

**JOINT MEETING MINUTES
Advisory Council & Governing Board**

Date: November 14, 2025

Location: **Sacramento County**

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

Chair Supervisor Dryden called the meeting to order at 10:05 a.m. and welcoming guests.

Advisory Council Attendance

<i>County</i>	<i>Members Present – 14</i>	<i>Excused = 2; Absent = 0</i>
Nevada	A. Mikal-Heine	K. Carpenter (E)
Placer	K. Flanagan	
Sacramento	A. Zonderman, S. McBride, M. Jacobs, Dr. T. Abah	Dr. C. Koss (E)
Sierra		
Sutter	T. Thomas, P. Epley	
Yolo	S. Brunner, J. Bohon	
Yuba		
At-Large	P. Nelson; R. Saenz; H. Linder, M. Moreno	

Governing Board Attendance

<i>County</i>	<i>Members Present - 15</i>	<i>Excused = 2; Absent = 1</i>
Nevada	Supv. L. Swarthout, E. Minett	Sup
Placer	W. Reed	Supv. S. Jones (E)
Sacramento	L. Klotz; C. Burton; M. Rose; M. Sawamura, L. Batten	
Sierra	Supv. S. Dryden	L. Heuer (E)
Sutter	Supv. J. Boone, T. Beebe*	
Yolo	N. Pennebaker, Supv. S. Allen	D. Peach (A)
Yuba	Supv. A. Vasquez; W. Peters	

*Teleconferencing according to AB 2449 Brown Act Emergency Provision.

On-site AAA4 Staff

Pam Miller, Dr. Julie Bates, Will Tift, Sara Martinez, Jodi Mesa, Diane Swanson, Kim Johnson, Carly Malcomson, Kellie Bruton

AAA4 Staff via Zoom

Julie Beckner, Nancy Vasquez, Yvonne Pacheco-Vong, Brittany Lathrop, Anson Houghton, Cindy Reigert, Melyssa Holliz

On-site Guests
None
Guests via Zoom
Magdalene DeBerg, <i>Inc. Senior Citizens of Sierra County</i> , Virginia Wieneke, <i>ACC Senior Services</i>

II. PUBLIC COMMENT – None

III. ROLL CALL & CONSENT**

A. Advisory Council

1. A quorum was established with Roll Call
2. Adopt the amended Agenda and Approve the Minutes from October 16, 2025

Motion	Second	Passed
J. Bohon	A. Zonderman	Y= 14; N= 0; Abstain= 0

B. Governing Board

1. A quorum was established with Roll Call
2. Adopt the amended Agenda and Approve the Minutes from October 10, 2025

Motion	Second	Passed
W. Reed	N. Pennebaker	Y= 15; N= 0; Abstain= 0

IV. CORRESPONDENCE ~ None.

V. ACTION ITEMS**

A. Adopt the Slate of Officers for 2026 (Governing Board)

The Nominating Committee met on Monday, November 10 and brought forward two slates of officers. The second slate was adopted and will be voted on at the December 12th meeting. Supervisor Dryden took a moment to thank Nancy Pennebaker for her years of service to the Board as she will not be continuing as the 1st Vice Chair for 2026.

Slate 1	Slate 2	Office
S. Dryden	S. Dryden	Governing Board Chair
T. Beebe	T. Beebe	Governing Board 1 st Vice Chair
A. Vasquez	A. Vasquez	Governing Board 2 nd Vice Chair
M. Rose	M. Rose	Treasurer/Auditor
M. Sawamura	Leesa Klotz	Secretary
		Parliamentarian (selected today)

Motion	Second	Passed
N. Pennebaker	T. Beebe	Governing Board: Y =15; N = 0; Abstain = 0

B. Adopt Resolution #330 re: California Community Connect Project (Governing Board)
 Anson Houghton was excited to talk about the California Community Connect Grant and details of the opportunities it will allow. Meghan Rose also commented on how exciting this grant is and how projects like this will bring in new revenue streams to AAA4.

Motion	Second	Passed
M. Sawamura	M. Rose	Governing Board: Y =15; N = 0; Abstain = 0

- C. Approve First Quarter JPEC Recommendations (Governing Board)**
 Will Tift reviewed the first quarter numbers and recommendations from JPEC. Collaborative oversight has been recommended for AAA4 Case Management Programs in Sutter and Yuba Counties, Legal Services of Northern California Motherload office in Nevada County, and Meals On Wheels Yolo Non-Traditional Congregate Meals all for significant below range performance in Q1. Will also thanked William Reed for being the JPEC Chair this past year.

Motion	Second	Passed
M. Sawamura	W. Reed	Governing Board: Y =15; N = 0; Abstain = 0

- D. Approve One-Time-Only (OTO) Expenditures (Governing Board)**
 Will provided details regarding the \$437,110 OTO funds and how the funds would be distributed. AAA4 requested that \$100,000 of the Supportive Funds be allotted to the purchase of an upgraded software system for sharing data with HCOs and CPOs. AAA4 also requested \$26,000 of the Supportive Funds be provided to cover half the cost of the 2026 Needs Assessment project including survey distribution.

Motion	Second	Passed
W. Reed	J. Boone	Governing Board: Y =15; N = 0; Abstain = 0

- E. Approve Timeline for Yuba Sutter Meals on Wheels IFB for Meal Production (Governing Board)**
 Yvonne Pacheco-Vong presented a detailed timeline for the MOW IFB process that once approved by the Governing Board will conclude with services beginning on July 1st, 2026.

Motion	Second	Passed
A.Vasquez	M. Rose	Governing Board: Y =15; N = 0; Abstain = 0

- F. Adopt the Annual Report (Advisory Council & Governing Board)**
 Julie Beckner presented an overview of the Annual Report for fiscal year 2024-25. After much discussion, this action item will be carried over to the December Governing Board Meeting to give the Advisory Council and Governing Board Members time to review the Annual Report before adopting. The Advisory Council will not be meeting in December, so they will send any comments to Will Tift and agreed to waive their review so the Governing Board can move forward and adopt the Annual Report on December 12th, 2025.

VI. PRESENTATION/DISCUSSION

A. An Update on AAA4’s Long-Term Ombudsman Program, *presented by Kim Johnson*

Kim gave an interactive and in depth overview of the different types of ombudsman and the role that the Long-Term Ombudsman’s serve at our Agency. She provided the names of the Ombudsman team who work in her department and what area they specialize in. The Long-Term Ombudsman program covers 7 counties and 6500 square miles. In the last year, the team of 7 field representatives conducted 3,490 facility visits. Kim encouraged the Advisory Council and Governing Board Members to get to know the Ombudsman that serve in their counties.

B. An Update on AAA4's Audits, presented by Meghan Rose

Meghan explained how the Executive Committee has been working with Pam and the fiscal team to resolve the issue of late audits. Meghan reviewed some of the historical circumstances that contributed to the delayed audits including many staffing challenges. In July of this year, Supervisor Dryden created an emergency ad hoc committee and has since hired Gilbert CPA's that work with a lot of non-profits. With Gilbert CPA's assistance, there has been a lot of progress towards getting the audit issues ready to be resolved. Supervisor Dryden, Nancy Pennebaker, and Meghan listened to and addressed concerns from Supervisor Allen that led to this discussion. Sheila McBride also had some suggestions that were well received by the committee. Melissa Jacobs and Annie Mikal-Heine both expressed their thanks for the updates and the progress being made. Annie had some additional suggestions and expectations she felt would be essential moving forward. Pam also addressed the staffing challenges and feels confident with where the fiscal team is going in resolving the fiscal issues.

C. An Introduction to AAA4's In-House Budget, presented by Kellie Bruton

D. Due to time constraints, the budget review will be tabled for this meeting and will be discussed at the Governing Board meeting in December.

VII. REPORTS

A. Advisory Council

1. Executive Committee – *V. Chair Karen Flanagan*

- The committee met prior to the Joint meeting to discuss the agenda items.
- The Nominating Committee met earlier today and put together the Slate of Officers for 2026 which will continue with Dr. Catheryn Koss as the Chair, Karen Flanagan as Vice Chair, and Sylvia McBride as Secretary. In January, the Advisory Council will bring the Slate of Officers to a vote.

B. Governing Board

1. Executive Committee – *Chair Supv. Dryden*

- The committee met prior to the Joint meeting to discuss the agenda items.
- The committee is also in the process of working on the Executive Director's Annual Performance Review. Dr. Julie will be sending out surveys to gather information for the evaluation.

2. Audit/Finance Committee – *Auditor/Treasurer Meghan Rose*

- The committee met prior to the Joint meeting to discuss the current and projected cash flows of the Agency, the audits and working with Gilbert, and the progress of moving towards the AR model within AccuFund, as well as an automated payroll system.

3. Nominating Committee – *Chair Supv. Dryden*

- The Nominating Committee put forth a slate of officers that were approved today and will be bringing that back for the next meeting.

C. Executive Director's Report, Executive Director, Pam Miller

- Pam had a long agenda, but due to the time she kept it brief.
- The Area Plan Committee Meeting will be on December 19th to go over the final changes to the plan.
- The Advisory Council will not be meeting in December.
- Committee preference forms will be going out next week. Please try to get them returned by the second week of December so committees can be set for 2026.

VIII. ANNOUNCEMENTS –

- Carl Burton had some things do discuss, but will bring them to the next meeting.

IX. ADJOURNMENT

Chair Supervisor Dryden called for a motion for adjournment at 12:50 p.m.

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

Recordings are on file for one (1) year.