



GOVERNING BOARD MINUTES

March 18, 2013
10:00 a.m.

Tulare County Human Resources &
Development (HR & D) Testing Room
2900 West Burrel, Visalia, CA

GOVERNING BOARD MEMBERS PRESENT:

Tony Barba, Chair, Kings County – Dist. 4
Pete Vander Poel, Tulare County – Dist. 2
Richard Fagundes, Kings County – Dist. 5
Mike Ennis, Vice Chair, Tulare County – Dist. 5

GOVERNING BOARD MEMBERS ASSENT:

Allen Ishida, Tulare County – Dist. 1

STAFF PRESENT:

Tim Lutz, K/T AAA Director
Dayna Wild
Christine Tidwell

COUNCIL MEMBERS PRESENT:

Cheri Taylor, Advisory Council Chair
Marlene Chambers
Sharon DeMasters
Dick Johnson
Betty Oswald

GUESTS PRESENT

Lorraine Zorn, Senior Services
Administrator, City of Tulare
Mary Krieg-Vasquez, RSVP

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1. **Call to Order** – Supervisor Ennis, Chair, called the meeting to order at 10:00 a.m.
 2. **Public Comment**
 - Lorraine Zorn, the City of Tulare Senior Services Administrator announced that on April 4, 2013, the Tulare Senior Center will be celebrating its fiftieth anniversary. The organization began in April 1963. Supervisor Vander Poel will be making a proclamation at the ceremony. Lynn Dredge, past Tulare City Manager will also speak.
 - Mary Krieg-Vasquez, the Retired Senior Services Program (RSVP) representative with HandsOn announced that the Hands Across the Valley Awards ceremony will take place on April 24, 2013. This is a Valley-wide award. This year's Senior Volunteer Award was won by Gwen McLaughlin, a volunteer from the Tulare County Sheriff Department. Ms. McLaughlin has over 30 years of volunteer service. It was noted that last year Mel and Gladys Mendes from Kings County were Volunteers of the Year and honored with Lifetime Volunteer Service Awards. The event will be held at the Fresno Convention Center April 24, 2013, from 11 a.m. to 2 p.m. The public is also invited to a reception at the Board of Supervisors in Fresno on Monday evening.
 - Sharon DeMasters, Director of the Kings County Commission on Aging (KCCOA) announced that KCCOA and Kings County In-Home Supportive Services (IHSS) will be sponsoring a pancake breakfast in Armona. Several of the Kings County Board of Supervisors attend and help cook the pancakes. Tickets are available for a five dollar donation which goes as a contribution to KCCOA.

- Ms. DeMasters also announced that, in celebration of May as Older American's month, Friendship Day will be held at the Hanford Civic Auditorium on May 24, 2013. Admission is free.
- Supervisor Ennis announced that on Thursday, March 28, 2013, Connie Conway will participate in a program at the Porterville Senior Center. The program focuses on remaining safe from fraudulent scams. Supervisor Ennis will also be attending the program.

3. **Approval of the Minutes of January 28, 2013** – On a motion by Supervisor Barba, seconded by Supervisor Vander Poel the minutes of the January 28, 2013, meeting were approved. Supervisor Ishida was not present.

4. **Approval of K/T AAA Fiscal Year 2013/14 Budget** – Mr. Lutz said this budget is based on direct services operation. If the current Request for Proposal (RFP) yields a contractor, a budget amendment will be brought to the Board, and a new contract will be presented. Not knowing the results of the RFP at this point, the budget was developed based on the agency operating as it has in previous years. A key point in the budget is that it factors in the 5.2 percent Federal sequestration reduction across the board to direct and contracted services. Nearly all the programs in the budget are subject to the 5.2 percent reduction.

Supervisor Vander Poel requested Mr. Lutz to explain how the funding reductions will impact seniors. Mr. Lutz said he has tried to lessen the impact, explaining that there is some flexibility in how funds are transferred among Title programs, but noting the Nutrition, and Information and Assistance (I & A) program reductions will be most evident.

If the programs continue to operate in-house, there will be a restructuring of the I & A program; and, if kept in-house, (based on the results of the RFP,) restructure details will be brought to the Board. Ideally, I & A responsibilities will be distributed to a variety of staff rather than funding unique positions for that purpose. This model was being looked at prior to the funding reductions; however, the reductions helped speed it along due to necessity. By absorbing the reduction through the removal of a currently vacant position, (not a layoff,) and hiring a different position through other case management programs, the agency can continue to keep essential services.

Mr. Lutz noted another impact that could be felt is in the Title V, subsidized employment program. Reductions may necessitate taking away an employment slot, which means one less placement in the community. Funding reductions may also mean one less cooking class at the senior centers. It is hoped that in some instances other types of programs can be leveraged.

In a program similar to one that KCCOA has implemented in Kings County, Tulare County has partnered with the University of California Cooperative Extension. Begun at the Woodlake Senior Center in February, the UC Coop will be offering an informational series of classes at the senior centers.

In answer to a question from Supervisor Ennis regarding the approximately funding reduction expected, Mr. Lutz said he anticipates a \$110,000 reduction, including some of the State match, assuming the State will match only what is required. He noted that this is factored into the budget.

Expansions in funding made possible elsewhere, including partnership with the TulareWORKs division of the Health and Human Services to do more food stamp (CalFresh) outreach, have allowed for programs to fund their activities at a better level. Funding reductions have been managed in such a way as to result in is this budget not relying on any transfers from the Trust fund. It is a self-sustaining budget proposal at this point.

Sharon DeMasters, Director of Kings County Commission on Aging commented that in Kings County, as of July 1, 2013, the Public Health Aging Program will be out – not from the sequestration, but from re-alignment. Mr. Lutz said that looking at it from the Agency's perspective, the County Board of Supervisors will most likely be seeing more reports on the health realignment, in particularly, with the affordable care act. He noted there is huge concern for essential health services, prevention, and outreach to vulnerable populations. Area Agencies receive only a small pot of disease management money, which combined for both counties is approximately \$32,000 per year, not even enough to fund a nurse, let alone the supplies for doing testing, etc., and that there is no easy way to backfill those losses.

Supervisor Fagundes moved for approval of the FY 2013-14 budget. The motion was seconded by Supervisor Barba, and the motion was carried. Supervisor Ishida was absent.

(Fagundes/Barba Res. No. 13-005)

5. **Request for Proposal (RFP) Update** – Mr. Lutz said the RFP has been out in the community for slightly over one month. On March 14, 2013, the Bidder's Conference was held. Representatives from four vendors attended: Community Services Employment and Training (C-SET), Kings County Commission on Aging (KCCOA,) Porterville Adult Day Services (PADS,) and Valley Caregiver Resource Center (VCRC). Vendors had either submitted questions before hand or had the opportunity to ask questions during the conference. There was a tour of the Porterville Senior Center (site of the conference), to give the participating organizations an idea of how the operations are laid out. Each question was responded to verbally. Answers will be typed and distributed to any organization at the conference and those who received the RFP. Answers will be posted on the K/T AAA website (along with the RFP).

The RFP due date is April 11, 2013 at 2 p.m. At that point, it will go to the review committee. The committee consists of seven members, including several members from the Advisory Council, members from Kern and Merced Area Agencies on Aging, and various fiscal-minded staff. No Area Agency on Aging staff that directly work in the program will participate on the review team. The tentative announcement date is April 30 at 4:30 p.m.

Based on the results of the review process, each applicant will be mailed a summary of scores and where each ranked. At the May 20, 2013, Governing Board meeting it is hoped a contract and budget adjustment will be brought to the Board.

Supervisor Vander Poel asked how many employees will be affected if the RFP is awarded to an outside entity. Mr. Lutz answered that six regular-status and five extra-help employees will be impacted. Recent vacancies have been filled as extra help. It is explained to staff being hired that there is a possibility of the positions being eliminated, due to the RFP.

Supervisor Ennis asked if the Porterville Senior Center will be moving to the Santa Fe Center. Mr. Lutz said that is the intent - he has had further conversations with the Porterville City Manager and things are moving toward that goal. He requested Supervisor Ennis to attend future meetings once dates are confirmed.

6. Advisory Council Report

- Cheri Taylor reported that Senior Day in the Park will be Friday, May 17, 9 a.m. to 2 p.m. at Mooney Grove Park. This year the Tulare County Public Health Emergency Preparedness (PHEP) Program will be taking a lead role in organizing the event and assisting K/T AAA in managing several components. The event will be used as a training exercise for managing a health emergency using the incident command system for any parts of the event that could be associated with an emergency; for instance, mass food distribution, parking for large groups of people, and rental of specific types of equipment. This will provide County employees an opportunity to participate and learn from this type of training exercise in the event they are ever called upon to assist in an actual emergency. The seniors will not be aware that PHEP is on the scene.

This partnership will benefit K/T AAA and helps PHEP meet established training and exercise goals. Exercising emergency management is critical to maintaining the preparedness of the public health department in responding to a large public health emergency such as pandemic flu or chemical exposure, etc. In this exercise PHEP will be testing the health department's operation center. K/T AAA will remain involved in coordinating the event in order to ensure the seniors still get the programs they expect. All the standard entertainment: bingo, the cake walk, etc., will be arranged by K/T AAA staff. This year a student from the Creative Center provided artwork for the event flyer.

- Ms. Taylor reported that Jacob Epperson, a K/T AAA Advisory Council member from Exeter, passed away on March 8, 2013.

7. Correspondence – Mr. referred to a copy of a letter that was included in the Board agenda packet. The letter was recently sent to K/T AAA's contracted providers informing them of the Federal sequestration and resultant contract amendments that may be required to accommodate anticipated reductions in funding. The agency is currently waiting on further information from the California Department of Aging (CDA). He expects additional clarification and guidance following the Area Agency Director's meeting scheduled for next week.

8. Adjourn – The meeting adjourned at 10:47 a.m.

Respectfully submitted,

Timothy W. Lutz
Secretary to the Board