



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



## OVERSIGHT BOARD MEETING

**Monday, January 25, 2021  
10:00 am to 12:00 pm (noon)**

**Virtual Meeting – Zoom:** <https://countyofnapa.zoom.us/j/93407042850>.

Meeting ID -- **934-0704-2850**

Phone: 669-900-6833

### NAPA/SOLANO AREA AGENCY ON AGING MEETING ROTOCOL

#### IN RESPONSE TO CORONAVIRUS COVID-19

California Governor Gavin Newsom issued Executive Order N-25-20 on March 12, 2020, relating to the convening of public meetings in light of the COVID-19 pandemic. The Napa/Solano Area Agency on Aging hereby provides notice that it will continue to convene its regularly scheduled public meetings of the Oversight Board and Advisory Council telephonically, as provided in the publicly posted agenda notice, and until further notice. Pursuant to the Executive Order, and to maintain the orderly conduct of the meeting, the Napa/Solano Area Agency on Aging will allow Board members and Council members to attend the meetings telephonically and to participate in the meetings to the same extent as if they were present.

Members of the public who wish to participate may participate telephonically. For members of the public who wish to participate, but not to attend telephonically, you may submit written comments on any matter within the Board or Council's subject matter jurisdiction, regardless of whether it is on the agenda for Board or Council consideration or action, and those comments will be entered into the administrative record of the meeting. To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the Napa/Solano Area Agency on Aging staff no later than 9:00 a.m. on the morning prior to the noticed meeting. To submit written comments by email, please forward them to [eclark@solanocounty.com](mailto:eclark@solanocounty.com). To submit such comments by U.S. Mail, please forward them to:

Elaine Clark

Napa/Solano Area Agency on Aging

275 Beck Avenue

Fairfield, CA 94533

All meetings are recorded.

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



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## Agenda

**CALL TO ORDER – 10:00am**

**ROLL CALL**

**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. Items from the public must be submitted in advance and will be taken under consideration without discussion by the Oversight Board and may be referred to staff.

**APPROVAL OF THE AGENDA**

**APPROVAL OF THE MINUTES FROM December 7, 2020 -- Attached**

**NEW MEMBERS** -- Welcome and introductions – Monica Brown

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

1. Receive budget and service unit update – Jay Peno – **Handout**
2. Advisory Council on Aging vacancies, 3 in Napa, 2 in Solano – Elaine Clark
3. Program and Fiscal Monitoring Schedule Update – Elaine Clark
4. Area Plan approved by CDA in December, Year 2 Update due May 1<sup>st</sup>, review at the April meeting – Elaine Clark

**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.

1. Vote to support reallocating CARES Act administrative funding and “Program Development and Coordination” funding to direct services – Elaine Clark – **Handout**
2. Vote to support creating an RFP for the Dignity at Home contract for fall prevention for Napa County for the 2021-2022 year – Elaine Clark -- **Handout**

**BOARD MEMBER COMMENTS**

**ADJOURN**

To the next scheduled virtual meeting of the Napa/Solano AAA Oversight Board on February 22, 2021.

## **Napa/Solano Area Agency on Aging Oversight Board**

### **Meeting Minutes December 7, 2020**

**Location:** Virtual Meeting – Zoom: <https://www.zoom.us/join>  
Meeting ID 980 0633-9001  
Phone: 1-669-900-6833  
**Date:** Monday, December 7, 2020  
**Time:** 10:00 am – 12:00 pm

**Attendees:** Supervisor Brad Wagenknecht, Supervisor Monica Brown, Mayor Bob Sampayan, Councilwoman Liz Alessio, Beatryce Clark, Steve Sillen, Heather Stanton, Joyce Goodwin, Elaine Clark

Approval of Agenda moved by Sampayan, seconded by Alessio and passed unanimously.

Approval of Minutes from September 28, 2020, moved by Stanton, seconded by Sampayan and passed unanimously.

#### **Action Items**

Vote to support the Advisory Council on Aging recommendation for CARES Act funding contract with Innovative Health Solutions for HealthRX Program in Solano – Moved by C. Clark, seconded by Sampayan, passed unanimously.

#### **Reports**

- Budget and Service Unit update – Jay Peno
- Napa Fall Prevention and Emergency Financial Assistance programs update – Elaine Clark
- Advisory Council on Aging vacancies: 3 in Napa, 2 in Solano – Elaine Clark
- Oversight Board 2021 Changes – Elaine Clark, Joyce Goodwin, Monica Brown
- Napa Ombudsman Services presentation – John Lord

#### **Board Member Comments**

Cookie Clark - Vacaville Homes Roundtable, Napa Solano Emergency Financial Assistance

Bob Sampayan – retiring, last meeting, thanks everyone.

Elaine Clark – Tara Blakely, our clerk, in the paper.

Meeting adjourned 11:13 a.m to January 25, 2021.

## **Napa/Solano Area Agency on Aging Proposed Funding Reallocation Plan**

### **1.19.21**

The N/S AAA staff is recommending reallocation of CARES Act and Program Development and Coordination funds to direct service providers for the remainder of the current funding cycle.

#### **CARES Act**

\$114,555 in Administration funds from the CARES Act will be reallocated to direct services.

- The reallocation gives more direct support to older adults who may be suffering as a result of the pandemic.
- If the County kept the funds, the County would have to match the funds, decreasing the value to the County. If the funds are given directly to Service Providers, no “match” is required by the County or the Service Provider. These funds were not included in the original N/S AAA budget.
  - Funds will be allocated according to the JEPA:
    - \$29,979 for Napa – Community Action of Napa Valley for senior meals
    - \$84,576 for Solano – Benicia Family Resource Center for additional cash/material aid

CARES Act funds expire September 30, 2021.

#### **Program Development and Coordination (PD and C)**

\$75,000 in funding set aside in the Area Plan for Program Development and Coordination to develop and coordinate new programs.

- Late approval (December 2020) of the Area Plan by California Department of Aging makes it difficult to spend the funding on new initiatives.
- Increased needs of seniors due to the pandemic.
  - Funds will be allocated according to the JEPA:
    - \$7,955 for Napa – Community Action of Napa Valley for senior meals
    - \$67,055 for Solano – FoodBank of Contra Costa and Solano for Senior Grocery program -- **Handout**

PD and C funds expire 6/30/21

Proposed Solano County  
distribution program

Good Bank  
\$67,055

**Exhibit A: Scope of Work**

**Cash/Material Aid**

TIME FRAME: 3/1/21 – 06/30/21

FUNDING: Title III B - Older Americans Act

GEOGRAPHIC SERVICE AREA(S):

Solano County

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**PROGRAM AREA: Cash/Material Aid**

1. Program Overview: The **Cash/Material Aid program** assists clients in emergency situations by providing cash or material assistance.
2. California Department of Aging Service Category Definition:

Arrange for and provide assistance to participants in the form of commodities, surplus food distribution, emergency cash assistance, and vouchers.

Units of Service: One interaction/grocery bag containing shelf stable food, fresh produce, eggs, cheese and bread.

Program Requirements: Under this Agreement, Contractor will:

- 2.1. Provide priority to older adult participants sixty (60) years of age and older who may be one or more of the following:
  - a) Low-income
  - b) Minority
  - c) Limited English proficient
  - d) Socially isolated
  - e) Residing in rural areas
  - f) Have the greatest economic and social need
  - g) Area at risk for institutional placement

Targeted individuals are frail isolated older adults who are in danger of declining in their overall health, becoming depressed and losing their independence because of diminished social and mental stimulation.
- 2.2. Provide priority to the following target populations, in order of priority:
  - a) Isolated older individuals, regardless of whether the individuals are also in greatest economic or social need
  - b) Older individuals with Alzheimer's disease or related disorders with neurological and organic brain dysfunction (and their caretakers), regardless of whether the individuals are also in the greatest economic or social need.
  - c) Older individuals in the greatest economic need.
  - d) Older individuals in the greatest social need.
- 2.3. Provide non-evidence-based health screenings as part of the Health on Wheels program to homebound seniors by a qualified, licensed care provider.
- 2.4. Assist clients in securing necessary medical, preventive health, or health maintenance services.

# Food Bank

3. Location of Services/hours of operation: Grocery bags will be delivered at various locations twice each month, including locations in Dixon, Fairfield, Rio Vista, Vacaville, and Vallejo.
4. Units of Service Requirements for Contracted Services:
  - 4.1. Units of Service:           3,000 Units, providing up to 40,000 meals  
  700 Unduplicated clients
  - 4.2. Units of service will be reviewed monthly by AAA staff. If at the end of the first quarter, the units of service are not within 10% of the planned number, a correction action plan will be requested of the subcontractor. If at the end of the second quarter, the units of service are still not within 10% of the planned year to date number, the County retains the right to reallocate the funds for the contracted service.
  - 4.3. Services will be provided to seniors using criteria agreed upon by both the Napa/Solano Area Agency on Aging (N/S AAA) and Benicia Family Resource Center (FRC) staff. Client intake forms and service criteria will be agreed upon in writing prior to start of services. Cash/Material Aid may include but is not limited to emergency relief for housing, utilities, food, transportation, and medical assistance. Cash will never be given directly to clients but may be given to service providers, including landlords, utilities, and such. Verification of need is required prior to expenditure.
5. Reporting Units of Service:
  - 5.1. Data reported must be timely, complete, accurate, and verifiable.
  - 5.2. Units of service are based on total program budget which depends on other funding sources in addition to the Area Agency on Aging (AAA).
  - 5.3. Activities will be reported to the AAA on a monthly basis, utilizing the software and forms supplied by the AAA. Reports are due by the tenth of each month for activities of the previous month, i.e. activities occurring in July will be reported by August 10.
  - 5.4. The contractor shall submit program performance reports in accordance with AAA requirements.
6. Voluntary Donations/Program Income:
  - 6.1. Provide each senior with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule.

Suggested contribution schedule or other documents provided to participants regarding donations or contributions shall be identified as “voluntary” and contain language that “no individual can be denied participation because of failure or inability to contribute”. Documents cannot include the words “bill, invoice or statement” or otherwise indicate or infer a contribution is required. The template for voluntary donations must be submitted to AAA Program Manager within thirty (30) days of the contract’s start date. Any changes to this template must be communicated to AAA Program Manager prior to use.
  - 6.2. Protect the privacy of each senior with respect to contribution made. This privacy protection is to include establishing procedures to safeguard and account for all contributions. Procedures must be submitted to AAA Program Manager within thirty (30) days of the contract’s start date.
  - 6.3. Program income means revenue generated by the Contractor from contract-supported activities, including voluntary contributions received from a participant for services received. Program

# Food Bank

Income must be reported and expended under the same terms and conditions as the program funds from which it is generated.

7. Contract Funding:
  - 7.1. Agree not to use contract funds to pay the salary or expenses of any individual who is engaging in activities designed to influence legislation or appropriations pending before the Congress (22 CCR § 7364 (a) 2).
  - 7.2. Comply with budget reduction in the event the service levels specified in Section 5 are not attained (22 CCR § 7364 (a) 3).
8. Service Compliance:
  - 8.1. Ensure contract is in full contract compliance within 120 days of the beginning date of the contract. County shall evaluate the contractor's capacity to fulfill contract goals if full compliance by this time period has not occurred (22 CCR § 7364 (c)).
  - 8.2. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
9. Service Changes: Proposed changes affecting the provision of services such as changes in paid program staff, program structure/activities, hours/day(s) of service, site additions, site renovations, and temporary or permanent site closures must be communicated in writing via email to AAA Program Manager within 10 (ten) days of proposed date of the change.
10. Grievance Policy: Ensure grievance policy is publicly posted and is in compliance per 22 CCR, §7400 Grievance Process. A copy of the Grievance Policy must be submitted to the AAA Program Manager within thirty (30) days of the contract's start date.
11. Mandated Reporting: Report suspected abuse, neglect, or exploitation of program participants to County Adult Protective Services and/or law enforcement.
12. Service Provider Meetings Requirement: The AAA hosts service provider meetings to share new information with service providers (contractors). Contractors shall designate a representative to attend each Service Provider meeting. Should a representative be unable to attend, the contractor will notify AAA Program Manager.
13. Security Awareness Training: Contractor's employees, subcontractors/vendors, and volunteers who handle confidential, sensitive and/or personal identifying information must complete the Security Awareness Training module by July 30, or within 30 days of the start date of the contract, or within thirty (30) days of the start date of any new employee, Subcontractor/Vendor, or volunteer's employment. Contractor will send signed certificates to AAA staff. Training may be on an individual or group basis. A sign in sheet for a group presentation is acceptable for group trainings. Choose the Information Security Awareness Training link under Resources from the following link: [https://aging.ca.gov/Information\\_security/](https://aging.ca.gov/Information_security/).
14. Transition Plan: In the event the agreement is terminated prior to end of the contract term, Contractor shall submit a transition plan to ensure there will be no break in continued service. Transition plan must be received by County within 15 days of delivery of a written Notice of Termination initiated by Contractor, County, or State. At such time, County will provide required elements to be included in the transition plan to Contractor.
15. Community Focal Points: Contractor will be aware of the list of Community Focal Points (Attachment A) and refer older adults to those focal points when appropriate.

2021-2022 Fiscal  
Proposed Napa County RFP  
Dignity at Home/Fall Prevention

\$33,857 - Napa

**EXHIBIT A**  
**SCOPE OF WORK**

**PROGRAM AREA: Fall Prevention Home Repairs/Modifications**

1. Program Overview: The Dignity at Home, Home Repair/Modification program provides services for seniors (Age 60+), living at or below 80% of the county median income, who are deemed a fall risk by providing the home repairs/modifications, necessary to help them remain independent and lower their fall risk.
2. California Department of Aging Service Category Definition:

**Residential Repairs/Modifications**

Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations to meet safety, health issues, and code standards.

**Assistive Device**

Any equipment or product or system (ranging from a lift chair, walker, or bathtub transfer bench to an emergency alert fall prevention device) that will help reduce falls or the fear of falling. Assistive devices are movable, not anchored to a wall or floor.

3. Program Requirements: Under this Agreement, Contractor will:
  - 3.1. Provide priority to senior participants 60 years of age and older who must have an annual household income at or below \$63,710 and who may be one or more of the following:
    - a) Minority
    - b) Limited English proficient
    - c) Socially isolated
    - d) Residing in rural areas
    - e) Have the greatest economic and social need
    - f) Are at risk for institutional placementTargeted individuals who are frail isolated older adults at risk of losing their independence due to an elevated risk of falling, who could benefit from installation of assistive devices or minor home improvements.
  - 3.2. Create a centralized intake/referral system for fall prevention home repairs/modifications funded by the Area Agency on Aging (AAA).
  - 3.3. Utilize only qualified Occupational/Physical Therapists to conduct in-home assessments and a licensed contractor for home modifications.
  - 3.4. Install or provide only new equipment into people's homes. Refurbished modification equipment or assistive devices may not be used for this contract.
  - 3.5. Establish and follow protocols for identifying seniors most at risk of falling, using the N/S AAA approved assessment tools.
  - 3.6. Conduct outreach to inform community members of fall prevention services.
  - 3.7. Incorporate Centers for Disease Control and Prevention (CDC) approved Timed Up and Go (TUG), 30-Second Chair Stand, Fall Hazard Checklist, and Fall Risk Assessment materials into screening and evaluation protocols. <https://www.cdc.gov/steady/materials.html>.
  - 3.8. Maintain a wait list of clients waiting for fall prevention services, with priority given to clients with the greatest need.
  - 3.9. Create and distribute fall risk assessment materials. Materials must be approved by the AAA prior to distribution.
  - 3.10. Prevent disclosure of any information about the participant without written consent of the individual.



# Fall Prevention

- 3.11. Follow up with clients 90 days post service completion with a phone interview to determine outcomes.
- 3.12. Report outcome data to AAA within 30 days following contract expiration. Specifically, report on the following for each client served:
  - a) Number of falls six (6) months prior to intervention and three (3) months post intervention
  - b) Number of 9-1-1 fall calls six (6) months prior to intervention and three (3) months post intervention
  - c) Number of falls resulting in hospitalization six (6) months prior to intervention and three (3) months post intervention
4. Location of Services:  
Napa County
5. Units of Service Requirements for Contracted Services:
  - 5.1. Assessments of Unduplicated Seniors: 45  
Unit: One unduplicated Consumer
  - 5.2. Home Repairs/Modifications: 90  
Unit: One Modification or Assistive Device
  - 5.3. Distribute Fall Risk Assessment and Prevention materials to community members: 200  
Unit: One unduplicated Consumer
  - 5.4. Conduct Fall Prevention Community Meetings: 4  
Unit: One Meeting lasting at least 15 minutes at four (4) unduplicated locations
6. Reporting Units of Service:
  - 6.1. Data reported must be timely, complete, accurate, and verifiable.
  - 6.2. Units of service are based on total program budget which depends on other funding sources in addition to the AAA.
  - 6.3. Activities will be reported to the AAA monthly, utilizing the software and forms supplied by the AAA. Reports are due by the tenth of each month for activities of the previous month, i.e. activities occurring in July will be reported by August 10.
  - 6.4. Data collection and reporting requirements include:
    - 6.4.1. Participant characteristics including date of birth, zip code, rural designation, gender, race, ethnicity, poverty status, living arrangement;
    - 6.4.2. Activities of Daily Living and Fall Risk as collected assessment data as required by AAA.
    - 6.4.3. Sexual Orientation Gender Identity (SOGI) data.
  - 6.5. The contractor shall submit program performance reports in accordance with AAA requirements.
7. Voluntary Donations/Program Income:
  - 7.1. Provide each senior with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule. Suggested contribution schedule or other documents provided to participants regarding donations or contributions shall be identified as "voluntary" and contain language that "no individual can be denied participation because of failure or inability to contribute". Documents cannot include the words "bill, invoice or statement" or otherwise indicate or infer a contribution is required. The template for voluntary donations must be submitted to AAA Program Staff within thirty (30) days of the contract's start date. Any changes to this template must be communicated to AAA Program Staff prior to use.
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# Fall Prevention

7. Program income means revenue generated by the Contractor from contract-supported activities, including voluntary contributions received from a participant for services received. Program income must be reported and expended under the same terms and conditions as the program funds from which it is generated. See Exhibit B.
8. Contract Funding:
  - 8.1. Agree not to use contract funds to pay the salary or expenses of any individual who is engaging in activities designed to influence legislation or appropriations pending before the Congress (22 CCR § 7364 (a) 2).
  - 8.2. Comply with budget reduction in the event the service levels specified in Section 5 are not attained (22 CCR § 7364 (a) 3).
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# Fall Prevention

Community Focal Points: Contractor will be aware of the list of Community Focal Points (Exhibit D-  
refer older adults to those focal points when appropriate.