



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 10D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Mary Booher for Minh Tran - County Executive Officer
County Executive Office

REPORT BY: Mary Booher, Assistant County Executive Officer - 707-253-4153

SUBJECT: Approval of application seeking designation as the Area Agency on Aging Joint with Solano County

RECOMMENDATION

County Executive Officer requests:

1. Approval of submittal of the draft joint application of Napa and Solano counties to the California Department of Aging to form a new Area Agency on Aging for Planning Service Area 28;
2. Approve a draft Joint Exercise of Powers Agreement between Napa and Solano counties to establish a new Area Agency on Aging for Planning Service Area 28 (Napa and Solano counties);
3. Authorize the County Executive Officer to sign the application documents; and
4. Accept the initial draft budget.

EXECUTIVE SUMMARY

On April 12th, the Board of Directors of the Area Agency on Aging Serving Napa and Solano Counties voted to not renew the contracts with the California Department of Aging for services funded by the Older Americans Act, Multi-purpose Senior Services Program, and Snap-Ed funding in FY 2018-19. On May 22nd, the Board approved a letter of intent to the California Department of Aging, indicating that the two counties would be seeking a Join Designation as the Area Agency on Aging. Since that time, staff has developed the application seeking designation, and staff are requesting approval of this application today, along with a draft of the governing agreement and the budget. Solano County is considering the same request today.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment

3. Motion, second, discussion and vote on the item.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Currently the Board funds \$55,000/year for services for seniors. It is expected that these funds will cover the Napa County match for FY 2018/19. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Since the Area Agency on Aging serving Napa and Solano will no longer be providing these critical services, staff has developed a plan that will provide the services more efficiently for both counties. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The proposal is designed to ensure that the services are provided within the allocations of state and federal funding. Napa County will use General Fund already committed to Senior Services to meet required matches. |
| Consequences if not approved: | If this is not approved, California Department of Aging would need to go through a competitive procurement process, in hopes of identifying a non-profit interested in providing these services. |
| Additional Information: | |

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On April 12, 2018 the Board of Directors of the Area Agency on Aging Serving Napa and Solano Counties (AAANS) voted to not renew the contracts with the California Department of Aging (CDA) for services provided effective 7/1/2018. The Directors also voted to relinquish the designation as the Area Agency on Aging for Planning Service Area 28 (Older American Act Programs) As a result of this action, CDA is authorized by statute to enter into contracts for 180 days (through December 2018) to ensure continuity of services. Both Counties submitted a letter to the state indicating our intent to jointly seek the designation, and the next step in this process is to submit an application seeking designation as the Area Agency on Aging for Planning and Service Area 28.

The attached application proposes a Governing Board and an Advisory Council, as well as a budget that is based on Napa County providing the administrative services for these programs, as well as providing the state with more general organizational information, such as financial statements and budgets.

Governing Board: The applications proposes a Joint Exercise of Powers Agreement (Attachment B) that discusses how the two Counties will jointly oversee these programs.

The 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; and
- | 1 representative of senior service providers, appointed jointly by both Boards of Supervisors.

The Advisory Council, which is a program requirement, is proposed to be made up of 16 members, with the Board of Supervisors in each County responsible for appointing 8. As required, 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. In addition, the application identifies other groups that should be represented, such as representatives of the low income and disabled populations, local elected officials, and service providers. The existing Advisory Council will be dissolved, though those members may apply to be appointed to the new Advisory Council.

Budget: Attachment C shows the state and federal funding available to PSA 28, and Attachment D shows the proposed administrative budget for the remainder of FY 2018/19 and 2019-20. The budget proposes 2.65 FTE on-going in HHSA plus funding for auditing and monitoring support in the Auditor-Controller's office. The County is able to share positions with other programs, to maximize efficiencies. For comparison, the AAANS had at least 5 administrative staff for these programs, since they did not have the same leveraging opportunities. Once the program is operational, staff will re-evaluate the budget to make adjustments appropriate to known work-load.

While the proposed budget does include \$35,000 per year additional funding above the required match, it is expected that the total General Fund needed will be within the \$55,000 allocated by the Board each year for senior services, so no additional General Fund appropriations are expected. The budget also includes additional funding available for the first year, as CDA is not using all of the administrative allocation during the 6 months they are providing services.

Programs: As shown in Attachment C, the state and federal funds are allocated to specific program areas, and these allocations are guided by the 4-year area plan, which FY 18/19 is the third year. Under the direction of the Governing Board, staff will develop a procurement plan to ensure that to the extent funding is available, programs in the approved areas will continue.

The Napa County Auditor has raised some concerns about the costs associated with accepting this funding (Attachment E). While staff believes that the proposed budget provides sufficient resources for monitoring efforts, should the Board not accept the plan as proposed today, staff would go back to work with Solano County to develop an alternate plan.

SUPPORTING DOCUMENTS

- A . Application Seeking Designation
- B . Draft Joint Exercise of Powers Agreement
- C . State/Federal funding
- D . Admin Funding

E . ACO letter

CEO Recommendation: Approve

Reviewed By: Molly Rattigan