

**Advisory Council on Aging Planning Committee
January 5, 2021, Minutes of the Meeting**

Call to Order: Kevin Donovan called the meeting to order at 9:30 a.m.

Present: Kevin Donovan, Debbie Card, Jim Donnelly, Dennis Yee, Jim Donnelly, Susan Frederick

Absent: Arthur Kee,

Staff Present: Glenda Pacha, Anthony Macias

Guest: Tracy Murray, Director of Aging and Adult Services

Approval of Today's Agenda: Approval of agenda motioned first by Susan; Dennis second; approved.

Approval of December Minutes: Debbie moved to approve, Susan moved second, approved as written.

Review of Duties and Responsibilities and the 2021 Work Plan from the 2020 Annual Report

Two documents viewed and discussed the committee's duties working with the AAA. Looking for consensus on the goals and objectives of the work plan. Page 14 of 4-Year plan description of committees and workgroups with the Planning committee as providing input into the needs assessments, goals, objectives, and setting priorities for the Area Plan.

Guest Speaker: Tracy Murray, Director of Aging and Adult Services;

- The 4-Year Area Plan is both aspirational and highly technical. Due to the pandemic, the regular timeline for the area-plan process was way off cycle. The plan submitted has good information from the assessment.
- It is a commitment to the CDA, using their guidelines; very technical; explicit in area plans with service units. Annual Plan Update Process AAA is obligated to submit a 4-year area plan; it is both aspirational and highly technical; includes good information about the needs assessment; commitment we are making to the CDA; explicit in area plan with service units; example #of meals provided; requires we set out overarching goals and precise objective; Planning committee has influence here. Planning engaged with needs assessment survey.
- 4-year plan sets out overarching goals and overarching objectives.
- Planning committee is very involved especially with the objectives.
- **AGENCY EVALUATION:** the formal review of contractors is required; these formal reviews not completed, due to staff issue; currently not in compliance with formal review; could consider if a planning member wants role to perform a formal review.
- Dennis Yee expressed interest in performing these formal reviews, sees Planning Committee as able to play a part reviewing the agencies who have presented at meetings.

- Tracy- one of the challenges that we have is not create a legal issue with ending a contract reviewed by a committee member.
- Discussion about the survey.
- The initial submission of the 4-Year plan last year not approved by the state. This has delayed receipt of one-time-only funding.
- We will meet for the next two months before the update to of area plan.
- The ACOA will meet in March for public hearing. Entire council must approve the update.
- Submission of update to area plan due to state in May. Prior to this, approval by board of supervisors.
- Jim: create an ad-hoc committee to work on the update with other members of the council.
- In terms of update, only updating “goals and objectives” and service units.
- Jim will bring this up to Executive Committee at their meeting tomorrow.
- Next month’s Planning Committee will be agenda about the 4-Year plan.
- Guidance on internal/external feedback to help guide our work.
- County has lots of resources; but you don’t know what you don’t know; need to identify what parts of the county are missing; where needs are from a geographical perspective; how do we tap into these?
- Tracy: look at survey and see what this states about the needs and which areas are there gaps.
- Examples: Transportation needs; food deserts; Debbie: loneliness and isolation; some services are out there; but not sure if those who are in need of this service are able to access.
- Deb: Whole Person Care success and how this could be expnded to more of the community; Hoping for good news of continuing of this program. Waiver has been approved for another year, but dollar amt. is not yet known; 16 SW and 14 Ew and # supervisors?;
- MOWDR- East county efforts not yet; annual presentation about their different contractors; Just funded service providers next week ? Glenda!!!
- AAA does not receive any overmatch from the county? This AAA has very minimal staffing.

AAA Report – Tracy Murray

- Job description is complete; no date when position to be posted; working with Personnel and Human Resources; Tracy will be working with ACOA for next few months.
- One-time funding: anticipate we will hear this month about allocations; can only augment existing contracts; best approach is prorate distribution to contractors and that they are able to use the funding.
- Kevin: one-time CARES funding will there be additional funding from the new \$9B federal COVID19 funding; Social Services dollars are minimal; more funding for meal programs.

Community Connect and ACOA – Debbie Card

- A Update we gotten from Tracy that project will be extended for 12 more months; ammout of funding not yet known, was \$40 million a year for 5 years although not all the money was given to EHSD.
- Debbie gave brief summary of program to group so that newer members were given idea of what the program is about.

Outreach – Next Steps

- Contractors come in, present, Q&A session, create time for committee to spend time after presentation, 10 min, to collectively discuss the presentation and discuss how well or not the agency is doing; Debbie we had been doing this in past; more informal now that it is on Zoom; back to back presenters also an issue for this discussion.
- Tracy- some work needs to be done internally and review the forms for the reviews; look at document the committee has been using for presentations; abbreviated input/evaluation.
- Discussion about next steps after presentations.
- How to outreach to discover needs? Surveys, county sources; how do we attempt to quantify, analyze service needs and identify service gaps. What are our information sources?
- This is really a 1 evry 4 year cycle; and not lose track of what we published in the area plan.

Items for Executive Committee:

- None.

Public Comment:

- None

Next Meeting:

- Next Meeting: Tuesday, February 5, 2021, 9:30-11:30, using Zoom platform

Adjourn 11:30 a.m.