

Governing Board Meeting Minutes

**Location and Time:**

Umpqua Bank  
Community Room  
805 11<sup>th</sup> St. Lakeport, CA 95453  
January 29, 2020  
10:00am

**1. Call to Order and Introductions**

Called to order by Kelsey Rivera at 10:00 am

**Governing Board Members in Attendance:**

- Kelsey Rivera- Mendocino County Health and Human Services Agency, Chair
- Eddie Crandell- Lake County Board of Supervisors
- Eileen Bostwick- Member at Large, Mendocino County

**Governing Board Members not 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
- Dan Gjerde- Mendocino County Board of Supervisors, Alternate

**AAA Staff Attending:**

- Dena Eddings-Green- AAA Program Coordinator
- Crystal Markytan- AAA Executive Director

**Others in Attendance:** Dan Hobbs, Jonathan Crooks, Jessean Boon, Margaret Brooks, Yvonne Warren, Frances Howland

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

- Dena Eddings-Green requested Governing Board approval of the Area Agency on Aging to sign and submit a letter of support for the Mendonoma Health Alliance in their efforts to increase funding to their Matter of Balance and Falls Prevention programs.

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

### 3. Approval of Consent Agenda

- 3.1 Approve January 29, 2020 Special meeting for the review and approval of FY2019-2020 Contract Amendments.

### 4. Action Items

- 4.1 Governing Board Review of Contract with California Department of Aging (CDA) and Authorization of Governing Board Chair to sign Resolution no.1920-04, and Standard Agreement AP-1920-26-2 in the amount of \$1,524,312, Information Integrity and Security Statement, and CA Civil Rights Laws Certification.

**Attachment:**

- Standard Agreement AP-1920-26
- Resolution AAA GB Resolution #1920-04
- California Department of Aging FY19-20 CA Information Integrity and Security Statement Certification
- CA Civil Rights Laws Certification

- 4.2 Governing Board Review of Draft Contract Amendments and Authorization of Governing Board Chair to Sign Completed Contract Amendments When Ready

**Attachment:**

- Contract Amendment with Anderson Valley Senior Center for \$11,125.00 for an increase of \$1,356.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Contract Amendment with Coastal Senior for \$58,500.00 for an increase of \$14,668.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Contract Amendment with Community Care Management Corporation for \$80,145.00 for an increase of \$5,435.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Contract Amendment with Elder Day Services of Lake County for \$6,823.00 for an increase of \$463.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Contract Amendment with Highlands Senior Center for \$131,690.00 for an increase of \$31,466.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Contract Amendment with Lakeport Senior Center for \$306,521.00 for an increase of \$96,744.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Contract Amendment with Legal Services of Northern California for \$62,816.00 for an increase of \$4,259.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried

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- Contract Amendment with Live Oak Senior Center for \$122,040.00 for an increase of \$45,319.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
  - Contract Amendment with Middletown Senior Center for \$94,525.00 for an increase of \$25,362.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
  - Contract Amendment with North Coast Opportunities for \$110,120.00 for an increase of \$13,332.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
  - Contract Amendment with Redwood Coast Senior Center for \$230,503.00 for an increase of \$46,128.00  
M/S Eddie/Eileen – All in favor – 0 Opposed – 0 Abstained, motion carried
- Kerry inquired as to what the increase was based on and Dena informed the board that it reflects the OTO funding received from CDA for FY2019-2020, a correction of a funding formula error with the original contracts, and the removal of aggregate service units from the funding formula.

### 4.3 Governing Board Review and approval of Meeting Minutes for October 24, 2019.

- Kelsey requested that the review and approval be tabled until the next meeting, as the members present did not attend the October 24, 2019 meeting.

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

## 5. Non-Timed Items

### 5.1 Discussion of Contractor Compliance Issues

- Dena stated that there have been compliance issues that are ongoing in regards to paperwork not matching what has been entered into the state system for reporting. This issue came up for FY2017-18 and FY2018-19 annual monitoring and there has been no improvement.
- Aggregate service units are not being entered and client assessment/reassessments for Home Delivered meal clients are not being completed.
- Kelsey inquired as to whether training has been offered, Dena explained that AAA staff have provided templates from other centers and offered technical assistance but received no request to help.
- Jonathan requested to respond to these comments, he stated the center has been having difficulty with staff turnover and the loss of their admin staff member to a car accident. Jonathan stated the Lakeport Senior Center has the lowest food cost and the best food.
- Eileen stated she could see that Jonathan is passionate about the center and understands the struggle faced with the small amounts of funding available.

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- Dena stated that the compliance issues have been an ongoing problem and lack of communication has made it difficult to correct the issues.
- Jonathan stated he dislikes email and would prefer to be called on the phone if there are issues.
- It was mentioned by Kelsey that email is beneficial to both parties because it can be shown exactly what was said and when.
- Kelsey asked how AAA staff can support the center and help them resolve the issues.
- Dena offered to have AAA staff enter service units if the center needs.
- Jonathan stated he did not need help with service unit entry at this time and Kelsey asked what his solution would be for the issues discussed, Jonathan stated he would like to see more training and support rather than criticism.
- Kelsey stated she wanted to let center staff know that the hard work and large service area they have taken over is recognized and appreciated.
- Jonathan mentioned the removal of aggregate from the funding formula and Kelsey informed him this was not the time to discuss this and that it could be placed on the next Governing Board meeting agenda for discussion.
- Kelsey suggested the Jonathan and AAA staff work together to set up a meeting and make a list of needs to go over together to come up with a plan of action to move forward.
- Crystal suggested that center staff work on responding to AAA emails so that communication can be clear and timely.

### 6. Public Expression

- Eileen reported that she has been working with the Census Committee on collecting much need responses from older adults; they expect that at least 60% of responses received for the Census completed online. There are currently 125 of 600 needed individuals to complete door-to-door follow up. Eileen stated there would be a presentation on the Census at the next Advisory Council meeting scheduled for February 7, 2020 at the Health and Human Services Agency in Ukiah.
- At the last Triple-A Council of California (TACC) meeting that Eileen attended there were Therababies donated for Senior Programs. Eileen will be receiving 6 more Therababies to share with non-profit senior programs. Dena mentioned that Elder Day Services of Lake County may be interested in them.

### Adjournment

- Meeting was adjourned at

**NEXT SCHEDULED MEETING**

**Thursday February 27<sup>th</sup>, 2020**

Area Agency on Aging  
of Lake & Mendocino Counties

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**1:30 pm**

**Health and Human Services Agency**

**Big Sur Conference Room**

**747 S. State Street**

**Ukiah, CA 95458**