



GOVERNING BOARD MINUTES

May 20, 2013
10:00 a.m.

Tulare County Office of Education
Board Room
2637 West Burrel, Visalia, CA

GOVERNING BOARD MEMBERS PRESENT:

Mike Ennis, Chair, Tulare Co. – Dist. 5
Richard Fagundes, Vice Chair, Kings Co. – Dist. 5
Pete Vander Poel, Tulare Co. – Dist. 2
Allen Ishida, Tulare Co. – Dist. 1
Tony Barba, Kings County – Dist. 4

STAFF PRESENT:

Tim Lutz, K/T AAA Director
Laura Silva, Aging Services Manager
Dayna Wild
Christine Tidwell
Dori Silveria
Bonnie Quiroz

COUNCIL MEMBERS PRESENT:

Marlene Chambers
Sharon DeMasters
Betty Oswald
Don Turner

GUESTS PRESENT

Mary Escarsega-Fechner,
Executive Director, C-SET
Carla Calhoun, Deputy Director, C-SET
William Munoz, Office of Rudy Salas
Carla Treuting, CA Senior Legislature

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1. **Call to Order** – Supervisor Ennis, Chair, called the meeting to order at 10:00 a.m.
 2. **Public Comment**
 - William Munoz, Field Representative from the office of Assembly Member Rudy Salas, announced a workshop on the prevention of fraud taking place at the Hanford Veterans Center, 401 N. Irwin, Street in Hanford on Friday, May 31, 2013 from 3 to 5 p.m.
 - Sharon DeMasters, Advisory Council member and Director of the Kings County Commission on Aging (KCCOA) announced the Friendship Day event on Friday, May 24, 2013 at the Civic Auditorium in Hanford from 9 a.m. to 1:30 p.m.
 - Tim Lutz introduced Laura Silva, the new Aging Services Manager. He said Ms. Silva previously held a managerial position with Aging Services several years ago and is familiar with the system and overall organizational structure of the program.
 3. **Approval of the Minutes of March 18, 2013** – On a motion by Supervisor Barba, seconded by Supervisor Vander Poel the minutes of the March 18, 2013, meeting were approved.
 4. **Approval of K/T AAA FY2013/14 Area Plan Update** – Mr. Lutz said this the second year of the current four-year Area Plan (AP) cycle. This is an incremental update to provide the State with units of service and any changes. The AP is taken to public hearing (April 30, 2013 at the Hanford Senior Center for Kings County, and May 1, 2013 at the Tulare Senior Center for Tulare County). He noted that the AP represents how the Agency has been operating under its previous structure and does not represent the new contracted model taking effect once the Board approves the Community Services

and Employment Training (C-SET) contract, set on the Board's agenda later in the meeting. If the contract with C-SET is approved, then a revised AP will be written, new public hearings held, and the revised plan will be brought back to the Board at its next meeting. Supervisor Barba motioned to accept the plan, and Supervisor Fagundes seconded the motion which passed unanimously.

(Barba/ Fagundes Res. No. 13-006)

5. Approval of FY13/14 California Department of Aging (CDA) Grant Contracts

- **Older American (Area Plan) Grant** – Mr. Lutz said the Area Plan grant is structured differently this year in that there is a 3-month and a 9-month contract. This is an attempt to have the reductions based on the Federal fiscal year which is more advantageous for the Area Agencies on Aging. The 3-month contract is July 1 through September 30, 2013 and the 9-month contract is October 1, 2013 through June 30, 2014. This does not change how the K/T AAA operates; it only means there are two Area Plan contracts this year. In regard to the sequestration, there is a combined reduction of 4.67 percent to the K/T AAA's Federal funds. The amount varies by program depending on how the State allocates funds – some programs received increases, such as the home-delivered meal (HDM) Program, whereas the congregate meal program received decreases. Supportive services also experienced decreases. Mr. Lutz said there is some flexibility to move funds around within programs to balance the effect of the reductions, but overall, the combined reduction is 4.67 percent.
- **C-SET (Title V)** – Title V received a 5.2 percent reduction under the sequestration.
- **Health Insurance Counseling and Advocacy Program (HICAP)** – Mr. Lutz said the HICAP program contracts are also under the two-contract structure (3 and 9 month). The overall reduction for the program is 5.2 percent. He noted that none of these contracts have been received yet, but the State has given the anticipated amount of the award, so the Agency can budget for its programs. The Board's approval of the contracts was requested, with the understanding that once the contracts are received, they will be routed to the Chair for signature.
- **Multipurpose Senior Services Program (MSSP)** – The MSSP program revenue was not affected by sequestration. Medicaid programs are not reduced, as entitlements. Funding did not change.

Supervisor Ishida moved to accept the FY 13/14 revenue contracts; Supervisor Fagundes seconded the motion which carried unanimously to accept the contracts.

(Ishida/Fagundes Res. No. 13-007)

6. Contract Authorities for FY 2013/14

Mr. Lutz said these FY 13/14 expenditure contracts relate to the previous item's revenue contracts and reflect the reductions.

- **County of Kings** – This contract shows a reduction of 4.36 percent; different from the overall Area Plan reduction because the particular mix of programs that go to Kings County resulted in an overall smaller decrease.
- **City of Tulare** – This contract has a combined decrease over last year of 5.96 percent, in part because the largest decreases were in the congregate meal program and that is where the bulk of this contractor's funds are (congregate meal service).

- **C-SET** – This contract with C-SET refers only to the Title V contract for subsidized employment. A combined reduction of 5.2 percent matches the Title V revenue reduction from the state.
- **Porterville Adult Day Services (PADS)** – The PADS contract saw a 5.08 percent reduction over the last year in the Title III-E (Family Caregiver) program. This reflects the reduction that program experienced
- **Valley Caregiver Resource Center (VCRC)** – Mr. Lutz noted that reductions for this program are a combined 10.6 percent – higher because VCRC has fewer pots of money going to it. VCRC’s base amount is \$20,000, whereas other providers receive close to \$100,000 or more.

This item requests the Board’s approval of these contracts for fiscal year 2013/14.

Supervisor Vander Poel asked Mr. Lutz if the K/T AAA had been contacted by any of the contractors regarding the funding amount changes. Mr. Lutz responded that the providers are all well aware of the fluctuations occurring due to the sequestration. He noted that when the sequestration was triggered in March, K/T AAA sent a letter out to notify each provider that it anticipated these reductions.

Supervisor Barba moved to approve the FY13/14 contracts, and Supervisor Vander Poel seconded the motion. The vote carried unanimously. **(Barba/Vander Poel Res. No. 13-008)**

7. **Amendments to FY12/13 CDA Revenue Contract** – Mr. Lutz noted that the Board has given the Director authority to sign contract amendments when they occur and bring back that information to the Board. This item is information on the amended CDA revenue Area Plan contract amendment for the portion of the sequestration from March to the end of the 2012/13 fiscal year. The K/T AAA saw a reduction of \$41,365, (approximately 1.2 percent) to its Area Plan grant, smaller because it is a smaller portion of time. These reductions were absorbed through program and staff savings. He said that knowing the agency was bringing a contract mode of service delivery to the Board, which would have significant changes to the program, a number of positions have been kept vacant or filled using extra help. This provided enough saving in the budget so that reductions could be absorbed without significant issues to the organization.
8. **Amendments to FY12/13 Provider Contracts** – Mr. Lutz reported that when revenue contract amounts were reduced, consequently, the K/T AAA reduced provider (expenditure) contract amounts. The providers experienced reductions as follows: PADS, \$1,964 (1.6 percent); VCRC, \$586 (2.6 percent); City of Tulare, \$1,983 (2.2 percent); Kings County, \$9,152 (1.9 percent). It was noted that because these reductions were necessary in the current fiscal year, it was a more difficult adjustment, but he said providers seem to have weathered the changes.
9. **Contract for Tulare County Senior Services** – This is a contract for senior services for Tulare County. Mr. Lutz noted that C-SET staff was in attendance at the Board meeting. He introduced C-SET Executive Director, Mary Alice Escarsega-Fechner and Deputy Director, Carla Calhoun. In giving an overview of the process, he said the K/T AAA released a Request-for-Proposal (RFP) in February and ended up getting back one response, which was from C-SET. He noted the response was very well written, with an average score from five raters of 136 out of a possible 150 points or

ninety-one percent. In early May he said K/T AAA began contract negotiation with C-SET to work out any concerns and questions from the initial proposal.

The contract being brought to the Board today is the finalized contract, signed by C-SET. Mr. Lutz said if the Board approves, it is ready for the Chair to sign. Additionally, the resolution authorizes the Director to take personnel reductions to the Tulare County Board of Supervisors based on the agreement K/T AAA has with the County of Tulare, which provides County staff for the K/T AAA and for which the K/T AAA reimburses the County. Staff reduction is a total of 10.6 full-time Employees (FTE), 5.8 of those are regular-status positions. Four staff members (2.8 FTE) are extra help, most of who are Nutrition Site Managers, but also included is a social worker doing Information and Assistance. Deletions also include two vacant positions.

Mr. Lutz noted that C-SET has signaled an interest in considering these staff with the possibility of hiring some of them to fill positions within its organization. Supervisor Vander Poel commented that if that is the case it will certainly lessen the impact to the persons losing jobs. Mr. Lutz said that many of these staff have years of experience working with senior services and are certified in Serve-Safe food handling, so it would lessen start-up costs for C-SET to hire them.

Once approved, some of the K/T AAA service contracts will be transitioned over to C-SET, i.e. the food contract for senior meals, leases of the senior centers, and other ancillary services.

Supervisor Vander Poel commented that this contract is good news in that there will be opportunity through C-SET to improve service levels in ways that K/T AAA as a government agency could not provide, and that C-SET has ability to expand and enhance services. He said this is good news for the seniors in Kings and Tulare County. Supervisor Ennis stated that the Porterville area is especially going to benefit from this opportunity with C-SET. He welcomed C-SET staff, saying K/T AAA is looking forward to this opportunity to work with them.

Ms. Escarsega-Fechner and Ms. Calhoun (C-SET) said they are excited about taking on these services, especially in that C-SET can leverage and add resources to enhance senior services in the community. Also, they said that C-SET is looking at ways to create inter-generational centers. It was mentioned that C-SET has opened an office in Kings County working with the Conservation Corps.

Mr. Lutz said the K/T AAA contract with Kings County will remain as it is structured and that Kings County Commission on Aging will continue to operate that program.

Supervisor Barba motioned to approve the contract, Supervisor Fagundes seconded the motion. The vote carried unanimously. **(Barba/Fagundes Res. No. 13-009)**

10. **Approval of Revised K/T AAA Fiscal Year 2013/14 Budget** – Mr. Lutz said now that there is an approved contract with C-SET, a revised budget needs to be submitted to the Board for fiscal year 13/14. With the revision (provided to the Board in its agenda packet,) all Title III program funding has been moved into a contracted mode. Title III-B, III-E, Congregate meals (C-1); Home-Delivered Meals (C-2); and, III-D will be contract based. A small amount of funds were kept aside for Senior Day in the Park, as well as some personnel costs associated with the TulareWORKs/CalFresh outreach program, which is not Older Americans Act funded. He said K/T AAA will continue to work with the TulareWORKs division to conduct outreach on the CalFresh program.

Mr. Lutz commented that an important piece is getting the Title III programs in a contracted mode and then facilitating better partnerships and ways to build the infrastructure.

Supervisor Vander Poel motioned to approve the revised budget; Supervisor Ishida seconded the motion which was passed by a unanimous vote. **(Vander Poel/Ishida Res. No. 13-010)**

- 11. Revision of 2013 Governing Board Meeting Calendar** – Mr. Lutz said that when the K/T AAA budget was being created for this fiscal year, knowing that K/T AAA planned to conduct an RFP, he was concerned that everything might not be in place by the May 20th Board meeting; so, at that time it was decided to include a June meeting on the schedule in case it was needed, to ensure the budget was ready before the fiscal year end. Since it is not a need meeting date now, as everything was completed by the May 20th meeting, he requested the Board rescheduled its June meeting to August 19, 2013. This allows the revised Area Plan (which will include the new contracted services) to go back out to a public hearing and be brought back to the Board. It will also give a chance for the Board to be briefed on how operations under the new contract have gone during the first several weeks. Supervisor Vander Poel motioned to make said change to the Board calendar; Supervisor Barba seconded the motion, which was accepted by unanimous vote. **(Vander Poel/Barba Res. No. 011)**
- 12. Appointment of Mary Krieg-Vasquez to the K/T AAA Advisory Council** – Mr. Lutz recommended Mary Krieg-Vasquez for appointment to the K/T AAA Advisory Council. He said Ms. Krieg-Vasquez has served for several years as the Volunteer Coordinator for the Retired Senior Volunteer Program (RSVP) for both Kings and Tulare County. She comes with high recommendations from Advisory Council members and community partners alike and her enthusiasm will compliment the Advisory Council well. He noted that because she works in Kings County she is eligible to fill a vacant Kings County seat. Ms. Krieg-Vasquez currently serves on one of the Council's Ad Hoc committees, (for which appointed membership is not required). On a motion by Supervisor Barba, seconded by Supervisor Ishida and by unanimous vote Ms. Krieg-Vasquez was appointed to Governing Board Appointed Seat # 11. **(Barba/Ishida Res No. 13-012)**
- 13. Farmers Market Coupon Report** – Mr. Lutz reported that the K/T AAA has received \$20,000 in this year's Farmers Market coupon booklets. (1,000 booklets at \$20 each). The California Department of Food and Agriculture (CDFA) requested a hold on distribution of the coupons until the program's appropriation is assured. Once the go-ahead is received, the coupons will be distributed in all the communities with certified markets. Per the normal division, 23 percent of the coupons are routed to Kings County for distribution.
- 14. Advisory Council Report** – Council Vice Chair, Sharon DeMasters gave a report on the recent Senior Day in the Park held at Mooney Grove in Visalia. Per the official meal count, 1,368 meals were served. Mr. Lutz said he was excited that K/T AAA had partnered with the Public Health Emergency Preparedness (PHEP) program to organize the event. PHEP used this event as an exercise in handling and planning for wide-scale emergencies. He noted that it was one of the most smoothly run Senior Days, saying that PHEP did a phenomenal job. An added benefit he noted is that, whereas in the past K/T AAA has needed to spend additional money to put out contracts to organize the event, PHEP had funds available that it could use for the exercise, benefiting both PHEP and the K/T AAA.

Supervisor Ishida mentioned a comment from a guest attending the event that some people were having trouble walking the long distances in the park from the bus drop off point to the site. Mr. Lutz acknowledged there was a gap in making sure people knew alternative was of getting to the site instead of walking across the field.

15. Adjourn – The meeting was adjourned at 10:44 a.m.

Respectfully submitted,

Timothy W. Lutz
Secretary to the Board