeline

3. Map
Committee Preference Form 2018

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
GOVERNING BOARD

Meeting Minutes

Date: December 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 10:09 a.m. and welcomed members and guests to the meeting.

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

County	GB Members Present – 16	Absent – 2
Nevada	A. Burton, Supv. Hall	
Placer	Gustafson, Luce	
Sacramento	Bhe, Milner-Krugman, C. Burton, Supv. Notolli, Sawamura	
Sierra		Supv. Schlefstein (E)
Sutter	Bowen, Supv. Conant	Beebe (E)
Yolo	Allen, Pennebaker, Supv. Provenza	
Yuba	Supv. Leahy, Parent	

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

Guests Present: None

II. PLEDGE OF ALLEGIANCE – Led by Maxine Milner Krugman

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 11/17/17 minutes

The minutes were approved as printed.

C. Approve Cost of Living Adjustment (COLA)

A 3% cost of living adjustment is recommended for AAA4 staff effective January 1, 2018.

D. Approve Meetings/Activities Schedule for Calendar Year 2018

A draft schedule of meetings and activities for the 2018 calendar year was distributed. There will be two joint meetings with the Advisory Council, Thursday, April 19 and Friday, November 9.

A motion was moved/seconded, Karla Gustafson/Chris Parent, to approve the consent calendar items including the agenda, minutes 11/17/17 as printed, Cost of Living Adjustment for AAA4 staff and the meetings/activities schedule for calendar year 2018. Motion passed by consent.

V. CORRESPONDENCE

- Letter addressed to Agency on Aging Area 4 from Nevada County Health & Human Services Agency pertaining to the transition of the volunteer services from the RSVP Program.

VI. ACTION ITEMS

A. Accept Nomination of Officers for Calendar Year 2018

The Governing Board Nominating Committee met Wednesday, December 6 to nominate the slate of officers to serve for the 2018 calendar year. The nominations include the following:

Chair:	Eldon Luce (Placer)
1st Vice Chair:	Karla Gustafson (Placer)
2nd Vice Chair:	Maxine Milner Krugman (Sacramento)
Secretary:	Andy Burton (Nevada)
Auditor/Treasurer:	Nancy Pennebaker (Yolo)

No additional nominations were made from the floor. Elections will be held at the January 12, 2018 meeting.

A motion was moved/seconded, Chris Parent/Supv. Jim Provenza, to accept the nomination of officers listed above to serve as officers for the 2018 calendar year. Motion Passed by consent.

VII. DISCUSSION

A. County Match Contributions for FY 2018-19

The Joint Powers Authority Agreement (JPA) requires each of the seven counties in Area 4's jurisdiction to make contributions annually to support the administration of the agency. The funds are used to meet federal matching requirements to receive Older Americans Act dollars and to augment the in-house operating budget. The total match amount of each county's share is proportional to the ratio of persons age 60 and older.

An increase of 13 cents is also recommended, this includes a 3 cent increase due to the change in the Consumer Price Index (CPI) and a 10 cent increase to finish "closing the gap" that was created by not raising the rate from 2000 to 2015. This represents the final year of a three year plan begun by the Governing Board in 2016. This will be an action item at the January 12 meeting.

B. Preview of the 2018 Needs Assessment

Will discussed the 2018 Needs Assessment mentioning that every four years, Agency on Aging \ Area 4 (AAA4) is required to conduct an assessment in order to determine what services are most needed by older adults in our seven county planning and service area. The results of the needs assessment are the foundation for the four-year Area Plan and the Goals and Objectives which it incorporates. The Needs Assessment is the first step in decisions that will be made on allocating resources through the RFP process. Staff suggest County workgroups reconvene to help move the process forward.

VIII. REPORTS

A. Executive Committee

Provided by Eldon Luce

B. Audit/Finance Committee

Provided by Mike Selland

C. Executive Director

Provided by Pam Miller

IX. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

- Sheila Allen announced that Yolo Healthy Aging Alliance is sponsoring a National Senior Advocate, Amber Chris who will give a presentation on *Medicare/MediCal, Federal Threats to Older American Programs* Wednesday, December 13 at the Woodland Community Center from 10:30 am – 12:00 pm.
- Chris Parent announced that the Fur'st Annual Craft Whiskey Tasting and Dinner will be held January 19 at Off the Leash Dog Park in Yuba City. All proceeds will benefit Off the Leash Dog Park.
- Karla Gustafson thanked A4 staff for attending and hosting a table at the conference sponsored by American River College.
- Maxine Milner Krugman would like to invite members to visit the Sacramento Safe House.
- Carl Burton encouraged members to visit the Regional Goodwill Headquarters on Folsom Blvd.

X. ADJOURNMENT

With no further business, a motion was moved/seconded, Supv. Mat Conant/Karla Gustafson to adjourn the meeting at 11:52 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: AAA4 GOVERNING BOARD
FROM: Pam Miller, Executive Director
DATE: January 5, 2018
SUBJECT: Election/Installation of Officers for 2018

Discussion

At the December 8 meeting, the Governing Board approved the following slate of officers presented by the Nominating Committee to serve for the 2018 calendar year.

In accordance with the Governing Board Rules of Procedure, additional nominations may be made by any Board member prior to the elections.

OFFICERS:

Chair:	<u>Eldon Luce</u> <i>Name</i>	<u>Placer</u> <i>County</i>
1 st Vice Chair:	<u>Karla Gustafson</u> <i>Name</i>	<u>Placer</u> <i>County</i>
2 nd Vice Chair:	<u>Maxine Milner Krugman</u> <i>Name</i>	<u>Sacramento</u> <i>County</i>
Secretary-Clerk:	<u>Andrew Burton</u> <i>Name</i>	<u>Nevada</u> <i>County</i>
Treasurer-Auditor:	<u>Nancy Pennebaker</u> <i>Name</i>	<u>Yolo</u> <i>County</i>

The newly elected officers shall be installed immediately following the election and shall preside over the balance of the meeting.

ACTION ITEM VI. B.

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller

DATE: January 5, 2018

SUBJECT: County Match Contributions for FY 2018-19

Background

Agency on Aging \ Area 4'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 27,176 people, according to official California Department of Finance figures. Most of these changes are due to "natural" aging of the local population; some is due to migration.

The table also reflects a request for a 13 cent increase in the match rate (from \$0.90 per person to \$1.03 per person). This increase consists of a 3 cent increase due to the change in the Consumer Price Index (CPI), and a 10 cent increase to finish "closing the gap" that was created by not raising the rate from 2000 to 2015. This represents the final year of a three year plan begun by the Governing Board in 2016.

This year's county match assures the Agency will meet the minimum required match amount that is projected for FY 2018-19 and the cash flow necessary to meet our personnel costs and other in-house obligations during the fiscal year when funding from CDA is delayed.

The match contributions will be reviewed by the Audit/Finance Committee which will make its recommendation during the January 12, 2018, Board meeting.

Staff also request approval of Resolution #252 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. 252**

Agreement with County of Sacramento Department of Human Assistance (DHA) for Match contribution FY 2018-2019 Funds

WHEREAS, a proposed Agreement No. _____ 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 2018-19, 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)

FISCAL ADMINISTRATOR

VII. TITLE

Lynda Webb

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 12, 2018** 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

ACTION ITEM VI. C

TO: AAA4 GOVERNING BOARD
FROM: Pam Miller
DATE: January 5, 2018
SUBJECT: Contract #MI-1718-04 and Resolution #253 for MIPPA Funds

Discussion

Resolution #253 authorizes the Executive Director to execute an agreement, MI-1718-04 with the California Department of Aging to administer MIPPA (Medicare Improvement and Patient Protection Act) Funds. Furthermore, the Resolution authorizes the Executive Director to execute all future amendments to the contract.

The MIPPA Contract is approximately \$147,938.00

A4AA GOVERNING BOARD
RESOLUTION NO. 253

Agreement with the California Department of Aging (CDA) to administer 4MIPPA Grant 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 for a term beginning January 1, 2018 through September 29, 2018 with the State of California Department of Aging: MIPPA Contract number MI-1718-04, in the amount of \$147,938.

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 January 12, 2018.

Eldon Luce, Chair
A4AA Governing Board

Date

Andrew Burton, Secretary-Clerk
A4AA Governing Board

Date

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller

DATE: January 5, 2018

SUBJECT: Approve 2018 Needs Assessment Approach, Scope of Work and Timeline

Introduction:

For decades, AAA4 has followed a three-step process with respect to overall planning and funding in order to comply with California Department of Aging (CDA) requirements and timelines. First, we conduct a comprehensive Needs Assessment. Second, the Needs Assessment results serve as a foundation for setting the Agency’s priorities as reflected in the Area Plan. Third, to “implement” the Area Plan, we issue a major Request for Proposals (RFP) to find local organizations that can deliver Older Americans Act (OAA) services.

Preparations need to get underway in January 2018 in order to allow sufficient time to conduct, complete and review the next Needs Assessment before the 2020-2024 Area Plan is written. In simple terms, the purpose of the Needs Assessment is to determine how well local communities are helping their residents “Age in Place.” In the State of California’s terms:

“The needs assessment should result in two principal products. The first is the identification of the types and extent of existing and potential needs of the client population within the community, and of the services or resources existing within that community which are available for addressing those needs. The second is an estimation of *unmet needs, under-utilized services, and barriers*, which prevent access to available services.”

Needs Assessment Guidelines, CDA, March 2016.

In past years, AAA4 has approached the Needs Assessment as a repetitive, mandatory exercise that adds little value or insight to the more important business of administering programs; consequently, relatively few resources have been dedicated to the task. More recently, the Agency has recognized the Needs Assessment process itself can offer opportunities to advance its goals and mission. In particular, Town Hall meetings have become increasingly successful forums for engaging local advocates and leaders around aging issues.

The “Aging Together or Aging Apart?” Town Hall series in Spring 2016 drew nearly 400 attendees in all. Thankfully, these folks clearly understood government-funded programs were not going to be able to fill the growing gaps in the Long-Term Care system; as a whole however, they were also very skeptical about local stakeholders (i.e., nonprofits, faith-based groups, local businesses and schools/colleges) being capable of filling those gaps. Furthermore, only about 10% of the Town Hall attendees said they felt well prepared for their *own* futures in case age, injury or illness disrupted *their* daily lives.

In light of these findings, AAA4 Staff believe it is imperative that we turn our attention to promoting practical answers – not just for Older Adults but for the families and community organizations that can help Older Adults live where they are with dignity, wellness and independence at any age. We see the 2018 Needs Assessment as an opportunity for AAA4 to reverse a long-standing focus on well-known chronic problems by proactively emphasizing little-known solutions that don’t require drawing down substantial sums of additional public dollars.

AAA4 Staff also suggest ad hoc County Workgroups provide the best vehicle for moving the Agency forward because they can readily build upon the Community-Centered body of work that has already been done, because they already include the core stakeholders (i.e., AAA4 Council and Board members alongside our Funded Partners), and because these groups were originally designed to engage local allies and experts.

Continuing a Community-Centered Approach:

With respect to the 2018 Needs Assessment and the subsequent 2020-2024 Area Plan, internal and external input on development and implementation is formally sought and collected through the AAA4’s Area Plan Committee (APC), a standing committee of the Advisory Council that includes select Governing Board members. Therefore, proper procedure requires County Workgroups to continue to operate as ad hoc bodies under the purview of the APC.

Neither the County Workgroups nor the APC hold decision-making authority; both are advisory to the Council and to the Governing Board. To help ensure active Board participation from start to finish and to reduce the likelihood of Workgroup efforts straying from the vision of the Board as a whole, AAA4 Staff again request that one Board member from each county agree to serve as the Workgroup Leader. The Leader is expected to preside over regular Workgroup meetings, and the Leader should select an Alternate who can do so in his/her absence. The Leader is welcome to delegate other responsibilities such as scheduling meetings, keeping notes, communicating with Workgroup members and acting as a spokesperson for the group.

As before, County Workgroups would convene their meetings at local venues that are easily accessible by older adults. An Agency staff person would be assigned to each group to act as a liaison. Beginning in 2018, Staff recommend membership status be extended from Council and Board member to include at least one representative from all AAA4-Funded programs/services and from all organizations who have contacted AAA4 and asked to be listed on the RFP Contact List. Beyond that, attendance and participation would continue on an invitation only basis as approved by the Workgroup Leader. As literal working groups, Staff discourages including additional people if doing so would hinder the timely completion of the group’s scope of work. Regular APC meetings provide a mechanism for open, public input from other stakeholders.

Tentative Scope of Work for County Workgroups:

With respect to the Needs Assessment and the subsequent Area Plan, County Workgroups can play a primary role in three broad areas.

- 1) Helping produce a countywide version of what CDA has described above as the first Needs Assessment “product” in a positive, proactive manner by:
 - a) Considering all of the major challenges commonly faced by Older Adults and Family Caregivers (i.e., housing, transportation, health care, etc.), then selecting specific problems/solutions the Workgroup wishes to explore.
 - b) Summarize relevant services/resources already in place for Older Adults and Family Caregivers in each community and identify whether they are/were intended to address common challenges as well as the specific problems the Workgroup has selected.
 - c) Count the number of local Older Adults and Family Caregivers who are known to be experiencing each of the common challenges, and count the number known to be experiencing the specific problems the Workgroup has selected.

2) Helping produce a countywide version of CDA's second Needs Assessment "product" in a positive, proactive manner by:

- a) Evaluating how well the existing services/resources (individually and collectively) are meeting the common challenges and the specific problems of Older Adults and Family Caregivers in local communities.
- b) Estimating how many Older Adults and Family Caregivers have common challenges and specific problems that are not currently being resolved, and describing how these residents are coping within their local communities.
- c) Recommending how community services/resources (individually and collectively) could be re-configured to maximize positive outcomes for Older Adults and Family Caregivers.

3) Drafting priorities for the Area Plan by:

- a) Determining how AAA4 can directly use Older Americans Act funds to advance practical solutions for Older Adults and for the families and community organizations that support them.
- b) Determining how AAA4 can directly advocate for changes that will positively impact Older Adults and the families and community organizations that support them.
- c) Determining how AAA4 can provide leadership and direction to help local communities improve entire systems of home and community based care for Older Adults.

Timeline for County Workgroups:

2018

January	Governing Board Action Item: Approve Continuation of a Community-Centered Approach, Scope of Work and Timeline
February	Complete Selection of Workgroup Members
March	County Workgroups (CW) – first meetings
April	County Workgroups (CW) – first meetings
May	Review of prior Needs Assessment Findings
June	Review of prior Needs Assessment Findings
July	AAA4 Convenes Local “Allies and Experts”
August	AAA4 Convenes Local “Allies and Experts”
September	Distribution of Older Adult & Family Caregiver Surveys
October	Distribution of Older Adult & Family Caregiver Surveys
November	CW Reviews Secondary Sources (reports, directories, data & wait lists)
December	CW Reviews Secondary Sources (reports, directories, data & wait lists)

2019

January	CW Reviews Secondary Sources (reports, directories, data & wait lists)
February	CW Reviews Secondary Sources (reports, directories, data & wait lists)
March	CW Reviews Primary Sources (survey results, interviews, Sr I&A data)
April	CW Reviews Primary Sources (survey results, interviews, Sr I&A data)
May	CW Reviews Primary Sources (survey results, interviews, Sr I&A data)
June	CW Reviews Primary Sources (survey results, interviews, Sr I&A data)
July	CW Draws Conclusions and Drafts Priorities for Area Plan

2019

August	CW Draws Conclusions and Drafts Priorities for Area Plan
September	Town Hall Meetings – CW presents Recommendations

October	Town Hall Meetings – CW presents Recommendations
November	Town Hall Meetings – CW presents Recommendations
December	Draft Priorities Set for 2020-2024 Area Plan
<u>2020</u>	
January	County Workgroups (CW) Disband
February	Public Hearings on 2020-2024 Area Plan
March	Advisory Council Action Item: Approve 2020-2024 Area Plan
April	Governing Board Action Item: Approve 2020-2024 Area Plan

DISCUSSION ITEM VII. C

TO: AAA4 GOVERNING BOARD
FROM: Pam Miller
DATE: January 5, 2018
SUBJECT: Area Plan Changes for 2018 and 2019

The California Department of Aging (CDA) establishes the planning cycles that must be followed by every agency on aging in the State. We are currently in the 2016-2020 cycle. Each new planning cycle begins with the creation of a multi-year Area Plan which is then updated annually and amended as necessary.

A formal hearing will be held at AAA4 on Friday, February 9th at 1:00 p.m. to receive public comments on proposed amendments and updates. The Area Plan Committee will convene immediately following the hearing to finalize their recommendations. The Advisory Council will act on these items on February 15. Board Action is scheduled for March 9.

At this time, AAA4 Staff expect the most significant changes to the current Area Plan (2017-18) to be as follows:

- Global Change:
 - Remove all references to RSVP of Nevada County.
- Section 9: Narrative Goals and Objectives:
 - Potentially delete or postpone objective 1.5(A) regarding the exploration of rural meal vouchers in northwest Nevada County.
 - Potentially delete or postpone objective 6.5(A) regarding the exploration of rural meal vouchers in the foothills of Yuba County.
- Section 13: Priority Services (Title III-B):
 - Previously, the Governing Board agreed that minimum percentages of spending in the three service categories (Access, In-Home & Legal) should arise from county-level funding decisions made prior to the RFP for said services. Staff need to correct a mathematic error that caused these percentages to be set higher than they should have been. No changes in funding awards or future allocations will result from this correction.

Assuming federal funding levels remain constant, AAA4 Staff expect no unusual or noteworthy changes to be reflected in the 2018-19 Area Plan Update.