



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



OVERSIGHT BOARD MEETING

MONDAY April 22, 2019
10:00 am to 12:00 pm (noon)

**Solano County Board of Supervisors Chambers
675 Texas Street, Fairfield, CA 94533**

The County of Solano does not discriminate against persons with disabilities and the Solano County Board of Supervisors Chambers is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call the Office of the Clerk of the Board of Supervisors at 707-784-6100 at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Oversight Board after distribution of the agenda packet are available for public inspection during normal business hours at the Solano County Older and Disabled Adult Services receptionist's desk at 275 Beck Avenue, Fairfield, 1st Floor.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the AAA Executive Director, or her designee, before the Oversight Board considers the specific item. Cards are available at the entrance to the Solano County Board of Supervisors Chambers. For items not listed on the Agenda, please see Items from the Public below.

All meetings are recorded.

Agenda available online at: <https://aaans.org/agendas-%26-meeting-minutes>

Agenda

CALL TO ORDER – 10:00am

ROLL CALL

APPROVAL OF THE MINUTES FROM March 25, 2019 -- Attached

ITEMS FROM THE PUBLIC --This portion of the meeting is your opportunity to address the Oversight Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Oversight Board. Please submit a Speaker Card. Items from the public will be taken under consideration without discussion by the Oversight Board and may be referred to staff.

APPROVAL OF THE AGENDA



NAPA / SOLANO AREA AGENCY ON AGING

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ACTION ITEMS – These items require Action by the Oversight Board; if no quorum exists, these items will be for discussion only, and they will carry over to a subsequent meeting of the Oversight Board for Action; presented by N/S AAA staff.

1. Determine dates for the November 25, 2019 (Thanksgiving week) and December 23, 2019 (Christmas week) meetings.
 - a. Combine November and December meetings into a single meeting?
 - b. Clarify when the new Board Chair and the alternative voting member from Solano County assume their roles for the upcoming term.
2. Present proposed amendment to the Bylaws, limiting membership to the Oversight Board to persons not receiving funding from the Napa/Solano Area Agency on Aging -- Attachment

REPORTS – Presented by N/S AAA staff; no Action required.

1. Receive an update on the N/S AAA Advisory Council recruitment.
2. Receive a review of the budget, current contracts and vendors -- Attachment
3. Receive an update on the RFP Process for the Napa Ombudsman. Applications due April 22, 2019.
4. Final Public Hearing for the Fourth Year of the Area Plan is April 22, American Canyon Senior Center, 2:00 pm – 3:00 pm.
5. Contract with California Department of Aging (CDA) acceptance due May 7, 2019.
6. Beginning work on new contracts with providers for July 1 start dates.

BOARD MEMBER COMMENTS

ADJOURN

To the next scheduled meeting of the Napa/Solano AAA Oversight Board. May 29, 2019 10am – noon in Napa County Board of Supervisors Chambers, 1195 3rd Street, Suite 310, Napa, CA 94559.

Napa/Solano Area Agency on Aging Oversight Board
Meeting Minutes March 25, 2019

Location: Napa County Board of Supervisors Chambers
1195 3rd Street, Suite 310, Napa, CA 94559
Date: Monday, March 25, 2019
Time: 10:00 am – 12:00 pm (noon)

Attendees: Heather Stanton, Brad Wagenknecht, Monica Brown, Steven Sillen,
Elizabeth Patterson, Xavia Hendriksz, Liz Alessio, staff reports from Bela
Matyas, Joyce Goodwin, Elaine Clark

Call to Order – 10:00 am; roll call, quorum present

Action Items

- Motion by Heather Stanton and Elizabeth Patterson to approve February 25, 2019 Minutes; Motion seconded by Liz Alessio. February 25, 2019 Minutes approved.
- Motion by Xavia Hendriksz to approve March 25, 2019 Agenda; Motion seconded by Liz Alessio. March 25, 2019 Agenda approved.
- Motion by Heather Stanton to conduct a Doodle Poll to determine the best dates for the November 25, 2019 (Thanksgiving week) and December 23, 2019 (Christmas week) meetings; Motion seconded by Brad Wagenknecht. Motion to conduct Doodle Poll approved.
- Monica Brown will be reviewing the applications submitted to Solano County for the Advisory Council. Heather Stanton will be reviewing the applications submitted to Napa County for the Advisory Council. Both will have input no later than April 4, 2019. Motion to have review done by April 4, 2019 made by Heather Stanton; Motion seconded by Liz Alessio. April 4, 2019 deadline approved.
- Motion by Steve Sillen to move May meeting to the 29th; motion seconded by Elizabeth Patterson. Motion to move May meeting to May 29, 2019 approved. Place to be determined.

Reports

- Elaine Clark reported on N/S AAA Advisory Council recruitment. More applicants than slots – 10 from Napa, 14 from Solano. We want a diverse group of people. Board requested a matrix to see how they can help with outreach – take names off to keep confidential.
- Elaine Clark discussed the allocation of the remaining CDA funds to go towards various contractors for services to be provided before end of June. Staff met with community members to identify gaps in services then allocated the funds. Committed dollars higher in Napa than the population number. Board complimentary of the presentation of the Budget. Budget will be posted online on website.
- Joyce Goodwin reported that all form 700's were received.
- Elaine Clark presenting results of the Nutrition Satisfaction Survey – a requirement from the California Dept of Aging that we conduct annually. Sent out by providers. The feedback from meal recipients was overwhelmingly positive – in taste, presentation, delivery, and the experience at the congregate sites.

Board Member Comments

- Monica Brown attended the congregate lunch at the Benicia Senior Center. She said the food and experience were positive.

Meeting adjourned at 10:21 am

Proposed Addition to the Bylaws

Oversight Board of the Napa/Solano Area Agency on Aging

April 2019

Concern:

The Bylaws governing the Oversight Board of the Napa/Solano Area Agency on Aging (N/S AAA) do not address the possible conflict of interest or appearance of a conflict of interest should a member of the community who relates to an organization funded by the N/S AAA apply for a position on the Oversight Board. Therefore, it is recommended the following be adopted as part of the Bylaws governing the Oversight Board.

Section 5. CONFLICTS OF INTEREST – additional paragraph

A member of the Oversight Board shall not have a financial interest in any entity funded by the AAA, as provided for in Government Code, § 1090, et seq., and Government Code, § 87100, et seq. Notwithstanding those laws, such "financial interest" shall include income received from, or a position of management in, any nonprofit entity funded by the AAA, whether received or held by the member or his or her spouse.

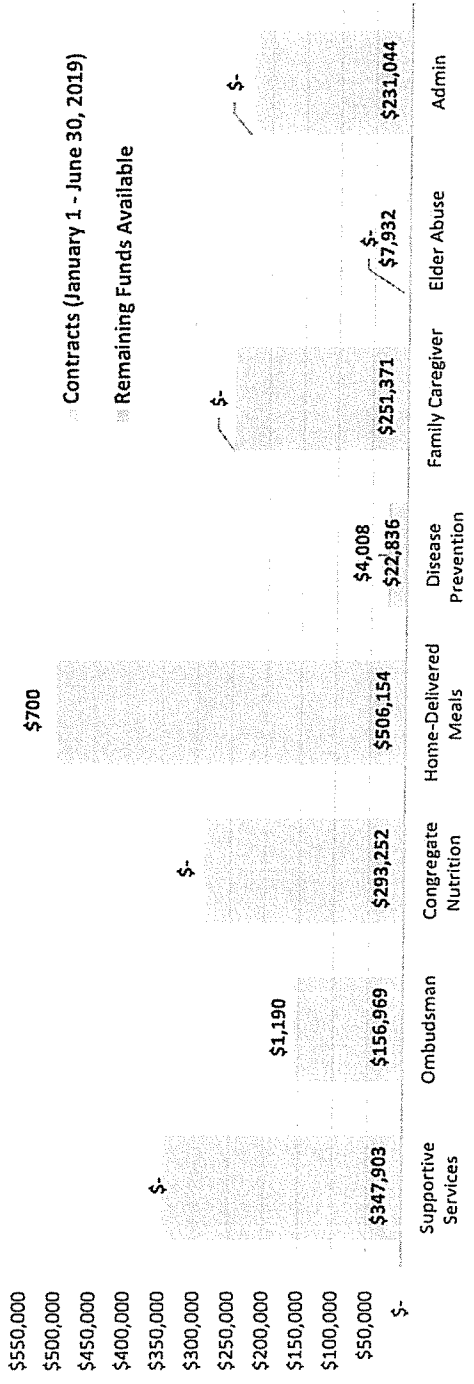
**PLANNING AND SERVICE AREA (PSA) 28
 NAPA/SOLANO AREA AGENCY ON AGING
 FISCAL REPORT AS OF 04/08/2019**

PART I: FY2018-19 - PSA 28

A. TOTAL FEDERAL & STATE FUNDING

	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total
Updated Baseline (Inc. Transfers) One Time Only (OTO)	\$ 318,408	\$ 157,317	\$ 260,225	\$ 502,690	\$ 22,843	\$ 228,565	\$ 7,392	\$ 231,044	\$ 1,728,484
	29,495	842	33,027	4,164	4,001	22,806	540	-	94,875
Total Funding - AP1819-28	\$ 347,903	\$ 158,159	\$ 293,252	\$ 506,854	\$ 26,844	\$ 251,371	\$ 7,932	\$ 231,044	\$ 1,823,359
Contracts (January 1 - June 30, 2019)	(347,903)	(156,969)	(293,252)	(506,154)	(22,836)	(251,371)	(7,932)	(231,044)	(1,817,461)
Remaining Funds Available	\$ -	\$ 1,190	\$ -	\$ 700	\$ 4,008	\$ -	\$ -	\$ -	\$ 5,898

AP1819-28 TOTAL FUNDING BY SERVICE TYPE



B. CONTRACT FUNDING BY SERVICE AREA

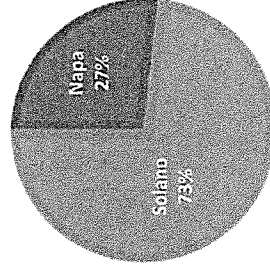
Service Area	Supportive Services	Ombudsman	Congregate Nutrition	Home-Delivered Meals	Disease Prevention	Family Caregiver	Elder Abuse	Admin	Total	% to Total
Napa	\$ 159,825	\$ 69,353	\$ 78,751	\$ 134,339	\$ -	\$ 136,442	\$ 7,932	\$ -	\$ 586,642	32.28%
Solano	188,078	87,616	214,501	371,815	-	114,929	-	-	976,939	53.75%
Both	-	-	-	-	22,836	-	-	231,044	253,880	13.97%
Total	\$ 347,903	\$ 156,969	\$ 293,252	\$ 506,154	\$ 22,836	\$ 251,371	\$ 7,932	\$ 231,044	\$ 1,817,461	100.00%

Service Area	Contracts Serving Napa or Solano		Contracts Serving Both Counties *		Total	%
	Amount	%	Amount	%		
Napa	\$ 586,642	37.52%	\$ 67,304	26.51%	\$ 653,946	35.98%
Solano	976,939	62.48%	186,576	73.49%	\$ 1,163,516	64.02%
Total	\$ 1,563,581	100.00%	\$ 253,880	100.00%	\$ 1,817,462	100.00%

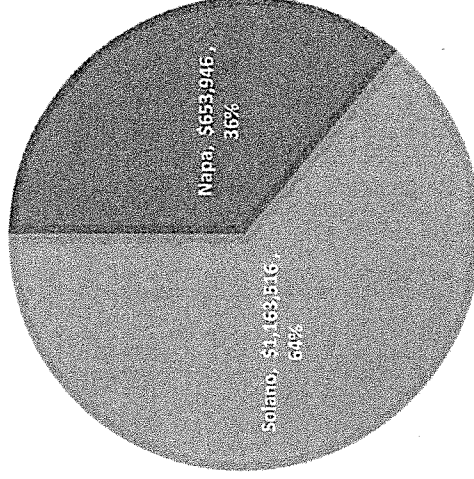
* Percentage of allocations based on prorated share of population served in each County as Provided by California Department of Aging

County	Population	%
Napa	36,069	26.51%
Solano	99,982	73.49%
Total	136,051	100.00%

POPULATION



CONTRACT FUNDING PER SERVICE AREA



C. CONTRACTS SUMMARY

Provider	Service Area	Contract Status	Total	Services
Northern CA and Northern NV Alzheimer's Association	Solano	Pending (2)	23,400	Family Caregiver
Bay Area Legal Aid	Napa	Pending (1)	31,529	Supportive Services: Legal Services
Collabria Care	Napa	Executed	164,321	Supportive Services: Information and Assistance, Outreach, Registry, Case Management
Community Action of Napa Valley	Napa	Executed	213,090	Caregiver: Information Services, Access Assistance, Support Services, Respite Care
Faith in Action	Both	Executed	22,836	Congregate Meals and Nutrition Education, Home Delivered Meals and Nutrition Education
Faith in Action	Solano	Executed	65,732	Supportive Services: Phone Reassurance, Home Visiting, Transportation, Information and Assistance
Choice in Aging	Solano	Pending (2)	91,529	Family Caregiver
Legal Services of Northern California	Solano	Pending (1)	47,346	Supportive Services: Legal Services
Meals on Wheels Solano County	Solano	Executed	586,316	Congregate Meals, Home Delivered Meals
Molly's Angels	Napa	Executed	44,417	Supportive Services: Transportation and Telephone Reassurance
Redwood Care Givers DBA Northcoast Opportunities, Inc.	Napa	Pending (2)	56,000	Family Caregiver
Ombuds Services of Contra Costa and Solano	Solano	Executed	87,616	Supportive Services and Elderly Abuse Prevention
PSA 4 (Greater Sacramento)	Napa	Pending (1)	77,285	Ombudsman Services
Solano Transportation Authority	Solano	Pending (2)	75,000	Supportive Services: Transportation
Stella Wu-Chu	Both	Executed	10,000	Administration: Nutrition Counseling
Napa/Solano Area Agency on Aging	Both	Executed	221,044	Administration
Total			\$ 1,817,461	

Pending Status:

- (1) Awaiting contractor's signature
- (2) Awaiting scope of work and budget documents

PART II: SNAP-ED

	Amount
Administration	9,663
Contract with Healthy Cooking for Kids **	83,203
Total Funding	92,866

** In process; The contractor "Healthy Cooking with Kids" program area "Innovative Health" will coordinate and provide Tai Chi for Arthritis and Fall Prevention program training, Bingocize exercise and movement for seniors, and senior nutrition instruction to promote healthy food and drink choices, and coordinate with our SNAP-Ed partners to increase access & resources for evidence-based physical, and nutritional activities for seniors.



TEMPORARY VISITOR PARKING PERMIT

If you are parking in Solano County parking lots, you must display this card, with this side facing up, in your front driver's side windshield. Failure to display this card may result in you receiving a parking citation.

**VISITOR ELIGIBLE TO PARK BEYOND THE TWO HOUR LIMIT IN
SOLANO COUNTY VISITOR PARKING ON THE DATE(s) LISTED BELOW**

DATE(S): April 22, 2019

CONTACT/PHONE: Shelly Anderson x8211

ISSUING DEPARTMENT: H&SS / ODAS