

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

MEETING AGENDA

November 7, 2023 - 10:00 AM – 12:00 PM

650 Imperial Way, 1st Floor
Napa, CA 94533

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Non-confidential materials related to an item on this Agenda submitted to the Advisory Council on Aging 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 items on the Agenda, please participate in the discussion so the Advisory Council on Aging can fulfill its purpose of being an informed community champion of older adults, advising the AAA, the Oversight Board, and the Napa and Solano Boards of Supervisors.

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Advisory Council on Aging

AGENDA November 7, 2023

CALL TO ORDER – 10:00 a.m.

1. ROLL CALL

2. WELCOME: Richard White

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.

3. APPROVAL OF THE AGENDA / APPROVAL OF THE DRAFT MINUTES

4. REPORTS

- **Executive Committee:** Richard White.
- **Member Recruitment:** Richard White. Recommendation and approval for Cathleen Kahn for Advisory Council alternate membership representing Solano County.
- **AgeWell:** Cheryl Johnson
- **Legislation:** Riitta DeAnda
- **Nutrition:** Richard White
- **Technology:** Linda Chandler
- **Bylaws:** Lynn Baker
- **Information Access:** Elaine Clark
- **Staff Report:** Elaine Clark

5. NEW BUSINESS

6. OLD BUSINESS

- **Overview and description of AAA RFP Process:** Elaine Clark
- **Update on personal commitments:** All

MEETING ACTION ITEMS:

- **Approve Cathleen Kahn for Advisory Council alternate membership representing Solano County.**
- **Approve cancelling December Advisory Council meeting.**

ADJOURN – 12:00 p.m. to next meeting on January 2, 2024 in Napa, 650 Imperial Way.

NAPA/SOLANO AREA AGENCY ON AGING



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Advisory Council on Aging

DRAFT MINUTES
October 3, 2023

CALL TO ORER – 10:00 a.m.

PRESENT: Richard White, Chair; Riitta DeAnda, Vice Chair; Verneal Brumfield, Past Chair; Susan Ensey, Secretary; Lynne Baker; Olga Curtright; Donna Harris; Cheryl Johnson; Elizabeth Murphy; Anne Payne; Neil Watter; Alan Werblin; Jaquetta Jefferson, AAA Staff. **ABSENT:** Elaine Clark, Executive Director AAA; Linda Chandler; Fran Rosenberg; Fern Yaffa. **GUESTS:** Tia Tonne, Empowered Aging.

Secretary Susan Ensey reported that Arnold Koenig representing Napa, and Jerry Castanon representing Solano have resigned from the Advisory Council.

APPROVAL OF AGENDA / APPROVAL OF MINUTES: Motion to approve by Verneal Brumfield; Seconded by Alan Werblin; Approved.

REPORTS:

- **Executive Committee:** Richard White referred to the October 2, 2023 cover of the NY Times and led a discussion on how older adults are portrayed in the media. Richard also led a discussion on the iPad distribution. The issue of vendors of products and services which are not a part of, or approved by, AAA participating in Advisory Council meetings and activities was discussed. The consensus was that they can visit meetings, but it is inappropriate for them to promote their services.
- **Member Recruitment:** The Recruitment Committee has interviewed a potential candidate to fill the Solano County opening.
- **AgeWell:** Cheryl Johnson referred to the special edition of *AgeWell* dated December 15, and the plans to publish the newsletter bimonthly. Cheryl requested more feedback.
- **Legislation:** Riitta DeAnda is monitoring legislation, including a bill related to conducting meetings electronically and in-person.
- **Nutrition:** Richard White provided an update of the Nutrition group's many activities and involvement including sampling meals from a new vendor.
- **Technology:** Alan Werblin described his communications to expand offerings, and will follow up to provide the latest listings of technology offerings at senior centers and libraries.
- **Bylaws:** Lynn Baker is finalizing the revision of the Bylaws to review with the Council.

UPDATE FROM MEMBERS ON COMMITMENTS:

Members reported on their successful progress and achievements made on individual commitments set in the September strategy meeting. Lots of great work!

ADJOURNED 12:08 to next meeting on November 7, 2023 in Napa, 650 Imperial Way.

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

EXECUTIVE COMMITTEE AGENDA November 7, 2023 – Fairfield, CA

CALL TO ORDER: 12:00

ROLL CALL / APPROVE MINUTES / APPROVE AGENDA

REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING

PLAN JANUARY 2024 MEETING

DISCUSSION TOPICS:

- Progress on planning Advisory Council recognition of monthly recognition and proclamations.

ADJOURN: 1:00

EXECUTIVE COMMITTEE DRAFT MINUTES October 3, 2023 - Napa, CA

CALL TO ORDER: 12:10

ROLL CALL: Present: Richard White, Chair; Riitta DeAnda, Vice Chair; Susan Ensey, Secretary; Verneal Brumfield, Past Chair.

REVIEWED MEETING DISCUSSIONS AND OUTCOMES

DISCUSSION TOPICS:

- Planning for November meeting.
- Status of developing annual plan for Advisory Council recognition of monthly special themes such as Older Americans month and Elder Abuse day.

GUEST PRESENTATION:

Verneal Brumfield introduced Noah Galgan, Food Education Program Manager with Sustainable Solano. Noah presented and discussed a pilot activity related to nutrition, farm-to-table, and food preparation that would involve a small number of older and young adults. The Executive Committee recommended pursuing this activity.

ADJOURN 1:00



Staff Report November 7, 2023

1. **Aging and Disability Resource Connection (ADRC)**

All supporting documents were uploaded to the California Department of Aging for Designation. The ADRC staff from CDA will review documents and meet with local ADRC staff for interviews and technical assistance on November 8th. We will be informed of ADRC status by the end of December.

2. **Outreach Workgroup**

The workgroup continues to meet to discuss the communications/outreach plan. Due to the complexity of the plan, I hired Brown-Miller Communications to coordinate, create materials, and place media buys based on the direction from the Outreach Workgroup. The workgroup will participate in the material review process. Brown-Miller suggested a logo refresh as well, which is included in the contract. The contract will begin in January.

3. **CASOA Survey**

We are still waiting for the survey results.

4. **Request for Proposals (RFP)**

The RFP for services was released in October. Scopes of Work will be printed and brought to the meeting for distribution. The process is:

1. Scopes of work created based on Area Plan priorities and input from ACOA -- done
2. Scoring sheets created, approved by Procurement team and incorporated into RFP -- done
3. RFP sent to County Counsel for review -- done
4. RFP released October 18 using County RFP service, posted on AAA website, current service providers notified – done
5. RFP press release released and sent to all local newspapers -- done
6. RFP is available to mid January – pending
7. RFP closes – January
8. Proposals are reviewed for minimum standards by Procurement team then passed to AAA Executive Director – January/February



9. RFP Scoring teams are solicited and created including persons who do not have knowledge of current service providers – January/February
10. Contractors are selected – February/March
11. Proposed contractors are presented to the Oversight Board for approval – February/March
12. Contractors are notified -- March

5. Subrecipient Monitoring -- Fiscal

The subrecipient monitoring was completed with few issues. The main finding was that many of the service providers were calculating staff hours incorrectly. Although this did not result in overcharges to the programs, new methodologies for allocating time to programs are required.

6. ARPA Funds

Due to contractor changes, some of the remaining ARPA funds needed to be redistributed. I proposed the following to the Oversight Board.

\$23,000 to Share the Care for Fall Prevention

\$109,000 to Solano County for Caregiver Respite or Emergency Packs

7. Tech Meeting Solano County

Several of us attended the first Solano County Tech Consortium to learn about how the County is reaching out to underserved communities to connect them with WiFi. Riitta, Cheryl, and I agreed to participate in ongoing workgroups to ensure senior voices are part of the conversation.

8. Disaster Preparedness

I met with CDA's new Disaster Preparedness Coordinator. Each AAA is now required to work closely with local Office of Emergency Services in preparation for disasters. During disasters, AAA staff will need to connect with CDA staff daily letting them know of disruptions in services.

9. Area Plan

The 2024 Area Plan is due May 1, 2024. This starts a new 4-year cycle. We will be relying heavily on the data received from the Napa Senior Survey, CASOA data, and Solano CHIP survey, as well as past community meetings to determine priorities. The priorities set the agenda and funding priorities for the next 4 years. CDA has changed some of the formatting and requirements. Diane Kaljian has been contracted to help create the new Area Plan document.



10. AAA Growth

Attached is a document showing the growth of the N/S AAA workload over the past 4 ½ years. The materials were sent to the Oversight Board and discussed during the October meeting. Further discussions will continue, including the need to revisit staffing allocations.

Napa/Solano Area Agency on Aging Growth

	2019	2023
Budget	\$1.8 million	\$9.6 million -- Over \$10 by year end
Contracts	<ul style="list-style-type: none"> Area Plan One Amendment One-time Only Amendment 	<ul style="list-style-type: none"> Area Plan Nutrition Infrastructure American Rescue Plan Digital Connections Older Californians Modernization Nutrition Modernization Aging and Disability Resource Connection Cal Fresh Expansion Cal Fresh Healthy Living Cal Fresh Healthy Living Pilot Grant/Line Dance Intergenerational Fall Prevention Access to Technology Amendment One to Area Plan One-Time Only Amendment to Area Plan
Providers	17	19
Provider Contracts	17	58
Programs	<ul style="list-style-type: none"> Transportation Home Delivered Meals Congregate Meals Family Caregiver Supports Exercise Legal Services Case Management 	<ul style="list-style-type: none"> Transportation Home Delivered Meals Congregate Meals Snack Bags Senior Meal Boxes Medically Tailored Meals Fall Prevention

Information and Assistance
Respite Care
Ombudsman
Friendly Calling
Alzheimer's Outreach

Information and Assistance
Information and Assistance Printed Resource Guide
Legal Services
Case Management
Respite Care
Ombudsman
Friendly Calling
Alzheimer's Outreach
LGBTQI Outreach
LGBTQI Case Management
Caregiver Registry
Emergency Services
iPad Give-Away
Health Rx Program with La Clinica
Claris Device give-away
Vaccination Outreach grant
LADAP Contract
Grandparents Family Caregivers
Family Caregiver Supports
Elder Abuse Prevention

Additional Resources/Programs

Advisory Council
Oversight Board

Advisory Council
Oversight Board
C4A Board Member
C4A Communications Co-Chair
C4A Website Team
State ADRC Advisory Council Member
State ADRC Co-Chair Data and Outcomes Work Group
900 Emergency Pack distribution
Everyone Loves Line Dancing new Curriculum Creation/State Certification
Expand Advisory Council to 20 members from 16
Printed Senior Resource Guide -- English and Spanish
AAANS.org website

Solano Board of Supervisors Approved Age Friendly Application
CDA approved Emergency Preparedness Plan
Age Friendly Resolutions/Support -- all Solano cities
Age Friendly Resolutions/Support -- Napa, Calistoga, Yountville, American Ca

Aging and Disability Resource Connection

Create Aging and Disability Resource Connection
ADRCsolano.org website
ADRC Partnership Agreements
ADRC Processes
ADRC Outreach Plan
ADRC Monitoring
ADRC Customer Satisfaction Survey
Quarterly ADRC Partner Meetings

Reporting

Quarterly Area Plan Data Report
Cal Fresh Healthy Living Quarterly Report

Quarterly Area Plan Data Report
IF Quarterly Report (all programs)
Digital Connections Quarterly Data Report
Nutrition Infrastructure Report
Cal Fresh Healthy Living Quarterly Report
Cal Fresh Expansion Quarterly Report
Access to Technology Quarterly Report -- Solano
Quarterly ADRC Data Report -- Solano
Write Board of Supervisor Items -- Solano
Monthly Staff Report for ACOA and Napa Commission on Aging
LADAP quarterly Reports

Request for Proposals

Nutrition
Fall Prevention
Case Management/Information and Assistance
Exercise
Legal Services
Transportation
Friendly Calling

Home Delivered Meals
Congregate Meals
Medically Tailored Meals
Exercise
Case Management
Information and Assistance
Information and Assistance Guide

Legal Services
Fall Prevention
Transportation
Isolation Reduction
Senior Meal Boxes
Grandparents Caregiver Resources
Emergency Services
Ombudsman Services
Meals
Elder Abuse Prevention

Monthly Advisory Council on Aging (ACOA)
Monthly Oversight Board
Quarterly Service Provider Meetings

Meetings

Monthly ACOA
Bi-Monthly Oversight Board
Bi-Weekly ADRC local
Monthly State ADRC Data and Outcomes Workgroup
Monthly C4A Board Meeting
Bi-Weekly C4A Communications Work Group
Bi-Weekly C4A Website Work Group
Bi-Monthly State ADRC Advisory Council
Monthly CDA Fiscal/Ops Meeting
Monthly Planners Meeting
Monthly Healthy Aging Population.. (HAPI) -- Napa
Quarterly local ADRC Advisory Council Meeting -- Solano
Monthly Service Provider Meetings
Bi-Weekly ODAS Administrator Meetings
Solano Board of Supervisors when contracts are reviewed
Monthly ACOA Legislative WorkGroup
Monthly ACOA Outreach Work Group (EC Directed)
Monthly ACOA Tech Work Group
Monthly ACOA Nutrition Work Group
VOAD -- Napa Older and Disabled Adults Meeting
Quarterly CDA Title IIIC
Quarterly CDA Title IIIE
Quarterly CDA Digital Connection

Quarterly CDA Data Dictionary
Quarterly CDA Title IIIB
Monthly LADAP meeting (Solano)

19 Providers
58 Contracts

17 Providers
15 Contracts

Monitoring

Additional Focus

Area Plan

Emergency Response Coordination PSA-wide
CalAim Service Coordination among AAA providers
Area Plan and Annual Updates expanded requirements
NOAA Steering Committee -- Napa Older Adult Assessment
POLCO Survey
Monthly on-site meetings with service providers
Review meals and create RFP for improved meals
Attend congregate meal sites and recommend changes
C4A Nutrition Research
CDA State-wide Emergency Planning Outreach
Review and evaluate new opportunities
Review and evaluate transportation options/help find volunteers
Review and evaluate new caregiver options
Review and evaluate new housing options

Staffing

Project Manager/ED
.15 Admin Assistant
Fiscal Analyst
Accountant/Data Reporting
Contracts Manager

Project Manager/ED
Administrative Assistant/Data/Contracts
Fiscal Analyst
Accountant -- No Data Reporting

Internal Calendar - Napa / Solano Advisory Council on Aging - FY 23-24

Updated 10.15.23

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
JULY	-Officers begin terms. -July Meeting canceled. -7/25 Exec Committee Planning Meeting	- <i>AgeWell</i> published mid month. -Quarterly Report -Members reviewed provider RFP process.	-Reviewed RFP process. -FY23-24 provider contracts begin.
AUGUST	-8/1 Recruitment for Napa members is a priority. Members asked to provide feedback on <i>AgeWell</i> .	-Approved new Bylaws/Policies, and Outreach /Communications Work Groups.	-Providers complete RFPs. -Initiated Outreach committee and goals.. -Plan Strategy Workshop.
SEPTEMBER Fall Prevention	-Olga Curtright approved for membership representing Solano County. -Resignations: Arnold Koenig - Napa, and Jerry Castanon - Solano. -TACC Meeting 9/7.	-9.5 Strategy workshop resulted in plans for each work group that align with 23-24 strategy; and individual commitments made by members. -Sep 15 <i>AgeWell</i> articles due.	-Lead ACOA Strategy Workshop resulting in plans for 23-24. -Progress in Outreach priority. -Progress on ADRC documentation.
OCTOBER Emergency Preparedness Month / Ageism Awareness Day	Individual members reported on successful achievement of individual goals.	- <i>AgeWell</i> published, and a special edition related to Medicare published. -Nutrition, Technology, and Bylaws groups reported progress. -Quarterly Report.	-RFPs to be released. -CDA first quarter report submitted. -Elaine not at 10/5 meeting. -ADRC documentation to be submitted.
NOVEMBER FamilyCaregiver	-Review of RFP Process -TACC Meeting 11/2.		
DECEMBER	-Work Group meetings in place of ACOA meeting?	-Dec 15 <i>AgeWell</i> articles due. -Work Groups further progress on priority goals.	
JANUARY		- <i>AgeWell</i> published mid-month. -Quarterly Report.	-Present CASOA survey findings.
FEBRUARY	-Review Officer Nomination process.		
MARCH March for Meals	-Approve Officer Nomination Committee.	-Planned proclamations for Older Americans Month, Age Friendly. -Mar 15 <i>AgeWell</i> articles due.	-Work on Area Plan Update 2023-24. -iPad distribution set for both counties.
APRIL	-Slate of Officers presented; Nominations from Floor.	-Review Area Plan Update. - <i>AgeWell</i> published mid-month. -Quarterly Report.	-Area Plan Update.
MAY Older Americans	-Meeting canceled for Senior Rally Day	-Members attend Senior Rally Day -Members participate in city and county Older Americans proclamation meetings.	Area Plan submitted May 1st.
JUNE Gay Pride Elder Abuse Awareness	-Terms end for current Officers 6/30. --Election of Officers.	-June 15 <i>AgeWell</i> articles due.	-Review 2024-2025 contracts for Service Providers with Council..