 ADVISORY COUNCIL MINUTES

 (of) May 13, 2019

 Cutler-Orosi Senior Center

 12691 Avenue 408

 Cutler, CA 93615

**MEMBERS PRESENT:**

Marlene Chambers

Dan Fox

Grace Henn

Ms. Bobbie Wartson

Dr. David Wood

**MEMBERS ABSENT**:

Cecilia Bobst

Betsey Foote

Sharon Lamagno

Suzann Wray

**STAFF PRESENT:**

Jamie Sharma, Aging Services Manager

Matthew Kredit, Budget Officer

Israel Guardado, Analyst

Sjahari Pullom, Administrative Specialist

Bonnie Quiroz, Senior Advocate

Christine Tidwell, Administrative Aide

**GUESTS & ALTERNATES PRESENT:**

Carolyn Davenport, Council applicant

1. **Call to Order** – Dr. David Wood, Council Chair, called the meeting to order at 10:08 a.m.
2. **Introductions of Council Members and Guests** – Carolyn Davenport was a guest at the meeting and is a candidate for appointment to the Council. Dan Fox said he often times worked with Ms. Davenport when she was a Tulare Co. employee, and that he highly recommends her. On a different note, Sjahari Pullom was introduced as the new K/T AAA Administrative Specialist, who is assuming the position recently vacated by Matthew Kredit.
3. **Public Comment**
* Albert Cendejas reported on the wrap up of the Volunteer Income Tax Assistance (VITA) program. Of the 4,100 returns that were completed, 879 were those of seniors.

Also, Mr. Cendejas said that CSET staff was invited to present to the Nursing Program at the Fresno University. It is hoped this will generate student interest and participation in the CSET senior programs, especially to encourage student involvement with the Home-Delivered-Meals program as an option for students to fulfill their required community hours.

Dr. Wood mentioned that whenever such a training is done out in the community, an invitation to attend the Advisory Council meetings can be made, noting that graduate students from CAL State Fresno that get field work credit, come to Mental Health Board presentations. These will be tomorrow’s service providers, so it’s good if they can be included in Agency meetings, when possible.

* Ms. Bobbie Wartson announced the Health Fair on May 22, 2019, at the Hanford Civic Auditorium. Additionally, Friendship Day will be celebrated on June 7, at the Civic Auditorium (and includes a performance by “Elvis” – local impersonator, Jeremy Pearce).
* Dr. Wood said the Kings County Board of Supervisors is meeting on Tuesday, May 14, and he invited any interested Council members to attend in support of KCCOA.
1. **Approval of Minutes** – Marlene Chambers motioned to approve the minutes of the April 22, 2019, meeting; the motion was seconded by Dan Fox and the minutes were approved by voice vote with no discussion or corrections. Grace Henn abstained.
2. **Announcements and Correspondence** – Dr. Wood congratulated Bobbie Wartson on her nomination for the Vice Chair position with Triple-A Council of California (TACC).

1. **Milestone Updates** – The Chair recommended Council members review their term of service and its expiration date. If members plan to continue, he suggested that the re-application process be kept in mind, prior to December, which is the expiration month, (terms have staggered expiration years).
2. **2018-2019 Tulare County Grand Jury Final Report** – Ms. Jamie Sharma reported that the Grand Jury had notified the K/T AAA that it was requesting a response on the Grand Jury Report addressing elder abuse prevention and awareness. The Tulare County Board of Supervisors was also issued this request. As an agency, she said, K/T AAA is involved in a lot of aspects of elder abuse prevention and K/T AAA is in the beginning stages of pulling together a response. Once an initial draft has been created, it will be presented to the Advisory Council. The Agency has been asked to share its response with the TC Board of Supervisors to ensure that the responses are all-inclusive. The response will be brought to the Council, probably electronically, for any feedback, and also to the K/T AAA Director, Timothy Lutz, for his approval. There is a 90-day period for the response to be prepared. It will be presented to Governing Board in July.

At Dr. Wood’s request, Dan Fox who has served on the Grand Jury, explained that there are sub-committees what work on different issues, especially issues that may be of public interest. He suspects that is how this topic was selected, and not that it was stemming from a complaint, but rather it was an internal decision recognizing that elder abuse and its prevention is an issue that should be looked at, with an attempt to spread the word and send out messages of which programs help in handling it.

Dr. Wood noted that the Governing Board, at its meeting earlier in the day, had asked for more details. Ms. Sharma said the Board brought up a valid point in that, rather than re-do the whole response if Kings County requested it, that Kings and Tulare information and data should be included in the response. Dr. Wood said that if KCCOA staff is able to help with that data collection, the assistance should be acknowledged in the report - to acknowledge and highlight KCCOA’s resource value.

Matthew Kredit said that it should be noted that the K/T AAA receives only $60,000 of funding designated for Elder Abuse Prevention and for outreach only. It will be the Adult Protective Services Programs that will be responsible for the majority of contacts. Dr. Wood said to the extent that the different departments can intersect and as much collaboration as can be done internally, should be, so it is a collaborative approach, and even bi-county as “regional” collaborators.

1. **Member Handbook and Related Issues (Bylaws, Committees) –** Dr. Wood reported that Marlene Chambers and Dan Fox met with him at Mr. Fox’s initiative to discuss the Advisory Council Orientation Manual, especially as a reference document. He said this should be an action item on the June agenda: approval of the Bylaws, to “update” it as far as having the “reviewed date” more current and to acknowledge that there are no substantial changes required in terms of the text. This will emphasize the Council is O.K. with it the way it is, currently.

The Chair said the Council has a dilemma in that half of the Council’s representation seats are unfilled and absences make it difficult to conduct business. He noted that the orientation binder speaks about a number of committees, but it is hard to create committees when there is not the number of members required. Typically members of the Council can elect a committee or area of interest, but then they are expected to collaborate on that. There is not, currently, the number of active committees that there should be according to the Bylaws.

It was noted that the Council especially needs to move forward with creating the ABC Budget Committee component of committee work, so when there are concerns over real dollars (funding), the Council can have a more active involvement in looking at those and be able to “sign off” on it rather than just rubber stamping items.

Also, there was discussion about having the Council agenda and minutes posted to the K/T AAA website. Israel Guardado said that the agendas for both the Council and the Governing Board meetings are usually posted already (not the minutes for approval). It was suggested that any accompanying backup documents be posted electronically, as well, before the meeting, if possible.

Dan Fox said when the review group looked at the Orientation Manual, he said the Council was not following it – noting that everything in it is proper and if it was followed there would be no problems. The decision was to not change anything, but to leave it as it is. He noted that the manual includes a form asking members which committee the member would like to participate on and that form should be given to everyone on the Council, with the Chair designating which committee each member should participate on. The policies and procedures are all there, they just need to be followed. Additionally, it was suggested that the Council “job description” and “Advisory Council Functions” being appended to the application.

Dr. Wood suggested having a half-day retreat for the Council to do training and review of all of the policies, but for now that can be on hold until more Council seats are filled.

1. **Area Plan Update (APU) Final** – Israel Guardado said the APU was talked about at the last Advisory Council meeting, including the decreases in funding to the K/T AAA and the decreases in services, especially outreach efforts formerly done via radio broadcasts. This document was approved at an earlier Governing Board meeting, for submission to the State.

Mr. Guardado said for next year’s Area Plan, which will be a four-year plan, development of the plan requires a “needs assessment” of the community and the K/T AAA area. Help will be needed from the Advisory Council to serve as a focus group to narrow down the questions that will be included on the assessment questionnaire. This should be kept in mind as a possible sub-committee or as participation from the whole of the Advisory Council. Additionally, he said part of the requirements are, that the K/T AAA hold Public Hearings and in the past few years, participation has been declining. He suggested that the Area Plan hearings be scheduled to follow Council meetings to encourage Council participation. This will serve the purpose of talking about the Plan early on with the Council as members of the public and not necessarily as members of the Council.

Dr. Wood mentioned that Natalie Bolin, Deputy Director, Clinic Services, MH, has expressed an interest to join the Advisory Council. The Bylaws do not necessarily rule out employee participation on the Council as long as voting is not done on any item of business that impacts a particular agency. Ms. Sharma said she has no reason to believe that a County employee could not be a member of the Advisory Council – noting that outside of K/T AAA and the Aging branch is probably safe. There should be a check of the bylaws carefully to make sure no rules are breached. Dr. Wood will follow up with Ms. Bolin to invite her to serve as a liaison. He noted that Tim Lutz, K/T AAA Director has said he was agreeable with her being a liaison to create collaboration.

Dr. Wood said that when the Area Plan is being submitted to Sacramento and the Agency is setting goals for services, especially if there are dramatic decreases in goals, he would like to recommend a brief explanatory description of some of the changes, for clarification. Ms. Sharma said the goals come from the sub-contractors – what they are able to provide in terms of services – and is a projection based on what services were provided in the past year. When lobbying for increased dollars and funding, we should be aware of what is being put forward to the State and what the report is telling them, in terms of what we actually have as need.

**Annual Report** – Dr. Wood said he expects to be able to forward an Annual Report to the Governing Board in July at the beginning of the fiscal year. A draft report should be available for the Council and staff to review for the June meeting, which, if not satisfactory, can still be worked on further – it will be an action item for the June meeting to approve it or to make modifications or edits. In that way, it will be signed off on by the Advisory Council for submission to the Governing Board in July.

A discussion followed about the June Advisory Council (originally slated for Earlimart).

It was also noted that the July 22nd meeting of the Governing Board will be held at Government Plaza, 5957 S. Mooney Blvd., Visalia, CA 93277.

1. **Staff Reports**
* Notice of and an invitation to the Elder Abuse Awareness event at Government Plaza.

Ms. Sharma sits on the C4A Elder Abuse Awareness work group and said there is a tool kit that has been put together to give access to professionally created fliers and brochures.

* Farmers Market coupons have been received and distribution begins soon. Ms. Quiroz, who orchestrates the coupon distribution said 18 Tulare Co. distribution dates have been arranged. Coupons are distributed at certified County markets in Kings and Tulare Counties. Tables are set up at the markets with appropriate literature and the sign-up sheet. Eligible seniors can sign up and receive a booklet on the spot. CalFresh applications are also available. The Mental Health Prevention and Early Intervention (PEI) screening will also be available this year at the market locations.
* Ms. Sharma reported on Veterans Opportunity Day, which was well attended with several hundred people and a great turn out of exhibitors. Approximately, 10 percent of the veterans were female veterans, up from years past. The event included key note speakers. Veteran feedback was positive regarding the increased outreach being done by the programs, especially increased presence in the Dinuba and Porterville areas. Ms. Chambers also said that the Lemoore base in Kings County had a good turnout to an event held at that location. Dr. Wood suggested recruiting efforts be made to Veterans groups in order to increase the diversity of the Advisory Council.
* Introduction of the new K/T AAA Administrative Specialist, Sjahari Pullom, who has accepted the position vacated by Matthew Kredit. It was also noted that the K/T AAA Director Juliet Webb is on indefinite Leave of Absence. The Board has chosen to name Timothy Lutz as its Interim Director to keep business moving forward.
1. **Development of the June 2019 Council Agenda** – Agenda items will include the review of the draft Annual Report; an update from Ms. Bobbie Wartson on the TACC meeting; and any new membership appointments.
2. **Additional Member Comments** – Final comment: Dr. Wood mentioned the stipulation in the Bylaws that it meet on a quarterly basis, (instead of monthly). He has asked the Council if it wished to continue meeting on a more regular basis (monthly) and the answer was, “Yes”. He noted that the Council continues to struggle with vacancies and absences, and that it is extremely inefficient and costly to have staff travel to outlying areas, i.e. Cutler-Orosi, Earlimart, etc. if there is no quorum for a full meeting. Considering that, it might not be cost effective and purposeful to have meetings at so many spread out locations. He noted that if the Governing Board is planning a meeting at one of the outlying areas, it would be fine to conduct the Advisory Council similarly on those occasions, but maybe that should be the extent of it. He suggested the idea be revisited of an individual Council member being assigned as a representative to the various senior centers, instead of having the full meeting at these locations. The representatives can report back to the Council as liaisons. It was decided to reschedule the June meeting to convene at Government Plaza, instead of Earlimart.

1. **Adjourn –** The meeting was adjourned at 11:54 a.m.