



**SONOMA COUNTY AREA AGENCY ON AGING**  
3725 WESTWIND BOULEVARD, P.O. Box 4059, SANTA ROSA, CA 95402  
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**AAA ADVISORY COUNCIL  
PLANNING & FUNDING COMMITTEE MEETING**

Wednesday, February 1, 2017

Carnelian Room

1:00 p.m. – 2:30 p.m.

**MINUTES**

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

**Absent:** Brian Gillespie, Peter Holewinski, Laurie White

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

1. **WELCOME AND INTRODUCTIONS** (Spain) the meeting was called to order at 1:06 p.m. all were welcomed.
2. **APPROVAL OF JANUARY MINUTES (ACTION)** (Spain) Motion to approve the January 4, 2017 meeting minutes. Redding/Eisen (MSC) to approve as presented; motion passed unanimously.
3. **REQUEST FOR PROPOSAL REVIEW** (Spain/Repp)
  - Reminder to committee members to return the RFP binders.
  - The Proposal Review Committee met last week and completed the scoring.
  - Repp reviewed the scoring per program, discussed scores and variances between providers. Discrepancies with the proposed Service Units and the County-Wide Target Service Units will be worked out during contract negotiations.
  - Repp distributed the score sheets to committee members to help inform their recommendations to the Advisory Council for funding allocations. Attachments for the March meeting will include Staff Recommendations for the funding allocations.
4. **AREA PLAN UPDATE GOALS & OBJECTIVES**
  - Repp advises that the CDA requires annual updates on the Area Plan.
  - Coxon reviewed the Area Plan Goals & Objectives: the AAA came up with four goals, and objectives to meet those goals. The Area Plan Update document describes the status of what activities the AAA has accomplished to meet these objectives and list new objectives for the coming year. Repp requested the committee provide input to Repp or Coxon of accomplishments that were omitted from the draft report.
  - Area Plan Update due to CDA May 1, 2017
    - Public Hearing in April to the Advisory Council will include a presentation and action to accept the Area Plan Update.
5. **PROGRAM MONITORING UPDATE** (Spain/Repp)
  - Committee discussion on monitoring experience.
  - A couple of monitoring spaces need to be filled, reach out to Coxon or Erickson if you are able to help with monitoring.

6. **OTHER:**

- COA has multiple Adult Day and Congregate Meal programs; Repp encourages the committee to visit the other sites.
- Khanna would like to see an increase in outreach to the Latino Community. Repp advised that UNIVISION is always looking to interview people to highlight on their program.

7. **ADJOURN** the meeting was adjourned at 2:20pm

NEXT MEETING, March 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.**