

MEETING NOTICE

DATE: December 8, 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 11/17/17 Minutes
C. Approve Cost of Living Adjustment (COLA)
D. Approve Meetings/Activities Schedule for Calendar Year 2018

V. CORRESPONDENCE

- A. County of Nevada re: Closure of RSVP of Nevada County

VI. ACTION ITEMS

- A. Accept Nomination of Officers for Calendar Year 2018

VII. DISCUSSION

- A. County Match Contributions for FY 2018-19
B. Preview of the 2018 Needs Assessment

VIII. REPORTS

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

IX. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

X. ADJOURNMENT

Committee Meetings

Executive Committee .....9:00 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 – 11/17/17
  - C. Approve Cost of Living Adjustment (COLA)
  - D. Approve Meetings/Activities for Calendar Year 2018
  
2. Correspondence:
  - A. County of Nevada re: Closure of RSVP of Nevada County
  
3. Action Items:
  - A. Accept Nomination of Officers for Calendar Year 2018
  
4. Discussion Item:
  - A. County Match Contributions for FY 2018-19
    - **Materials to be sent under separate cover**
  - B. Preview of the 2018 Needs Assessment
  
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**  
**JOINT ADVISORY COUNCIL / GOVERNING BOARD**  
 Meeting Minutes

Date: November 17, 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 10:32 a.m. and welcomed members and guests to the meeting.

Following the pledge of allegiance, AAA4 Staff, Tai Love called roll for the Advisory Council. There was a quorum. Governing Board Secretary-Clerk, Andy Burton called roll for the Governing Board. There was a quorum.

County	GB Members Present – 15	Absent – 3
Nevada	Supv. Hall, A. Burton	
Placer	Luce	Gustafson (E)
Sacramento	Bhe, C. Burton, Milner Krugman, Supv. Notolli, Sawamura	
Sierra		Supv. Schlefstein (E)
Sutter	Beebe, Bowen, Supv. Conant	
Yolo	Pennebaker, Supv. Provenza	Allen (E)
Yuba	Supv. Leahy, Parent	

County	AC Members Present – 14	Absent – 5
Nevada		Giuliani (E), Sauer (A)
Placer	Eagleton, Wiltsee, Williams	Plasencia (E)
Sacramento	Pevny, Rose, Young	
Sierra		
Sutter	Thomas	Ramos (E)
Yolo	Brunner, Dorsey, Moore, Pearce, Yeh	Bourne (A)
Yuba	Diemond, Gee	

**AAA4 Staff Present:** Pam Miller, Will Tift, Nancy Vasquez, Mike Selland, Maggie Borowiak, Laura Imbach-Mills, Teja Payne, Linda Berry, Yvonne Pacheco, Sybil Eli, Lynda Webb, Sarah Plaughter, Bobby Olwell, Amy Fish and Tai Love.

**Guests Present:** Daphne Ascuncion *AAA4 Intern*, Helena Helmold

**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 10/19/17 – GB 9/8/17)

Gayle Diemond asked for a motion to approve the Consent Calendar including the agenda and minutes 10/19/17.

**A motion was moved/seconded, Seth Brunner/Jim Williams, to approve the Consent Calendar including the agenda and minutes 10/19/17. Motion passed by consent.**

Eldon Luce asked for a motion to approve the Consent Calendar including the agenda and minutes 9/8/17.

**A motion was moved/seconded, Chris Parent/Becky Bowen, to approve the Consent Calendar including the agenda and 9/8/17 minutes. Motion passed by consent.**

#### V. CORRESPONDENCE

None.

#### VI. PRESENTATION

##### A. Homelessness Among Older Adults

Helena Helmold discussed the issue of homelessness among older adults specifically in West Sacramento.

##### B. Employee Recognition

The following employees were recognized for their year/s of service with Agency on Aging/ Area 4: *Kim Chau (1 year), Rose Chrisman (1 year), Randy Dinning (1 year), Tami Lyons (1 year), Cher Moua (1 year), Sarah Plaughter (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)

The Agency on Aging \ Area 4 Annual Report summarizes the agency's activities, revenues and expenditures for state fiscal year 2016-17. A draft copy of the report was distributed for review. Suggestions, edits and modifications were provided and will be incorporated into the report.

Gayle Diemond asked for a motion from the Advisory Council to approve the 2016-17 Annual Report with minor edits.

**A motion was moved/seconded, Dave Pevny/Dave Wiltsee to approve the 2016-17 Annual Report. Motion passed by consent.**

Eldon Luce asked for a motion from the Governing Board to approve the 2016-17 Annual Report.

**A motion was moved/seconded, Supv. Jim Provenza/Supv. Mike Leahy to approve the 2016-17 Annual Report. Motion passed by consent.**

##### B. Approve JPEC Recommendations (Governing Board)

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 2017-2018.

*For additional information, please refer to the Funded Partner Activity Report and First Quarter Performance Chart: SFY 2017-18 provided with the November meeting packet.*

**A motion was moved/seconded, Chris Parent/Supv. Don Nottoli to accept staff suggestions for items C<sup>1</sup> - G<sup>1</sup> and J<sup>1</sup> - K<sup>1</sup>. The committee recommended no action be taken on items H<sup>1</sup> and I<sup>1</sup>. Motion passed by unanimous consent.**

**C. Approve One-Time-Only (OTO) Requests for AAA4 (Governing Board)**

AAA4 received notice of One-Time-Only (OTO) funds in the amount of \$382,811. Funds are expected to be released to AAA4 in early 2018 and must be expended by June 30, 2018. The Executive Director has exercised her authority to approve In-House miscellaneous items totaling \$19,500. Staff is also requesting an additional \$59,900 for the Needs Assessment Survey and IT services.

If approved, the remaining balance will be available and distributed to contracted/direct service providers in accordance with past practice including: allocating OTO funds proportionately by Title (III-B: Supportive Services, III-C: Nutrition, III-D: Disease Prevention/Health Promotion and III-E: Family Caregiver) providing that the program is in good standing, will continue to operate past June 30, 2018 and scope of work began prior to July 1, 2017. Staff propose Direct Service Programs (AAA4 Information & Assistance, Dine Around Town, Long Term Care Ombudsman, Mature Edge and Yuba-Sutter Meals on Wheels) be allocated in the same manner as Contracted Programs.

**A motion was moved/seconded, Nancy Pennebaker/Supv. Mike Leahy to approve One-Time-Only (OTO) Requests for AAA4. Motion passed by roll call vote.**

**D. Approve Audit Firm Selection for AAA4 & Resolution #251 (Governing Board)**

For the past several years, Grant Bennett Associates has conducted the annual audit for AAA4. At the request of the Audit/Finance Committee, staff requested bids from multiple accounting firms in the Sacramento region. The bids included providing audit, tax and consulting services for the next three years. Three proposals were received: Gilbert Associates, Grant Bennett Associates and Fechter & Company.

Based on the price stability, staff recommends selecting Grant Bennett Associates as the Audit Firm for AAA4.

**A motion was moved/seconded, Chris Parent/Supv. Heidi Hall to approve Grant Bennett Associates as the Audit Firm to provide audit, tax and consulting services for Agency on Aging \ Area 4. Motion failed by roll call vote (Yes = 5 / No = 7 / Abstain = 0).**

Additional discussion ensued pertaining to the significance and value of alternating audit firms.

**A motion was moved/seconded, Supv. Mike Leahy/Supv. Mat Conant to approve Gilbert Associates as the Audit Firm to provide audit, tax and consulting services for Agency on Aging \ Area 4. Motion passed by roll call vote (Yes = 13 / No = 0 / Abstain = 0).**

Resolution #251 authorizes the Executive Director to execute an audit engagement letter with Gilbert Associates to conduct the annual audit, with required accompanying notes and schedules and prepare and file tax returns for the fiscal year ending June 30, 2017, for approximately \$24,650.00.

**VIII. DISCUSSION ITEM**

**A. New Plan for Unassigned Transportation Funds: Yolo County**

AAA4 issued an RFP for Transportation Services in Yolo County on October 13, 2017. No letters of interest were received and therefore, the RFP was cancelled. When this occurs, Title 22 of the California Code of Regulations allow agencies on aging to make a noncompetitive award.

AAA4 staff and Governing Board members have been in communication with the current funded partner (Dignity Health) as well as transit provider Yolo Bus. Staff is exploring an “on demand” service model such as Uber and Lyft as an alternative. Additional discussion and research is needed.

## **IX. REPORTS**

### **A. Executive Committee**

Report Provided by Eldon Luce.

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

Report Provided by Mike Selland.

### **C. Legislative Committee**

No report.

### **D. Executive Director**

Report Provided by Pam Miller.

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

- Carl Burton attended the Chinese Health Fair in South Sacramento. There were over 1000 people in attendance.
- Supervisor Heidi Hall requested that newly appointed County Supervisors (Board Members) be briefed in advance when there are open, ongoing matters concerning their county.

## **XI. ADJOURNMENT**

With no further business, a motion was moved/seconded, Becky Bowen/Maxine Milner Krugman, to adjourn the Joint Advisory Council and Governing Board meeting at 12:33 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.

**CONSENT ITEM IV. C.**

**TO: AAA4 GOVERNING BOARD**  
**FROM: Pam Miller**  
**DATE: December 1, 2017**  
**SUBJECT: Staff Cost-of-Living Increases**

*Recommendation to be made by Executive Committee:  
Approve a 3.0% COLA increase for Sacramento and Grass Valley staff*

**Discussion:**

The State of California, Department of Industrial Relations publishes the California Consumer Price Index (CPI) on a bi-monthly basis. From October 2016 through October 2017 the CPI increased by 3.0%.

Therefore, the recommendation is to grant a 3.0% cost-of-living adjustment (COLA) effective January 1, 2018. This COLA adjustment is designed to ensure employee purchasing power is not eroded by inflation.

A COLA increase of 3.0% for Sacramento and Grass Valley staff is approximately \$23,603 for the remaining 6-month period of FY2017-18, or \$47,206 on an annual basis.

Future COLA increases will be based on the CPI and will be adjusted annually, subject to available funding and Governing Board approval.

**CONSENT ITEM IV. D**

**TO:** AAA4 GOVERNING BOARD  
**FROM:** Pam Miller  
**DATE:** December 1, 2017  
**SUBJECT:** Schedule of Meetings/Activities for CY 2018

**Discussion**

Enclosed is a draft schedule of meetings and activities for the 2018 calendar year. Please note, there will be two joint meetings with the Advisory Council Thursday, April 19 and Friday, November 9. Meeting locations will be updated and distributed with each agenda.



**TO:** AAA4 GOVERNING BOARD  
**FROM:** Nominating Committee  
**DATE:** December 1, 2017  
**SUBJECT:** **Accept Slate of Officers for 2018**

**Discussion**

The Governing Board Nominating Committee will convene Wednesday, December 6 to nominate the slate of officers to serve for 2018. The committee will present their recommendations at the December 8 meeting.

Additional nominations may be made from the floor during the December 8<sup>th</sup> meeting. Elections are scheduled for January 2018.