

Governing Board Meeting Minutes

Location and Time:

Thursday February 27, 2020
1:30 pm
Health & Human Services Agency
Big Sur Conference Room
747 S. State St.
Ukiah, CA 95482

1. Call to Order and Introductions

Called to order by Carol Huchingson at 1:30 pm

Governing Board Members in Attendance:

- Carol Huchingson- Lake County Administrative Officer, Vice Chair
- Carre Brown- Mendocino County Board of Supervisors
- Tina Scott- Lake County Board of Supervisors, Alternate
- Eileen Bostwick- Member at Large, Mendocino County

Governing Board Members not in Attendance:

- Eddie Crandell- Lake County Board of Supervisors
- Dan Gjerde- Mendocino County Board of Supervisors, Alternate
- Kelsey Rivera- Mendocino County Health & Human Services- Board Chair

AAA Staff Attending:

- Dena Eddings-Green- AAA Program Coordinator
- Crystal Markytan- AAA Executive Director
- Kelli Page- AAA Program Manager
- Amber Madero- AAA Staff Services Analyst

Others in Attendance: Dan Hobbs, Jonathan Crooks, Jill Rexrode, Joyce Overton, Lori Tourville, Lynn Schlapkohl, Paula Bowman, Andrea Culbertson, Angelica Millan, Kathy Johnson

2. Consideration of items not appearing on agenda

- None

3. Approval of Consent Agenda

- None

Governing Board Meeting Minutes

4. Action Items

4.1 Governing Board Review and approval of Meeting Minutes for October 24, 2019

- Minutes set aside until April 23, 2020 Governing Board meeting as members present were not at the October 24, 2019 meeting.

4.2 Governing Board Review and approval of Meeting Minutes for January 29, 2020

- Minutes set aside until April 23, 2020 Governing Board meeting as members present were not at the January 29, 2020 meeting.

4.3 Governing Board Review and approval of Advisory Council member application for Lynn Schlapkohl

- There are 2 vacancies in Mendocino county and 1 in Lake County
- Carol thanked Lynn for her interest and application to participate in the Area Agency on Aging Advisory Council.

M/S Carre/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried

4.4 Governing Board Review and approval of Contract with California Department of Aging (CDA) for Dignity at Home Falls Prevention and Authorization of Governing Board Chair to sign Resolution no. 1920-05, and Standard Agreement FP-1920-26 in the amount of \$143,750.00, and Information Integrity and Security Statement, and CA Civil Rights Laws Certification, and Contractor Certification Clause.

- Dena explained the contract period would be from approval date to end of FY2021, it is a set amount of \$143,750 that was received by all PSA's that applied for the Grant.
- The contract is for specific falls prevention services, AAA will be issuing an Invitation For Proposals and would like to complete a Memorandum of Understanding with Durable Medical Equipment Companies to provide income qualified older adults with necessary medical equipment, like wheelchairs or canes.
- Carol asked if AAA would be looking for a provider in both counties, Dena stated AAA would like to do an MOU with an agency to cover both counties, but may need to use multiple to cover both counties.
- Eileen stated she strongly supports the program and it is a great need in the area.
- Jonathan asked if the grant could be used for training, Dena explained that it does not cover training and is for specific items.

M/S Tina/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried

- Carol requested a motion to reopen item 4.4

M/S Tina/Carre

- Kathy asked about using repurposed medical equipment and stated that Hospice was repurposing at one point.
- Dena stated that Coastal Seniors has a lot of Durable Medical Equipment and to contact Nancy Gastonguay.
- Joyce stated the Highlands Senior Center also has some equipment.

Governing Board Meeting Minutes

4.5 Discussion of separate aggregate category for volunteer meals to allow for reimbursement for FY2020-2021.

- Dena stated this was an item requested by the Lakeport Senior Center, and he had provided a handout.
- Jonathan stated that meal are a requirement of the contract with AAA, volunteer meals have always been factored into the funding formula.
- Jonathan recommended adding a volunteer meals option in the reporting system, and that it would allow to bring volunteer meals back as part of the funding.
- Jonathan stated Lakeport has a large number of non-senior volunteers and the center had to fundraise a quarter million dollars to continue operations last year.
- Dena stated that according to the Older Americans Act there is an option to offer a meal to a volunteer during meal hours. In Title 22 it states the volunteer may be offered a meal, and the contract states to offer a meal if doing so doesn't deprive an older individual of a meal. AAA received clarification from CDA that it is not required to reimburse volunteer meals it is an option and should only be offered to nutrition program volunteers during the meal service.
- Dena discussed the baseline increase received from CDA; the formula is based on unduplicated clients and does not include aggregate service units. AAA had a total of 219,789 meals served during the 3 year rolling average and the 3 Fiscal year average provided by CDA was 221,866.
- Jonathan stated the Lakeport Senior Center had 30 new Home Delivered Meal clients this month and that the center will meet these needs but rely heavily on volunteers.
- Lori asked if volunteer meals for those who assist with fundraising are counted as aggregate also, Jonathan stated they are not, only program meals for volunteers are counted.
- Jonathan stated the Lakeport Senior Center has a large base of younger volunteers and this is part of the reason the center reports so many aggregate meals.
- Joyce how many meals are given per year for volunteers, Jonathan stated the average was about 2,200 per year, which equals roughly 183 meals per month.
- Joyce stated it should be looked into changing and suggested pushing it off to a later date to be reexamined.
- Carre asked what would be charged if a volunteer was required to pay for a meal, Jonathan stated the cost would be \$6.00.
- Carol stated the board could direct staff to bring an action item to board at the next scheduled meeting.
- Eileen stated it is a complex issue and she empathizes with the need for volunteers but is also concerned about limited funding for older adults and that they are top priority. Changes made should not be based on a temporary funding increase.
- Dan stated he felt he was missing information on what other things can volunteers be used for and that he would like to discuss it further with Jonathan. He stated that Lakeport is using more volunteers to get the same amount of work done and if there is more that Lakeport is able to do because of having more volunteers he would like to know how he can also achieve it.
- Carol directed the Senior Center Directors to discuss the topic further with AAA staff and that the Board is not ready to act on funding issues today.
- Joyce suggested to continue with how it is and review in 3 to 6 months, changes can be made to contracts later and that everyone could meet and work it out. She also stated maybe meeting in the middle would be a good compromise in terms of volunteer meals being counted.

Governing Board Meeting Minutes

- Dena stated could request sign in sheet for few months to track volunteer meals, see what the results are and the board agreed it would be a good idea.

4.6 Governing Board Review and approval of RFP Review Panel Recommended Requests for Proposal for Senior Supportive Services for FY2020-2021.

- Carol stated the Advisory Council met last week to review submitted proposals and the Review Panel met this morning.
 - **Robertson & Associates**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **Elder Day Services of Lake County**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **Middletown Senior Center**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **Redwood Coast Seniors**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **Dietician- Andrea Culbertson**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **North Coast Opportunities**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **Anderson Valley Senior Center**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
 - **Lakeport Senior Center**-RFP Review Panel review panel recommends not to enter into a contract at this time because the response received was incomplete and further recommends AAA staff to re-release an RFP and invite Lakeport Senior Center to bid again, the RFP would also be available to other agencies.
 - **Highlands Senior Center- RFP Review Panel** recommends AAA to continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified with the exception of the Tai Chi program.
 - Dena stated there were not enough competing bids for Tai Chi program, the only bids received for the Tai Chi program were from Lakeport Senior Center and Highlands Senior Center who stated in their RFP they only wanted for their center, AAA will publish an Invitation for Bid for the program.
 - **Community Care Management Corporation**- RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.

Governing Board Meeting Minutes

- **Legal Services of Northern California-** RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
- **Coastal Seniors-** RFP Review Panel recommends AAA continue contracting for FY20-21 and return with contract for Board approval once funding has been clarified.
- Carre stated she supported the recommendations brought forward from the Review Panel.
- Joyce thank everyone for all their hard work.
- Jill expressed her gratitude for Dena and Ambers work on the process.
- Lori stated this RFP cycle was a much smoother process than the last time.
- Dena stated AAA would provide everyone with their overall proposal score when the award announcements are made on March 2, 2020.
- Carol requested a motion to approve the RFP Review Panel recommendations
M/S Carre/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried

5. Public Expression

- None

6. Non-Timed Items

6.1 Advisory Council Report

- None

6.2 Governing Board Report

- None

6.3 AAA Staff Report

- Amber reported that the annual program monitoring for FY2019-2020 had been completed and that many of the findings from the previous annual monitoring were not findings again this year. The monitoring for Lakeport Senior showed a tremendous amount of work to ensure compliance and their hard work was recognized.
- Dena discussed the complaint process regarding AAA contractors.
- Carre asked if the process was posted on the AAA website, Dena stated she would ensure that it was posted if it was not already.
- AAA is currently holding the annual Older Adults Needs Assessment survey and the results will be brought to the April Governing Board meeting.
- Angelica asked how an individual could submit comments on the Public Hearing for the Area Plan if they were unable to attend the hearing, Dena stated they could submit any questions or comments to AAA via email and they would be read during the Public Hearing.

Adjournment

- Meeting was adjourned at 2:32 pm

NEXT SCHEDULED MEETING

Thursday April 23, 2020

1:30 pm

Umpqua Bank

Community Room

805 11th St.

Lakeport, CA 95453