



SONOMA COUNTY AREA AGENCY ON AGING
3725 WESTWIND BOULEVARD, P.O. BOX 4059, SANTA ROSA, CA 95402
(707) 565-5950 Fax (707) 565-5957

**AAA ADVISORY COUNCIL
PLANNING & FUNDING COMMITTEE MEETING**

Wednesday, September 7, 2016
Carnelian Room
1:00 p.m. – 2:30 p.m.

MINUTES

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

Absent: Peter Holewinski

Staff: Victoria Gonzalez-Allen, Nancy Martin, Irma Ramirez, Tracy Repp

1. **WELCOME AND INTRODUCTIONS** (Spain) meeting called to order at 1:05pm, introductions by the committee members to welcome Nancy Martin and Irma Ramirez, the Adult & Aging Finance team.
2. **APPROVAL OF JUNE MINUTES (ACTION)** (Spain) Redding/Picker MSC, all in favor motion carried forward.
3. **2017-2021 REQUEST FOR PROPOSAL** (Repp) Request for Proposal (RFP) packet was distributed and an explanation of the process was reviewed; areas that changed were highlighted during the discussion. Planned release October 2016, proposal submission deadline December 2016.
 - RFP Timeline was distributed and reviewed.
 - Applicants will be required to submit proposals electronically into the County EFS (Enterprise Financial System) administered by the County Purchasing Department. Proposers will also be asked to submit hard copies to AAA, having a parallel process for this cycle.
 - Discussion of proposal attachments which outlines proposal narrative responses. Staff to send an example attachment for committee for review before next committee meeting on 10/5/16 when the RFP document will be finalized.
 - Robeson asked if the *Notice of Intent* is mandatory;
 - Committee approved Staff Recommendation of funding allocation of each Older Americans Act (OAA) services programs to be released for RFP. Khanna/Robeson MSC, all in favor motion carried forward.
4. **DISCUSS TITLE IIID FUNDING ALLOCATION**

Staff recommendation to not include Title IIID – Health Promotion/Disease Prevention Funding in October RFP release with the other OAA programs until Planning & Funding Committee can make an informed decision on the direction of the funding. As of 7/1/16 the California Department of Aging (CDA) requirement is that funding be used for evidence-based programs. The prior IIID contractor, Memorial Hospital's Medication Management program, did not meet the criteria.

Currently a portion of IIID funding is used to fund A Matter of Balance program. Committee requested further information of approved evidence-based programs in order to make a final decision. Committee agreed to release an RFP specifically for IIID services later in the 2017-2021 cycle, with a termination date of 6/30/2021 consistent with the rest of the OAA programs.

5. **DISCUSS, APPROVE ALLOCATION OF NUTRITION FUNDING (ACTION)**

CDA has sent a “notice of intent to award” additional funding of \$20,000 for Home Delivered Meals. Staff Recommendation will be brought to the committee on October 5, 2016 for discussion as to the allocation of funding between the three existing home delivered meals providers.

6. **OTHER:** Khanna asked for clarification on how new programs could be funded, or how providers can provide programs in an innovative, creative way. Repp advised committee voted at prior meeting to continue funding the same Older Americans Act titles and total amounts as last fiscal year, and advised there will be emphasis in the RFP that AAA is looking for innovative program delivery. CDA has requirements for services that need to be addressed, but there is room for innovation.

7. **ADJOURN** 2:27 pm

NEXT MEETING
October 5, 2016 @ 1:00 pm