GOVERNING BOARD MINUTES

 *To be approved on:* Minutes of the May 15, 2017 meeting

 July XX, 2017 at the Earlimart Senior Center, 712 East

 Washington Ave., Earlimart, CA 93219

**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

Kuyler Crocker, Tulare Co. – Dist. 1

**COUNCIL MEMBERS PRESENT:**

Marlene Chambers

Marsha Calhoun

Kyle Melton

Bobbie Wartson

Suzann Wray

Dr. David Wood

 **STAFF PRESENT:**

 Juliet Webb, Human Services Director

 Matthew Kredit

 Bonnie Quiroz, Adult Family Advocate

 Israel Guardado

 Nancy Aldaoud

 Christine Tidwell

 **GUESTS PRESENT:**

Albert Cendejas, CSET

 Raquel Gomez, CSET

 Suzann’s Guest

 Hal Hunter, Kings County

 Earlimart Senior Center attendees

1. Call to Order – Supervisor Vander Poel, Chair, called the meeting to order at 10:00 a.m.
2. Introductions – The Board Chair asked for introductions of the meeting attendees.
3. **Board Member Comments** –
4. **Public Comment** – None
5. **Approval of Minutes of March 20, 2017** – Supervisor Crocker motioned for the minutes of the January 23, 2017 meeting to be approved: Supervisor Fagundes seconded the motion, which carried.
6. **Senior Day in the Park** – Laura Silva, K/T AAA Director reported on the 48th Annual Senior Day in the Park, noting that CSET is taking the lead in organization and planning this year’s event. She said CSET has already set up a website to broadcast information and which allows exhibitors and attendees to register online. Sponsorship information is also available on the site. Albert Cendejas (CSET) said this is a collaborative effort between many organizations and Tulare County. Entertainment includes: Bingo, a cake walk, a classic car show, Jeremy Pearce as ELVIS, a mariachi band, and various other performers. There will be a noon meal served and exhibitors distributing information for seniors. The event theme is 50’s era Sock Hop. Special loop buses will service the Lindsay and Earlimart areas. The Cutler-Orosi school district is helping to transport seniors from that area and Woodlake will also have special bus services to the event. CSET has arranged for bus transportation from the Porterville area.
7. **Approval of K/T AAA FY 2017/18 Budget –** Matthew Kredit, K/T AAA Administrative Specialist said the budget provided is a roll-up of all the different services. He noted the Health Insurance Counseling and Advocacy (HICAP) and the Multi-purpose Senior Services Program (MSSP) are provided as direct services by the K/T AAA. Contracted providers include City of Tulare (Tulare Senior Center nutrition), CSET, Valley Adult Day Services, Kings County Commission on Aging, Valley Caregiver Resource Center. He said the Agency does not have its funding yet, but as stipulated in the Joint Powers Agreement (JPA) the budget is brought to the Governing Board early without knowing its total funding. The funds that are requested from each county remain the same this year as in recent previous years. Mr. Kredit brought attention to the item of the Senior Community Service Employment Program (Title V), noting that with the most recent budget proposal by the President, this program is at risk of being on the “chopping block”. The program helps seniors get placed into working positions. The program is currently contracted to CSET to administer. Additionally, Mr. Kredit said the Agency continues to work inter-departmentally with Tulare Co. Mental Health to administer mental health screenings in the Prevention and Early Intervention (PEI) program in addition to having a Letter-to-File with the TulareWORKs program to provide CALFresh outreach to seniors who may be eligible for the program.

Ms. Silva said this budget is a challenge because it is a best estimate to present to the Board, and as the Agency gets more information, budget adjustments will be presented. On a motion from Supervisor Crocker, seconded by Supervisor Shuklian, the proposed budget was approved, unanimously. **(Crocker/Shuklian Res. No. 17-005)**

1. **California Health Advocates-Senior Medicare Patrol (CHA-SMP)** – Mr. Kredit said every year the HICAP Program Manager applies for this grant of approximately $3,000. The money is used to purchase training material for the HICAP volunteers, especially as it relates to Medicare fraud prevention and media outreach. This action item is to approve the acceptance of this funding. Supervisor Shuklian moved to approve and with a second by Supervisor Fagundes, the motion passed unanimously. **(Shuklian/Fagundes Res. No. 17-006)**
2. **California Department of Aging (CDA) HICAP Amendment –** Mr. Kredit reported this is an adjustment to the budget that was approved for FY16/17. This amendment is for One-Time-Only (OTO) funding received for the HICAP program in the additional amount of $21,296. The K/T AAA Director is authorized to accept this amount (of not more than 10%) and to sign the CDA amendment document.
3. **California Department of Aging (CDA) MIPPA Amendment –** the Medicare Improvements for Patients and Providers Act (MIPPA) amendment usually comes in January and is given on a September through September contract term, with this current cycle being a three-year cycle (MI-1517-15) ending on September 29, 2017. This is presented as an information item, as the K/T AAA Director has signing authority to accept this funding amendment in the amount of $22, 416.
4. **Ricciardi, Inc. Single Audit Report –** Mr. Kredit said this was a fantastic audit, with the audit team commenting on what a great job the K/T AAA Accounting staff had done and noting that everything had reconciled. There were no findings to the audit. A suggestion was made that the Agency trust fund, currently about $450,000, be spent down. This represents 2 to 3 months’ worth of the Agency’s Federal funding. Mr. Kredit stated that at the CA Assoc. of Area Agencies on Aging (C4A) meeting in November 2016, it was recommended that agencies do not spend down their trust funds. It was noted that this current fiscal year, the agency operated off the trust fund for three or four months before receiving payments from the State. Ms. Silva said the Agency is erring on the side of caution considering the unpredictability of funding right now. Supervisor Vander Poel commented that it is always responsible to maintain a reserve to get through unpredictable rainy day periods.
5. **Request for Proposal (RFP) –** This is an update on the RFP for Senior Services currently operated by CSET. Israel Guardado, Staff Analyst for the K/T AAA reported that on February 20, the K/T AAA released an RFP for senior services, including: Supportive Services (III-B), Senior Nutrition (III-C), Health Promotion and Disease Management (III-D), and Elder Abuse Prevention (VII-B). As part of the RFP, a *Letter of Intent to Bid* was requested from all prospective bidders, with a due date of March 13, 2017. K/T AAA received only one *Letter of Intent to Bid* - received from CSET the current contractor. After that due date, agencies that had initially expressed some interest in the RFP, were contacted by the K/T AAA by phone. The replies were that after the initial consideration, the decision had been made to not bid on the RFP. After consulting with the California Department of Aging (CDA) and contacting neighboring agencies, as well as the Tulare County Purchasing Department, to find additional agencies that might be interested. After those additional steps, and following regulation 22CCR 7360, staff looked at the following factors: lack of response was not due to inadequate advertising; nor were the specifications of the RFP found to be too restrictive. There was also provision in the RFP to apply for specific areas of service – versus the whole of the RFP. The time frame of response was considered reasonable, adequate, and realistic. After considering the above factors, it was determined that competition for the RFP is inadequate. K/T AAA requested confirmation from the CDA to waive the RFP process. The CDA response was to defer the decision back to K/T AAA. This item requests the Board authorized the waiving of the RFP process in consideration of the above reasons, and enter into a non-competitive award by offering the contract to CSET.

Supervisor Vander Poel said he remembers prior to when CSET began providing services, and that since CSET has begun providing services, it has done an outstanding job and that job performance speaks more than any regulation, so he is very comfortable continuing with CSET.

Ms. Silva said she wanted to commend the staff for all the research that went into determining the requirements and complying with every regulation. Supervisor Vander Poel thanked staff for its through research, acknowledging it is difficult because it is such a specialized area of expertise.

Raquel Gomez from CSET thanked Albert Cendejas for his dedication, saying it is a difficult contract with a lot of pieces to it. She said Mr. Cendejas has taken the program and services “to the next level”. She applauded the care and passion with which he fights for senior causes every day. Mr. Cendejas said with the guidance of the K/T AAA and other collaborative partners and his great CSET team, it has made it easier. Supervisor Crocker moved to approve the waiving of the RFP process and to award the contract to CSET; Supervisor Fagundes seconded the motion, which was approved unanimously. **(Crocker/Fagundes Res. No. 17-007)**

1. Advisory Council Report –
* Dr. Wood, Council Chair said that thanks to recent appointments, the Council is now fully seated and he thanked the Board for those appointments. Dr. Wood said another objective of the Council it to meet more frequently and participate more fully in County governance in terms of participating with the Department of Mental Health (MH) for example, or with issues of transportation, etc. In that regard, he said the Council will be conducting a retreat, orientation, and training, which will be a discussion of the directions the Advisory Council takes in the future. He noted the MH Advisory Board provides a binder to its members. He said last year he took the binder to the California Association of Local Behavior Health Boards and Commissions, a State-wide organization for MH Boards, where it was met with much appreciation. Similarly, with the support and work of the K/T AAA staff, the K/T AAA Advisory Council will also be supporting its new members with a new Council manual, parallel to the one developed by the MH Council and which will also be shared at the State level.
* Dr. Wood also mentioned that he has been traveling to the Tule River Reservation to attend its Elder Council. He noted the Elder Council will be sending a representative to the K/T AAA retreat and she will be submitting an application for appointment to the Council. Additionally, an invitation has been extended to the Tachi Tribe in Lemoore.

He said that historically, Native American populations have a significant tradition with respect and inclusion of their elders as an important part of the community and that we hope to learn from their cultural and historic traditions.

1. **Discussions of Actions to be Taken Regarding Personnel (Closed Session)** – Board members, and Laura Silva went into closed session discussion. Upon return to open session, the Board Chair, Supervisor Vander Poel, reported out on the session discussion. Ms. Silva said in chambers with the Board that she announced her acceptance of a position with another Tulare County department, and has resigned as the K/T AAA Director.

The Board took an action to accept Ms. Silva’s resignation, and designate a new Director. Supervisor Shuklian motioned to accept Ms. Silva’s resignation and to appoint Juliet Webb as the new K/T AAA Director. The motion passed unanimously.

Ms. Webb has served as the Tulare County Human Services Director for the past 3 years and has been with Tulare County for 14 years. Additionally, Ms. Webb has chaired the California Welfare Directors Association (CWDA) Adults meeting giving her insight into senior programs and challenges.

Ms. Webb introduced herself and said that because she has worked closely with Ms. Silva during her tenure as Director, she is aware of much of the good work that is conducted by the K/T AAA and its partner, CSET. She noted that she looks forward to the opportunity to serve in this capacity and said that even with the recruitment of a new Aging Services Manager, she will retain the Directorship of the Agency and in accepting the position she said she is humbled and honored to accept it. **(Suklian/Fagundes Res. No. 17-008)**

1. **Adjourn** – The meeting was adjourned at 10:52 a.m.

Respectfully submitted,

Juliet Webb

K/T AAA Director