

MEETING NOTICE & AGENDA

GOVERNING BOARD

LOCATION	St. Andrew Presbyterian Church 1390 Franklin Road Yuba City, CA 95993 Ministry Center Rooms D & E
ALTERNATE LOCATION:	Yolo County HSS 600 A Street, Suite C Davis, CA 95618
DATE:	May 8, 2026
TIME:	10:00AM – 12:00PM CLOSED SESSION 12:00PM – 12:30PM
ZOOM:	Members of the public wishing to join the meeting via Zoom, please use this link: Click here to join.

I. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & APPROVE TELECONFERENCING MEMBERS

A. 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

A. Adopt the Agenda.
B. Approve the minutes from 4/10/26.

V. CORRESPONDENCE

A. *[IF APPLICABLE]*

VI. ACTION ITEM

- A. Adopt Resolution #334 re: HICAP (Health Insurance Counseling & Advocacy Program) Funds
- B. Adopt AAA4 Policy on Voluntary Contributions
- C. Approve Third Quarter Joint Program Evaluation Committee (JPEC) Recommendations
- D. Award Unassigned Transportation Funds in Yolo County \$22,875
- E. Accept AAA4 Financial Statements

VII. DISCUSSION/PRESENTATION

- A. AAA4’s Executive Director Position: Transition Planning, Part 3

VIII. REPORTS

- A. Executive Committee
- B. Audit/Finance
- C. Joint Program Evaluation Committee (JPEC)
- D. Legislative Committee
- E. Acting Executive Director

IX. ANNOUNCEMENTS

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

XI. ADJOURN

Disability Accommodations:

If you need reasonable disability-related accommodation to participate in this meeting, please contact the AAA4 office at (916) 486-1876 or email governingboard@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.

Upcoming Committee Meetings:

AUDIT/FINANCE COMMITTEE

5/8/2026, 9:00am – 9:45am

EXECUTIVE COMMITTEE

5/8/2026, 9:45am – 10:00am

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

Date: April 10, 2026

Location: **Sacramento County**

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

Audit/Finance Meghan Rose called the meeting to order at 10:05 a.m. and welcomed guests. The Pledge of Allegiance was said by all.

Advisory Council Attendance

<i>County</i>	<i>Members Present – 16</i>	<i>Excused = 3; Absent = 2</i>
Nevada	K. Carpenter	A. Mikal-Heine (E)
Placer	K. Flanagan, Sue Klabunde	
Sacramento	A. Zonderman, S. McBride, M. Jacobs, Dr. T. Abah	Dr. C. Koss (E)
Sierra		W. Church-Bergstrom (E)
Sutter	T. Thomas, P. Epley	
Yolo	S. Brunner, J. Bohon	
Yuba	P. DeHaan, Y. Jacobs	
At-Large	P. Nelson, H. Linder, Dr. L. Tate	M. Moreno (A), R. Saenz (A)

Governing Board Attendance

<i>County</i>	<i>Members Present - 9</i>	<i>Excused = 7; Absent = 1</i>
Nevada		Supv. L. Swarthout (E), E. Minett (E)
Placer	W. Reed, Supv. S. Jones	
Sacramento	L. Klotz; C. Burton; M. Rose; M. Sawamura, L. Batten	
Sierra		Supv. S. Dryden (E), L. Heuer (A)
Sutter		Supv. J. Boone (E), T. Beebe (E)
Yolo	Supv. S. Allen, G. Bourguignon	
Yuba		Supv. A. Vasquez (E), W. Peters (E)

**Teleconferencing according to AB 2449 Brown Act Emergency Provision.*

On-site AAA4 Staff

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

AAA4 Staff via Zoom

Julie Beckner, Nancy Vasquez, Yvonne Pacheco-Vong, Anson Houghton, Jodi Mesa, Rebecca Hensley, Clayton Wyatt, Alyssa Venezuela, Cindy Reigert

On-site Guests
John Boyer, Sutter County; Sinil Kang, Two Bits Express, Andrew Blaskovich and Christine, Drewski's Hot Rod Kitchen; Pamela Rasada, N.C. AFSC
Guests via Zoom
Magdalene DeBerg, <i>Inc. Senior Citizens of Sierra County</i> , Jennifer Massello, <i>ACC Senior Services</i> , Mai Xiong; Margarita Minero, <i>County of Sacramento</i> ; Mindy Klick, <i>MOW Sacramento</i> ; Rachel Polivka, <i>MOW Sacramento</i> ; Tink Miller, <i>PIRS</i>

II. PUBLIC COMMENT – None

III. ROLL CALL & CONSENT**

A. Advisory Council

1. A quorum was established with Roll Call taken by Sylvia McBride.
2. Adopt the Agenda and Approve the Minutes from March 19, 2026
3. Approve Revised 2026 Meeting Calendar

Motion	Second	Passed
Dr. L. Tate	P. DeHaan	Y= 16; N= 0; Abstain= 0

B. Governing Board

1. A quorum was established with Roll Call taken by Leesa Klotz.
 2. Adopt the Agenda and Approve the Minutes from March 13, 2026
 3. Approve Same Day Addition to Today's Agenda
- Supv. Allen suggested there be a hiring committee discussion today during Section VII regarding Executive Director Position Transition

Motion #1 & #2	Second	Passed
W. Reed	M. Sawamura	Y= 9; N= 0; Abstain= 0
Motion #3	Second	Passed
W. Reed	Supv. S. Jones	Y= 9; N= 0; Abstain= 0

IV. CORRESPONDENCE

- A. Letter from CDA re: January 2026 Monitoring Visit
 - B. Letter from State Controller re: Delinquent Report
- Meghan asked for a motion from the Governing Board to acknowledge receipt of the two letters that will be discussed during Will's Acting Executive Director report.

Motion	Second	Passed
W. Reed	Supv. S. Allen	Governing Board: Y =9; N = 0; Abstain = 0

V. PUBLIC HEARING (Area Plan Changes)

Action items A, B, & C were discussed during the Public Hearing portion of the meeting. This was done to fulfill AAA4s requirement to have an opportunity to receive public comment on changes to the Area Plan. Board Members, Council Members, and AAA Staff are not considered the public.

VI. ACTION ITEMS

A. Approve Amendments to the 2025-26 Area Plan Update (Advisory Council & Governing Board)

- Action Items A, B & C were part of the Public Hearing done in a presentation format. Will reviewed the updates with those in the room. Both Will and Jim Bohon commented that these changes were the result of three separate Area Plan meetings. There were no questions from the public.
- After the Public Hearing, Tanna Thomas requested an update to page 6 by removing the words “serving one city” as the Senior Center is available to anyone in any city or county.

Motion	Second	Passed
P. Epley	A. Zonderman	Advisory Council: Y =16; N = 0; Abstain = 0
Motion	Second	Passed
M. Sawamura	W. Reed	Governing Board: Y =9; N = 0; Abstain = 0

B. Approve the 2026-27 Area Plan Update (Advisory Council & Governing Board)

- Sara Martinez reviewed the updates made to the 2026-2027 Area Plan. Sara only included the pages with changes as the document is 284 pages and is available for review on the website. The updates that were made were either at the direction of the State or because the information was outdated. Members were encouraged to view the entire Area Plan on the website and provide any feedback or comments. Sylvia McBride did request that a footnote be added to indicate some of the changes.
- Rebecca Hensley also discussed some of the changes made to the Area Plan regarding AAA’s contract/agreement with Legal Service Providers and how we have integrated statewide guidelines into our program specifications and application portions of the RFPs.
- Sara reviewed the section with updated Advisory Council and Governing Board member names and term dates. Sara also shared the results of the Advisory Council Members Race/Ethnic Composition as required by the State.
- The new Organizational Chart was shared showing Will as the Acting Executive Director found on page 267 of the Area Plan. Diane printed and handed out copies of the Org Chart to the Members and guests.
- There are also some new items added to the Area Plan that will organize all of the changes in a plan summary format comparing the prior year to the current year.

Motion	Second	Passed
J. Bohon	K. Carpenter	Advisory Council: Y =16; N = 0; Abstain = 0
Motion	Second	Passed
M. Sawamura	G. Bourguignon	Governing Board: Y =9; N = 0; Abstain = 0

C. Approve New Program Development Objective for Sierra County Mobile Pharmacy Project (Advisory Council & Governing Board)

- Clayton Wyatt shared that Sierra County currently has no operating pharmacy which presents barriers for medication access, adherence and health outcomes. The idea would be to build a mobile pharmacy by coordinating with Plumas Health Clinic, county staff, and the Older Americans Act funded programs. There would be a licensed pharmacist involved and perhaps use a locker system, similar to what Amazon currently uses. This would launch in year two of the project and would be funded from program development designation.

- Will said there is not a designated budget for this project, but there is a program development category. This would need approval by the Department of Aging to move forward.
- Clayton said that the costs have not been fully determined, but would come from hiring a pharmacist, outreach, and possible brick and mortar costs.
- Dr. Tate suggested that Clayton consider investigating some national models in states that have large populations of rural communities. Clayton thought it was a good point. He also mentioned the Sierra County Collaborative that meets quarterly where needs can be addressed and if the Board agrees, will bring this topic up when they meet next week. He emphasized that there will be a whole task force involved to develop and move this project forward. It will not just fall on the AAA to advance it.
- The Public Hearing was closed and was voted on by the Advisory Council and Governing Board.

Motion	Second	Passed
P. Epley	S. McBride	Advisory Council: Y =16; N = 0; Abstain = 0
Motion	Second	Passed
W. Reed	Supv. Jones	Governing Board: Y =9; N = 0; Abstain = 0

D. Award Funds to a Meal Vendor to Support Yuba Sutter Meals on Wheels (Governing Board)

- Yvonne Pacheco-Vong reviewed the summary and recommendations for the Yuba Sutter Meals on Wheels meal vendor. The funding is \$315,000 for a term from July 1, 2026 through June 30th, 2027 with the option to renew for an additional year through June 30th, 2028.
- There were four (4) proposals submitted. Each of these were reviewed by AAA4 staff and the Yuba Sutter review team. Summaries were then provided to the Grants Review Committee. While CDA would prefer that the vendor be non-profit, the committee recommendation is to fully fund a for profit.
- The rationale for recommending Sinil Kang dba 2 Bits Express was primarily that the vendor has been serving older adults within the Yuba Sutter community for the past six (6) years. 2 Bits Express is based within Yuba-Sutter, has a strong knowledge of state and federal requirements using a farm to fork approach, and works directly with local farmers to source fresh produce for their meals.
- Andrew Blascovich and Christine from Drewski’s Hot Rod Kitchen and Sinil Kang from 2 Bits Express were present in the audience to promote their services.
- Meghan Rose asked for feedback as to why one vendor was chosen instead of splitting the contract between the two vendors as it is currently being done. Nancy Vasquez reiterated the rationale as above for 2 Bits and explained that Drewski’s also received an A rating, but is based out of Sacramento which increases the meal travel distance. Drewski’s also doesn’t have partnerships with local farmers and food producers in the service area.
- Alyssa Venenzuela addressed Carl Burton’s question regarding the number of consumers on the waiting list for meals. There are currently 107 people on the waiting list.
- Carl also asked if increased gasoline prices have affected the contract and ability to deliver food. Will said that JPEC is meeting on April 30th which will provide an opportunity to get feedback from the nutrition providers. Will suspects there may be some difficult decisions to be made about cutting down the number of delivery days if fuel costs remain high for an extended time period.

- Supervisor Allen noted that Yolo County has a great relationship with Drewski's and requested they be considered in the future. Will said that none of the Yuba or Sutter County Supervisors were able to be present, but during the last cycle there was a strong preference for the meal provider to be based in their counties. So, while there were two grade A proposals, only one vendor is based locally.
- Andrew with Drewski's said he understood but remains available and happy to help if ever needed.
- After the vote, Yvonne shared that she will be sending an email to the CDA to approve the request to support and fully fund 2 Bits Express since they are a for profit vendor.

Motion	Second	Passed
Supv. Jones	W. Reed	Governing Board: Y =9; N = 0; Abstain = 0

E. Approve AAA4 Financial Statements (Governing Board)

- Controller Jennifer Hassouna explained the Consolidated Statement of Position for 3/31/26. At the last meeting the total assets were \$465,000. This report shows a dramatic increase in total net assets at \$2,170,000 due to the fiscal team billing all unearned federal grant revenue and to the CDA processing payments.
- The payments to funded partners for services rendered through January 2026 are being paid by the Agency now.
- Supervisor Allen thanked Jennifer for joining the Agency and appreciated the Governing Board taking interest in the Agency's finances. Supervisor Allen hopes in the future the financial documents can be released in time for Members to review prior to the meeting. She is pleased to see the numbers going up and in the right direction and happy to move to accept the financials for a voice vote.

Motion	Second	Passed
Supv. Allen	G. Bourguignon	Governing Board: Y =9; N = 0; Abstain = 0

VII. DISCUSSION

A. AAA4's Executive Director Position: Transition Planning, Part 2

- Dr. Julie Bates explained to the Advisory Council what had been discussed at the last Governing Board Meeting with the 30, 60, 90-day Transition Plan. This is now the 30-day portion of the transition plan with Will Tift as the Acting Executive Director.
- The plan is designed to stay on task by working directly with the Board and ultimately recruiting, selecting, and hiring a new Executive Director to lead the Agency into the future. It was felt that the Agency needs to be in a better fiscal position before recruiting a new Executive Director.
- This process has been an opportunity to look at systems, policies, procedures, and adjust where necessary. The leadership team of Will, Dr. Julie, Nancy Vasquez, and Anson Houghton have been active partners in this transition.
- Dr. Julie mentioned that Jennifer Hassouna introduced Loop to the Agency as it has been a valuable tool for everyone to view and interact with the transition plan document no matter where they are working.
- Some of the things Staff is looking at is another salary survey, the employee handbook, position descriptions, and updating the strategic plan.
- There will be an HR Consultant, hired by the Board, to provide an outside perspective of Agency systems and culture.

- Another Staff Satisfaction Survey will be conducted on July, 1, 2026. The survey (which began conducted before the departure of the Executive Director and Fiscal Administrator but concluded afterwards) has been sent to the Governing Board and will be sent to the Advisory Council.
- Tanna Thomas asked if the Advisory Council could be kept more informed on the progress towards hiring a new Executive Director. Dr. Bates offered to give updates at the Advisory Council Meetings.
- Meghan Rose felt that Dr. Bates provided a good synopsis of the events of the Agency over the course of the last 30 days. Meghan indicated that the strategic plan is one of the items that may be on pause for the new Executive Director to oversee.
- Supervisor Allen had a question regarding a recruiting committee which Meghan said she would address during her report. Supervisor Allen also asked if exit interviews are currently being conducted with so much turn over. Dr. Bates said they are. Lastly, Supervisor Allen believes we are on the right path to a better place, but that the Governing Board should evaluate if there was just negligence versus any criminal activity. Meghan said obviously that has been a huge concern, since the Board was not aware of the financial issues. The CDA was also concerned, but so far with all of the consulting and careful review of the financial records, there has been no evidence of any criminal activity. The credit card reconciliation is next to be completed. Jennifer and her team are working diligently to get that done.

VIII. REPORTS

A. Advisory Council

1. Executive Committee – *V. Chair Karen Flanagan*
 - The committee met prior to the Joint meeting to discuss the agenda items.
2. Area Plan Committee
 - Will said the Area Plan Committee will be meeting again within the next month to have the committee review and approve the Area Plan Budget.
3. Legislative Committee
 - Jim Bohon said the Leg Committee met 3 weeks ago. Thirteen (13) bills were reviewed and they voted to support eight (8) with letters and will watch the remaining five (5) bills.
 - Dr. Julie announced that the Leg Committee will be meeting today and will wait for any Governing Board members to join after the closed session.
4. Bylaws Committee
 - Sara Martinez shared that the Bylaws Committee met on March 23rd with a tentative date to meet again on April 28, 2026. The committee began reviewing the Advisory Council Bylaws and plan to review SB707 and the changes to the Brown Act.

B. Governing Board

1. Executive Committee – *Audit/Finance Meghan Rose*
 - The committee met this morning and approved of hiring an HR consultant to evaluate the culture of the organization and review some complaints made between October of 2025 and February 2026. Three consulting companies were interviewed, and HR Done Right was chosen. They will begin consulting once the contract has been executed. The consultants will be digging deep to learn what is going on and where there are opportunities for improvement. They will also review the Employee Handbook to make sure everything is compliant and current.

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

- The committee met prior to the Joint meeting to go through the agenda.
- Jennifer provided an update on how well things are going as her team continues to work with Gilbert CPA Associates.
- The Fiscal Department is making headway towards getting the audits completed. Bank reconciliation is completed through August 2025. Jennifer prepared the financial reports handed out today.
- This process has discovered that the former Fiscal Administrator left a lot of Federal money unbilled which may not be able to be recovered.
- Once the Agency has completed the audits and is in a better financial position, the committee would like to consider an investment plan for long-term financial growth and build a rainy-day fund
- The CDA financial audit resulted in having to pay more than \$300,000 to the CDA. There were eight (8) findings which are being worked through. One item Jennifer is working on is creating policies and procedures, so everyone knows what is expected and controls are in place.

C. Acting Executive Director, *Acting Executive Director, Will Tift*

- Will shared that a 3% step increase was given to eligible staff.
- There were 30 more pages of the first letter under correspondence listing the problematic areas found by the CDA. Two (2) of the eight (8) findings have been resolved and updates will be brought to the next meeting.
- A policy is being developed to have controls in place on voluntary contributions versus donations.
- The second letter from the State Controller's office is regarding the outstanding audits. Jennifer is in communication with the SCO and will be posting a special district report next week.
- The President's budget is out and while many programs have been cut, many of those same cuts were also proposed last year which did not happen. It will depend on what the House and Senate do.
- Will is thankful to Dr. Julie Bates for being the lead on the Transition Plan.
- A round of applause was given for Jennifer and all the work she has done to get four years of bank records reconciled in the last six (6) weeks. In her free time, she is also working towards her MBA and learning Arabic. Amazing!
- Communications Specialist, Julie Beckner, received a shout out for receiving an honorable mention from our National Association, and her work will be noted at their meeting in San Diego.
- There is an SB`1249 rollout webinar this week. Will and Dr. Julie have provided testimony and continue to be outspoken on the issues regarding revoking designation of AAA status. More will be shared on this next month.

IX. ANNOUNCEMENTS –

- Carl Burton discussed a bicycle program he heard about for senior citizens in the Sacramento community. Meghan suggested that maybe someone could present and share more about it.
- Carl also was concerned that when he picked up his packet it wasn't complete as it should have been seventy-two (72) hours in advance.
- Carl wanted to know more about the food bank opening in Galt. Leesa Klotz and Meghan said there will be a follow up at the next meeting.
- Sara let everyone know that there was olive oil in the lobby for sale.

- X. ADJOURN (ADVISORY COUNCIL ONLY)
- XI. **CLOSED SESSION (Personnel Discussion)**
- XII. ADJOURN (GOVERNING BOARD)

******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.

ACTION ITEM VI. A

TO: AAA4 GOVERNING BOARD
FROM: Will Tift
DATE: April 29, 2026
SUBJECT: Approve Resolution #334 RE: HICAP Funds for GY 2026-27

The contractual agreement between the California Department of Aging (CDA) and AAA4 which authorizes the Agency to administer the Older Americans Act and related programs is the Area Plan Memorandum of Understanding (MOU). This is a four-year agreement, and it encompasses the following:

- Title III-B Supportive Services
- Title III-C Nutrition
- Title III-D Health Promotion
- Title III-E Family Caregiver Services
- Long-Term Care Ombudsman
- Elder Abuse Prevention
- Health Insurance Counseling & Advocacy Program (HICAP)
- Medicare Improvements for Patients & Providers Act (MIPPA)

Resolution #320 (approved in August of 2024) first established this multi-year agreement with the State and authorized the Executive Director to sign all future amendments. Nevertheless, Board approval of this new Resolution is being requested in the interest of transparency and consistent internal record-keeping.

This amendment to the Area Plan MOU contains AAA4's budget display for HICAP (Health Insurance Counseling & Advocacy Program). The Grant Year (GY) is from April 1, 2026 through March 31, 2027.

The total allocation is \$699,771. This amount includes \$70,384 in augmentation (carry-over) funds from the prior grant period. AAA4 contracts with Legal Services of Northern California (LSNC) to provide HICAP services throughout the seven county Planning and Service Area (PSA 4) as well as El Dorado and San Joaquin Counties on behalf of the Area Agencies on Aging for PSAs 29 and 11, respectively.

This item requires a roll call vote.

ACTION ITEM VI. B.

TO: AAA4 GOVERNING BOARD

FROM: Will Tift

DATE: April 30, 2026

SUBJECT: Approve AAA4 Policy on Voluntary Contributions

One of the findings from the California Department of Aging's Monitoring Visit in January of 2026 was that the Agency did not have umbrella policy pertaining to Voluntary Contributions.

A draft policy is attached for Board review and approval.

This item only requires a roll-call vote if members are attending remotely.

1.0 Overview

In accordance with the Older Americans Act of 1965 as amended in 2020 (OAA), any program administered directly by Area 4 Agency on Aging (A4AA) using OAA funds shall “provide each recipient with an opportunity to voluntarily contribute to the cost of the service” (Section 315(b)). In this context, the term “voluntary contributions” means monies give to a program by a current client of that program. Voluntary contributions are separate and distinct from “donations” in that the latter refer to monies that are given to a program by members of the public.

2.0 Purpose

The California Department of Aging (CDA) specifically requires Area Agencies on Aging to have a policy on this subject to ensure compliance with the Older Americans Act.

3.0 Scope

This policy applies to AAA4’s direct service OAA programs under Titles III-B Supportive Services, III-C Nutrition, III-D Health Promotion and III-E Family Caregiver. It is the assigned Manager’s or Administrator’s responsibility to read and understand this policy and to conduct their activities in accordance with its terms.

4.0 Information Statement

A4AA’s direct OAA service programs shall utilize a written letter as the primary method to solicit voluntary contributions. This letter shall be pre-approved by the appropriate A4AA Administrator, and it shall:

- “Clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary;”
- Briefly explain how A4AA takes steps to “protect the privacy and confidentiality of each recipient with respect to the recipient’s contribution or lack of contribution;”
- Touch upon A4AA’s “procedures to safeguard and account for all contributions;” and,
- State that 100% of contributions received shall be used “to expand the service for which the contributions were given and to supplement (not supplant) funds received under [the OAA].”

A4AA’s direct OAA service programs shall encourage contributions from “individuals whose self-declared income is at or above 185 percent of the poverty line, at contribution levels based on the actual cost of services.” However, A4AA “shall not means test for any service for which contributions are accepted or deny services to any individual who does not contribute to the cost of the service.”

A4AA’s Fiscal Team shall be responsible for establishing and maintaining proper protocols for the collection, processing and recording of voluntary contributions. Written procedures are pending.

Under **no** circumstances will A4AA solicit voluntary contributions in a manner that program recipients may perceive as coercive, including but not limited to:

- Falsely stating or implying that an individual is required, obligated or otherwise expected to contribute;
- Causing individuals to feel pressured to donate;
- Providing an individual with information in a format that resembles an invoice; and,
- Facilitating regular “payments” of contributions, such as monthly billing arrangements.

5.0 Compliance

Upon adoption of this policy, the assigned Administrator shall ensure any existing policies and practices regarding voluntary donations comply with this Agency-wide policy. Thereafter, any violation of this policy may result in disciplinary action against the AAA4 staff member with primary responsibility for day-to-day oversight of the direct service program in question.

6.0 Policy Exceptions

This policy does not apply to the Long-Term Care Ombudsman Program or to the Elder Abuse Prevention activities. This policy does not apply to “information calls” as defined within the Senior Information & Assistance service category.

7.0 Definitions of Key Terms

Term	Definition

8.0 Contact Information

Submit all inquiries and requests for future enhancement to the responsible department listed on page 1.

9.0 Revision History

Date	Description of Change	Reviewer

10.0 Related Documents

Sample Voluntary Contribution Letter (attached)

Voluntary Contributions Letter

Dear Participant,

Our program is funded in part by the Older Americans Act and is committed to providing services to eligible individuals regardless of their ability to contribute.

You are invited to make a **voluntary contribution** toward the cost of services you receive. Contributions help us serve more individuals and maintain program quality.

Please note:

- **Contributions are completely voluntary.**
- **You will not be denied service** if you choose not to contribute.
- **The amount you contribute is confidential.**
- No staff will pressure or require you to contribute.

Suggested contribution amounts may be provided for your convenience; however, you may give any amount or choose not to contribute.

If you have any questions, please contact our office.

Thank you for supporting this program.

Sincerely,
[Program Name]

ACTION ITEM VI. C.

TO: AAA4 GOVERNING BOARD

FROM: Joint Program Evaluation Committee

DATE: April 30, 2026

SUBJECT: Approve Third Quarter JPEC Recommendations

The Joint Program Evaluation Committee (JPEC) met on April 30 to review active compliance concerns as well as performance figures for all AAA4-funded programs through the first three quarters of SFY 2025-26.

On the Funded Program Activity Report, there are five items that require Governing Board approval (Items A³ through F³ beginning on page 4 of 6).

In accordance with JPEC Policy, if any new information that is salient to this topic should become available, then AAA4 Staff will share it during the May 8 meeting.

FUNDED PROGRAM ACTIVITY REPORT

SFY 2025-26: Performance through the Third Quarter (July – March) AND Updates on other Matters

Compiled April 27, 2026

Updated April 30, 2026

For most of the Funded Programs, the scope of this report includes events that occurred during the current 4-year contract cycle (July 2025 – June 2029). For Funded Programs operating on the minor contract cycle (i.e., Caregiver Assessment & Case Management in Placer, Sacramento & Yolo; Caregiver Counseling in all counties; Caregiver Respite in Placer, Sacramento & Yolo; and, Health Promotion in select counties) the scope of this report includes events that have occurred since July 1, 2019.

I. OUTSTANDING ACHIEVEMENT

Nominations are welcome from Advisory Council and Governing Board members at any time during the fiscal year. For more information, email: RSSTeam@agencyonaging4.org

II. OPEN MATTERS

The following Funded Programs are currently on Collaborative Oversight status:

- AAA4 Bingocize (on Oversight since last fiscal year)
- AAA4 Caregiver Counseling (on Oversight since last fiscal year)
- AAA4 Case Management (Placer on Oversight since Q1; Yuba-Sutter added in Q2)
- LSNC: Mother Lode Office (on Oversight since Q1;)
- MOW Yolo: Non-Traditional Congregate Meals (on Oversight since Q1)
- Sierra Senior Services: Home-Delivered Meals (on Oversight since Q2)

III. UPDATE on NEW PROVIDERS/PROGRAMS

As noted in the previous JPEC reports, AAA4 has assumed fiscal/administrative oversight of the Title III-B Transportation grant in Yolo County, replacing Dignity Health. The Yolo Healthy Aging Alliance (YHAA) has now resumed responsibility for distributing vouchers to clients which are being honored for rides on Yolo Bus Special. The remaining \$22,875 of this grant (which was initially intended be spent by Dignity for rides to and from Yolo Adult Day Health Care) is unassigned for SFY 2025-26. At this time, AAA4 Staff intend to recommend the Governing Board award these funds to YHAA during their May 8 meeting.

It is also worth noting that while Connecting Point (CP) is neither a new Funded Partner nor a new Senior Information & Assistance provider, this is the first fiscal year CP has provided Senior I&A in Yuba and Sutter counties, replacing FREED in that role.

Similarly, the Yuba Sutter Legal Center (YSLC) is not a new Funded Partner but is providing Transportation Voucher services for the first time, replacing FREED in that role.

Lastly, MOW Yolo County is now the lead entity providing Non-Traditional Congregate Meals under subcontract with the Yolo Healthy Aging Alliance (YHAA).

IV. IMPACTED SERVICES

The following AAA4-Funded Programs have exceeded their maximum capacity and have either waived a Waiting List or have an active Waiting List:

- AAA4 Dine Around Town:
 - Yuba County: 11 people waiting
 - Sutter County: 18 people waiting
- AAA4 Yuba-Sutter Meals on Wheels:
 - Yuba County: 54 people waiting
 - Sutter County: 45 people waiting
- Del Oro Caregiver Resource Center; Respite Care:
 - Placer County: 225 people waiting
 - Sacramento County: 462 people waiting
 - Yolo County: 45 people waiting
- Gold Country Community Services - HDM (W. Nevada County): 9 people waiting
- Meals on Wheels by ACC (Sacramento County): 152 people waiting
- Meals on Wheels Yolo County: 78 people waiting
- PIRS (Placer County); Minor Home Modifications: 13 people waiting
- Seniors First; Transportation: 1 person waiting

IV. QUALITY ASSURANCE

AAA4 Staff are not aware of any substantiated quality assurance concerns at this time.

V. COMPLIANCE (Not including Units of Service)

AAA4 Data Team is now assisting Inc. Senior Citizens of Sierra County with data entry to ensure compliance. The AAA4 Contracts, Fiscal and Program Staff have no compliance concerns at this time.

VI. PERFORMANCE (Units of Service Only)

Initially, the numbers of service units to be provided during the contract period are set by successful RFP applicants or renegotiated between AAA4 staff and the Funded Partner before a contract is executed. Thereafter, changes to the annual scope of service must be

reviewed by JPEC and approved by the Governing Board. In addition, special approval is required to change the annual scope in the first year of a competitive contract cycle.

Once the annual scope of service has been established, quarterly benchmarks will be negotiated between AAA4 and Funded Partner Staff. Benchmarks are used by JPEC to determine whether the delivery of services is progressing as anticipated. Benchmarks are used by Funded Programs to account for variations in the service pattern (e.g., less activity in the Winter months). Such variations may or may not be known in advance; hence benchmarks can be adjusted during the course of the fiscal year so long as the annual scope of service remains the same.

In accordance with AAA4's Performance Standards Policy, three classifications are used to describe performance levels for individual programs:

125% or More = Above-Range Performance

86% – 124% = Within-Range Performance

85% or Less = Below-Range Performance

Above-Range Performance might indicate a conservative scope of service or better-than-expected efficiencies; it might also indicate cost-cutting measures or a dilution of service quality. Thus, significant above-range performance is not necessarily a sign of positive outcomes.

Conversely, Below-Range Performance might indicate an optimistic scope of service or unexpected losses of efficiency; it might also indicate an investment of resources or an enhancement in service quality. Thus, significant below-range performance does not necessarily suggest an undesirable outcome.

VII. NEXT STEPS

Recommendations made by JPEC on April 30 will be noted below and sent to the Governing Board for action on May 8. Affected Funded Programs are welcome to attend either or both meetings and will have an opportunity to briefly speak (or have a written statement read on their behalf) prior to votes being cast.

Continued on next page

Item	AAA4 Staff Suggestions for JPEC action	JPEC Action
A ³	From “Item 1: ACTION” on the JPEC Agenda, and as noted in Section II above, six (6) Funded Programs are currently on Collaborative Oversight status. AAA4 Staff suggest Collaborative Oversight remain in effect for all six programs.	Adopt Staff Suggestion Epley; Klotz (7 – 0)
B ³	From “Item 2: ACTION” on the JPEC Agenda, this line item (and those that follow) pertains to the Mid-Year Performance Chart. AAA4 Staff wish to discuss all instances where Programs appear <u>fully spent</u> (i.e., where the “OAA Award Spent thru Q3 (Percent)” column is 100% or higher). On the Chart, this includes row numbers 19, 24, 26, 29, 32 & 50. AAA4 Staff suggest these items be discussed and acted upon one-by-one, beginning with non-AAA providers who are present, to determine whether services will continue during the fourth quarter. Staff suggest Connecting Point be placed on Collaborative Oversight Status.	Adopt Staff Suggestion Brunner; Klotz (7 – 0)
C ³	Similarly, AAA4 Staff wish to discuss all instances where programs have already <u>far exceeded their annual scope of service</u> (i.e., where the “Units Provided thru Q3 (Percent)” column is 125% or higher). On the Chart, this includes row numbers 4, 5 & 42. AAA4 Staff suggest these items be discussed and acted upon one-by-one, beginning with non-AAA providers who are present, to determine whether services will continue during the fourth quarter. Staff suggest no action be taken.	No Action Taken

Continued on next page

Item	AAA4 Staff Suggestions for JPEC action	JPEC Action
D ³	<p>Next, AAA4 Staff wish to discuss all instances where programs have <u>not yet reached half their annual scope of service</u> (i.e., where the “Units Provided thru Q3 (Percent)” column is below 50%). On the Chart, this includes row numbers 1, 6, 9, 10, 22, 23, 24, 34 & 37. AAA4 Staff suggest these items be discussed and acted upon one-by-one, beginning with non-AAA providers who are present, to discuss whether the annual scope is still achievable.</p> <p>If the annual scope is NOT achievable AND the program is significantly <u>underspent</u> (i.e., the “OAA Award Spent thru Q3 (Percent)” column is below 50%), THEN AAA4 Staff will likely recommend a one-time reduction in award to prevent dollars from being unspent.</p> <p>If the annual scope IS achievable AND the program is significantly <u>underspent</u> (i.e., the “OAA Award Spent thru Q3 (Percent)” column is below 50%), THEN AAA4 Staff may recommend a one-time reduction in award to prevent dollars from being unspent.</p> <p>Staff suggest no action be taken.</p>	<p>No Action Taken</p>
E ³	<p>As for the balance of Performance Chart items from row #1 through row #64, these programs have demonstrated typical performance or above-range performance. AAA4 Staff suggest no action be taken at this time.</p>	<p>No Action Taken</p>
F ³	<p>FOR YOUR INFORMATION ONLY, rows #401-410 show data for the ADRCs (Aging & Disability Resource Connections) that are administered by AAA4. Performance goals are approved and monitored by the California Department of Aging; therefore, JPEC monitoring would be duplicative.</p>	
G ³	<p>FOR YOUR INFORMATION ONLY, rows #501-506 show data for AAA4’s CalFresh Healthy Living Program (aka SNAP-Ed). Performance goals are approved and monitored by the California Department of Aging; therefore, JPEC monitoring would be duplicative.</p>	

Item	AAA4 Staff Suggestions for JPEC action	JPEC Action
H ³	FOR YOUR INFORMATION ONLY, rows #601-602 show data for AAA4's MIPPA Program (Medicare Improvements for Patients & Providers Act). Performance goals are approved and monitored by the California Department of Aging; therefore, JPEC monitoring would be duplicative.	
I ³	FOR YOUR INFORMATION ONLY, rows #701-702 show data for AAA4's Elder Abuse Prevention program, and rows #801-803 show data for AAA4's LTC Ombudsman program. Performance goals for both are established and monitored by the State Ombudsman's Office; therefore, JPEC monitoring would be duplicative.	
J ³	FOR YOUR INFORMATION ONLY, rows #901-909 show data for LSNC's nine-county HICAP Program. Performance goals are established and monitored by ACL and the California Department of Aging; therefore, JPEC monitoring would be duplicative.	
K ³	JPEC will meet to review Year-End Performance for SFY 2025-26. The tentative date is Thursday, August 27, 2026.	

April 30, 2026 Meeting Notes:

Committee Members present: Alinda Batten, Seth Brunner, Pam Epley, Karen Flanagan, Leesa Klotz, Annie Mikal, & Pamela Nelson

A4 Staff Present: Will Tift (Committee Liaison), Dagne Buck, Jennifer Hassouna, Rebecca Hensley, Anson Houghton, Brittany Lathrop, Tina Linn, Ben Scalero, Diane Swanson, Nancy Vasquez, Sandra Woolf & Clayton Wyatt

Guest Present: Miko Sawamura (Governing Board)

Programs Represented: AAA4 Direct Services (Caregiver Counseling, Case Management, Dine Around Town, Health Promotion, Housing, Elder Abuse Prevention, LTC Ombudsman, Yolo Transportation & Yuba-Sutter MOW), ACC Senior Services (Transportation), Connecting Point (211 Nevada/Yuba and Senior I&A Sutter), Inc. Senior Citizens of Sierra County (Outreach & Nutrition), MOW Yolo, Sierra Senior Services (Nutrition), Stanford Settlement (Transportation) and Yuba Sutter Legal Center.

ACTION ITEM VI. D.

TO: AAA4 GOVERNING BOARD

FROM: Will Tift

DATE: May 1, 2026

SUBJECT: Award Unassigned Transportation Funds in Yolo County \$22,875

As noted in the previous Executive Director and JPEC Funded Partner Activity reports, AAA4 has assumed fiscal/administrative oversight of the Title III-B Transportation grant in Yolo County, replacing Dignity Health. The Yolo Healthy Aging Alliance (YHAA) has now resumed responsibility for distributing vouchers to clients which are being honored for rides on Yolo Bus Special. The remaining \$22,875 of this grant (which was initially intended be spent by Dignity for rides to and from Yolo Adult Day Health Care) is unassigned for SFY 2025-26.

At this time, AAA4 Staff recommend these Unassigned funds be awarded to YHAA for SFY 2025-26 and an additional \$22,875 for SFY 2026-27 for the enhancement of Transportation services which are intended to benefit “regular” riders of Yolo Bus and/or prospective clients who reside outside of the Yolo Bus catchment area. AAA4 expects YHAA to continue to provide regular updates of this program to the Yolo County Commission on Aging and to seek direction and support from that body.

This item requires a roll-call vote.

ACTION ITEM VI. E.

TO: AAA4 GOVERNING BOARD
FROM: Will Tift
DATE: April 30, 2026
SUBJECT: Approve AAA4 Financial Statements

The following revised financial statements for the month of March will be provided for review and approval by the Governing Board:

- Statement of Financial Position (A point-in-time picture of overall fiscal health)
- Statement of Financial Activities (Net income for a specified timeframe)
- Statement of Cash Flows (Cash entering and leaving for a specified timeframe)

This item requires a roll-call vote by the Governing Board.

DISCUSSION ITEM VII. A.

TO: AAA4 GOVERNING BOARD
FROM: Will Tift
DATE: April 30, 2026
SUBJECT: AAA4's Executive Director Position: Transition Planning, Part 3

Work continues on a transition plan which includes immediate, short-term and intermediate steps for the Fiscal Administrator position (including the Fiscal Department), for the Executive Director position, and for the Agency as a whole (Board, Council, Staff, Funded Partners, ADRC Partners and Community Partners). An update will be shared during the May 8 meeting.