



# GOVERNING BOARD MINUTES

To be approved on  
May 18, 2015  
10:00 a.m.

Minutes of the March 16, 2015 meeting  
Tulare County Human Resources  
& Development (HR & D) Testing Room  
200 W. Burrel  
Visalia, CA

---

## GOVERNING BOARD MEMBERS PRESENT:

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

## COUNCIL MEMBERS PRESENT:

Sharon DeMasters  
Marsha Calhoun  
Marlene Chambers  
Sharon Lamagno  
Dick Johnson  
Kyle Melton  
Grace Schraa  
Don Turner  
Suzann Wray  
Maggie Woodhouse

## STAFF PRESENT:

Laura Silva, K/T AAA Director  
Brooke Sisk, Administrative Specialist  
Ashli Austerman-Cole

## GUESTS PRESENT:

Albert Cendejas, (CSET)  
Dr. David Wood, Guest

---

1. **Call to Order** – Supervisor Ishida, Chair, called the meeting to order at 10:00 a.m.
2. **Public Comment**
  - Laura Silva announced a *Save the Date* for Senior Day in the Park on May 1, 2015, from 9 a.m. to 2 p.m. at Mooney Grove Park in Visalia. Copies of the event flyer were distributed. It was noted that this year's theme is the Country Fair.
  - Albert Cendejas (CSET) announced that Volunteer Income Tax Assistance (VITA) is continuing in both Kings and Tulare County. The service will be available until April 15. Consultation by appointment is available during the week in Kings County. Approximately 250 seniors have been served so far, this year.
  - Sharon DeMasters announced that a senior breakfast will be held at the Armona Senior Center on April 10, 2015, from 8 to 10 a.m. (Delivery is available in Kings County). This event is in partnership between Kings County IHSS/Public Authority and the Kings County Commission on Aging (KCCOA). A \$5 donation is requested.
3. **Approval of the Minutes of January 26, 2015** – Supervisor Ishida noted a name correction in the minutes. Supervisor Fagundes approved the minutes, with correction; Supervisor Ennis seconded the motion and the minutes were approved, unanimously.

4. **Acceptance of the Grant Contract for Medicare Improvements for Patients and Providers Act (MIPPA) Contract** – Ms. Silva said this is a revenue grant for the Board to accept. MIPPA works in partnership with the Health Insurance Counseling and Advocacy Program (HICAP). The funding makes Medicare affordable for eligible seniors, by paying deductibles, co-pays, premiums, etc. This is the fourth year K/T AAA has received this funding. The grant amount is \$17,022, with a grant period of February 1 to September 29, 2015; \$11,900 needs to be spent by June 30, 2015, with the remaining amount being available for the remaining months of the grant period.

Supervisor Vander Poel asked how the funds are allocated for this grant and if it is pro-rated, per county. Brooke Sisk, K/T AAA Administrative Specialist said that counties can elect to receive this funding or not. For some counties it is more cumbersome to do the type of tracking that is required, so not all counties accept the funds. HICAP serves both Kings and Tulare Counties.

**(Fagundes / Ennis Res. No. 15-003)**

5. **Approval of K/T AAA Fiscal Year 2015/16 Budget** – Ms. Silva said the budget is brought to the Board early because of the requirement of the California Department of Aging (CDA) that the Area Agencies get their respective budgets to the CDA by May. Often information necessary to complete the budget is not available so early; therefore, this budget is based on best estimates, projections, and anticipated funding. County matches remain the same for each County as they were during the last fiscal year. Match funding (\$173,355 for Tulare County and \$13,275 for Kings County,) is needed to meet the required Administrative match and to cover indirect and other costs over and above what the State and Federal funding allows.

Review of budget columns: Columns 2 – 8 are contracted services. Column 9 is the HICAP program, which K/T AAA continues to provide as a direct service. Column 10, Title V, the Community Senior Service Employment Program, is contracted to CSET. It was noted that funding for this subsidized employment training increased last year by approximately 25 percent, and it is hoped the increase will continue in order to offset an increase in the State minimum wage. Column 11 is the Multipurpose Senior Services Program (MSSP), which the K/T AAA continues to provide as a direct service. It is anticipated MSSP will have the same funding level as last year. The last column on the budget is Mental Health. K/T AAA has a Letter to File with the Tulare County Mental Health Program. This year K/T AAA is requesting an additional \$35,000 to expand the level of service through the Home-Bound Senior Outreach Program, which K/T AAA does directly. This effort identifies seniors at risk for high levels of hopelessness and connects them to mental health services and other resources.

Supervisor Vander Poel commented that the increase to the mental health budget is outstanding, noting it as an important outreach to help seniors living in unincorporated communities, and even in cities who remain isolated. **(Fagundes / Vander Poel Res. No. 15-004)**

6. **Request for Proposal (RFP) for Family Caregiver Support Program (Title III-E)** – Ms. Silva said any Older Americans Act and Older Californians Act-funded services require the use of an open and competitive bid process for all contracts over \$100,000. In January 2013, a program monitoring by the California Department of Aging (CDA) found the K/T AAA out of compliance on this requirement. To bring the agency back into compliance, an RFP will be issued for this program.

The providers currently administering these services for K/T AAA are aware of this and are welcome to apply. The RFP is being presented to the Board for approval and permission to officially issue it on March 23, 2015. Vote to approve was unanimous. **(Ennis / Fagundes Res. No. 15-005)**

7. **Ricciardi, Inc. Single Audit Report** – Ms. Silva reported on the internal audit conducted by Ricciardi, Inc. for the fiscal year ending June 30, 2014. She commented that the K/T AAA has a strong fiscal team supporting the program, who worked together to get all needed information together for the auditors before they came. The auditors were able to complete their work efficiently while they were here on site and wrap up sooner than anticipated, with no findings and no recommendations. The auditors were asked to help resolve some matters that the State (CDA) had questioned regarding interest calculations. K/T AAA has requested the Ricciardi team to continue to provide those calculations during its annual audit. A complex methodology is used, which is beyond the scope of the internal fiscal team. This will be provided with no increased cost. This will reduce the amount of interest on money K/T AAA may owe back to the State.

Ms. Silva noted that during the audit the Trust Fund balance is always reviewed – past practice is that as it would get higher, it would be spent down. With the audit findings from the CDA, it may be K/T AAA needs to pay some funding back. In light of that, Ms. Silva said she wants to step back from spending it down too quickly, so money is available if any funds need to be paid back. Additionally, at the beginning of the year when the revenue grant is due, in July, State funding to the K/T AAA is not always timely and often there is a delay in the money coming in during the first 3 months. If needed the K/T AAA relies on Trust Fund money to help fund its programs.

In regard to the State audit, which was recently completed, it was noted that State monitors are allowed one year to prepare their actual write-up. However, information on what is expected of the K/T AAA and any findings will be conveyed before the actual letter comes forward.

In answer to a question by Supervisor Ishida, Ms. Silva replied that Ricciardi had no difficulty in performing the audit or getting what they needed to perform and complete the audit, and were pleased with the staff's performance and response.

8. **Advisory Council Report**

- Advisory Council member and California Senior Legislature (CSL) Senator, Don Turner gave a presentation explaining the processes and successes of the CSL. He reviewed the 14 legislative proposals the CSL would like members of the California Legislature to carry (sponsor) as the bills through the legislative process. Additionally, he talked about the challenges of keeping the CSL operating. During its existence (1987 up to 2013) the CSL has had 198 proposals signed into law, thus improving the life of senior citizens. It was noted that on May 6, 2015, in Sacramento there will be a rally to increase awareness of supporting legislation that benefits the seniors in California.
- Ms. DeMasters said the Kings County Commission on Aging (KCCOA) and Kings County Behavioral Health has put together a new program called, Kings County Community Gleaners. The program staff work with community gardeners bringing fresh vegetables to senior centers and to the recipients of home-delivered meals and to various apartment

complexes, and the soup kitchen. This effort was begun July 2014, when Kings County Behavioral Health gave money for the outreach portion and the gleaning work.

Supervisor Vander Poel commented that in Tulare County there are various projects done through the Step Up Service Learning program with small grants. One of the projects that has been very successful is a high school gleaning project, with all proceeds given to the FoodLink organization. Harvest for Hope is the program in Tulare County and it is usually looking for beneficiaries. Students of all ages volunteer, donating their time to glean fruit, and then donate it to a beneficiary. Recently, FoodLink is a designated beneficiary. He noted that FoodLink has been looking for linkages with senior populations and resources.

- Supervisor Ishida commented that County Supervisors go to Sacramento at least once a year, so if there is an issue that needs additional lobby support on behalf of the bills, he said to contact the Governing Board members. Supervisor Vander Poel said the Supervisors also have good lines of communications, locally, with the legislators that represent our area in Sacramento, in addition to local contacts. And, if looking specifically for an issue to be carried by a legislator, or help is needed getting in contact with a person, he would be happy to make the connection with the right people. Don Turner commented that this would be helpful, saying no local representative has carried any of the CSL legislature bills.

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

Respectfully submitted,

Laura Silva  
Secretary to the Board