

**Advisory Council on Aging (ACOA) Planning Committee  
Minutes for April 5, 2022 meeting**

**Call to Order:** Jim Donnelly called the meeting to order at 9:32 a.m.

**Present:** Jim Donnelly, Michelle Berman, Jill Kleiner, Gerald Richards,  
Dale Harrington, Kevin Donovan, Dennis Yee, Michael Wener

**Absent:** Arthur Kee, Deborah Card, Rhoda Butler

**Staff Present:** Ana Bagtas, Glenda Pacha, Jenny Lam and Anthony Macias

**Approval of Today's Agenda:** Jim made a motion to approve the agenda. Michelle seconded the motion. The agenda was approved unanimously.

**Approval of February Minutes:** Jim made a motion to approve the minutes as written. Dennis seconded the motion. Minutes were approved unanimously.

**Contracts Monitoring Site Visit Training**

- Ana provided training and information for onsite contract monitoring. PDF of PowerPoint attached.
- Anthony and Glenda, contract analysts, will coordinate dates and times with contractors for onsite monitoring visit. Those scheduled times will be shared with the Planning Committee so that members can participate with the monitoring visit.
- Ana states that AAA staff must observe any equipment that was purchased with AAA contract. Contract analyst will get list of equipment from Kathy Arana, Fiscal Analyst.
- Contract analyst will utilize monitoring tool as their script when speaking with contractors. They may ask questions about program, outside of regulatory items within tool.
- The timeline for monitoring visits will be within the months of May and June.
- Anthony to send email to committee members asking who would like to participate in the onsite monitoring visits.

**Area Agency on Aging (AAA) Report – Ana Bagtas**

- Six proposals/applications for III B Request for Proposal (RFP) received.
- Of the six proposals received, none was for Homecare. Because there were no proposals for Homecare from a non-profit organization, we can ask State for waiver in order to request proposal with a for-profit agency.
- The AAA 2022-23 Area Plan Update (APU) is being placed on the Board of Supervisor (BOS) April 26 agenda for approval.
- The Implementing the Master Plan for Aging in California Together (IMPACT) steering committee will be meeting next week and will be forming subcommittees. So far, there are Health and Housing subcommittees.
- Launch for subcommittee kick-off meeting will be scheduled
- California Department of Aging (CDA) will be conducting monitoring of the AAA June 13-17, 2022.

**IIIB Request for Proposal (RFP) Update** – Ana Bagtas, AAA Program Manager

- The six proposals received will receive three levels of review. The Contracts Unit will review for completion of all forms and requested documents. Fiscal analyst will review budgets submitted. A five-member review panel will complete the final review. A score 70% or higher from these reviews is required for consideration of receiving contract.
- The panel will meet on April 18 for orientation of review process. The panel will meet on April 25 to go over the proposals which earned a score of 70% or higher.
- Contract negotiations are to begin on April 29, 2022.

**Public Comment:**

Employment and Human Services Department (EHSD) Policy & Planning bureau provided very specific data points about county hotspots, based on residents 60 years and older who are receiving Medi-Cal and/or CalFresh benefits. AAA can provide this data to providers as a form of Technical Assistance. AAA will work with contractors to target those hotspots.

**Items for Executive Committee:**

- None

**Next Meeting:**

- Next Meeting: May 3, 2022, 9:30-11:30, location: Zoom

**Adjourn** – Meeting adjourned at 10:32 a.m.