

NAPA/SOLANO AREA AGENCY ON AGING



ASSISTANCE - ADVOCACY - ANSWERS



Advisory Council on Aging

MEETING AGENDA

September 5, 2023 – 9:30 AM – 12:00 PM

650 Imperial Way, 1st Floor
Napa, CA 94558

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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AGENDA

September 5, 2023

COFFEE AND CONVERSATION – 9:30
CALL TO ORDER – 10:00 a.m.

BUSINESS MEETING 10:00 – 10:15

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. ACTION ITEM: Recommendation and approval of Olga Curtright for Advisory Council Membership representing Solano County - Richard White

STRATEGY SESSION – 10:15 – 12:00

- Review (20 min)
 - Discuss Purpose of the ACOA – Susan Ensey
 - Review 2022 Accomplishments – Verneal Brumfield
- Current Projects and Focus – Elaine Clark (25 min)
 - Nutrition – Richard White
 - Legislative – Riitta DeAnda
 - Technology – Linda Chandler
 - Communications / Outreach – Elaine Clark
 - AgeWell – Cheryl Johnson
 - Policies/Procedures/Bylaws – Susan Ensey / Verneal Brumfield
 - Membership – Richard White
- Define Expectations – Elaine Clark (45 min)
 - What's missing / What's no longer needed
 - Next Steps – Elaine Clark
- Recap / Close – Richard White

MEETING ACTION ITEM:

- Approve Olga Curtright for Advisory Council membership representing Solano County.

ADJOURN – 12:00 p.m to next meeting on October 3, 2023, Fairfield, CA.

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DRAFT MINUTES

August 1, 2023

CALL TO ORER – 10:00 a.m.

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

APPROVAL OF AGENDA: Motion to approve by Elizabeth Murphy; Seconded by Donna Harris; Approved.

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

REPORTS:

- **Executive Committee:** Richard White reviewed Executive Committee activity.
- **Member Recruitment:** Richard White provided update on openings and recruitment plans.
- **Advocacy/Legislation:** Riitta DeAnda led discussion on legislation and bills of interest.
- **AgeWell:** Elaine Clark asked members to provide feedback to Cheryl Johnson regarding interest and impact of *AgeWell*. The publication reaches over 20,000 people with an open-rate of 39%.
- **Priority Goals Work Groups:**
 - **Nutrition, led by Richard White, and Technology, led by Linda Chandler:** Groups will meet and discuss next steps prior to the September Strategy meeting.
 - **New Work Groups recommended:**
 - Bylaws to be led by Verneal Brumfield:** Interested members: Lynne Baker, Susan Ensey, Donna Harris, Neil Watter. Motion to approve by Susan Ensey; Seconded by Fern Yaffa; Approved.
 - Outreach / Communications to be led by Elaine Clark:** Interested members: Verneal Brumfield, Linda Chandler, Olga Curtright, Riitta DeAnda, Susan Ensey, Arnold Koenig, Elizabeth Murphy, Tia Tonne. Motion to approve by Fern Yaffa; Seconded by Linda Chandler; Approved.
 - **Staff Report:** Elaine Clark reviewed highlights of her report: The soft launch for the ADRC, Aging and Disability Connection program, for Solano County is going well and is the distribution site for the iPad program. The CASOA Survey has begun and an email blast will be sent to *AgeWell* subscribers asking them to participate. Elaine thanked members who participated in reviewing the RFP scopes-of-work. The objective of the review was to increase outcome-based reporting.

NEW BUSINESS:

- Linda Chandler provided an overview of the California Village Movement which is a coalition of grassroots community organizations called Villages. Linda is an active member of the Carquinez Village: carquinezvillage.org.

ACTION ITEMS: Approved Bylaws and Outreach/Communications Work Groups.

ADJOURNED 12:00: Motion to adjourn by Donna Harris; Seconded by Alan Werblin; Approved.

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Advisory Council on Aging

EXECUTIVE COMMITTEE AGENDA September 5, 2023

CALL TO ORDER:

ROLL CALL / APPROVE MINUTES / APPROVE AGENDA

REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING

PLAN OCTOBER MEETING

DISCUSSION TOPICS:

- Highlights from today's strategy session.
- Progress on planning Advisory Council recognition of monthly recognition and proclamations.
- Progress on new member orientation.

ADJOURN:

EXECUTIVE COMMITTEE DRAFT MINUTES August 1, 2023 - Fairfield, CA

CALL TO ORDER: 12:00

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

PLANNED SEPTEMBER 5TH MEETING TO BE DEVOTED TO STRATEGY WORKSHOP

- Include time to strategize, as well as orient new members
- Build on current priorities and work groups.

DISCUSSION TOPICS:

- Discussed ways to create annual plan for Advisory Council recognition of monthly special themes such as Older Americans month and Elder Abuse day. Richard White to discuss with Lynne Baker.

ADJOURN 12:30

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

Updated 08.14.23

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	-Approved Olga Curtrights as Advisory Council Member representing Solano.	-Approved new Bylaws and Outreach /Communications Work Groups.	-Providers complete RFPs. -Plan Strategy Workshop.
SEPTEMBER Fall Prevention	-Strategy Workshop. -TACC Meeting 9/7.	-Identify plans that align with strategy for 23-24. -Sep 15 <i>AgeWell</i> articles due.	-Lead Strategy Meeting.
OCTOBER Emergency Preparedness Month / Ageism Awareness Day		- <i>AgeWell</i> published mid-month. -Quarterly Report.	-CDA first quarter report submitted. -Elaine not attending meeting.
NOVEMBER FamilyCaregiver	-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..