



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

Wednesday, October 5, 2016

Carnelian Room

1:00 p.m. – 2:30 p.m.

**MINUTES**

**Present:** Diane Spain, Judith Eisen, Brian Gillespie, Peter Holewinski, Sumedha Khanna, MD, Robert Picker

**Absent:** Ruth Robeson, Jim Redding, Rabon Saip

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

1. **Welcome and Introductions** (Spain) meeting was called to order at 1:05 p.m. all were welcomed.
2. **Approval of September 7, 2016 Meeting Minutes (ACTION)** (Spain) Eisen/Picker MSC motion carried forward.
3. **Review 2015-16 Performance Summary** (Repp)
  - Committee questioned the providers that showed performance over 100%. Staff advised this is due to AAA funding providing approximately 33% of actual cost along with providers reporting all they are able to accomplish with all funding streams.
  - Requested information on what % of AAA funding represents each provider's total funding. Staff advised may not show actual picture due to different program structures, i.e. volunteer time would not be shown; may be due to inconsistent reporting between service providers serving the same programs (i.e. Transportation/Mobility Management) which has been addressed; Staff advised being above 100% is a positive.
  - Would like to be able to identify "star performers" to be able to allocate additional funding if it becomes available (Holewinski).
  - Request for creating statistical data for program monitoring/analysis (Gillespie). Spain asked to table for a future meeting.
  - Staff advised funding levels and performance measures will be part of contract negotiation when RFP awards are made.
  - Committee asked for follow-up on reason some providers did not meet performance goals. Repp will have providers contacted and will be discussed at November meeting.
  - Newest members asked for definition of services provided. Repp advised to review the RFP "Program Attachments" which include the California Department of Aging definitions as well as program activities.
  - Review of 2016-17 1<sup>st</sup> Quarter Performance Report at 11/2/16 meeting.
4. **Finalize 2017-2021 Request for Proposal (ACTION)** (Repp)
  - Eisen asked for clarification in RFP Proposal Attachments A through J – Part 1 Proposal Narrative Section regarding how to complete the proposal narrative. Repp will revise to include a statement that clarifies the prompts are not intended to be answered individually, but to be used as part of the narrative in the final submission. (ACTION) Eisen/Gillespie motion to accept the Request for Proposal document with changes to the Attachments section. MSC all in favor motion carried forward.
5. **Review and Approve Funding Policy (ACTION)** (Repp)

Staff Recommendation: Page 2 of 3, Funding Increases and Decreases - Eliminate Item 5; ~~Nutrition services will be awarded funding based on the formula approved by Planning and Funding to support an administrative fee for each home delivered meal route and each congregate site. The remaining nutrition funding will be spread equally across the proposed number of meals served using population distribution as a guide for measuring reasonable goals.~~ Eisen/Picker MSC all in favor motion carried forward.

6. **Other:** IIID Funding Health Promotion and Disease Prevention (Repp)

- Staff advised committee will need decide which evidence-based Health Promotion/Disease Prevention program to fund for:
  - Remainder of funding for 16/17 left from Memorial Hospital contract.
  - Future release of Health Promotion/Disease Prevention RFP during 2017-2021 funding cycle.
- Staff presented a short list of possibilities – committee requested list to be sent to members for individual research. Discussed programs such as Home Meds (medication management), Oral Health, Caregiver Programs, HealthyIDEAS (depression screening/suicide prevention), among others. Will be added to 11/2/16 agenda for further discussion.

8. **Adjourn:** the meeting was adjourned at 2:31p.m.

**NEXT MEETING**

November 2, 2016 @ 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.**