Attachment A

Napa and Solano County

Joint Proposal to California Department of Aging

Seeking Designation as the Area Agency on Aging for the Planning and Service Area for Napa and Solano (PSA 28)



Approved by Napa County Board of Supervisors August 14, 2018

Approved by Solano County Board of Supervisors August 14, 2018

**INTRODUCTION:**

In April 2018, the Area Agency on Aging for Napa and Solano, a non-profit organization, notified the State of California Department of Aging (CDA) that it would be relinquishing its designation as the Area Agency on Aging (AAA) for the Planning and Service Area for Napa and Solano (PSA 28), effective June 30, 2018. Both counties submitted letters of intent to CDA to seek the designation and this proposal is to continue the designation process by demonstrating both entities’ abilities to fulfill the federally mandated requirements.

**FINANCIAL RECORDS**

Single Audit:

The most recent Single Audit for Napa County is attached as Exhibit A, and can be found here: <http://ca-napacounty.civicplus.com/ArchiveCenter/ViewFile/Item/511>

The most recent Single Audit for Solano County is attached as Exhibit B, and can be found here: <https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=27957>

County Budget Summary:

The FY 2018/19 Napa County Budget was adopted by the Board of Supervisors on June 19, 2018. The adopted budget is $480 million, with the General Fund portion being $195 million. The recommended budget can be accessed below:

<https://www.countyofnapa.org/DocumentCenter/View/8678/2018-2019-FY-Recommended-Budget?bidId>

The FY 2018/19 Solano County Budget was adopted by the Board of Supervisors on June 19, 2018. The adopted budget is $1.07 billion, with the General Fund portion being $290 million. The recommended budget can be accessed below:

<https://www.solanocounty.com/civicax/filebank/blobdload.aspx?BlobID=28604>

Proposed budget for AAA:

See Exhibit C for the total funding available from CDA and Exhibit D for the proposed administrative budget. The match requirements for the administrative budget are based on the current population figures from CDA, found here: <https://cda.ca.gov/docs/DataAndStatistics/Statistics/IFF/2018%20Population%20Demographic%20Projections.pdf>

**ORGANIZATIONAL STRUCTURE**

Exhibit E shows the new organizational structure.

Oversight/Governing Board:

The Oversight/Governing Board will consist of 7 members, as follows:

* 1 member of the Board of Supervisors of each county, appointed by the respective Board of Supervisors.
* 1 member of a city council from each county, appointed using existing joint appointment processes.
* 1 resident over the age of 60 from each county, appointed by the respective Board of Supervisors.
* 1 representative of senior service providers, appointed jointly by both Boards of Supervisors.

Advisory Council:

The Advisory Council will be made up of 16 members, with the Board of Supervisors in each County responsible for appointing 8. Advisory Council members will serve 4 year terms. A majority of the Advisory Council members must be over the age of 60, and the Advisory Council should reflect the racial and ethnic diversity of the target population in Napa and Solano Counties as shown below (from the Area Plan for PSA 28 2017, which has been approved by CDA)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| County | Total Population | White | Hispanic | Asian | Black | Native Hawaiian/Pacific Islander | American Indian | Other |
| Napa | 141,624 | 74,069 | 50,481 | 10,713 | 2,627 | 252 | 484 | 2,998 |
| Solano | 437,309 | 167,214 | 116,062 | 62,481 | 62,315 | 3,495 | 1,869 | 23,873 |
| PSA 28 Total | 578,933 | 241,283 | 166,543 | 73,194 | 64,942 | 3,747 | 2,353 | 26,871 |
| % of total population | 100% | 42% | 29% | 13% | 11% | 0.6% | 0.4% | 5% |

In addition, efforts will be made to include the following:

* Low income representative
* Disabled representative
* Supportive services provider representative
* Health care provider representative
* Local elected officials
* Persons with leadership experience in the private and voluntary sectors

By-laws have been drafted for the Advisory Council, and will be finalized by staff and approved by the newly-created Governing Board.

The AAA services will be administered through the Comprehensive Services for Older Adults division of the Napa County Health and Human Services Agency. The Napa Comprehensive Adult Services for Older Adults division and the Solano County Health and Social Services Department, Public Health Division, Older & Disabled Adults Services Bureau will coordinate AAA activities and services through a Joint Exercise of Powers Agreement (Exhibit F) and respective program-level staff of both counties will communicate as needed to assure optimum service delivery

**FACILITY**

Both Napa County and Solano County are subject to the Americans with Disabilities Act (ADA), and are currently housed in locations that are accessible to all. In addition to taking such regulatory requirements into consideration for site selection, we also consider access to transit and locations that are convenient for the individuals accessing the services.

It is anticipated that most of the services being provided by the AAA will be contracted out through Napa County. Napa County will include appropriate language in the procurement and contract documents to ensure compliance with the ADA, as well as ensuring access for the population served.

**NUMBER AND QUALIFICATIONS OF AAA STAFF**

The AAA will have the following staff administering these programs. These assumptions break down the on-going staffing needs from the start-up staffing (through June 30, 2020) anticipated to implement this new program in a timely and efficient manner, to ensure continuity of services.

AAA Director: these duties will be combined with the Deputy Director of HHSA- Aging and Disability Services (Comprehensive Services for Older Adults Division). Start-up: .30 FTE; Ongoing: .20 FTE.

Program Coordinator: these duties will be combined with the Supervising Staff Services Analyst in HHSA to provide supervision for planning and program monitoring activities, as well as over-all program coordination. Start-up: .30 FTE; Ongoing .20 FTE.

Fiscal Staff Services Analyst: a new Staff Services Analyst I/II will process State claiming, coordinate submission of invoices with contractors, review contractor invoices for accuracy, prepare the fiscal section of contract worksheets and agenda items, perform fiscal contract monitoring, establish and review project costing codes for Napa County staff assigned to the AAA, and prepare the AAA county budget.  Start-up: 1.0 FTE; Ongoing .80 FTE.

Fiscal Officer: these duties will be combined with the Deputy Chief Fiscal Officer of HHSA to provide supervision and oversight for fiscal activities related to these programs. Start-up and Ongoing .20 FTE.

Senior Office Assistant: these duties will be combined with an existing position in HHSA to administrative support, including agendas and minutes for the Governing Board and Advisory Council. Start-up: .30 FTE; Ongoing .20 FTE.

Staff Services Analyst for Planner/Contract development/Program monitor: a new Staff Services Analyst II will coordinate development of the Area Plan, contract management, and program monitoring. Start-up and Ongoing 1.0 FTE.

Accountant/Auditor: this position within the Auditor/Controller’s office will provide external audit review and monitoring for the program. Start-up and Ongoing .50 FTE.

See Exhibits G-M for full job descriptions.

**FEDERAL ASSURANCES**

Both Napa and Solano County currently provide services and have contracts through various state departments for Federal and State funding to support these services. As such, both Counties have agreed to these standard conditions in other contracts.

**ORGANIZATIONAL AUTONOMY**

The Mello-Granlund Older Californians Act (Welfare and Institutions Code Section 9400, et seq) requires that each AAA area plan include developing home-and community-based systems of care that maintain individuals in their own homes or least restrictive environment, providing better access to these services through information and referral, outreach, and transportation, and advocating for the elderly on local, state, and national levels. In addition, W&I Code Section 9400(g)(10) states that the AAA shall “be directed by leaders in the community who have the respect, capacity, and authority necessary to convene all interested persons to assess needs, design solutions, track overall success, stimulate change, and plan community responses for the present and for the future.”

For planning and advocacy as they relate to the local service delivery system, the AAA Director will be incorporated into the duties of the Deputy Director for Napa County Health and Human Services, Comprehensive Services for Older Adults Division position. This position requires education and experience in providing services to older adults and must be experienced in advocating for the service needs of this population. In addition, the AAA Director will work collaboratively with program staff in Napa and Solano County to ensure a comprehensive understanding of the needs of the senior population in the service region.

With respect to policy advocacy, annually, both the Napa and Solano County Boards of Supervisors adopt a legislative platform in a public meeting, which provides staff with the guidance necessary for legislative advocacy efforts throughout the year. In addition, in each county has a Legislative Subcommittee, which consists of 2 Board members, holds bi-weekly public meetings to address issues as they arise. Staff in the Napa County Health and Human Services Agency and the Solano County Department of Health and Social Services already work with staff in the Intergovernmental Affairs Division of each county’s County Executive/Administrative Office and will continue to do so to ensure that the advocacy needs of the seniors in the area are met.