



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: Internal Operations Committee

Date: March 21, 2016

From: Kathy Gallagher, EHSD Director
Victoria Tolbert, AAS Director

Subject: Report on Area Agency on Aging Advisory Council

At the request of the IOC, please see the attached reports from the Aging and Adult Services Bureau. The first document is a report on the statutory structure of the Area Agency on Aging Advisory Council with the current status of their responsibilities. The second document is the Annual Report of the Council activities and accomplishments for the 2015 year.

The Advisory Council is in the process of re-evaluating their By-Laws in regard to membership and attendance. They are working with County Counsel to effect some changes that will enable the Council to better meet their quorum requirements. Any changes to the By-Laws will be brought to the Board of Supervisors for approval.

Older Americans Act: Title III Regulation provides for the specific mandated responsibilities of the Area Agency on Aging Advisory Council as follows:

Sec. 1321.57 - Area Agency Advisory Council.

(a) Functions of council. The area agency shall establish an advisory council. The council shall carry out advisory functions which further the area agency's mission of developing and coordinating community-based systems of services for all older persons in the planning and service area. The council shall advise the agency relative to:

ACOA Mission Statement:

The Contra Costa County Advisory Council on Aging facilitates countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents of the County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging issues. The Council, whose members are appointed by the Board of Supervisors, is advisory to the Board of Supervisors and to the Area Agency on Aging.

DEVELOPING AND ADMINISTERING THE AREA PLAN;

REVIEW BY ADVISORY COUNCIL. THE AREA AGENCY SHALL SUBMIT THE AREA PLAN AND AMENDMENTS FOR REVIEW AND COMMENT TO THE ADVISORY COUNCIL BEFORE IT IS TRANSMITTED TO THE STATE AGENCY FOR APPROVAL.

The activities of the ACOA in the development and administration of the Area Plan include early plan development including review of the data collection tool for the Needs Assessment, distribution of the needs assessment instrument in their districts. The AAA staff prepares the needs assessment data and begins the process of setting priorities and targeting. The ACOA reviews the AAA recommendations at a public hearing on the Area Plan. Further the ACOA sets priorities for subcommittee work based on the targets identified in the Needs assessment and area plan.

CONDUCTING PUBLIC HEARINGS;

The ACOA continues to conduct public hearings on the acceptance of the area plan, area plan amendments and funding recommendations set forth by the Area Agency on Aging. Mandated by the OAA, these hearings are to insure that the process of setting priorities for the AAA, the selection of community projects and the funding allocations is transparent to the older adult community and interested stakeholders.

REPRESENTING THE INTEREST OF OLDER PERSONS

The other activities conducted by the ACOA include legislative review in conjuncture with our three California Senior Legislature Representatives (2- Senior Assembly Members; 1-Senior Senator). In February of 2016 the Council voted and the ACOA President did appoint a replacement to fill a vacancy when a Senior Assembly Member had resigned in the fall of 2015.

- a. As appointees of their regions the bring the interests of seniors to the Advisory Council, including issues of transportation, housing, poverty , health care, elder abuse and others.

b. Legislative Work Group

- Letters written in support of:
 - AB 139 Non-Probate Transfer – Revocable Transfer
 - AB 441 ID Theft Seniors over 65
 - AB 563 Developmental Services
 - AB 1235 Long Term Care – Home Keep Allowance
 - AB 1335 Homes and Jobs Act
 - ACR 71 Elder Abuse & Vulnerability Awareness Month (CSL)
 - Oppose Senate Appropriations Committee’s proposed 42% cut in funding for State Health Insurance Assistance Programs (SHIPs)

REVIEWING AND COMMENTING ON ALL COMMUNITY POLICIES, PROGRAMS AND ACTIONS WHICH AFFECT OLDER PERSONS WITH THE INTENT OF ASSURING MAXIMUM COORDINATION AND RESPONSIVENESS TO OLDER PERSONS.

a) Transportation Workgroup

- Organized, developed, and implemented Mobility Challenges event at John Muir with 18 active SMAC Members involving the collaboration of 12 agencies.
- Launched and significantly contributed to the update of “Way to Go Contra Costa.”
- Attended Senior Rally Day and advocated for Senior Transportation.
- Attended CCC Board of Supervisors’ Meeting and advocated for the approval of the Transportation, Water, and Infrastructure Committee’s Report, on the development of an expenditure plan for a potential new transportation sales tax, citing the need for infrastructure development of an integrated plan that breaks down transportation silos and meets the growing transportation need through Mobility Management and agency coordination. The staff report recommends additional funds to support better coordination and accessible services for senior and disabled transportation.
- Increased DMV Senior Ombudsman program awareness.
- Launched SMAC newsletter.

b) Housing Workgroup

Work Group members began the year with high hopes for finally constituting a consistent Work Group membership. The April meeting was sparsely attended but the May meeting provided us with a better start. At this meeting members entertained a guest speaker who attracted more attendees. At the May meeting, a core membership was established that continued on with the work group for the remainder of the 2015 meetings schedule. The Council's Housing Work Group recently reformed and is studying the housing needs experienced by Contra Costa seniors and is making efforts to participate in support of local area planning for affordable senior housing projects.

c) Health Workgroup

The Council's Health Work Group studies and advocates on health related topics and brings together the combined talents of many local medical professionals or organizations that serve our Contra Costa seniors. The Health Work Group has met with American Medical Response, and County EMS management to discuss the establishment of an appeals process and the appropriate coding of emergency transportation services. They have also completed successful campaigns to raise awareness or emphasize the importance of public networks that respond to STEMI heart attack and stroke. The Council has participated in the recommendation for and placement of defibrillator devices and public signage in public buildings. Currently, the Health Work Group is working on a public education campaign and is developing a poster to call attention to the importance of vaccinations that protect seniors in their elder years.

California Statement of Economic Interest

To insure compliance with the completion of the Statement of Economic Interest, AAA staff provided training to the ACOA on the completion of form 700 on April 17, 2016.

Bylaws Revisions and Proposal for Modification of the Advisory Board Membership

ACOA Bylaws were amended to insure compliance with acceptable guidelines of conduct. Modifications included changes in the quorum rules to comply with the Brown Act and best assure the uninterrupted work of the commission. Further corrections and clarifications were made in regard to membership status, excusable absences and the process for removal or replacement of a non- active commissioner. These changes have been reviewed by county counsel and we await completion of proposed changes to modify the board membership.

Advisory Body has two ongoing issues regarding membership, they include;

- 40 authorized seats which have historically not been filled even though outreach and recruitment is ongoing, thereby creating issues with a quorum.

- Over-representation of members from Central county
- Under representation of members from East County.

The following solutions are proposed.

1. Reduce the number of Authorized members from 40 to 30.
2. Convert member assignments to ad-hoc positions that are representative of the elder population density in each region as shown in the demographic information below.
3. Rebalancing of the members will be achieved over time through attrition
4. Agencies currently appointing members will be added to a Stakeholders list and will be notified as a group when appointments become available in their region. The application process will stand, with ratification of recommendations for appointments conducted by the membership committee.

Membership by Demographics

205,538 residents aged 60+

West County – 48,144 = 23%

Central County – 108,132 = 53%

East County – 49,232 = 24%

Suggested Authorized ACOA Membership – 30 Members, including 1 Nutrition

West County – 8 member's current

Goal – 23% of 30 members = 7 members

Central County – 19 member's current

Goal – 53% of 30 Members = 16 members

East County – 5 member's current

Goal – 24% of 30 Members = 7 members

ACOA will forward final recommended language after March 16th discussion for review by county counsel and presentation to the BOS for acceptance.

CONTRA COSTA COUNTY
ADVISORY COUNCIL ON AGING
ANNUAL REPORT



JANUARY – DECEMBER 2015

CONTRA COSTA COUNTY

Advisory Council on Aging

Officers:

- Gerald Richards – 1st Term
- Gail Garrett, First Vice President – 1st Term
- Richard Nahm, Second Vice President – 1st Term
- Ron Tervelt, Secretary – 1st Term
- Ella Jones, Treasurer – 1st Term

Current Roster of Members as of December 1, 2015:

Juliana Boyle
Mary Bruns
Deborah Card
Nina Clark
Joseph C. Doherty
Jennifer Doran
Mary Dunne Rose
Rudy Fernandez
Susan Frederick
Dorothy Gantt
Gail Garrett
Ella Jones
David Joslin
Keith Katzman
Arthur Kee
Joanna Kim-Selby

Shirley Krohn
Robert Leasure
Paul Mikolaj
Teri Mountford
Richard Nahm
Nuru Neemuchwalla
Earle Ormiston
Gerald Richards
Sheri Richards
Richard San Vicente
Ron Tervelt
Lorna Van Ackeren
Patricia Welty
Jeffrey Wiess
Janelle Williams
Rita Xavier

Advisory Council Objectives

The Council shall provide a means for countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents of this county. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging issues.

The Council advises each: the Area Agency on Aging on the development of its Area Plan, the Bureau of Aging and Adult Services, Employment and Human Services and the Board of Supervisors. The Area Agency on Aging Area Plan is based on unmet needs and priorities experienced by older persons, as determined by assessments and input from the senior network throughout the County.

ANNUAL REPORT
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The Contra Costa County Advisory Council on Aging (ACOA) advises the Area Agency on Aging in all matters related to the development and administration of senior programs in accordance with the mandates of the Older Americans Act. The Council is composed of 40 authorized member seats appointed by the Board of Supervisors in partnership with local cities and Commissions on Aging, the ACOA Membership Committee, and a designated advisory group – the Nutrition Council. A majority of the ACOA must be age 60 or older. Members represent the geographic, economic, capacity, cultural, sexual orientation, and ethnic diversity of the County.

The ACOA has been active in many areas. In 2015 the most successful activity occurred in May when, with the help of Supervisor John Gioia's staff member Joan Carpenter, two buses were chartered to bus seniors to Sacramento for Senior Rally Day sponsored by the California Senior Legislature. As a result of the busing action, Contra Costa County had the largest number of attendees. Our Transportation Work Group, operating as the Mobility Action Council with membership from transit companies and other community transportation representatives, has begun to issue a transportation-related newsletter for the public and participate in workshops for the general public.

The ACOA and indeed, the Area Agency on Aging, have been hampered in their activities throughout most of 2015 with a lack of leadership and a shortage of staff support for our committees and work groups. This shortage has resulted in numerous complaints to me by committee and work group chairs. Minutes have been spotty from lack of professional staff to take minutes and agendas and other materials have been late. One of the ACOA monthly meetings had to be cancelled at the last minute when staff missed the County requirement of 96 hours advanced public notice. This occurred when a key staff member was in a very serious traffic accident that put her in the hospital for a week and off work for nearly two months. At the same time, two of the other three staff members were on vacation. In my view, lack of leadership allowed that to occur. The Aging and Adult Service Bureau now has a new Director and I believe she will build an outstanding Bureau for the County again, if given the promised support from the County.

We continue to have about six vacancies of Council members in 2015. Our bylaws changes have been approved by the County Council. They include a quorum requirement of a majority of the authorized seats and, with a consistent shortage of six or seven members. We usually scramble to meet the quorum requirement. Our new Bureau Director and I are considering solutions for that issue for 2016.

Gerald Richards, M.S.E. & J.D.

Executive Committee Chair

Advisory Council on Aging President

CURRENT PLANNING COMMITTEE ROSTER

- Debbie Card
- Susan Frederick
- Arthur Kee
- Ron Tervelt
- Ella Jones (Chair)

ACTIVITIES

Monthly meeting to evaluate and listen to annual presentations from contractors approved to receive dollar contributions from County’s AAA plans and updates.

- Review annually contractor’s awarded by PSA 7
- Provide purview of discussion of presentations and report to Executive and Advisory Council on Aging members.

ACOMPLISHMENTS

Ongoing monthly meetings with contracted service providers, monitoring and making suggestions for implementation to improve services and better meet the needs of participants in regard to services provided within budget.

- To Deborah Card and Ron Tervelt. Scott Danielson is the county staff representative.
- 2016 Work Plan Group Goals

2016 WORK PLAN

In light of the rapidly expanding senior population the committee will diligently and closely work with AAA to monitor and insure the residents of CCC have adequate and appropriate services supplied by reputable and trustworthy contracted entities.

Ella Jones

Planning Committee, Chair
Advisory Council on Aging Secretary

MEMBERSHIP / NOMINATING COMMITTEE REPORT

CURRENT MEMBERSHIP COMMITTEE ROSTER (INCLUDES NOMINATING)

- Susan Frederick District I
- Robert Leasure District II / Nominating
- Richard Nahm (Chair of Membership) District III
- Nuru Neemuchwalla District IV / Nominating
- Patsy Welty District V / Member at President’s Discretion
- Dorothy Gantt District I / Nominating
- Rudy Fernandez District III / Nominating
- David Joslin (Chair of Nominating) District V / Nominating

ACTIVITIES

- Monthly Meetings Membership Recruitment
- Attendance Reviews Appointments/Resignations
- Eligibility Reviews Report to Executive Committee

ACOMPLISHMENTS

The Council started the 2015 year with (8) seats vacant, down from (10) vacancies in 2014. As of this reporting, there are two MAL and six Local Committee Seats that remain vacant. The City of Oakley has selected a new Representative as county staff work toward finalizing her appointment. Seats representing Pinole, Concord, San Ramon, Pittsburg and Lafayette continue to remain vacant as these cities continue recruitment activities. During 2015 new representatives were welcomed from Danville, Pleasant Hill and Richmond.

To address the issue of vacancies, the Membership Committee has created a recruitment poster to be prominently displayed in senior centers, libraries and other public areas where seniors frequent. We are also considering the possibility of a PowerPoint presentation and Speaker.

Following a lengthy two-year review process, a revision of our Bylaws is near to completion. Efforts were made to reduce the complexity of sections reviewed. The definition of how a “quorum” should be calculated continues to impact the Council’s ability to convene its regular meetings. We are hopeful that the Board will grant the Advisory Council on Aging some relief in the near future.

2016 WORK PLAN

- Maintain a full Advisory Council on Aging membership
- Recruit a District V Representative on the Membership Committee
- Apply and track membership eligibility requirements
- Track attendance problems
- Continue Bylaws Reviews and Recommendations as Requested
- Report to the Executive Committee

Richard Nahm

Membership Committee Chair
Advisory Council on Aging 2nd Vice President

HOUSING WORK GROUP REPORT

January – December 2015

CURRENT HOUSING WORK GROUP ROSTER

- | | |
|---------------------------|------------------|
| ▪ Ella Jones | ▪ Joan Carpenter |
| ▪ Paul Mikolaj | ▪ DebbieToth |
| ▪ Teri Mountford | ▪ Verna Hass |
| ▪ Gerald Richards (Chair) | |

ACTIVITIES

- Monthly Meetings
- Educational Presentations

ACCOMPLISHMENTS

Work Group members began the year with high hopes for finally constituting a consistent Work Group membership. The April meeting was sparsely attended but the May meeting provided us with a better start. At this meeting members entertained a guest speaker who attracted more attendees. At the May meeting, a core membership was established that continued on with the work group for the remainder of the 2015 meetings schedule.

2016 WORK PLAN

We set no specific goals this year but decided to focus on bringing in experts and knowledgeable people to educate the Work Group members on various aspects of the Housing issues facing the Nation and Contra Costa County. The ultimate objective we chose is to find the primary Housing Issues for which our advocacy might have an impact.

My assessment is that the work group members made progress and should find that by the end of 2016 we should be sufficiently educated to begin our advocacy work.

Gerald Richards

Housing Work Group Chair
Advisory Council on Aging President

HEALTH WORK GROUP REPORT

January – December 2015

CURRENT HEALTH WORK GROUP ROSTER

- | | | |
|-------------------|----------------------|------------------|
| ▪ Jennifer Doran | ▪ Joanna Kim-Selby | ▪ Sheri Richards |
| ▪ Susan Frederick | ▪ Dr. Robert Leasure | ▪ Jan Howe |
| ▪ Ella Jones | ▪ Paul Mikolaj | |
| ▪ David Joslin | ▪ Nuru Neemuchwalla | |

ACTIVITIES

- Regular Monthly Meetings
- Educational Presentations
- Advise and educate the community on issues impacting the health of older adults.
- Track and support legislation that improves older adult and healthcare delivery systems.

ACCOMPLISHMENTS

In 2015 the Health Work Group conducted informative presentations and has interviewed community leaders including, Nancy O'Keefe, State Certified Long Term Care Ombudsman; Alayne Balke, Fall Prevention Program manager; MOW Senior Outreach Services; Mary Ellen Taylor, FDA; Pauline Mosher, Program Manager California Advocates for Nursing Home Reform (CANHR). As well as regular reporting from Work Group members on AARP, Legislative updates, CARA, CANHR, CPAW and mental health issues of older adults.

Members completed their work with American Medical Response (AMR) and Contra Costa County Emergency Services to include in the new contract for ambulance services, an adequate consumer appeals process.

2016 WORK PLAN - GROUP GOALS

- Monitor and advocate for all legislative efforts regarding geriatric health issues especially issues concerning long term care.
- Explore the development and distribution of educational material on recommended vaccines for seniors.
- Mental Health: Identify unmet mental health needs of the elder population and provide exchange for shared advocacy with other mental health departments and centers.
- Identify issues as the year progresses and define appropriate action plans.

Susan Frederick

Health Work Group Chair

CURRENT LEGISLATIVE WORK GROUP ROSTER

- Shirley Krohn (Co-Chair)
- Joanna Kim-Selby (Co-Chair)
- Mary Dunn-Rose
- David Joslin
- Juliana Boyle
- Dr. Robert Leasure
- Gerald Richards
- Jeffrey Weiss

ACTIVITIES

- Monthly meetings from January to August (meetings recessed SEP-DEC), 4th Wednesday of each month.
- Members identify state & federal bills they would like to follow; they research the backgrounds of each proposal and write letters of support or opposition. They may simply recommend that fellow members continue to watch without action as the bills develop.

ACCOMPLISHMENTS

- Letters written in support of:
 - AB 139 Non-Probate Transfer – Revocable Transfer
 - AB 441 ID Theft Seniors over 65
 - AB 563 Developmental Services
 - AB 1235 Long Term Care – Home Keep Allowance
 - AB 1335 Homes and Jobs Act
 - ACR 71 Elder Abuse & Vulnerability Awareness Month (CSL)
 - Oppose Senate Appropriations Committee’s proposed 42% cut in funding for State Health Insurance Assistance Programs (SHIPs)

2016 WORK PLAN - GROUP GOALS

- Review Top 10 State and Top 4 federal proposals submitted by the California Senior Legislature. Review legislation authored or identified by other agencies to watch and support as appropriate. Work Group members will “adopt” legislation, meaning that they will do the research and make recommendations to group on whether to support, oppose or watch.

Shirley Krohn / Joanna Kim-Selby
Legislative Advocacy Work Group Co-Chairs

TRANSPORTATION WORK GROUP

CURRENT TRANSPORTATION WORK GROUP ROSTER

- Tighe Boyle
- Elaine Clark
- Elaine Welch
- Leslie Young
- Debbie Toth
- Rosemary Robles
- Rita Xavier
- Keith Katzman
- Scott Danielson
- Peter Engel
- Ken Gray
- Linda Groobin
- Dollene Jone
- Ray Zenoni
- Mary Bruns
- Ralph Hoffmann
- Edi Birsan
- Nina Clark
- MacKenzie Garcia
- Vicky Voicehowsky
- Jeff Weiss

ACTIVITIES

- Monthly meetings

- Advocacy for transportation for older adults

ACCOMPLISHMENTS

- Organized, developed, and implemented Mobility Challenges event at John Muir with 18 active SMAC Members involving the collaboration of 12 agencies.
- Launched and significantly contributed to the update of “Way to Go Contra Costa.”
- Attended Senior Rally Day and advocated for Senior Transportation.
- Attended CCC Board of Supervisors’ Meeting and advocated for the approval of the Transportation, Water, and Infrastructure Committee’s Report, on the development of an expenditure plan for a potential new transportation sales tax, citing the need for infrastructure development of an integrated plan that breaks down transportation silos and meets the growing transportation need through Mobility Management and agency coordination. The staff report recommends additional funds to support better coordination and accessible services for senior and disabled transportation.
- Increased DMV Senior Ombudsman program awareness.
- Launched SMAC newsletter.

2016 WORK PLAN - GROUP GOALS

- Continuation of 2015 goals: advocate, support & outreach in the following areas:
 - Mobility Management
 - City-based Transportation
 - Volunteerism in senior transportation
 - Senior Mobility Legislation
 - Conferences, Workshops, and Committees
 - Pedestrian Safety
- Continue to publish SMAC newsletter.
- Educate Older and Disabled Adults about Measure J expansion/reauthorization.
- Support the developing event aimed at education and advocacy: to teach people how to effectively advocate on local and state levels for senior transportation issues.
- Mobility Management – Distribute the new “Way to Go, Contra Costa” and post it on the SMAC page of the ACOA website.
- Support CSL endeavors.
- Create an education piece on transportation issues for distribution at senior resource fairs throughout the year.
- Support project engaging JFK University students in researching the cost of aging in Contra Costa County. Develop talking points for more effective advocacy.

Mary Bruns

Transportation Work Group Chair

Senior Mobility Action Council (Otherwise Known As: Senior Mobility Action Council)

SENIOR NUTRITION PROGRAM

January – December, 2015

ACTIVITIES

- Deliver delicious and nutritious meals for homebound seniors
- Contra Costa cafes, provide healthy meals and safe, friendly opportunities for older adults to socialize with others who have similar interests
- Deliver hope to Contra Costa’s older adult population

ACCOMPLISHMENTS

The Senior Nutrition Program and its companion agency Home Delivered Meals, has delivered healthy meals to Contra Costa seniors for 40 plus years. The program serves adults with AIDS and those who have a disability, allowing them to

live independently, well into their 70's 80's and 90's. Contra Costa County menus exceed the Department of Aging and Title VII USDA recommendations.

The frozen meals delivery truck has been delivered. More meals can be delivered to homebound elders on certain routes where there are not enough daily volunteer drivers. Each client will be delivered seven frozen meals to ensure they will have nutrition every day. The clients like the idea as they will have a choice what they would like to eat each day. There is no waiting list.

The Meals on Wheels of Contra Costa, Inc. has updated the website in order to reach out to more donors. Meal on Wheels of Contra Costa, Inc. hosted a Volunteer Appreciation event, Saturday, February 15, 2015 at the Walnut Creek Library.

Meals on Wheels of Contra Costs, Inc. hosted a fundraiser to celebrate our 50th anniversary September, 24, 2015. Many vendors, wineries and restaurants donated great items to auction and eat and drink.

2016 WORK PLAN

- Increase participation in all Contra Costa cafes
- Increase awareness of socialization benefits of participation
- Raise awareness of cafe sites
- Recruit volunteer drivers to serve homebound elders

Gail Garrett

Nutrition Council President

Advisory Council on Aging Representative

Outreach & Education Work Group

January – December, 2015

2015 UPDATE

The Outreach & Education Work Group did not meet formally in 2015. The Chair, working with a staff representative from the Contra Costa Area Agency on Aging had attempted to coordinate an additional community presentation to continue education and preparedness among older adults when disaster strikes.

Earle Ormiston

Outreach & Education Chair

Senior Mobility Action Council