AGENCY ON AGING AREA 4
Governing Board Minutes

Date: July 10, 2026
Location: **Nevada County**

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

The Chair, Supervisor Dryden, called the meeting to order at 10:00 a.m., welcoming guests and members. The pledge of allegiance was led by Supervisor Vasquez.

GOVERNING BOARD ATTENDANCE

County	Members Present – 12	Excused = 5 Absent = 0
Nevada	Supv. L. Swarthout	
Placer	W. Reed	Supv. S. Jones (E)
Sacramento	L. Klotz, M. Sawamura, L. Batten,	C. Burton (E), M. Rose (E)
Sierra	Supv. S. Dryden, Supv. L. Heuer	
Sutter	T. Beebe, M. Cardoza	Supv. J. Boone (E)
Yolo	Supv. S. Allen	G. Bourguignon (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, Dennis Eldridge, Rebecca Hensley, Diane Swanson

AAA4 Staff via Zoom
Nancy Vasquez, Julie Beckner, Carly Malcomson, Melyssa Santos-Hollitz, Ashley Williams, Anson Houghton, Dagne Buck, Jodi Mesa,

On-site Guests
Sam White; *Golden Rays Downieville*, Kelly Carpenter; *Nevada County Adult Services*, Ulysses Palencia; *211*, Lindsay Gordon; *211 Nevada (Connecting Point)*

Guests via Zoom
Tink Miller; *PIRS,* 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, B, and C to adopt the agenda, approve the minutes from 6/12/26, and approve Revised Job Descriptions.

Motion	Second	Passed
Supv Vasquez	M. Cardoza	Y= 12; N= 0; Abstain= 0

V. CORRESPONDENCE

None.

VI. ACTION ITEM

A. Adopt Transition Benefit Policy for AAA4 Staff

Will explained that this is a draft policy that would allow the Agency to provide severance pay in cases of involuntary separation. He noted that the policy was developed by the HR consultant, Dar Rhodes, approved by the Personnel Committee, and reviewed by County Council.

Supervisor Dryden thanked the Personnel Committee and Dar Rhodes for their work on developing the policy. She also suggested that Dar attend the next Board meeting to meet the Board members in person.

Motion	Second	Passed
W. Reed	Supv. S. Allen	Y= 12; N= 0; Abstain= 0

B. Approve Revised Salary Chart for AAA4 Staff

Supervisor Dryden provided background on the proposed salary schedule, explaining that for several years Meghan Rose has felt the salaries at the Agency are not competitive with similar organizations and agencies resulting in staff retention issues. She thanked the Personnel Committee members (Meghan Rose, William Reed, and Miko Sawamura) for their input in this process.

Will explained that the Agency has historically paid salaries in the middle to lower middle range compared to other nonprofits in the region. He recognized Dr. Julie Bates, for compiling the salary surveys and that he provided the math to compile the chart presented. He stated that this is step one in a multi-step process.

Will proposed maintaining the existing grade and step system, originally introduced by former Executive Director Pam Miller, with the goal of advancing employees one step annually in addition to any approved cost of living adjustment (COLA), as funding allows.

Dr. Julie Bates explained the process of how she assembled the salary chart by comparing AAA4 with other nonprofits in the Sacramento region and matching the job titles with those comparable to the Agency. Based on the analysis, she indicated that salary increases of approximately $6000 to $8000 could be supported if funding becomes available.

Supervisor Allen asked when salary increases would be implemented if the salary schedule were approved. Will clarified that approval of the schedule would establish the salary parameters only and the Board would later determine whether implementation would occur immediately or be phased in over time.

Julie Bates reiterated that the salary schedule is the first step in the process and that the Board would determine future implementation.

Tonya Beebe expressed concern about approving the salary schedule without first knowing the financial impact. Supervisor Dryden responded that the Controller, Jennifer, has devoted significant time evaluating and correcting the

Agency's financial position. She noted that there was an increase in spending during COVID and like many nonprofits and small businesses, there are now a lot of tighter fiscal constraints. She added that staff reductions are being considered and emphasized that the salary schedule should be incorporated into the budget for the new fiscal year.

Will added that the Agency employed approximately forty (40) employees prior to COVID, which increased to eighty (80) employees during the pandemic. Currently, there are approximately sixty (60) employees. He feels this is an appropriate time to evaluate the Agency's competitiveness as the labor market stabilizes and to establish a more sustainable and competitive salary structure.

Tonya made a motion to table the action item until Jennifer has sufficient time to determine the fiscal impact and the Board could move forward in consideration of the proposed salary schedule.

Supervisor Dryden concluded by thanking Dr. Julie Bates for her extensive research into developing the proposed salary schedule.

Motion	Second	Passed
T. Beebe	M. Cardoza	Y= 12; N= 0; Abstain= 0

C. Approve Remote Meeting Protocols for AAA4's Advisory Council per SB 707

Dr. Julie explained that SB 707 expanded the Brown Act to allow greater flexibility for advisory committees and councils that do not have fiduciary responsibilities. As a result, the proposed policy will only apply to the Advisory Council and not the Governing Board. Many Board members are elected officials and are required to attend meetings in person because they are making decisions regarding financial matters.

Under the new policy, Advisory Council members and Advisory Council ad hoc committee members are expected to participate in at least four (4) meetings each year. The meetings include the two joint meetings with the Governing Board, one committee meeting held in the member's county, and one additional meeting. While the expectation is that members will attend more than four meetings annually, the policy provides flexibility by allowing remote participation, which is especially beneficial during the winter months.

The policy has been reviewed by Agency legal counsel and has been determined to be compliant with the Brown Act, including the provisions expanded under SB 707.

Advisory Council member Kelly Carpenter was present and expressed support for the policy, noting that the flexibility to participate remotely helps reduce the cost and burden of travel, particularly with rising fuel prices.

Motion	Second	Passed
Supv A. Vasquez	W. Reed	Y= 12; N= 0; Abstain= 0

D. Approve Title III-D Recommendations for Minor RFP Cycle: 2027-29

Will explained that this action item relates to the upcoming minor Request for Proposal (RFP) cycle and includes an exception for Nevada County. The Agency currently provides Title III-D evidence -based health promotion services for 4 (four) counties, however delivering the programs in Nevada County has been particularly challenging.

Will noted that evidence-based programs require participants to attend a series of classes over consecutive weeks, often consisting of 8 (eight) to 12 (twelve) sessions. While travel to Nevada County is manageable, the driving time combined with lower participation has made the program less cost-effective. As a result, the recommendation is to include the Nevada County Title III-D allocation of $12,822 in the upcoming RFP to identify a local or regional provider that could deliver state-approved evidence-based health promotion services.

Supervisor Allen asked if each of the participating counties such as Yolo, has a required service level. Nancy Vasquez confirmed that performance by county is tracked and reported. Nancy reported that Yolo County’s scope of work represents 12% of the Agency’s total Title III-D performance goal, equating to 38 classes or sessions for the year. As of last quarter, the Agency had already provided 115 classes or sessions in Yolo County, significantly exceeding the target due to the popularity of the SAIL fall prevention program at the Woodland Senior Center.

Nancy further explained that in addition to travel time, Nevada County has presented challenges with recruiting enough participants and securing suitable class locations. Some programs, such as the SAIL fall prevention class, require a minimum of 8 (eight) participants for the class to qualify as evidence based. On several occasions, Agency staff traveled to Nevada County only to have attendance fall below the required minimum. Nancy said the recommendation is not intended to reduce services to Nevada County, but rather to create an opportunity for a local provider to successfully offer these programs and better meet the county's needs.

Motion		Second	Passed
M. Sawamura		W. Peters	Y= 12; N= 0; Abstain= 0

E. Renew Title III-B and III-C Awards for SFYs 2027-28 & 2028-29

Will presented the recommendation to renew all Title III-B Supportive Services and Title III-C Nutrition Services contracts for an additional two-year term as part of the upcoming Request for Proposals (RFP) cycle. Will explained that the Agency no longer awards traditional four-year contracts and instead uses two-year contracts with the option to renew them for an additional two years. This approach provides greater flexibility should program needs or priorities change.

Will also informed the Board that the budgets for the home modification programs operated by PIRS and Rebuilding Together reflect a 50% reduction in funding. The reduction is due to a decrease in Title III-B funding from the California Department of Aging, resulting in a one-time budget shortfall of approximately $146,000.

To submit a balanced budget to the state, Will recommends temporarily reducing allocations to these programs by 50%, while the Agency absorbs the remining reductions internally. Will noted the expectation is that one-time funding later in the fiscal year will be sufficient to restore the reductions. However, because the funding has not yet been awarded, it cannot be included in the current budget.

The proposed budget therefore reflects the temporary reductions while maintaining compliance with state budget requirements.

Motion		Second	Passed
W. Reed		M. Cardoza	Y= 12; N= 0; Abstain= 0

F. Accept AAA4 Financial Statements

Controller Jennifer Hassouna presented the financial statements and explained that the Agency's cash position has improved significantly. At the beginning of the fiscal year the total cash balance was $472,000. The fiscal team recovered over $5 million from previous close outs with an ending cash balance over $5.56 million with an additional $827,000 anticipated the following week. The cash balance is steadily growing, and the Agency is earning more interest income than ever before.

There will be a mandatory Funded Partner training on July 30th to offer support and show the funded partners how to submit Monthly Management Reports (MMRs) earlier so the Agency can close the month earlier.

The addition of using RAMP has made the accounts payable process much more efficient. The staff are also using RAMP and the results have been amazing.

The audit process is continuing with everything submitted for the 2021-22 audit. Jennifer anticipates findings and there may be some money to be paid back, but there are cash reserves if that happens.

Jennifer shared a PowerPoint presentation showing that the year-to-date revenue is $25.7 million which includes the recovered $5.6 million mentioned earlier. Total expenses amount to $19.5 million including contracted services, personnel, and administrative costs leaving a net asset increase of $6.19 million. The ending cash balance indicates the Agency's strong liquidity and operational sustainability.

Jennifer feels that we are in a place where we could introduce fundraising. The Case Management staff Jennifer interviewed has expressed an interest in transitional housing so that could be something to consider.

Jennifer gave credit to all the staff for their hard work in getting all the information needed to get to this current position.

Wendell Peters, Supervisor Allen, and Will thanked Jennifer, Tina, and Dennis for all their hard work. They were given a round of applause by all attendees.

Motion		Second	Passed
M. Sawamura		W. Peters	Y= 12; N= 0; Abstain= 0

VII. DISCUSSION/PRESENTATION

A. Feasibility Study: Nevada County Volunteer Transportation Program, *presented by Connecting Point*

- Lindsey Gordon and Ulysses Palencia with Connecting Point presented on a volunteer transportation program feasibility study they worked on in partnership with AAA4 for Nevada County. Three potential service models were outlined in their packet, but a hybrid model is suggested that is a combination of the other two models.

- Kelly Carpenter from Adult Services for Nevada County and AAA4 Advisory Council member noted that the transportation concept was originally part of the County's Master Plan for Aging. It was one of several ideas intended to improve services for older adults and Connecting Point was contacted to conduct a feasibility study focused specifically on a volunteer-based transportation program serving western Nevada County. The scope was limited to determine feasibility only without the assumption that the program would be implemented.
- Connecting Point was chosen to conduct the study because they are a central hub for community programs and resources, they collect community data, they have a strong relationship with service providers and stakeholders and are well positioned to potentially coordinate the program if proven feasible.
- The presentation concluded with appreciation from the Board, recognition of the quality of the feasibility study, and support for continuing discussions about a potential hybrid volunteer transportation program.

B. AAA4's Executive Director Position: Transition Planning Part 5

- Dr. Julie reported that the Agency has moved beyond stabilizing its operations and is now focused on long-term strategic planning.
- The Executive Director job description has been enhanced to include two major additions. First, the Executive Director should have experience in budget development, financial monitoring, and working closely with the fiscal staff. Previous leadership accepted financial reports without sufficient financial expertise to question or interpret them. Second, the new ED doesn't need HR Director experience, but they should have substantial experience working alongside a well-functioning HR department and have a clear understanding of HR best practices.
- The executive search process for recruitment will be conducted by Wendy Brown Consulting Partners (WBCP). Meetings will be held with Agency leadership and the seven-member Board Search Committee with an expected start in late October.
- Dr. Julie explained that with the leadership transition underway, this is an ideal opportunity to reevaluate the organizational structure, determine what the Agency should look like going forward, and align staffing and leadership with future needs. HR Consultant, Dar Rhodes, has been supportive of these initiatives and praised for her expertise.

C. Fiscal Handbook for AAA4 Fiscal Team, *presented by Controller, Jennifer Hassouna*

- Controller Jennifer Hassouna presented the Agency's newly developed Fiscal Handbook, describing it as a major improvement over the previous single page document that was only useful to its author. The new handbook provides clear, step-by-step procedures that any employee could follow with internal controls for every fiscal process.
- Every section of the handbook includes standard operating procedures, required internal controls, guidelines for resolving common issues, and references for compliance requirements.
- A major feature of the handbook is the emphasis on audit readiness. Each section explains the required documentation, allowable expenditures, internal control requirements, applicable audit standards, and justification for each procedure. This removes the guesswork by clearly documenting expectations and compliance requirements.
- Jennifer shared that the handbook was recognized by the California Department of Aging (CDA) as a benchmark for other AAAs.
- Ongoing updates of the handbook will be handled through AI-supported RAMP policy management system.

VIII. REPORTS

Executive Committee

- Supervisor Dryden reported that the Executive Committee met prior to the meeting to review the agenda.

Audit/Finance Committee

- Supervisor Dryden shared that Tonya Beebe met with the Audit Finance Committee in the absence of Meghan Rose. They went over the audit and finance items, but Jennifer shared fiscal updates earlier in the meeting.

Legislative Committee

- Dr. Julie reported that the Legislative Committee has submitted thirteen (13) letters to the legislature; twelve (12) in support and one (1) in opposition regarding SB 84. The Committee will be meeting next week to determine if there are any additional actions to be taken.

Personnel Committee

- Will reported that all three items that the Personnel Committee reviewed were presented today. The salary chart will be presented again once more information is available.

Acting Executive Director

- Will announced that Shayla Patton joined the ombudsman team and Kimberly Pimienta was hired to fill a Case Management position.
- The state has announced quarterly SB 1249 webinars that will be open to the public. Only minor changes were discussed during the most recent webinar.
- The recently approved state budget has a mixed outcome but is less concerning than initially anticipated. Legislative actions addressed several of the Governor's May Revision proposals. There are no changes to state funding for Area Agencies on Aging or direct impacts on the Agency

currently. There are still concerns about the state's budget for next year as a new governor may influence budget priorities.

- There was a potential HUD grant opportunity that was under consideration. It would have involved expanding the Agency's services to include being a housing provider. After consideration, the Agency decided not to pursue the grant at this time although discussion regarding housing instability and homelessness will continue. Jennifer has met with Agency staff and has several ideas about how the Agency could become more involved in addressing housing-related needs. Housing is a specialized field and Will welcomed ideas from the Board as the Agency considers future direction.

IX. ANNOUNCEMENTS

- In Carl Burton's absence, Supervisor Allen announced that the State Fair this year will be held from July 17th through August 2nd.
- Supervisor Dryden shared that she would be back in Nevada City the following day for Don Russell's memorial service. Don was the editor of the Mountain Messinger in Nevada County.

X. ADJOURN

The meeting adjourned at 12:03 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.