 GOVERNING BOARD MINUTES

 *To be approved on:* Minutes of the March 19, 2018 meeting

 May 14, 2018 at Kings County Government Center ………………………………………………………1400 W. Lacey Blvd, Hanford, CA 93230

**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

Craig Pedersen, Kings Co. – Dist. 4

**GOVERNING BOARD MEMBERS ABSENT:**

Kuyler Crocker, Tulare Co. – Dist. 1

**COUNCIL MEMBERS PRESENT:**

Marlene Chambers

Dan Fox

Bobbie Wartson

Dr. David Wood

 **STAFF PRESENT:**

 Juliet Webb, K/T AAA Director

 Jamie Sharma, Tulare Co. Aging Services Mgr.

 Matthew Kredit, Administrative Specialist

 Bonnie Quiroz, Adult Family Advocate

 Israel Guardado, Staff Services Analyst

 Christine Tidwell, Administrative Aide

 **GUESTS PRESENT:**

Albert Cendejas, CSET

 Kali Carson, HICAP

 Catherine Venturella, Clerk to the Board of

 Supervisors, Kings County

 Melanie Curtis, Kings County

 Elizabeth Sartuche

 Ken Cruickshank, Tulare County Veterans

 Services

1. **Call to Order** – Supervisor Pederson, Chair, called the meeting to order at 10:04 a.m.
2. **Introductions** – Attendance as above.
3. **Board Member Comments** –Supervisor Pedersen commented that he had just returned from New York where he was able to watch the Jose Ramirez title fight and experience New York along the way.
4. **Public Comment** – Albert Cendejas, CSET said that Community Action from Kings County and CSET are stillproviding Volunteer Income Tax Assistance (VITA) services. The Kings Community Action organization still has several dates available during the week; those can be checked on their website. The volunteers are heading into the final month of providing these services. CSET is holding sessions Tuesday through Saturday, 9 a.m. to 3 p.m. at the CSET main office. In Porterville, the services are available Thursday, Friday, and Saturday from 9 a.m. to 3 p.m.
5. **Approval of Minutes of January 22, 2018** – A motion to approve the minutes of the January 22, 2018, was made by Supervisor Fagundes; seconded by Supervisor Shuklian. The minutes were approved. Supervisor Crocker was not present.
6. **Approval of K/T AAA Fiscal Year 2018/19 Budget** – Matthew Kredit said that each year, a budget estimate is presented at this time, per the Joint Powers Agreement (JPA). Mr. Kredit referenced the notes that were provided in the agenda for this item. This estimate is provided early so the K/T AAA can then ask the Counties for their match dollars. The main purpose of bringing the budget forward is to let the Board know what the estimates will be. Mr. Kredit said that two documents are included with this agenda item, one of which is circle graphs. He and Staff Analyst, Israel Guardado, have been pulling together data and working with IT to be able to create this type of “snapshot” display because it is easier to look at than the full summary of the budget. This provides an “at a glance” snapshot of the K/T AAA sub-contractors that receive Congregate and Home Bound nutrition funding. Per the graph, it is easy to see that for the City of Tulare, funding is used about 40% for Home-bound meals and the remainder is used for congregate meals. The graph creates an easier report to look at.

Mr. Kredit said the first thing on the budget he would like to point out is the $222,250 that is being requested in County funds. This dollar amount has not changed much over the last 10 years. The only thing that has changed is, this year due to the Request for Proposal (RFP) for Kings County services, the K/T AAA is requesting Kings County send its full match. Prior to this, the match had been dispersed through in-kind rent. Now, through the RFP process, the K/T AAA requires all of its sub-contractors to provide a match. This information has been conveyed to Kings County through funding letters in the past. The amounts are $48,895 for Kings County and $173,355 for Tulare County. These match dollars are the same 22/78 percent split as the funding is split for the K/T AAA. The 22/78 is based on senior population in each of the two Counties. As the funding is split, so the match requirement is split.

Mr. Kredit explained that on this budget for the Multipurpose Senior Services Program (MSSP- green column,) the K/T AAA has received just under $700,000 in funding. This is consistent with what K/T AAA has received in previous years.

He noted the Health Insurance Counseling and Advocacy program (HICAP-orange column,) funding has a slight reduction. K/T AAA received about $310,000 for HICAP services.

Mr. Kredit said at the bottom of the spread sheet the amount of money not received from Federal and State sources, County contribution dollars were used to shore up it up. He said that is what a lot of the match dollars are used for – to make sure that the programs that have fluctuating budgets are shored up when low and when they are high, other programs are shored up. The MSSP and HICAP programs are the only two programs that are direct services. On the budget (shown in pink) are services that are outsourced. Also, shown in blue on the budget are Administration costs. Finally, he said, is a Letter to File with Mental Health (MH). This funding allows the Prevention and Early Intervention (PEI) “hopelessness” screenings, which are administered to detect depression in seniors. Several staff who administer this screening are funded by the MH funding.

Mr. Kredit said other than what was mentioned, the budget, nearly 3.8 million dollars is not much of a change from last year. He noted the government is in a Continuing Resolution, and is waiting for another budget to pass at the end of the week. A final budget will be brought to the Board once he has the final approved numbers. The purpose of this request is to approve the provisional budget, as well as the match dollars.

Supervisor Vander Poel commented that last year there was a significant fear about possible cuts to senior programs when the Federal budget was passed. He asked what the general consensus is this year about what type of cuts, if any, can be expected related to senior programs. Mr. Kredit said the HICAP program has been in the news quite a bit – but every year, either the Senate or the House attempts to make cuts. The good news about the HICAP program it that it is primarily volunteer. The HICAP Program Manager, Dori Silveria, has about 13 volunteers that do the trainings and help people with their Medicare. There is excellent State funding for this program, if the Federal funding were to be lost, ($108,000 of the $197,000). He said each year it comes up and each year either the House or the Senate decides that the program should be kept. He noted that the HICAP budget that was received from the State is a three-year budget, so funding had been projected out several years. He said it was CSBG grants that have taken major cuts, not the Older Americans Act programs.

K/T AAA Director, Juliet Webb commented that the Senior Nutrition funding is static and that is their big “ask” for this year. Every year more funding for senior nutrition is requested and it does not get the attention that it should. The hearing on it is April 21st. She said K/T AAA is working with some community partners about going after funding in some other ways in order to supplement funding in Kings and Tulare Counties. The hope is that, if not this year, if there is change in Sacramento, there might be more opportunity next year.

Supervisor Vander Poel said the cuts and perceived shortfalls in funding lead K/T AAA to go through the RFP process the last time, and it is actually that more services are being delivered because of outsourcing to a private entity than what K/T AAA was able to do internally. He said sometimes we can maximize dollars when we are forced to look closer.

With no further question, Supervisor Vander Poel moved for approval of the budget; Supervisor Shuklian seconded the motion and the budget was approved. **(Vander Poel/Shuklian Res. No. 18-004)**

1. **Ricciardi, Inc. Single Audit Report** – This is an information item. Mr. Kredit said that every year, due to the fact that K/T AAA receives over three quarters of a million dollars in Federal funding, and it is a separate entity, by the JPA, the agency has to go through this process. Ricciardi (CPA) auditors come to look at the K/T AAA books to make sure payments were make timely; invoices were timely; that receipts are in place, where necessary; and that journal vouchers have back up for them, etc. Ricciardi has complimented K/T AAA in saying that it is one of the easiest audits he has to complete. There were no findings for this year’s single audit, for fiscal year ended June 30, 2017. The report results were provided in a bound booklet that was included as part of the Board agenda.

Supervisor Shuklian said it’s a good practice to have an outside agency come it to take a look, especially with so many reports of “mis-doings” in so many financial organizations.

1. **Request for Proposal** – This is an information item. Israel Guardado, Staff Analyst said this is a status update on the Request for Proposal (RFP) for services in Kings County. The RFP was released to prospective bidders and the public, earlier in March. A Vendors Conference is scheduled for the week of March 26, 2018. There is a deadline of April 16, 2018 for any interested party wanting to bid to provide the services. At this point, there are 5 agencies who have submitted a Letter of Intent. Therefore, the K/T AAA is expecting roughly 5 bids, if everyone actually makes a bid. During County Counsel’s review of the RFP, it was recommended to make the Board aware that any applicant, who bids, if denied, has the right to appeal that decision. The appeals process begins with the K/T AAA Director. If it can be resolve at that level, it stops there, but if the party wants to continue the appeal, it will come to the Board. Any decision whether brought by the Director or by the Board, regarding the appeal has to be in writing and must state the reason for the decision on the appeal. The reason for this is because the appeal can be brought all the way to the State (CDA). County Counsel wanted the Board to be aware of this possibility.
2. **Area Plan Update FY 18/19 –** Israel Guardado presented this information item. Every year, K/T AAA does an Area Plan Update. The Area Plan (AP) is a four-year document that is updated every year. K/T AAA reviews what goals and objectives it has as an organization and the Agency works with its contractors and providers to see what services can be done and what can be improved upon. The Update is due on May 1st. Public hearings are scheduled every year as well. This year, the hearing will be in Kings County at the Armona Senior Center on April 10, 2018, and in Tulare County at the Cutler Orosi Senior Center on April 11, 2018.

Among the updates included this year are the LGBT Disparities Reduction Act of 2017. This is regarding the collection of demographic information for the LGBT community. Service intake forms will be updated to include demographic questions to be more inclusive for that population. HICAP performance and definitions – occasionally the way services are tracked, the State will update the definitions and how services are tracked. That will be done with the HICAP program this year. There will also be an update to the Data Dictionary – this is similar but affects Title III-E services, Health Promotion and Disease Management services. Those are the three major updates to the Area Plan for this year.

1. **Senior Day in the Park –** Albert Cendejas said the Senior Day committee has had threemeetings, with the next meeting scheduled for April 14, 2018. He said it is getting close to the date now. The event is Friday, May 18, 2018, 9 a.m. to 2 p.m. and everyone is welcome to attend. “Elvis” is set to perform. Rentals are set and in order. A & W will be there to distribute root beer floats (The Vapor Trailers Car Club donates money for the ice cream). For entertainment, there will be Mariachis players and Elizabeth Sartuche will be playing *Star and Stripes* for the opening ceremony. The event theme this year is, “a day at the ball park.” The mascot from Rawhides will be in attendance for pictures and fun. Everyone is being encouraged to dress in their favorite team jersey. The plan is for staff to dress in umpire garb to be easily identified. He noted that exhibitor packets will be going out, shortly, with registration on-line.

Juliet Webb asked if students would be there as in past years to help the seniors and to help with serving meals. If so, they could be encouraged to wear baseball gear – like little leaguers. Mr. Cendejas said it is being coordinated with the schools, so that the students can also be dressed accordingly.

Supervisor Vander Poel asked (in jest) if there were going to be any boat races or a fishing derby since Mooney Grove is now enhancing the amenities at the park.

Mr. Kredit commented that the K/T AAA has started outsourcing the Senior Day in the Park organization to CSET, beginning last year. He mentioned the intake is all on-line at the CSET website created exclusively for this event. He said it makes it much easier on the exhibitors and complimented CSET for getting that up and running.

1. **Farmers Market Coupons for 2018 Season –** Bonnie Quiroz, the Elder and Dependent Adult Family Advocate for Tulare County reported that the Farmers Market Tool Kit has been received for the 2018 season from the California Department of Food and Agriculture (CDFA). The program has been funded and the coupons should be received soon. The exact funding for each Area Agency has not been given, but that is expected shortly, also. A percentage of the coupons is given to Kings County and the remainder are distributed in Tulare County. She said for the next meeting she will have the distribution schedule created so she can share it. She noted that a high percentage of the coupons are redeemed in the K/T AAA area. Ms. Quiroz said K/T AAA will continue to make the coupons available to home bound clients.

Supervisor Vander Poel asked if the voucher program coordinates with transit to help seniors get to the sites, and also if there is advertising to the senior community about the availability of the coupons – especially in isolated communities. He said that getting seniors to Visalia through a coordinated transportation effort might be worthwhile, especially from areas like Allensworth, and Earlimart because sometimes transportation is a barrier that is very difficult to overcome.

Ms. Quiroz said that in Visalia, the Trolley does bring many seniors from some of the local facilities, for example from the Meadows Senior Living apartments. Advisory Council Dan Fox said that he would be willing to help work on that issue.

1. **Advisory Council Report –** Dr. David Wood, Council Chair said the Council continues to work on recruiting new members. He said that the Area Plan is in part focusing on helping to make the LGBT community have more representation and in this regard, he said that the Council is still recruiting from The Source, an LGBT group, which has also expanded to Kings County.

Dr. Wood also reported that the K/T AAA has put up a very good website, with a great deal of information. He said it’s a little bit a head of the curve in terms of the State Association of Advisory Councils (TACC) and K/T AAA has been asking the State to give it permission to take the quarterly reports from the other Area Agencies and post them on the K/T AAA website for easy access.

Supervisor Pedersen addressed Elizabeth Sartuche, a guest at the meeting, who is interested in helping with seniors, what her plans are. She said she is a sophomore at COS Junior College, where she is running for Track and Field and plans to transfer to Fresno State or Fresno Pacific University next year. She said she is attending the current meeting because she wants to understand more about K/T AAA to become more involved. She said she hopes to get back into the Miss America contest again, and one of the main pillars of the organization is community service. She has decided to switch her platform to something focused on the senior population. She is looking to see if she can get involved in the K/T AAA as a volunteer to be able to contribute ideas.

Juliet Webb said that she is very pleased that Ms. Sartuche wants to get involved with the senior programs, and that she appreciates her support of the senior programs. Ms. Sartuche has participated in the Senior Day in the Park for three year as part of the entertainment.

1. **Adjourn** – The meeting was adjourned at 10:32 a.m.

Respectfully submitted,

Juliet Webb

K/T AAA Director