GOVERNING BOARD MINUTES

 *To be approved on:* **Minutes of the May 16, 2016 meeting at**

 July 18, 2016 Porterville Senior Center

 **10:00 a.m. Santa Fe Depot**

 **280 North Fourth Street**

**Porterville, CA 93257**

**GOVERNING BOARD MEMBERS PRESENT:**

Craig Pedersen, Chair, Kings Co. – Dist. 4

Pete Vander Poel, Vice Chair Tulare Co. – Dist. 2

Richard Fagundes, Kings Co – Dist. 5

Allen Ishida, Tulare Co. – Dist. 1

**GOVERNING BOARD MEMBER ABSENT:**

Mike Ennis, Tulare Co. – Dist. 5

 **COUNCIL MEMBERS PRESENT:**

 Marsha Calhoun

 **STAFF PRESENT:**

 Laura Silva, K/T AAA Director

 Israel Guardado

 Nancy Aldaoud

 Christine Tidwell

 **GUESTS PRESENT:**

 Albert Cendejas, CSET

 Mary Escarsega-Fechner, Director, CSET

1. **Call to Order** –Supervisor Pedersen, Chair,called the meeting to order at 10:00 a.m.
2. **Introductions** –The Board Chair asked for introductions of themeeting attendees.
3. **Board Member Comments** –None
4. **Public Comment** – Albert Cendejas, CSET Senior Program Coordinator welcomed everyone to the Porterville Senior Center and thanked them for coming. He distributed “Elder Abuse Awareness” promotional items, bringing attention to the month of June, which highlights the problems and prevention of elder abuse.
5. **Senior Day in the Park** – Laura Silva, K/T AAA Director said this year’s Senior Day in the Park was a great success, in spite of the rain. She said the event was a great collaborative effort between K/T AAA, CSET, and the Tulare County Health and Human Services Agency (HHSA) also noting that Leadership Visalia came out to help. Additionally, Sycamore Valley School students and the CSET Job Corps students helped. Approximately, 520 seniors turned out; so, counting their caregivers and families, more than 720 lunches were served.

Fifty exhibitors had signed up for the day, of which 40 of them came, in spite of the weather. As usual, the Cake Walk was a hit, with over 200 cakes donated by CSET and Tulare HHSA staff - all of which had been distributed by the end of the event. This year, there was a lot of inter-generational entertainment including: Jerry Hope, (90 years young), who sang the *Star-Spangled Banner* and *God Bless America*; and flutist, Elizabeth Sartuche, a high school senior, who played *Stars and Stripes Forever*. The Golden Grass Blues band from Golden Oak Elementary School performed, as well as the Mariachi Juvenil Nueva Generacion. Jeremy “Elvis” Pearce also performed.

Ms. Silva said that as a result of reaching out to the community, the event was supported by many financial sponsors, including: the Salser and Dillard Funeral Chapel, Family Health Care Network, and the Exeter Senior Center, each of which donated $1,000. Smaller donations come in from other companies and organizations, including: Smart and Final, Kaweah Delta, Costco, International Paper, and Vapor Trailers to name a few. Culligan donated drinking water, Producers Dairy donated ice cream, and Frito Lay donated chips. Denny’s and IHOP restaurants donated plastic cutlery. She said this sets precedence and it will be important to keep that momentum going. In future years K/T AAA will partner even more with CSET to be able to take advantage of its non-profit status to solicit additional financial and volunteer help.

Supervisor Vander Poel asked approximately how much is spent to rent the stage (which Ms. Silva had mentioned as one of the more expensive costs). This year, with the addition of extra canopies, the cost was approximately $8,500. Supervisor Vander Poel asked if purchasing the higher-cost items has been considered, even though storage might be an issue. Ms. Silva said that in discussing the event with CSET and the possibility of its taking on more of the responsibility of the event, it will be cost effective for them to invest in purchasing certain items, which can then be available for other events. It was noted that raising exhibitor fees this year helped to cover a large part of those expenses – close to $5,000.

She said this is a valuable event because it gets seniors out and socializing in the community and is something they look forward to every year – noting it is a beneficial event for this reason. Albert Cendejas said it is a good example of the teams working together and, in spite of the rain, the teams still made it happen and the seniors were appreciative, with everyone keeping a great attitude.

Also, during the event, Tulare County Board of Supervisors Chairman, Mike Ennis, presented a proclamation declaring May as Older Americans Month in Tulare County.

1. **Approval of Minutes of April 25, 2015** – Supervisor Vander Poel motioned for the minutes of the meeting of April 25, 2016, to be approved; Supervisor Fagundes seconded the motion, which carried unanimously.
2. **Approval of K/T AAA Area Plan 2016-2020 –** Ms. Silva said the Area Plan (AP) occurs in 4-year cycles. The new AP for 2016-2020 outlines the goals and directions for the next four years of service delivery for the K/T AAA. Each agency has the ability to make adjustments based on what is occurring within its area and projects where anticipated services will be needed. Staff Analyst, Israel Guardado said the AP is a description of the activities the K/T AAA has planned over the next four years, noting that an Update is given on a yearly basis. The plan requires working with the K/T AAA providers and contractors to do assessments of the community in the form of surveys and focus groups to determine which services are needed and if there are any service gaps. The plan went out for public hearing in Kings County at the Hanford Senior Center on April 12, 2016; a second public hearing was held at the Porterville Senior Center on April 13, 2016. Although the hearings resulted in good feedback from the community members who attended, there were no changes made to the plan. The conversations served to reinforce the information that the plan was based upon. The K/T AAA had conducted a “needs assessment” from October through November 2015. The results of the assessment showed that access to transportation remains one of the top priorities of need in our area. Ms. Silva said this need is consistent throughout the State, and even the nation. Other needs identified, included: assistance with heavy house work, health care, and utility costs. It was noted that the K/T AAA Multiservice Senior Services Program (MSSP) has the ability to assist with all these things, including restoring utility if someone doesn’t have utility service. In trying to address these needs, MSSP has a new contract in place for the coming fiscal year which will help provide medical transportation.

Mr. Guardado said otherwise, service units have remained relatively stable with not much change. Funding for the programs is also remaining fairly stable. It is anticipated there will be increases in Title III-B Supportive Services and Title VII-B Elder Abuse Prevention Service, so those two areas will experience a slight increase in service units as far as the Plan goals.

He noted Title III-D Health Promotion service unit goals are currently low compared to last year. The reason is that there are new regulations taking effect in October 2016 - and what the Agency has been doing so far doesn’t meet those new regulations. K/T AAA is trying to find a suitable and workable solution, at which point those goals will be updated.

A draft of the Plan was submitted to the State, and is pending approval from the Board. Upon approval the transmittal letter will be signed and submitted with the final to the State. Ms. Silva said this item is asking for the Board’s approval for the Chair to sign the transmittal letter.

Supervisor Ishida questioned what the regulation changes were. Mr. Guardado explained that basically, the Title III-D program requires that the programs we offer with that funding be evidenced based and that the new requirements are at the highest level criteria. Albert Cendejas added that the training for III-D is now at a higher level; for instance, he said many of his staff now require certification to be able to perform or give information and training or workshops to the seniors. Ms. Silva said the secondary challenge of this is that the funding has not increased with the requirement of the evidence-based programs and there is more cost involved in the new evidence-based program.

Mr. Cendejas said CSET is connecting with Kaweah Delta to get most CSET staff certified. Supervisor Ishida asked if it makes the program more effective. In reply, Ms. Escarsega-Fechner said it depends on the curriculum; and that what they really want to do is make sure any type of training is connected to curriculum-based training. She said ultimately it will be more effective, noting that CSET is looking at how to connect with those that already have the credentials, in order to leverage those dollars better. She said Kaweah Delta and Family Health Care Network have Health Promotion programs already, so it is finding the communities where there are the core competencies and have CSET staff be backup, so they get training and CSET isn’t spending valuable dollars. She said all programs now connected with Federal funds are all evidence based, noting that it is very expensive to buy the curriculum. She said it is better, for instance, (noting that Kaweah Delta and Family Health Care Network have evidence-based curriculum) to use theirs. Ms. Escarsega-Fechner said CSET is looking at how to create Memorandum of Understanding (MOUs) with those organization to train CSET staff in kind.

On a different note, Supervisor Ishida asked how many seniors use public transit (bus service). Mr. Cendejas said quite a few, with the heavier users in the rural or outskirt areas. The program pays quite a bit to utilize the Dial-a-Ride, which doesn’t have a set route, making it more expensive to get from one point to the destination point. It costs additional to get seniors to the centers that are not otherwise near a regular route system. The biggest users are in Porterville, Woodlake, Cutler-Orosi, and Exeter. These areas are where most of the transportation funds are used, either tokens or Dial-a-Ride. Supervisor Ishida said that at every meeting there is a hearing on unmet transit needs at Tulare County Association of Governments (TCAG) and it might be important to make a presentation before TCAG on what seniors need in the way of transportation. Ms. Escarsega-Fechner said in the past it has been presented to TCAG and shared as a part of the information they send out as part of survey needs. She said one of the things she has on her “list” is to go back to TCAG again. Mr. Cendejas said, for example all the centers should have a drop site so the seniors don’t need to walk far, especially those challenged with mobility issues. Supervisor Pedersen mentioned that Adventist Health purchased their own transportation vehicle so County-wide they have access – for their business model they can make sure it is accessible. Supervisor Vander Poel commented that Tulare County also has medical provider transportation and even some grocery stores (Vallarta’s in Tulare) will provide transportation for seniors to come to the grocery store. He said he feels it would be a simple “ask” to make sure that every route that is within a jurisdiction has a stop at or near a senior center for the senior population.

Supervisor Vander Poel made a motion to approve the submittal of the Area Plan 2016-2020 to the State and authorize the Chair to sign the transmittal letter. Supervisor Ishida seconded the motion, which was approved. **(Vander Poel/Ishida Res. No. 16-006)**

1. **Approval of K/T AAA FY16/17 California Department of Aging (CDA) Grant Award Contracts (Res. No. 16-007)** – Ms. Silva reported that K/T AAA is in receipt of the FY1617 Revenue contract planning estimates from the CDA. The actual contracts have not been received, but the estimated numbers are generally close. The contracts are about 2 percent higher than last year. Part of the HICAP contract is One-Time-Only (OTO) funding that wasn’t able to be distributed timely, so that funding was rolled into the new fiscal year – approximately $23,000. The other area of increase is in the Ombudsman Program for $16,000. Also, there is an increase in Congregate Nutrition by $10,000 and the Home-Delivered Meal (HDM) program by $20,000. Family Caregiving increased by approximately $4,000. This item requests the Board to authorize the Chair to sign the revenue contracts and authorizes the Director to sign any amendments. **(Fagundes/Vander Poel Res. No. 16-007)** Contract amounts as follows:
* Area Plan: AP-1617-15 in the amount of 1,925,169
* Senior Community Service and Employment Training Program (Title V): TV-1617-15 in the estimated amount of $127,781
* Health Insurance Counseling and Advocacy Program (HICAP): HI-1617-15 in the amount of $306,356
* Multipurpose Senior Services Program (MSSP): MS-1617-33 in the amount of $698,455
1. **Contract Authorities of FY16/17 –** Ms. Silva said the provider (expenditure) contract amounts are based on the planning estimates received from the State. This resolution authorizes the Chair to enter into these agreements based on the anticipated State funding as follows:
* County of Kings $ 463,941
* City of Tulare $ 93,502
* Community Services and Employment (C-SET) $ 1,011,490
* Valley Adult Day Services (Formerly PADS) $ 70,466
* Valley Caregiver Resource Center (VCRC) $ 70,466

Supervisor Ishida motioned to approve; Supervisor Fagundes seconding the motion, which carried. **(Ishida/Fagundes Res. No. 16-008)**

1. **Contract approval for FY16/17 for Valley Caregiver Resource Center (VCRC) –** Ms. Silva explained that funding for this contract with VCRC comes from outside the K/T AAA CDA contract. Funding is received from Tulare County Mental Health for prevention and early intervention (PEI) of mental health issues. VCRC uses it to maintain a telephone-based Home Bound Senior Social Network (HSSN), based on the model of the *Senior Center Without Walls* program. This resolution authorizes the K/T AAA, with the Chair’s signature, to enter into the agreement allowing VCRC to continue this program for the contracted amount of $25,000. Supervisor Vander Poel moved for approval, Supervisor Fagundes seconded the motion which carried. **(Vander Poel/Fagundes Res. No. 16-009)**
2. **Contract for Senior Community Services Employment Program (Title V) –** Ms. Silva said this is the contract for senior employment Services (Title V). The K/T AAA issued a Request for Proposals (RFP) for this contract. K/T AAA Analyst, Israel Guardado, reported that the RFP was released to the public on March 28, 2016. The Senior Community Services Employment Program is authorized by Title V of the Older American Act (OAA). Any OAA funded program requires the use of an open and competitive bid process for contracts over $100,000. This is work-based training for older Americans with a goal to provide jobs, promote wellbeing, and meet community needs. Title V participants gain work experience in a variety of community service activities in non-profit and public facilities. Participants work an average of 20 hours per week and are paid the highest of Federal, State, or local minimum wage. This program serves as a bridge to unsubsidized employment opportunities for the participants. In response to the RFP the K/ T AAA received one proposal for the full contract award, estimated at $117, 542 (based on prior year’s funding). The proposal was received from Community Services Employment Training (CSET), the current contract holder. Evaluation of the proposal was completed by a panel of six qualified, unbiased, objective individuals representing both our Service Area (PSA 15) and outside our service area, with a wide variety of backgrounds. Evaluators scored the proposal based on a variety of topics, and overall awarded the CSET proposal 749 points out of a possible 840 points (89%). He said, based on the high scoring of the proposal and CSET’s experience with the program, it is being recommended that CSET receive the full contract award for FY 2016/17, to be evaluated on a yearly basis, thereafter. Ms. Silva said this item is presented to the Board to approve and move forward with this contract.

Supervisor Vander Poel questioned how long this program has been around and if there have been other providers. CSET Executive Director Mary Escarsega-Fechner said she started with CSET in 1994 and the program was around then, and CSET has had the contract since that time. She said that AARP provides the largest amount of this type of training with a direct contract and Federal grant. The Title V program is smaller and is leveraged with the Workforce Investment Program. She noted that Kings County also has several of the employment position “slots”. Ms. Silva confirmed that through research, she historically was unable to find that any other organization had held the contract.

Supervisor Vander Poel said he doesn’t advocate for sole source contracting, but when you have specific areas of expertise, sometimes you have to go with the providers available. Although understanding it is a Federal mandate, maybe the extent of the process needs to be considered in the future. Ms. Silva agreed that with some front-end research to determine if there is any interest, it can be shown that effort was made to investigate if any other organization may show interest. With a motion by Supervisor Fagundes for approval and a second by Supervisor Ishida, the resolution was approved. **(Fagundes/Ishida Res. No. 16-010)**

1. **Advisory Council Report –** Ms. Silva explained that Council Chair, Sharon DeMasters, was not in attendance, so there is no Advisory Council report. She also brought it to the Board’s attention that long-standing Council member, Marlene Chambers recently lost her daughter, unexpectedly, and she wanted it to be recognized that K/T AAA extends its sympathy to Ms. Chambers.

Ms. Silva reported that the next Governing Board meeting is scheduled for July 18, but noted that occasionally the July meeting does not take place if the agenda is very light.

Lastly, Supervisor Vander Poel mentioned that May is Mental Health Awareness Month.

1. **Adjourn** – The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Laura Silva

Secretary to the Board