

Sonoma County Area Agency on Aging
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AAA ADVISORY COUNCIL
PLANNING & FUNDING COMMITTEE MINUTES
3725 Westwind Boulevard, Suite 101, Santa Rosa
CARNELIAN ROOM

Wednesday June 1, 2016
1:00 – 2:30 pm

Members: Judith Eisen, Sumedha Mona Khanna, Bob Picker, Jim Redding, Diane Spain
Absent: Ruth Robeson, Peter Holewinski
Staff: Rhiannon Coxon, Victoria Gonzalez-Allen, Tracy Repp

1. **WELCOME:** (Spain) meeting called to order at 1:05pm
2. **INTRODUCTIONS:** Acknowledged all present were existing Advisory Council members
3. **APPROVAL OF MAY MINUTES:** (ACTION) (Spain) Redding/Picker MSC with change of Judy Erickson to Staff from Guest.
4. **NOMINATE AND VOTE ON CHAIR:** (ACTION) (Spain)
 - Eisen/Khanna motion to nominate Diane Spain as chair of the Planning & Funding Committee for FY 2016/17. All in favor. MSC. Spain accepted position.
5. **AREA PLAN UPDATE:** (Repp, Coxon)
 - Approved by BOS 5/24/2016. Final step is making the Area Plan 508 compliant (ADA requirement for on-line documents; for screen readers for low-sighted individuals) for on-line posting. Minimal copies will be printed. Eisen requested 25 copies of the Area Plan. The goal is to direct public to access the Area Plan on-line on the AAA website (www.sococaaa.org) and others as identified.
 - Distribution to include BOS, Elected Officials, AC members.
6. **2017-2021 REQUEST FOR PROPOSAL:** (Repp, Coxon)
 - RFP Timeline for AAA Funding 2017-2021 was distributed
 - The RFP document will be edited to align with the Human Services RFP template. All program design questions will be in each attachment to avoid redundancy.
 - At a future meeting the committee will discuss how to structure the RFP review committee with regard to reading of the proposals; the suggestion is to group RFPs by program and have P&F committee members all participate in being members of the proposal review committee.
 - Proposers will only be interviewed if there is a tie in scores or new proposers.
7. **APPROVE FUNDING DISTRIBUTION FOR 2017-2021 RFP** (Repp, Coxon)
 - Discussion on what program categories the committee would like to fund

- Redding/Picker motion to fund the same program categories as last RFP cycle, with the exception of not releasing an RFP for Health Promotion, keeping portion of IIID funding as a direct service, funding A Matter of Balance. Committee will make decision on how to allocate remaining funding after reviewing staff recommendations at September meeting, All in favor. Motion approved.
- Repp advised staff will be creating staff recommendations showing multiple scenarios for allocation of IIID funding. Contact with committee may be made in August.
- Reviewed the funding allocated to Transportation and Mobility. Further discussion after proposals are received.

8. **ADJOURN:** 2:31 p.m.

NEXT MEETING
September 7, 2016 @ 1:00 pm

DRAFT