

AGENCY ON AGING AREA 4 Governing Board Minutes

Date: June 12, 2026
Location: **Sacramento County**

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, APPROVE TELECONFERENCING MEMBER(S), WELCOME & INTRODUCTIONS**

The Chair, Supervisor Dryden, called the meeting to order at 10:02 a.m., welcoming guests and members. Wendell Peters was approved for teleconferencing for just cause. The pledge of allegiance was led by Supervisor Dryden.

GOVERNING BOARD ATTENDANCE

County	Members Present – 11	Excused = 4 Absent = 3
Nevada	Supv. L. Swarthout	
Placer	Supv. S. Jones	W. Reed (A)
Sacramento	L. Klotz, M. Sawamura; M. Rose, L. Batten,	C. Burton (E)
Sierra	Supv. S. Dryden	Supv. L. Heuer (A)
Sutter		T. Beebe (E), Supv. J. Boone (A), M. Cardoza (E)
Yolo	D. Peach, G. Bourguignon	Supv S. Allen (E)
Yuba	Supv. A. Vasquez, W. Peters*	

*Teleconferencing according to AB 2449 Brown Act Emergency Provision.

On-site AAA4 Staff

Will Tift, Dr. Julie Bates, Sara Martinez, Jennifer Hassouna, Tina Linn, Diane Swanson

AAA4 Staff via Zoom

Anson Houghton, Brittany Lathrop, Cindy Reigert, Julie Beckner, Nancy Vasquez, Ashley Williams, Ben Scalero, Melyssa Santos-Hollitz, Sandra Woolf, Vanessa Anguiano

On-site Guests

None

Guests via Zoom

Jennifer Massello; ACC Senior Services, Margarita Minero; Sacramento County SAS, Rocio de Valk, Seniors First

II. ROLL CALL

A quorum was established with roll call taken by Leesa Klotz.

III. PUBLIC COMMENT - None.

IV. CONSENT

Supervisor Dryden asked for a motion to approve Consent items A and B to approve the agenda and the minutes from 5/8/26.

Motion	Second	Passed
Supv Vasquez	Supv Swarthout	Y= 11; N= 0; Abstain= 0

V. CORRESPONDENCE

- A. Aging and Disability Response to May Revision (Final Letter)
Will be addressed during the Acting Executive Director's report.
- B. Meals on Wheels: Yolo County Café Yolo Transition
Support documentation for action item VI. B.

VI. ACTION ITEM

- A. Adopt Resolution #335 re: ADRC (Aging & Disability Resource Connection) Funds

Anson shared the ADRC 26/27 Budgets showing amounts received for administering the ADRCs totaling \$1.437 million dollars. In the past three years, the ADRCs have brought in \$4.5 million dollars.

Motion	Second	Passed
M. Rose	Supv Vasquez	Y= 11; N= 0; Abstain= 0

- B. Approve Revised Scope of Work for Meals on Wheels Yolo County
Will explained that congregate meal programs, including Yolo County's Café Yolo program, have not returned to pre-pandemic participation levels. He noted that funds are transferred at the beginning of each year because demand for other services, such as transportation, has exceeded demand for congregate meals. MOW Yolo is requesting that funds previously allocated to C-1 non-traditional be redirected to the Traditional C-1 Program to support ongoing service expansion. Denise Peach from Yolo County has been directly involved in Yolo Healthy Aging Alliance and said the program really needs to be reimagined because getting people out is a difficult task, but necessary for a variety of reasons and hopes this program will continue at some point in the future. Jennifer Massello of ACC Senior Services shared that Sacramento's restaurant program has been successful. She noted that participants tend to visit restaurants located near their communities. As an example, she described seeing a group of eight Korean-speaking consumers enjoying lunch together the previous day. Several Board Members discussed the successes and challenges of meal programs in their counties and in personal observations, emphasizing the importance of providing seniors with opportunities for social interactions in their communities. Denise Peach abstained from voting due to her affiliation with Yolo Healthy Aging Alliance.

Motion	Second	Passed
G. Bourguignon	Supv Jones	Y= 10; N= 0; Abstain= 1

C. Approve RFP Timeline SFY's 2027-29

Nancy Vasquez presented the proposed timeline for the upcoming RFP process and requested Board approval to proceed with a limited RFP cycle for the Title III-E Family Caregiver Support Program, noting a minor correction of the program dates (2027-2028). She also presented the timeline for the Health Insurance Counseling and Advocacy Program (HICAP) services RFP.

Nancy explained that the RFP process is extensive and must begin well in advance to ensure adequate time for implementation.

Nancy advised that at the July Governing Board meeting, the Board will need to consider whether two additional programs should receive two-year contract extensions or be released for competitive bidding.

Supervisor Dryden encouraged Board members to let Sara know if they are interested in serving on the Grants Review Committee.

Motion	Second	Passed
M. Rose	M. Sawamura	Y= 11; N= 0; Abstain= 0

D. Accept AAA4 Financial Statements

Controller Jennifer Hassouna reviewed the financial statements and reported that the Agency's financial position remains stable, with approximately \$7.3 million in cash on hand. She noted that all expenses and expenditures continue to be paid in a timely manner.

Jennifer also reported that approximately \$1 million in program revenue had been received over the previous two weeks from two funding sources.

Meghan Rose said additional updates would be provided during the Audit/Finance Committee report.

Motion	Second	Passed
M. Rose	Supv Jones	Y= 11; N= 0; Abstain= 0

VII. DISCUSSION/PRESENTATION

A. AAA4's Executive Director Position: Transition Planning, Part 4

- Dr. Julie Bates thanked the Board for extending the timeline from a three-month plan to a six-month plan. If the process remains on schedule, a new Executive Director is expected to be in place in October.
- Dr. Julie reported that she provided Will with an updated Executive Director job description. The revisions include expanded responsibilities for oversight of the Fiscal and Human Resource departments, which will be key functions of the position.
- Following Will's review, the revised job description will be presented to the Personnel Committee for approval before the July Governing Board meeting. Dr. Bates also noted that the remaining revised job descriptions will be presented to the Board in July
- The next step after Will's review will be for the Personnel Committee to approve the job description before next Governing Board meeting in July. All the other revised job descriptions will be brought to the Board in July as well.

- Six executive search firms have been contacted with four under consideration. Supervisor Swarthout provided names of three of the firms. Additional discussion regarding the search process will take place during the closed session.
- Dr. Julie stated the salary study is in the final stages and is expected to be presented to the Governing Board in July.
- The Fiscal component of the transition plan is complete and now focus is on organizational structure, the salary framework, and recruitment of the Agency's next Executive Director.

VIII. REPORTS

Executive Committee

- Supervisor Dryden reported that the Executive Committee met in closed session prior to the Governing Board meeting to discuss organizational changes.
- She announced the formation of an ad hoc Executive Director Search Committee to assist with interviewing candidates and recommending the Agency's next Executive Director. To ensure county representation, Supervisor Dryden requested one member for each county.
- The following appointments were made for the Search Committee:
 - Sierra County: Supervisor Dryden
 - Sacramento County: Leesa Klotz
 - Nevada County: Supervisor Swarthout
 - Yolo County: Supervisor Allen or Gay Bourguignon
 - Yuba County: Supervisor Vasquez
 - Placer County: Supervisor Jones
 - Sutter County: Tonya Beebe (nominated by Supervisor Dryden in her absence, as a member of the Executive Committee)
- The appointments were approved unanimously, and none were opposed.

Audit/Finance Committee

- Meghan Rose said the Audit/Finance Committee met this morning to review the financials and receive updates on the outstanding audits. She acknowledged the efforts of Jennifer Hassouna, Tina Linn, and the fiscal team. She noted that Gilbert CPAs have completed the work and submitted the 2021-2022 audit and advised the Board that audit findings are anticipated.
- Meghan reported that the fiscal team is requesting a multi-year audit for the remaining outstanding audit years since they are more complete and should be completed more efficiently. She emphasized that completing the audits is crucial since the State could withhold funding.
- The team is continuing to address findings from the California Department of Aging (CDA) audit.
- Meghan introduced RAMP, a new financial management system to strengthen internal controls and improve the Agency's ability to track and manage expenditures.

Legislative Committee

- Dr. Julie reported that the Legislative Committee didn't meet in June, so there is nothing to present.

Acting Executive Director

- Will provided an update on recent staffing changes. Case Manager, Sophia Terrazas, is transitioning to the Ombudsman team. Victoria Squire is the new RN Consultant noting that the position is required to maintain compliance with the Anthem grant which requires an RN to review care plans, medications, and consumer's health conditions.
- Melyssa Santos-Hollitz is transitioning from PEARLS to Regional Services Coordinator as funding for PEARLS is running out at the end of June.
- Will provided a legislative update, stating that concerns remain regarding Senate Bill 1249 and the proposed modernization of the Aging Services Network. He noted that the California Department of Aging's trailer bill, introduced as part of the Governor's May Revision, continues to raise concerns. While the May Revision is not expected to have a direct impact on the Agency, it could significantly affect counties, PACE providers, and other aging service programs. He added that the Senate budget plan includes alternatives to several of the Governor's proposals, with additional developments expected in the coming days.
- Kuma has been contracted to help IT with technology compliance as the Agency moves into more clinical and medical care with higher compliance standards. Kuma conducted a risk assessment and confirmed we are implementing the technology, policies and procedures that will move us towards being fully HIPPA compliant.
- Nancy Vasquez added that the Agency is committed to continuously strengthening its privacy security practices to meet the demands of our healthcare grant funding.
- Nancy reported that June is Elder Abuse Awareness Month and shared the Agency's annual campaign which Julie Beckner developed. The images used are attention-grabbing designed to educate the public that everyone is aging and shares a responsibility to protect older adults. In addition to information available on the Agency's website, the campaign includes advertisements on local buses to increase public awareness and encourage visits to the website.
- Elder Abuse flyers were included in the Board Member packets with multiple additional multilingual versions available in the foyer. Postcards promoting the campaign will also be mailed primarily to rural communities in the seven counties the Agency serves.
- Will recognized that June is also Pride month and announced that the Agency will participate this weekend in the Sacramento Pride event by providing accessibility assistance for attendees needing help navigating the curbs around the Capitol area.

IX. ANNOUNCEMENTS

- Supervisor Jones announced that the annual Placer Protect will be held on September 24, from 10:00 a.m. – 2:00 p.m. at the Maidu Community Center in Roseville. There will be more vendors than ever before and lunch is typically provided.

X. CLOSED SESSION (To discuss Personnel Matters and Potential Litigation) :30

XI. ADJOURN

The Open Session adjourned at 11:16 a.m. so the Closed Session could begin.

****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.