 GOVERNING BOARD MINUTES

*To be approved on:* Minutes of the January 27, 2020, meeting

March 16, 2020 Tulare Co. Board of Supervisors.

2800 W. Burrel Ave., Visalia, CA 93291

**GOVERNING BOARD MEMBERS PRESENT:**

Richard Fagundes, Kings Co. – Dist. 5

Amy Shuklian, Tulare Co. – Dist. 3

Eddie Valero, Tulare Co. – Dist. 4

Pete Vander Poel, – Dist. 2

Craig Pedersen, Kings Co. – Dist. 4

**COUNCIL MEMBERS PRESENT:**

Marlene Chambers

Betsey Foote

Dan Fox

Marianne Osborne

Mary Thomas

Ms. Bobbie Wartson, KCCOA Director

Suzann Wray

**STAFF PRESENT:**

Timothy Lutz, K/T AAA Interim Director,

& Tulare Co. HHSA Director

Anita Ortiz, Human Services Director

John Mauro, Deputy HHS Director

Ms. Jamie Sharma, Mgr., Aging Services

Matthew Kredit, Administrative Specialist

Israel Guardado, Staff Analyst

Mark Kramer, K/T AAA Fiscal

Bonnie Quiroz, Senior Advocate

Christine Tidwell, Administrative Aide

**GUESTS PRESENT**:

Mary Escarsega, CSET, Exec. Director

Raquel Gomez, CSET

Albert Cendejas, CSET

Nicole Ferreira, CSET

Theresa Pollack, CSET

1. **Call to Order** – Supervisor Shuklian, Chair, called the meeting to order at 10:00 a.m.
2. **Introductions** – Attendance and introductions, as above.
3. **Board Member Comments** –None
4. **Public Comment**

* Albert Cendejas, reported that the Volunteer Income Tax Assistance (VITA) services for the 2020 tax season will be starting in Kings and Tulare Counties. He noted that even seniors who do not pay any taxes often need a tax return document, (even if for zero dollars) for Social Security and to qualify for subsidized housing. VITA locations can be found on the CSET.org website and include but are not limited to: Traver, Pixley, Dinuba, Woodlake, Porterville, Earlimart, Cutler, Visalia and Tulare. These services are free to individuals and families with annual incomes below $54,000. In answer to a question from Supervisor Vander Poel, Mr. Cendejas said that there are new locations added this year in Dinuba, as well as additional days and hours of availability. Supervisor Shuklian commented that it is not only a valuable service to the seniors but also affords hands-on training to certified youth who often help provided the services. Supervisor Valero noted that the Cutler-Orosi School District helps in these services. Mr. Cendejas confirmed that they have partnered with CSET for at least 7 years or longer. Additionally, the Porterville Business Academy has now partnered with CSET.
* Ms. Bobbie Wartson reported that VITA services are also available at Kings County locations and will be available in Armona until April 15th. Ms. Wartson also reported that a bus had been donated to KCCOA for Avenal seniors – in order to bring seniors to the lunch program.
* On another note, Ms. Wartson said that the Meals-On-Wheels of California organization highlighted KCCOA in its newsletter. Additionally, Ms. Wartson asked the Board with its permission, she would like to invite the State Ombudsman to give a presentation to the Board at its March meeting. Supervisor Shuklian confirmed the invitation, noting that staff would help to arrange any details.
* Mr. Cendejas announced May 1st as the date of this year’s Tulare County Senior Day in the Park.

1. **Approval of Minutes of October 14, 2019** – A motion to approve the minutes of the October 14, 2019, meeting was made by Supervisor Fagundes and seconded by Supervisor Valero. On a motion and a second, the minutes were approved.
2. **Election of Chair and Vice Chair for 2020 –** Supervisor Vander Poel motioned to elect Supervisor Richard Fagundes as Chair and Supervisor Eddie Valero as Vice Chair. Supervisor Pedersen seconded the motion. Nominations closed and the vote unanimous for said candidates. The gavel was passed to Supervisor Fagundes. **(Vander Poel/Pedersen Res No. 20-001)**
3. **Governing Board Meeting Schedule for 2020** –The Chair asked if the schedule was agreeable to everyone and if so, requested a motion to approve it.Ms. Sharma noted that typically the two community meetings have been held in May and October; this year the second community meeting is scheduled in July instead of October - to address a scheduling conflict. Supervisor Shuklianmotioned to accept the calendar schedule; Supervisor Valero seconded the motion. The vote to approve was unanimous. **(Shuklian/Valero Res No. 20-002)**
4. **California Department of Aging (CDA) Area Plan (AP) Contract Amendment for Increased Funding AP-1920-15 Amendment #2 –** Matthew Kredit explained that generally in September/October at the end of the Federal fiscal year, the CDA releases One-Time Only (OTO) funding, which is unspent money rolled over, and its use is usually not as restricted as baseline funding. Unfortunately, this year it was not released until recently, but that there was a generous amount designated for the Congregate Meals and Home-Delivered Meals programs, which was to be used to either provide more meals or provide higher quality meals. The net change in funding is $462,625 – a greater amount than the 10 percent which normally the Director would be able to sign for on behalf of the K/T AAA. Therefore, this resolution is to request the Board’s approval to accept the funding. **(Vander Poel/Shuklian Res. No. 20-003)**
5. **Approval of the Provider Contract Amendments –** Mr. Kredit said that every year this OTO funding goes out to our providers according to standard precedenceand guidelines according to Requests for Proposals (RFPs) and senior population. This distribution follows the same methodology.

This additional funding flows through the K/T AAA to its contractors as follows:

* Kings County Commission on Aging (KCCOA) $ 106,046
* City of Tulare $ 37,556
* Community Services & Employment Title III (CSET)$ 286,770
* Valley Adult Day Services (VADS) $ 11,127
* Valley Caregiver Resource Center (VCRC) $ 11,127

In answer to a question from Supervisor Pedersen regarding if there are any increases in Mental Health funding; Tim Lutz, Tulare Co. HHSA Director, stated it is being watched closely as the State goes through its budget process, but there is no definitive information yet. **(Shuklian/Pedersen Res No. 20-004)**

1. **Re-appointment of Advisory Council Member –** K/T AAA Advisory Council member, Sharon Lamagno was up for re-appointment to Seat # 15, a Governing Board-appointed seat representing Tulare County. Ms. Lamagno has served on the Council since 2007 and wishes to continue as a member. There are no term limits for Council membership. On a motion by Supervisor Shuklian, seconded by Supervisor Pedersen, Ms. Lamagno was re-appointed by unanimous vote. **(Shuklian/Pedersen Res No. 20-005)**
2. **Staff Reports**

* Ms. Jamie Sharma reported that the K/T AAA has been approached by Partners in Care Foundation for support for two grant opportunities, one specific to Chronic Disease Self-Management Education and the second specific to a Falls Prevention Program. She said that Tim Lutz has signed the support letters. Partners in Care has offered to come to present to the Governing Board, if it would be interested.
* Hot Springs Center funding **–** Tim Lutz spoke to this issue, saying that this is by way of introducing and soliciting feedback and to provide information and context, K/T AAA has been approached by the Hot Springs Center to inquire as to if the K/T AAA can provide additional funds to help pay for some extra needs. Currently, K/T AAA provides $4,900 annually in support to the center. This is not for meals as it is not a meal-delivery site or a site that K/T AAA currently operates. He said that several years back, during an economic downturn, Hot Springs had approached K/T AAA with a request for upgrades to its building; for instance, air conditioning and roofing improvements. Currently, the center needs window replacements and other upgrades and has again reached out to solicit help from the K/T AAA.

Historically, K/T AAA has had to look at the Trust Fund balance since no State or Federal allocations would allow for this type of expenditure for infrastructure upgrades – it could only come from the Trust Fund. This has always been a challenge. Mr. Lutz asked the Board if it would like to explore a policy, across the board to address this, since every center could probably use help and extra dollars. Part of the process could be to reach out to the centers to find out the different maintenance needs and bring back to the Board a comprehensive list. Potential upgrades could be based on priority. The question for the Board would be, does it want to use unrestricted Trust balance or not? The current Trust Fund balance is $669,000. He noted that it is preferred to keep the balance a little high for two strategic reasons: (1) when there is a decrease in revenues, K/T AAA relies on the balance so there doesn’t need to be a reduction in services or at least not as severe a reduction; and, (2) it allows for a consistent cash flow in advances to K/T AAA’s non-profit partners, if needed. Mr. Lutz commented that he would like to come back to the Board with a more strategic analysis, and what would be a prudent amount - to set a policy.

Supervisor Vander Poel asked how many seniors are served at the Hot Springs center. And in terms of annual capital expenditure, probably every center can use help. He said that K/T AAA should establish a prudent reserve amount to set aside on an annual basis, whether it be $20,000 or $30,000, that could be issued out in grant form to various senior centers throughout the service area in both counties. This could be done as a competitive process to be available to those with the most immediate need, making it a fairer process. He noted that senior programming is more important, so that has to be kept in mind, not to sacrifice the programming. Supervisors Shuklian and Valero concurred that creating some type of grant funding would be a good way to go.

Mary Alice Escarsega commented that the Cutler Orosi center would like to extend the outdoor area, but restrictions on funding don’t allow for the flexibility and are often targeted to specific activities.

Mr. Lutz said K/T AAA can (1) consider a broader discussion on the reserve policy and (2) identify on an annual basis, what can be set aside. This will be a continuing discussion.

* Area Plan Needs Assessment **–** Ms. Sharma said that every 4 years an Area Plan is created tooutline the services of the K/T AAA service area (PSA 15) ; the process includes public hearings, surveys, and more. She noted that K/T AAA staff have been elbow deep into the process for about 6 weeks in an effort to collect meaningful data for the plan.K/T AAA has been working with a consultant to create a survey designed to be distributed to the senior population. This information will be used to write the Area Plan, which is due to the State in May.
* Requests for Proposal (RFP) **–** Israel Guardado said the K/T AAA will be issuing a Request for Proposal for the Family Caregiver services in Tulare County. At a later Board meeting, he will bring back a more detailed time line of events related to its release.
* Holiday Stocking Project in Review – Bonnie Quiroz, the Tulare County & K/T AAA Senior Advocate reported that the 2019 Holiday Stocking Drive was very successful, with 602 stockings delivered to homebound and homeless seniors.For the campaign, the Earlimart Family Resource Center and the Sycamore Valley School adopted seniors, creating hand-made cards and ornaments for them.

Ms. Wartson reported that KCCOA also does an outreach for Kings County seniors, and had distributed 115 gift stockings. The Sunset Rotary Club filled stockings and provided gift cards for seniors.

1. **Advisory Council Report**

* Ms. Bobbie Watson reported that the Advisory Council had elected her as Chair in December for a 2-year term. Additionally, she reported that Dr. David Wood, who had served several terms with the Council, many of them as Chair, had decided to resign off the Council. He will continue to serve as the Senior Senator for the CA Senior Legislature (CSL).
* Ms. Wartson also asked (and confirmed) if all the Supervisors had received a copy of the Council Annual Report that Dr. Wood had provided before his departure.

1. Closed Session Regarding K/T AAA Directorship **–** Following the closed session, Tim Lutz reported that the Board had made a unanimous decision to appoint Ms. Anita Ortiz as the new K/T AAA Director. Ms. Ortiz said she appreciated the confidence the Board had in her and is honored and privileged to serve in the role. She said her hope is to continue to strengthen and improve services. **(Res No. 20-006)**

**Adjourn** – The meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Anita Ortiz

K/T AAA Director