 GOVERNING BOARD MINUTES

 *To be approved on:* Minutes of the October 16, 2017 meeting at

 January 22, 2018 Hanford Senior Center/View Road Apts.

 602 9 ¼ Avenue ………………………………………………………Hanford, CA 93230

**GOVERNING BOARD MEMBERS PRESENT::**

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

Amy Shuklian, Tulare Co. – Dist. 3

Kuyler Crocker, Tulare Co. – Dist. 1

**GOVERNING BOARD MEMBES ABSENT**

Richard Fagundes, Kings Co. – Dist. 5

Craig Pedersen, Kings Co. – Dist. 4

**COUNCIL MEMBERS PRESENT**

Marlene Chambers

Ben Cordova

Dan Fox

Dr. David Wood

 **STAFF PRESENT**

 Juliet Webb, K/T AAA Director

 Jamie Sharma, Aging Services Manager

 Matthew Kredit, Administrative Specialist

 Israel Guardado, Staff Services Analyst

 Nancy Aldaoud, Administrative Aide

 Christine Tidwell, Administrative Aide

 **GUESTS PRESENT**

Albert Cendejas, CSET

Grace Henn, Advisory Council candidate

1. **Call to Order** – Supervisor Vander Poel, Chair, called the meeting to order at 10:01 a.m.
2. **Introductions** – The Board Chair asked for introductions of the meeting attendees. (See above.)
3. **Board Member Comments** –None
4. **Public Comment-** Albert Cendejas, CSET Senior Services Coordinator, announced a request for volunteers interested in receiving training in order to provide tax assistance to low income families and seniors needing help in preparing their tax return. The Volunteer Income Tax Assistance (VITA) program requires no prior experience and volunteers are certified through the IRS. Training begins in January 2018. There are a few primary sites at which volunteers work, but an attempt is made to provide tax services in most of the local communities beginning in February through the end of tax season.

Supervisor Shuklian asked if the volunteers need to be 18 years old or older. Mr. Cendejas said that he has had volunteers from Cutler-Orosi that are youth from the high school, and if a youth is responsible enough to take it seriously, the program will train him or her.

Mr. Cendejas also announced that for *Make a Difference Day*, CSET is spearheading a variety of different projects and events throughout Tulare County. Volunteers interested in helping can go to CSET.org for more information.

Additionally, Mr. Cendejas announced the Regional Transportation Plan (RTP) series of events through October 2017. Participants are encouraged to participate and bring their voice, ideas, needs, and requests to the planning phase for the RTP. This is a planning document for Tulare County which will outline transportation improvements and related transportation strategies and preferences for the next 20 years. Workshops are being held throughout Tulare County.

1. **Approval of Minutes of May 15, 2017.** A motion to approve the minutes of the May 15, 2017 Governing Board meeting was made by Supervisor Shuklian and seconded by Supervisor Crocker. The minutes were approved. Kings County Supervisors Pedersen and Fagundes were absent.
2. **Introduction of the New Tulare County Aging Services Manager** – Tulare County Human Services and K/T AAA Director, Juliet Webb, introduced Jamie Sharma as the new Aging Services Manager. Previously, Ms. Sharma worked with Health and Human Services in its Mental Health division. It was noted that Ms. Webb will continue to serve as the K/T AAA Director.
3. **California Health Advocates/Senior Medicare Patrol (CHA/SMP) –** Matthew Kredit, K/T AAA Administrative Specialist said California Health Advocates provides funding for the Senior Medicare Patrol (SMP) agreement. This $3,000 funding is used to report health care fraud and abuse. This is achieved through outreach, counseling, and education. The contract term ends May 31, 2018. Supervisor Crocker asked if the SMP Liaison, Suzanna Aguilera-Marrero, is a member of the Advisory Council. Ms. Aguilera-Marrero is a K/T AAA HICAP volunteer, but is not a member of the Advisory Council. The motion for acceptance of the funding was passed unanimously. **(Crocker/Shuklian Res. No. 17-013)**

1. **California Department of Aging (CDA) Grant Award Contract Amendment, One-Time-Only (OTO) Increased Funding –** This was reported as an information item. Matthew Kredit explained that every year the Agency receives OTO funding from the CDA. He noted this year’s amount was smaller than last year and that the state of California did not contribute approximately 2 million dollars that it has contributed previously, and that was a big part of the difference. Per the original contract resolution, the K/T AAA Director is authorized to sign contract amendments.
* **Older American (Area Plan) Grant**

Contract AP-1718-15, Amendment #1 in the amount of $90,072

1. **Provider Contract Amendments (OTO) –** Matthew Kredit explained the Area Plan funding break out for the provider expenditure contracts. Each contractor revises its budget to include the funding increase. The OTO funding is split according to the same formula as the original budget is split. The amount increase that is received from the State (see item #8) is distributed out to the provider contractors, as follows:

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| --- | --- | --- |
| * County of Kings
 |  | $ 34,539 |
| * City or Tulare
 |  | $ 3,783 |
| * Community Services & Employment Training (CSET) Title III
 |  | $ 32,008 |
| * Valley Adult Day Services (VADS) Title III-E Family Caregiver
 |  | $ 9,871 |
| * Valley Caregiver Resource Center (VCRC) Title III-E Family Caregiver
 |  | $ 9,871 |

VADS and VCRC each receive half of the total funding for the Family Caregiver Support program. The City of Tulare funding provides senior congregate meals at the Tulare Senior Center. CSET received Title III funding for the services they provide, including congregate and home-delivered meals (HDM). Kings County received its extra funds for the services it provides, including congregate and HDM nutrition services and the Ombudsman program. Kings County (KCCOA) provides Ombudsman services for both counties of the K/T AAA. He noted that for the HDM program, last year the State contributed 2 million dollars, which it did not do this year. Additionally, funding was cut back overall for both congregate and home-delivered meals.

Albert Cendejas, CSET, said that from a provider’s view point, the cuts will definitely impact services, especially for the home-delivered meals program, indicating it will be approximately $50,000 short. The State allocated funds in a higher amount last year allowing the support of the program to continue and to increase, which is what CSET did; so this decrease will create challenges, now. In this case, where the State is not funding as much as in previous years, the challenge is, how will this be handled? One answer is to start a “wait list,” which has never been done before in Tulare County. (It was noted that Fresno County has a wait list that extends from 6 months to a year, which is a long time if you are hungry). For CSET’s part, it has never wanted to start a wait list and Mr. Cendejas said they will be looking at every option possible to avoid having to start one. He said the loss of funding is a big hit and affects the program greatly.

Supervisor Vander Poel said he appreciates that CSET will continue to look for alternate means of funding. He noted that sometimes government cut backs at a State or Federal level adversely affects County services if there are no alternatives. Because CSET is a non-profit organization there may be alternate options or possibilities out there - even looking toward a food manufacturer directly might be a means of getting additional food that can offset other money that can be used. Mr. Cendejas said CSET will continue to explore other possibilities.

1. **CDA Senior Community Service Employment Training (Title V) Contract Amendment –** Israel Guardado, K/T AAA Analyst, reported that the Title V program experienced a funding decrease of $8,990. The original contract amount was $127,781. This represents roughly a 7 percent decrease, bringing the contract total to, $118,791. Other than the funding decrease the contract will remain more or less unchanged. The program helps seniors age 55 years and older with employment training through placement at host agencies with the goal of eventually getting them unsubsidized employment.

Supervisor Shuklian asked how the funding decrease will affect the program. Mr. Guardado said that initially the contract accommodated 14 employment positions, according to Federal Government guidelines. That number of positions is modified down to 10 because of the California minimum wage. The funding decrease will bring that number down to 13 positions, which may be modified down to 9 actual positions. Currently, all the slots are being used. The Title V currently does not have a waiting list. This reduction may necessitate beginning one.

1. **Appointment of Grace Henn –** Advisory Council Chair, Dr. David Wood said that the Council continues trying to fill the membership seats of the Council and would like to recommend Grace Henn for appointment. Ms. Henn has a vocational nursing degree and is currently working on a degree in business. She lives in rural Porterville and works as a hospice specialist. She is also involved with the Journey Youth Coalition. Ms. Henn said she enjoys working with the community, especially the elder population, which is what lead her to work with hospice. Supervisor Vander Poel said he appreciated her interest and her desire to be involved with the senior community. Supervisor Shuklian moved to approve the appointment of Ms. Henn to Council Seat #14; Supervisor Crocker seconded the motion. By unanimous vote, Ms. Henn was appointed to the Council. **(Shuklian/Crocker Res. No. 17-014)**
2. **Stockings for Seniors –** Nancy Aldaoud, K/T AAA Administrative Aide, announced the beginning of the 43rd Annual Stockings for Seniors Drive held by the K/T AAA. The Agency partners with CSET, Tulare County Adult Protective Services (APS), Public Guardian (PG), and the Multipurpose Senior Services Program (MSSP), which is a program of the K/T AAA, to organize this event, each year. The purpose of the event is to deliver holiday gift stockings and cheer to the home-bound clients of Tulare County. Gift items include lap blankets, socks, gloves, hats, scarves, and toiletries items. Donations are collected as in-kind contributions as well as monetary donations through Friends of Tulare County, which is the Tulare County 501(C) (3) non-profit organization. Over the past several years, the deliveries have been expanding. In 2016, 450 seniors were recipients of the stockings. Community sponsors have included: The Family Health Care Network, Kaweah Delta, Costco, Wal-Mart, Loews, and Smart and Final. Additionally, staff and interested persons help by donating items to collection boxes placed in County offices during the campaign. Donations are collected November 1st through November 30, 2017.

Advisory Council member, Marlene Chambers, said that Kings County, through the Kings County Commission on Aging (KCCOA) organizes a similar campaign in Kings County, collecting donations from community partners. KCCOA develops a wish list for their seniors and with cooperation from the County and community partners those wishes are provided.

Supervisor Vander Poel asked if we are meeting all of the needs of the community since it is growing in number every year, or is the number being capped, meaning we can only serve so many. Ms. Aldaoud said K/T AAA client needs are being met. She noted that last year the City of Tulare did not have the funding to include their home-bound clients, so K/T AAA did help and take on an extra 40 to 50 stocking deliveries.

This year the K/T AAA will be pushing some new and different efforts; for example it will be helping the homeless seniors in the community by reaching out to them.

1. **Procurement Planned (Request for Proposal) –** Juliet Webb, K/T AAA Director reported that at the last Governing Board meeting, the need to align the contractual services along the lines of the Joint Powers Agreement (JPA) was discussed, especially in regard to Kings County contracting directly with King County Commission on Aging (KCCOA) for Kings County services. This arrangement has created issues with the California Department of Aging (CDA) since K/T AAA is supposed to have authority over all the contracts and monitoring. K/T AAA needs to be in line with what CDA has recommended. K/T AAA staff will bring back to the Board the information regarding the Request for Proposal (RFP) that is currently being worked on. It is specific to Kings County. K/T AAA did an RFP for Tulare County a few years ago, which will again be up for the RFP process in another few years. Eventually the procurements will be synchronized onto the same schedule so they will be coordinated and can be done for the entire service area once they expire.

Israel Guardado, Analyst said the services are listed on the agenda that will be included in the RFP, including: Supportive Services (IIIB); Nutrition, both congregate and Home-Delivered meals; Disease Prevention; Family Caregiver Support; Elder Abuse Prevention; and the Ombudsman Program. These services are being done now by KCCOA, through Kings County. He said the tentative schedule for release of the RFP to any interested organization is early March of 2018 with a submission deadline of mid-April. The contract start date will be July, 2018. He noted that this is a tentative dateline. This follows the same RFP process that K/T AAA followed in prior years.

1. **Advisory Council Report –** Dr. Wood, Council Chair thanked the K/T AAA administration for inviting him to sit in on the interviews for the Aging Services Manager. He said he appreciated allowing the Council to be involved in the process. He said he appreciated the Board’s appointment of Grace Henn to the Council earlier in the meeting, and that the Council will continue to work at getting all its vacancies filled. The effort will be toward creating diversity, including recruitment of a lesbian, gay, bisexual, transgender (LGBT) representative, and he said he still hopes to recruit a member from the Tachi Tribe reservation in Kings County in order to increase the Native American representation. He noted that Council member, Betsey Foote is a member of the Tule River Reservation and Elder Council. Additionally, Dr. Wood said that recently appointed member, Dan Fox, has a prior background with the County and is interested in helping with several senior transportation issues. Dr. Wood continues to participates on the Aging Sub-committee in Mental Health, and it was note that the Council is attempting to increase its presence at the State level with continued representation at the California Senior Legislature (meeting this year largely by phone). The Council also plans to send at least one member to the November C4A Annual Meeting and Allied Conference in Los Angeles. The Council Chair has also recently attended the Triple AAA Council of California meeting, another organization that K/T AAA has not routinely attended in the past. The two directions moving forward will be filling vacant seats and increasing active participation at the State level.

Supervisor Shuklian suggested checking with the Source and the Pride Lions Club of Visalia to recruit LGBT persons who may be interested in Council membership. Dr. Wood said he has been in contact with the Pride Lions group and hopes also to recruit an interested person for the Mental Health Board.

1. **Adjourn** – The meeting was adjourned at 10:33 a.m.

Respectfully submitted,

Juliet Webb

K/T AAA Director