 GOVERNING BOARD MINUTES

 *To be approved on:* Minutes of the January 22, 2018 meeting at

 March 19, 2018 Tulare Board of Supervisors, Conf. Rooms A/B

 2800 W. Burrel Avenue ………………………………………………………Visalia, CA 93291

**GOVERNING BOARD MEMBERS PRESENT**

Craig Pedersen, Chair, Kings Co. – Dist. 4

Amy Shuklian, Vice Chair, Tulare Co. – Dist. 3

Kuyler Crocker, Tulare Co. – Dist. 1

Richard Fagundes, Kings Co. – Dist. 5

Pete Vander Poel, Tulare Co. – Dist. 2

**COUNCIL MEMBERS PRESENT**

Marsha Calhoun

Marlene Chambers

Ben Cordova

Dan Fox

Sharon Lamagno

Kyle Melton

Bobbie Wartson

Dr. David Wood

Suzann Wray

 **STAFF PRESENT**

 Juliet Webb, K/T AAA Director

 Jamie Sharma, Aging Services Manager

 Dori Silveria, Manager, HICAP Program

 Matthew Kredit, Administrative Specialist

 Israel Guardado, Staff Services Analyst

 Bonnie Quiroz, Adult Senior Advocate

 Christine Tidwell, Administrative Aide

 Kali Carson, K/T AAA, HICAP

 **GUESTS PRESENT**

Albert Cendejas, CSET

Mary Escarsega-Fechner, Director, CSET

 Diane Hawkes, HICAP Volunteer

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. (See above.)
3. **Board Member Comments** –Supervisor Pedersen apologized for not being able to attend the October 2017 Board meeting. Supervisor Crocker requested, for future meetings, if there is relevant information for agenda items - even for informational items - to please include it in the agenda packets. Ms. Webb asked, for clarity; if, for instance, the topic is an update on a contract, would he want the whole contract to be included in the agenda packet? Supervisor Crocker responded, yes, that would be appreciated.
4. **Public Comment** –Albert Cendejas, CSET Senior Services Coordinator, distributed a flyer announcing the Volunteer Income Tax Assistance (VITA) program. These services will be provided in 8 of the Tulare County senior centers. He asked that the information and flyers be shared with as many seniors as possible in order to get the word out to the community. VITA services are provided every Saturday at 4 primary sites: Tulare, Porterville, Earlimart, and Culter-Orosi. Appointments can be made to limit wait time. Services may also be provided at the Dinuba center but those arrangements are not finalized.

In answer to a question by Supervisor Vander Poel, Mr. Cendejas said that all the current VITA locations have been sites in previous years, except for Farmersville. CSET is also developing a mobile site which can bring VITA services to more rural communities. This will be geared toward evening hours.

Supervisor Vander Poel said that VITA is such a needed service that in whatever way he can help to get the word out, to let him know. Additionally, Mary Escarsega-Fechner, CSET Director, said this program is heavily dependent on volunteers and CSET couldn’t do it without the volunteer commitment. This year has over 200 volunteers assisting. She also said she wanted to thank the Health and Human Services Agency for sending out a call for volunteers to all the Cal-WORKs and other County staff. Additionally, she noted that it isn’t only tax preparers that are needed. Other related tasks also need to be done, such as greeting people and helping clients to make sure they have all the correct information that is needed. CSET teams up with Proteus and other agencies, especially for evening hours in order to get to more areas.

On a separate note, Mr. Cendejas announced May 18, 2018, as the day set for the annual Senior Day in the Park at Mooney Grove Park. The park is reserved on May 17 for set up, with the actual event to be held on May 18, rain or shine. He noted that Jeremy Pearce, “Elvis” is booked as part of the entertainment.

1. **Approval of Minutes of October 16, 2017.** A motion to approve the minutes of the October, 16, 2017, Governing Board meeting was made by Supervisor Crocker and seconded by Supervisor Shuklian. The minutes were approved unanimously.
2. **Election of Chair and Vice Chair for 2018** – Ms. Webb commented that past practice has been that Chair and Vice Chair positions are from different counties and alternate between Kings and Tulare Counties. As the sitting Chair rotates off, one of the Supervisors from the alternate county moves into the position, usually it’s the Vice Chair. Supervisor Fagundes, the current Vice Chair, said that because of recent health issues, he prefers not taking the Chairmanship for 2018. The Board decided to nominate and elect Supervisor Pedersen as Chair, with Supervisor Shuklian taking the position of Vice Chair. Supervisor Crocker moved that the Board formalize the above arrangement; Supervisor Fagundes seconded the motion, which passed unanimously. Supervisor Vander Poel then passed the gavel to Supervisor Pedersen. **(Crocker/Fagundes Res. No. 18-001)**
3. **Governing Board Meeting Schedule –** In reference to the meeting schedule, Supervisor Crocker said that although there is a Kings County community meeting in Corcoran, there are no meetings otherwise scheduled in the Kings County. He said it would be nice to have at least one at the Hanford/Kings County Government Center. Supervisor Vander Poel said it used to be that all meetings were in Tulare County originally, with one public meeting out in the community. Eventually, a second public community meeting was added, so there could be a community meeting in each county, which helps with public accessibility. Past practice has been to hold only one meeting in Kings County and that is the community meeting held at one of the senior centers, thus facilitating senior participation and attendance. Assuming there are no scheduling conflicts with the Kings County location, it was decided that a second meeting should be held in Kings County. With this modification to the schedule, Supervisor Crocker moved to adopt the 2018 meeting schedule; Supervisor Suklian seconded the motion, which carried unopposed. **(Crocker/Shuklian Res. No. 18-002)**

1. **In the Matter of Acceptance of the Grant Award Contract for the Medicare Improvements for Patients and Providers Act (MIPPA) –** Matthew Kredit, Administrative Specialist with Aging Services explained that the Agency never knows how much the MIPPA funding will be each year. This year the amount is $30,000, almost double of what K/T AAA received last year. He introduced Dori Silveria, Manager of the Health Insurance Counseling and Advocacy Program (HICAP), through which the MIPPA funding comes, to explain how the funding ($30,567) is used in the program. Ms. Silveria said the funding is used to provide staffing and outreach to Medicare consumers. MIPPA funding has been around since 2009 and is also known as Medicare “Extra Help”. These are Federal and State funds, which provide support for low income Medicare consumers to help pay for their Part A, Part B, and Part D (Prescription Drug Coverage) Medicare costs. HICAP counselors screen Medicare beneficiaries and assist with completing applications, either on-line or by paper copy. Counselors inform and help consumers continuously throughout the year. In 2017, HICAP helped complete 107 applications. HICAP clients are also provided informational sleeves in which to keep their Medicare card and information.

Ms. Silveria reported that in June of 2017 Medicare began the process of replacing over 40 million Medicare beneficiary cards. The standard card has been the same since 1965, but is getting a makeover. The new card will not contain Social Security number information or gender identification. Mailing the new cards is scheduled to begin in April of 2018 and go through April 2019. These will be mailed out randomly to help prevent fraud. An instruction letter will be included to advise clients on how to safely destroy their old card. Ms. Silveria said the program expects to receive an uptick in calls about the change.

Supervisor Pederson asked, since MIPPA is a combination of State and Federal funding, do the two contributions match each other? Ms. Silveria said of the $30,000, the funding for the State portion, which subsidizes Medicare Parts A, B, and D, is overseen through Medi-Cal, with HICAP assisting in the completion of the application for those beneficiaries. The Federal portion helps with Part D, prescription drug coverage, including premiums, co-pays, and deductibles. Mr. Kredit noted the funding breakdown from State Health Insurance Assistance Program (SHIP) is $23,000 and the funding for the AAA piece is roughly $7,500, so it is about a 75/25 split between State and Federal. K/T AAA has a temporary extra help staff position, which is funded with this money. He noted that each year budget contingencies are in place to meet those needs.

Supervisor Vander Poel moved for approval of the contract; Supervisor Fagundes seconded the motion, which carriedunanimously. **(Vander Poel/Fagundes Res. No. 18-003)**

1. **California Dept. of Aging (CDA) Health Insurance Counseling and Advocacy Program (HICAP) Amendment #1 –** Mr. Kredit said this is a budget the Board approved earlier in the year (17/18). Due to the Federal government pulling back some of the funding, this year CDA did a three-year budget ($865,000). Of that amount, $41,000 has been pulled back. However, the majority of the pulled back funds is designated for future years and is still subject to change. This is unusual, as they have always given a yearly amount. The current year has a $10,626 budget reduction. However, there was a carry-over from last fiscal year of One-Time-Only funds in the amount of $27,443. This puts the program in the “positive” this year and offsets the reduction of $10,626. Next year the program will need to reduce by just shy of $16,000 and the year after that, by just under $14,000. At this point the plan includes scaling back the annual *Open Door Days* events held each year during the open enrollment period.
2. **2017 Year in Review –** Due to technical difficulty, the Powerpoint presentation was not available to show, so, *The Year in Review*, was done without visual slides. Mr. Kredit said within K/T AAA one of the direct programs is the Multipurpose Senior Services (MSSP) program, which helps 162 ailing seniors stay in their homes. These clients would otherwise be placed in nursing homes. There is a wait list for this program because of the finite number of people the program can serve with its available funding. High special needs clients are given priority. HICAP is also a K/T AAA direct-service program, which consists of trained volunteer counselors and several County staff that counsel people about their Medicare needs. This year, the counselors helped 1,131 clients, provided 77 public and media events, reaching 3,760 people during outreach presentation and in total the volunteers provided 964 hours of service during the year.

Another notable accomplishment for 2017 was the annual Senior Day in the Park, held on May 12, 2017. This year marked the first year that K/T AAA contracted with CSET to take the lead in organizing the event. K/T AAA still provided volunteers and some oversight. The event hosted over 50 Exhibitor Booths; a cakewalk, one of the favorite activities of the day, which included 3 tables of baked goods donated by the community and HHSA staff and which serve as the prizes; a vintage car show; A & W root beer floats; and Jeremy Pearce, who entertains as *Elvis*.

In Kings County, Kings County Commission on Aging (KCCOA) held its annual Friendship Day on June 9, 2017, at the Hanford Civic Auditorium with 500 people in attendance. Also in Kings County, the seniors enjoyed, *Big Hat Day* held in Burris Park. KCCOA also provides the Community Food Bank monthly on the first Wednesday of every month. In November there were 765 people signed up – of those, 590 were seniors. Both Kings and Tulare County participate in the California Department of Agriculture Farmers Market Coupon Program. This year, in an effort to expand the reach of the program, Bonnie Quiroz, the Aging Services Adult Advocate teamed up with the CSET Home-Delivered Meals Program to help insure that home-bound clients could also participate in this program. By connecting with some of the farmers at the market, seniors could use their coupons by proxy to receive fresh fruits and vegetables. The K/T AAA had approximately 80% redemption in its coupon use. Through this creative effort to connect with the farmers in order to get fresh fruits and vegetables to the seniors that are home-bound, it helped to expand the coupon redemption rate.

To wind up the year, the Senior Holiday Stocking campaign was held again this year, with 500 gift stocking getting distributed to less-advantaged seniors. The project was expanded this year to include homeless seniors. The Town Meadows senior housing provided the use of a large room in its facility to assemble the stockings. In Kings County, KCCOA provided senior clients with gift cards provided by their community partners and donors. The Sunset Rotary Club provides stockings and contributes Walmart gift cards for Kings County senior clients.

In closing, Ms. Webb said the photos of the presentation are fantastic and staff will arrange to send them to the Supervisors so they can view them.

1. **2018 Considerations**

Challenges: Ms. Webb said she had been approached by the CDA regarding the Senior Community Services Employment Program (Title V) funding. This program receives a relatively small amount of funds each year (approximately $109,000), which is specific to providing senior employment training. She said every year the funding is able to provide for fewer positions, in part, because the minimum wage is going up in California. CDA will be putting out a Request for Proposal (RFP) for the Title V funding and number of slots will be reduced (this is due to the increase in minimum wages, as the funding is insufficient to cover the cost of having more employees enrolled in the program.) CSET is the provider that implements this program, which is a very labor intensive program to keep afloat, including copious amounts of reporting requirements and very little money to warrant the amount of record keeping it requires, especially since the program funding will likely be reduced further next year. Currently, the program is funded for 13 slots, funding about 10 people that K/T AAA can serve. The intention is to cut the funding to 10 slots, which will fund about 7 people. CDA asked if K/T AAA wants this funding, considering the labor intensiveness of the program. If not, the CDA will open an RFP State-wide for anyone to apply for the funds. If K/T AAA does not want to apply for the RFP directly, third party organizations such as CSET can apply directly and not go through K/T AAA. This would involve fewer administrative costs.

Ms. Webb explained that she had asked CSET’s Executive Director, Mary Escarsega-Fechner to speak to the advantages and disadvantages of taking on the program. Ms. Webb said that CSET has an array of alternate employment programs available for seniors irrespective of the Title V funding. Ms. Escarsega-Fechner said it is an amount of money that comes into the County and that CSET has had a long-standing relationship with administering it - for over 24 years. She commented that it is a program that has been valuable to both Kings and Tulare Counties noting there are slots for Kings County, as well. Ms. Escarsega-Fechner said she feels this is valuable funding for the community. She said she would challenge the Board to really advocate, “can we get more dollars back” and that it seems unfair that continually, each year, this program funding is cut, thus burdening seniors who often need to remain in the workforce because of limited income. She said the program does provide valuable training – all the placements are at non-profit organizations and municipalities. There is a match that must be considered for this program and she acknowledged that there is an intensive reporting requirement. She said that she would by no means recommend against applying for it. There is a 10 percent administrative cost so if the administrative cost is more than that, an organization needs to find ways to come up with those funds. CSET would have to meet that match. She said CSET’s Administrative costs are approximately 13 percent ($3,500), but that coming up with $3,500 is worth the hundred plus thousand dollars coming into the County, noting that CSET does have Workforce Investment dollars. She noted that Title V funds are targeted dollars for seniors, ensuring that seniors have access to those employment training dollars. She said CSET would apply for the funding if the K/T AAA decided not to, because she does feel it is valuable.

Supervisor Pedersen asked if K/T AAA would have any step up (advantage) in the process because we have applied previously. Would it be more challenging going through the application process if it gets thrown back out to the general public or might the full funding not be available. In other words, is it more beneficial to the Agency to continue doing it the way it has and just contract it out.

Ms. Webb said she wanted this conversation in order to gauge what the Board thought in regard to opening it up – either by going after it as the K/T AAA or by allowing CSET to pursue it directly. She said she can’t answer the question as to if it would be more challenging if CSET went after it directly. CDA has acknowledged that Community Based Organizations are able to apply and there was no indication if K/T AAA would get priority in the selection process. Ms. Webb said if CSET did not chose to apply that K/T AAA certainly would continue to apply. Ms. Webb said that if CSET would go after it directly, it would cut out the portion of the administrative costs that the K/T AAA uses to administer the program.

Supervisor Vander Poel inquired as to what the K/T AAA administrative cost is for the program. In response, Mr. Kredit answered that K/T AAA keeps aside about $8,000-$9,000 (approximately 10%) for administrative costs. The rest of it flows through to CSET. He noted that of the $109,000, that 68-70 percent of the funds go directly to the seniors. Mr. Kredit said the match dollars required can’t be federally funded programs, so that other programs done in conjunction do not count as match. In that sense it is difficult to come up with match dollars.

Supervisor Vander Poel said that the difference between the 13 percent and the 8 percent is $5,000 that could be used to employee seniors and that wherever it can be done most cost effectively is the best way to go. Ms. Webb said staff will continue to have a discussion with CSET and then get back to CDA. She said she will indicate K/T AAA is interested in the funding that is allocated to our Kings/Tulare area, and will continue in conversation with CSET as to how to respond to the proposal, which will be coming out in February.

Supervisor Crocker said whatever is the least disruptive is what he would consider, especially since there is interest in continuing it. If K/T AAA has had a partnership with CSET in the past and there hasn’t been any programmatic issue, he would suggest continuing with that process and it can always be re-evaluated when funding becomes tighter in the future. Ms. Webb noted that it is anticipated that funding will be reduced to $91,000 for the next fiscal year.

Supervisor Shuklian said considering that seniors are remaining in the workforce past the conventional retirement age, it’s a good program to have. Supervisor Pedersen asked Ms. Escarsega-Fechner for clarification referring back to the $3,500 mentioned earlier, if that amount was the additional amount that was needed to take it on. That number is based on if CSET took it on - that would be the additional cost amount. Ms. Escarsega-Fechner said there is still a required match, and the way CSET is set up as an agency, that cost needs to come from somewhere, either as match or other things CSET is doing. She said, for her, it’s not only a chance to provide seniors the technical skill sets, but also to provide a second chance. She said seniors add value and they mentor young workers and that although it is only 10 slots, CSET typically has 13 because people come in and out as people get hired. One of the requirements is to move people into unsubsidized employment. Forty-five percent of the workers in those slots move into unsubsidized employment – this creates a turnover. Ms. Webb thanked the Board for having the discussion and giving its feedback and ideas concerning the contract and the program.

* Ms. Webb said she wanted to remind the Board of previous discussions last year, on two separate occasions, that this is the year K/T AAA will be putting out a Request for Proposal (RFP) for Kings County senior services. This RFP will be release within the next couple of months – the anticipated date for release is March 5, 2018. Ms. Webb said the Advisory Council ABC (Area Plan/Budget/Contract) Committee will be involved in reviewing the proposals that are submitted. This RFP will get the contract in line with what the CDA wants the K/T AAA to do and will be in line with the Joint Powers Agreement.
* Ms. Webb said that R.J. Ricciardi, Inc., the audit company that comes every year to look at the entire K/T AAA begins its entrance conference today. After its audit of the Agency, Ricciardi provides feedback on its findings. Their findings will then be provided back to the Board.
* On a separate note, Ms. Webb said the Government shut down has direct effect on the K/T AAA as a federally funded program, if the funding is not released. She said the Agency is prepared for a rainy day if the situation doesn’t get resolved. Ms. Webb said that in the event of a shutdown, K/T AAA is able to continue its programs “business as usual” by using Trust Fund dollars that will sustain the Agency for up to three months. This is one of the reasons the Trust Fund is maintained – to avoid any unforeseen program stoppages. Advisory Council member, Marsha Calhoun, interjected that the continuing resolution had been voted on 30 minutes earlier, thus ending the immediate threat of a government shutdown.
1. **Advisory Council Report –** Dr. Wood, Advisory Council Chair said it’s been a good year in that the Council has been able to retain its membership, which is always encouraging. Ms. Wartson (Kings County) was recently re-appointed and Ms. Wray is pending re-appointment in Tulare County. The Chair said the Council has been able to increase its diversity, including the membership of Ms. Betsey Foote from the Tule River Reservation in South Tulare County and there are efforts being made to recruit membership from a representative of the Tachi Tribe in Lemoore, Kings County to increase Native American representation. The Council also has membership of Benjamin Cordova, who is a Veteran and of Hispanic heritage. Both Mr. Cordova and Ms. Foote were able to attend the Annual C4A Allied Conference in Los Angeles in November to familiarize themselves with broader State-level activities of the California Department of Aging and to create visibility and representation from the K/T AAA.

Dr. Wood also mentioned that the Council has become increasingly involved in the Triple-A Council of California (TACC), which K/T AAA had not previously been regularly attending. This is an organization of Advisory Councils created to allow Council members from across the State to come together to share ideas. K/T AAA has also started submitting quarterly reports on its activities to TACC.

Dr. Wood has encouraged TACC to post these reports on-line in order to increase their availability to its membership. Additionally, the K/T AAA reports will be posted and available on ktaaa.org. He noted that the Council is moving in the direction of creating several more active committees; for example, Council member Dan Fox with his prior experience and transportation expertise in Tulare County will be part of a work group tackling transportation issues for the elderly.

On a final note, Ms. Wartson, KCCOA Director, announced the community breakfast at Tachi Palace on February 23, 2018. This breakfast is a fundraiser for KCCOA, with Tachi Palace matching the amount the breakfast raises. An event flyer will be available soon.

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

Respectfully submitted,

Juliet Webb

K/T AAA Director