

Governing Board Meeting Minutes

**Location and Time:**

Zoom Meeting  
July 23, 2020  
1:30pm

**1. Call to Order and Introductions**

Called to order by Carre Brown at 1:33 pm

**Governing Board Members in Attendance:**

- 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:**

- Kelsey Rivera- Mendocino County Health and Human Services Agency, Chair
- Carol Huchingson- Lake County Administrative Officer, Vice Chair
- Eddie Crandell- Lake County Board of Supervisors
- Dan Gjerde- Mendocino County Board of Supervisors, Alternate

**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 (Live Oak Senior Center), Lisa Morrow (Lakeport Senior Center), Angelica Millan (Legal Services), Kathy Johnson (Community Care), Linda Burton, Andrea Culbertson (Dietician), Jill Rexrode (Redwood Coast Seniors), Joyce Overton (Highlands Senior Center), Lori Tourville (Middletown Senior Center)

**2. Consideration of items not appearing on agenda**

- None

**3. Approval of Consent Agenda**

3.1 Governing Board review and approval of meeting minutes for May 28<sup>th</sup>, 2020

- Carre stated there was a grammar correction needed on page four (4) the word “reach” should be changed to “reached”.

Motion to approve Meeting Minutes with corrections accepted

M/S – Tina/Eileen - All in Favor - 0 Opposed

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**4. Action Items**

4.1 Governing Board Review of Four Year Area Plan 2020-2024 and Authorization of Governing Board Chair to sign Area Plan Transmittal Letter of 2020-2024.

- Eileen stated a correction needed to be made on page 56 of the Area Plan, Disaster Preparedness. The Lake County Office of Emergency Services contact person and Mendocino County Office of Emergency Services contact person should be updated and Eileen stated she would email AAA staff the correct contact information.
- Angelica Millan asked if there was a place that the public could review the Area Plan, Dena explained that there were no changes to the Legal Services Program in the Area Plan due to the impacts of Covid-19.
- Eileen stated that she appreciated the mention of the Willits and Ukiah Senior Centers, which are not currently contracted with PSA26 because they are an important resource for many seniors in Mendocino County.

Motion to approve Area Plan 2020-2024 with corrections accepted as presented by Eileen  
M/S – Eileen/Tina - All in Favor - 0 Opposed

4.2 Governing Board Review and Approval of Service Unit Delivery Changes for FY2020-21 Contracts with Redwood Coast and Elder Day Services of Lake County

- Amber explained that due to Covid-19 the Alzheimer's Day Care programs are unable to deliver services in the typical way and flexibility is needed. Redwood Coast staff have been calling clients and caregivers regularly and Elder Day Staff have been delivering activities biweekly along with telephone check-ins. Redwood Coast would like to hold zoom meetings to get participants together safely.
- Jill Rexrode asked if the funding would be lowered, Dena explained that funding would not be reduced.

M/S – Eileen/Tina - All in Favor - 0 Opposed

4.3 Governing Board Review and Approval of Service Unit Changes for FY2020-21 Contract with Community Care Management Corporation and Legal Services of Northern California based on the impacts of Covid-19 on service delivery

- Amber explained that due to Covid-19 and the restrictions on gatherings and in-person activities the service units should be lowered to reflect the changes that need to be made to service unit delivery. AAA staff discussed proposed changes with Community Care and Legal Services.
- Dena explained that the Legal Services contracted service unit hours would be lowered to 875 if the FY2020-21 contract does not begin July 1, 2020.

M/S – Tina/Eileen - All in Favor - 0 Opposed

4.4 Governing Board Review and Approval of Service Unit Changes for FY2020-21 Contracts with Congregate and Home Delivered Nutrition Providers in response to the increase in Home Delivered Meals and Decrease of Congregate Meals provided due to Covid-19

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- Dena explained that since the pandemic there has been a sharp increase in the demand for Home Delivered meals and a sharp decrease in Congregate meals provided.
- AAA staff held a public hearing where changing the service units by 10% was discussed.
- Dena stated the proposed change in service units would help the contractors reach their contracted goal.

M/S – Tina/Eileen - All in Favor - 0 Opposed

4.5 Governing Board Review and Approval of Draft Contracts for FY2020-21 with a July 1, 2020 start date

- Staff discussed the contract options with the board members and a motion to deny approval was made for the July 1, 2020 contract start date

M/S – Eileen/Tina - All in Favor - 0 Opposed

4.6 Governing Board Review and Approval of Draft Contracts for FY2020-21 with an August 1, 2020 start date

- Staff discussed the contract options with the board members and a motion to deny approval was made for the August 1, 2020 contract start date

M/S – Tina/Eileen - All in Favor - 0 Opposed

4.7 Governing Board Review and Approval of Draft Contracts for FY2020-21 with a July 1, 2020 start date and additional 3-month portion of funding from the Lakeport Service Area

- Dena explained that many of the Nutrition Contractors voiced concern that they would not be able to continue operations without receiving the FY2020-21 funding sooner than October 1, 2020 since the CARES Act funding had been delayed.
- Dena stated that AAA staff recommended providing a 3-month portion of funding from the Lakeport Service area to the approved Nutrition Contractors since the Lakeport Service area contract would not be approved to begin until October 1, 2020.
- Kathy inquired how this would affect the Lakeport Service area, Dena explained that the funding they are to receive through the CARES Act would carry them through until October 1, 2020.
  - Contract with Anderson Valley Senior Center for \$16,150.00  
M/S – Eileen/Tina - All in Favor - 0 Opposed
  - Contract with Coastal Seniors for \$63,285.20  
M/S – Eileen/Tina - All in Favor - 0 Opposed
  - Contract with Highlands Senior Center for \$141,928.20  
M/S – Tina/Eileen - All in Favor - 0 Opposed
  - Contract with Live Oak Senior Center for \$105,864.20  
M/S – Tina/Eileen - All in Favor - 0 Opposed
  - Contract with Middletown Senior Center for \$96,063.20  
M/S – Eileen/Tina - All in Favor - 0 Opposed
  - Contract with Redwood Coast Senior Center for \$238,787.20  
M/S – Tina/Eileen - All in Favor - 0 Opposed

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- Contract with Community Care Management Corporation for \$61,229.00  
M/S – Tina/Eileen - All in Favor - 0 Opposed
- Contract with Elder Day Service of Lake County for \$5,213.00  
M/S – Eileen/Tina - All in Favor - 0 Opposed
- Contract with Legal Services of Northern California for \$47,991.00  
M/S – Tina/Eileen - All in Favor - 0 Opposed
- Contract with Andrea Culbertson, RD for \$20,000.00  
M/S – Eileen/Tina - All in Favor - 0 Opposed
- Contract with North Coast Opportunities for \$93,058.00  
M/S – Tina/Eileen - All in Favor - 0 Opposed

### 4.8 Governing Board Review and Approval of Draft Contracts for FY2020-21 with an August 1, 2020 start date and additional 3-month portion of funding from the Lakeport Service Area

- AAA staff discussed the contract options with the board members and a motion to deny approval was made for the August 1, 2020 contract start date

M/S – Eileen/Tina - All in Favor - 0 Opposed

## 5. Public Expression

- Angelica Millan stated Legal Services would be participating in a zoom workshop with the Latinx Alliance on July 24<sup>th</sup>.

## 6. Non-Timed Items

6.1 None

6.2

- Carre stated the Great Plates Delivered Program received an extension to run through the first week of August in Mendocino County.

6.3

- Dena stated that AAA submitted the Four Year Area Plan for 2020-2024 to California Department of Aging.
- AAA expects to receive the CARES Act funding the last week of July.
- Dena stated there has been a 300% increase in the number of meals served since the pandemic.

## Adjournment

- Meeting was adjourned at 2:42 pm

## NEXT SCHEDULED MEETING

August 26, 2020

Area Agency on Aging  
of Lake & Mendocino Counties

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1:30pm  
Via Zoom