

Sonoma County Area Agency on Aging

3725 WESTWIND BOULEVARD, SUITE 101, P.O. BOX 4059, SANTA ROSA, CA 95402
(707) 565-5950 FAX (707) 565-5957

AAA ADVISORY COUNCIL PLANNING & FUNDING COMMITTEE MINUTES

3725 Westwind Boulevard, Suite 101, Santa Rosa
CARNELIAN ROOM

Wednesday May 4, 2016

1:00 – 2:30 pm

Members: Judith Eisen, Peter Holewinski, Sumedha Mona Khanna, Bob Picker, Jim Redding, Ruth Robeson, Rabon Saip, Diane Spain

Guest:

Staff: Rhiannon Coxon, Judy Erickson, Victoria Gonzalez-Allen, Tracy Repp

1. **WELCOME:** (Spain) meeting called to order at 1:06 pm
2. **INTRODUCTIONS** were made by committee members
3. **APPROVAL OF APRIL MINUTES** (Spain): **Motion** to approve minutes Robeson/Redding MSC.
4. **3rd QUARTER PERFORMANCE REPORT:** (Coxon)
 - Review overall performance from each service provider through Quarter 3. Most are on target with service units and expenditures but there are some outliers.
 - There is ongoing training with new service providers to accurately document service units. In particular AAA staff (Doherty) is providing guidance to Transportation service providers regarding how to uniformly track Mobility Management hours.
 - At the end of the 3rd quarter approximately 70% of the total expenditures spent for the year compared to almost 90% at this time last year. Repp worked on a corrective action from last year for service providers to ensure spending allocations evenly throughout the year.
 - Coxon contacts service providers when service units or expenditures are not on target. Coxon will report back to the committee on the results of this follow up.
5. **CDA MONITORING DEBRIEF:** (Coxon & Repp) Overall positive feedback with the following comments:
 - Findings included adding compliance language to contracts, ensuring correct language for donation and grievance policy, and written policies and procedures.
 - Technical assistance included recommending updated monitoring tools with checklists.
 - Auditors were impressed with our Advisory Council meeting and Area Plan Community Report.
 - HICAP and Data Monitoring were unable to happen at this visit and will be scheduled by the end of June.

- Final report from CDA will be sent 75 working days after the HICAP and Data Monitoring are completed. AAA will have 30 working days to respond to findings and corrective actions.
 - Auditors monitored AAA direct services, Matter of Balance and Linkages. No findings for either.
 - Committee asked if CDA monitoring of Linkages would be suffice in place of requesting another local AAA to monitor. Spain would like to see a summary of CDA monitor's report. Committee agreed this will be sufficient. Repp advised we can request Marin complete bi-annual monitoring for Linkages.
6. **PROVIDER MONITORING DEBRIEF:** (Erickson)
- Summary of all monitoring for this year was distributed;
 - AAA and AC members monitored 8 service providers. There were no findings requiring corrective action. Many service providers received recommendations. Committee discussed the service providers' responses to monitoring questions.
 - Monitored new service providers-Transportation-PPSC, Vintage House, Catholic Charities; Legal services-Legal Aid of Sonoma County; Caregiver Support-Alzheimer's Assoc., and nutrition providers, Council on Aging, PPSC, and Coastal Seniors which are monitored annually.
7. **2017-2021 REQUEST FOR PROPOSAL PREPARATION:** (Coxon & Repp)
- Reviewed timeline and advised decision on programs to fund need to be made at the June 2016 meeting to bring forward to full Council in September.
 - Discussed how the Needs Assessment from the Area Plan should inform what programs are funded by OAA. . Coxon to send definitions of programs to potentially fund for Title IIIB Supportive Services funding. Based on the Needs Assessment for Area Plan 2016-2020, new programs the committee may want to consider funding are:
 - Housing – assistance in locating adequate housing
 - Information and Assistance (currently part of case management)
 - Outreach Services
 - Decision to be made if interviews with proposers are to be included in timeline. Spain suggested for committee to make the decision at a later date.
8. **ADJOURN:** 2:38 p.m.

NEXT MEETING
June 1, 2016 @ 1:00 pm