

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

### MEETING AGENDA

February 6, 2024 - 10:00 AM – 12:00 PM

601 Texas Street  
Fairfield CA

*The Advisory Council on Aging does not discriminate against persons with disabilities. Meetings are held in accessible facilities. If you wish to attend this meeting and require assistance in order to participate, please call the Area Agency on Aging at least 24 hours in advance of the event to make reasonable arrangements, 707/784-8960.*

*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 February 6, 2024

CALL TO ORER – 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. GUEST SPEAKER: Shannon McCaffrey, LSNC. Discussion of legal services provided under the AAA contract.

5. ELECTION OF OFFICERS: Richard White. Review of process and next steps for terms beginning July 1, 2024.

6. REPORTS

- Executive Committee: Richard White
- Member Recruitment: Richard White
- AgeWell: Cheryl Johnson
- Legislation: Richard White
- Nutrition: Richard White
- Bylaws: Lynne Baker. Review updates, discussion, and approval of Bylaws.
- Community Outreach: Riitta DeAnda.
- Staff Report: Elaine Clark

7. OLD BUSINESS

- Update from members on personal commitments and participation in ACOA related activities.

**MEETING ACTION ITEMS:**

- Approve ACOA Bylaws.

ADJOURN 12:00 to next meeting March 5, 2024 in Napa, 650 Imperial Way, 1<sup>st</sup> Floor.

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

DRAFT MINUTES

January 2, 2024

CALL TO ORER – 10:02 a.m.

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

**APPROVAL OF AGENDA / APPROVAL OF MINUTES:** Motion by Verneal Brumfield to approve the Agenda with the removal of the action of approving a contract listed under the Community Outreach report; Seconded by Donna Harris; Approved. Motion to approve the Minutes by Anne Payne with the change of reference from the cover of the NY Times to The New Yorker; Seconded by Olga Curtright; Approved.

### REPORTS:

- **Executive Committee:** Richard White welcomed guests Michelle Marin and Tracee Stacey. He also introduced new alternate member Cathy Kahn. Richard opened the discussion on creating a new work group for planning special monthly recognition activities. The discussion resulted in the council agreeing that this project be a part of the Outreach work group.
- **Member Recruitment:** Richard is monitoring membership because a number of terms end on June 30, 2024. Solano memberships are currently full, but Napa still has openings. (Records reviewed after the meeting show three regular openings and one alternate opening for Napa.)
- **AgeWell:** Elaine Clark reported that the email list is growing. The next edition will be distributed in mid January, and the due dates for articles will be on the 15th of each even month, with February 15 being the next due date.
- **Legislation:** Richard White provided an update on the proposal titled SP6 which if passed would allow advisory councils to have electronic options for meetings.
- **Nutrition:** The Nutrition Report will be reviewed with the AAA Oversight Committee on January 22<sup>nd</sup>.
- **Technology:** Elaine Clark referred to a new program through the CDA to provide access to classes and training.
- **Bylaws:** Lynne Baker reviewed the revised Bylaws. Motion by Lynne to approve the Bylaws, Seconded by Susan Ensey; Approved.
- **Community Outreach:** Riitta DeAnda reviewed the activities of the work group which involve reaching out to city council people and getting the word out in the community about AAA. Riitta encouraged members to get involved and let others know of activities and opportunities. Lynne Baker volunteered to draft a template for use in writing letters to the editor.
- **Staff Report:** Elaine referred to her written report. Highlights include the CDA approving the Solano ADRC for "Designation"; development of the 2024 Area Plan; and creating quarterly reports for monitoring the Ombudsman programs.

### ACTION ITEM:

- Approved revised ACOA Bylaws.

Motion to Adjourn by Fern Yaffa; Seconded by Donna Harris; Approved.

**ADJOURNED 12:06 p.m. to next meeting February 6, 2024 in Fairfield, 601 Texas Street.**

# NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



## Advisory Council on Aging

### EXECUTIVE COMMITTEE AGENDA

February 6, 2024 – Napa, CA

**CALL TO ORDER: 12:00**

**ROLL CALL / APPROVE MINUTES / APPROVE AGENDA**

**REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING**

**PLAN EXECUTIVE OFFICER NOMINATING COMMITTEE**

**PLAN MARCH 2024 MEETING.** Discuss speaker from HICAP.

**REVIEW MEMBER TERMS ENDING IN JUNE 2024**

**ADJOURN: 12:30**

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### EXECUTIVE COMMITTEE DRAFT MINUTES

January 2, 2024 - Napa, CA

**CALL TO ORDER: 12:15**

**ROLL CALL: Present:** Richard White, Chair; Riitta DeAnda, Vice Chair; Susan Ensey, Secretary; Verneal Brumfield, Past Chair; Elaine Clark, Executive Director AAA; Jaquetta Jefferson, Staff AAA.

**REVIEWED MEETING DISCUSSIONS AND OUTCOMES**

**DISCUSSION TOPICS:**

- Planning for February meeting. Elaine Clark will invite a speaker on legal services.
- Section 3. ELECTION AND TERMS OF OFFICERS in the Bylaws needs to be revised in order to outline steps, and to omit dates for the process. Verneal Brumfield will ask Lynne Baker to revise the Bylaws for approval at the February meeting.

**ADJOURN 1:45**

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

Updated 01.12.24

Month	Meetings / Membership	Project & Advocacy Milestones	Key AAA / Contract Activities
<b>JULY</b>	-Officers begin terms. -July Meeting canceled. -7/25 Exec Committee Planning Meeting	-AgeWell published mid month. -Quarterly Report -Members reviewed provider RFP process.	-Reviewed RFP process. -FY23-24 provider contracts begin.
<b>AUGUST</b>	-8/1 Recruitment for Napa members is a priority. Members asked to provide feedback on AgeWell.	-Approved new Bylaws/Policies, and Outreach /Communications Work Groups.	-Providers complete RFPs. -Initiated Outreach committee and goals.. -Plan Strategy Workshop.
<b>SEPTEMBER</b> 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 AgeWell articles due.	-Lead ACOA Strategy Workshop resulting in plans for 23-24. -Progress in Outreach priority. -Progress on ADRC documentation.
<b>OCTOBER</b> Emergency Preparedness Month / Ageism Awareness Day	Individual members reported on successful achievement of individual goals.	-AgeWell 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.
<b>NOVEMBER</b> FamilyCaregiver	-Cathleen Kahn approved for alternate membership representing Solano County. -Review of RFP Process. -TACC Meeting 11/2.	-Reviewed proposed ByLaws -Approved support letter for Older Americans Act.	-Analyzed growth of workload for AAA staff and need for additional staff. -Provided RFP materials.
<b>DECEMBER</b>	-December meeting recess. -Work Group progress and member activities.	-Dec 15 AgeWell articles due. -Work Groups further progress on priority goals.	-Contract with vendor for Outreach Plan.
<b>JANUARY</b>	-Continue outreach to community leaders and communities about AAA.	-Approve Bylaws -Quarterly Report. -AgeWell published	-Present CASOA survey findings. -Prepare Area Plan 2024 -Develop quarterly Ombudsman reports
<b>FEBRUARY</b>	-Review Officer Nomination process. -Guest speaker on Legal Services in AAA contract.	-Approve Bylaws. -Feb 15 AgeWell articles due.	
<b>MARCH</b> March for Meals	-Approve Officer Nomination Committee.	-.AgeWell published	
<b>APRIL</b>	-Slate of Officers presented; Nominations from Floor. -Presentation of Area Plan	-Review Area Plan Update. -Quarterly Report. -Apr 15 AgeWell articles due.	-Area Plan Update.
<b>MAY</b> Older Americans	-Meeting canceled for Senior Rally Day	-Members attend Senior Rally Day -AgeWell published	Area Plan submitted May 1st.
<b>JUNE</b> Gay Pride Elder Abuse Awareness	-Terms end for current Officers 6/30. --Election of Officers.	-June 15 AgeWell articles due.	-Review 2024-2025 contracts for Service Providers with Council..



# 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): 2/6/24

CONTACT/PHONE: 707/372-5039

ISSUING DEPARTMENT: ODAS/AAA