



NAPA / SOLANO AREA AGENCY ON AGING

275 Beck Avenue, Fairfield, CA 94533



OVERSIGHT BOARD MEETING

Monday, September 27, 2021

10:00 am to 12:00 pm (noon)

Virtual Meeting: Zoom

<https://us02web.zoom.us/j/89953090023?pwd=QnN4YTJldzI2amFDRXQ4bThBN0ZrZz09>

Meeting ID -- 899 5309 0023

Passcode -- 396628

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. 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://www.aaans.org/oversight-board>



NAPA / SOLANO AREA AGENCY ON AGING
275 Beck Avenue, Fairfield, CA 94533



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.

WELCOME – Monica Brown

APPROVAL OF THE AGENDA

[APPROVAL OF THE MINUTES FROM June 28, 2021 -- Attached](#)

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

Receive budget update – **Attached** – Jay Peno

Update on SNAP-Ed, Area Plan Amendment 1, and Vaccine Outreach (**Attached**) – Elaine Clark

Discussion about open positions representing Napa County – **Attached** -- Monica Brown/Brad Wagenknecht

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.

Vote to approve AAA Service Provider Complaint Policy – **Attached**

Vote to approve service contract with Innovative Health Solutions to provide vaccine outreach in accordance with CDA Program Memo 21-12 to older adults in Napa and Solano Counties – Elaine Clark

BOARD MEMBER COMMENTS

ADJOURN

To the next scheduled virtual meeting of the Napa/Solano AAA Oversight Board on October 25, 2021.

Napa/Solano Area Agency on Aging Oversight Board
Meeting Minutes June 28, 2021

Location: Virtual Meeting – Zoom:
<https://us02web.zoom.us/j/89953090023?pwd=QnN4YTJldzI2amFDRXQ4bThBNOZrZz09>
Meeting ID 899 5309-0023
Passcode 396628
Phone: 1-669-900-6833

Date: Monday, June 28, 2021
Time: 10:00 am – 12:00 pm

Attendees: Board Members: Supervisor Monica Brown, Supervisor Ryan Gregory,
Mayor Robert McConnell, Councilwoman Liz Alessio, Xavia Hendriksz,
Delphine Metcalf-Foster, Heather Stanton
AAA Staff: Gwendolyn Gill, Elaine Clark

Motion to move Action Items before Reports by Mayor Robert McConnell, seconded by Xavia Hendriksz and passed unanimously.

Approval of Agenda moved by Robert McConnell, seconded by Liz Alessio and passed unanimously.

Approval of Minutes from April 26, 2021, moved by Robert McConnell, seconded by Liz Alessio and passed unanimously.

Action Items

- Vote to cancel July 2021 meeting
 - Motion to cancel July meeting by Liz Alessio; seconded by Delphine Metcalf-Foster; passes unanimously.
- Vote to cancel November 2021 meeting
 - Motion to cancel by Robert McConnell; seconded by Xavia Hendriksz; passes unanimously
- Vote to move the December 2021 meeting to December 6, 2021 and include the Advisory Council on Aging
 - Motion to move meeting by Liz Alessio; seconded by Delphine Metcalf-Foster; passes unanimously

Reports

- Receive budget and service unit update – Jay Peno
- Receive update on 2021-2022 Contract process – Elaine Clark
- Overview of Master Plan for Aging Local Implementation/Integration – Elaine Clark
- Discussion about returning to in-person meetings – Supervisor Monica Brown
 - Supervisor Brown to check with County Counsel if hybrid of virtual with in-person meeting possible without emergency declaration

Board Member Comments

- Napa/Solano End Alzheimer's and Dementia Walk on September 25 at Yountville Park

Meeting adjourned 10:43 a.m. to August 23, 2021.

CALIFORNIA DEPARTMENT OF AGING

1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7517
FAX 916-928-2505
TTY1-800-735-2929



PROGRAM MEMO

To: Area Agencies on Aging
No: PM 21 - 12
DATE: June 30, 2021
SUBJECT: Expanding Access to COVID-19 Vaccines via the Aging Network
EXPIRES: September 30, 2022
PROGRAMS AFFECTED: Area Agencies on Aging - Title III-B Programs
SUPERSEDES: N/A

PURPOSE

This Program Memo (PM) provides guidance on local planning and expenditure of the Area Agencies on Aging (AAA) COVID-19 Vaccine funds (AAA Vaccine Funds). This PM additionally outlines the process, methodology, and reporting requirements associated with the AAA Vaccine funds.

FUNDING INFORMATION AND REQUIREMENTS

The Administration for Community Living (ACL) awarded \$50 million to the State Units on Aging to expand access to COVID-19 vaccines through the AAA network. California's AAA Vaccine allocation was \$5.2 million. These funds must be fully expended by September 30, 2022.

AAA Vaccine Funds aim to ensure that vulnerable and underserved populations have access to the COVID-19 vaccine. Allowable activities in pursuit of this goal include:

- Disseminating scientifically and medically supported information about the COVID-19 vaccines and helping direct those with questions to additional sources of similarly credible information;
- Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site;
- Helping with scheduling a COVID-19 vaccination appointment for those who require assistance;
- Arranging or providing for accessible transportation to COVID-19 vaccination sites;
- Providing technical assistance to local health departments and other entities on vaccine accessibility;
- Providing personal support to older adults, family caregivers, and aging network staff and volunteers as needed (e.g., peer support); and/or
- Reminding the person of their second vaccination appointment, if necessary.

Per ACL guidance, local AAA Administration costs are capped at 10% of local grant funds received per the AAA allocations. There are no Service or Administrative match requirements.

CDA is allowed to retain 5% for state administration costs. The department has determined to use the CDA allocation for statewide media and marketing efforts educating older adults who are not yet vaccinated, particularly in communities of color, on the vaccine, vaccine availability, and in-home and other services that facilitate vaccination.

AAAs are being provided the option to contribute to these statewide media efforts which would increase CDA's ability to reach older adults in impacted and/or underserved communities (see below and attached election form).

CDA will be providing AAAs data on zip-codes with older adults with lower vaccination rates so that AAA efforts can be effectively and equitably targeted. Zip code data will be provided by email from CDA Communications.

Note also that No Wrong Door/Aging Disability and Resource Connections in California are also being provided federal vaccine outreach funds for older and disabled adults. More information will be coming soon at <https://aging.ca.gov/>.

AAA VACCINE FUNDING DISTRIBUTION

CDA is required to use the approved Intrastate Funding Formula as it applies to Title IIIB funding to allocate the vaccine funding to AAAs.

As mentioned above, AAAs have been provided with an option to elect to contribute a portion of their local allocation to increase these statewide pooled media and marketing campaigns, and to receive less than their full local allocation for services at the local level. Any funding that an AAA elects not to receive locally will go towards statewide media and marketing campaigns targeted to communities with gaps in older adult vaccination rates. Updates on the media and marketing efforts are posted on CDA's website. Upon CDA's receipt of the AAAs signed election form, AAAs will receive their elected share of local funding in a single, upfront, payment from CDA.

BUDGET DISPLAYS

The budget displays for the AAA Vaccine funding reflect the funding as available from April 1, 2021, through September 30, 2022. This allows for the backdating of allowable AAA Vaccine Fund expenditures up to April 1, 2021. The AAA Vaccine funding will be displayed in one unique line item with a subsequent project code on a separate budget display from all other programs. This document will be posted on the CDA website.

SUMMARY OF AAA VACCINE DATA AND EXPENDITURE REPORTING

These funds are issued under a separate grant award number; therefore, funds must be accounted for separately from the regular issuance of Title III Older Americans Act and other any COVID-19 supplemental grants. Because states are still required to maintain accurate and appropriate records on expenditures from federal awards, AAAs and providers are required to track these expenditures separately. Per the ACL, "At a minimum and where possible, States should be recording the number of clients to whom service is provided, the name or category of services provided, the number of units of service provided, and the expenditures related to providing such services." While the ACL has not introduced new required data elements for collection, CDA encourages all AAAs to exercise discretion and use best practices to accurately report fund expenditures in Section IV.A of the State Program Report.

AAAs are required to report expenditures monthly, by service category, along with a brief service activity statement (also by category) via a short narrative summary (no more than 50 characters) of the specific services provided, beginning with July-2021 expenditures and activities. To report expenditures and service activity statements, CDA will provide a web-based reporting tool for AAAs to electronically submit monthly expenditures. CDA will send all AAAs additional communication and information once the web-based reporting tool is active.

For guidance reporting expenditures, refer to the forthcoming "AAA Vaccine Expenditure Report Instructions," which will be located under the Fiscal Forms and Documents page on CDA's website. Additional questions and answers related to program reporting can be found at: [FAQS - PROGRAM REPORTING GUIDANCE – COVID RESPONSE](#).

Closeouts will be due October 31st, 2022. All funding must be expended on allowable activities as no carryover will be available. The closeout reporting form and instructions will be forthcoming.

INQUIRIES

For questions regarding this PM, please email: CDASupportiveServices@aging.ca.gov.

/s/

Thomas Cameron, Deputy Director
Division of Administrative Services
California Department of Aging

/s/

Mark Beckley, Chief Deputy and
Acting Deputy Director
Division of Home and Community Living
California Department of Aging

cc: Kim McCoy Wade, Director, California Department of Aging
Nicole Dopp, Chief Financial Officer, Division of Administrative Services
Michelle Davis, Chief of Older Adult Programs, Division of Home and Community Living
California Association of Area Agencies on Aging (C4A)

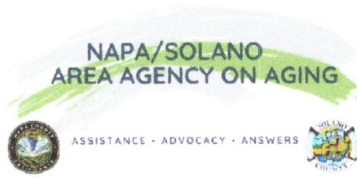
a Administration costs not to exceed 10% of total allocation
 b AAA COVID funds must be fully expended by September 30, 2022 and reported in closeout no later than October 31, 2022.

NOTES	PROJECT	TOTAL
a,b	VALP	\$49,101.52
a,b	VALA	\$5,455.73
	TOTAL	\$54,557.25

Distribution by County		
County	JEPA %	VAC Dist
Napa	25.81%	\$14,081
Solano	74.19%	\$40,476
Total	100.00%	\$54,557

ing Administration for Community Living (ACL) grants:

CFDA #	AWARD #	EFFECTIVE DATE
93.044	2101CAVAC5-00	4/1/2021



Napa/Solano Area Agency on Aging Oversight Board Appointments

8.13.21

The process for appointment of members to the Oversight Board (OB) to the Napa/Solano Area Agency on Aging is as follows.

1. Each County is responsible for providing 4 Regular members to the council and 4 Alternate members.
2. The OB includes the following member types in each County
 - a. Current member of the Board of Supervisors – these individuals are the OB Chair and Vice Chair, alternating each year
 - b. City elected official – In Solano, chosen by City Mayors
 - c. Member at Large
 - d. Community Member age 60+

Each of these categories/memberships has an Alternate member fitting the same criteria

3. OB members are appointed by the Board of Supervisors from the appointing county

Terms of office are either 4 years or 6 years, as set forth in the Bylaws.

Oversight Board Members

Napa County

Name	Representing	Alternate	Term Length	Date of Appointment	Term Expires
Brad Wagenknecht Chairs even years	Board of Supervisors	Ryan Gregory	4 years	12/19	11/22
Liz Alessio Napa City Council	City Council	David Oro American Canyon	4 years	12/19	11/22
Heather Stanton Resigned 8/21 VACANT	Community Member 60+	VACANT	6 years	12/19	11/24
Xavia Hendriksz Resigned 8/21 VACANT	Member-at-Large, Votes odd years	VACANT	6 years	12/19	11/24

Solano County

Name	Representing	Alternate	Term Length	Date of Appointment	Term Expires
Monica Brown Chairs odd years	Board of Supervisors	Erin Hanigan	4 years	12/19	11/22
Robert McConnell Vallejo Mayor Replaced Elisabeth Patterson 12/19	City Council	Ron Kott Rio Vista Replaced Bob Sampayan	4 years	12/19	11/22
Steve Sillen	Community Member 60+	Delphine Metcalf-Foster	6 years	12/19	11/24
Wally Pearce Resigned VACANT	Member-at-Large, Votes odd years	Cookie Clark	6 years	12/19	11/24



SERVICE PROVIDER Complaint POLICY

I. Actions Subject to Appeal

- A. A contracted or potential provider of service (service provider) has the right to appeal an adverse determination made by the Napa/Solano Area Agency on Aging (Area Agency on Aging). The actions below shall be considered adverse determinations that are subject to appeal [Title 22 CCR §7704 (c)(1) – (c)(3)(C)]:
1. A reduction in the level of funding to an existing Contractor during an Agreement period; however, a reduction directly attributable to a reduction in the funding to Napa/Solano Area Agency on Aging by the State or federal government shall not be considered an adverse determination.
 2. A cancellation or termination of an existing Agreement with the Contractor prior to the Agreement's expiration date.
 3. Denial of an application to provide services when any of the following exist:
 - a) The presence of a conflict of interest, real or apparent, as specified in 45 CFR 92.36(b)(3);
 - b) The occurrence of a procedural error or omission, such as the failure of Napa/Solano Area Agency on Aging to include a federal mandate in its solicitation request;
 - c) The lack of substantial evidence to support an action by Napa/Solano Area Agency on Aging.

II. Method of Notification

- A. The service provider shall provide notification of appeals, and Napa/Solano Area Agency on Aging shall provide notification of subsequent appeals determinations, by certified or overnight mail, return receipt requested, or by personal delivery in writing.
- B. Notices to Napa/Solano Area Agency on Aging shall be addressed to:
- Napa/Solano Area Agency on Aging
Att: Elaine Clark
Executive Director
275 Beck Avenue
Fairfield, CA 94533
- C. Napa/Solano Area Agency on Aging shall transmit notification to the address listed on the service provider's appeal. Napa/Solano Area Agency on Aging shall include a copy of this Appeal Procedure for Service Providers with all notifications to service providers of adverse appeals determinations.



III. Process

- A. The service provider shall give notice of intent to appeal to the EXECUTIVE DIRECTOR of the Napa/Solano Area Agency on Aging within ten (10) business days of the Agency on Aging's notice of adverse determination. The notice of intent to appeal shall be in writing, must state the specific grounds upon which the action by Napa/Solano Area Agency on Aging is appealed, and must be accompanied by all supporting documents.
- B. The EXECUTIVE DIRECTOR shall investigate the appeal and issue a written determination to the service provider within fifteen (15) business days of receipt of the appeal. The determination shall set forth the position of Napa/Solano Area Agency on Aging and specify applicable sections of the service provider's Agreement with Napa/Solano Area Agency on Aging, government regulations, government statutes, or other provisions relied upon.
- C. If the service provider is dissatisfied with the Napa/Solano Area Agency on Aging EXECUTIVE DIRECTOR's determination, the service provider may appeal to Governing Board of Napa/Solano Area Agency on Aging within ten (10) business days of the date of the EXECUTIVE DIRECTOR of Napa/Solano Area Agency on Aging written determination. The appeal shall be in writing, shall specify the grounds upon which the determination is appealed, and must be accompanied by all supporting documents.
- D. The Chairperson of the Governing Board of Napa/Solano Area Agency on Aging (Executive Committee) shall, within fifteen (15) business days of receipt of the service provider's appeal:
 1. Review the service provider's appeal, considering any additional evidence or documentation provided by the EXECUTIVE DIRECTOR of Napa/Solano Area Agency on Aging;
 2. Determine if the appeal should be denied, or if a recommendation should be made to the full Governing Board of Napa/Solano Area Agency on Aging at its next scheduled meeting to take action to grant the appeal; and
 3. Provide written notification of its determination to the service provider.
- E. If the service provider is dissatisfied with the Executive Committee's determination, the service provider may request a hearing before the full Napa/Solano Area Agency on Aging Governing Board. The service provider must request the hearing within ten (10) business days of the Executive Committee's written notification of determination. The hearing request shall be in writing, shall specify the grounds upon which the determination is appealed, and must be accompanied by all supporting documents.
- F. If the Governing Board of Napa/Solano Area Agency on Aging does not accept and implement the Executive Committee's recommendation to grant the service provider's appeal:
 1. Napa/Solano Area Agency on Aging shall provide written notification to the service provider of the Governing Board's decision within two (2) business days following the decision;



2. The service provider may request a hearing before the Governing Board of Napa/Solano Area Agency on Aging. The service provider must request the hearing within ten (10) business days of the date of the notification of the Napa/Solano Area Agency on Aging Governing Board's decision. The hearing request shall be in writing, shall specify the grounds upon which the determination is ~~appealed~~, and must be accompanied by all supporting documents.
- G. Upon receipt of the service provider's request for a hearing before the Governing Board, Napa/Solano Area Agency on Aging will place the hearing on the agenda of the next regularly scheduled meeting of the Napa/Solano Area Agency on Aging Governing Board, and provide the service provider with a copy of the published agenda.
1. The hearing before the Napa/Solano Area Agency on Aging Governing Board shall consist of:
 - a) Receipt and review of all previously submitted documents concerning the appeal;
 - b) Submission in writing by the service provider of any additional information or documentation supporting the service provider's position;
 - c) An oral presentation by the service provider, not to exceed thirty (30) minutes; and
 - d) An oral presentation by the EXECUTIVE DIRECTOR of Napa/Solano Area Agency on Aging and/or Napa/Solano Area Agency on Aging staff, not to exceed thirty (30) minutes.
 2. At the conclusion of the hearing, the Governing Board of Napa/Solano Area Agency on Aging shall vote to accept or deny the service provider's appeal.
 - a) If the appeal is denied, the Governing Board of Napa/Solano Area Agency on Aging shall notify the service provider in writing of the reason(s) the appeal was denied, including a statement that all appeal procedures to Napa/Solano Area Agency on Aging and its Governing Board have been exhausted, and of the service provider's right to appeal the Governing Board's decision to the California Department of Aging. Such notification shall include a copy of Sections 7700 through 7710 of Title 22 of the California Code of Regulations, which contains the process for appealing the determination to the California Department of Aging.



SERVICE PROVIDER Complaint Form

To help us ensure that we understand your grievance and can respond promptly, please return your completed form to:

NAPA/SOLANO AREA AGENCY ON AGING
Attn: Elaine Clark
Executive Director
275 Beck Avenue
Fairfield, CA 94533

Contract#: _____

Contact Name: _____

Provider Name: _____

Address: _____

City, State, Zip Code: _____

Contact Number: _____

Please describe your complaint:

Be as specific as possible. Include any names or dates as this may help resolve your complaint. You can use the back of this form or attach additional information.



Please describe how you would like to see your complaint resolved:

Signature _____

Date _____