

MEETING NOTICE

DATE: July 8, 2016**TIME:** 10 a.m. to 12 noon**PLACE:** Sacramento County
Agency on Aging \ Area 4
1401 El Camino Avenue, 4th Floor
Sacramento, CA 95815&
Sierra County (Via Teleconference)
61050 Hwy. 49, Sheriff Substation
Loyalton, CA 96118
(530) 993-1270**AGENDA****I. CALL TO ORDER/ROLL CALL****II. PLEDGE OF ALLEGIANCE****III. COMMENTS FROM THE PUBLIC:**

The Governing Board 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:

Consent items are expected to be routine and noncontroversial. The Governing Board will act upon them at one time without discussion unless any Board member, staff member or member of the public requests that an item be removed from the consent calendar for discussion.

A. Adoption of Agenda

B. Approve 6/10/16 Minutes

C. Approve Modification to Job Description

V. CORRESPONDENCE**VI. OPEN FORUM**

A. Health Insurance Counseling and Advocacy Program (HICAP): Health Insurance Counseling

B. Stanford Settlement: Transportation Program (Title III-B)

C. County of Sacramento, Health & Human Services: Peer Counseling ~ Senior Companion Program (Title III-B)

D. Legal Services of Northern California: Legal Services ~ Senior Legal Hotline (Title III-B)

VII. ACTION ITEMS

A. Approve Resolution #242 to Enter into an MOU with Sacramento County Re: Line of Credit

B. Approve Resolution #243 to Enter into an MOU with Meals on Wheels by ACC Re: Line of Credit

VIII. DISCUSSION/INFORMATIONA. Parity 101 (*Information item*)

B. Delivery of Legal Services in Sierra County

C. Proposed Cut in SHIP Funding at the Federal Level

IX. REPORTS

A. Executive Committee

B. Audit/Finance Committee

C. Area Plan Committee

D. Personnel Committee

E. Legislative Committee

F. Executive Director

X. ANNOUNCEMENTS/FUTURE AGENDA ITEMS**XI. ADJOURNMENT****Committee Meetings**

Executive Committee.....9:00 a.m. – 9:30 a.m.

Audit/Finance.....9:30 a.m. – 10:00 a.m.

Personnel Committee.....9:30 a.m. – 10:00 a.m.

NEW MEMBER ORIENTATION IMMEDIATELY FOLLOWING THE GOVERNING BOARD MEETING.*Please visit www.agencyonaging4.org for additional information.*

MEETING NOTICE

Board members' enclosures:

1. Consent Items:
 - A. Agenda
 - B. Minutes – 6/10/16
 - C. Approve Modification to Job Description

2. Action Items:
 - A. Approve Resolution #242 to Enter into an MOU with Sacramento County Re: Line of Credit
 - B. Approve Resolution #243 to Enter into an MOU with Meals on Wheels by ACC Re: Line of Credit

3. Attachments:
 - A. Map

If you need a disability-related reasonable accommodation to participate in this meeting, please contact Tai Love at (916) 486-1876, or tlove@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.

AGENCY ON AGING \ AREA 4
GOVERNING BOARD
Meeting Minutes

Date: June 10, 2016

Location: Sacramento County, AAA4

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

Supv. Nate Beason called the regular meeting of the *Agency on Aging \ Area 4 (AAA4)* Governing Board to order at 10:03 a.m. and welcomed members and guests to the meeting.

Following the pledge of allegiance, Secretary-Clerk, Becky Bowen called the roll. There was a quorum.

County	GB Members Present – 12	Absent – 5
Nevada	Supv. Beason, A. Burton	
Placer	Luce	Gustafson
Sacramento	Milner –Krugman, Karpinski-Costa, Supv. Kennedy, Supv. Notolli, Sawamura	C. Burton
Sierra	Supv. Beard	Farrington
Sutter	Bowen	Rhoades
Yolo	Pennebaker	Allen
Yuba	Supv. Fletcher, Parent	

AAA4 Staff Present: Pam Miller, Will Tift, Dave Soto, Bobby Olwell, Mike Selland, Maggie Borowiak, Laura Mills, Sarah Plaugher, Nancy Vasquez and Tai Love

Guests Present: Virginia Wieneke *ACC Senior Services*, Linda Revilla *ACC Senior Services*, David Lin *ACC Senior Services*, John Wong *California Caregivers*, Daniel Wong *California Caregivers*, Carrie Grip *Rebuilding Together*.

II. PLEDGE OF ALLEGIANCE

Led by Chris Parent.

III. COMMENTS FROM THE PUBLIC

Supv. Nate Beason invited comments from the public on any agenda item as it is addressed, and explained that in the interest of time, comments will be limited to 5 minutes for individuals, 15 minutes for group presentations. She stated that comments regarding non-agenda items may be made following the business portion of the meeting.

IV. CONSENT CALENDAR

Consent items are expected to be routine and noncontroversial. The Governing Board will act upon them at one time without discussion unless any Board member, staff member or member of the public requests that an item be removed from the consent calendar for discussion.

A. Adoption of Agenda, Approval of 5/13/16 minutes and Job Description

Supv Beason asked for a motion to adopt the consent calendar including the agenda, 5/13/16 minutes and job description.

A motion was moved/seconded, Dr. Jayna Karpinski-Costa/Supv. Randy Fletcher, to approve the agenda, 5/13/16 minutes as printed and job description. Motion passed by consent.

V. CORRESPONDENCE

- Letter of Support of Assembly Bill AB 2497 to California State Assembly Member Cheryl Brown.
- Letter addressed to State Long-Term Care Ombudsman, Joseph Rodrigues pertaining to the concerns of the Ombudsman Services Program.

VI. ACTION ITEMS

A. Approve Revision to Community – Centered Timeline

The intent of the community-centered approach is to empower local communities to begin broad, long-range conversations about aging – conversations about what services and supports communities need (whether or not they are fundable by AAA4), where they need those things most (meaning specific geographic areas and/or special populations), and whom they trust to provide them (whether or not they are current A4-funded organizations).

Will Tift mentioned that AAA4 staff and the Area Plan Committee agree that additional time is needed in order to achieve top priorities and suggestions on how public dollars are utilized to meet the needs of older adults and their families. Therefore, suggested revisions and expansion of the timeline were presented for approval. It was also recommended that the Approval of Parity Figures by County be moved from July to August (*please refer to the revised timeline included in the June 10, 2016 meeting packet*).

A motion was moved/seconded, Eldon Luce/Supv. Randy Fletcher, to approve revisions to the Community – Centered Timeline including the move of the Approval of Parity Figures by County to August from July. Motion passed by consent.

A. Approve Governing Board Rules of Procedure

Will Tift explained that minor changes to the current Bylaws (Rules of Procedure) have been made to sections 2 Membership, 6 Committees, and date amended (*please refer to the Governing Board Rules of Procedure included in the June 10, 2016 meeting packet*). After additional discussion pertaining to the current appointment and membership practices and compliance with the JPA, it was determined that the Action Item be continued.

A motion was moved/seconded, Chris Parent/Supv. Randy Fletcher, to table Action Item VI. Approve Governing Board Rules of Procedure. Motion passed by consent.

VII. OPEN FORUM

A. Agency on Aging \ Area 4 (AAA4): Mature Edge Job Readiness Program

Bobby Olwell, Job Readiness Coordinator provided a brief overview of the program which is designed to assist older workers prepare for a productive job search and employment by promoting their “Mature Edge”. There is no fee for service for this program but donations are always accepted and are used to sustain, enhance and support the program. This is the completion of the first year providing the service in all seven counties. Bobby shared the program successes noting that with a 1 in 3 employment rate, participates in half of the counties obtained jobs in the retail and nonprofit industry’s. She noted the number 1 program struggle as a lack of community awareness. The current practice of raising awareness consists of placing ads in the local newspapers, advertising at churches and one stops in the counties, senior housing communities and social media. She requested assistance from the Board to help raise awareness of the Mature Edge Program by getting the word out. Bobby mentioned that the AAA4 Mature Edge program has partnered with AT&T to host Digital You which is a program that provides training to older adults on how to use IPads, Tablets, etc. because most Mature Edge clients are underserved and are not tech savvy. For additional information on the AAA4 Mature Edge Program, please visit www.agencyonaging4.org, email MatureEdge@agencyonaging4.org or by calling (916) 486-1876.

B. ACC Senior Services: ACC Rides

Virginia Wieneke, Program Manager, mentioned that the program recently celebrated 13 years providing transportation to older adults since 2003. She mentioned that with 6 volunteers and (1) 8 passenger van, over 500 people have been transported by ACC rides in a 6 month time period. The program currently has 84 volunteers and 12 paid staff. She discussed the agency challenges: only (1) 8 passenger bus that constantly overheats, keeping up with the demand and being able to meet the scope of service due to the newly opened service area, the Delta region which takes 45 minutes each way to transport passengers, as well as aging volunteers. Some agency successes include being actively connected in the community. In addition to providing rides, the program also offers additional resources and services. She also stated that at the end of the year, they transported over 45,000 passengers. Supervisor Nottoli acknowledged ACC for their efforts and thanked them for their work in the community. Maxine Milner Krugman also commended the program and the level of service provided. For additional information on the ACC Senior Services rides program, please visit www.accsv.org or by calling ACC Rides at (916) 393-9026 ext. 333.

C. California CareGivers: In-Home Care

Daniel Wong, Administrator, provided a brief background of the agency mentioning that the company began in 2012 as a private company with 3 employees servicing the Sacramento area. Eventually expanding beyond Sacramento into the Roseville area at now over 140 employees, California CareGivers provides personal care: assisting with bathing, laundry and meal preparation; medication management and transportation. In 2014, the agency expanded service to 33 clients. To date, the agency has provided 5,018 hours to 33 clients with AAA4 funds. He mentioned some of the agency challenges include complying with labor laws, and targeting individuals who are not eligible for In-Home Support Services (IHSS). Recruiting efforts include hospitals and working with discharge planners to refer services to patients in need. For additional information on California CareGivers, please visit www.CaliforniaCareGivers.net or by calling (916) 478-2828.

D. Rebuilding Together: Minor Home Repair

Carrie Grip, Executive Director, provided a brief overview of the program mentioning that the program is designed to transform neighborhood homes. The *Safe at Home* program has been in existence since 2001 performing minor home modifications and repairs. With 15 volunteers working in teams of 2, the program provides 5,500 hours of service and the installation of 200-300 devices each year. Some of the program successes include the ability to provide 5,500 hours of service, the meeting of their goal of installing 28 step kits as well as the program being a model to 160 affiliates. Carrie mentioned that some agency challenges include outreach, convincing people that modifications are needed for their homes, replenishing volunteers and a lack of funding. To learn more about Rebuilding Together and for additional information, please visit www.rebuildingtogethersacramento.org or by calling (916) 455-1880.

VIII. REPORTS

A. Executive Committee

Miko Sawamura reported that the committee met to review the agenda. The committee discussed postponing Action Item VI. B and providing business cards to members. There was additional discussion pertaining to the development of business cards and staff will look into the process.

B. Audit/Finance Committee

Mike Selland reported that the Direct Services Budget to Actual Expenditures as of April 30, 2016 are as follows: Expenditures were 81.02% through 83.33%, or 10 months of the fiscal year. Spending was under budget by \$52,464. Contracted services were 81.76% through 83.33%, or 10 months of the fiscal year. Spending was under budget by \$107,925. Bank balances as of April 30, 2016 are: Checking \$817,300, Money Market \$1,381,857 for a total of \$2,199,157.

C. Area Plan Committee

Will Tift reported that three Town Hall meetings were held in Sacramento County: Galt, Citrus Heights and Greenhaven. He thanked Supervisors Nottoli, Kennedy and MacGlashan for hosting meetings. He announced that the last two Town Hall meetings will be held Wednesday, June 22 in Loyalton and Thursday, June 30 in Sacramento at Stanford Settlement, concluding 16 meetings since February.

The Committee met May 19 to discuss the timeline. Two people have been hired to assist with the distribution and collection of the needs assessment surveys in the counties of Yolo, Sacramento, and Yuba/Sutter. The positions are temporary through June 30 and funded with One-Time-Only (OTO) dollars. The next meeting is scheduled for July 15 at the AAA4 office at 10:00 am.

D. Personnel Committee

Pam Miller reported that the committee met to discuss the employee handbook. The committee will review the personnel policies and procedure manual and will present to the Board for approval at the August meeting.

E. Legislative Committee

Pam Miller reported that the committee met and discussed the language in the Rules of Procedure. The committee will present bills requiring support of the Board at the next meeting.

F. Executive Director

Pam Miller distributed an analysis of the Older Americans Act Reauthorization, highlighting a few changes and noting that the Administration for Community Living (ACL) is working on further analysis for the OAA reauthorization. She also mentioned that the change in the ADRC language puts greater emphasis on home and community based services and provides more flexibility to states when defining their ADRCs but does not provide an increase in funding.

She provided an update on the Ombudsman programs reporting that she and the Leadership team met with Ombudsman staff and will be meeting with the State Ombudsman. Staff are working to negotiate office space in the same building as AAA4; the goal is to have the Ombudsman staff moved by August. Now that the job description has been approved, the Ombudsman Services Coordinator position will be advertised.

Pam announced that AAA4 received a \$5,000 grant from PG&E for the Yuba/Sutter Meals on Wheels program.

She reminded members that there will be a new member orientation on July 8 following the Governing Board meeting. Lunch will be provided, therefore, please rsvp. Pam encouraged members (Board of Supervisors) to provide artwork representing their county to be displayed in the AAA4 Conference Room and throughout the office.

IX. ANNOUNCEMENTS/FUTURE AGENDA ITEMS

Supervisor Nate Beason thanked Pam Miller for providing the OAA Analysis.

Supervisor Don Nottoli thanked AAA4 staff Will Tift and Dave Soto for coordinating the Town Hall meetings, mentioning that the meetings were well received and provided good interaction.

Dr. Jayna Karpinski-Costa also thanked Dave Soto for his participation on the panel discussion at the Citrus Heights Health Fair in May.

X. ADJOURNMENT

With no further business, the meeting was adjourned at 11:40 am.

CONSENT ITEM IV. C.

TO: A4AA GOVERNING BOARD

FROM: Pam Miller

DATE: June 28, 2016

SUBJECT: Modification of Job Title and Responsibilities

Discussion

As the agency evolves, roles and responsibilities must change in an effort to meet the agency's current mission and vision of the future. One job description is being presented to the Board for approval. This position is in the current budget.

- 1) Office Specialist III – The existing position of Office Specialist II requires a slight change in title, modified job duties and responsibilities. Responsibilities have been increased to support the Contracts Administrator; act as Lead when the Office Administrator is otherwise engaged; and act as back-up to the VOIP system. The position will continue to report to the Office Administrator to provide basic information and referrals to appropriate resources and staff. The existing position evolved as a result of the prior employee's skill level, and we realize an OSII will not adequately fill the gap. The title change is consistent with functions and responsibilities of the other "Specialist/Coordinators" in the Agency.



Nevada | Placer | Sacramento | Sierra | Sutter | Yolo | Yuba Counties

OFFICE SPECIALIST III

CLASSIFICATION: NON-EXEMPT, AT-WILL (FULL TIME)
LOCATION: SACRAMENTO, CA
GRADE: 11

AGENCY DESCRIPTION:

Agency on Aging Area 4 (AAA4) is a Joint Powers Authority (Public Agency with non-profit status) with the counties of Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba to provide a system of services for persons 60 years of age and over. AAA4 funds and monitors programs for seniors in a seven-county planning and service area with funding under the Older Americans Act. AAA4 is one of 33 area agencies in California, designated by the State to develop, coordinate, and fund programs designed to help older persons maintain their health and independence.

MISSION:

Creating and supporting opportunities that enhance the lives of older adults and their families to be safe, healthy, and independent.

POSITION SUMMARY:

This is an advanced level position under direct supervision of the Office Administrator. The Office Specialist III performs a wide range of routine and complex and responsible clerical and receptionist tasks. Specific tasks include, but are not limited to:

PRIMARY DUTIES/RESPONSIBILITIES:

- Works in coordination with Office Specialist I/II to answer telephones, routine questions and provides basic information and referrals to appropriate resources and transfers callers to agency staff; Ensure office is open and closed according to AAA4 office procedures; open incoming/process outgoing mail; meeting room reservation and tracking; staff meeting preparation and transcription; sign for and check-in/distribute UPS/FedEx or other courier delivered packages; maintain program and support staff calendars; copying, faxing, mailing and filing;
- Maintains the highest level of confidentiality in all aspects of client, staff and agency information;
- Maintains and update records/data, as needed; including mailing lists and rosters (staff, advisory council and governing board)
- Prepares meeting rooms as requested or assigned, providing support and follow-up;
- Tracks and maintains check and banking logs; prepare, verify and make banking deposits;
- Maintain petty cash disbursements, reconciling, replenishments, recording/receipt tracking and verification;
- Compose and draft correspondence, memorandums and other written materials;
- Prepares responses and follow up to correspondence containing routine and complex inquiries;
- Prepare monthly reports and updates (postage machine, meter reads, kitchen duty calendar, referral tracking form, service provider updates, etc.);
- Orders and maintains office supplies including: supply closet, storage room and break room;

- Arrange for the repair and maintenance of office equipment, as needed;
- Receive and maintain CDA Program Memos;
- Acts with authority of the Office Administrator when given direction to act in such capacity, including as backup to the VOIP system;
- Acts as backup support staff to the Governing Board and Advisory Council as needed;
- Support staff and department functions in assigned project needed, with ongoing support to the Contracts Administrator; and
- Other duties as assigned.

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JOB CHARACTERISTICS:

This position is administratively responsible to the Office Administrator, and is part of the Operations Team. The incumbent receives task assignments from the Office Administrator which are to be coordinated with performance of ongoing assigned duties. The incumbent assumes major responsibility on a regular basis for completion of selected activities, projects and procedures. This position has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE/DESIRED QUALIFICATIONS:

- Equivalent to the completion of high school (12th grade).
- Three (3) years of increasingly responsible and directly related clerical, secretarial or administrative support experience, preferably including public contact.
- Specialized training in clerical practices, financial recordkeeping and customer service.
- Experience working with a diverse population including the disabled, older adults and their families.
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Knowledge of:

- Excellent telephone etiquette;
- Modern office procedures, machines, software/applications, practices and techniques;
- Customer service principles, including handling of irate or distressed individuals;
- Principles of business letter writing and basic report preparation;
- Knowledge of basic financial recordkeeping and business mathematics;
- English usage, spelling, grammar, punctuation; and
- Communication skills

Ability to:

- Type at a speed necessary for successful job performance
- Respond to inquiries and requests from the general public;
- Communicate clearly and concisely, both orally and in writing;
- Follow oral and written instruction;
- Use resources effectively and problem -solve;
- Format, proof, and edit documents;
- Multi-task, prioritize and effectively maximize time to meet deadlines;
- Interpret and explain programs and services offered;
- Understand structure, functions, responsibilities, objectives and policies of the Agency on Aging Area 4;
- Apply good judgment;
- To mentor and train other employees as needed;
- Lift 25 pounds; and
- Perform independently with minimal supervision.

ADDITIONAL REQUIREMENTS:

- Possession of a valid California driver's license and access to a vehicle;
- Proof of automobile liability insurance; and
- Willingness to travel within the planning and service area.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

OPEN FORUM VI.

TO: AAA4 GOVERNING BOARD

FROM: Pam Miller

DATE: June 28, 2016

SUBJECT: Open Forum for Select Funded Partners in Sacramento County

Discussion

This Agenda Item provides an opportunity for programs funded by AAA4 to dialogue directly with members of the Board. Previously, Sacramento-based Nutrition, Caregiver and select Title III-B programs were highlighted.

The invited programs are as follows and are only using AAA4 funds to serve individuals in Sacramento County unless noted otherwise:

- Health Insurance Counseling and Advocacy Program (HICAP): Health Insurance Counseling (serving El Dorado, Nevada, Placer, Sacramento, San Joaquin, Sutter, Yolo and Yuba counties)
 - HICAP
- Stanford Settlement: Transportation (Serving Sacramento County)
 - Transportation (Title III-B)
- County of Sacramento, Health & Human Services: Peer Counseling (Serving Sacramento County)
 - Senior Companion Program (Title III-B)
- Legal Services of Northern California: Legal Services (Serving Sacramento County)
 - Senior Legal hotline (Title III-B)

Please refrain from addressing any specific compliance/performance issues. JPEC (the Joint Program Evaluation Committee) is the appropriate setting for those discussions.

ACTION ITEM VII. A.

TO: AAA4 Governing Board
FROM: Pam Miller, Executive Director
DATE: June 28, 2016
SUBJECT: Resolution #242 to Enter into MOU with Sacramento County Re: Line of Credit

Recommendation for Governing Board Action:

Authorize Executive Director to Enter into a Memorandum of Understanding with Sacramento County for a Cash Advance Loan for Sacramento Nutrition Provider: Meals on Wheels by ACC

Discussion

Meals on Wheels by Asian Community Center (MOW by ACC) is the nutrition service provider for Sacramento County. This is an exceptionally large program with combined congregate and home delivered funding of almost 2 million dollars.

It is proposed that AAA4 and Sacramento County establish a MOU that will provide the needed cash advance in order to operate the nutrition program. The MOU would have the following terms and conditions:

1. The County will provide a revolving line of credit to AAA4 commencing in July of up to \$600,000 or 20% (whichever is less) of the amount of the grant award to MOW by ACC in three increments of \$200,000.
2. The revolving line of credit proceeds must be used solely for the operating expenses associated with the Congregate and Home Delivered Meal programs, provided by MOW by ACC during the periods of July 1 through November 30 of the fiscal year in which any amount is disbursed.
3. Prior to receiving the County's loan, AAA4 must provide the following documentation: (1) a copy of the State Department of Aging's Notice of Grant Award to AAA4, and (2) a copy of the minutes from the Governing Board Meeting of July 8, 2016 confirming the amount of the grant awards for Meals to MOW by ACC.
4. Any amount borrowed against the line of credit in any fiscal year shall be repaid by AAA4 within six months from AAA4's receipt of each disbursement by the county.
5. This MOU will be in effect for three fiscal years following the date of its execution which ends June 30, 2019 in order to ensure sufficient cash flow for MOW by ACC in years when the State Budget is delayed.

A4AA GOVERNING BOARD

RESOLUTION NO. 242

RESOLVED by the Area 4 Agency on Aging (A4AA) Governing Board that the Executive Director is authorized to enter into a Memorandum of Understanding (MOU) with the County of Sacramento for a Cash Advance Loan for the Sacramento Nutrition Provider: Meals on Wheels by Asian Community Center (MOW by ACC).

1. The County will provide a revolving line of credit to A4AA commencing in July of up to \$600,000 or 20% (whichever is less) of the amount of the grant award to MOW by ACC in three increments of \$200,000.
2. The revolving line of credit proceeds must be used solely for the operating expenses associated with the Congregate and Home Delivered Meal programs in Sacramento County, provided by MOW by ACC, during the periods of July 1 through November 30 of the fiscal year in which any amount is disbursed.
3. Prior to receiving the County's loan, A4AA must provide the following documentation: (1) a copy of the State Department of Aging's Notice of Grant Award to A4AA, and (2) a copy of the minutes from the Governing Board Meeting of July 8, 2016 confirming the amount of the grant awards for Meals to MOW by ACC.
4. Any amount borrowed against the line of credit in any fiscal year shall be repaid by A4AA within six months from A4AA's receipt of each disbursement by the county.
5. This MOU will be in effect for three fiscal years following the date of its execution, which ends June 30, 2019, in order to ensure sufficient cash flow for MOW by ACC in years when the State Budget is delayed.

ON MOTION of member _____, seconded by member _____, and adopted by a majority vote of duly constituted quorum of the Area 4 Agency on Aging Governing Board on July 8, 2016.

Sheila Allen, 1st Vice - Chair
A4AA Governing Board

Becky Bowen, Secretary
A4AA Governing Board

ACTION ITEM VII. B.

TO: AAA4 Governing Board
FROM: Pam Miller, Executive Director
DATE: June 28, 2016
SUBJECT: Resolution #243 to Enter into MOU with Meals on Wheels by ACC Re: Line of Credit

Recommendation for Governing Board Action:

Authorize Executive Director to Enter into a Memorandum of Understanding with Meals on Wheels by ACC for a line of credit.

Discussion

Meals on Wheels by Asian Community Center (MOW by ACC) is the nutrition service provider for Sacramento County providing Congregate Nutrition (Title III-C1) and Home Delivered Meals (Title III-C2). It is proposed that AAA4 and Meals on Wheels by ACC establish a MOU and with the following terms and conditions:

1. The County of Sacramento both increased the Line of Credit amount and the repayment period. Both increases will allow A4AA and MOW by ACC to have the appropriate cash flow necessary to maintain program operations until State and Federal funding have been received. The MOU between the County of Sacramento and A4AA is for fiscal years 2016-2017, 2017-2018 and 2018-2019, for \$600,000 or twenty percent of the amount of the Funded Partner award to MOW by ACC, whichever is less, disbursed in three increments of \$200,000.
2. The Line of Credit funds must be requested during the periods of July 1 through November 30 of the fiscal year and must be used solely for the operating expenses associated with the Congregate Nutrition and Home Delivered Meals programs in Sacramento County, provided by MOW by ACC.
3. Any amount borrowed against the Line of Credit in any fiscal year shall be repaid to A4AA from MOW by ACC within the timeframe that is sufficient for A4AA to return the funds to Sacramento County within six months of the date of each disbursement.
4. Prior to A4AA requesting the Line of Credit disbursement from Sacramento County to issue funds to MOW by ACC, the following must be in place: 1) a fully executed MOU between A4AA and MOW by ACC; 2) a fully executed Funded Partner agreement with A4AA; and, 3) a request for each funding increment.
5. This MOU will be in effect for three fiscal years following the date of its execution, which ends June 30, 2019, in order to ensure sufficient cash flow for MOW by ACC in years when the State Budget is delayed.

A4AA GOVERNING BOARD

RESOLUTION NO. 243

RESOLVED by the Area 4 Agency on Aging (A4AA) Governing Board that the Executive Director is authorized to enter into a Memorandum of Understanding (MOU) with the Meals on Wheels by Asian Community Center (MOW by ACC) for a Line of Credit for the Sacramento Congregate Nutrition (Title III-C1) and Home Delivered Meals (Title III-C2) programs.

1. The County of Sacramento both increased the Line of Credit amount and the repayment period. Both increases will allow A4AA and MOW by ACC to have the appropriate cash flow necessary to maintain program operations until State and Federal funding have been received. The MOU between the County of Sacramento and A4AA is for fiscal years 2016-2017, 2017-2018 and 2018-2019, for \$600,000 or twenty percent of the amount of the Funded Partner award to MOW by ACC, whichever is less, disbursed in three increments of \$200,000.
2. The Line of Credit funds must be requested during the periods of July 1 through November 30 of the fiscal year and must be used solely for the operating expenses associated with the Congregate Nutrition and Home Delivered Meals programs in Sacramento County, provided by MOW by ACC.
3. Any amount borrowed against the Line of Credit in any fiscal year shall be repaid to A4AA from MOW by ACC within the timeframe that is sufficient for A4AA to return the funds to Sacramento County within six months of the date of each disbursement.
4. Prior to A4AA requesting the Line of Credit disbursement from Sacramento County to issue funds to MOW by ACC, the following must be in place: 1) a fully executed MOU between A4AA and MOW by ACC; 2) a fully executed Funded Partner agreement with A4AA; and, 3) a request for each funding increment.
5. This MOU will be in effect for three fiscal years following the date of its execution, which ends June 30, 2019, in order to ensure sufficient cash flow for MOW by ACC in years when the State Budget is delayed.

ON MOTION of member _____, seconded by member _____, and adopted by a majority vote of duly constituted quorum of the Area 4 Agency on Aging Governing Board on July 8, 2016.

Sheila Allen, 1st Vice - Chair
A4AA Governing Board

Becky Bowen, Secretary
A4AA Governing Board