

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

MEETING AGENDA

March 2, 2022 - 10:00 AM Pacific Time

Join Zoom Meeting:

<https://us02web.zoom.us/j/85902146242>

Meeting ID: 859 0214 6242

One tap mobile

669/900-9128

NAPA/SOLANO AREA AGENCY ON AGING MEETING PROTOCOL 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 the 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. 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

NAPA/SOLANO AREA AGENCY ON AGING



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Advisory Council on Aging

AGENDA

March 1, 2022

CALL TO ORER – 10:00 a.m.

ROLL CALL

CONFIRMATION OF VIRTUAL MEETING: Discussion: Consider adopting a resolution of the Advisory Council on Aging to the Napa/Solano Area Agency on Aging authorizing remote teleconferenced meetings from the period March 1, 2022 through April 1, 2022 as a result of the continuing Covid-19 pandemic state of emergency.

COMMENTS FROM THE PUBLIC

This is your opportunity to address the Advisory Council on a matter not on the Agenda, but it must be within the subject matter jurisdiction of the ACOA. Please limit comments to three minutes. Items from the public will be taken under consideration without discussion by the Advisory Council and may be referred to staff.

APPROVAL OF THE AGENDA / APPROVAL OF THE FEBRUARY 1, 2022 MINUTES

MEMBER CHECK-INS - Opportunity for Council Members to share activities and updates.

RECOMMENDATION FOR ADVISORY COUNCIL ALTERNATE MEMBERSHIP: Richard White

- Fran Rosenberg to represent Napa County as Alternate 1

ADVOCACY: ROLE AND OPPORTUNITIES: Richard White

- Review and discussion of member commitments as communicated to Richard.

EXECUTIVE ROLES AND NOMINATING COMMITTEE: Richard White

- Discussion and approval of position of Past Chair to be added as a fourth Executive Committee position as of July 1, 2022. This position will be a permanent role and filled by each retiring chair.
- Three-member Nominating Committee: Julie Spencer has been nominated by Richard White, Chair. Richard White has been nominated by the Executive Committee. The third member is to be nominated and approved at this meeting.
- Call for volunteers for Chair, Vice Chair and Secretary. The Nominating Committee will present the slate on April 5th.

REPORTS

- **Executive Committee:** Richard White
- **AgeWell:** Cheryl Johnson
- **Advocacy/Legislation:** Tony Provine
- **Age Friendly Designation:** [Elaine Clark](#)
- **Staff Report:** Elaine Clark

OLD BUSINESS

- Update and discussion on CANV and Meals on Wheels 50th anniversary plans

ACTION ITEMS:

- Approve remote teleconferenced meetings from the period March 1, 2022 through April 1, 2022

ADJOURN – 12:00 p.m.

NAPA/SOLANO AREA AGENCY ON AGING



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Advisory Council on Aging

DRAFT MINUTES
February 1, 2022

CALL TO ORER – 10:00 a.m.

PRESENT: Elaine Clark, Executive Director AAA; Richard White, Chair; Verneal Brumfield, Vice Chair; Susan Ensey, Acting Secretary; Donna Altes; Jerry Castanon; Donna Harris; Cheryl Johnson; Arnold Koenig; Tony Provine; Dane Reeves; Julie Spencer; Fern Yaffa. **ABSENT:** Brenda Crawford; Mina Diaz. **GUESTS:** Linda Chandler; Shellie Coleman.

CONFIRMATION OF VIRTUAL MEETING: Discussion and Motion

APPROVAL OF AGENDA: Motion by Fern Yaffa; Seconded by Donna Altes; Approved.

APPROVAL OF JANUARY 4, 2022 MINUTES: Motion by Donna Altes; Seconded by Susan Ensey; Approved.

INTRODUCTIONS BY SHELLIE COLEMAN AND LINDA CHANDLER – The recommended Alternate 1 and Alternate 2 Council Members to represent Solano County

ADVOCACY: ROLE AND OPPORTUNITIES FOR THE COUNCIL: Elaine Clark, Tony Provine, Richard White.

- Members are to provide a summary of their individual commitments and interests to Richard for review at the March Meeting.
- Discussion and approval of support letter for SB842 Health Care: Medical Goods; Reuse and Redistribution

REVIEW OF OFFICER NOMINATION PROCESS AND TIMELINE: Richard White

REPORTS

- **Executive Committee:** - Richard White
- **AgeWell** – Cheryl Johnson
- **Advocacy** – Tony Provine
- **Napa Project** – Julie White and Susan Ensey
- **Staff Report** – Elaine Clark

Elaine is requesting volunteers to help with the Age Friendly Designation project. So far, Julie Spencer, Fern Yaffa, Donna Harris and Susan Ensey have volunteered.

OLD BUSINESS:

- Discussion of Meals on Wheels March 2022 celebrations for 50 years of service to older adults.

ACTION ITEMS:

- Adopt resolution authorizing remote teleconferenced meetings from the period February 1, 2022 through March 1, 2022 as a result of the continuing Covid-19 pandemic state of emergency. Approved.
- Approval of support letter for SB842 Health Care: Medical Goods; Reuse and Redistribution. Motion by Donna Altes; Seconded by Fern Yaffa; Approved.

ADJOURN – 12:02 p.m. Motion to adjourn by Donna Altes; Seconded by Donna Harris; Approved.

NAPA/SOLANO AREA AGENCY ON AGING



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Advisory Council on Aging

EXECUTIVE COMMITTEE AGENDA

March 1, 2022 – 12:00–12:30 – Zoom Meeting

CALL TO ORDER 12:00

ROLL CALL

APPROVAL OF MARCH 1, 2022 AGENDA, AND DRAFT MINUTES FROM FEBRUARY 1, 2022

EXECUTIVE REVIEW AND DISCUSSION OF REPORTS AND TOPICS COVERED IN COUNCIL MEETING

PLAN AGENDA FOR APRIL COUNCIL MEETING

OFFICER NOMINATION PROCESS AND TIMELINE:

- The three-member Nominating Committee will meet prior to the April Council meeting in order to be prepared to present the slate of Officer candidates at the April meeting.

ADJOURN 12:30

EXECUTIVE COMMITTEE DRAFT MINUTES

February 1, 2022 – Zoom Meeting

CALL TO ORDER: 12:05

ROLL CALL: Richard White, Chair; Verneal Brumfield, Vice Chair; Susan Ensey, Secretary; Elaine Clark, Staff; Donna Harris.

DISCUSSION TOPICS

- Topics for March Meeting
- Review of Officer Nomination process and timeline
- Recommendation to establish a Past Chair position on the Executive Committee
- Discussion of internal guidelines related to recruiting, interviewing and recommending new members
- Bylaws attendance requirements to be sent by email to two regular members who have three absences

ADJOURNED 1:02

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Staff Report March 1, 2022

1. Master Plan Playbook

Discussions continued with Kris Brown in Napa, Supervisors Brown and Wagenknecht re: introducing an item in May during Older Americans Month, seeking the Age Friendly designation. The AAA is coordinating with both counties to make this happen at the same time. Supervisor Brown and her staff are assisting with the creation on a PowerPoint presentation that we can use to facilitate discussion about the importance of seeking the Age-Friendly designation.

2. Aging and Disability Resource Connection (ADRC)

Participate in monthly ADRC resource calls to learn from current ADRC providers.

Received directions for completing the Work Plan. The Work Plan needs to be completed by the end of July. Detailed plan includes the goals, objectives, actions, timeline, and responsibilities. Susan Rotchy and I will work together on the Plan.

Asked Diane Kaljian to accept a contract to assist with creation of the Work Plan and guidance throughout the first year. Diane has assisted other organizations in establishing ADRCs. I am working with Diane in creating a Scope of Work.

3. Area Plan

First draft of the Area Plan is complete. Waiting for information from CDA to complete. Plan will be presented to the ACOA and community in April. Once all public comments are captured, the plan will be submitted to CDA in May.

Area Plan Timeline

- February 19 – First Draft to Elaine to Review
- March 5 – Place Notice in newspapers in Napa and Solano for community input meetings
- March 15 – Executive Summary Power Point complete
- March 15 – Final Draft of APU ready for presentation and community input
- April 5 – Public hearing at ACOA meeting
- April 25 – Public hearing at Oversight Board meeting
- May 1 – Community suggestions incorporated into APU and submitted to CDA

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4. Funding Update –

Older Adult Recovery and Resilience (OARR) – Nutrition and Fall Prevention

- Fall Prevention portion -- \$230,800
- Nutrition – undetermined, over \$400,000 (CDA is considering 2 different methods for allocating funds)
- CDA has not released guidance on how funds can be used.
- Both the Fall Prevention program and Nutrition will have different requirements than regular programs. Nutrition will focus on program expansion and alternative approaches and may include infrastructure funding. Program Memo detailing options will be sent late March.
- Funds expire March 31, 2024.

One-Time-Only Funding -- \$63,339

- See attached expenditure plan. Providers contract amendments are in process.
- Funds expire June 30, 2022

American Rescue Plan Funding -- \$2,040,390

- Funds expire September 30, 2024
- Discussions about programs and funding allocations will begin soon. I am researching different shared housing programs and am seeking input.
- New programs or services may require RFPs or RFQs.

General

- California Senior Legislature Update: the materials are on the website. All are due to me by March 31st.
- Website has been updated with a language translator, new resources and categories. A Poverty Simulator will be added soon.
- Attended a Census workshop to learn how to pull reports from the updated census site, data.census.gov
- Napa and Solano Resource Guides are close to being ready for printing. Guides will be in English and Spanish and will also be added to the website.
- CDA is still working to complete program monitoring and fiscal audit of the AAA. CDA recently requested a few more items to review.

Amendment 3 to the Area Plan – One-Time-Only (OTO) Expenditure Plan

2.9.22

California Department of Aging released Amendment 3 to the Area Plan. Included in the Amendment is OTO funding – this funding:

- Must be allocated to current providers
- Cannot be moved from one category to another
- Must be fully expensed by June 30, 2022

Breakout is based on JEPA: 25.81% for Napa and 74.19% for Solano.

Below are the proposed allocations (rounded to whole numbers)

***Ombudsman Funding -- \$6,577**

- Molly's Angels -- \$2,995
- Empowered Aging -- \$3,582

Title IIIB – Supportive Services -- \$25,056

- Fall Prevention –Share the Care Napa Valley – \$6,467
- Fall Prevention – Meals on Wheels Solano – \$18,589

Congregate Meals -- \$5,015

- Community Action Napa Valley – \$1,294
- Meals on Wheels Solano – \$3,721

Home Delivered Meals -- \$657

- Community Action Napa Valley -- \$170
- Meals on Wheels Solano – \$487

Disease Prevention -- \$4,041

- Innovative Health Solutions -- \$4,041

Family Caregiver Assistance -- \$21,289

- Collabria Care – \$5,495
- Redwood Caregiver Resources – \$15,794

Elder Abuse Prevention -- \$704

- Molly's Angels -- \$704

*Ombudsman breakout may change slightly as CDA determines final breakout between Napa and Solano based on licensed facilities as well as interstate funding formula. We are awaiting numbers from State Ombudsman fiscal department.

Internal Calendar - Napa / Solano Advisory Council on Aging - FY21-22

Updated 01.14.22

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
JULY	-Officers begin terms. -Welcome Napa member Janice Burger. -Council approved Fern Yaffa for Napa. -Share the Care update by Donna Altes.	-Quarterly Report communicated. - <i>AgeWell</i> published mid month. -Support letters: SB515 and AB911 (LTSS) -Draft By Laws reviewed with Council.	-FY21-22 provider contracts begin. -Introduction of Playbook for localizing the Master Plan. -Added volunteer page, and COAD logos/links to the website.
AUGUST	8-Alzheimer's Association provider update by Cheryl Johnson. -Welcome proposed member: Fern Yaffa.	-Revised Bylaws reviewed with Council.	-Preparing for CDA Monitoring visit of Napa Ombudsman program, SNAP-Ed/CalFresh Healthy Living. -Planning for localizing Master Plan
SEPTEMBER Fall Prevention Month	-9/7 Speaker Stella Wu Chu, Nutritionist. -9/25 Napa ACOA and Rianda House Alzheimer's team walks.	-Approved revised By Laws. -Letter urging mask mandates for Solano. -Sept 15 <i>AgeWell</i> articles due.	-Working with counties on next steps for the Master Plan Playbook. -Researching Hub-and-Spoke model of care.
OCTOBER Emergency Preparedness	- Overview of AAA Service Providers -Approved virtual meeting in November. -Approved canceling December meeting. -10/6 Solano Alzheimer's team walk.	-Quarterly Report. -Second edition of <i>AgeWell</i> published.	-Approval of Bylaws October 25 -Applied to open an Emerging ADRC (Aging and Disabilities Resource Connection) in Solano
NOVEMBER Family Caregiver Month	-Implemented October 25, 2021 Bylaws. -Action approved for members who wish to extend term dates to submit their names.	-Exec Committee plans focus on Advocacy	-Plan resources for advocacy focus.
DECEMBER	-December meeting canceled. -12/7 informal Council get together	-Dec 15 <i>AgeWell</i> articles due.	
JANUARY	-Approved members for extended terms. -Approved Linda Chandler and Dannita "Shellie" Coleman as Council Alternates.	-Review opportunities for focus on Advocacy.	-Planning / programmatic decisions for Solano County ADRC.
FEBRUARY	-Review Officer Nomination process. -	-Quarterly Report -Approve Support Letter for AB98	-Planning on the Livable Communities (Age Friendly) designation
MARCH March for Meals	-Approve Officer Nomination Committee Members.	-March 15 <i>AgeWell</i> articles due.	
APRIL	-Slate of Officers presented; Nominations from floor.		-Area Plan Update
MAY Older Americans	-Election of Officers		-Present budget and funding for Service Providers to members. -CSL Candidate presentations.
JUNE Gay Pride & Elder Abuse	-Terms end for current Officers 6/30.	-June 15 <i>AgeWell</i> articles due. -Advocacy workshop planned.	-Elect CSL Members