

**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

<b>On-site Guests</b>
John Boyer, Sutter County; Sinil Kang, Two Bits Express, Andrew Blaskovich and Christine, Drewski's Hot Rod Kitchen; Pamela Rasada, N.C. AFSC
<b>Guests via Zoom</b>
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.

<b>Motion</b>	<b>Second</b>	<b>Passed</b>
P. Epley	A. Zonderman	Advisory Council: Y =16; N = 0; Abstain = 0
<b>Motion</b>	<b>Second</b>	<b>Passed</b>
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.

<b>Motion</b>	<b>Second</b>	<b>Passed</b>
J. Bohon	K. Carpenter	Advisory Council: Y =16; N = 0; Abstain = 0
<b>Motion</b>	<b>Second</b>	<b>Passed</b>
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.

<b>Motion</b>	<b>Second</b>	<b>Passed</b>
P. Epley	S. McBride	Advisory Council: Y =16; N = 0; Abstain = 0
<b>Motion</b>	<b>Second</b>	<b>Passed</b>
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 30<sup>th</sup>, 2027 with the option to renew for an additional year through June 30<sup>th</sup>, 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 30<sup>th</sup> 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.

<b>Motion</b>	<b>Second</b>	<b>Passed</b>
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.

<b>Motion</b>	<b>Second</b>	<b>Passed</b>
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 23<sup>rd</sup> 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](mailto:GoverningBoard@AgencyOnAging4.org)

*Recordings are on file for one (1) year.*