

# VENTURA COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL MEETING



March 9, 2016

9:00 a.m. to 11:30 a.m.

Area Agency on Aging Advisory Council Center  
646 County Square Drive, Ventura (805) 477-7300

## A G E N D A

- 9:00 a.m.
1. Call to Order and Agenda Review Nick Fotheringham
  2. Pledge of Allegiance Nick Fotheringham
  3. Approval of Area Agency on Aging Advisory Council Minutes of January 13, 2016 (page 1) Nick Fotheringham
  4. Public Comments
- Procedure: The public is welcome to comments. All comments not related to items on the agenda may be made at the beginning of the meeting only.
5. Consent Agenda Items Nick Fotheringham
    - 5.1 Livable Communities Report from January 13, 2016 (page 5)
    - 5.2 Health Issues Committee Report from January 19, 2016 (page 7)
    - 5.3 Health Issues Committee Report from February 16, 2016 (page 11)
    - 5.4 Senior Nutrition Committee Report from January 11, 2016 (page 13)
    - 5.5 Senior Nutrition Committee Report from February 22, 2016 (page 17)
    - 5.6 Legislative Committee Report from January 13, 2016 (page 21)
    - 5.7 Optimal Aging Committee Report from January 27, 2016 (page 23)
    - 5.8 Optimal Aging Committee Report from February 24, 2016 (page 27)
    - 5.9 Outreach Committee Report from January 26, 2016 (page 33)
    - 6.0 Outreach Committee Report from February 23, 2016 (page 35)
- DISCUSSION ITEMS/PRESENTATION/MOTION**
- 9:15 a.m.
- 6.1 FY 2016-2020 Strategic Plan Public Hearing Christine Voth
  - 6.2 Approval/Modification/Discussion of the VCAA FY 2016-2020 Strategic Plan Nick Fotheringham
  - 6.3 Call Me Capable (page 37) Carol Leish
  - 6.4 Formation of a Nominating Committee for Election of Officers FY 2016-2017 and One (1) Service Provider for FY 2016-2018. Toni Olson

- |     |  |                   |
|-----|--|-------------------|
| 6.5 | Planning and Allocation Committee Report and Recommendation to Approve FY 2015-2016 Grant Amounts for Unallocated Funds; Approving the rollover of \$14,631 in unallocated Title III E and \$66,283 in unallocated Title III C funds to FY 2016-2017; and to Direct Staff to Issue Request for Proposals (RFP's) for FY 2016-2017 for Case Management (Title III B), Senior Employment (Title V) and Family Caregiver Supplemental Services (Title III E). (page 41)   | Nick Fotheringham |
| 6.6 | Quarter 2 - Quarterly Grantee and Direct Service Report  | Brian Murphy      |
| 6.7 | Approval to contract with the following entities for the provision of senior nutrition services for FY 2016-2017; Camarillo Health Care District in the Amount of \$69,660 for home delivered and congregate meals; City of Fillmore in the amount of \$31,218 for home delivered and congregate meals; Help of Ojai in the amount of \$66,153 for home delivered and congregate meals; City of Moorpark in the amount of \$21,282 for home delivered and congregate meals; City of Oxnard in the amount of \$104,513 for home delivered and congregate meals; City of Port Hueneme in the amount of \$15,962 for home delivered meals; City of Santa Paula in the amount of \$31,750 for home delivered and congregate meals; City of Simi Valley in the amount of \$140,964 for home delivered and congregate meals; City of Ventura in the amount of \$89,150 for home delivered and congregate meals; Approval of Vendor contracts with Conejo Recreation & Park District for the purchase of congregate meals in the amount of \$84,807 and Jordanos Food Service for the purchase of food and non-food procurement and local food storage and delivery for the countywide senior nutrition program in the amount of \$739,976; Removing the Santa Paula meal site as a minimally funded site; Approving that any FY 2016-2017 unallocated funds, currently estimated at \$86,565, be used as a contingency fund in FY 2016-2017; Directing staff to provide clear language regarding "made from scratch meals" to providers; and Approving the continuation of the Camarillo Health Care Districts one day per month congregate program. (page 45) | Jay Evans         |
| 6.8 | 1 <sup>st</sup> Year Grantee Presentation to the Advisory Council: Camarillo Health Care District Senior Support Line  | Jenica Polakow    |

**INFORMATIONAL ITEMS**

- |     |   |                   |
|-----|---|-------------------|
| 7.  | Advisory Council Meeting Schedule for FY 2015-2016  | Victoria Jump     |
| 8.  | Other Committee Meetings: <ul style="list-style-type: none"> <li>a. California Senior Legislature Update</li> <li>b. Triple A Council of California Update</li> <li>c. C4A Capitol Day</li> </ul> | June Glasmeier    |
| 9.  | Committee Membership List for FY 2015-2016  | Victoria Jump     |
| 10. | California Commission on Aging AgeWatch for January 2016  | Nick Fotheringham |

- |          |     |                                      |                      |
|----------|-----|--------------------------------------|----------------------|
|          | 11. | Comments from the Chair              | Nick<br>Fotheringham |
|          | 12. | Other Business<br>Form 700 reminders | Nick<br>Fotheringham |
| 10:30 am | 13. | Adjournment                          | Nick<br>Fotheringham |

\*9:15 time certain for the public hearing

The next meeting will be:

Wednesday, May 11, 2016 (9:00 am – 11:00 am)  
Area Agency on Aging Advisory Council Center  
646 County Square Drive, Ventura

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Area Agency on Aging staff at (805) 477-7300 at least five days prior to the meeting.



VENTURA COUNTY AREA AGENCY ON AGING  
ADVISORY COUNCIL MEETING MINUTES

Advisory Council Center  
646 County Square Drive, Suite 100  
Ventura, CA 93003  
January 13, 2016

Advisory Council Members Present

Cleo Anderson (Special Population)	Suz Montgomery (Ventura COA)
David Birenbaum (Supervisory Appointee)	Antoinette Olson (Simi Valley COA)
Kay Brainard (Oxnard COA)	Ginny Rockefeller (Ojai COA)
Smita Dandekar (Supervisory Appointee)	Marcy Sherbok (Special Population)
Jay Evans (Camarillo COA)	Sylvia Stein (Service Provider)
Nick Fotheringham (Thousand Oaks COA)	Alice Sweetland (Oxnard COA)
Lori Harasta (Ventura COA)	Sue Tatangelo (Special Population)
Lawrence Hartmann (CSL)	Robert Taylor (Camarillo COA)
Lisa Hayden (Supervisory Appointee)	Donald Todd (Special Population)
Nancy Healy (Thousand Oaks COA)	Vicki Tripoli (Moorpark COA)
Marty Kaplan (Supervisory Appointee)	Bill Witt (CSL)

Advisory Council Members Absent

Dani Anderson (Special Population)	June Glasmeier (CSL)
Paul Boog (Port Hueneme COA)	Rose Gossom (Supervisory Appointee)
Sandra Fide (Moorpark COA)	Neill Spector (Simi Valley COA)
Rosemary Flores-Gordon (Service Provider)	

VCAAA Staff Present

Marleen Canniff	Monique Nowlin
Jannette Jauregui	Katharine Raley
Victoria Jump	Christine Voth

- 1. Call to Order and Review of Agenda** - The meeting was called to order at 9:01 a.m. by Chair Nick Fotheringham (Thousand Oaks COA).
- 2. Pledge of Allegiance** – Nick Fotheringham led the Pledge of Allegiance. A quorum was present.
- 3. Approval of Area Agency on Aging Advisory Council Meeting Minutes** - The minutes of the November 12, 2015, meeting were approved. (Evans/Olson/Passed).
- 4. Public Comments** –

Carol Leish – Carol announced that she would be speaking at the March meeting. She also shared that since she started using a cane she noticed that people have been more prejudiced against her.

Steve Lehmann – Steve announced that SCAN was holding Zumba Gold classes at 4 pm on Mondays and Wednesdays at SCAN (Ventura). He also noted that SCAN was offering the Tai Chi for Rehab class as well as a series on Mindful Meditation. He left flyers on the side table for all that were interested.

Carol Cornrack - Carol is with outreach and development at Senior Concerns. She invited all to attend their Family Caregiver Day on January 30 at Los Robles. This is their second year holding the event. Nancy Healy mentioned that she attended the event last year and found it to be wonderful.

Alice Sweetland – Alice alerted all council members to the flyer left on the side table regarding Dignity Health and their current class offerings for seniors.

Suz Montgomery – Suz mentioned that the Ventura Council for Seniors (VCS) and VACE would be holding a disaster preparedness event on January 29 that all were welcome to attend. Five public agencies are participating and a free lunch was being provided. VCS has also been moving their meetings around the city to different locations as a means to increase involvement.

Marcy Sherbok – Marcy handout out the 2015 legislative report card from the California Congress of Seniors. The guide tells how our elected officials voted on issues relating to seniors.

Lori Harasta – Lori mentioned that there are two mini fall prevention forums that are occurring in the next month, One will be held on January 21 at SCAN and the other February 18 at Alma Via.

Nancy Healy – On February 20 at Goebel Center they are holding their 2<sup>nd</sup> annual wellness fest. Proceeds go towards the senior volunteer program. They are also holding another community meeting regarding their Village to Village program.

Vicki Tripoli - Vicki mentioned that the memorial service for former Advisory Council member Tony Bellasalma (Moorpark) was being held on January 16, 2016.

Kathleen Oats – Kathleen mentioned that Jewish Family Services holds a legal clinic the 2<sup>nd</sup> Monday of each month at the Ventura office.

Jay Evans – Camarillo Council on Aging will be holding a forum on senior transportation January 28, 2016 at the Camarillo City Hall.

Nick Fotheringham – Nick welcomed new Advisory Council member members David Birenbaum (Supervisory Appointee) and new VCAAA staff member Jannette Jauregui (Public Information Officer).

**5. Consent Agenda Items** – the consent agenda containing the Livable Communities Report from November 12, 2015, Health Issues Committee Report from November 17,

2015, Senior Nutrition Report from November 23, 2015 and Optimal Aging Committee Report from December 2, 2015, was accepted. (Olson/Sherbok/Passed).

## **6. Discussion Items/Presentation/Motion**

- 6.1 Approval of Outreach Committee Report from November 24, 2015 and Recommendation to Adopt FY 2016-2020 Objectives and Incorporate them into the FY 2016-2020 Strategic Plan** – Marty Kaplan presented the report. In addition to asking for more people to join the outreach committee he presented the committee goals for FY 2015-2016 to be incorporated into the FY 2016-2020 strategic plan. Council members asked questions relating to the speakers bureau and how the talks would be scheduled. Monique Nowlin explained that staff would be scheduling the talks and providing the materials. Marty further explained that the speakers bureau would be providing two kinds of talks; (1) a general talk about the Area Agency on Aging that VCAAA staff would provide the materials for and (2) talks regarding specific subject areas. The talks could be provided by AAA staff or AC members that are subject matter experts in that area. (Kaplan/Healy/Passed).
- 6.2 Approval of Legislative Committee Report from November 12, 2015, and Recommendation to Adopt FY 2016-2020 Objectives and Incorporate them into the FY 2016-2020 Strategic Plan** – Sylvia Taylor Stein presented the report. (Taylor/Tatangelo/Passed).
- 6.3 Overview of Needs Assessments and Demographics.** Christine Voth provided a PowerPoint presentation going over some of the needs assessment data from multiple surveys that were done over the last two years in preparation for the FY 2016-2020 strategic plan. Data showing how the priorities were ranked differently when comparing the social service professional survey results (key informants) versus the survey results from the senior population was discussed.
- 6.4 FY 2016-2032 Strategic Plan Agency Role Discussion and Adoption.** Christine Voth went over the VCAAA's role relating to leadership, guidance and service. There was significant discussion over the role of the agency in working towards destigmatizing the public perception of older adults and people with disabilities. A request was made to amend the agencies role under the leadership section to include the following language: strive to decrease the stigmas by creating communities of acceptance for the populations we serve. (Sherbok/Montgomery/Passed).

- 7. Advisory Council Meeting Schedule.** The meeting schedule for FY 2015-2016 was included for informational purposes.
- 8. CSL/TACC Update.** An update was provided in the packet.
- 9. Committee Membership Selection for FY 2015-2016.** Included for informational purposes.
- 10. California Commission on Aging AgeWatch for November and December 2015.** Included for informational purposes.
- 11. Comments from the Chair –** Nick Fotheringham had no comments.
- 12. Other Business –**  
  
Larry Hartmann mentioned that funding issues for the California Senior Legislature continue.
- 13. Adjournment –** the meeting was adjourned at 10:28 am.



**TO:** VCAAA Advisory Council Members  
**FROM:** Jay Evans, Chair  
**DATE:** January 13, 2016  
**SUBJECT:** **Livable Communities Committee Report from January 13, 2016**

Committee Members Present (5)

Jay Evans (City of Camarillo)  
Nick Fotheringham (City of Thousand Oaks)  
Suz Montgomery (City of Ventura)  
Antoinette Olson (City of Simi Valley)  
David Birenbaum (new appointee, Supervisorial Appointee of Linda Parks)

Committee Members Absent (2)

Dani Anderson (Representative for Persons with Disabilities)  
Rose Gossom (Supervisorial Appointee) - *Excused*

VCAAA Staff Present (4)

Victoria Jump, Director  
Christine Voth, Manager, Business Strategy and Strategic Planning  
Beth Shephard, ElderHelp Program Coordinator  
Jacqueline Zaragoza, HomeShare

1. **Welcome and Introductions** – The meeting began at 10:45 AM.
2. **Public Comments - None**
3. **Goals and Objectives FY 2016-2020 and Beyond to 2030.** Christine requested the committee develop one to three action items (benchmarks or objectives) for the planning cycle of 2016-2020. She reminded all that benchmark/objectives have beginning and end dates, and they are measurable. The group reviewed the committee's current charts on housing and transportation. After thoughtful discussion, the below shown action items were agreed upon for transportation.
  1. Address inter- and intra-city connectivity issues related to bus transportation.
  2. Explore the development and publishing of a transportation guide that would provide seniors with information on how to navigate public transportation in Ventura County.
  3. Invite our partner agencies to submit transportation-related and housing-related activities to VCAAA for posting on the VCAAA website. Victoria stated that VCAAA is becoming a clearinghouse for the councils on aging activities (per previous advisory council strategic plan discussions) and those activities will be posted on the website.

4. Take the existing advisory council position paper on universal design (adopted by the AC in spring 2014) and distribute to Advisory Council members and other interested parties for the purpose of initiating discussion about housing issues in their communities. It was suggested that this item be placed on the agenda of future Advisory Council meetings.

4. **Report: VCAAA Transportation Program** – Beth Shephard provided an overview of the program, which includes door-to-door MediRide services, dial-a-ride tickets and fixed route tickets. Referrals for many ride services are typically received from a social services case manager or medical provider. Beth asked the committee to advise her on the statistics that she should report to them at their meetings. A discussion followed.

For MediRide, the committee asked Beth to report on the following items:

- Number of rides requested
- Number of rides approved/took place,
- Details about the rider such as age, gender and if the person lives alone, etc.

David asked if it was possible to show on map where there are clusters of MediRide requests, which perhaps could be identified on a GIS map.

5. **Report: HomeShare Program** – Jaclyn gave an overview of the program and provided the current numbers of providers and home seekers. She said the greatest need is for home providers. HomeShare is working on a marketing and outreach plan, which will be used as a tool to attract more providers. Their goal is to attract 25 more providers by mid-March 2016.

6. **Other Committee Involvement/Notification, if any:** None

7. **Next Meeting Date:** Wednesday, **March 9, 2016**, from 11 am – 12 pm

The meeting was adjourned at 12:20 PM.

**TO:** VCAAA Advisory Council Members

**FROM:** Ginny Rockefeller, Chair

**DATE:** January 19, 2016

**SUBJECT:** **Health Issues Committee Meeting Report from January 19, 2016**

Committee Members Present (5)

Smita Dandekar (Supervisory Appointee)  
Jay Evans (City of Camarillo)  
Lori Harasta (Ventura COA)  
Ginny Rockefeller (City of Ojai)  
Sue Tatangelo (Family Caregiver Representative)

Health Issues Committee Members Absent (2)

David Birenbaum (Supervisory Appointee) - *Excused*  
Lisa Hayden (Supervisory Appointee)

VCAAA Staff Present (2)

Patti Jaeger, Registered Dietitian  
Victoria Jump, Director  
Monique Nowlin, Deputy Director  
Christine Voth, Manager, Business Strategy and Strategic Planning

**1. Welcome and Introductions**

**2. Public comments**

Lori shared information about upcoming events related to fall prevention, and training for hospice volunteers. There are no prerequisites to be a hospice volunteer.

**3. Review/Approval of Minutes from November meeting – Approved**

**4. Senior Nutrition Placemat**

Patti Jaeger reported that FOOD Share's manager of the Senior Share program informed her that they no longer want the placemats, which up until now have been inserted into the Senior Share bags (formerly known as Brown Bags). The reason given was that FOOD Share already has enough handouts to give to seniors and the placemat is not needed. This is a dilemma because the Senior Nutrition placemats have already been printed several months in advance. The placemats are excellent educational tools for low income seniors because it allows for healthy eating on a budget (and shopping at the \$.99 store). At present, Senior Share is allotted 1,500 placemats per month (down from the initial count of 1,900). Committee members made two recommendations:

(1) The committee requested that Patti directly contact Bonnie (Weigel) Atmore,

president/CEO of FOOD Share, to confirm with her that FOOD Share does not want the placemats.

- (2) Reallocate the current monthly supply of a placemats reserved for FOOD Share to other venues. A sign-up sheet was distributed among the meeting attendees and the supply was quickly reallocated. Consideration for future venues might be distributing the placemats to churches that serve meals to low-income seniors, Housing Authority sites, evidence-based fitness classes, hospitals, etc. Patti reminded the committee that the placemats are hand-delivered; and are not distributed using U.S. mail.

It was suggested that VCAAA could directly approach the individual Senior Share sites (such as senior centers) to see if there is an interest in distributing the placemats when the Senior Share bags are picked up/delivered.

#### **5. Committee Goals and Objectives - Strategic Planning for 2016-2020**

The approval of goals and objectives, which was tabled from the November meeting due to a lack of a quorum, was addressed at this meeting. The proposed goals and objectives were unanimously approved. (Tatangelo/Evans/Passed)

#### **6. Update on evidence-based fitness classes and facilitator training**

- a. Blair Craddock with the Camarillo Health Care District shared information on the Diabetes Education and Empowerment Program (DEEP), which is very interactive. It is for persons diagnosed as being diabetic or pre-diabetic. One facilitator and two teachers are needed. A presenter from the Health Services Advisory Group (HSAG) will do a presentation at the next meeting of the Ventura County Evidence Based Health Coalition on January 29, starting at 9:30 AM. For more information, send Blair an email. This will be an adjunct to the Camarillo Health Care district's current diabetes education program. Training is open to all. There are no prerequisites to be a trainer. Training consists of one full day or two partial days.
- b. Blair is maintaining the Matter of Balance database for the VCAAA. There are five master trainers and 35 facilitators. This is up 75% from the start of the program. A stipend for the trainers has been a worthwhile incentive. Victoria recommended collecting email addresses of students so a survey could be emailed to participants to assess their progress and inquire if he/she has experienced any falls. Jay suggested gathering mailing addresses (and mailing a postcard) because some seniors do not want to read release their email address.

#### **7. Launch of Optimal Living Club**

Victoria Jump reported the purchase order is in process of being issued to compile items that will go into the Optimal Living Club kits. What will distribution of kits look like? The contents of the kit (T-shirt, bag, towel, water bottle, exercise bands, pedometer, etc.) will be distributed on a reward basis, starting with the T-shirt, then gradually distributing other items based on participation in other evidence based events/classes. For example, a person starts the class and is given a T-shirt; the person completes the class, and he/she receives another item, and so forth. Items will be related to the classes/activities.

What activities will comprise the Optimal Living Club? Smita recommended having a global approach. The committee responded with several suggestions. In addition to the evidence-based classes currently being provided, other qualifying activities might include Bone Builders, a nutrition component, immunizations (flu shot, shingles shot, etc.), Yoga for Wellness, annual physical exam, memory training classes, UCLA Brain Training, volunteerism (which stimulates the brain), annual dental exam, safety preparedness, etc. Jay recommended an incentive such as a drawing for a 'day at the spa' or for a spa basket. Ginny suggested a passport concept wherein the person is given stamps for various achievements which lead to discount coupons or other rewards. Participants meeting specific standards for the Optimal Living Club might be called "Optimal Living Champions," and be recognized quarterly by the Board of Supervisors.

Victoria suggested launching the Optimal Living Club on May 25, 2016, which is National Senior Health & Fitness Day® (NSHFD®). Steve Lehmann with SCAN has emailed senior center directors about holding fitness events on May 25 for NSHFD®, or recognizing fitness events already scheduled on that day. Sue said the Camarillo Health Care District will commit to doing events on that day.

The committee reviewed information about NSHFD®, provided by VCAAA. It was noted that to be an official venue for the day, it is necessary to register separately with the organizers of NSHFD®. Christine reported that she spoke to a representative in the NSHFD® office in Chicago. She was told that registration would begin next week; and there would be a short window of opportunity for organizations to register for free. Otherwise, the registration fee is \$29.95, to use the official logo and be listed on their website.

The committee approved using this day as a launch for the Optimal Living Club; and agreed to encourage participation throughout the county in NSHFD®.

**9. Next Meeting Date: February 16, 2016, from 1 PM to 2:30 PM**

The meeting adjourned at 2:17 PM.

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**TO:** VCAAA Advisory Council Members

**FROM:** Ginny Rockefeller, Chair

**DATE:** February 16, 2016

**SUBJECT:** **Health Issues Committee Meeting Report from February 16, 2016**

Committee Members Present (4)

David Birenbaum (Supervisory Appointee)  
Lori Harasta (Ventura COA)  
Ginny Rockefeller (City of Ojai)  
Sue Tatangelo (Family Caregiver Representative)

Health Issues Committee Members Absent (3)

Smita Dandekar (Supervisory Appointee) - *Excused*  
Jay Evans (City of Camarillo) - *Excused*  
Lisa Hayden (Supervisory Appointee) - Absent

VCAAA Staff Present (2)

Jannette Jauregui, Public Information Officer  
Monique Nowlin, Deputy Director

Guests Present (4)

Sally Harrison, CEO Budget Analyst, County of Ventura  
Blair Craddock, Camarillo Health Care District  
Teri Helton, Livingston Memorial VNA  
Susan Landeros, Public Health, County of Ventura

**1. Welcome and Introductions**

None. Meeting called to order at 1:03 p.m.

**2. Public comments**

Blair Craddock with the Camarillo Health Care District shared information about upcoming DEEP (Diabetes Empowerment Education Program) Training. No set date yet but she provided an overview of impending training available to interested parties. Lori provided the Committee with information on the California Senior Legislature (CSL) and asked for them to support the CSL. She also shared information on an upcoming mini Fall Prevention Forum to be held at Alma Via on February 18, 2016.

**3. Review/Approval of Minutes from November meeting – Approved.**

**4. Senior Nutrition Placemat – Patti Jaeger**

Tabled to March meeting.

**5. Optimal Living Club**

Launch on May 25, 2016.

**6. Senior Health & Fitness Day**

Staff provided an update on progress made thus far in support of this event to be held on May 25<sup>th</sup>. A report was included in the Agenda packet.

**7. Evidence-Based Exercise Classes**

Blair reported an 803% increase in the Matter of Balance classes conducted in collaboration with CHCD and VCAAA. Further, Sue shared that Blair has been promoted by CHCD to the position of Health Promotion Manager.

**8. Feasibility of Setting Up a Panel of Medical and Dental Professionals**

Dr. Birenbaum provided an overview of his idea to set up a panel of retired medical and dental professionals for a workshop on various medical issues that affect seniors so that they are aware that what they may be experience medically is normal and/or can be addressed by a medical professional. The Committee was amenable to this idea and suggested he contact the Chair of the Outreach Committee, Marty Kaplan to aid in further development of the idea. The Committee also suggested that prior to execution, the plan would have to be discussed, reviewed and approved by the full Advisory Council.

**9. Next Meeting Date: March 15, 2016, from 1 PM to 2:30 PM**

The meeting adjourned at 2:15 PM.



**TO:** VCAAA Advisory Council Members  
**FROM:** Toni Olsen, Chair  
**DATE:** January 11, 2016  
**SUBJECT:** **Senior Nutrition Committee Report from January 11, 2016**

Senior Nutrition Committee Members Present

Jay Evans (Camarillo COA)  
Rose Gossom (Supervisorial Appointee)  
Toni Olson (Simi Valley COA) - Chairperson  
Alice Sweetland (Oxnard COA)  
Donald Todd (Veterans Representative)  
Vicki Tripoli (Moorpark COA)

Senior Nutrition Committee Members Absent

None

VCAAA Staff Present

Marleen Canniff  
Patti Jaeger, R.D.  
Jannette Jauregui  
Brian Murphy

Guests – None

1. **Call to Order** – Chair Toni Olson called to order the meeting at 10:00 a.m. A quorum was present.

**Welcome and Introductions**

2. **Public Comments** - None
3. **Approval of Minutes from the 11/23/2015 Meetings** - Toni Olson moved to approve the minutes from the above prior meeting; it passed unanimously.
4. **Meals Served Count and Food Cost per Meal through December 31, 2015** - The meal count is at **109%** of contracted amount through the end of December. **95,290** meals were served so far in fiscal year 2015-16, with 15,128 of that amount served in December. Jordano's-supplied meal count is 14,498 for the month, and the non-Jordano's meal count is 1,375. The cost per meal for Jordano's-supplied food in December is \$3.99, with a total average YTD cost per meal at **\$3.96**. The budgeted food cost is \$4.10 per meal.

- a. **Revised service cap of 120% of original contracted meals from January 1 through June 30, 2016.** The following chart shows the projected amount of the \$100,345 One-Time-Only funds to be expended on food alone from January 1 through June 30, 2016.

**VCAAA SNP Meal Count & Food Cost Projections for Jan 1-Jun 30, 2016 - Jordano's Only**

Meal Sites	Baseline Totals				Jordano's Only Projections - Jan 1 Thru Jun 30		
	FY15-16 Baseline Funding	FY15-16 Contracted Meal Counts	YTD Contracted Meals as of Dec 31	Contracted Meals Jan 1-Jun 30	New Cap of 120% of Contracted Meals from Jan 1-Jun 30*	FY15-16 Contracted Meal Counts Less Non-Jordano's Jan 1-Jun 30	Projected Amount OTO for Food Alone by Jun 30, 2016**
1 CHCD	\$55,942	20,460	10,230	10,230	120%	12,276	-\$8,123
2 City of Fillmore	\$29,419	10,887	5,444	5,444	120%	6,532	-\$4,322
3 City of Moorpark	\$21,282	7,250	3,625	3,625	120%	4,350	-\$2,878
4 City of Oxnard	\$85,906	33,400	16,700	16,700	120%	20,040	-\$13,260
5 City of Port Hueneme	\$15,962	6,500	3,250	3,250	100%	3,250	\$0
6 City of Santa Paula	\$21,282	4,900	2,450	2,450	100%	2,450	\$0
7 City of Simi Valley	\$110,394	39,638	19,819	19,819	120%	23,783	-\$15,736
8 City of Ventura	\$58,568	19,426	9,713	9,713	120%	11,656	-\$7,712
9 Conejo Rec & Park District***	\$71,000	10,512	5,256	5,256	120%	0	\$0
10 HELP of Ojai	\$73,060	17,025	8,513	8,513	120%	10,215	-\$6,759
11 San Salvador Mission	\$21,282	3,982	1,991	1,991	100%	1,991	\$0
<b>TOTALS</b>	<b>\$564,097</b>	<b>173,980</b>	<b>86,990</b>	<b>86,990</b>		<b>96,543</b>	<b>-\$58,790</b>

Jordano's Overage from Jul 1-Dec 31, 2015 -\$30,680

**TOTAL OVERAGE** **-\$89,470**

\*Port Hueneme, Santa Paula, and San Salvador Mission opted to remain at 100% of contracted service levels.

\*\*Food cost based on FY15-16 Jordano's average cost per meal at \$3.97

\*\*\*CRPD - Goebel Program Income will cover excessive meal count, approved by VCAAA

**ONE-TIME-ONLY Funding** **\$100,345**

**Remaining OTO Funds** **\$10,875**

Most SNP sites opted to amend their contracts to allow for a new service cap of 120% of original contracted meals for that period, due to their need to serve more seniors in their communities; however, Port Hueneme, Santa Paula, and San Salvador Mission opted to remain at 100% of contracted service levels, as their year-to-date contracted service percentages are at 94%, 90%, and 104%, respectively. These projections show a remainder of \$10,875 to be used if Jordano's cost per meal rises or to be rolled over into next fiscal year if not used.

5. **Senior Nutrition Action Council S.N.A.C. Update** – An update of the Senior Nutrition Action Council (S.N.A.C.) will be given at the next SNP Committee meeting.

6. **Funding Formula Result and Request for Proposal/Invitation for Bid (RFP/IFB)**

VCAAA issued a Request for Proposals and Notice of Intent to Contract for County of Ventura Senior Nutrition Program FY 2016-17, which was published in the Ventura County Star and on the VCAAA website on January 8, 2016. All eligible applicants must submit a Notice of Intent letter to VCAAA by January 19. The mandatory bidders' conference will be held January 20 at 2 p.m. All application packets are due to the VCAAA office by 4 p.m. on February 12, 2016.

Respondents of this RFP may apply to provide Congregate Meal Services or Home-Delivered Meal Services by specifying the quantity of meals to be served in their communities: \$522,418 is available for the Meal Service program funding. This RFP also opens up the opportunity for

new vendors to apply for Food & Non-Food Procurement and Local Food Storage & Delivery services: \$698,582 is projected to be allocated for this purpose. Jordano's was selected to supply this service for the past several contract grant cycles.

## 7. Other Business

- a. *Freezer for Emergency Food Located at VCAAA* – The freezer in the VCAAA office is not yet operational, because the estimated cost of \$11,000 will be needed to mitigate the heat in the room where it is located. The Ventura County Credit Union donated \$2,000 to be used for specialized meals. This funding will be placed in a trust fund to secure the funds until VCAAA is able to use it for this purpose. However, the freezer must be operational to begin this service.

The committee raised questions about whether or not the freezer could be located in a different location and what more could the staff do to get this freezer operational.

*A motion was made that it is the Committee's expectation for staff to resolve the issue of how to get the freezer in operation by March 31, 2016, so that the Senior Nutrition Committee can make a recommendation to the VCAAA Advisory Council. (Jay/Rose/Passed)*

- b. *Home-Delivered Meals & Citizens on Patrol: Simi Valley* – The Simi Valley SNP coordinators are proposing to partner with the Simi Valley Citizens on Patrol at the Police Volunteer meeting on February 2, 2016. This partnership would involve police volunteers as substitute home-delivered meal drivers. These volunteers would know the HDM routes and do a "welfare check" of sorts by knocking at the doors of the HDM seniors to see how they are doing on a regular basis. This idea may be a solution to help augment the HDM driver volunteer programs in other communities.
- c. *Conejo Recreation and Park District (CRPD): Café Program* – Although the CRPD has a vibrant, traditional Senior Nutrition Program congregate meal service at the Goebel Center, its café-style program had been expected to be operational in October 2015, with ongoing delays. The new chef signed a contract with CRPD on January 4, 2016, and the vendor plans to begin the café-style meal program by the end of January 2016.
- d. *Fiscal Audit: FOOD Share Truck* – VCAAA was recently advised of a potential disallowed cost resulting from the recent California Department of Aging's fiscal audit for the funding of a refrigerated truck that is being used by FOOD Share Inc., exclusively to deliver meals for the Ventura and Oxnard HDM programs. This potential finding is being disputed by staff, but, if the finding is upheld, it could result in the funded amount of \$52,000 being returned.
- e. *SNP Site Donations* – Staff will report the donation/program income amounts from each SNP meal site at the next SNP Committee Meeting.

## 8. Future Meeting Schedule

The next SNP Committee Meeting is scheduled for **Monday, February 22, 2016, at 10 a.m.**

Future SNP Committee meetings are scheduled for the third Monday of each month (excluding December) at 10 a.m. in the in the Advisory Council Room 148.

## 9. Adjournment

The meeting adjourned at 11:20 a.m.

**TO:** VCAAA Advisory Council Members  
**FROM:** Toni Olsen, Chair  
**DATE:** February 22, 2016  
**SUBJECT:** Senior Nutrition Committee Report from February 22, 2016

Senior Nutrition Committee Members Present

Rose Gossom (Supervisory Appointee)  
Toni Olson (Simi Valley COA) - Chairperson  
Alice Sweetland (Oxnard COA)  
Donald Todd (Veterans Representative)  
Vicki Tripoli (Moorpark COA)

Senior Nutrition Committee Members Absent

Jay Evans (Camarillo COA)

VCAAA Staff Present

Marleen Canniff  
Patti Jaeger, R.D.

Guests

Sally Harrison, Ventura County CEO Analyst  
S.N.A.C. Board Officer: Gloria Smith, President

1. **Call to Order** – Chairperson Toni Olson called to order the meeting at 10:00 a.m. A quorum was present.

**Welcome and Introductions**

2. **Public Comments** – None
3. **Approval of Minutes from the 1/11/2016 Meetings** – *Toni Olson moved to approve the minutes from the above prior meeting; it passed unanimously.*
4. **Meals Served Count and Food Cost per Meal through January 31, 2016** – The meal count is at **108%** of contracted amount through the end of January. **109,845** meals were served so far in fiscal year 2015-16, with 14,539 of that amount served in January. Jordano's-supplied meal count is 12,957 for the month, and the non-Jordano's meal count is 1,582. The cost per meal for Jordano's-supplied food in January is \$3.74, with a total average YTD cost per meal at **\$3.93**. The budgeted food cost is \$4.10 per meal.

- 5. Senior Nutrition Action Council S.N.A.C. Update** – The Senior Nutrition Action Council (S.N.A.C.) reported that it is in the process of hand-delivering checks for \$1,500 to the VCAAA meal sites. Nine of the VCAAA meal sites will receive a donation from S.N.A.C. this fiscal year to use toward SNP program costs: HELP of Ojai and Simi Valley’s meal sites do not participate in this program.
- 6. SNP Site Donations/Program Income** – Staff reported the donation/program income amounts of each SNP meal site this fiscal year through December 31, 2015. Santa Paula has the highest average donations per meal at \$2.20, whereas San Salvador Mission has the lowest at \$0.16 per meal. Across all sites, the Congregate (C1) Program has an average total of \$1.26 in donations per meal, while the Home-Delivered Meal (C2) Program has \$0.49 in donations per meal, totaling \$0.83 in donations per meal for both programs.

**FY15-16 SNP Donations per Site – July 1 thru December 31, 2015**

	FY15-16									Low Income (Fed Poverty Level)		
	C1 Donations	C1 Actual Meals	C1 Donations per Meal	C2 Donations	C2 Actual Meals	C2 Donations per Meal	C1 & C2 Donations	C1 & C2 Meal Counts	C1 & C2 Donations Per Meal	60+ Pop Served (%)*	Area Demo (%)**	Declined to State
CHCD	\$809	357	\$2.27	\$12,286	11,283	\$1.09	\$13,095	11,640	\$1.13	36.5%	5.5%	22.4%
City of Fillmore	\$2,257	3,699	\$0.61	\$2,002	2,333	\$0.86	\$4,259	6,032	\$0.71	55.6%	20.7%	20.5%
City of Moorpark	\$1,312	1,618	\$0.81	\$110	2,387	\$0.05	\$1,422	4,005	\$0.36	28.0%	7.2%	41.3%
City of Oxnard	\$6,033	6,631	\$0.91	\$885	10,570	\$0.08	\$6,918	17,201	\$0.40	51.2%	16.7%	25.6%
City of Port Hueneme	\$0	0	-	\$1,340	2,790	\$0.48	\$1,340	2,790	\$0.48	59.4%	17.5%	9.4%
City of Santa Paula	\$4,817	2,193	\$2.20	\$0	0	-	\$4,817	2,193	\$2.20	37.6%	18.7%	26.2%
City of Simi Valley	\$5,672	5,129	\$1.11	\$15,891	16,228	\$0.98	\$21,562	21,357	\$1.01	33.3%	6.6%	22.0%
City of Ventura	\$5,347	2,991	\$1.79	\$2,573	7,828	\$0.33	\$7,919	10,819	\$0.73	52.7%	10.8%	22.0%
CRPD	\$8,584	6,213	\$1.38	\$0	0	-	\$8,584	6,213	\$1.38	20.9%	6.8%	32.0%
HELP of Ojai	\$3,541	2,569	\$1.38	\$2,691	7,670	\$0.35	\$6,232	10,239	\$0.61	36.2%	11.5%	42.0%
San Salvador Mission	\$199	1,207	\$0.16	\$110	691	\$0.16	\$309	1,898	\$0.16	72.0%	15.0%	-
<b>TOTALS:</b>	\$38,571	32,607		\$37,887	61,780		\$76,458	94,387				
<b>Average Donations per Meal:</b>			\$1.26			\$0.49			\$0.83			

\*Source: O data (2015 July 1-Nov. 30)  
 \*\*Source: U.S. Census, 2010-2014

- 7. Request for Proposal (RFP) Update**  
 The mandatory bidders’ conference was held January 20, where general information about the grant requirements were provided to applicants and questions about completing the application were addressed. All applicants who sent in a Notice of Intent to apply were present. Although a corrected legal notice and RFP went out on February 11 with a revised RFP Application due date of February 19, all application packets were received by the original February 12 deadline. A three-member task force is scheduled for February 24 at VCAAA to review/recommend grantee and vendor applications to contract for the Senior Nutrition Program for FY1617.
- 8. Other Committee Involvement/Notification**

Planning and Allocation – Update on SNP Discussion. Note – these items are included for informational purposes only. The Advisory Council is being asked to approve these items under a separate agenda item at the March Advisory Council meeting.

- a. FY 2016-2017 New Grants: Title IIIC Senior Nutrition Program (SNP) – The Planning and Allocation (P&A) Committee recommends allocating the estimated Title IIIC funding of \$698,582 for Food & Non-Food Procurement and Local Food Storage and Delivery and \$522,418 for Congregate Meal Services (C1) and Home-Delivered Meal Services (C2).
- b. City of Santa Paula Request for Funds to Keep HDM Program Running This Fiscal Year – The Meals on Wheels program in Santa Paula, run by the Assistance, Interest & Meals (A.I.M.) Council, will be closing March 31. That leaves a 65-day gap in service to finish off this fiscal year, which equates to as many as 1,300 meals needed to sustain services for the current program’s 20 participants (if they are SNP eligible homebound seniors). The P&A Committee recommends VCAAA funding of \$12,000 to cover the meals (\$4 for food costs and \$3 for HDM program funding per meal) as well as additional setup costs. This funding would come from program funding that was inadvertently being used to fund administrative salaries.  
The City of Santa Paula has applied to serve 6,000 HDM in its FY1617 SNP proposal, which would serve about 23 homebound seniors next fiscal year.
- c. Freezer for Emergency Food Located at VCAAA – Staff is working to resolve the issue of how to get the freezer in operation by March 31, 2016. The P&A Committee will recommend to the Advisory Council to fund the retrofit to mitigate heat (estimated cost \$11,000) and mitigate noise (estimated cost \$4,000) for use in its current location at VCAAA. The P&A committee also recommends funding for a commercial refrigerator (estimated cost \$4,000) in the room.

## 9. Other Business

- a. Healthwise Classes at St. John’s Regional Medical Center – Through March and April 2016, St. John’s is offering immunizations for a nominal fee, a free Senior Wellness Program with blood sugar and pressure screenings, and other programs and classes. More information is available at [www.stjohnshealth.org](http://www.stjohnshealth.org).
- b. The Jordano’s 2016 Food and Equipment Show – This show will be held at the Earl Warren Showgrounds in Santa Barbara on March 20 (10am-5pm) and 21 (10am-4:30pm). Attendance is by invitation only. Patti gathered names of Committee members wishing to attend for registration.
  - A motion was made to reschedule the next SNP Committee meeting from March 21 to March 28 for those Committee members wishing to attend the Jordano’s 2016 Food and Equipment show. (Todd/Tripoli/Passed)

## 10. Future Meeting Schedule

The next SNP Committee Meeting is scheduled for **Monday, March 28, 2016, at 10 a.m.**

Future SNP Committee meetings are scheduled for the third Monday of each month (excluding December) at 10 a.m. in the in the Advisory Council Room 148.

## 11. Adjournment – The meeting adjourned at 11:03 a.m.

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**TO:** VCAAA Advisory Council Members  
**FROM:** Sylvia Taylor-Stein, Chair  
**DATE:** March 9, 2016  
**SUBJECT:** **Legislative Committee Report from January 13, 2016**

Legislative Committee Members Present (7)

Nancy Healy (Thousand Oaks COA)  
Larry Hartmann (CSL)  
Marcy Sherbok (LGBT Special Population Seat)  
Bob Taylor (Camarillo COA)  
Sylvia Taylor Stein (Service Provider) - Chair  
Sue Tatangelo (Family Caregiver Special Population Seat)  
William (Bill) Witt (CSL)

Legislative Committee Members Absent (3)

Sandra Fide (Moorpark COA)  
June Glasmeier (CSL)  
Donald Todd (Veteran Special Population Seat)

VCAAA Staff Present (3)

Jannette Jauregui  
Monique Nowlin  
Katharine Raley

Guests (1)

Joe Kirby

- 1. Call to Order** – The meeting was called to order at 10:38 a.m. by Chair, Sylvia Taylor Stein. A quorum was present.
- 2. Welcome and Introductions** – Sylvia introduced the Committee's newest member, Marcy Sherbok.
- 3. Public Comments** – Joe Kirby provided an overview of the Lanterman Act and his interest in gaining the support of the Legislative Committee and the Advisory Council to support the Act and the Lanterman Coalition's efforts on behalf of the adults with disabilities community in Ventura County. Joe would like to present in detail at the next Committee meeting. The Chair and Committee agreed he could present at the March Committee meeting. During this discussion, it was also suggested that Gary Passmore with the California Congress of Seniors come speak to the Advisory Council in March.

4. **Discussion of Legislative Communication Piece** – There was robust discussion about the desire to continue developing this communication piece with some modifications to the verbiage and perhaps the background colors and type. Further, Committee members and Staff stated that this project should be worked on with input from the Outreach Committee as well. Committee members suggested we share just a few key points per communication piece, such as the reauthorization of the Older Americans Act and educating John Q. Public on who they can contact or what they can do to support those efforts. Initially, the focus could be on who we are and what we do...the Agency and the Committee in relation to the Agency. Jannette, the Public Information Officer, serves as Staff to the Outreach Committee, thus she will take the comments from the Legislative Committee and work with Graphics as well as apply her own subject matter expertise to create a third draft for the review and consideration of the Legislative Committee and the Outreach Committee at a future meeting.
5. **Other Committee Involvement/Notification** – There was no additional discussion regarding other Committee involvement.
6. **Next Meeting Date** – Next meeting is May 11, 2016.
7. **Adjournment** – The meeting was adjourned at 11:50 a.m. by the Chair, Sylvia.

**TO:** VCAAA Advisory Council Members

**FROM:** Sylvia Taylor Stein, Chair

**DATE:** January 27, 2016

**SUBJECT: Optimal Aging Committee Report from January 27, 2016**

Members Present

Rose Gossom (Supervisory Appointee)  
Marty Kaplan (Supervisory Appointee)  
Toni Olson (City of Simi Valley)  
Ginny Rockefeller (City of Ojai)  
Sylvia Stein (Service Provider Representative)  
Sue Tatangelo (Family Caregiver Representative)  
Donald Todd (Veterans Representative)  
Alice Sweetland (City of Oxnard)

Members Absent

Lori Harasta (Ventura COA) - Excused  
Bob Taylor (City of Camarillo) - Excused

Guests

Joyce Pinkard

VCAAA Staff Present

Jannette Jauregui, Public Information Officer  
Christine Voth, Manager, Business Strategy and Strategic Planning

1. **Welcome and Introductions** - Members introduced themselves to VCAAA's new public information officer, Jannette Jauregui. She shared information about her background. Jannette sees her role as boosting the agency's image and creating more visibility. She wants an open line of communication regarding outreach needs.
2. **Public Comments** - Sylvia shared that her agency, Long Term Care Services of Ventura County (Ombudsman), will be training 15 new volunteers in the near future. She attributes the good turnout in new volunteers to favorable press coverage.
3. **Approval of minutes from meeting held on December 1, 2015** - For the benefit of members who were unable to attend the last meeting, Christine shared that the committee's goals and objectives for 2016-2020 were approved at that meeting. The recommended guidelines for

VCAAA's E-magazine were also approved. Jannette said the E-magazine will be revised. Her goal is to profile the everyday person. Minutes were approved (Tatangelo/Olson/Passed).

4. **Launch of VCAAA's Optimal Living Club** - Christine provided an overview of the club, which is housed in the Health Issues Committee. Sue and Ginny provided input about the formation and purpose of the club. VCAAA intends to launch the Optimal Living Club on National Senior Health & Fitness Day® on May 25, 2016. It is the nation's largest annual one-day health promotion event for older adults. For that day, VCAAA will be providing fitness activities and demonstrations. Other senior organizations will also be holding events in Ventura County that day.

Christine invited committee members to brainstorm ideas for the launch of the Optimal Living Club along with ideas for activities to be held on that day. Suggestions included yoga; chair massage with blood pressure being taken before the massage and after the massage; memory screening; and *Mindfulness* (meditation). Don said he took an eight week training class on *Mindfulness* at the Veterans Administration, and it is an excellent program. He said the Veterans Administration (VA) doctor in Oxnard, Dr. Flynn, is being trained to provide this therapy, and it will be available in March. Don and Sue suggested a local professional who teaches *Mindfulness*, Dr. Brock Travis, would be a good person to involve in activities. Brock provides classes at the CHCD. For more information: <http://www.brocktravis.com/>

Jannette will reach out to organizations, including the local VA and Ventura Military Collaborative to participate in VCAAA's event. Sue said the CHCD will have the evidence-based UCLA memory training program.

Christine suggested it might be a good collaborative effort to form something akin to a task force to involve VCAAA, CHCD, senior centers, hospitals, healthy eateries (such as Panera Bread). She gave examples of activities done in other communities in previous years. These samples included a YMCA collaborating with the county public health agency to a host healthy opportunities event for seniors that included cooking demonstrations, fitness classes, displays by health vendors, etc. Another agency held fitness-related events including learning a few easy dance steps for seniors to perform in a FLASH MOB. Optimal Aging committee members liked the idea of the FLASH MOB.

As a follow-up to the discussion on *Mindfulness*, Sylvia suggested consideration be given to "intentionality," i.e., being aware of what we are doing in the moment. She said we need to get out from under the yoke of "busyness" and have mindful intent in our activities to avert stress.

Ginny suggested that Alcohol Anonymous and Narcotics Anonymous receive information about events scheduled on May 25. She gave the example of a client who is an alcoholic and who now has Type 2 diabetes. If the client does not adapt a healthier lifestyle, the person could, as he/she ages, develop blindness and dementia. Optimal aging and optimal health are about preventing these types of illnesses. Christine reminded that persons aged 45 and older are the target population for the OAC (and not just seniors aged 60 and older).

Marty suggested compiling a list of resources and activities, which would help when they (the Outreach Committee) do a presentation in the community. Christine said resource information

had been compiled some time ago and is still available. Sue mentioned that VCAAA staff compiled a database of fitness activities for the Health Issues Committee to provide awareness of fitness activities in Ventura County. (This list was for in-house reference in preparation for launching evidence-based fitness activities. It was compiled a year to 18 months ago.)

5. **Outreach Committee** - The Outreach Committee met yesterday and discussed the idea of holding a joint meeting with the Optimal Aging Committee (which had been suggested in previous meetings). Marty, a member of Outreach Committee, said he does not see the need for a joint meeting at this time. He said the Outreach Committee is a service committee that represents the other Advisory Council committees. Marty said the Outreach Committee needs input from the other Advisory Council committees on what they want the public to know about their respective committees. Marty requested the Optimal Aging Committee provide the Outreach Committee with bullet points of what the committee is about and what the committee once the public to know. Christine said this material already exists and was created when the Optimal Aging Committee was being developed two years ago. Sylvia requested that this archival information be available at the next meeting.

Jannette said she has a collection of PowerPoint presentations for VCAAA outreach, which were given to her by Monique Nowlin. Jannette will be making presentations to community groups and she can talk about the optimal living activities.

6. **Other Committee Involvement/Notification:**

- a. Health Issues Committee - Senior Nutrition Placemat: Placemats are given to congregate meal attendees and recipients of home delivered meals; plus recipients of SENIOR Share (formerly called Brown Bag) via Food Share. Christine stated the person in charge of SENIOR Share told Patti Jaeger that the placemats were no longer wanted because SENIOR Share has enough education materials. Thus, the Health Issues Committee easily re-allocated the 1500 placemats that were to have gone to Food Share this month. The Health Issues Committee requested that Patti contact Food Share's president/CEO (Bonnie Weigel Atmore) to confirm that the placemats are no longer wanted. The Optimal Aging Committee members strongly agreed with this suggestion.
  - b. Livable Communities Committee: Christine reported that this committee is in the process of developing goals and objectives for transportation and housing for 2016-2020.
7. **Next scheduled meeting date is February 24, 2016, at 1:00 PM.** Sylvia requested that the committee consider changing its permanent meeting time to start at 2 PM and conclude at 3 PM, effective with the February meeting. To date, the meeting time has been 1 PM to 2 PM. Committee members agreed to the time change. Christine said she will check if the room is available for the new time slot, and will report back to the committee.

The meeting adjourned at 1:58 PM.



**TO:** VCAAA Advisory Council Members  
**FROM:** Sylvia Taylor Stein, Chair  
**DATE:** February 24, 2016  
**SUBJECT: Optimal Aging Committee Report from February 24, 2016**

Members Present

Rose Gossom (Supervisory Appointee)  
Lori Harasta (City of Ventura)  
Toni Olson (City of Simi Valley)  
Ginny Rockefeller (City of Ojai)  
Sylvia Stein (Service Provider Representative)  
Bob Taylor (City of Camarillo)  
Alice Sweetland (City of Oxnard)

Members Absent

Marty Kaplan (Supervisory Appointee)  
Sue Tatangelo (Family Caregiver Representative)  
Donald Todd (Veterans Representative)

VCAAA Staff Present

Christine Voth, Manager, Business Strategy and Strategic Planning  
Jannette Jauregui, Public Information Officer

**1. Welcome and Introductions**

**2. Public Comments**

- a. Jannette Jauregui – She is revamping VCAAA’s Good Health/Good Living electronic magazine (also known as the E Magazine). Given that the OAC developed the new guidelines for the E Magazine, Jannette requested input on the requirement that a background check be done on the person to be featured. OAC members were firm on the requirement and stated their rationale. Bob Taylor acknowledged it is a “slippery slope” in that we want to respect and honor the person to be featured while, simultaneously, we must preserve the credibility of the agency. It was suggested that Jannette confer with agency director, Victoria Jump. Jannette said she had already met with Ms. Jump, and she will report to her the opinion of the committee.
- b. Lori Harasta - Lori shared flyers on two upcoming events, one relative to fall prevention and the other about a joint replacement educational seminar. She also shared a flyer on free tax preparation and filing services available to persons who earned less than \$54,000 in 2015.
- c. Bob Taylor made a remark during the course of the meeting, which was not a public comment, but is worthy of documenting. Bob said that what he likes about serving on VCAAA’s Advisory Council is that each committee has a role and all the committees are actively doing something productive, which he appreciates.

d. Another worthy remark: *"The rest of your life and be the best of your life!"* Ginny Rockefeller

3. **Approval of minutes from meeting held on December 1, 2015** – Approved (Gossom/Olson/Passed)
4. **Launch of VCAAA's Optimal Living Club and National Senior Health & Fitness Day® on May 25, 2016.** Last month, the OAC supported the launch of the Optimal Living Club on May 25, 2016, to coincide with National Senior Health & Fitness Day. Christine reported that she registered VCAAA with the National Senior Health & Fitness Day organizers. Christine said she has been working with Steve Lehman (SCAN Health & Wellness Center) to spread the word about May 25. This week, she sent an email blast about the event to specifically selected parties such as senior center staff, etc. encouraging them to participate. VCAAA will help promote the activities of registered participants by featuring information on its website and other promotional materials to be decided upon. On February 3, Steve Lehman and Jane Raab (Pleasant Valley Park and Recreation District) met with the staff of some senior centers to encourage planning health and fitness events on National Senior Health & Fitness Day. There was a positive response from attendees. Last month, the OAC brainstormed ideas for the special day. Christine said she would compile a list of the OAC's suggestions, and will share it with VCAAA staff.
5. **Talking Points for Outreach Committee** - For the purpose of promoting discussion at the meeting, Christine created the attached "Talking Points for Outreach Presentation," and made it available to committee members prior to the meeting. Marty Kaplan was unable to attend the meeting, thus, he submitted his written comments in response to the attachment (which Christine distributed to meeting and attendees). This led to a fruitful discussion. The group agreed a public presentation on, or written materials about, the Optimal Aging committee should define and explain the importance of "optimal aging," and the value of undertaking positive personal practices that allow for optimal aging. Materials made available to the public should include the committee's mission statement. The group also prefers to include committee goals and objectives. Bob recommended that a large presentation (such as the Power point presentation) might include the history of the committee, and that a small presentation (such as a flyer) be concise, quick and easy to read/understand. Christine said that she would create a quote public relations" draft of information that reflects the comments made at the meeting today. It will be available for discussion at the March meeting.
6. **New meeting schedule** - Since its inception, the committee's meeting time has been 1 PM to 2 PM. At the January meeting, a request was made and approved to change the permanent meeting time to 2 PM to 3 PM. See attachment.
7. **Growing Bolder/Rebranding Aging™** - Christine shared information about an informative website, <https://www.growingbolder.com> and she encouraged members to check it out. It features inspirational messages and graphics, a free email newsletter, an online and hard copy magazine, podcasts, TV shows and videos.
8. **Other Committee Involvement/Notification** – None



9. **Next scheduled meeting** - Wednesday, March 23, 2016, 2 PM to 3 PM. The meeting adjourned at 1:58 pm.

## **OPTIMAL AGING COMMITTEE MEETING – FEBRUARY 23, 2016 TALKING POINTS FOR OUTREACH PRESENTATIONS**

### **INTRODUCTION TO DEVELOPING “TALKING POINTS”**

At the OAC’s January 2016 meeting, the relationship between the Outreach Committee and the OAC was discussed. Marty Kaplan, who serves on both committees, said the Outreach Committee assists the other Advisory Council committees by providing information about them via outreach presentations and tools (brochures, etc.).

Marty asked OAC members to decide upon what information they want included in VCAAA outreach efforts. OAC members agreed to discuss the topic at their February meeting. Sylvia Stein asked Christine Voth to provide the members with background information on the OAC that could be used for developing “talking points.”

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### **WHAT DO WE WANT THE PUBLIC TO KNOW ABOUT THE OAC COMMITTEE?**

*‘Successful or optimal aging refers to physical, mental and social well-being in older age.’*

Why focus on successful or optimal aging? Starting in 2011, Baby Boomers (persons born 1946 through 1964) in the United States began turning age 65 at a rate of 10,000 persons per day and the trend is expected to continue until 2030.

In Ventura County, the population of persons aged 60 and older (VCAAA’s primary, but not exclusive service population) from 2000 to 2015 increased by 66.1 percent (from 101,365 to 168,427 persons).

This mushrooming population is creating now, and will in the future create, an unprecedented demand for programs and services, especially in the world of healthcare. How and who will care for this aging population? Who will pay the costs? Who will help the unpaid (family) caregivers of this aging population? Are Baby Boomers financially prepared for retirement? How will the aging services network meet the demand for services? What are the elements that enable a person to age well and lead a long, healthy and fulfilling life? These questions, along with demographics, are factors that inspired the creation of the OAC. Educating our aging population on how to age well is critical to addressing their hierarchy of needs.

Birth of the Committee: The committee first met in January 2014, and members immediately focused on defining optimal aging and what it should look like. Initial goals were: (1) to involve the full Advisory Council in the process of fulfilling the mission statement; (2) to develop recommendations and create opportunities for older adults to become more involved in the community; (3) to develop recommendations and resources for older adults to develop a circle

of friends; and (4) to develop strategies to help older adults in the general population overcome the stigma of ageism through collaboration and cooperation.

During the inaugural year, all Advisory Council members were invited to give their opinions about optimal aging via a survey. The survey results helped OAC members to develop the committee's mission statement and to identify its target population.

OAC Mission Statement: The Optimal Aging Committee's mission is to encourage and inspire older adults to enhance the quality of their lives, to maintain their identity and independence, to foster self-direction and to encourage them to be engaged and productive in a variety of activities regardless of disabilities or adverse medical conditions. The committee will accomplish this by exploring and recommending methods, programs, services and educational tools.

OAC Target Population: First priority: persons aged 45 to 70 (based on survey and agreed upon in prior meetings). Note: If using Older Americans Act funds for any committee projects, the target audience must be aged 60 and older. Second priority: persons aged 71 and older.

The OAC will work with various entities to engage and reach the target population, including but not limited to: the VCAAA website, councils on aging, fraternal organizations, health care providers/physicians, YMCA and fitness centers, insurance companies (could provide incentives for persons working on their health), utility bill inserts, social media, print media, church groups, employers, employer-sponsored wellness programs, senior centers, family caregiver centers and organizations, service providers in the aging services network, and home delivered meals/meals on wheels.

Goals and Objectives through June 2020: Throughout 2015, the OAC developed its goals and objectives for 2015 to 2020. Goals for those four years are: (1) to promote and facilitate positive aging, and overcome the stigma of ageism; (2) to facilitate opportunities for older individuals to engage in activities that will enhance and maintain their sense of identity and self-worth; promote mental acuity, socialization and physical well-being, and nurture financial viability; and (4) to educate and inspire Ventura County's older adults, especially those aged 45 to 70 years, on how to successfully plan for their "second adult life-time."

To accomplish these goals, the OAC will provide resources, education and information on successful aging, healthy aging, volunteerism, mentoring, intergenerational activities,

financial planning and lifelong learning, and will identify and collaborate with entities that support positive aging, and the goals of the OAC.

**For the 2015-2020 objectives, the OAC has eight objectives, and the two objectives shown below have been completed:**

- (1) Participate in VCAAA's four-year Master Strategic Plan, 2016-2020, and
- (2) Provide tips on aging well for VCAAA's Senior Nutrition Program Placemats.

**Current and future objectives are:**

- (3) Create an Optimal Aging link on the VCAAA website that will provide information and resources on successful aging, and *Teaser Tips for Aging Well*. (To be completed by June 30, 2016)
- (4) Create a deck of 52 spiral bound flip cards with inspiration and informative tips about optimal aging (to be completed by June 2017);
- (5) Create and distribute a flyer that defines optimal aging and provides information on successful aging;
- (6) Hold an annual story contest about "*What Successful Aging Means to Me*," which will involve young people and their elders;
- (7) Create an annual award program to recognize the accomplishments of older adults and/or the magnificent state of aging; and
- (8) Hold a series of seminars that feature topics pertinent to successful aging.

Objectives 5, 6, 7 and 8 are scheduled for completion by June 2020.

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**TO:** VCAAA Advisory Council Members  
**FROM:** Marty Kaplan, Committee Chair  
**DATE:** March 9, 2016  
**SUBJECT:** **Outreach Committee Report from January 26, 2016**

Committee Members Present

Rose Gossom (Supervisorial Appointee)  
Kay Brainard (Oxnard)  
Marty Kaplan (Supervisorial Appointee)  
Lori Harasta (Ventura)  
Cleo Anderson (Special Population Seat – Mental Health)  
Robert Taylor (Camarillo)

Committee Members Absent

None

VCAAA Staff Present

Monique Nowlin  
Katharine Raley  
Jannette Jauregui

Guests

Sally Harrison, CEO - Budget

1. **Call to Order** – The meeting was called to order at 9:04 a.m. by the Chair Marty Kaplan. A quorum was present.
2. **Welcome and Introductions** – None
3. **Public Comments** – None
4. **Election of Committee Chair** – Marty was elected as Chair with no opposition.
5. **Introduction of New Public Information Officer** – Monique introduced Jannette and Jannette provided a brief overview of her background.
6. **Discuss Speakers Bureau – Purpose and Deliverables** – Staff provided a draft PowerPoint presentation of a general overview of the Agency for the Committee to review and consider for use. The Committee approved the draft for use as part of the Speakers Bureau. Bob

requested Staff to send him an electronic copy of the draft of the PowerPoint. On another related note, Bob added that there is a show called Our Ventura TV airing April 3<sup>rd</sup> and he recommended that the Agency try to get on that show. Staff was directed to look into this possibility.

- 7. Discuss When Joint Meeting Will Occur With Optimal Aging Committee** – Marty stated he would reach out to the Chair of the Optimal Aging Committee to ascertain when that will occur or if he will simply attend the Optimal Aging Committee and discuss with them what the Outreach Committee is working on that requires their involvement.
- 8. Other Committee Involvement/Notification** – None.
- 9. Next Meeting Schedule** – February 23, 2016, 9:00 a.m. – 10:30 a.m.
- 10. Adjournment:** – The meeting was adjourned at 9:50 a.m. by the Chair, Marty.

**TO:** VCAAA Advisory Council Members  
**FROM:** Marty Kaplan, Committee Chair  
**DATE:** March 9, 2016  
**SUBJECT:** Outreach Committee Report from February 23, 2016

Committee Members Present

Rose Gossom (Supervisorial Appointee)  
Kay Brainard (Oxnard)  
Marty Kaplan (Supervisorial Appointee)

Committee Members Absent

Lori Harasta (Ventura)  
Cleo Anderson (Special Population Seat – Mental Health)  
Robert Taylor (Camarillo)

VCAAA Staff Present

Monique Nowlin  
Katharine Raley

Guests

None

1. **Call to Order** – The meeting was called to order at 9:01 a.m. by the Chair Marty Kaplan. A quorum was not present.
2. **Welcome and Introductions** – None.
3. **Public Comments** – None
4. **Allotting New Funds For VCAAA Outreach** – This was discussed but not voted upon because the Committee wanted more information and there is no quorum. The Chair, Marty shared that the Outreach Committee has been provided with \$2,000 to spend on whatever the Committee chooses. Per Victoria Jump, Director, what the funds will be spent on must be decided on no later than the next meeting on March 29<sup>th</sup>. The Committee would like staff to investigate the following and report back to the Chair via email and possible dissemination to the Committee as a whole, upon his direction: prices of newspaper ads in various publications (the Star and local ads – must go through Daily Journal); provide them with the costs of additional postcards and tri-folds (how many of each could \$2,000 purchase); find out how much it would cost to advertise in the local city booklets; find out how much it would cost to run an ad at the movie theater (Regency and Century 16); find out how much it would cost to run a spot on the radio and if The Collection would charge us to advertise on their electronic

marquee. The Chair would like this information as soon as possible.

5. **Discussion on Soft Roll-Out of Speakers Bureau** – The Committee decided to start rolling out to those who completed the Speakers Bureau Interest Form stated they would be willing to speak to the public about the Agency in general. Staff will contact them and provide them with the General Agency presentation approved by the Committee last meeting. Jannette will coordinate with the Chair, Marty to let him know which Advisory Council Member will be going out to speak in the Community and provide him with the dates. The topic at this point, as aforementioned, is a general overview of VCAAA.
6. **Other Committee Involvement/Notification** – Marty stated we need to coordinate with the appropriate Committees to obtain their needs for information to be included in outreach presentations.
7. **Next Meeting Schedule** – March 29, 2016, 9:00 a.m. – 10:30 a.m.
8. **Adjournment** – The meeting was adjourned at 9:52 a.m. by the Chair, Marty.



Carol Leish's Presentation Materials

**INSPIRATIONAL QUOTES**

**ATTITUDE**

"I dwell on possibilities." Emily Dickenson

"I don't think of all the misery, but of all the beauty that still remains." Anne Frank

**CHOICES**

"When one door of happiness closes, another opens; but, often we look so long at the closed door that we do not see the one which has opened for us." Helen Keller

**DREAMS/FUTURE**

"The future belongs to those who believe in the beauty of the dream." Eleanor Roosevelt

**HUMOR**

"Humor is mankind's greatest blessing." Mark Twain

**IMAGINATION**

"Imagination is the highest kite that one can fly." Lauren Bacall

**LOVE YOURSELF**

"Love yourself first and everything else falls into line. You really have to love yourself to get anything done." Lucille Ball

**OVERCOMING OBSTACLES**

"I'm afraid of storms, for I'm learning how to sail my ship." Louise May Alcott

**PERSPECTIVE**

"The best things in life are yours, if you can appreciate yourself." Dale Carnegie

**POSITIVE THINKING**

"In any project the important factor is your belief. Without belief there can be no successful outcome." William James

**RESOLVE**

"Although the world is full of suffering, it is full also of the overcoming of it." Helen Keller

**SUCCESS**

"Well done is better than well said." Benjamin Franklin

## DID YOU KNOW?

**Beethoven** was deaf when he composed the 9th Symphony.

**Barbara Bush** is a former First Lady of President George Bush who has depression.

**Jim Carrey** is an actor/comedian who has depression.

**Julius Caesar**, the Roman leader, had epilepsy.

**Tom Cruise** is an actor who is dyslexic, a learning challenge.

**Walt Disney**, who was a theme park designer and cartoonist, was learning challenged.

**Judy Garland**, who was an actress and singer, had depression.

**Thomas Jefferson**, former President of the United States, was thought to have an attention deficit disorder.

**Franklin D. Roosevelt**, former President of the United States, was confined to a wheelchair from polio.

**Bruce Willis**, is an actor who used to have a stutter.

**Stevie Wonder** is a popular song artist who has been blind since birth.

**MORE FAMOUS PEOPLE WITH CHALLENGES** [http://www.disabled-world.com/artman/publish/article\\_0060.shtml](http://www.disabled-world.com/artman/publish/article_0060.shtml)

<http://www.wcvb.com/health/14414700>

**MORE INSPIRATIONAL QUOTES**

[http://www.brainyquote.com/quotes/topics/topic\\_inspirational.html](http://www.brainyquote.com/quotes/topics/topic_inspirational.html)

[http://www.brainyquote.com/quotes/topics/topic\\_motivational.html](http://www.brainyquote.com/quotes/topics/topic_motivational.html)

<http://www.quotes-positive.com/>

**CAROL LEISH'S WEBSITE**

[www.callmecapable.com](http://www.callmecapable.com)

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**Carol Leish, M.A.**

**Motivational Speaker/Writer**

**(805) 988-6160**

**Carol@CallMeCapable.com**

**www.CallMeCapable.com**

**(Please use Carol's direct email  
address instead of the contact link  
on her website. Thanks.)**

**TO:** VCAA Advisory Council Members

**FROM:** Nick Fotheringham, Advisory Council Chair

**DATE:** February 18, 2016

**SUBJECT:** **Planning and Allocation Committee Report and Recommendation to Approve FY 2015-2016 Grant Amounts for Unallocated Funds; Approving the rollover of \$14,631 in unallocated Title III E and \$66,283 in unallocated Title III C funds to FY 2016-2017; and to Direct Staff to Issue Request for Proposals (RFP's) for FY 2016-2017 for Case Management (Title III B), Senior Employment (Title V) and Family Caregiver Supplemental Services (Title III E).**

Planning and Allocation Committee Members Present

Marty Kaplan  
Rose Gossom  
Nick Fotheringham  
Jay Evans

Planning and Allocation Committee Members Absent

Ginny Rockefeller  
Toni Olson  
Smita Dandekar

VCAA Staff Present

Marleen Canniff  
Victoria Jump  
Brian Murphy  
Christine Voth

Guests

Sally Harrison – CEO's office

1. **Call to Order** – The meeting was called to order at 1:05 pm by Nick Fotheringham. A quorum was present.
2. **Welcome and Introductions and Disclosure of Conflicts of Interest** – Members introduced themselves. Conflicts of interests were discussed. No member had a conflict of interest with any current grantee.

3. **FY 2015-2016 Uncommitted One-Time-Only Funds** - Staff notified the committee that the remaining uncommitted funds for FY 2015-2016 were as follows: IIIB (senior services) \$13,125, IIID (evidence based health and wellness) \$3,458, Title III E (family caregiver) \$36,466, VII B (Elder Abuse) \$154 and Title III C1/ C2 (senior nutrition) \$97,283. The uncommitted funds were the result of unspent money that rolled over from FY 2014-2015 to FY 2015-2016 as well as current year funds that had not been allocated. Funds have to be spent in the category that they were received and can't be spent on any new programs without going out for request for proposal (RFP). Additionally, should the committee to decide to provide one-time-only funds to current grantees they can only fund what the provider is currently providing with that same source of funds. For example, a nutrition provider could only receive nutrition funds and would not be eligible to receive Title IIIB (senior services) funds.

In addition to looking at what grantees have requested in funds for additional services, the committee also looked at the needs of the VCAAA moving forward.

The committee is making the following recommendations for the use of FY 2015-2016 one-time-only and unallocated funds (Fotheringham/Evans/Passed).

Grantee/ Agency	Funding Source	Amount	For
Grey Law	Title IIIB	\$1,950	Outreach to the community – includes printing of brochures, pens with logo and phone number and table cloth with logo and phone number
VCAAA	Title IIIB	\$9,175	ElderHelp Home Modifications and security devices. The demand for the program exceeds the current budget resulting in a waiting list. This amount can easily be used by the end of June.
VCAAA	Title IIIB	\$2,000	Outreach committee is being directed to come up with plan to use the \$2,000 to increase visibility and awareness of the agency and its programs. Suggested uses include printing flyers for insertion into utility bills. If the outreach committee cannot come up with a plan of how to use the funds by the end of the June the funds would be used by the ElderHelp program for additional modifications.
<b>Total Title IIIB - \$13,125</b>			

VCAAA	Title IIID	\$3,458	To provide additional sessions of A Matter of Balance and Arthritis Foundation Walk with Ease classes. Funding goes towards stipends to the volunteers who teach the classes.
<b>Total Title IIID \$ 3,458</b>			
Senior Concerns	Title IIIE	\$9,370	Provide additional hours of respite and home modifications for family caregiver. Exact amount to be determined.
Camarillo Health Care District	Title IIIE	\$12,465	Provide additional hours of respite and home modifications for family caregiver. Exact amount to be determined.
Roll-over funds to FY 2016-2017	Title IIIE	\$14,631	The Area-Plan programs allow for the roll-over of current year unused funds (up to 5% of federal funding) to next year. These funds will be returned to the Title IIIE Program in FY1617 in the form of one-time only funds.
<b>Total Title IIIE - \$36,466</b>			
VCAAA	Title VII	\$154	For printing of the LIFE Guides (Legal Information for Elders) to be used in conjunction with the LIFE classes being taught by Grey Law. Printing of the class materials has always been provided by the VCAAA through the small amount of Title VII funds.
<b>Total Title VII - \$154</b>			
City of Santa Paula	Title III C2	\$6,800	Funds to take over the meals on wheels program effective April 1, 2016 through June 30, 2016. The estimated meals to be served are 1,300. City of Santa Paula's contract to be increased by \$6,800 for operating costs: \$3,900 for HDM meal-service at \$3.00 per meal and \$2,900 in one-time program start-up costs.
Jordano's	Title III C2	\$5,200	Jordano's contract to be increased by \$5,200 for the additional cost of HDM food for City of Santa Paula: \$4.00 x 1,300
VCAAA	Title III	\$19,000	For the emergency food pantry, funds to

	C1		pay for cooling system upgrade (and noise mitigation) to allow for proper ventilation for current commercial freezer plus funds to purchase commercial refrigeration for use by the senior nutrition program. Cost of commercial refrigerator \$4,000, cost of cooling system upgrades \$11,000 and cost of noise mitigation (noise resulting from two pieces of commercial equipment in a small room) = \$4,000.
Roll-over funds to FY 2016-2017	Title IIIC	\$66,283	The Area Plan programs under California Department of Aging guidelines, allow for the roll-over of current year unused funds (up to 5% of federal funding) to next year. These funds will be returned to the Senior Nutrition Program in FY 2016-2017 in the form of one-time only funds.
<b>Total Title IIIC - \$97,283</b>			

- 4. FY 2016-2017 Committed Grantees and Amounts, and Grants in Final Year and Needed Requests for Proposals.** The committee reviewed the list of all grantees, including those that have received four years of funding (the maximum allowable under regulations) and are making the following recommendations (Evans/Gossom/Passed):
- a. Issue a sole source provider for senior community service employment program services (Title V – SCSEP) for older adults in the estimated amount of \$114,848 per year for 4 years.
  - b. Issue a request for proposal for the case management services for seniors in the amount of \$35,000 (Title IIIB) per year for 4 years. Services are to be provided countywide for seniors over the age of 60 needing case management.
  - c. Issue a request for proposal for family caregiver support center supplemental activities (respite, home modifications, etc.) in the amount of \$30,000 for entities serving Camarillo, Oxnard, Ventura and Ojai and \$20,000 for organizations serving the Conejo Valley (Moorpark, Thousand Oaks and Simi Valley). RFP will cover 3 years and only established family caregiver centers already providing these services will be eligible to apply. Amounts may vary in subsequent years.
- 5. Other** – Staff notified the committee that additional FY 2015-2016 state funds in the amount of \$49,220 received from the California Department of Aging as a pass through for the Ombudsman program and this amount is being provided to them via a contract amendment.
- 6. Adjournment** – The meeting was adjourned at 2:30 pm.



TO: Advisory Council Members

FROM: Jay Evans, Chair New Grants Task Force

DATE: February 24, 2016

**SUBJECT: Approval to contract with the following entities for the provision of senior nutrition services for FY 2016-2017; Camarillo Health Care District in the Amount of \$69,660 for home delivered and congregate meals; City of Fillmore in the amount of \$31,218 for home delivered and congregate meals; Help of Ojai in the amount of \$66,153 for home delivered and congregate meals; City of Moorpark in the amount of \$21,282 for home delivered and congregate meals; City of Oxnard in the amount of \$104,513 for home delivered and congregate meals; City of Port Hueneme in the amount of \$15,962 for home delivered meals; City of Santa Paula in the amount of \$31,750 for home delivered and congregate meals; City of Simi Valley in the amount of \$140,964 for home delivered and congregate meals; City of Ventura in the amount of \$89,150 for home delivered and congregate meals; Approval of Vendor contracts with Conejo Recreation & Park District for the purchase of congregate meals in the amount of \$84,807 and Jordanos Food Service for the purchase of food and non-food procurement and local food storage and delivery for the countywide senior nutrition program in the amount of \$739,976; Removing the Santa Paula meal site as a minimally funded site; Approving that any FY 2016-2017 unallocated funds, currently estimated at \$86,565, be used as a contingency fund in FY 2016-2017; Directing staff to provide clear language regarding “made from scratch meals” to providers; and Approving the continuation of the Camarillo Health Care Districts one day per month congregate program.**

It is recommended that the Advisory Council:

1. Approve Vendor contracts with Conejo Recreation & Park District for the purchase of congregate meals in the amount of \$84,807 and Jordanos Food Service for the purchase of food & non-food procurement and local food storage & delivery for the countywide senior nutrition program in the amount of \$739,976.
2. Approve contracts with the following entities for the provision of senior nutrition services for FY 2016-2017; Camarillo Health Care District in the Amount of \$69,660 for home delivered and congregate meals; City of Fillmore in the amount of \$31,218 for home delivered and congregate meals; Help of Ojai in the amount of \$66,153 for home delivered and congregate meals; City of Moorpark in the amount of \$21,282 for home delivered and congregate meals; City of Oxnard in the amount of \$104,513 for home delivered and congregate meals; City of Port Hueneme in the amount of \$15,962 for home delivered meals; City of Santa Paula in the amount of \$31,750 for home delivered and congregate meals; City of Simi Valley in the amount of \$140,964 for home delivered and congregate

meals; City of Ventura in the amount of \$89,150 for home delivered and congregate meals. This includes removing the Santa Paula meal site as a minimally funded site, as it proposes to serve 6,000 meals to homebound seniors (plus 5,000 congregate meals) in FY 2016-2017.

3. Approve that any unallocated FY 2016-2017 funds for the senior nutrition program, currently estimated at \$86,565, be used as a contingency fund in FY 2016-2017.
4. Directing staff to provide clear language in all Senior Nutrition Program contracts to assure that “made-from-scratch” SNP meals are pre-approved by the VCAAA Registered Dietitian before served.
5. Approve the continuation of the Camarillo Health Care District’s one day per month congregate meal program as there were no other applicants for a fulltime congregate program in the City of Camarillo.

**Discussion**

NOTE: Advisory Council members who are employees, board members, or former employees receiving a pension or who have a direct connection with an applicant organization are not eligible to participate in the review or voting process.

The VCAAA issued a request for proposal (RFP) on January 8, 2016, for the purpose of awarding Senior Nutrition Program (SNP) grants in FY 2016-17 in the following funding areas, categories and amounts:

SNP Category	Estimated Funding at Time of RFP	Current Estimated Total Funding*	Recommended FY1617 Funding Approval
Title III C1 & C2: Food & Non-Food Procurement and Local Food Storage & Delivery	\$698,582	\$826,582	\$739,976
Congregate & Home-Delivered Meal Services	\$522,418	\$655,418	\$655,459
Contingency	-	-	\$86,565
<b>Total SNP Amount</b>	<b>\$1,221,000</b>	<b>\$1,482,000</b>	<b>\$1,482,000</b>

\*See FY1617 SNP RFP Recommended Funding Summary.

The initial contract period for these grants will be July 1, 2016, through June 30, 2017. The grants may be eligible for renewal in subsequent fiscal years through June 30, 2020. *Annual*

renewals are not guaranteed; they are at the discretion of the VCAAA and are subject to renegotiation and the availability of federal, state and local funding.

**RFP Timeline & Review:**

On January 8, 2016, an email announcement with the RFP attached was sent to 402 individuals, public notice of the RFP, budget, and application were posted to the agency website, and a legal notice was published in the Ventura County Star notifying the public that proposals were being solicited with a deadline of February 12, 2016. A corrected legal notice and RFP went out on February 11 with a revised RFP Application due date of February 19, 2016.

On February 24, 2016, the New SNP Grants Task Force met to review the applications. California Code of Regulations, Title 22 requires that the VCAAA convene a panel that may consist of Advisory Council members, AAA staff and/or other qualified individuals. The task force was comprised of three members: Advisory Council Members Jay Evans, Donald Todd, and Rose Gossom. Each task force member evaluated the proposals independently in writing, using a standardized rating form that corresponded to the rating criteria published in the RFP Addendum

The following table outlines the difference between the funding per the RFP and the currently anticipated funding, which includes additional funding sources identified subsequently:

**FY1617 SNP RFP Recommended Funding Summary**

		Total
1	Available Funding Per RFP	\$1,221,000
2	Estimated Additional Funding*	\$88,000
3	Anticipated Rollover from FY1516	\$68,000
4	Estimated New Funding per CDA**	\$105,000
5	Estimated Available Funding	\$1,482,000
<b>6</b>	<b>Recommended FY1617 Funding Approval</b>	<b>\$1,395,435</b>
	Funding Contingency Amount FY1617	\$86,565

\*Grants Administrator Cost Partial Shift from Program to Administrative Cost

\*\* CDA announced that ~\$2.9 million new funding would be available for Q1 FY1617. Staff estimates that VCAAA's portion of this would be approximately \$105,000.

California Code of Regulations, Title 22, Section 7358, dictates that the recommendations of the New Grants Task Force (RFP Evaluation Panel) are advisory to the AAA decision-making body, which shall be responsible for all award decisions. If award decisions are based on factors other than the evaluation criteria contained in the RFP, a full justification for the decision shall be documented. The award decision shall also be free from all real, apparent

or potential conflict of interest. As such, the New Grants Task Force rated the applications as follows:

### **Task Force Ratings and Discussion**

1. **SNP (C1 & C2) Food & Non-Food Procurement and Local Food Storage & Delivery** – For the RFP for the Title III C1 & C2 Food & Non-Food Procurement and Local Food Storage & Delivery in the amount of \$698,582, two (2) organizations submitted an application: The scoring was as follows:
  - Jordano’s – Average of 100 points out of 100
  - Sysco Ventura – 0 points out of 100

Task force members expressed that the Jordano’s proposal illustrated that it was well managed and well established in the county, evidenced in its longtime experience and successful track record serving the meal sites in Ventura County. It also showed a favorable bid when comparing its proposed pricelist with its current fiscal year pricelist. Task force members eliminated Sysco’s proposal from competition, as it did not provide all the requested information and attachments necessary for the Task Force members to make a valid assessment of the proposal. Specifically, the proposal did not include a pricelist for any steam tray entrée items, nor did it include the physical locations used by the project and a project description; furthermore, it did not identify the following personnel: fiscal manager, emergency contact person, and the person responsible for administration of the grant. While an itemized list of available individual frozen meals was not provided, Sysco’s proposal did include a single cost price for all its individual frozen meals. However, the proposal did not specify if this was the average price of all its individual frozen meals, nor did it specify if all these meals were each the same price. Consequently, this proposal was not scored.

2. **SNP (C1) Congregate Meal Services & (C2) Home-Delivered Meal Services** – For the RFP for the Title III (C1) Congregate Meal Services & (C2) Home-Delivered Meal Services in the amount of \$522,418, Eleven (11) organizations submitted applications, one from each service region. The scoring was as follows:
  - Camarillo Health Care District – Average of 100 points out of 100
  - Conejo Recreation & Park District – Average of 100 points out of 100
  - Fillmore, City of – Average of 92 points out of 100
  - HELP of Ojai – Average of 97 points out of 100
  - Moorpark, City of – Average of 100 points out of 100
  - Oxnard, City of – Average of 100 points out of 100
  - Port Hueneme, City of – Average of 100 points out of 100
  - San Salvador Mission, Piru – 0 points out of 100
  - Santa Paula, City of – Average of 100 points out of 100
  - Simi Valley, City of – Average of 100 points out of 100
  - Ventura, City of – Average of 100 points out of 100

No members of the Task Force had a conflict of interest in reviewing any of these proposals. Regarding scoring for the Congregate & Home-Delivered Meal Services applications, task force members expressed that 10 of the 11 meal sites hold longtime experience and successful track records serving SNP meals in their communities. Task force members

eliminated San Salvador Mission's proposal, due to an incomplete application package that did not supply the requested information/attachments, as well as the issue of this grantee having a history of noncompliance.

Task Force members also discussed the Camarillo Health Care Districts proposal to serve meals one day at month in Camarillo. There was discussion as to whether this one-day-a-month program was the best use of funds and if the program funding would be better used in serving meals to homebound seniors. Task force members questioned the rationale for cutting this funding now, after years of operation. Task force members agreed to continue this program.

### **FY1617 SNP Recommended Funding Itemized by Site**

<b>SNP Applicant</b>	<b>FY1516 Funding</b>	<b>FY1617 Funding Applied For</b>	<b>Recommended FY1617 Funding</b>
Camarillo Health Care District	\$55,942	\$66,150	\$69,660
City of Fillmore	\$29,419	\$29,419	\$31,218
HELP of Ojai	\$73,060	\$66,153	\$66,153
City of Moorpark*	\$21,282*	\$21,282*	\$21,282*
City of Oxnard	\$85,906	\$104,513	\$104,513
City of Port Hueneme*	\$15,962*	\$15,962*	\$15,962*
San Salvador Mission*	\$21,282*	\$21,657*	\$0
City of Santa Paula*	\$21,282*	\$21,282*	\$31,750
City of Simi Valley	\$110,394	\$141,202	\$140,964
City of Ventura	\$58,568	\$90,809	\$89,150
<b>Meal Site Funding</b>	<b>\$493,097</b>	<b>\$578,429</b>	<b>\$570,652</b>
<b>Food Procurement Funding</b>	<b>\$639,556</b>	<b>\$739,976</b>	<b>\$739,976</b>
<b>Vendor contract for Thousand Oaks (purchase of meals)</b>	\$71,000	<b>\$84,807</b>	\$84,807
<b>Total Before Contingency</b>	<b>\$1,203,653</b>	<b>\$1,403,212</b>	<b>\$1,395,435</b>
<b>Contingency Fund FY1617</b>	-	-	<b>\$86,565</b>
<b>Total Funding</b>	<b>\$1,203,653</b>	<b>\$1,403,212</b>	<b>\$1,482,000</b>

Overall, the FY 2016-2017 SNP recommended food service contracted levels will be for 202,438 meals for a total cost of \$1,395,435. The breakdown is as follows:

### **FY1617 SNP Recommended Food Service Summary**

	<b>Meal Service**</b>	<b>Food &amp; Non Food Supplies</b>
Meal Count & Food Funding Request	202,438	\$809,752
**Meals-from-Scratch Funding Included in Meal Service	17,444	\$69,776
<b>Jordano's Meals and Funding</b>	<b>184,994</b>	<b>\$739,976</b>

The rating sheets and contingencies for all proposals are contained on the following pages along with the recommendations. The recommendations are listed in item #1 of this report.

**New — Grantee/Provider Contract Review**

<b>Provider:</b>	<b>Jordano's</b>	<b>Proposed Amount:</b>	
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			

**SUMMARY**

Jordano's proposal illustrated that it was well managed and well established in the county, evidenced in its longtime experience and successful track record serving the meal sites in Ventura County. It also showed a favorable bid when comparing its proposed pricelist with its current fiscal year pricelist.

**A. Current Fiscal Year Contracted Service**

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Food & Non-Food Procurement and Local Food Storage & Delivery				N/A

**B. Proposed Next Fiscal Year Contracted Service**

Service Category	Unit of Measure	FY1516 Average Price	Next Fiscal Year Average Price	% Change
Food & Non-Food Procurement and Local Food Storage & Delivery	1 frozen single serve entrée	\$2.22	\$2.17	-2.3%
Food & Non-Food Procurement and Local Food Storage & Delivery	1 steam tray entrée	\$1.30	\$1.30	0.0%
Food & Non-Food Procurement and Local Food Storage & Delivery	Other Items	\$2.50	\$2.52	0.8%

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than 10%.

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)	Total Area Demographics (%)
Low Income (at or below fed poverty level)	36.9%	11.1%
Disability Status	25.4%	12.3%
Living Alone (at risk for social isolation)	39.9%	920.0%
Minority	32.9%	31.3%
Limited English-Speaking Ability	N/A	16.3%
High nutritional risk	31.5%	N/A

} N/A

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)	
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)	N/A
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)	N/A
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)	N/A

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

N/A

**H. Contract Contingency Requirements**

N/A



### New — Grantee/Provider Contract Review

<b>Provider:</b>	Sysco	<b>Proposed Amount:</b>	
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input checked="" type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			

#### SUMMARY

The Task Force committee disqualified Sysco's RFP proposal, as it did not provide all the requested information and attachments necessary for the Task Force members to make a valid assessment of the proposal. Specifically, the proposal did not include a pricelist for any steam tray entrée items, nor did it include the physical locations used by project and a project description; furthermore, it did not identify the following personnel: fiscal manager, emergency contact person, and the person responsible for administration of the grant. While an itemized list of available individual frozen meals was not provided, the proposal did include a single cost price for all its individual frozen meals. However, the proposal did not specify if this was the average price of all its individual frozen meals, nor did it specify if all these meals were each the same price.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Average Price in FY1516 Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Food & Non-Food Procurement and Local Food Storage & Delivery	1 frozen single serve entrée			N/A

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Average Price in FY1516 Thru Jan 31, 2016	Next Fiscal Year Requested Amount	% Change
Food & Non-Food Procurement and Local Food Storage & Delivery	1 frozen single serve entrée	N/A	\$2.44	N/A
Food & Non-Food Procurement and Local Food Storage & Delivery	1 steam tray entrée	N/A	Unknown	N/A
Food & Non-Food Procurement and Local Food Storage & Delivery	Other Items	N/A	\$2.41	N/A

#### C. Is the percentage change more than 10%?

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than 10%.

- Yes - Fill in Box G as to why  
 No  
 N/A

#### D. Grantee Service Targeting

Service Targeting Category	Of the 60+ Population Served (%)	Total Area Demographics (%)	
Low Income (at or below fed poverty level)	36.9%	11.1%	N/A
Disability Status	25.4%	12.3%	
Living Alone (at risk for social isolation)	39.9%	9.2%	
Minority	32.9%	31.3%	
Limited English-Speaking Ability	N/A	16.3%	
High nutritional risk	31.5%	N/A	

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)	N/A	
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)		
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)		N/A
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)		N/A

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

N/A

**H. Contract Contingency Requirements**

N/A

### New — Grantee/Provider Contract Review

<b>Grantee:</b>	Camarillo Health Care District	<b>Proposed Amount:</b>	\$66,150
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

#### SUMMARY

CHCD proposes to provide 1,860 more meals than in FY1516. HDM program delivers 5 frozen meals once a week and 1 Congregate meal service the third Thursday of each month at the CHCD campus, which coincides with nutritional, educational, social, and supportive resources. This program model is popular in this community. Since 2005, CHCD has served more than 250,000 HDMs to more than 2,500 unduplicated clients. Received an average of \$1.13 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	385	433	112.5%
Home-Delivered Meals (C2)	1 meal	11,550	12,912	111.8%
<b>Total (C1 + C2)</b>	1 meal	<b>11,935</b>	<b>13,345</b>	<b>111.8%</b>

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	660	720	9.1%
Home-Delivered Meals (C2)	1 meal	19,800	21,600	9.1%
<b>Total (C1 + C2)</b>	1 meal	<b>20,460</b>	<b>22,320</b>	<b>9.1%</b>
Service Category	Standard Funding per Meal	Food Cost per Meal	FY1617 Proposed Services	FY1617 Funding Proposed
Congregate Meals (C1)	\$2.75	\$0	720	\$1,980
Home-Delivered Meals (C2)	\$3.00	\$0	21,600	\$64,800
Made-from-Scratch Meals (C1)	\$0.00	\$4.00	720	\$2,880
Made-from-Scratch Meals HDM (C2)	\$0	\$0	0	\$0
<b>Totals (C1 + C2)</b>			<b>22,320</b>	<b>\$69,660</b>

#### C. Is the percentage change more than 10%?

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than 10%.

- Yes - Fill in Box G as to why \_\_\_\_\_
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	36.50%	5.50%
Disability Status	55.50%	14.60%
Living Alone (at risk for social isolation)	43%	14%
Minority	18.60%	24.90%
Limited English-Speaking Ability	≈1%	8.00%
High nutritional risk	40.30%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

N/A

**H. Contract Contingency Requirements**

Updated budget will be required.

## New — Grantee/Provider Contract Review

<b>Provider:</b>	Conejo Recreation & Park District	<b>Proposed Amount:</b>	\$84,807
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
	<input type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			

### SUMMARY

CRPD's Congregate Meal Program has 544 active clients at its new Conejo Creek Grill at the Goebel Adult Community Center. This vendor implemented a Café-style model of services in January 2016, revamping its old dining area and kitchen to provide meal services to seniors in Thousand Oaks. Throughout the grantee-to-vendor transition, CRPD staff has provided quality service through growth in participants: Q1 – average of 47 meals per day; Q2 – average of 53 meals per day. The friendly and professional CRPD staff and a dozen VCAA volunteers from the Conejo Senior Volunteer Program (CSVP) contribute to this SNP site's success. Since 2010, CRPD has been providing congregate meal services at Goebel, following program requirements and regulations. This site received an average of \$1.38 per meal in donations/program funding the first half of FY1516. These donations are collected by VCAA and made available to serve additional meals.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	6,131	7,165	116.9%
Home-Delivered Meals (C2)	1 meal	0	0	N/A
<b>Total (C1 + C2)</b>	1 meal	6,131	7,165	116.9%

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	10,511	12,564	19.5%
Home-Delivered Meals (C2)	1 meal	0	0	N/A
<b>Total (C1 + C2)</b>	1 meal	10,511	12,564	19.5%

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	12,564	\$34,551
Home-Delivered Meals (C2)	\$3.00	\$0	0	\$0
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	12,564	\$50,256
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>12,564</b>	<b>\$84,807</b>

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Provider Service Targeting (N/A)**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	20.90%	6.80%
Disability Status	1.00%	10.50%
Living Alone (at risk for social isolation)	50%	10%
Minority	24.00%	29.70%
Limited English-Speaking Ability	1.80%	9.40%
High nutritional risk	13.60%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Provider demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Provider manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Provider submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Provider accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has provider had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

This site continues to have growth in participation with growing senior population.

**H. Contract Contingency Requirements**

N/A

## New — Grantee/Provider Contract Review

<b>Grantee:</b>	<b>Fillmore</b>	<b>Proposed Amount:</b>	\$31,218 (Applied for \$29,419)
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
<input type="checkbox"/> Title V			
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			

### SUMMARY

Fillmore proposes to continue serving daily hot home-delivered meals to homebound seniors and congregate meals at two meal sites: Five days a week at the Fillmore Active Adult Center on Santa Clara and the 1st and 3rd Wednesday of every month at the North Fillmore Store Front on Lemon Way. This satellite site serves seniors who wish to stay in their neighborhood. Fillmore's meal service to seniors is exemplary; however, this grantee is chronically late with Monthly Program Reports with discrepancies in the data it reports in the Q database, which requires excessive VCAA staff time to address these issues through ongoing administrative and technical training. Since 2005, the City of Fillmore has been providing SNP congregate and home-delivered meal services. This site received an average of \$0.71 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	3,366	4,277	127.0%
Home-Delivered Meals (C2)	1 meal	2,984	2,634	88.3%
<b>Total (C1 + C2)</b>	1 meal	6,351	6,911	108.8%

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	5,771	5,771	0.0%
Home-Delivered Meals (C2)	1 meal	5,116	5,116	0.0%
<b>Total (C1 + C2)</b>	1 meal	10,887	10,887	0.0%

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	5,771	\$15,870
Home-Delivered Meals (C2)	\$3.00	\$0	5,116	\$15,348
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>10,887</b>	<b>\$31,218</b>

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	55.6%	20.7%
Disability Status	12.7%	12.7%
Living Alone (at risk for social isolation)	29.7%	7.8%
Minority	54.6%	78.4%
Limited English-Speaking Ability	≈15%	23.6%
High nutritional risk	26.8%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

CAP for under reporting non-personnel costs

**G. Concerns/Issues Regarding Contract**

Fillmore is often late turning in Monthly Program Reports (MPRs), and most months the service units on the MPRs do not match the service units in the Q database.

**H. Contract Contingency Requirements**

Will submit Legal Governing Body Resolution authorizing the submittal of the application as soon as feasible, after it's signed at the March 22 council meeting. Updated budget will be required.



## New — Grantee/Provider Contract Review

Grantee:	<b>HELP of Ojai</b>	Proposed Amount:	\$66,153
Project:	Senior Nutrition Program	Contract Year:	FY2016-2017
Funding Source: (Check all that apply)	<input type="checkbox"/> Title IIIB	Recommendation:	Yes
	<input checked="" type="checkbox"/> Title IIIC1		Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		X Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		No
	<input type="checkbox"/> Title IIIE		
<input type="checkbox"/> Title V			
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			

### SUMMARY

To serve more meals to its growing senior population, HELP of Ojai proposes to serve VCAAA-provided meals four days per week and provide made-from-scratch meals one day per week for congregate. Hot home-delivered meals will also be served 5 days a week. The applicant has provided VCAAA-approved menus in its application. HELP of Ojai was able to avoid waitlists and serve more seniors using this program model in FY2015-16. HELP of Ojai has served Ojai Valley for 45 year. This site received an average of \$0.61 per meal in donations/program funding the first half of FY1516.

#### Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	2,494	2,831	113.5%
Home-Delivered Meals (C2)	1 meal	7,438	8,776	118.0%
Total (C1 + C2)	1 meal	9,931	11,607	116.9%

#### Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	4,275	5,950	39.2%
Home-Delivered Meals (C2)	1 meal	12,750	11,050	-13.3%
Total (C1 + C2)	1 meal	17,025	17,000	-0.1%

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	5,950	\$16,363
Home-Delivered Meals (C2)	\$3.00	\$0	11,050	\$33,150
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	1,456	\$5,824
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	2,704	\$10,816
<b>Totals (C1 + C2)</b>			<b>17,000</b>	<b>\$66,153</b>

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	36.20%	11.50%
Disability Status	9.70%	13.70%
Living Alone (at risk for social isolation)	54%	14%
Minority	10.30%	6.60%
Limited English-Speaking Ability	≈5%	7.20%
High nutritional risk	31.90%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Comments Regarding Contract**

Made-from-scratch meals are creating a growing demand for the congregate program at HELP of Ojai and, in turn, creating less of a demand for the home-delivered meal program. This meal site is able to make such a difference by providing transportation and help for those homebound seniors to get to the congregate site to participate in socialization and by offering a variety of other services once they are at the site to help them stay independent.

**H. Contract Contingency Requirements**

N/A

### New — Grantee/Provider Contract Review

<b>Grantee:</b>	Moorpark	<b>Proposed Amount:</b>	\$21,282
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			

#### SUMMARY

The City of Moorpark proposes to continue serving hot home-delivered meals via two delivery routes and congregate meals with a salad option five days a week, where staff serve participants at their tables. It is applying for 250 more meals in FY1617 (HDM) with the same minimal funding as in the past. This program is well managed and has a proven track record with VCAAA to provide accurate data in a timely manner and to understand SNP's regulations. Since 2004, the City of Moorpark has provided senior congregate and home-delivered meals through VCAAA. This site received an average of \$0.36 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	1,903	1,879	98.7%
Home-Delivered Meals (C2)	1 meal	2,326	2,804	120.5%
<b>Total (C1 + C2)</b>	1 meal	4,229	4,683	110.7%

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	3,262	3,000	-8.0%
Home-Delivered Meals (C2)	1 meal	3,988	4,500	12.8%
<b>Total (C1 + C2)</b>	1 meal	7,250	7,500	3.4%

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	3,000	\$8,250
Home-Delivered Meals (C2)	\$3.00	\$0	4,500	\$13,500
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>7,500</b>	<b>\$21,750</b>

Minimally Funded \$21,282  
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**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than 10%.

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	28.0%	7.2%
Disability Status	29.0%	7.6%
Living Alone (at risk for social isolation)	38.0%	13.7%
Minority	29.0%	22.6%
Limited English-Speaking Ability	None reported	12.9%
High nutritional risk	32.0%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

The need for home-delivered meals is growing in Moorpark. Track record of donations (program income) is excessively low (first half of FY1516), averaging \$0.81 per congregate meal and \$0.05 per HDM, with a total average of \$0.36 per meal (average for all sites is \$0.83, with the highest at \$2.20 per meal). This deficiency limits this SNP site's growth to serve more seniors.

**H. Contract Contingency Requirements**

N/A

## New — Grantee/Provider Contract Review

<b>Grantee:</b>	<b>Oxnard</b>	<b>Proposed Amount:</b>	<b>\$104,513</b>
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			

### SUMMARY

The City of Oxnard proposes to provide daily hot congregate and frozen home-delivered meals. It is applying to continue running its SNP from two meal sites: The Wilson Center (senior Center) and Palm Vista (Living Facility), providing 3,350 more congregate meals than in FY1516. Oxnard intends to serve 800 fewer HDM than contracted this fiscal year, likely due to its use of FOOD Share to deliver frozen meals on a five- to 10-meals a day basis, at a cost of \$14.25 per delivery. In the first half of FY1516, Oxnard received a CAP for not performing quarterly reassessments for its HDM recipients. It recruited a Spanish-speaking staff member to help and is currently meeting this requirement. Since 2004, the City of Oxnard has provided senior congregate and home-delivered meals through VCAAA. This site received an average of \$0.40 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	5,833	7,831	134.2%
Home-Delivered Meals (C2)	1 meal	13,650	12,004	87.9%
<b>Total (C1 + C2)</b>	<b>1 meal</b>	<b>19,483</b>	<b>19,835</b>	<b>101.8%</b>

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	10,000	13,350	33.5%
Home-Delivered Meals (C2)	1 meal	23,400	22,600	-3.4%
<b>Total (C1 + C2)</b>	<b>1 meal</b>	<b>33,400</b>	<b>35,950</b>	<b>7.6%</b>

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	13,350	\$36,713
Home-Delivered Meals (C2)	\$3.00	\$0	22,600	\$67,800
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>35,950</b>	<b>\$104,513</b>

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	51.2%	16.7%
Disability Status	24.2%	39.2%
Living Alone (at risk for social isolation)	46.8%	7.3%
Minority	73.0%	27.6%
Limited English-Speaking Ability	≈50%	33.7%
High nutritional risk	54.8%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input type="checkbox"/> Meets most or all requirements <input checked="" type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input type="checkbox"/> Meets most or all requirements <input checked="" type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

Q2 CAP - Oxnard was not maintaining or accurately reporting participant reassessments and intake information. It is currently working to solve this issue by designating a bilingual staff member to take on the responsibility of calling the Spanish-speaking Home-Delivered Meal participants and the SNP manager to complete the other reassessments by February 26, 2016.

**G. Concerns/Issues Regarding Contract**

N/A

**H. Contract Contingency Requirements**

N/A

## New — Grantee/Provider Contract Review

<b>Grantee:</b>	<b>Port Hueneme</b>	<b>Proposed Amount:</b>	\$15,962
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

### SUMMARY

The City of Port Hueneme is a current grantee, proposing to serve the same number of home-delivered meals in FY1617 as it is serving this fiscal year. It serves a weekly supply of frozen meals plus milk, bread, fruit and other VCAAA-approved items. It has a minimal staff and has a track record of performing within contracted levels and meeting reporting requirements. Since 2005, the City of Port Hueneme has provided senior congregate and home-delivered meals through VCAAA. This site received an average of \$0.48 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	0	0	N/A
Home-Delivered Meals (C2)	1 meal	3,792	3,562	93.9%
<b>Total (C1 + C2)</b>	1 meal	3,792	3,562	93.9%

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	0	0	N/A
Home-Delivered Meals (C2)	1 meal	6,500	6,500	0.0%
<b>Total (C1 + C2)</b>	1 meal	6,500	6,500	0.0%

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	0	\$0
Home-Delivered Meals (C2)	\$3.00	\$0	6,500	\$19,500
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>6,500</b>	<b>\$19,500</b>

*Minimally Funded*      **\$15,962**

#### C. Is the percentage change more than 10%?

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than 10%.

- Yes - Fill in Box G as to why  
 No  
 N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	59.4%	17.5%
Disability Status	93.8%	17.2%
Living Alone (at risk for social isolation)	68.8%	11.1%
Minority	15.6%	52.6%
Limited English-Speaking Ability	≈4%	19.2%
High nutritional risk	100.0%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

N/A

**H. Contract Contingency Requirements**

1. Indicated the Legal Governing Body Resolution authorizing the submittal of the application is forthcoming.
2. Port Hueneme must establish a plan for targeting to serve (i) more of the minority population and (ii) more of the Limited-English Proficient population.



## New — Grantee/Provider Contract Review

<b>Grantee:</b>	San Salvador Mission	<b>Proposed Amount:</b>	\$21,282 (proposed \$21,657)
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input checked="" type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
<input type="checkbox"/> Title V			
<input type="checkbox"/> Title VII			
<input type="checkbox"/> Ombudsman			
<b>SUMMARY</b>			

Task force members eliminated San Salvador Mission's proposal, due to an incomplete application package that did not supply the requested information/attachments, as well as the issue of this grantee having a history of noncompliance. Its FY1516 Home-Delivered Meals Program has 7 active clients who receive hot meals daily. Its Congregate Meal Program has 39 active clients, and a part-time cook serves about 11 meals a day at the Piru meal site. A recent VCAAA Annual Site Assessment at San Salvador Mission revealed a disregard for honest reporting. When asked about why the intake forms do not match the demographic and nutritional data in the state database, the program director stated that they "make it up, because it doesn't matter." VCAAA issued a CAP request, and a part-time staff member at the site has been working with VCAAA through the months of January and February 2016 to reassess participants and make corrections in the Q database. It is also very difficult to get in touch with the director of the program, as he refuses to offer a phone number to reach him. For example, the number listed on the FY1617 application has been disconnected.

### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	1,530	1,500	98.1%
Home-Delivered Meals (C2)	1 meal	793	797	100.5%
<b>Total (C1 + C2)</b>	<b>1 meal</b>	<b>2,323</b>	<b>2,297</b>	<b>98.9%</b>

### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	2,622	2,628	0.2%
Home-Delivered Meals (C2)	1 meal	1,360	1,356	-0.3%
<b>Total (C1 + C2)</b>	<b>1 meal</b>	<b>3,982</b>	<b>3,984</b>	<b>0.1%</b>

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	2,628	\$7,227
Home-Delivered Meals (C2)	\$3.00	\$0	1,356	\$4,068
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>3,984</b>	<b>\$11,295</b>

*Minimally Funded*      \$21,282

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	78%	15%
Disability Status	31%	67%
Living Alone (at risk for social isolation)	27%	11%
Minority	63%	85%
Limited English-Speaking Ability	≈30%	30%
High nutritional risk	10%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input checked="" type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input checked="" type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input checked="" type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input checked="" type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

Q2 CAP

1. San Salvador Mission was not performing the required quarterly reassessments on all home-delivered meal participants.
2. San Salvador Mission was intentionally not accurately reporting the information on participant applications (intake forms) in the Q CareAccess system. This inaccurate data reporting could be perceived as the falsification of public records.

**G. Concerns/Issues Regarding Contract**

This provider inaccurately reported participant assessments and other program data. When VCAAA staff explained to the provider on December 28, 2015, that the reports were inaccurate, the provider assigned a staff member to correct the misinformation; however, it continues to be difficult to contact the site manager.

**H. Contract Contingency Requirements (next page)**

Missing the following documents:

Two (2) original sets of the following are required to be submitted:

- Audited Financial Statements or Single Audit (past three years for new applicants; past year for existing contractor)

One (1) original set of the following:

- Legal Governing Body Resolution authorizing the submittal of this application
- List of Board of Directors/Legal Governing Body
- Current Organizational Chart
- Articles of Incorporation
- Current Proof of Ownership/Lease Agreements for all Project Sites
- Current Business License(s)
- All Pertinent MOUs and Sub-Contracts (If applicable – Application will be accepted without these documents and may be requested as a contract contingency if awarded the contract)
- Current Fire, Health and Building Certificates

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## New — Grantee/Provider Contract Review

<b>Grantee:</b>	Santa Paula	<b>Proposed Amount:</b>	\$31,750 (minimally funded \$21,282)
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
	<input type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			

### SUMMARY

The City of Santa Paula is a current VCAAA grantee providing congregate meals to seniors. It is proposing to continue congregate services and add a home-delivered meals program to serve as many as 6,000 meals to homebound seniors in FY1617 to meet the needs of already identified homebound seniors, due to a 501(c)(3) Meals on Wheels program shutting its doors in Santa Paula on March 31, 2015. To provide this additional service, however, this provider would require a change in status, from being minimally funded at \$21,282 to being allocated funding at funding-per-meal basis at \$31,750, which reflect \$10,468 additional funding need. Since 2005, the City of Santa Paula has provided senior congregate meals through VCAAA. This site received an average of \$2.20 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	2,858	2,858	100.0%
Home-Delivered Meals (C2)	1 meal	0	0	N/A
<b>Total (C1 + C2)</b>	1 meal	2,858	2,858	100.0%

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	4,900	5,000	2.0%
Home-Delivered Meals (C2)	1 meal	0	6,000	NEW
<b>Total (C1 + C2)</b>	1 meal	4,900	11,000	124.5%

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	5,000	\$13,750
Home-Delivered Meals (C2)	\$3.00	\$0	6,000	\$18,000
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>11,000</b>	<b>\$31,750</b>

*Minimally Funded \$21,282*

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	37.6%	18.7%
Disability Status	No data	14.4%
Living Alone (at risk for social isolation)	32.9%	8.5%
Minority	51.7%	81.0%
Limited English-Speaking Ability	No data	27.9%
High nutritional risk	23.5%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

Taking over a HDM program and this resulted in an increase in total meals applied for relative to FY1516, due to a 501(c)(3) Meals on Wheels program shutting its doors in Santa Paula on March 31, 2015. Santa Paula proposes to add a home-delivered meals program to serve as many as 6,000 meals to homebound seniors in FY1617 to meet the needs of these already identified homebound seniors with outreach to identify others.

**H. Contract Contingency Requirements**

Indicated the Legal Governing Body Resolution authorizing the submittal of the application is forthcoming. Also, missing C2 portion of proposal budget, which will need to be submitted.

## New — Grantee/Provider Contract Review

<b>Grantee:</b>	Simi Valley	<b>Proposed Amount:</b>	\$140,964 <i>(Applied for \$141,202)</i>
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

### SUMMARY

The City of Simi is proposing to serve 8,279 more meals (1,237 congregate & 7,042 HDM) than it was contracted to serve in FY1617. It runs a stellar daily congregate and home-delivered meal program five days a week; it has 6 daily hot meal delivery routes and 2 weekly frozen routes. This provider has attended many meeting at VCAAA to advocate for its senior population and is well staffed and efficient to continue growth to serve more seniors. Since 2005, the City of Simi Valley has provided senior congregate and home-delivered meals via VCAAA with well-managed growth, following program requirements and regulations. This site received an average of \$1.01 per meal in donations/program funding the first half of FY1516.

#### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	5,781	6,079	105.2%
Home-Delivered Meals (C2)	1 meal	17,341	18,977	109.4%
<b>Total (C1 + C2)</b>	1 meal	<b>23,122</b>	<b>25,056</b>	<b>108.4%</b>

#### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	9,910	11,147	12.5%
Home-Delivered Meals (C2)	1 meal	29,728	36,770	23.7%
<b>Total (C1 + C2)</b>	1 meal	<b>39,638</b>	<b>47,917</b>	<b>20.9%</b>

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	11,147	\$30,654
Home-Delivered Meals (C2)	\$3.00	\$0	36,770	\$110,310
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>47,917</b>	<b>\$140,964</b>

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	33.3%	6.6%
Disability Status	32.1%	10.8%
Living Alone (at risk for social isolation)	32.1%	14.7%
Minority	21.0%	24.7%
Limited English-Speaking Ability	1.0%	9.3%
High nutritional risk	33.0%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies (see F) <input type="checkbox"/> Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

Trend in Simi shows rapid growth of more seniors needing home-delivered meals.

**H. Contract Contingency Requirements**

Updated budget will be required



## New — Grantee/Provider Contract Review

<b>Grantee:</b>	<b>Ventura</b>	<b>Proposed Amount:</b>	\$89,150 <i>(Applied for \$90,809)</i>
<b>Project:</b>	Senior Nutrition Program	<b>Contract Year:</b>	FY2016-2017
<b>Funding Source:</b> (Check all that apply)	<input type="checkbox"/> Title IIIB	<b>Recommendation:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes with Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title V		
	<input type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			
<b>SUMMARY</b>			

The City of Ventura is proposing to add a second congregate meal site, to operate in FY1617 from the Westside Cafe off the Avenue as well as from the Salvation Army off Petit in east Ventura to serve the seniors on the east side of town. It proposes to serve in FY1617 11,374 more meals than in FY1516 (7,574 more congregate and 3,800 more HDM). Ventura intends to adjust its current program from using FOOD Share to deliver to its HDM recipients at \$13.25 per delivery to using its own paid staff and volunteers to provide this service. It has met with other sites and researched for advice and understanding of how to make this transition successful.

This provider has a proven track record with VCAAA of having energetic and capable management and staff to exceptionally perform as contracted. Since 2005, the City of Ventura has provided senior congregate and home-delivered meals through VCAAA. This site received an average of \$0.73 per meal in donations/program funding the first half of FY1516.

### A. Current Fiscal Year Contracted Service

Service Category	Unit of Measure	Units Contracted Thru Jan 31, 2016	Units Delivered Thru Jan 31, 2016	% to Goal Thru Jan 31, 2016
Congregate Meals (C1)	1 meal	3,165	3,521	111.2%
Home-Delivered Meals (C2)	1 meal	8,167	9,023	110.5%
<b>Total (C1 + C2)</b>	<b>1 meal</b>	<b>11,332</b>	<b>12,544</b>	<b>110.7%</b>

### B. Proposed Next Fiscal Year Contracted Service

Service Category	Unit of Measure	Current Fiscal Year Contracted Quantity	Next Fiscal Year Requested Quantity	% Change
Congregate Meals (C1)	1 meal	5,426	13,000	139.6%
Home-Delivered Meals (C2)	1 meal	14,000	17,800	27.1%
<b>Total (C1 + C2)</b>	<b>1 meal</b>	<b>19,426</b>	<b>30,800</b>	<b>58.6%</b>

Service Category	Standard Funding per Meal	Food Cost per Meal	Service Proposal (# of Meals)	Funding for Services Proposal (\$)
Congregate Meals (C1)	\$2.75	\$0	13,000	\$35,750
Home-Delivered Meals (C2)	\$3.00	\$0	17,800	\$53,400
Made-from-Scratch Meals Congregate (C1)	\$0	\$4.00	0	\$0
Made-from-Scratch Meals HDM (C2)	\$0	\$4.00	0	\$0
<b>Totals (C1 + C2)</b>			<b>30,800</b>	<b>\$89,150</b>

**C. Is the percentage change more than 10%?**

If so, Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more (or less) than

- Yes - Fill in Box G as to why
- No
- N/A

**D. Grantee Service Targeting**

Service Targeting Category	Of the 60+ Population Served (%)*	Total Area Demographics (%)**
Low Income (at or below fed poverty level)	52.7%	10.8%
Disability Status	30.3%	13.3%
Living Alone (at risk for social isolation)	45.8%	12.3%
Minority	28.3%	21.7%
Limited English-Speaking Ability	~20%	9.4%
High nutritional risk	32.8%	N/A

\*Source: Q CareAccess data (2015 July 1-December 31)

\*\*Source: U.S. Census Bureau, 2010-2014

**E. Other Evaluation Factors**

Service Delivery, Staffing and Organizational Capacity – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)
Budget and Fiscal – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)
Reporting - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)
Q Data Entry - if applicable - Grantee accurately enters all required information to the Q system in a timely manner.	Meets most or all requirements Has some deficiencies (see F) Has major deficiencies (see F)

**F. Has grantee had a corrective action plan for underperformance in the past year?**

N/A

**G. Concerns/Issues Regarding Contract**

The City of Ventura is proposing to add a second congregate meal site, to operate in FY1617 from the Westside Cafe off the Avenue and from the Eastside at the Salvation Army off Petit, as the Eastside seniors are currently not able to attend the congregate site on the Westside for various reasons. To meet this need, Ventura proposes to serve 11,374 more meals than in FY1516 (7,574 more congregate and 3,800 more HDM)

**H. Contract Contingency Requirements**

Updated budget will be required.



**VENTURA COUNTY AREA AGENCY ON AGING  
ADVISORY COUNCIL MEETING SCHEDULE**

<b>Date</b>	<b>Advisory Council</b>	<b>Outreach</b>	<b>Leg.</b>	<b>Livable Comm.*</b>	<b>Health Issues</b>	<b>Senior Nut.</b>	<b>Opt. Aging</b>
<b>July 2015</b>	July 8 9-11 am	July 28 9-10:30 am	July 8 11-12	July 8*	July 21 1-2:30 pm	July 20 10-11:30 am	July 22 1-2 pm
<b>August 2015</b>	None	None	None	None	None	None	None
<b>Sept 2015</b>	Sept 9 9-11 am	Sept 29 9-10:30 am	Sept 9 11-12	Sept 9 11-12	Sept 15 1-2:30 pm	Sept 21 10-11:30 am	Sept 23 1-2 pm
<b>Oct 2015</b>	None	October 27 9-10:30 am	None	<del>Oct 7</del> 11-12	Oct 20 1-2:30 pm	Oct 19 10-11:30 am	Oct 28 1-2 pm
<b>Nov 2015</b>	Nov 12** 9-11 am	Nov 24 9-10:30 am	Nov 12** 11-12	Nov 12** 11-12	Nov 17 1-2:30pm	Nov 23 10-11:30 am	None
<b>Dec 2015</b>	None	None	None	None	None	None	Dec 2 1-2 pm
<b>Jan 2016</b>	Jan 13 9-11 am	Jan 26 9-10:30 am	Jan 13 11-12	Jan 13 11-12	Jan 19 1-2:30 pm	Jan 11 10-11:30 am	Jan 27 1-2 pm
<b>Feb 2016</b>	None	Feb 23 9-10:30 am	None	None	Feb 16 1-2:30 pm	Feb 22 10-11:30 am	Feb 24 2-3 pm
<b>March 2016</b>	March 9 9-11 am	March 29 9-10:30 am	March 9 11-12	March 9 11-12	March 15 1-2:30 pm	<del>March 24</del> March 28 10-11:30 am	March 23 2-3 pm
<b>April 2016</b>	None	April 26 9-10:30 am	None	None	April 19 1-2:30 pm	April 18 10-11:30 am	April 27 2-3 pm
<b>May 2016</b>	May 11 9-11 am	May 31 9-10:30 am	May 11 11-12	May 11 11-12	May 17 1-2:30 pm	May 16 10-11:30 am	May 25 2-3 pm
<b>June 2016</b>	June 8 9-11 am	June 28 9-10:30 am	June 8 11-12	June 8 11-12	June 21 1-2:30 pm	June 20 10-11:30 am	June 22 2-3 pm

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FY 2015-2016 Advisory Council Committee Membership List

Council Representation	Appointee	Outreach	Liv. Com	Health	Leg.	SNP	PAC	Opt.Ag.	By-Laws
Board of Supervisors	Smita Dandekar			X			X		
Board of Supervisors	David Birenbaum		X	X					
Board of Supervisors	Lisa Hayden			X					
Board of Supervisors	Marty Kaplan	X					X	X	
Board of Supervisors	Vacant								
Board of Supervisors	Rose Gossom	X	X			X	X	X	
California Senior Legislature	June Glasmeier				X				
California Senior Legislature	Lawrence Hartmann				X				
California Senior Legislature	Bill Witt				X				
City of Camarillo	Jay Evans		X	X		X	X		
City of Camarillo	Robert Taylor	X			X			X	
City of Fillmore (2)	Vacant								
City of Moorpark	Sandra Fide				X				
City of Moorpark	Vicki Tripoli					X			X
City of Ojai	Ginny Rockefeller			X			X	X	
City of Ojai	Vacant								
City of Oxnard	Alice Sweetland					X		X	
City of Oxnard	Kay Brainard	X							
City of Port Hueneme	Paul Boog	X			X				
City of Port Hueneme	Vacant								
City of Santa Paula	Walt Adair								
City of Santa Paula	Vacant								
City of Simi Valley	Neill Spector	X			X				
City of Simi Valley	Antoinette Olson		X			X	X	X	
City of Ventura	Suz Montgomery		X						
City of Ventura	Lori Harasta	X						X	
City of Thousand Oaks	Nancy Healy				X				
City of Thousand Oaks	Nick Fotheringham		X				X		
Service Provider	Rosemary Flores-Gordon	X		X					
Service Provider	Sylvia Taylor Stein				X			X	
Special Population Seat	Dani Anderson		X						
Special Population Seat	Sue Tatangelo			X	X			X	X
Special Population Seat	Donald Todd Sr.				X	X		X	
Special Population Seat	Cleo Anderson	X							
Special Population Seat	Marcy Sherbok				X				

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**CCoA**  
California Commission on Aging

# AGEWATCH

## “Reframing Aging” to address public perceptions and needs of the nation’s older adults

Eight of the nation’s leading aging-focused organizations have formed an unprecedented partnership to create a better public understanding of older adults’ needs and contributions to society — and subsequently to improve the lives of all people as they age.

This coalition includes **AARP, the American Federation for Aging Research, the American Geriatrics Society, the American Society on Aging, The Gerontological Society of America, Grantmakers in Aging, the National Council on Aging, and the National Hispanic Council on Aging.** Together they represent and have direct access to millions of older adults and thousands of individuals working in aging-related professions.

Working collaboratively with the FrameWorks Institute, the eight organizations will address public perceptions of older adults: who they are, what issues affect them, how they contribute to our society, and how society can best integrate their needs and contributions. The project is managed by Laura Robbins of Laura A. Robbins Consulting, LLC.

Funding for the initiative has been provided by AARP, the Archstone Foundation, the Atlantic Philanthropies, the John A. Hartford Foundation, the Fan Fox and Leslie R. Samuels Foundation, the Retirement Research Foundation, and the Rose Community Foundation.

Ongoing research from the initiative will help guide discussions on how the national narrative about aging must change. The latest reports include:

**[Aging, Agency, and Attribution of Responsibility: Shifting Public Discourse about Older Adults](#)** This new report compares media and advocacy organizations’ narratives about aging and older adults through six narratives that are regularly disseminated: the Throwaway Generation, Vibrant Seniors, Independent Seniors, Aging Workers, Demographic Crisis and Government Actions. The report compares differences in how advocate and media professionals tell each of these narratives and assesses the impacts of these stories on public thinking about aging.

**[Gauging Aging: Mapping the Gaps Between Expert and Public Understandings of Aging in America](#)** This report lays the groundwork for a larger effort to develop a new, evidence-based narrative around the process of aging in our country and the needs and contributions of older adults. By comparing experts’ views to those of average Americans, the report details a set of communications challenges to efforts to elevate public support for policies and programs that promote the well-being of older adults.

Excerpted from *The FrameWorks Institute*, <http://www.frameworksinstitute.org/reframing-aging.html>



AGE WATCH is an occasional publication of the California Commission on Aging (CCoA) intended to inform, educate, and advocate. The CCoA is an independent state agency established in 1973 to serve as the principal state advocate on behalf of older Californians. The CCoA office is located at 1300 National Drive, Suite 173, Sacramento, CA 95834. (916) 419-7591

[www.ccoa.ca.gov](http://www.ccoa.ca.gov)



## White House Conference on Aging Final Report Released

The sixth White House Conference on Aging, which President Obama hosted on July 13, was informed by a year of pre-conference activities and conversations that allowed a broad range of stakeholders to provide substantial input. At the conference, the Administration announced a number of new public actions and initiatives across the government and across the country to help ensure Americans have increased opportunity and ability to retire with dignity; that older adults enjoy the fullest physical, mental, and social well-being; that older adults can maximize their independence and ability to age in place; and that elder abuse and financial exploitation is more fully recognized as a serious public health challenge and addressed accordingly and effectively.

This month the White House released the [final report](#) for the 2015 White House Conference on Aging that summarizes the work of this eventful year as well as the feedback we have received in the course of carrying it out.

## 2016 Older Americans Month Planning Begins

Throughout the network of Older Americans Act programs, May is annually recognized as Older American's Month (OAM), a time to celebrate the valuable contributions of older adults. The Administration for Community Living (ACL) has announced the theme for the 2016 OAM event is [Blaze a Trail](#), and in May partners across the nation will take the opportunity to raise awareness about issues facing older adults, and highlight the way older Americans are advocating for themselves, their peers, and their communities.

The new OAM logo reflects the tone of the month and ACL's vision, perfectly—people celebrating and helping one another to thrive. ACL invites all aging service providers to Blaze a Trail by promoting activities, inclusion, and wellness for older Americans. The new logo is available for your use [here](#), and more information on how you can participate in OAM is coming soon.

*Information from the ACL website and NASUAD Friday Updates, January 8, 2016.*



## New Funding Available for Programs Serving Elderly & Dependent Adult Victims of Crime

New grant opportunities are now available to organizations providing services to victims of elder abuse. Announced this month by the Victims' Service Division of California Governor's Office of Emergency Services (Cal OES), the new Victim Assistance grant funds, recently announced new and expanded grants for direct services to underserved victim groups. Funded through an increasing allocation from the federal Victims of Crime Act, the new programs include:

- Elder Abuse Program (includes multidisciplinary teams)
- Unserved/Underserved Victim Advocacy and Outreach Program
- Victims with Disabilities Program
- Transitional Housing
- Legal Services

To view the RFPs, visit the [OES Grants Division](#). A webinar focused specifically on the grants available to aging service providers is also available [here](#).





*Looking for  
RESEARCH PARTICIPANTS  
Who have lived in nursing homes*

The Pacific ADA Center is working with six Americans with Disabilities Act (ADA) Centers across the nation to learn about participation disparities experienced by people with disabilities who moved out of nursing homes.

The Center is looking for 50 people with disabilities to help with the study. Participants will be asked to be part of **one 90-minute interview** to talk about their experience with living in the community after transitioning out of institutions.

If you are interested in participating in the study, please contact the research team at 510-286-5600. Please mention that you are interested in the "ADA study."

Principal investigator: Erica C. Jones

Project Director: Lewis Kraus

In order to participate, you must meet the following criteria:

- have a disability as defined by the ADA
- be 18-64 years old
- have lived in an institution (e.g., public nursing home, institution for mental disease, intermediate care facility, or large group home)
- are currently close to moving out of an institution OR have transitioned out of an institution within the past 18 months

All participants will receive a \$25 gift card for completing the interview.

## Supportive Services Demonstration for Elderly Households in HUD-Assisted Multifamily Housing

The U.S. Department of Housing and Urban Development (HUD) announced it is making approximately \$15 million available to test a promising housing and services model for low-income seniors to age in their own homes and delay or avoid the need for nursing home care.

HUD's Supportive Services Demonstration for Elderly Households in HUD-Assisted Multifamily Housing will offer three-year grants to eligible owners of HUD-assisted senior housing developments to cover the cost of a full-time Enhanced Service Coordinator and a part-time Wellness Nurse. The purpose of the Demonstration is to test the effectiveness of this enhanced supportive services model for elderly households and to evaluate the value of enhanced service coordination paired with affordable housing for seniors. The demonstration will be independently evaluated to determine the impact of the enhanced supportive services model on: Aging in place in HUD-assisted senior developments; avoiding early transitions to institutional care, and; preventing unnecessary and often costly health care events-such as some emergency room visits and hospitalizations-for residents in HUD-assisted senior developments. Grant applications must be submitted electronically by **Monday, April 18, 2016, at 11:59 p.m. ET.**

[Click here](#) to view the full posting.



*Don't forget to contribute to*

**The Triple-A Council of California (TACC) on your state tax return.**

**TACC is supported through **Code 400** on your 540 or 540A State Tax return!**

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San Diego****Commissioners****Donna Benton,  
Los Angeles****Betsy Butler,  
Marina del Rey****Steven Castle,  
Los Angeles****Julie Conger,  
Sonoma****Lucille Fisher,  
San Francisco****Stuart Greenbaum,  
Sacramento****Barbara Mitchell,  
Riverside****Gail Nickerson,  
Granite Bay****Robert Petty,  
Monterey****Kathy Randall,  
San Diego****Carmen Reyes,  
Whittier****Jane Rozanski,  
Camarillo****Rita Saenz,  
Sacramento****David Sanchez,  
San Francisco****Jean Schuldberg,  
Chico****Ed Walsh,  
Rancho Mirage**

*Guest Editorial By Eric Dowdy,  
Vice President, Policy & Communications  
LeadingAge California*

**Special Statement on the 2016-2017 Budget Proposal****LeadingAge California Responds to 2016-17 Budget Proposal  
Action Must be Taken on Affordable Housing This Year**

SACRAMENTO, CA – As the major association specifically representing affordable housing for seniors, LeadingAge California calls on the governor and the Legislature to take action this year to address the extreme need for housing for older Californians. Today, many Californians are faced with record-high housing costs, our seniors are among the most rent-burdened in the nation, and California accounts for twenty percent of the nation's homeless population. The average age of an individual experiencing homelessness in California is 55 years old, and that age increases by eight months every year. If this trend continues, in a little more than ten years, persons age 62 and over will comprise the bulk of our homeless population.

Despite a projected \$3.7 billion revenue surplus, the Governor's proposal does not include any new funding for housing or homelessness initiatives. While this announcement comes as a disappointment, it does not come as a surprise. Despite numerous opportunities to act in the contrary, Governor Brown continues to ignore California's housing crisis, even as the pleas for intervention become deafening. "We must focus our efforts on educating this governor on the critical situation facing many California seniors," said Eric Dowdy, Vice President of Policy for LeadingAge California. "Californians are asking for change and they have the support of their legislators, the press, and thousands of housing advocates. The piece that is missing is support from the administration."

In fact, the Governor has a track-record for opposing important housing policies. Last year Governor Brown vetoed two bills that had bi-partisan support and would have expanded California's Low-Income Housing Tax Credit program, leading to the development of more affordable housing in California. He has also elected to not fund California's Multifamily Housing Program for two years in a row.

"LeadingAge California will continue to advocate alongside of our housing coalition partners to increase funding for affordable housing," said Meghan Rose, LeadingAge California's Director of Housing & Community-Based Services. "We support Senate President pro Tem Kevin de Leon's proposed plan to use \$2 billion of California's budget surplus to build permanent housing for our homeless and increase subsidies for seniors."

**AGEWATCH**

January 2016

**UPCOMING EVENTS**

February 9-10, 2016 - LeadingAge CA 2016 Policy and Leadership Summit, Sheraton Grand, Sacramento. Information and registration [here](#).

February 23-24, 2016 - Triple-A Council of California. Vagabond Inn, Sacramento. [www.4tacc.org](http://www.4tacc.org) for information.

March 9, 2016 – California Budget & Policy Center Policy Insights 2016, Sacramento Convention Center. Information and registration at [policyinsights2016.eventbrite.com](http://policyinsights2016.eventbrite.com).

**California Commission on Aging staff:**  
Sandra Fitzpatrick, M.A., Executive Director  
Carol Sewell, Legislative Director  
Marcella Villanueva, Administrative Assistant