

Advisory Council on Aging  
September 6, 2024 Meeting Agenda  
10:00 – 12:00  
650 Imperial Way, 1<sup>st</sup> Floor, Napa, CA 94558

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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.*

**AGENDA**  
**September 3, 2024**

**BUSINESS MEETING:**

**CALL TO ORDER** - 10:00 a.m. Richard White

1. **MEMBERS PRESENT PROVIDE BRIEF UPDATES ON RECENT ACTIVITIES:** Riitta DeAnda
2. **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:** Riitta DeAnda
  - **AgeWell:** Cheryl Johnson
  - **Legislation:** Richard White
  - **Community Outreach:** Riitta DeAnda

**STRATEGY SETTING WORKSHOP:** Elaine Clark

- **Define goals and desired results**
- **Break into work groups**

**ADJOURN 12:00 to next meeting October 1, 2024 – 675 Texas Street, County Events Center, Room B, Fairfield, CA 94533.**

# Advisory Council on Aging August 6, 2024 Meeting Minutes

**CALL TO ORER** – 10:00 a.m.

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

## **BUSINESS MEETING:**

**WELCOME:** Introductions by members.

**APPROVAL OF AGENDA / APPROVAL OF MINUTES:** Motion by Anne Payne to approve the Agenda; Seconded by Fern Yaffa; Approved. Motion to approve the July Minutes by Olga Curtright; Seconded by Alan Werblin; Approved.

## **APPROVAL OF EXTENSION OF NEW TERMS BEGINNING JULY 2024:**

- Solano: Donna Harris, Richard White, Linda Chandler, Cheryl Johnson
- Napa: Susan Ensey, Neil Watter, Fern Yaffa, Fran Rosenberg.

**Motion to approve by Elizabeth Murphy; Seconded by Alan Werblin;  
Approved**

## **REPORTS:**

- **Executive Committee:** Richard White. The focus has been on planning this month's strategy session.
- **Families Focus Group Meeting – Regional Climate Action:** Lynne Baker reported on her participation in two focus groups. The objective of the project is to develop a Napa County Climate Action Plan by December 2024.
- **Staff Report:** Elaine Clark reviewed her written report. Highlights:
  - ADRC: Summary progress and activities for Solano County's ADRC, and report of submission of Letter of Intent to open an ADRC in Napa.
  - Notes from Elaine's attendance in the USAging Conference which brought together over 1,400 representatives from AAA's.
  - Elaine is now using the acronym DEIA – Diversity, Equity, Inclusion and Access.

- **Member Recruitment:** Riitta DeAnda again requested members be active in looking for potential members for Napa's two openings.
- **AgeWell:** Cheryl Johnson requested articles from members.
- **Legislation:** Richard White provided an update on the housing bill, SB37. Richard sent a letter dated August 5 in support of SB980 which expands Medi-Call benefits for dental services.
- **Community Outreach:** Riitta DeAnda reported that the calendar of events for the Advisory Council is in the works. Members discussed outreach activities.

#### **MEETING ACTION ITEMS:**

- Approved extension of new terms beginning July 2024 for the following members: Solano County: Donna Harris, Richard White, Linda Chandler, Cheryl Johnson; and Napa County: Susan Ensey, Neil Watter, Fern Yaffa, Fran Rosenberg.

#### **ACOA GOAL SETTING - FY24/25 STRATEGY SESSION:** Elaine Clark

- Members discussed possible topics for goal setting and settled on focusing on reviewing services supported by AAA. Examples of services include transportation, meal delivery, exercise classes and care calls.
- In preparation for the next meeting, the Executive Committee will outline methodology for such reviews.

Motion to Adjourn by Donna Harris; Seconded by Fran Rosenberg; Approved.

**ADJOURNED 12:10 to next meeting September 3rd - 650 Imperial Way, 1<sup>st</sup> Floor, Napa, CA 94558.**

## Advisory Council on Aging Executive Committee Agenda/Minutes

### September 3, 2024 Agenda

CALL TO ORDER: 12:00

ROLL CALL / APPROVE MINUTES / APPROVE AGENDA

REVIEW HIGHLIGHTS AND NEXT STEPS RESULTING FROM TODAY'S MEETING

PLAN OCTOBER 1, 2024 MEETING

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### August 6, 2024 Minutes

CALL TO ORDER: 12:20

ROLL CALL: Present: Richard White, Chair; Riitta DeAnda, Vice Chair; Susan Ensey Secretary; Fran Rosenberg; Elaine Clark, Executive Director AAA; Jaquetta Jefferson, AAA.

GOAL SETTING AND STRATEGY: In preparation for the September Strategy Session, the Committee outlined methodology for setting goals and reviewing AAA Services. Susan will draft a template and the committee will meet prior to the next ACOA meeting.

PLANNED SEPTEMBER MEETING

ADJOURNED: 12:55



# Service Project 2024-2025

## Communications Strategy

### Communications Project for 2024-2025

1. *By June 30, 2025, the ACOA will have a comprehensive understanding of each of the AAA-funded service categories and providers so that each member can communicate the value and resources available to older and disabled adults living in Napa and Solano Counties.*
2. *By June 30, 2025, the ACOA will have a formal communications plan that includes tabling events calendar, legislative priorities, and local outreach plan in order to advocate for older adult services and the needs of service providers in Napa and Solano Counties.*

### Process

1. Understand Service Providers
2. Create calendar of past tabling events done by ACOA and partner agencies and create 2025 calendar
3. Coordinate and schedule messaging in AgeWell and Facebook
4. Create calendar for AgeWell to ensure specific topics/articles are included in appropriate times

### Goal 1: Services to Review

- Transportation
- Ombudsman
- Home Delivered Meals
- Information and Assistance/Case Management
- Calling
- Physical Health: Evidence Based Exercise, CalFresh Healthy Living/SNAP-Ed
- Fall Prevention
- Caregiver Respite Services

### Seek Understanding

*Understand the following in order to better communicate the types of services available to older and disabled adults in Napa and Solano Counties.*

- Service Description
- Value of the Service to clients – how does this service improve people's lives
- How does this service fit with other, similar, non—AAA funded services
- How many people are served annually?
- How many volunteers are needed, how many are currently in place

- What percentage of budget (for this service) comes from AAA funding versus other sources?
- Major fundraising efforts/events that ACOA can promote?
- Areas covered – entire county?
- Areas not covered, why? (if don't cover parts of the county or types of clients, etc.)
- Outreach efforts – what do they do/how often, what works/doesn't work
- Key partner agencies for referrals
- Suggestions for improved communication among all partner agencies
- Why do people use your services?
- Who qualifies?
- Wait list? How long?
- Why are people denied services?
- How are you reaching Hispanic and Rural communities?
- Biggest challenges
- How can ACOA/AAA support the organization?

### **Process**

1. Pick a program.
2. Review website
3. Set appointment – explain the ACOA is trying to better understand program and is creating a report for the ACOA and AAA, including how the ACOA can help promote and support the service within the community. The process will include
  - a. Meeting with staff to ask questions
  - b. Reviewing website
  - c. Talk with volunteers (possibly)
  - d. Talk with clients/sign up for service (possibly)
4. Invite organization to ACOA meeting for overview and support
5. Write report – format to be provided
6. Share report with ACOA, providers, Oversight Board
7. Support providers and let them know they are valued

### **Goal 2: Create a Communications Plan**

#### ***Tabling Events***

1. Review tabling events done in the last 2 years and add to calendar – if they were worth attending again – contacts, needs (brochures, games, giveaways, chairs, etc.)
2. Contact Tiffanie at Providence and Sheralyn at ADRC to ask for events they attend and add to calendar – incorporate any events service providers attend
3. Contact senior centers and ask if they have events scheduled and add to calendar
4. Coordinate attendance by ACOA/providers

### ***AgeWell/Facebook***

1. Add upcoming tabling events/resource fairs to AgeWell and Facebook
2. Create themed calendar to ensure key themes are included as appropriate
3. Create calendar of programs to spotlight coordinating with national and local events
4. Spotlight volunteerism



# Service Project 2024-2025

## Provider Interviews

**Provider:**

**Person Interviewed:**

**Interviewer:**

**Date:**

Service Description	
Other Services Provided	
Value to Clients - Why is the service needed?	
How does this service fit with other, similar, non AAA funded services	
How many clients served annually	
How many volunteers are needed	
How many volunteers are currently in place	
Where do most of your volunteers come from?	
What percentage of budget for this program comes from AAA funding versus other sources	
Major fundraising efforts/events that ACOA can help promote	
Areas covered by the service	
Areas not covered, why?	

Outreach efforts – what, where, how often, can ACOA help	
Key partner agencies for referrals	
Suggestions for improved communication among all partner agencies	
Why do people use your service?	
Who qualifies?	
How do people sign up for services?	
Do you have a wait list? How long is average wait? How many people are on the wait list?	
Why are people denied service?	
How are you reaching Hispanic and rural communities	
Biggest challenges	
How can ACOA/AAA support the organization?	

## Website Review

Address	
Ease of use/finding/understanding services	
Accessibility: ADA, languages?	
Contact information easily found?	
View on mobile device	
Suggestions/Observations	

## Collateral Material Review

Types of collateral materials	
Is current AAA logo included on materials for services funded by AAA?	
Multiple languages? Which ones?	
How are materials distributed?	
Strengths	
Suggestions/Observations	

**Internal Impressions**

How does this service compare to comparable services	
How accessible, complete, helpful is the info provided to prospective clients?	
Overlaps and gaps across service providers	
Apparent Strengths	
Suggestions for additions, improvements	

**INTERNAL CALENDAR - Napa / Solano Advisory Council on Aging - FY 24-25**

Updated 07.22.24

<b>Month</b>	<b>Meetings / Membership</b>	<b>Calendar of Events</b>	<b>Project &amp; Advocacy Milestones</b>	<b>Key AAA / Contract Activities</b>
<b>JUL</b>	<ul style="list-style-type: none"> <li>-Napa.</li> <li>-Officers begin terms.</li> <li>-Speaker: Napa Older Adults Assessment (NOAA).</li> </ul>		<ul style="list-style-type: none"> <li>-Plan Strategy meeting.</li> <li>-Continue Outreach Committee commitments.</li> <li>-Agewell published.</li> <li>-Quarterly Report.</li> </ul>	<ul style="list-style-type: none"> <li>-FY24/25 provider contracts begin.</li> <li>-New AAA website.</li> <li>-Progress with Solano ADRC.</li> <li>-Input to NOAA next steps.</li> </ul>
<b>AUG</b>	<ul style="list-style-type: none"> <li>-Solano</li> <li>-Strategy and Goal Setting for 24/25</li> <li>-Approved extension of terms for Harris, White, Chandler, Johnson, Ensey, Watter, Yaffa and Rosenberg.</li> </ul>	<ul style="list-style-type: none"> <li>-Progress in creating detailed ACOA Calendar.</li> </ul>	<ul style="list-style-type: none"> <li>-Strategy/goals session resulted in focus on reviewing AAA services.</li> <li>-Agewell articles due.</li> </ul>	<ul style="list-style-type: none"> <li>-Lead Strategy meeting.</li> <li>-Progress with Solano ADRC; and Letter of Intent for Napa ADRC.</li> </ul>
<b>SEP</b>	<ul style="list-style-type: none"> <li>-Napa</li> <li>-Continue Strategy and Goal Setting</li> </ul>	<ul style="list-style-type: none"> <li>-Fall Prevention Month.</li> </ul>	<ul style="list-style-type: none"> <li>-Agewell published.</li> <li>-Define goals and work groups for 24/25 Goal Setting.</li> </ul>	<ul style="list-style-type: none"> <li>-Resource Guides published.</li> </ul>
<b>OCT</b>	<ul style="list-style-type: none"> <li>-Solano</li> </ul>	<ul style="list-style-type: none"> <li>-Emergency Preparedness Month.</li> <li>-Ageism Awareness Day.</li> </ul>	<ul style="list-style-type: none"> <li>-Agewell articles due.</li> <li>-Quarterly Report.</li> </ul>	
<b>NOV</b>	<ul style="list-style-type: none"> <li>-Napa</li> <li>-Review RFP process.</li> </ul>	<ul style="list-style-type: none"> <li>-Family Caregiver Month.</li> </ul>	<ul style="list-style-type: none"> <li>-Agewell published</li> </ul>	

Month	Meetings / Membership	Calendar of Events	Project & Advocacy Milestones	Key AAA / Contract Activities
<b>DEC</b>	-Recess		-Agewell articles due.	
<b>JAN</b>	-Napa		-Agewell published. -Quarterly Report.	
<b>FEB</b>	-Solano -Review Officer Nomination process.		-Agewell articles due.	
<b>MAR</b>	-Napa -Officer Nomination Committee formed.	-March for Meals.	-Agewell published	-Work on Area Plan update.
<b>APR</b>	-Solano -Presentation of Slate of Officers. -Presentation of Area Plan Update.		-Agewell articles due. -Quarterly Report.	-Work on Area Plan Update.
<b>MAY</b>	-Napa	-Older Americans Month.	-Agewell published.	-Submit Area Plan Update May 1.
<b>JUN</b>	-Solano -Election of Officers	-Gay Pride Month. -Elder Abuse Awareness June 15.	-Agewell articles due.	-Review 25/26 provider contracts with council.