



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

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

MINUTES

Present: Judith Eisen, Sumedha Mona Khanna MD, Peter Holewinski, Bob Picker, Jim Redding, Ruth Robeson, Rabon Saip, Diane Spain, Laurie White

Absent: Brian Gillespie

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

1. **WELCOME AND INTRODUCTIONS** (Spain) The meeting was called to order at 1:00 p.m. all were welcomed and introductions were made.
2. **APPROVAL OF OCTOBER MINUTES (ACTION)** (Spain) A motion to approve the October 5, 2016 meeting minutes Holewinski/Picker MSC motion carried forward. (Redding abstained as he was not at the meeting)
3. **STAFF RECOMMENDATION FOR ONE-TIME-ONLY AND FY2016-17 BASELINE ADJUSTMENTS** (Repp)
 - Repp reviewed funds received in the Area Plan Standard Agreement Amendment #1 by title and program and how the staff recommends the funds to be allocated.
 - Holewinski recommended that the total \$825 received as a baseline increase for Congregate Meals be distributed to Coastal Seniors, and not divided equally between the three groups (PPSC, COA, and Coastal Seniors). For a total of \$1,425 OTO and baseline to Coastal Seniors.
 - The committee agreed with the staff recommendations a motion to approve the staff recommendations with one change Eisen/White MSC all in favor, motion carried forward.
4. **REQUEST FOR PROPOSAL UPDATE AND NEXT STEPS** (Spain/Repp)
 - Bidders conference is Friday, November 4, 2016, 9AM – Noon
 - Repp reviewed the timeline: The RFP was released on 10/26/2016. There was an ad in the Press Democrat on Sunday, October 23. Questions can be submitted in writing by Friday or at the Bidders' Conference. Questions will be answered by the staff privately and will then be shared with the bidders. Proposals are due by December 15, 2016 at 2PM. All proposals will be reviewed by all members of the Planning and Funding Committee. The Proposal Review Committee will meet in January, 2017.
 - Spain advised the committee to come prepared next month to advise which proposals committee members will be interested in reviewing.
5. **REVIEW PERFORMANCE SUMMARIES** (Repp)
 - FY 2016-17 1st Quarter
 - The group discussed eliminating the Expenditures column in the Performance Summary review spreadsheet to avoid confusion.

- It was suggested that a reference sheet be made available to the committee members showing each agency's full program budget including other funding sources.
- Follow-up on FY 2015-16 group discussion.

6. **ADJOURN** (Spain) meeting adjourned at 2:35 p.m.

NEXT MEETING
December 7, 2016 @ 1:00 pm

Supplemental materials related to an item on this agenda are available for public inspection during normal business hours at the Adult and Aging Office, 3725 Westwind Blvd., Suite 101, Santa Rosa.