



**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, January 4, 2017

Carnelian Room

1:00 p.m. – 2:30 p.m.

**MINUTES**

**Present:** Judith Eisen, Brian Gillespie, Sumedha Khanna, MD, Robert Picker, Jim Redding, Ruth Robeson, Rabon Saip, Laurie White

**Absent:** Peter Holewinski

**Staff:** Rhiannon Coxon, Gary Fontenot, Nancy Martin, Irma Ramirez, Tracy Repp, Victoria Gonzalez-Allen

1. **WELCOME AND INTRODUCTIONS** (Spain) The meeting was called to order at 1:05 p.m. all were welcomed and introductions were made.
2. **APPROVAL OF NOVEMBER 2, 2016 MINUTES (ACTION)** (Spain) Motion to approve the November 2, 2016 meeting minutes. Robeson/White (MSC) to approve as presented; motion passed unanimously.
3. **REQUEST FOR PROPOSAL UPDATES** (Spain/Repp)
  - On December 15, 2016 all RFP submissions were due. The committee received 21 proposals. Repp reviewed the summary of each proposal including estimated service units and allocation requested compared to FY 2015-16 amounts.
  - Repp and Coxon met with the Proposal Review Committee (PRC) on 1-4-2017. Next step will be for the PRC to score the proposals and reconvene on 1-25-17. Then P&F Committee to review the proposal scores and provide the final recommendations to the Advisory Council in March.
4. **STAFF RECOMMENDATIONS OF ADEQUATE PROPORTIONS (ACTION)** (Repp)
  - Review of adequate proportions for approval of percentage distribution of Title IIIB funding for FY 15-16.
  - Repp distributed the Adequate Proportion spreadsheet – a motion to approve Gillespie/Eisen MSC motion carried forward to approve the adequate proportions, Khanna abstained.
5. **Program Monitoring for FY 2016-17**(Spain/Repp)
  - Schedule was distributed and the committee was asked to advise Coxon or Erickson what monitoring they can attend. (Robeson & Picker can attend on January 23; and Eisen can do monitoring on March 8 & 20)
6. **IIID Health Promotion Request for Proposal** (Spain)
  - Repp advised that the funding for Title IIID Health Promotion was not released with the current RFP. A reminder that the RFP for Health Promotion is limited to the highest tier of evidence-based health programs. Repp reported that there is a possibility of language change by the CDA of how IIID money may be spent. The committee decided to hold off on releasing the RFP until there is further clarification from CDA. Health Promotion RFP process will be addressed after the current RFP is completed.

7. **ADJOURN** (Spain) the meeting was adjourned at 2:01 p.m.

NEXT MEETING  
February 1, 2017 @ 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.**