



## Agenda Submittal

**Agenda #:** 23 **Status:** Regular Calendar  
**Type:** Miscellaneous **Department:** Health and Social Services  
**File #:** 19-282 **Contact:** Gerald Huber, 784-8400  
**Agenda date:** 4/23/2019 **Final action:** 4/23/2019  
**Title:** Receive a verbal update on the Napa/Solano Area Agency on Aging; Consider approval of the Conflict of Interest Code for the Napa/Solano Area Agency on Aging Oversight Board; Consider authorizing use of the Board chambers, including audio/video recording, for the Oversight Board meetings; Consider approval of the final year update of the Four-Year Area Plan for 2016 - 2020; Consider waiving the competitive bid requirements and authorizing a request to the California Department of Aging to extend existing service contracts for the period of July 1, 2019 to June 30, 2020; and Consider appointment of Linda Chandler, Brenda Crawford, Jenalee Dawson, Deanna Dupont, Donna Harris, Bonita Knuckles, Robert Padilla, and Richard White to the Napa/Solano Area Agency on Aging Advisory Council representing Solano County for terms to be determined with the adoption of Advisory Council bylaws  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Oversight Board members, 2. B - Conflict of Interest Code, 3. C - Link to Four Year Plan, 4. D - Presentation, 5. Minute Order

| Date      | Ver. | Action By            | Action   | Result |
|-----------|------|----------------------|----------|--------|
| 4/23/2019 | 1    | Board of Supervisors | Approved |        |

Published Notice Required? Yes \_\_\_ No \_\_\_  
Public Hearing Required? Yes \_\_\_ No \_\_\_

### **DEPARTMENTAL RECOMMENDATION:**

The Department of Health & Social Services recommends the Board of Supervisors:

1. Receive a verbal update on the Napa/Solano Area Agency on Aging;
2. Consider approval of the Conflict of Interest Code for the Napa/Solano Area Agency on Aging Oversight Board;
3. Consider authorizing use of the Board chambers including audio/video recording for the Oversight Board meetings;
4. Consider approval of the final year update of the Four-Year Area Plan for 2016 -2020;
5. Consider waiving the competitive bid requirements and authorizing a request to the California Department of Aging (CDA) to extend existing service contracts for the period of July 1, 2019 to June 30, 2020; and
6. Consider the appointment of Linda Chandler, Brenda Crawford, Jenalee Dawson, Deanna Dupont, Donna Harris, Bonita Knuckles, Robert Padilla, and Richard White members to the Napa/Solano Area Agency on Aging Advisory Council representing Solano County for terms to be determined with the adoption of Advisory Council bylaws.

### **SUMMARY/DISCUSSION**

The newly formed Napa/Solano Area Agency on Aging (N/S AAA) is responsible for distribution of funds

received from the California Department of Aging for Planning Service Area 28 (PSA 28) Older Americans Act services and SNAP-Ed services. The N/S AAA Oversight Board consists of seven members and seven alternates with representatives from the counties, cities, seniors (60+) and the public (Attachment A - Oversight Board). Under the Political Reform Act, public agencies are required to adopt conflict of interest codes designating individuals subject to the reporting requirements. Each agency is required to submit its conflict of interest code to its reviewing agency for approval. The N/S AAA Oversight Board adopted its conflict of interest code at its January 25, 2019 meeting and has submitted it for Board of Supervisor approval as required under the Political Reform Act, Government Code section 87306.5 (Attachment B - Conflict of Interest Code).

The N/S AAA Oversight Board is requesting authorization to use the BOS chambers as its usual and customary meeting site. This will allow for an audio/visual recording of each meeting to be placed on the N/S AAA website. An audio/visual recording of the meeting and subsequent posting to the N/S/ AAA website provides improved communication to community members who may otherwise not be able to attend meetings in person. At present, the Solano County Consolidated Oversight Board uses the audio/visual recording equipment and the Assessment Appeals Board began using audio recordings in April 2019. Other Boards, Commissions or Committees utilize a tape recorder for audio recordings. The cost associated with audio/visual recording of the N/S AAA Oversight Board meetings includes staff time to operate recording equipment and edit each recording, and production services to post the recording. The anticipated cost of audio/visual recording Solano County meetings is approximately \$500 per meeting and the request is that the cost be supported by County General Fund. Napa County has informed N/S AAA staff they are reviewing costs associated with audio/visual recording services at the Napa County Board of Supervisors chambers. The N/S AAA Oversight Board unanimously approved requesting the County General Funds necessary for the audio/visual recording of Solano County meetings at its February 25, 2019 meeting.

The N/S AAA has been updating the final year of the 2016 - 2020 Four-Year Area Plan for PSA 28 which commences July 1, 2019 to June 30, 2020. The Area Plan update was developed using the guidance documents, reference tools, specific requirements and program-specific information in accordance with the Older Americans Act 2006, Sections 306(a) and 307(a)(1) and the California Department of Aging (CDA). The forms and templates contained in the Area Plan constitute the required Area Plan format. The Area Plan describes relevant demographic trends and outlines the major goals and objectives to be achieved over the next year by the N/S AAA. To help define the needs of seniors, adults with disabilities and their caregivers, Public Health staff conducted a systematic needs assessment including focus groups and key informant interviews throughout Napa and Solano Counties. Additionally, public hearings were held in Napa and Solano Counties on March 25, 2019 and April 22, 2019. The public hearings presented background information and components of the final year of the Four-Year Area Plan. The comment period for the final year of the Four-Year Area Plan ends May 22, 2019, after which the report will be sent to CDA.

The N/S AAA is also requesting that the Board waive the competitive bid requirements and authorize the Executive Director of PSA 28, under direction of the N/S AAA Oversight Board, to request CDA to approve twelve-month contract amendments for existing service providers using funds allocated to PSA 28 for the period July 1, 2019 through June 30, 2020. The newly formed N/S AAA is required to conduct a full needs assessment for the next four year area plan (2021 - 2024) which will be conducted in the spring and summer of 2019. Once the needs assessment data has been analyzed and reviewed, Requests for Proposals (RFP) can be developed that align with the direct service needs identified. The new Area Plan will be the first plan of the N/S AAA and staff is requesting sufficient time to properly solicit requests for proposals for services from interested bidders. Staff will return to the Board at a later date to request approval of the contract amendments for FY2019/20 and again to request approval of new contracts resulting from the RFP process for FY2020/21.

The Advisory Council for the N/S AAA serves in an advisory capacity to the Oversight Board. The Advisory Council serves in a planning and advocacy capacity for seniors, adults with disabilities and their caregivers, and for other organizations designated by the Board of Supervisors, taking positions on matters pertaining to

federal, State and local policies, programs, procedures, and any legislation affecting older persons. The Advisory Council seeks input from senior advocacy organizations, elected officials, local aging commissions, and the general public for the purposes of advocating for and making formal presentations on issues of concern to seniors, adults with disabilities and their caregivers. Advisory Council members work with N/S AAA staff to develop, implement and monitor the Four-Year Area Plan and annual updates, hold public hearings and produce the annual report in accordance with the Older Californians Act. On January 30, 2019 the N/S AAA Oversight Board selected two members to work with N/S AAA staff to review applications and provide recommendations for the recruitment of members to the Advisory Council representing Solano County. An overview of the N/S AAA and the functions of the Advisory Council was posted on the Clerk of the Board webpage, the N/S AAA website, and the Network of Care websites. Notifications were provided to senior-focused locations and groups throughout the County, including the senior centers, congregate meal sites and senior living sites.

The Joint Exercise of Powers Agreement between Napa and Solano County (JEPA) outlined that the Advisory Council shall include 16 members, with 8 members appointed from each county. The federal Older Americans Act and the Older Californians Act mandate the composition of Advisory Councils. The Advisory Council shall represent the senior population in respect to ethnic and racial distribution and shall include: 1) More than 50 percent older persons, including minority persons, who are participants or who are eligible to participate in programs under 45 CFR 1321.57; 2) Representatives of older individuals; 3) Representatives of health care provider organizations, including providers of veterans' health care; 4) Representatives of supportive services providers organizations; 5) Persons with leadership experience in the private and voluntary sectors; 6) Local elected officials; 7) Family caregiver representative; and 8) The general public. Fifteen applications were received for Solano County representation and 10 applications were received for Napa County representation. The N/S AAA Oversight Board subcommittee and N/S AAA staff reviewed applications and recommend the following appointments to the N/S AAA on Aging Advisory Council: Linda Chandler, Brenda Crawford, Jenalee Dawson, Deanna Dupont, Donna Harris, Bonita Knuckles, Robert Padilla, and Richard White. The JEPA directs the Advisory Council to develop bylaws to include membership terms. Staff developed, in coordination with Napa County staff, draft bylaws which recommend 4 year initial terms for 8 members, 4 from each County, and 2 year initial terms for 8 members, 4 from each county. Advisory Council terms would then be 2 year terms and members could be appointed for one additional 2 year term.

### **FINANCIAL IMPACT:**

The costs associated with preparing this Agenda Item are nominal and are included in the Department of Health & Social Services FY2018/19 Approved Budget. The cost of audio/visual recordings is \$500 per meeting for Solano County for an annual total of \$1000 in County General Fund. Special meetings would incur additional cost.

### **ALTERNATIVES:**

The Board can choose not to approve the conflict of interest code for the N/S AAA Oversight Board; this option is not recommended because the Government Code requires the submission of the conflict of interest code. The Board could choose not to authorize use of the chambers for the N/S AAA Oversight Board meetings and audio/video recording; this is not recommended as an audio/video recording of the meetings and subsequent posting to the N/S AAA website provides improved communication to community members who may otherwise not be able to attend meetings in person. The Board could choose not to authorize the final year of the Four-Year Area Plan; this is not recommended as the public hearing and comment period are closing May 22, 2019 and the report is due to CDA. The Board could choose not to waive the competitive bid requirements and authorize the request to extend the current services provider contracts for the period July 1, 2019 to June 30, 2020; however, funds for PSA 28 will be allocated and may remain unspent and reduce the services provided through these funds to the community. The Board could choose not to appoint the recommended individuals to the N/S AAA Advisory Council; however, these individuals are deserving and willing to serve on the Advisory Council and the Advisory Council is a mandated component of Area Agencies on Aging.

**OTHER AGENCY INVOLVEMENT:**

Solano County Counsel's Office was involved in reviewing the conflict of interest code for the Napa/Solano Area Agency on Aging Oversight Board. Napa County and the California Department of Aging were involved in the development of this Agenda Item.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION