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

Wednesday, November 1, 2017
 Carnelian Room
 1:00 p.m. – 2:30 p.m.

MINUTES

Present: Diane Spain (Chair, Pro-Tem) Jenny Helman, Susan Kornblatt Idell, Bob Picker

Absent: Judith Eisen, Jim Redding, Laurie White

Staff: Tracy Repp, Judy Erickson, Nancy Martin, Stephanie McCord, Suzanne MacDonald (AAA Nutritionist)

Minutes: Victoria González-Allen

1. **WELCOME & INTRODUCTIONS** (Chair) - meeting called to order at 1:03 pm; all welcomed.
 - Committee check in regarding fire experience.
 - Picker distributed document with tips on how to handle stress, Repp distributed document related to stress after fires.

2. **APPROVAL OF OCTOBER MINUTES:** (Chair) (**ACTION**) - Motion to approve the October 4, 2017, Planning & Funding Committee minutes. Kornblatt Idell/Helman (MSC) to approve minutes as submitted; motion approved unanimously. AYES-4, NOES-0, no abstentions.

3. **FY 17/18 MONITORING TOOL AND SCHEDULE** (Erickson)
 - Monitoring schedule sign-up for 2017-18 distributed – Erickson will follow-up, finalizing schedule and requesting additional volunteer for sign-ups.
 - Discussed monitoring tool and ways to improve:
 - Addition of fire related questions was discussed
 - Kornblatt Idell will work with Erickson to fine tune monitoring tool
 - Group discussion of questions in the monitoring tool
 - Introduction of Suzanne MacDonald, Area Agency on Aging (AAA) contracted Nutritionist. Nutritionist performs Older Americans Act (OAA) regulatory review including provider’s central kitchens, dining sites, food safety codes, menu reviews for meeting dietary requirements, and review of service provider’s nutritionists quarterly report submission, as well as other items.

4. **REVIEW STAFF RECOMMENDATION FOR ONE-TIME-ONLY FUNDING** (Repp)
 - Provided overview of staff recommendations of One-Time-Only (OTO) funding. Service provider contracts are based on previous year’s budget (FY 16/17) due to not receiving FY 17/18 contract from CDA in time for processing. When FY 17/18 contract from CDA was received, there was a shortfall of approximately \$34K. Staff recommendation for OTO requesting to keep current provider contracts whole by using some OTO funding to make up the shortfall. After allocating OTO that is designated to the programs in which it was received, \$10,917 was available to allocate. \$6K total to case management providers for Information & Assistance (\$2K each), and \$4,917 to Area Plan Objectives work.

5. FY 17-18 WORKPLAN (Repp)

- Workplan reviewed
- Preview of SRG

6. ADJOURN (Chair): meeting adjourned at 2:28 p.m.

Next meeting: **Wednesday, January 3, 2018 at 1:00 pm**