GOVERNING BOARD MINUTES

 *To be approved on:* Minutes of the March 20, 2017 meeting

 May 15, 2017 at Tulare County Board of Supervisors

 Building, 2800 W. Burrel, Visalia, CA

**GOVERNING BOARD MEMBERS PRESENT:**

Richard Fagundes, Kings Co. – Dist. 5

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

Amy Shuklian, Tulare Co. – Dist. 3 (Late arrival)

Kuyler Crocker, Tulare Co. – Dist. 1

**COUNCIL MEMBERS PRESENT:**

Marlene Chambers

Marsha Calhoun

Benjamin Cordova

Alicia Garcia

Kyle Melton

Sharon Lamagno

Kyle Melton

Bobbie Wartson

Suzann Wray

Dr. David Wood

 **COUNCIL MEMBERS ABSENT:**

 Mary Krieg-Vasquez

 Steve Nelsen

 Grace Schraa

 Maggie Woodhouse

 **STAFF PRESENT:**

 Juliet Webb, Human Services Director

 Laura Silva, K/T AAA Director

Matthew Kredit

 Israel Guardado

 Nancy Aldaoud

 Christine Tidwell

 **GUESTS PRESENT:**

 Albert Cendejas, CSET

 Raquel Gomez, CSET

 Bonnie Quiroz, Adult/Family Advocate

 Amie Rojas Council Candidate

 Steve Nelson, Council Candidate

1. **Call to Order** –Supervisor Pedersen, Chair,called the meeting to order at 10:04 a.m.
2. **Introductions** –The Board Chair asked for introductions of themeeting attendees.
3. **Board Member Comments** –None
4. **Public Comment** – None
5. **Approval of Minutes of May 16, 2016** – Supervisor Vander Poel motioned for the minutes of the meeting of May 16, 2016 to be approved: Supervisor Shuklian seconded the motion, which carried.
6. **Election of Chair and Vice Chair for 2017** – The Chair and Vice Chair nominations were considered separately. Ms. Silva, K/T AAA Director, said historically, the Vice Chair has moved into the Chair position and a Supervisor from the alternate County is elected as the new Vice Chair. Supervisor Shuklian nominated Supervisor Vander Poel as Chair, which was seconded by Supervisor Crocker. Nominations for Chair were then closed, followed by a unanimous vote to confirm. Supervisor Vander Poel nominated Supervisor Fagundes (Kings Co.) for Vice Chair, which was seconded by Supervisor Crocker. The vote carried unanimously. The gavel was passed to Supervisor Vander Poel. **(Shuklian/Crocker (Chair); Vander Poel/Crocker (Vice Chair)**

 **Res. No. 17-001)**

1. **Governing Board Meeting Schedule –** Supervisor Vander Poel said he appreciated that there are two community meetings on the schedule – one in each County, as requested by the Board last year. He noted it is important to bring the Board to the seniors. Supervisor Shuklian moved to approve the meeting calendar as presented, Supervisor Crocker seconded the motion which passed unopposed. **(Shuklian/Crocker Res. No. 17-002)**
2. **Appointment of Advisory Council Members** – Ms. Silva, K/T AAA Director, said that there are three candidates up for appointment or re-appointment: Ben Cordova (Seat #12); Steve Nelsen (Seat #13); and Aime Rojas (Seat #14). She noted that candidate Steve Nelsen sits on the Visalia City Council and that per the CA Department of Aging, it is recommended that an elected official be seated on the Advisory Council. Additionally, she said that Mr. Nelson is the CAO and President of the C.A.R.E. Foundation. Additionally, candidate Ben Cordova is up for re-appointment and she noted that Mr. Cordova has been a strong and active voice for the seniors of his community. Candidate Aime Rojas works with hospice and is also a highly recommended candidate for the Council. Ms. Silva said she would like to move all three names forward for appointment.

Supervisor Pedersen motioned that the slate of candidates be move forward for approval. Supervisor Shuklian seconded the motion, with the vote confirming all three candidates.

1. **California Department of Aging (CDA) Contract Amendment/One-Time-Only (OTO) Increased Funding –** Matthew Kredit, K/T AAA Administrative Specialist, explained that every year the K/T AAA receives OTO funding, which is carryover from the prior fiscal year – funding that was not spent by the Area Agencies on Aging. He noted that this funding is never a sure thing. This year’s OTO funding amount is $165,000, received as revenue, and which is split separately, as noted in agenda item #10, which explains the expenditure distribution.
2. **Provider Contract Amendments (OTO) –** Continuing from item #9, Mr. Kredit, explained that OTO is split between several different types of services; for instance, supportive services, congregate nutrition, home-delivered meals (HDM), etc. Once the funding is received, it is split according to the criteria of the Joint Powers Agreement, between counties and/or by the RFP process of dividing it. The same process is used at the beginning of the year, according to the budget. Based on this formula, the money was divided as follows:
* Valley Adult Day Services (VADS) increase of $11,730
* Valley Caregiver Resource Center (VCRC) increase of $11,730
* City of Tulare increase of $8,660 for its congregate and HDM program
* Community Services Employment Training (CSET) increase of $81,601 (nutrition and support services)
* Kings County increase of $52,035

Ms. Silva noted that because it is within ten percent of the total budget, she is authorized to sign the amendment for these funds, which is then reported out to the Board at its next earliest meeting.

1. **Approval of K/T AAA Grievance Policy –** Ms. Silva said the K/T AAA recently had a program monitor by the CDA, during which the monitors reviewed the current Grievance Policy and made recommendations for its improvement. Subsequently, those recommendations were incorporated into the K/T AAA policy. Per CDA standards, the policy requires the approval of the Governing Board prior to its implementation. The policy, once in place will require that all services provided by the Agency would include the acknowledgment of the policy. It will be provided to clients by each of the Agency’s contractors and if services are provided directly, staff will provide the policy to clients. The policy is presented here for the Board to review and approve, after which, it will be forwarded on to the State so the CDA knows that the K/T AAA has complied. Supervisor Crocker moved to approve the Grievance Policy, with Supervisor Pedersen seconding the motion. The policy was accepted by unanimous vote. **(Crocker/Pedersen Res. No. 17-004)**
2. **Procurement Planned - Request for Proposal (RFP) –** Israel Guardado, K/T AAA Staff Analyst, said the K/T AAA is required this coming year to do an RFP for its senior services, (currently provided by CSET), including: Title III-B, legal assistance, transportation assistance, outreach services, etc.; Title III-C programs, including the congregate and home-delivered meals programs and nutrition education; Title III-D program, disease management and health promotion; and Title VII, elder abuse prevention. If CSET chooses to re-apply, it will be able to renew for an additional three years. The total funding amount of the contract is just over one million dollars. The RFP is slated for release on March 6, 2017, with a deadline to submit proposals April 24, 2017. The contract will be eligible for renewal for an additional three years.

Supervisor Vander Poel asked if it was correct that historically, the Agency has only had CSET reply to the RFP. Ms. Silva said that the Agency provided the services directly for over 30 years, but at the last issuance of an RFP for these services, CSET was the only respondent. And she commented that CSET has done an exceptional job providing services.

1. **CDFA Senior Farmers Market 2016 Desk Audit –** Ms. Silva said the California Department of Food and Agriculture (CDFA) sponsors Senior Farmers Market Coupons, which low-income seniors are able to use at Certified Farmers Markets. Each year, staff from both Kings and Tulare Counties distribute the coupons. The coupon book’s value is $20, with coupons in $4 increments. Coupons are used for fresh vegetables and produce. The CDFA audited the program - the result of which was no findings. The CDFA is pleased with the implementation of the program as K/T AAA is doing it.

Ms. Silva commented that there was some reduction in coupon redemption this year; historically K/T AAA has been very high. In 2015, K/T AAA redemption was 79% compared to 69% in 2016. It was noted by the CDFA that all Western states had experienced reduced redemption. Staff continues to look for ways to encourage seniors to take full advantage of the program and to help iron out any hindrances in redeeming their coupons. Ms. Silva also commented that for any new markets that become certified in our area, staff is conscious to include them in the distribution schedule, as well as working with the senior sites to include all seniors and to come up with creative ways in which to broaden distribution.

Supervisor Vander Poel commented that he knows a Supervisor in Lindsay that may be able to help move the effort forward to get its market certified. Ms. Quiroz said there is a lot of paperwork and documentation involved in the certification process and much depends on the support of the city.

Ms. Escarsega-Fechner, CSET Director, said it would be great if the South County area could have the availability of a certified market because that market has even more visitors than many of the other markets and therefore it would very much meet a need.

1. **Porterville Memorandum of Understanding (MOU) –** Ms. Silva reported that the K/T AAA has an agreement with the City of Porterville to provide support for the senior nutrition site in Porterville. The MOU between the Agency and the City has been renewed for three years. The City provides $3,500 quarterly ($14,000 annually). This funding is provided to K/T AAA and it is passed on to CSET, which provides services in Porterville. This MOU continues to be between the Agency and the City to provide continuity should the service contract provider ever change. She noted the site building (Santa Fe Depot) is also provided by the City of Porterville at no cost.

Albert Cendejas, the Senior Coordinator with CSET explained that CSET hosts a *Senior Prom* at the Porterville site. Seniors from all seven senior centers are provided transportation to the event. He said it is a very popular event and an opportunity for seniors from all over the county to participate. In response to a question from Supervisor Shuklian about transportation availability for seniors, Mr. Cendejas acknowledged that transportation has always been a challenge. He said the Porterville Shelter Workshop assisted CSET with the transportation. He noted that for other events, such as Senior Day in the Park, CSET works closely with city facilities; for example, Woodlake has dedicated a bus to help transport seniors to Senior Day in the Park. Additionally, the Cutler-Orosi school system has helped transport seniors to the Senior Day event. For the Earlimart community TCAT and a loop bus is used.

Ms. Silva commented that nationwide, transportation is one of the most talked about issues for seniors, especially in rural area such at Kings and Tulare Counties.

Ms. Escarsega-Fechner said with the transportation issue, it is necessary to seek out other support services and additional foundation support. She said CSET received a grant from Cal-Edison for $15,000. She noted that CAL-Edison had contacted CSET with a desire to fund some type of senior services – and that this donation will greatly help with transportation issues, as well as additional meals for the nutrition program. She said seniors can quickly become isolated and don’t necessarily have the ability to go to stops, so it is important to figure out strategically how to transport them better.

Supervisor Vander Poel said the TCAT service has expanded into the unincorporated communities. He also mentioned the unmet needs hearing is going to be coming up very soon at TCAG, which is a great opportunity to bring this issue up. He suggested getting a meeting set up with the Tulare County transportation representative to see what can be done for the seniors, noting that similar routes have been created for youth needs.

Ms. Escarsega-Fechner said CSET has arranged for focus groups between the providers of bus services and local seniors, for instance, at the senior centers. Supervisor Vander Poel also commented that improvements have taken place to the actual stops by adding coverings for rain or shade and benches.

Dr. Wood reported there is an effort to increase inter-agency collaborations; for instance, members from Aging in the Community, a group in Three Rivers attended a TGAG Cal-Trans Senior Disability/Mobility grant application workshop with the idea to write a grant specifically for transportation funding.

1. **2016 Year in Review –** Matthew Kredit presented a Powerpoint review of the K/T AAA events of the year and the services provided by K/T AAA, as well as a summary of the Agency structure. Additionally, he also explained some of the legislating Acts that control funding to the Agency.

Supervisor Shuklian commented that it is impressive that the K/T AAA provides so many activities and services for area seniors and that she looks forward to the coming year and to helping out.

1. **Advisory Council Report –** Dr. David Wood, Advisory Council Chair, said the Advisory Council for the K/T AAA has a unique challenge in that it is mostly composed of persons who are senior in age. He noted that in the past year, the Council had lost one of its valued and long-time members, Don Turner, who was an excellent model of vibrant aging. At the time of his passing, Mr. Turner was also a well-respected member of the California Senior Legislature (CSL), and Dr. Wood noted that in Mr. Turner’s honor, the CSL acknowledged his contributions to the organization.

With the Board’s action to appoint several new members, Dr. Wood said it created a fully seated Council. In addition, he said that staff and the Council have revised and updated a Membership Binder that will provide a membership “handbook.”

As part of its work, the Council will re-activate its process of electing alternate members, so that when a member cannot be available, there will be an alternate person who is qualified to stand in for the absentee person and a meeting quorum will still be attainable to facilitate business.

Dr. Wood also reported on the retreat scheduled for the near future – discussions will include communities and inter-agency collaborations, as well as participation and representation on various committees. He noted that he will be attending as an invited guest, the Tule River tribe Elder Council with the hope that the K/T AAA can intersect more with the Tule River Elder Council and increase the collaboration between the two organizations.

The anticipation is that the Council will be a more active and involved group this coming year.

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

Respectfully submitted,

Laura Silva

Secretary to the Board