

MEETING NOTICE & AGENDA

ADVISORY COUNCIL

LOCATION:	Sacramento County Agency on Aging Area 4 1401 El Camino Ave, Board Conference Room 4 th Floor Sacramento, CA 95815
ALTERNATE LOCATION	NONE
DATE:	July 16, 2025
TIME:	10:00 AM – 12:00 PM
ZOOM:	Members of the public wishing to join the meeting via Zoom, please click here to join

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

IF NEEDED – AB 2449 “JUST CAUSE” PROVISION

II. ROLL CALL

III. PUBLIC COMMENT

AAA4 welcomes comments on any agenda item as it is addressed. Individuals will be limited to five minutes; fifteen minutes for a representative of a group. Comments may be made on any subject not on the agenda. The specific time limit will be established based on the number of persons wishing to speak for a total of fifteen minutes per subject.

IV. CONSENT CALENDAR

- A. Adopt the Agenda
- B. Approve the minutes from 5/21/2026

V. CORRESPONDENCE

IF APPLICABLE

VI. ACTION ITEM

- A. Accept Hybrid Meeting and Remote Participation Policy

VII. DISCUSSIONS/PRESENTATIONS

- A. Update on State Budget Items relating to Older Adults, *presented by Julie Bates, PhD*
- B. AAA4's New Care for Caregivers (C4C) Program, *presented by Anson Houghton*
- C. An Update on the Executive Director Transition, *presented by Julie Bates, PhD*

VIII. REPORTS

- A. Executive Committee
 - What's Your Why?
- B. Governing Board
- C. Bylaws Committee
- D. Acting Executive Director

IX. ROUNDTABLE: ANNOUNCEMENTS

X. ADJOURNMENT

Disability Accommodations:

If you need a disability-related reasonable accommodation to participate in this meeting, please contact the AAA4 office at (916) 486-1876 or email AdvisoryCouncil@AgencyOnAging4.org at least 3 days in advance with your accommodation request. Every effort will be made to accommodate. However, we cannot guarantee we will be able to honor requests received less than 3 days in advance.

COMMITTEE MEETINGS:

EXECUTIVE COMMITTEE

7/16/2025, 9:30 AM – 10:00 AM

AGENCY ON AGING AREA 4 Advisory Council



Date: May 21, 2026
Location: Yolo County

I. **CALL TO ORDER, PLEDGE OF ALLEGIANCE, WELCOME & INTRODUCTIONS****

The Chair, Dr. Koss, called the meeting to order at 10:05 a.m., welcoming guests and members. Roll call was taken and a quorum was met. The pledge of allegiance was led by Dr. Koss. Pamela Rasada (in person) and Sabrina Smith (via Zoom) were welcomed as new members.

Advisory Council Attendance

<i>County</i>	<i>Members Present - 15</i>	<i>Excused = 4; Absent = 3</i>
Nevada	A. Mikal-Heine, P. Rasada	K. Carpenter (E)
Placer	K. Flanagan, S. Klabunde	
Sacramento	S. McBride; Dr. C. Koss; A. Zonderman; Dr. T. Abah	M. Jacobs (E)
Sierra		W. Church-Bergstrom(A)
Sutter	T. Thomas, P. Epley	
Yolo	S. Brunner, Y. Jacobs	J. Bohon (E)
Yuba		P. DeHaan (A)
At Large	R. Saenz, M. Moreno, P. Nelson	H. Linder (A), Dr. L. Tate (E)

**Teleconferencing according to Brown Act Emergency Provision.*

On-site AAA4 Staff
Will Tift, Sara Martinez, Nael Numair, Diane Swanson

AAA4 Staff via Zoom
Dr. Julie Bates, Anson Houghton, Nancy Vasquez, Brittany Lathrop, Carly Malcomson, Melyssa Santos-Hollitz

On-site Guests
Sharon Jennings, Stephanie Thrasher, John Boyer

Guests via Zoom
Sabrina Smith, <i>Sierra County (new member)</i> ; Jennifer Massello, ACC Senior Services

II. **PUBLIC COMMENT**

None.

III CONSENT CALENDAR

- A. Motion: Adopt the Agenda and approve the minutes from the April 10, 2026 meeting. Dr. Koss and Pamela Rasada abstained as they did not attend the last meeting.

Motion	Second	Passed
Tanna Thomas	Karen Flanagan	Y= 13; N= 0; Abstain= 2

IV. CORRESPONDENCE

- A. Support for Funding Four Additional Nurse Evaluator II Positions at DHCS to process PACE Level of Care Determinations

Dr. Julie reported that the Legislative Committee sent a letter to legislature requesting that there be ongoing, continued funding and support for PACE.

- B. CDA Pre-Award Decision Letter for 2 Bits Express

Will was pleased to announce that the CDA upheld the recommendations of the Grants Review Committee and Governing Board, approving 2 Bits Express as the meal vendor for Meals on Wheels Sutter Yuba. Effective July 1, 2026, all meals will be locally sourced, prepared, and distributed within Sutter and Yuba Counties.

V. ACTION ITEM

- A. California Senior Legislature Election

Presentations were heard from Sharon Jennings, a candidate for Senior Senator, and Karen Flanagan requesting reelection for a second term in the Senior Assembly. Although Jim Bohan was unable to attend, Will read a letter from him requesting reelection with the Senior Assembly. Candidates shared their background and interest to serve in the California Senior Legislature as a representative of AAA4. No conflicts of interest were disclosed. A fourth candidate was not present. The Advisory Council members agreed to only vote on the three candidates represented at the meeting.

Motion	Second	Passed
Ann Zonderman	Rita Saenz	Y= 15; N= 0; Abstain= 0

- B. Adopt Recommendations for Teleconferencing per SB 707

As a review, Dr. Julie explained that his bill is an expansion of the Brown Act to allow more flexibility for virtual participation in meetings. Policy decisions still need to be made for virtual vs physical attendance ratios, requirements for real-time public comment, and other process considerations.

Will added that the goal is to strike a balance between regular in person attendance with flexibility for those who travel long distances to attend meetings.

An ad hoc committee was suggested by Dr. Koss and consent was received by members to assist Dr. Julie and Will to create a draft policy. The policy will be presented at the June 18th meeting. The ad hoc committee members are Rita Saenz, Pamela Rasada, Sylvia McBride, and Karen Flanagan. Jim Bohan will be asked to join when he returns from vacation. Dr. Koss suggested that Dr. Julie ask Sabrina Smith from Sierra County if she is interested in participating.

This Action Item is tabled for further discussion at the June 18th meeting.

Motion	Second	Passed
N/A	N/A	Y= 0; N= 0; Abstain= 0

VI. DISCUSSIONS/PRESENTATIONS

- A. The Behavioral Health Services Act and Older Adults: An Overview, *presented by Will Tift*
- Will shared a PowerPoint presentation outlining that this was brought about because of Proposition 1. It is a \$6.4 billion bond supported by voters to modernize the Mental Health Services Act with the intent of creating an integrated and coordinated care system focusing on equity and accessibility.
 - The target population is broadly defined as individuals and families with severe mental health conditions and substance abuse disorders that impair daily life with priority to homeless individuals, justice involved individuals, foster youth, and those with complex conditions.
 - County funding distribution under BHSA is 35% for behavior health services, 35% for personalized care for individuals with complex needs, and 30% for housing interventions. 51% of funding is focused on early intervention to those 25 years of age and younger.
 - Anson encouraged anyone who is involved in these processes to suggest that their county direct some of the 51% funds towards older adults. The counties have a responsibility to serve all people, including older adults.
 - Contact information was provided by county and will be sent to the members.
 - Annie Mikal-Heine shared her experience with what has happened in Nevada County and how lucky the programs FREED is involved in will continue. They will not be facing any cuts and stressed that advocacy has been key in communications with the county.
 - Will shared that El Hogar is cutting the Senior Link program which has been around for decades, because 70% of the participants are not Medi-Cal eligible. These cuts will affect 500 older adults in Sacramento County.
 - Anson shared that the 3 (three) year grant for the PEARLS program is ending and there is no funding to carry it forward. They are working hard to find solutions in the current budget, but it has been very difficult.
- B. An Update on the Executive Director Transition Plan, *presented by Julie Bates, PhD*
- Dr. Julie met with the Board to determine what the preferred plan is for recruiting a new Executive Director. She is currently obtaining bids for executive recruitment firms. One firm specializing in non-profit executive recruitment quoted \$60,000. The Board will need to determine how to move forward in the process.
 - Recent focus has been on making necessary system changes within the Agency to attract qualified candidates. Most notable is the fiscal department which has experienced the most significant changes over a very short time.
 - The current 90 (ninety) day plan is being expanded into a 6 (six) month plan with the goal of having a new Executive Director begin on October 1.
 - Salary surveys have been reviewed, and HR Done Right has conducted interviews with staff. Agency systems, policies, and procedures are also being updated as part of the organizational review process.
 - Will reported that the Board and Council will have an opportunity to meet the finalist candidates as part of the recruitment process. More will be shared as updates are available.

C. An Update on CA 2030 Implementation, *presented by Will Tift & Julie Bates, PhD*

- Will shared updates on California's implementation of aging services reforms stemming from California Master Plan for Aging 2030 and SB 1249, and the concerns AAAs have about how the reforms will be carried out.
- California currently has 33 Planning and Service Areas (PSAs) that have existed for up to 40 years. Beginning in 2027, counties may be able to apply to create new PSAs. Under the proposal, counties would have "first right of refusal" to operate a AAA in a newly designated PSA. Yolo County is currently exploring this possibility.
- The CDA appears to be in favor of having AAAs that are county operated without consideration of the increase in staffing and administrative costs, increased county general funds, and reduction of services. There are also questions about how contracts with funded partners would be handled with these proposed changes.
- There is a new trailer bill from the May revision which may alter the baseline funding formulas for AAAs despite conversations over the past two years of raising the base from \$50,000 to \$150,000.
- Legal action is actively being considered or has been approved in some areas if things continue as proposed.
- Many feel the process is being rushed before a new Governor takes office in 2027.
- Discussion is ongoing and the Council will continue to be updated.

VII. REPORTS

Executive Committee

- Dr. Koss said the Executive Committee met to approve the agenda.
- Pam Epley discussed her "What's your Why?" by sharing her passion for helping older people. After high school she was involved in nursing homes and since then has spent over 50 years as a paralegal helping older people get their affairs in order. She loves and cares about everything she does and will continue doing so as long as she can.

Governing Board

- Sara Martinez shared that the Governing Board met on Friday, May 8th. They adopted a resolution to accept HICAP funds, reviewed the third quarter JPEC numbers, awarded unassigned transportation funds in Yolo County, and reviewed financial statements.
- There were also updates on the transition plan.

Bylaws Committee

- Sara said the Bylaws Committee met on April 30th and made several updates to the Bylaws. There will be more updates made in June.

Joint Program Evaluation Committee (JPEC)

- Will said the Board approved of recommendations from the 3rd quarter meeting. The year end meeting is tentatively scheduled for August 27, 2026.

Legislative Committee

- Dr. Julies said the Legislative Committee met a month ago right after the Joint Meeting and submitted letters to the legislature signed by Karen Flanagan.
- The Legislative Committee will meet after the conclusion of today's meeting.

Acting Executive Director

- Will shared a strongly written letter the Justice in Aging wrote in response to the May Revision of the state budget that includes nearly 1 billion in cuts for older adults access to health and long-term care in California. The Agency has signed on to be listed as one of the supporting advocacy groups.

- The Agency continues to work on the 2026-2027 budget. This will keep the Agency fiscally disciplined to not incur unbudgeted expenses. This may result in some difficult choices around staffing.
- All corrective actions from the monitoring visit by the Department of Aging in January have been met.
- Four years of fiscal reconciliation was performed in six weeks. The Agency currently has \$7.5 million in the bank. For the first time in recent memory, the Agency has more available funds than financial obligations.
- All of the outstanding audits dating back to 2021 are expected to be submitted to our independent auditor within the coming weeks.
- Hospitality House of the Foothills will discontinue its transportation services in Nevada County. Discussions are ongoing with Connecting Point and the county to identify alternative transportation options.
- It was recommended that the Dine Around Town program in Yuba County be discontinued on June 30. The remaining funds would be transferred to Meals on Wheels Yuba County where there is a greater need.

VIII. ANNOUNCEMENTS

Dr. Koss announced that McGeorge Elder and Health Law Clinic has organized a financial abuse summit for June 16. Please visit their website to register if interested in attending.

Karen Flanagan shared that the proposed senior dependent tax credit bill Advisory Council members were asking about is California Senate Bill 1096.

IX. ADJOURN

The Chair, Dr. Catheryn Koss, adjourned the meeting at 12:00 p.m.

****** TO LISTEN TO THE FULL AUDIO OR REQUEST MATERIALS FROM THIS MEETING, PLEASE EMAIL Advisory_Council@AgencyOnAging4.org

Recordings are on file for one (1) year.

ACTION ITEM VI. A.

TO: AAA4 ADVISORY COUNCIL
FROM: Will Tift
DATE: July 13, 2026
SUBJECT: Accept Hybrid Meeting and Remote Participation Policy

As discussed at the March Advisory Council meeting, beginning July 1, 2026 Senate Bill (SB) 707 allows “eligible subsidiary bodies” to conduct meetings remotely through technologies such as Zoom and Teams when certain provisions are met.

Both the Advisory Council and Committees under the purview of the Council meet the definition of eligible subsidiary bodies. At the May meeting, Council Chair Catheryn Koss formed an Ad Hoc Committee to form recommendations which we used to develop the attached Policy which the Governing Board approved on July 10.

This item requires a voice vote (as opposed to a roll-call vote) unless a Council member is voting remotely.

Board Policy Draft: Advisory Council Hybrid Meeting and Remote Participation Policy

Policy Number: [TBD]

Effective Date: July 1, 2026]

Approved By: Governing Board

Applies To: Advisory Council and Advisory Council committees, as applicable

1. Purpose

The purpose of this policy is to establish a formal hybrid meeting and remote participation framework for the Advisory Council that supports public access, member participation, accessibility, transparency, and compliance with applicable open meeting requirements, including the Ralph M. Brown Act and Senate Bill 707 to include Council meetings and standing committee meetings.

2. Authority

The Governing Board authorizes the Advisory Council to conduct meetings in a hybrid format and to allow remote participation by Advisory Council members when permitted by applicable law. The Governing Board retains authority to adopt, amend, suspend, or rescind this policy.

3. Policy Statement

It is the policy of the Governing Board to permit the Advisory Council to use hybrid meeting practices that allow both in-person and remote participation, provided that meetings remain open, accessible, and conducted in accordance with all applicable legal requirements. Hybrid meetings are intended to reduce participation barriers while preserving meaningful in-person engagement among Advisory Council members and the public for Council meetings and standing committee meetings.

4. Advisory Council Member Participation

Advisory Council members may participate remotely when authorized by applicable law and this policy. Remote participation shall be conducted in a manner that allows members to hear, be heard, and participate in the meeting proceedings.

To support continued in-person engagement, Advisory Council members are expected to attend in person when feasible, including at least two joint meetings each year, one meeting held in or near the member's jurisdiction, and one additional meeting annually.

These expectations may be adjusted when travel, disability-related needs, weather conditions, financial hardship, geographic distance, or other reasonable circumstances affect a member's ability to attend in person.

5. Public Participation

Advisory Council meetings shall continue to provide opportunities for public participation consistent with applicable law and established meeting procedures. Members of the public may provide oral public comment during the designated public comment period and may submit written correspondence for Advisory Council review through established processes.

Public comment time limits shall remain consistent with existing procedures unless adjusted by the meeting chair based on the number of speakers, meeting length, accessibility needs, or other meeting-management considerations. Written comments, including longer written comments submitted as an accommodation or accessibility measure, may be received and distributed for Advisory Council consideration.

6. Accessibility and Accommodation

The Advisory Council shall make reasonable efforts to conduct hybrid meetings in a manner that supports accessibility for members and the public. Remote participation may be used to reduce barriers related to disability, transportation, weather, geography, financial hardship, or other circumstances that may limit in-person attendance.

7. Technology Disruption Procedure

If a technological disruption prevents members of the public or remote participants from accessing the meeting through the posted telephonic or internet-based option, staff shall make a good-faith effort to restore access. The meeting chair may recess the meeting as necessary to address the disruption and shall determine whether the meeting may continue consistent with applicable law and the ability of the public to participate.

8. Implementation and Administration

Staff are authorized to implement this policy by preparing meeting notices, agendas, remote participation instructions, public comment procedures, and related materials consistent with applicable law. Staff may also develop administrative procedures, templates, or guidance documents to support consistent implementation of this policy.

The Advisory Council may review implementation of this policy and recommend updates to the Governing Board as needed. Any substantive policy change shall be presented to the Governing Board for approval.

9. Legal Compliance

This policy is intended to be implemented in a manner consistent with the Ralph M. Brown Act, Senate Bill 707, and any other applicable federal, state, or local requirements. If any provision of this policy conflicts with applicable law, the legal requirement shall control.

10. Board Action

Upon approval by the Governing Board, this policy shall authorize the Advisory Council to conduct hybrid meetings and permit remote participation consistent with this policy and applicable law.

Recommended Action: Approve the Advisory Council Hybrid Meeting and Remote Participation Policy and authorize staff to implement the policy consistent with applicable law.

PRESENTATION ITEM VII. A

TO: AAA4 ADVISORY COUNCIL
FROM: Will Tift
DATE: July 13, 2026
SUBJECT: Update on State Budget Items Relating to Older Adults

The Governor's May Revise contained a number of concerning recommendations. AAA4's Assistant Director will share results from the final budget agreement which was reached by the Governor and the Legislature.

PRESENTATION ITEM VII. B.

TO: AAA4 ADVISORY COUNCIL
FROM: Will Tift
DATE: July 13, 2026
SUBJECT: AAA4's New Care for Caregivers (C4C) Program

AAA4's in-house Caregiver Counseling program (previously known as BRICC) has been revamped. AAA4 Program Administrator Anson Houghton will provide an overview.

PRESENTATION ITEM VII. C.

TO: AAA4 ADVISORY COUNCIL
FROM: Will Tift
DATE: July 6, 2026
SUBJECT: An Update on the Executive Director Transition

AAA4 is now under contract with WBCP, Inc. led by Wendi Brown, an executive search firm based in Oregon. An update will be provided during the meeting.



EXECUTIVE DIRECTOR

FULL TIME – EXEMPT

Effective 4/15/24 modified 7/2026

GRADE: 25

The mission of the Agency on Aging/Area 4 (AAA4) is to enrich the lives of older adults and people with disabilities by FOSTERING networks of support, ADVOCATING for individual choice, COLLABORATING with partners, ENSURING equity, and STRIVING to do so with conviction.

Formed as a Joint Powers Authority serving Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties, AAA4 is a Public Agency with non-profit status. Funded by monies from the Older Americans Act (OAA) and various grants, AAA4 creates, supports, and monitors a wide variety of programs for older adults and people with disabilities designed to help them maintain their health and independence. In 2023, the Agency celebrated 50 years of delivering its mission of supportive service to its communities.

AAA4 shares responsibility for the delivery of services through various Aging and Disability Resource Centers (ADRCs) and is committed to providing coordinated, person-centered assistance through warm handoffs and the No Wrong Door approach to care.

EXECUTIVE DIRECTOR

Grade 25, Exempt

The Executive Director (ED) serves as the Agency's chief executive leader and primary spokesperson. The ED acts as the principal professional resource to the 17-member Governing Board and the 35-member Advisory Council while providing strategic and operational oversight of the Agency's programs, services, fiscal operations, workforce, partnerships, and mission delivery. Key responsibilities include guiding organizational direction; ensuring compliance with applicable fiscal, legal, regulatory, and program requirements; leading strategic planning and implementation; strengthening relationships with community partners, stakeholders, governmental agencies, and philanthropic partners; and providing inclusive, values-based leadership to a team of more than 70 employees. The ED plays a central role in advancing the Agency's mission, building organizational capacity, fostering a positive and accountable workplace culture, and representing AAA4 with regional and statewide partners, including the California Association of Area Agencies on Aging (C4A) and other committees as assigned.

General Knowledge, Skills, and Abilities

- Communicate clearly, respectfully, and professionally in person, in writing, electronically, and by telephone.
- Demonstrate strong organizational, project management, and time-management skills.
- Identify issues, assess needs, and work collaboratively with the public, stakeholders, employees, and volunteers to resolve requests for service effectively.
- Use technology effectively to maintain and report data, work with web-based systems, and use Microsoft 365 applications, Microsoft Teams, Adobe Acrobat, and DocuSign.

- Work effectively in a variety of settings, including on-site, remote, field-based, training, conference, and community event environments, with occasional travel that may include overnight stays.
- Exercise sound judgment, discretion, and confidentiality when handling sensitive information and Agency matters.

Job-Specific Knowledge, Skills, and Abilities

- Provide executive-level oversight of fiscal operations, including budget development and monitoring, financial reporting, grant and contract management, internal controls, and compliance with applicable federal, state, and local funding requirements.
- Provide executive-level oversight of human resources functions, including workforce planning, recruitment and retention, employee relations, performance management, policy development, labor and employment compliance, and cultivation of a respectful, inclusive, and mission-driven workplace culture.
- Maintain advanced knowledge of laws, agencies, funding streams, and programs that support older adults, people with disabilities, caregivers, and diverse communities.
- Ensure implementation of OAA and other aging and disability programs in compliance with applicable federal, state, county, and local requirements.
- Lead and manage a public agency with nonprofit status, including governance, operations, service delivery, and accountability functions.
- Oversee timely submission of required reports, monitor progress toward program goals, and ensure continuous strategic planning and performance improvement.
- Leads innovative training and engagement, and develops initiatives that strengthen the effectiveness of governing boards, advisory bodies, commissions, elected officials, community partners, and the public, utilizing presentations and strategic communication techniques.
- Develop, manage, and monitor budgets; operate within approved fiscal parameters; and pursue, administer, and oversee grant funding.
- Evaluate resource allocation, including staffing, funding, programs, and service priorities, to support data-informed decisions, continuous improvement, and corrective action when needed.
- Collaborate with internal and external partners to assess community needs and establish program goals and objectives that align with the Agency's strategic plan.
- Negotiate effectively, build consensus, and navigate complex or ambiguous situations with professionalism and sound judgment.
- Demonstrate resilience, adaptability, and change-management skills, including the ability to guide others through organizational change.
- Build trust through transparent communication, ethical conduct, collaborative leadership, and informed decision-making.

Additional Requirements

- Successfully complete a background check, including fingerprinting.
- Serve as a mandated reporter, as required by law and Agency policy.
- Maintain any licensure, certification, or other credentials required for the position throughout employment with the Agency.
- If driving on Agency business, maintain a valid California driver license, regular access to a passenger vehicle, and proof of current automobile insurance.
- Remain accessible electronically during work hours when working away from the office.
- Requires up to 30% travel to attend C4A conferences, conduct county and funded partner

site visits, and participate in meetings, trainings, and community engagement activities.

Employment Qualifications

Either: Possession of a master's degree in public administration, business administration, gerontology, social work, or a related field, and at least five years of management and supervisory experience, including experience working with boards, commissions, or similar governing bodies. This qualification is preferred.

Or: At least ten years of directly related and progressively responsible management-level experience with public programs serving diverse populations, including older adults, people with disabilities, caregivers, or similar communities, demonstrating the ability to perform the duties of the position effectively, ethically, and compassionately.

Physical Demands

While performing the duties of this position, the employee is regularly required to sit, stand, walk, twist, stoop, use hands and arms to grasp and reach, and communicate verbally and audibly. The employee must occasionally lift and/or move up to 50 pounds, consistent with applicable safety guidance. Vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position.