

MEETING NOTICE

DATE: March 10, 2017
TIME: 10 a.m. to 12 noon
PLACE: Yolo County
City of Davis Council Chambers
23 Russell Blvd.
Davis, CA 95616



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 1/13/17 & 2/3/17 Minutes
C. Approve Modified Job Description

V. CORRESPONDENCE

VI. ACTION ITEMS

- A. Amend Rules of Procedure re: JPEC Membership

VII. DISCUSSION

- A. Rebuilding the 2016-2020 Area Plan

VIII. REPORTS

- A. Executive Committee
B. Audit/Finance Committee
C. Area Plan Committee
D. Legislative Committee
E. 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.
Personnel 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 – 1/13/17 & 2/3/17 Minutes
  - C. Approve Modified Job Description
  
2. Action Items:
  - A. Amend Rules of Procedure re: JPEC Membership
  
3. Discussion Item
  - A. Rebuilding the 2016-2020 Area Plan
    - Attachment: 2017-2018 Area Plan Update – Goals Only
  
4. 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: January 13, 2017

Location: Sacramento County, Agency on Aging \ Area 4

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

Miko Sawamura, 2<sup>nd</sup> Vice Chair called the regular meeting of the *Agency on Aging \ Area 4 (AAA4)* Governing Board to order at 10:03 a.m. and welcomed new members Supervisor Heidi Hall (Nevada County) and Supervisor Mike Leahy (Yuba County) and guests to the meeting.

Secretary, Becky Bowen called the roll. There was a quorum.

County	GB Members Present – 13	Absent – 3
Nevada	A. Burton, Supv. Hall	
Placer	Luce	Gustafson (E)
Sacramento	C. Burton, Milner-Krugman, Supv. Notolli, Sawamura	
Sierra	Farrington	Supv. Schlefstein (E)
Sutter	Beebe, Bowen	
Yolo	Pennebaker	Allen (E)
Yuba	Supv. Leahy, Parent	

**AAA4 Staff Present:** Pam Miller, Will Tift, Dave Soto, Laura Imbach-Mills, Janeen Thorpe, Maggie Borowiak, Mike Selland, Nancy Vasquez, Gina Barringer, Laura Lester, Jodi Mesa and Tai Love.

**Guests Present:** Gayle Diemond *AAA4 Advisory Council*, David Morikawa *Meals on Wheels by ACC*, Sister Jeanne Felion *Stanford Settlement*

**II. PLEDGE OF ALLEGIANCE – Led by Eldon Luce**

**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.

*Gayle Diemond, Advisory Council Member (Yuba County) addressed the Board reading a letter from the Yuba – Sutter Work Group Area Plan Committee members re: Recent Vote on Funding Fix-It Program vs. Respite Care.*

**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 12/9/16 minutes  
The minutes were approved as printed.

**A motion was moved/seconded, Carl Burton/Maxine Milner Krugman, to approve the consent calendar including the agenda and 12/9/16 minutes. Motion passed by consent.**

**V. CORRESPONDENCE**

- Letter: Yuba Sutter Area Plan Recent Vote on Funding Fix-IT Program vs. Respite Care.
- Letter: Open Letter to Yuba/Sutter Area 4 Work Group.

**VI. ACTION ITEMS**

**A. Installation of Officers**

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

The new officers were sworn in by Supervisor Don Notolli and assumed their new roles.

**B. Approve One-Time-Only (OTO) Requests for AAA4**

In-House OTO Requests:

AAA4 Computer Network Costs - \$32,545

Fiscal Software Costs - \$16,100

Audio/Visual Expansion - \$7,561

Technical Equipment Expansion and Replacement - \$11,475

Total - \$67,681

The Executive Director used her authority to approve \$21,869 in additional in-house requests. The balance of \$365,931 is to be distributed to current AAA4 funded programs in accordance with the One-Time-Only (OTO) policy.

**A motion was moved/seconded, Chris Parent/Dan Farrington, to approve the One-Time-Only (OTO) Requests for AAA4. Motion Passed by roll call vote: Yes (13), NO (0), Abstain/Recusals (0).**

**C. Approve Match Contributions for FY2017-18 and Resolution #247**

Staff presented a scenario by which County Match Contributions would be based upon a flat rate of 90 cents per person for the total age 60 + population totaling \$445,627.

**A motion was moved/seconded, Carl Burton/Chris Parent, to approve Match Contributions for FY2017-18, including a proposed 12 cent increase in the match rate from 78 cents to 90 cents per person and Resolution #247 which authorizes the Executive Director to enter into an agreement with the County of Sacramento to formally request match contributions. Motion Passed by roll call vote: Yes (13), NO (0), Abstain/Recusals (0).**

**VII. REPORTS**

**A. Executive Committee**

Provided by Eldon Luce

**B. Audit/Finance Committee**

Provided by Mike Selland

**C. Area Plan Committee**

Provided by Will Tift

**D. Legislative Committee**

Provided by Pam Miller

**E. Executive Director**

Provided by Pam Miller

**VIII. ANNOUNCEMENTS/FUTURE AGENDA ITEMS**

- None

**XI. ADJOURNMENT**

With no further business, a motion was moved/seconded, Carl Burton/Tonya Beebe to adjourn the meeting at 10:51 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.

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

Date: February 3, 2017

Location: Sacramento County, Agency on Aging \ Area 4

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

Eldon Luce, Chair, called the special meeting of the *Agency on Aging \ Area 4 (AAA4) Governing Board* to order at 12:03 p.m. and welcomed new member Supervisor Mat Conant (Sutter County), members and guests to the meeting.

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

County	GB Members Present – 14	Absent – 2
Nevada	A. Burton	Supv. Hall (E)
Placer	Luce, Gustafson	
Sacramento	C. Burton, Milner-Krugman, Supv. Notolli, Sawamura	
Sierra	Supv. Schlefstein	Farrington (E)
Sutter	Supv. Conant, Bowen	
Yolo	Allen, Pennebaker	
Yuba	Supv. Leahy, Parent	

**AAA4 Staff Present:** Pam Miller, Will Tift, Laura Imbach-Mills, Janeen Thorpe, Cindy Reigert, Rosanne Mullen, Lynda Webb, Sarah Plaughter and Tai Love.

**Guests Present:** Gayle Diemond *AAA4 Advisory Council*, Lydia Bourne *AAA4 Advisory Council*, Pam Epley *AAA4 Advisory Council*, Gloria Plasencia *AAA4 Advisory Council*, Barbara Hanna *Caring Choices*, Yiping Lao *AAA4 Intern*

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

**III. COMMENTS FROM THE PUBLIC**

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**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.

**A motion was moved/seconded, Carl Burton/Miko Sawamura, to approve the consent calendar including the agenda as printed. Motion passed by roll call vote: Yes (13), No (0), Abstain/Recusals (0).**

**V. CORRESPONDENCE**

- Letter: Yuba - Sutter Funding Allocations Reconsideration Vote

**VI. ACTION ITEMS**

**D. Reconsider the Yuba-Sutter Funding Allocations by Service Category for the 2017-2019 Request for Proposals (RFP)**

**A motion was moved/seconded, Karla Gustafson/Chris Parent to stand by the original motion of December 9, which redirected the proposed allocation of \$29,125 from Supportive Services III-B Other: Respite Care to Supportive Services III-B Minor Home Modifications for the 2017-19 RFP for Yuba-Sutter. Motion failed by roll call vote: Yes (4), No (10), Abstain (0).**

**A new motion was moved/seconded, Becky Bowen/Carl Burton, to divide the proposed allocation of \$29,125 as follows: \$15,000 to Supportive Services III-B Minor Home Modifications and \$14,125 to Supportive Services III-B Other: Respite Care for the 2017-19 RFP for Yuba-Sutter Counties. Motion passed by roll call vote: Yes (10), No (3), Abstain (1).**

**VII. ANNOUNCEMENTS/FUTURE AGENDA ITEMS**

- None

**VIII. ADJOURNMENT**

With no further business, the meeting was adjourned at 1:13 pm.

**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.**

**TO: AAA4 GOVERNING BOARD**  
**FROM: Pam Miller**  
**DATE: March 3, 2017**  
**SUBJECT: Approve Modified Job Description**

**Discussion**

The Contracts/Office Administrator is a reclassification, a combination of two positions. This makes the most sense and provides economy of scale.





Nevada | Placer | Sacramento | Sierra | Sutter | Yolo | Yuba Counties

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## CONTRACTS/OFFICE ADMINISTRATOR

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**CLASSIFICATION:** EXEMPT, AT-WILL (FULL TIME)  
**LOCATION:** SACRAMENTO, CA  
**GRADE:** 16

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### AGENCY DESCRIPTION:

Agency on Aging \ Area 4 (AAA4) is a public, Joint Powers Agency (JPA) with nonprofit status and a large, regional service area that includes the counties of Nevada, Placer, Sacramento, Sierra, Sutter, Yolo and Yuba. Major funding is provided by the Administration for Community Living in accordance with the intent of the Older Americans Act and as appropriated by Congress. This includes allocations for “meals on wheels” and various other federal programs for older adults and family caregivers. Some of these programs are offered as direct services of AAA4; most are operated by community-based organizations under subcontracts with AAA4.

### MISSION:

Creating and supporting opportunities that enhance the lives of older adults and their families to be safe, healthy, and independent.

### POSITION SUMMARY:

Under general direction of the Strategic Planning Administrator, the Office/Contracts Administrator is a member of the Operations Team and has primary responsibility for office and contracts management, ensuring office safety, training and supervision of office support staff and administrative duties and primary responsibility for contract development, processing and ongoing contracting for Agency on Aging \ Area 4. Responsibilities include, but are not limited to:

### PRIMARY DUTIES/RESPONSIBILITIES include but are not limited to:

#### Specific Contract Administrator Duties

- Oversee the development and processing of contracts and contract amendments for A4AA funded programs;
- Oversee the development of Standard Operating Procedures for contract preparation, maintenance, filing and storage;
- Develop and oversee the maintenance of Contracts Administrator Procedural Manual;
- Oversee the development and maintenance of a system of storage and filing (paper and electronic) of prior and current year contracts;
- Review, route and recommend approval of contract budgets and budget revisions;
- Ensure that all necessary contract documents are submitted to A4AA by service providers, including insurance certificates;
- Oversee the distribution of contract compliance materials for A4AA staff and funded partners i.e. CDA’s Security Awareness Training;
- Review, analyze and interpret applicable state/federal regulations and recommend revisions to A4AA contract language as necessary;
- Prepare or oversee the preparation of routine status reports for management regarding contracts;
- Oversee, review and approve correspondence relating to contract files;

- Participate in the review of proposals for services and/or equipment funded under the Older Americans Act and Older Californians Act; and
- Other related duties as assigned.

**Specific Office Administrator Duties**

- General office management, which includes training/supervising support staff and , coordinating work flow, assigning tasks and answering incoming calls as needed;
- Maintain confidentiality in all aspects of client, staff and agency information;
- Maintain agency master files and in-house systems
  - Develop, oversee and maintain agency master database and files in SharePoint relating to administrative duties and procedures;
- Ensure coverage at Governing Board and/or Advisory Council meetings, including transcribing and distributing meeting minutes;
- Prepare responses to correspondence and emails relating to routine a public inquiries
- Assist the System’s Specialist with the operation of the Telecom Phone system, Sonitrol Security system and all internal office fax/copy/scan machines.
- Maintain professional relationships with agency vendors relating to products and services including office equipment and facility maintenance to ensure the continued operation of office equipment and office facilities.
- Oversee purchasing and inventory control of general office supplies;
- Coordinate internal and external special events and projects, such as fundraising activities, community meetings and other events as requested;
- Maintain written safety program in accordance with the California Code of Regulations; seeing that safety and health rules specific to AAA4’s work place are established for all employees;
- Conduct safety and health inspections to identify job site hazards and unsafe work practices;
- Hold safety meetings with attendance logs for all employees;
- In conjunction with other assigned staff, coordinate training for employees on AAA4 in-house emergency preparedness plan, including first aid, CPR, fire drills, and maintenance of supplies; and
- Other duties as requested.

**JOB CHARACTERISTICS:**

This position is a member of the Operations Team and performs with minimal supervision. This position is administratively responsible to the Strategic Planning Administrator and has supervisory responsibilities. The incumbent determines the methods, techniques, and requirements for accomplishing assigned responsibilities, consistent with direction from the Strategic Planning Administrator and guidance from the Fiscal Administrator, and applicable regulations.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION/EXPERIENCE/DESIRED QUALIFICATIONS:**

- Two years education with an accredited college or university or equivalent to an Associate of Arts (AA) degree, preferably with major course work in public administration, business administration, or related field.

**OR**

- A minimum of two years contract, grant management, legal support, or related experience required.

**AND**

- A minimum of five years customer service as support staff or supervision of support staff.

Knowledge of:

- Word, Excel, PowerPoint, and other computer applications;
- Communication and organizational skills;
- Basic and modern office principles and office procedures, software/applications, practices, techniques and equipment;
- Proper business English and Mathematics (usage, grammar, letter formats and calculations);
- Customer service principles, including handling of irate or distressed individuals;

Ability to:

- Communicate both written and verbal with funded partners, staff members, and persons of diverse background;
- Plan, assign, review and supervise the work of others;
- Organize, coordinate, and prioritize tasks;
- Lead, organize and communicate effectively;
- Work comfortably with a diverse public;
- Use resources effectively and problem - solve;
- Format, proof, and edit documents;
- Maintain confidential files and records;
- Effectively maximize time to meet deadlines;
- Perform independently without supervision.

**ADDITIONAL REQUIREMENTS:**

- Possession of a valid California driver's license and access to a vehicle.
- Proof of automobile liability insurance.
- Willingness to travel within the planning and service area.
- Willingness to attend training relative to duties assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

## ACTION ITEM VI. A.

**TO:** AAA4 GOVERNING BOARD  
**FROM:** Rules of Procedure Committee  
**DATE:** March 3, 2017  
**SUBJECT:** Approve Amendment to Rules of Procedure

### Discussion

The Joint Program Evaluation Committee (JPEC) is currently limited to 7 members. AAA4 staff have requested this cap be removed to allow for wider representation and greater participation in the important work the Committee is charged to conduct. Previously, JPEC was a standing Committee of the Advisory Council, comprised exclusively of Council members, and the cap did not present a problem.

The suggested changes are highlighted below in **yellow**.

The Rules of Procedure Committee is planning to convene prior to Board Action on this matter.

### SECTION 6. COMMITTEES

6.1 The Governing Board shall have the standing committees described in this section. With the exception of the Executive and Nominating Committees, the chair shall make all committee appointments. With the exceptions of the Executive and Finance Committees, the committee members shall select a Committee Chair from among themselves. Standing Board Committees shall be chaired by a member of the Board. All standing Committees will comply with the requirements of the Brown Act.

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6.1.4 The *Joint Program Evaluation Committee* (JPEC) reviews A4AA service provider performance periodically with A4AA staff in order to be knowledgeable about program operations and contract issues. The committee may forward its recommendations to the Grants Review Committee for informational purposes only. JPEC makes recommendations directly to the Governing Board.

The committee shall consist of ~~five to seven members, with at least~~ two to three **members** from the Governing Board, and **at least** three to four **members** from the Advisory Council. Not more than three of the committee appointments shall be members of the Grants Review and Area Plan committees. (Alternates may be appointed from each body to ensure full attendance.) To the extent feasible, representation by the seven counties should be considered in the appointments.

**TO: A4AA GOVERNING BOARD**

**FROM:** Pam Miller

**DATE:** March 3, 2017

**SUBJECT: Rebuilding the 2016-2020 Area Plan**

**Background**

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. The core of such a plan is the long-term Goals and their corresponding Objectives.

The 2016-2020 Area Plan was due on May 1, 2016. At that time, Agency on Aging \ Area 4 (AAA4) was engaged in a “Community-Centered” process led by ad hoc County Workgroups which were working towards establishing local priorities/objectives for inclusion in the Plan. Thus a decision was made to submit an Area Plan for 2016-17 only with the understanding that new goals and objectives would be set and resubmitted to CDA in the form of an Area Plan Amendment at a later date.

To date, CDA has not yet approved the 2016-17 Area Plan submitted last April, and we are actively working with the Department to rectify that situation. Nevertheless, we are now ready to finalize county-level priorities and objectives to finish the original, multi-year Area Plan.

On February 16<sup>th</sup> the leader of each ad hoc County Workgroup received a draft of new goals and objectives for 2017-18 and 2018-19 (see attachment). Each leader was asked to meet or confer with their Workgroup members to solicit feedback on the objectives specific to their County and on the objectives pertaining to AAA4 as a whole.

AAA4 staff will update the Board on our collective progress and welcome questions and discussion. This will be an Action Item for the Joint Board & Council Meeting on Thursday, April 13.