
MEETING NOTICE & AGENDA

DATE: January 13, 2023**TIME:** 10:00 a.m. – 12:00 noon**PLACE:** **Sacramento County**
Agency on Aging\Area 4
via Zoom *

Our Mission: Enriching the lives of older adults and people with disabilities by **FOSTERING** networks of support, **ADVOCATING** for individual choice, **COLLABORATING** with others, **ENSURING** equity, and **STRIVING** to do so with conviction.

AGENDA:**I. CALL TO ORDER & ROLL CALL****II. PLEDGE OF ALLEGIANCE****III. COMMENTS FROM THE PUBLIC**

The Governing Board welcomes comments on any agenda item as it is addressed. Individuals will be limited to 5 minutes; 15 minutes for a representative of a group. Comments may be made on any subject not on the agenda. The specific time limit will be established based on the number of persons wishing to speak, for a total of 15 minutes per subject.

IV. CONSENT CALENDAR

Consent items are expected to be routine and noncontroversial. The Governing Board will act upon them at one time without discussion unless any Board member, staff member or member of the public requests that an item be removed from the consent calendar for discussion.

- A.** Adopt the Agenda
- B.** Approve the Minutes from 12/9/22
- C.** Approve Annual Cost-of-Living (COLA) for Staff

V. CORRESPONDENCE

- A.** CDA Final PSA Audit Correspondence
- B.** CDA Single Audit Reporting Package

VI. ACTION

- A.** Approve American Rescue Plan Awards

VII. DISCUSSION/PRESENTATION

- A.** Returning to In-Person Meetings Effective March 2023
- B.** Assessing Our Strengths Around the Master Plan for Aging: Goal #5, Senior Hunger (Part 2)

Committee Meetings

Executive Committee Meeting: **9:00 a.m. – 10:00 a.m., Thursday, January 12, 2023** via Zoom

Audit/Finance Committee Meeting: **9:30 a.m. – 10:00 a.m., Friday, January 13, 2023** via Zoom

Please visit www.agencyonaging4.org for additional information

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VIII. REPORTS

- A. Executive Committee
- B. Audit/Finance
- C. Strategic Planning Committee
- D. Area Plan Committee
- E. Executive Director

IX. ANNOUNCEMENTS

X. ADJOURNMENT

Attachments being sent under separate cover:

- CDA Final PSA Audit

***There is no physical location for this meeting. Members of the public wishing to join this video conference must request an invitation no later than Noon, Wednesday, January 11, 2023. Send an email to ContactUs@agencyonaging4.org which contains your name and the telephone number or e-mail address you will use to access the video conference. UNRECOGNIZED EMAILS/PHONE NUMBERS WILL NOT BE PERMITTED ACCESS TO THE MEETING.**

If you need a disability-related reasonable accommodation to participate in this meeting, please contact Cindy Reigert at (916) 486-1876, or creigert@agencyonaging4.org at least 3 days in advance with your accommodation request. Every effort will be made to accommodate. However, we cannot guarantee we will be able to honor requests received less

AGENCY ON AGING \ AREA 4

GOVERNING BOARD

Governing Board Meeting Minutes

Date: December 9, 2022

Location: AAA4, Sacramento County – via ZOOM

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

Chair Andrew Burton called the meeting to order at 10:02 a.m., welcoming members and guests. A quorum was established.

County	GB Members Present – 13	Excused = 2/Absent = 0
Nevada	A. Burton, Supv. Scofield	
Placer	Supv. Holmes, W. Reed, M. Rose	
Sacramento	J. Bates, C. Burton, Supv. Nottoli, M. Sawamura	
Sierra	Supv. Dryden	
Sutter		Supv. Bains (E), T. Beebe (E)
Yolo	P. Huston, N. Pennebaker	
Yuba	Supv. Blaser	

AAA4 Staff Present: Pam Miller, Will Tift, Nancy Vasquez, Maggie Borowiak, Anson Houghton, Linda Berry, Donna King, Jodi Mesa, Sarah Plaugher, Yvonne Pacheco-Vong, Joanne Devine, Eldon Luce, Clayton Wyatt, Rebecca Hensley, Danielle Neff-Dawes, Sofia Terrazas and Cindy Reigert.

Guests Present: AAA4 Advisory Council Members David Wiltsee, Elizabeth Yeh and Carol Pickard; Tink Miller, Executive Director, PIRS; Virginia Wieneke, ACC Senior Services Program Manager; Monica Lindsey, ACC Senior Services Care Coordinator; and Susan Sarinas, ACC Senior Services.

II. PLEDGE OF ALLEGIANCE – Led by Supv. Don Nottoli

III. COMMENTS FROM THE PUBLIC

Not applicable

IV. CONSENT CALENDAR

A. Motion to approve consent calendar with 9/9/22 minutes as printed.

MOTION: Supv. Holmes

SECOND: Dr. Bates

PASSED: (Y = 13, N = 0)

B. Motion to approve amended agenda to include Executive Director's Powerpoint presentation to honor Supervisor Nottoli's 39 years of service on AAA4's Board.

MOTION: Dr. Bates

SECOND: William Reed

PASSED: (Y = 13, N = 0)

V. CORRESPONDENCE

Not applicable

VI. ACTION ITEMS

A. Election and Installation of Officers for Calendar Year 2023

MOTION: Miko Sawamura SECOND: Supv. Holmes PASSED: (Y = 13, N = 0)

B. Award Funds to RFP Applicants: HICAP & Transportation

MOTION: Supv. Scofield SECOND: Supv. Holmes PASSED: (Y = 13, N = 0)

C. Approve Title III-E Service Categories for the Next RFP Cycle 2023-27

MOTION: Supv. Holmes SECOND: Miko Sawamura PASSED: (Y = 13, N = 0)

D. Adopt Resolution No. 299 to Accept Assistive Technology Funds from the County of Placer.

MOTION: Supv. Holmes SECOND: Dr. Bates PASSED: (Y = 13, N = 0)

VII. DISCUSSION/PRESENTATION (video recording available upon request)
Not applicable

VIII. REPORTS

A. Executive Committee – Andrew Burton

The Committee met December 8th and discussed the mechanics of Meghan Rose coming in as Chair.

B. Audit /Finance – Donna King

- The Committee met this morning and discussed the Agency's cash flow and expenses. The Agency is on track and has \$5 million in the bank.
- The Committee discussed the audit, most of which took place last week and is finishing up this week with an independent audit.
- Many, many thanks to Chair Andrew Burton for leading the Audit/Finance Committee. Andy's wisdom, help and input have been greatly appreciated!

C. Strategic Planning Committee – Meghan Rose

- The Committee has had several meetings and is currently in the process of identifying funding to hire a consultant to guide the Committee moving forward.
- A huge thank you to Eldon Luce for approaching Anthem who has agreed to give money to this Committee. The funding cannot be used to pay for a consultant but will help with other costs.
- The Committee continues to search for other funding sources to pay for the consultant which is estimated to cost \$15,000. The Committee met with one consultant who is very well liked for her approach and has been asked for her Scope of Works to get a better understanding of costs.
- Linda and Pam will meet with another consultant in the near future to get a sense of her approach, and if all goes well the Committee will conduct an informal interview.
- The overall theme for the Strategic Planning Committee is how to maintain sustainability should federal funding, or other funding, be cut in order to sustain this Agency and promote its growth for future years.

D. Executive Director – Pam Miller

- The Agency applied for CalGROWS funding which is funding to support current caregivers and to recruit new caregivers. The Agency is doing this in partnership with ACC Senior Services and Resources for Independent Living.
- The Agency has been recommended to receive an Access to Technology grant in the amount of \$1.6 million for Sacramento County which will need to be expended by December 2023.
- The Agency has also received a \$30,000 grant from Door Dash to help with meal deliveries in Yuba/Sutter counties until we are able to hire staff to provide the meal deliveries.
- Congratulations to Anson Houghton who is now part of the Agency's Leadership Team! Anson is now a Direct Services Administrator. Anson has been truly remarkable over the past few years in helping this Agency grow new programs.
- Liz Pazdral has been promoted to Anson's former management position. Congratulations, Liz!
- It is with bitter sweetness that Eldon Luce has decided to retire. At the end of December Eldon will be leaving this Agency. Eldon has so many marvelous community contacts which has helped us grow the ADRC (Aging & Disability Resource Connection) world. We all wish Eldon the very best in his retirement.
- I would like to recognize Andy Burton's eight years of incredible service to this Agency. What stands out about Andy is how he took the time to learn the ins and outs of what Agency on Aging\Area 4 is about and all that we do in serving older adults. We appreciate Andy for his involvement in Grants Review and the JPEC (Joint Program Evaluation) Committees, as well as attending every Audit/Finance Committee meeting. Andy has been an amazing advocate for this Agency in Nevada County, and it is with much appreciation that we thank him for all he has done. I know you will all join me in wishing Andy well as he leaves our Board to concentrate on his work life.

IX. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

- Along with Pam's Powerpoint presentation to honor Supervisor Don Nottoli for his many years of service to the Agency, Pam noted Supervisor Nottoli's incredible stance in always doing what was good for the Agency's seven-county community and not just for Sacramento. Supervisor Nottoli was not only an exceptional advocate for older adults but for persons with disabilities.
- For anyone wishing to see a very moving and outstanding tribute to Supervisor Nottoli released by the Sacramento Metropolitan Cable Television Commission, please go to the website below to view the video:
 - https://archive.org/details/Clip_of_the_Month?-The_SMCTC_recognized_Don_Nottoli_on_the_occasion_of_his_retirement
- Supervisor Nottoli announced what a tremendous honor and pleasure it has been to serve with the past and present Governing Board members, Pam's predecessor and Pam, the Advisory Council members and Agency Staff. Supervisor Nottoli expressed his thanks to everyone, to Miko Sawamura and Carl Burton in particular, for the many, many years of working with them both. He noted how humbling and a bit overwhelming the past several weeks has been, but that he holds a tremendous

amount of gratitude to everyone. He assures everyone that he is remaining in the community to work on different projects.

- Andy Burton thanked Meghan Rose for her efforts in taking on the difficult task of turning an idea into reality regarding the Strategic Planning Committee. Her efforts are very much appreciated.
- Supervisor Scofield announced his appreciation to Andy Burton with AAA4 and stated that Nevada County is more involved with the Agency because of him. He added that Andy has served greatly for Nevada County.
- Andy Burton expressed his thanks and stated that it has been an honor and privilege to be involved and work alongside Supervisor Scofield and his colleagues, as well as all of the Board members.
- Will Tift acknowledged Andy Burton for his leadership, echoing Pam's praise. Will stated that Andy went above and beyond being an active researcher when it came to learning all perspectives of the Agency and older adults that the Agency serves, always looking for the best decision for all involved.

X. ADJOURNMENT

Chair Andrew Burton called for a motion for adjournment at 10:56 a.m.

IF YOU WOULD LIKE TO SCHEDULE A TIME TO LISTEN TO THE FULL AUDIO OR REQUEST MATERIALS FROM THIS MEETING,
PLEASE CONTACT Cindy Reigert at (916) 486-1876 OR creigert@agencyonaging4.org

CONSENT ITEM IV.C.

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller, Executive Director

DATE: January 4, 2023

SUBJECT: Approve Annual Cost-of-Living Increase (COLA) for Staff

In accordance with long-standing practice, annual cost-of-living increases for AAA4 Staff are based upon the California Consumer Price Index and are subject to the availability of funds and approval from the Governing Board. The Executive Committee will review the Staff request before making a recommendation to the full Board.

The State of California, Department of Industrial Relations publishes the California Consumer Price Index (CCPI) on a bi-monthly basis. From October 2021 through October 2022 the CCPI increased by 7.3%.

Therefore, the recommendation is to grant a 7.3% cost-of-living adjustment (COLA) effective January 7, 2023. This COLA adjustment is designed to ensure employee purchasing power is not eroded by inflation.

A COLA increase of 7.3% for all staff is approximately \$117,907 for the remaining six-month period of State Fiscal Year 2022-23, or \$235,814 on an annual basis.

This item requires a roll call vote, either separately or as part of a motion to adopt all items on the Consent Calendar.

CALIFORNIA DEPARTMENT OF AGING**Division of Administrative Services**

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December 15, 2022

Agency Code: PSA 04
Project Code: SA-21-41Pam Miller, Executive Director
Agency on Aging Area 4
1401 El Camino Avenue, 4th Floor
Sacramento, California 95815-2700

Re: Single Audit Reporting Package – Fiscal Year 2020/2021

Dear Area Agency on Aging (AAA) Executive Director Miller,

The California Department of Aging (CDA) received the single audit reporting package, on September 2, 2022, submitted by the Agency on Aging Area 4 (Agency). The CDA audit staff reviewed the report as it pertains to CDA-funded awards for Agency on Aging Area 4 (PSA 04).

The CDA review was conducted in accordance with oversight responsibilities established by the Single Audit Act (Act) and provisions adopted pursuant to Title 2 of the Code of Federal Regulations (CFR), Part 200, and Title 45 CFR Part 75, Subparts F – Audit Requirements. The CDA audit staff relied upon the opinions, statements, and financial information presented in the audit as conducted by the independent audit firm of Gilbert, Certified Public Accountants.

The CDA audit staff identified in the Schedule of Expenditures of Federal Awards (SEFA), page 14 of the Single Audit Report (SAR), the Catalog of Federal Domestic Assistance (CFDA) is listed incorrectly for the Medicare Improvement for Patients and Providers Act (MIPPA) and Health Insurance Counseling and Advocacy Program (HICAP) funds. The CFDA number is incorrectly listed as 93.779 for MIPPA and should be 93.071. The CFDA number is incorrectly listed as 93.779 for HICAP and should be 93.324.

Please be aware that the single audit reporting package may become subject to further examination during the next CDA fiscal compliance audit.

Pam Miller, Executive Director
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If you have any questions regarding this letter, please contact the CDA Audits and Risk Management (ARM) Branch at (916) 419-7516 or CDA.Audits.Team@aging.ca.gov.

Sincerely,

Jeremy Jackson, CPA
Audit Chief, Audits and Risk Management Branch

cc: via email:
Sutep Laohavanich, Deputy Director, Division of Home and Community Living, CDA

ACTION ITEM VIA.

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller

DATE: January 4, 2023

SUBJECT: Approve American Rescue Plan (ARP) Awards

In July of 2022, AAA4 Staff solicited feedback from the Governing Board as to how the Agency should prioritize the use of American Rescue Plan funds. At the time, a survey of funded programs had suggested only 75% of the available funds would be utilized. Today however, revised requests from our Nutrition Providers alone exceed the total amount of available funds.

The American Rescue Plan (ARP) Act was signed into law in March of 2021. A portion of the Act was earmarked to supplement existing Older Americans Act programs. AAA4's share has been allocated as shown in the table below.

Older Americans Act by Title	ARP Dollars	Match Requirement
III-B Supportive Services	\$2,563,835	15%
III-C1 Congregate Nutrition	\$1,672,066	15%
III-C2 Home-Delivered Meals	\$2,508,099	15%
III-D Preventative Services	\$245,236	No Match
III-E Family Caregiver	\$799,942	25%
VII Ombudsman	\$78,464	No Match
Total Amount	\$7,867,642	

AAA4 has the temporary flexibility to transfer ARP funds between Titles. Staff are seeking Board approval for the following transfers:

- Transfer the \$2,563,835 allocation for Title III-B to Title III-C Nutrition. Fortunately, the State has made a special, one-time award to the Older Californians Act (OCA). AAA4 is set to receive roughly \$3 million in calendar year 2023 which all Title III-B programs will be able to request.
- Transfer the \$245,236 allocation for Title III-D to Title III-C Nutrition. Unfortunately, AAA4 does not have the capability to spend III-D funds quickly because of the nature of evidence-based programs. AAA4's entire annual III-D budget is currently \$137,043.

Both of these proposed transfers support AAA4's long-standing precedent of prioritizing the continuation of Nutrition services to existing clients, particularly where the alternative would result in folks having their Older Americans Act meals reduced or eliminated. Since the Spring of 2020,

local Nutrition Providers have been operating at twice or more their pre-COVID capacity. At the same time, the cost of maintaining those services has nearly doubled due to inflation.

ARP dollars are temporary; therefore, requests for funds should be temporary in nature. The timeframe for spending ARP dollars is July 2022 through September 2024. In general, expenditures that are allowable under regular Older Americans Act requirements are allowable under ARP.

AAA4 Staff will review all requests to ensure they are appropriate and allowable. Payment for time-sensitive requests will be expedited.

This item requires a roll call vote.

DISCUSSION ITEM VII.A.

TO: AAA4 GOVERNING BOARD
FROM: Pam Miller
DATE: January 5, 2023
SUBJECT: Returning to In-Person Meetings Effective March 2023

The Agency's Rules of Procedure contain the following requirements for regular meetings of the Governing Board and for standing Board Committees, which are Executive, Audit/Finance, Grants Review, Joint Program Evaluation Committee (JPEC), Personnel, Rules of Procedure and Nominating. These requirements (**emphasis added**) also apply to standing Advisory Council Committees to which Board Members are appointed, including Area Plan and Legislative.

SECTION 4. MEETINGS

- 4.1 The Governing Board shall meet regularly at 10:00 a.m. on the second Friday of each month, except that any regular meeting may be dispensed with if, in the opinion of the chair, there is not sufficient business of a significant nature to warrant a meeting.
- 4.2 **All meetings of the Governing Board and its committees shall be public in accordance with the The Brown Act (Ca. Gov't Code section 54950 st. seq.).** Notice of said meetings shall be disseminated at least one week in advance through use of appropriate mailings and whatever other means possible to include postings in accordance with the Brown Act. Any member of the public may speak on any agenda item as it is addressed. Members of the public may address matters of general concern which are not on the agenda to the Governing Board at the beginning of the meeting. The Chair may set reasonable time limits for public comment.
- 4.3 Committee meetings may be held by videoconference or teleconference following the requirements of the Brown Act and the guidelines in Section 4.2 of these Rules of Procedure. In addition, these meetings shall be conducted so that there is simultaneous communication. The chair or staff representative will call the meeting to order and ask for identification of those members present. A committee member or staff person will be assigned to record minutes, and a report will be given at the next Governing Board meeting.

At the beginning of the COVID-19 public health emergency in March of 2020, Governor Newsom issued a series of Executive Orders that temporarily suspended those portions of the Brown Act that require public entities to conduct meetings in-person. Although the Governor later rescinded said provisions, in 2021 the State Legislature passed Assembly Bill 361 which extends Brown Act flexibilities for local agencies "during a proclaimed state emergency." The state of emergency for COVID-19 is expected to be lifted on February 28th, meaning full compliance with the Brown Act will once again be required as of March 1, 2023.

A significant number of current AAA4 Board members have never been required to travel to Sacramento or to other counties in the service area for a meeting because they were appointed during the last three years when meetings have been remote. The purpose of this discussion item is to identify a combination of on-site and off-site meeting venues that will help ensure the likelihood of establishing a quorum at future Governing Board meetings.

A copy of the original Meeting Schedule for 2020 is attached. It reflects AAA4's traditional practice of rotating meeting locations throughout the year. The Board has alternated between Yuba and Sutter venues in alternate years. While past Boards have aspired to meet in Sierra County, securing a quorum to do so has rarely been possible. Historically, meetings have been held in Sacramento in the winter months to limit travel during heavy rain/snow.

Roughly ten years ago, the Agency began adding off-site options for pre-selected Board members to join the regular Sacramento meetings by telephone. The Sherriff Substation in Loyalton was one such venue. Due to technological limitations at the time, the off-site option was not typically offered when the Board met away from AAA4's Sacramento office. Applications like Zoom now offer superior possibilities for Board members as well as Funded Partners and the general public.

Based upon feedback received, AAA4 Staff will prepare a draft 2023 Meeting Schedule for adoption during the Board's February 10th meeting.

Schedule of AAA4 Governing Board Meetings/Activities

CALENDAR YEAR 2020

DATE	TIME	ACTIVITY	LOCATION
1/10	10:00 a.m.	Business Meeting <i>Installation of Officers for 2020</i> <i>Chair Appoints Committee Members and Parliamentarian</i>	Sacramento County <i>Cancelled</i>
2/14	10:00 a.m.	Business Meeting <i>Approve Joint Program Evaluation Committee (JPEC)</i> <i>Recommendations</i> <i>Installation of Officers for 2020</i>	Sacramento County <i>AAA4 Conf. Room</i>
3/13	10:00 a.m.	Business Meeting	Yolo County <i>Cancellation</i>
4/16	10:45 a.m.	Business Meeting <i>COVID-19 Social Distancing Meeting</i>	Sacramento County <i>Zoom Video Conferencing</i>
5/8	10:00 a.m.	Business Meeting <i>Older Americans Month</i> <i>Approve JPEC Recommendations</i>	Sutter County <i>Yuba City Senior Center</i>
6/12	10:00 a.m.	Business Meeting	Sacramento County <i>AAA4 Conf. Room</i>
7/10	10:00 a.m.	Business Meeting <i>Nominate the Nominating Committee</i>	Sacramento County <i>AAA4 Conf. Room</i>
8/14	10:00 a.m.	Business Meeting <i>Elect the Nominating Committee</i>	Nevada County <i>Eric Rood Admin Ctr NV City</i>
9/11	10:00 a.m.	Business Meeting <i>Approve JPEC Recommendations</i>	Placer County <i>St. James Ep Church Lincoln</i>
10/9	10:00 a.m.	Business Meeting <i>Nomination of Officers for 2020</i>	Sacramento County <i>AAA4 Conf. Room</i>
11/13	10:00 a.m.	Joint Meeting with Advisory Council <i>Approve Annual Report</i> <i>Approve JPEC Recommendations</i> <i>Election of Officers for 2021</i>	Sacramento County <i>AAA4 Conf. Room</i>
12/11	10:00 a.m.	Business Meeting <i>(If Necessary)</i>	Sacramento County <i>AAA4 Conf. Room</i>

Approved:

****This meeting does NOT fall on the second Friday of the month***

DISCUSSION ITEM VII.B.

TO: AAA4 ADVISORY COUNCIL & GOVERNING BOARD

FROM: Pam Miller

DATE: January 6, 2023

SUBJECT: Assessing Our Strengths Around the Master Plan for Aging: Goal #5, Senior Hunger (part 2)

The central purpose of AAA4's Strengths Assessment is to learn how to scale the success of proven approaches by understanding what makes them effective in their current form and assessing whether their reach can be broadened and/or deepened without compromising their efficacy.

Since March, the project Design Team has been inviting speakers to share their MPA-related success stories with the Board and Council. This month, we conclude our presentations on Poverty & Hunger – one of the key strategies withing Goal #5 Affording Aging.



Protection from Poverty & Hunger

The federal/State safety net for older adults and people with disabilities, Supplemental Security Income/State Supplementary Payment (SSI/SSP), has not kept up with poverty levels. A recent state budget agreement proposes to begin to address the SSP in January 2022. The hunger and nutritional needs of older Californians need greater assessment and coordination to provide affordable and culturally appropriate foods through CalFresh (SNAP), food banks, meal delivery at home, congregate meals at day centers and long-term care facilities, farmers markets, and medically tailored meals, among others.

The January 13th discussion topic is:

SUBJECT	SPEAKERS
New Approaches to Congregate Meals	<p>Linda Revilla Acting Executive Director</p> <p>Jennifer Massello Director of Programs</p> <p>Terri Salmond Program Coordinator</p> <p>Meals on Wheels by ACC</p>

Continuing Timeline

Suggestions for speakers as well as special guests are welcome and may be sent via email to: governingboard@agencyonaging4.org or advisorycouncil@agencyonaging4.org

<p>February 10 Governing Board</p> <p>And</p> <p>February 16 Advisory Council</p>	<p><u>Goal #1 Housing for All Ages & Stages</u></p> <p>To Be Announced</p>
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