



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

Wednesday, May 2, 2018  
 Carnelian Room  
 1:00 p.m. – 2:15 p.m.

**MINUTES**

**Present:** Lea Black, Judith Eisen, Jenny Helman, Bob Picker, Jim Redding

**Absent:** Diane Spain, Susan Kornblatt Idell

**Staff:** Paul Dunaway, Tracy Repp, Stephanie McCord

**Minutes:** Victoria González-Allen

1. **WELCOME AND INTRODUCTIONS:** (Helman) – Meeting called to order 1:02 p.m. all welcome introductions made.
2. **APPROVAL OF APRIL MINUTES: (Action)** (Helman) – Motion to approve the April 4, 2018 Planning & Funding committee meeting minutes. Black/Redding (MSC) to approve minutes as presented; motion approved unanimously. AYES – 5, NOES – 0, no abstentions.
3. **FY 17/18 MONITORING UPDATE:** (Helman/Group)
  - Monitoring completed and staff in process of writing reports. Black attended Council on Aging (COA) and Alzheimer’s Association monitoring and found very valuable. Repp completed case file review at COA. Petaluma People Services Center (PPSC) is increasing efforts to recruit and maintain volunteer drivers in the Rohnert Park. West County Community Services (WCCS) is in conversation with COA to adopt choice menu at dining sites in West County. Repp to bring trend report to future meeting.
4. **FY 18/19 STAFF FUNDING RECOMMENDATIONS:** (Repp)
  - Review of Older Americans Act Standard Agreement received in April for FY1819 funding, a total increase of \$158,875 over FY1718. Repp presented recommendation for \$57,155 Title III Supportive Services increase. Staff will provide full recommendation at June meeting to include increases to other OAA Categorical Titles; IIID-Health Promotion, IIIE-Family Caregiver Support and Title VII Elder Abuse. Eisen requests break down or distribution of Program Development and Coordination (PD&C) funding.
  - **(ACTION)** Approval of staff recommendation for Title IIIB Supportive Services increase of \$57,155. Distribution: Information & Assistance; \$4,000 to each COA, PPSC, and WCCS; for Case Management; \$22,577 to COA, \$11,289 to both PPSC and WCCS. Motion to approve the distribution of \$57,155. Redding/Picker (MSC) to approve staff recommendation as presented; motion approved unanimously.

5. **3<sup>rd</sup> QUARTER PERFORMANCE REPORT:** (Repp)
  - Review of 3<sup>rd</sup> Quarter service provider performance by program. Members requested follow-up on low congregate meal numbers and if Nutrition Counseling numbers follow similar pattern as previous years.
6. **WRAP-UP/NEXT STEPS:** (Helman)
  - Staff to provide PD&C distribution details.
  - Staff to provide details of Nutritional Counseling.
  - Staff to provide rationale on low Congregate Meal numbers.
7. **OTHER:** Hellman will not be present at 6-6-2018 P&F meeting – Black volunteered to chair.
8. **ADJOURN:** (Helman) – motion to adjourn the meeting; Eisen/Black (MSC) meeting adjourned at 2:29 p.m.

**NEXT MEETING:** June 6, 2018 @ 1:00 pm