SENIORS COUNCIL BOARD OF DIRECTORS

Thursday, September 16, 2021

10 a.m. – 12 Noon

☐ ZOOM VIRTUAL MEETING

Join Zoom Meeting
https://us02web.zoom.us/j/87079267877

Meeting ID: 870 7926 7877

One tap mobile
+16699006833,87079267877# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)

Find your local number: https://us02web.zoom.us/u/kbL9nLyOrZ

AGENDA

10 a.m.  1. Welcome, Call to Order and Introductions

2. Additions & Deletions to the Agenda

3. Receive Announcements from Board Members

4. Comments from Members of the Public on Items Not on the Agenda

5. CONSENT AGENDA
   Approve minutes of August 2021 Board Meeting
6. Committee Reports
   1. Finance Committee
   2. Nominating & Board Development
   3. Advocacy Committee
      a. Status of CORE Funding
      b. Live Oak Senior Center
   4. Executive Committee

7. Board Resolutions
   1. Line of Credit Renewal

8. Agency Holiday Closure Consideration

9. Executive Director’s Report
   1. California Department of Aging’s Senior Hubs/AAA 2.0
   2. RFP for Services
   3. COVID-19 & Reopening Programs, Zoom Meetings, etc.
   4. ADRC/No Wrong Door Project

10. Program Reports (as needed)
    1. Falls Prevention
    2. Foster Grandparent Senior Companion Program
    3. Area Agency on Aging
    4. ADRC/No Wrong Door
    5. Project SCOUT

11. Miscellaneous Correspondence & Other Items

12. Adjourn

Next Meeting:

Thursday, October 21, 10 a.m. – 12 noon
Questions, Clarifications or Additional Information:
If you have a question or wish clarification or additional information about any agenda item or attached materials, please telephone Seniors Council Executive Director Clay Kempf at 688-0400 ext. 115 before the meeting. If you get voicemail, please leave a detailed message so that a response can be made.

Distribution of Materials:
If you have information to share with members of the Board, a table or other suitable space will be provided on which you may make it available. It is the wish of the Executive Committee that meetings not be disrupted by distribution of paperwork or other items.

Accessibility:
This organization attempts to make meeting content understandable in languages other than English. All Meeting rooms are accessible for people with disabilities. If you wish to discuss reasonable modifications or accommodations for language or disability, please contact the Seniors Council office at 688-0400 at least 48 hours before the meeting.

Seniors Council Mission Statement
It is the mission of the Seniors Council to enable older persons to function with independence and dignity in their homes and in the community to their fullest capacity.

Area Agency on Aging Mission
To provide leadership in addressing issues that relate to older Californians; to develop community-based systems of care that provide services which support independence within California’s interdependent society, and which protect the quality of life of older persons and persons with functional impairment; and to promote citizen involvement in the planning and delivery of services.
BOARD OF DIRECTORS
August 18, 2021
*Held by Zoom Conference Call in accordance with COVID-19 distancing requirements*

MINUTES

BOARD MEMBERS PRESENT: Rosa Apodaca, Pam Arnsberger, Barbara Canfield, Cathy Cress, Darrell Johnson, Barbara Kaiser, Wendy King, Creighton Mendivil, Wayne Norton, Jane Schwickerath, Gwen Yeo

ABSENT: Mickie Luna, Steven Matzie, Antonio Rivas

OTHERS PRESENT: Clay Kempf, Executive Director; Britt Bassoni, Special Projects; Cathy Colvard, Fiscal Officer; Hilary Minugh, Fiscal Specialist; Leanne Oliveira, ADRC Coordinator.

1. Welcome, Call to Order and Introductions
   Board President Wayne Norton called the meeting to order at 10:07 AM
   Those present introduced themselves.

2. Additions and Deletions to the Agenda
   None.

3. Receive Announcements from Board Members
   [Not available on recording.]

4. Comments from Members of the Public on Items Not on the Agenda
   None.

5. Consent Agenda
   Board members were referred to pages 5-1 to 5-4, minutes of the July 15 meeting.
   MOTION, Schwickerath/Kaiser, to approve the minutes of the July 15, 2021 meeting
   with date correction as noted. PASSED

6. Committee Reports
   6.1 Finance Committee – Jane reported that the Finance Committee did not meet
   this month, will meet again in September. Clay said that the first action item under
   Finance is adoption of the agency-wide budget. It was not adopted at previous
   meeting because an error was discovered in the spreadsheet related to total net
income agency-wide. Staff discovered the error in a formula and made the correction. Corrected version is in the packet.

**MOTION**, Arnsberger/Kaiser, to approve the corrected agency-wide budget. **PASSED** unanimously

**Agency reserve policy.** Clay explained the background of the policy, which was adopted seven years ago after a year when every program lost money. There were adequate reserves to cover those losses, but when the audit occurred, there was also an audit adjustment of $166K, which created a deficit. The goal is for all programs to establish reserves, along with the agency. Immediate goal is a one-month reserve for the agency, and work towards a three-month reserve. Clay explained that the way the admin funding for each program gets into the general admin account differs by program depending on what is allowable by their funding source. Cathy noted that Hilary has included a line item in the budget by program for admin. Clay said the way admin is calculated is accurate, but it is confusing because the federal funding sources don’t allow for a simple allocation.

Clay referred to page 6.1.b.1, the guidelines being used for reserves. Page 6.1.b.3 shows audited results which show agency is on target and clarified that Net Assets are the reserves. Wayne appreciates that staff are doing this and being proactive, and that each program director is working on their own reserves. Jane asked where reserves are on the budgets. Clay referred to page 6.1.b-4, which was developed so they can start listing them on the profit and loss. Clay reviewed the chart on page 6.1.b.4 and said that program directors have all met with Clay and fiscal and they all endorsed the numbers on the spreadsheet. The Finance Committee is recommending adoption of these numbers as the going forward amounts for the program reserves. Clay clarified that the In-Kind program loss continues to be carried because the program, which closed years ago, lost money, and that really doesn’t go away. Gwen asked if CFL will be incorporated into Falls Prevention. Clay said yes, but CFL doesn’t have another funding source so it can’t really generate reserves. Gwen asked about the $9K deficit for CFL, Cathy said she is waiting on clarification from the auditor about that.

**MOTION**, Schwickerath, to accept the recommendation from the Seniors Council fiscal office and Finance Committee to approve the reserve goals and audited net assets.

Clay requested that the motion be amended to read acceptance of the reserves listed, as the audit has already been accepted.

**MOTION**, Schwickerath/Arnsberger, to accept the recommendation from the fiscal office and Finance Committee to approve the reserve goals as listed on Agenda Packet Page 6.1.b-4 **PASSED** unanimously

Cathy thanked Hilary for the many hours of work she put into this. Jane and Wayne thanked the fiscal staff for all the great work they do. Clay also thanked the fiscal staff for their dedication and hard work.

**6.2 Nominating and Board Development** - Gwen referred to the application for Tami Aviles. Gwen, Pam and Clay did meet with her and she did attend last month’s meeting of the Board. Pam said Tami is interested in bringing the caregiver point of view to the Board, and is a resident of San Benito County.
Wayne has worked with Tami on library issues and said she will be a great addition. **MOTION**, Yeo/Amsberger, to approve the nomination of Tami Aviles as a member of the Seniors Council Board of Directors. **PASSED** unanimously.

The board is now full and has 4 members from San Benito County. In terms of diversity outreach, Clay has met with the director of Black Health Matters and they are exploring putting together a pop up vaccination clinic. Gwen and Steven attended the Rise Together program at the Santa Cruz Community Foundation and Pam said Steven plans to meet with the NAACP Director. Pam offered to facilitate any work with Black Health Matters. Clay suggested committee work as a way for prospective Board members to learn about the agency.

6.3 **Advocacy Committee** – Clay reported. **CORE funding.** Clay explained the background of CORE, which is how the City and County of Santa Cruz allocate community program funding. The CORE process has been in place for five years and is going to RFP this year. The AAA receives CORE funding but is also a funder of senior services. The County’s current plan is to bring an outline of their proposed process to the Board of Supervisors on September 28 for input and discussion. Staff plans to release official RFP in October. Clay’s question is should the AAA, which is primarily a funder of services, be included in a competitive process with other organizations, including those that receive AAA funds. The CAO does not want to pull the AAA and its funding out of the process. Another alternative is having the county set aside the minimum AAA funding required and then compete for the additional funds, which are significant. Clay said he believes the best option is getting the AAA funding out of CORE, as this would also allow the AAA to participate on local scoring panels for senior programs. He suggested approaching county supervisors to request a vote on it. Pam offered to attend meetings with supervisors. Wayne explained that in San Benito County, the AAA used to have to compete funding through their community program funding process, and several years ago, the Board of Supervisors decided it made more sense to just set aside the funding for the AAA. The hope is that Santa Cruz County would do the same.

**Live Oak Senior Center** – Clay and Cathy Cress went to the Live Oak School Board meeting last week to raise the issue and say they want to engage in conversation with the School Board about it. The new Superintendent, Daisy Morales, has scheduled a meeting with Clay. Clay said at this week’s Seniors Commission meeting, Supervisor Koenig reported to the Commission that he has had numerous meetings with Ray Cancino of Community Bridges and the School Board president. He said that Supervisor Koenig believes that the district doesn’t plan to do anything for at least a year, and at some point they will communicate that to the tenants. The Supervisor also reported that Community Bridges was asking the school board to give the property to the County and have the County sell it to Community Bridges, who would then try to develop it for a combination of housing or find other tenants to pay rent there. He said that doesn’t appear to be an option, so another possibility being discussed is to have the district give the property to a developer and have the developer build both housing and maintain some sort of senior services as part of the project. Clay said Supervisor Koenig believes that it will eventually be developed for teacher with housing with a senior center component. Clay said he believes the best solution is for the Live Oak Senior Center to remain where it is and believes that the best agency to operate the senior center would be the County.
6.4 **Executive Committee** – Wayne no additional report.

7. **Executive Director’s Report**  
   COVID-19 response – Continuing to have discussions with meal providers about possibilities of reopening. Working on budgets for all the various funding streams beyond the usual ones, including $145K of state budget reconciliation funding. Clay shared a spreadsheet that CDA created for the many different funding streams with all the different requirements and effective dates. The AAA used to have two primary contracts with CDA; Area Plan and HICAP. Now there are at least a dozen more, which is significantly increasing the workload of fiscal and program staff. Aging Hubs 2.0 – CDA as part of Master Plan activities is looking at how the Aging Network is structured. Four Zoom town halls coming up for various regions. CWDA proposals to create 58 AAA’s is still out there, we don’t know where SC County is on this, San Benito County, hasn’t seen support. Clay has been chairing a group of rural and non-profit AAAs. Challenges have been due to lack of resources, not structures. Clay said ADRCs are part of what aging hubs should look like and should be promoted. C4A had a workgroup of AAA directors to talk about aging hubs, everyone on the group had consensus about how to move forward.

8. **Program Reports**  
   8.1 Falls Prevention – Clay said CFL is doing some outreach work for falls prevention month, including offering a free enrollment in CFL  
   8.2 **Foster Grandparent/Senior Companion Program** – no report  
   8.3 Area Agency on Aging – no additional report  
   8.4 ADRC/No Wrong Door – Clay, there have been some struggles, but Britt and Leanne are moving the ADRC forward. Looking at projects like iPad distribution or vaccine availability promotion to help boost the visibility of the ADRC. Rosa is willing to help with outreach efforts. Britt referred to his staff report, said working with the core partners to clarify roles and responsibilities has been challenging. Leanne is doing well and forming partnerships. Britt asked for suggestions on trusted messengers for vaccine outreach. Rosa suggested an upcoming LULAC meeting and she will connect with Leanne about that and the local dioceses  
   8.5 **Project SCOUT** - Report in packet. Clay and Ed are looking at ways to expand Project SCOUT, including possibly providing services in San Benito County. There hasn’t been services for a couple of years. Cathy clarified that the SCOUT runs on a federal fiscal year (October-September).

9. **Miscellaneous Correspondence**

10. **Adjournment**  
    The meeting was adjourned at 12:00.

Next meeting – September 16

Minutes prepared by: Patty Talbott [transcribed from Zoom recording]
### Ordinary Income/Expense

#### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Jul '20 - Jun 21</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year Release From Restrict</td>
<td>85,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CFL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring</td>
<td>136,356.52</td>
<td>157,410.00</td>
<td>-21,053.48</td>
<td>86.63%</td>
</tr>
<tr>
<td><strong>Total CFL</strong></td>
<td>136,356.52</td>
<td>157,410.00</td>
<td>-21,053.48</td>
<td>86.63%</td>
</tr>
<tr>
<td><strong>Grants Rec'd (Income)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmers' Market Nutrition Prog.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Grants Rec'd (Income) - Other</strong></td>
<td>4,430,628.31</td>
<td>4,533,052.96</td>
<td>-102,426.65</td>
<td>97.74%</td>
</tr>
<tr>
<td><strong>Total Grants Rec'd (Income)</strong></td>
<td>4,430,628.31</td>
<td>4,533,052.96</td>
<td>-102,426.65</td>
<td>97.74%</td>
</tr>
<tr>
<td><strong>Local Match Received - Juris.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Capitola</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>City of Hollister</td>
<td>19,000.00</td>
<td>9,500.00</td>
<td>9,500.00</td>
<td>200.0%</td>
</tr>
<tr>
<td>City of Santa Cruz</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>City of Scotts Valley</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>County of San Benito</td>
<td>50,000.00</td>
<td>34,800.00</td>
<td>15,200.00</td>
<td>143.66%</td>
</tr>
<tr>
<td>County of Santa Cruz</td>
<td>196,218.91</td>
<td>174,858.00</td>
<td>21,360.91</td>
<td>112.22%</td>
</tr>
<tr>
<td><strong>Total Local Match Received - Juris.</strong></td>
<td>265,218.91</td>
<td>219,158.00</td>
<td>46,060.91</td>
<td>121.02%</td>
</tr>
<tr>
<td><strong>Local Match Received - Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Foundations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peninsula Foundation</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>Nancy Buck Ransom Foundation</td>
<td>0.00</td>
<td>20,000.00</td>
<td>-20,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Mission City Fund</td>
<td>0.00</td>
<td>5,000.00</td>
<td>-5,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Santa Cruz Community Credit Union</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>CitiCorp</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Don't use Nancy Buck Ransom</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Community Foundation - San Beni</td>
<td>25,000.00</td>
<td>5,000.00</td>
<td>20,000.00</td>
<td>500.0%</td>
</tr>
<tr>
<td>Harden Foundation</td>
<td>0.00</td>
<td>25,000.00</td>
<td>-25,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Community Foundation - Santa Cr</td>
<td>27,640.00</td>
<td>25,000.00</td>
<td>2,640.00</td>
<td>110.56%</td>
</tr>
<tr>
<td>Community Foundation - Monterey</td>
<td>0.00</td>
<td>25,000.00</td>
<td>-25,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Foundations - Other</td>
<td>10,288.00</td>
<td>5,267.00</td>
<td>5,019.00</td>
<td>195.29%</td>
</tr>
<tr>
<td><strong>Total Foundations</strong></td>
<td>92,928.00</td>
<td>140,267.00</td>
<td>-47,341.00</td>
<td>66.25%</td>
</tr>
<tr>
<td><strong>Misc Cash Donations</strong></td>
<td>15,584.16</td>
<td>8,800.00</td>
<td>6,784.16</td>
<td>177.09%</td>
</tr>
<tr>
<td><strong>Misc Vol Recognition</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>United Way</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monterey County</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>San Benito County</td>
<td>0.00</td>
<td>4,500.00</td>
<td>-4,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Santa Cruz County</td>
<td>64.80</td>
<td>5,000.00</td>
<td>-4,935.20</td>
<td>1.3%</td>
</tr>
<tr>
<td><strong>Total United Way</strong></td>
<td>64.80</td>
<td>9,500.00</td>
<td>-9,435.20</td>
<td>0.88%</td>
</tr>
<tr>
<td><strong>Local Match Received - Other - Other</strong></td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Local Match Received - Other</strong></td>
<td>111,074.96</td>
<td>158,567.00</td>
<td>-47,492.04</td>
<td>70.05%</td>
</tr>
<tr>
<td><strong>Other Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGP / SCP 8310</td>
<td>10,971.44</td>
<td>65,466.00</td>
<td>-54,494.56</td>
<td>16.76%</td>
</tr>
<tr>
<td>Seniors Council Admin</td>
<td>20,865.21</td>
<td>23,260.00</td>
<td>-2,424.79</td>
<td>89.59%</td>
</tr>
<tr>
<td>Refunds &amp; Deposits Returned</td>
<td>0.00</td>
<td>2,088.00</td>
<td>-2,088.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Fundraising/Donations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Misc Income</td>
<td>4,208.28</td>
<td>5,254.10</td>
<td>-1,045.84</td>
<td>80.11%</td>
</tr>
<tr>
<td><strong>Other Income - Other</strong></td>
<td>23,286.56</td>
<td>1,100.00</td>
<td>22,186.56</td>
<td>2,116.96%</td>
</tr>
<tr>
<td><strong>Total Other Income</strong></td>
<td>59,332.47</td>
<td>97,198.10</td>
<td>-37,865.63</td>
<td>61.04%</td>
</tr>
</tbody>
</table>
### Seniors Council of Santa Cruz and San Benito Counties

**AGENCY WIDE Budget vs. Actual**

**Fiscal Year 20/21 - July 2020 through June 2021 - Unaudited**

<table>
<thead>
<tr>
<th>SHARE OF COSTS RECEIVED</th>
<th>Jul '20 - Jun 21</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td>5,164,356.22</td>
<td>5,213,446.06</td>
<td>-49,089.84</td>
<td>99.06%</td>
</tr>
<tr>
<td>Gross Profit</td>
<td>5,164,356.22</td>
<td>5,213,446.06</td>
<td>-49,089.84</td>
<td>99.06%</td>
</tr>
</tbody>
</table>

### Expense

#### WEBSITE
- 216.28

#### MEETING EXPENSE
- 2,303.74

#### ADMINISTRATIVE EXPENSE
- 20,865.21

#### Reconciliation Discrepancies
- 0.10

#### REFUND CUSTOMER CFL
- 0.00

#### ADMIN TRANSFER
- 0.00

#### ADVERTISING & PROMOTION
- 5,683.46

#### BANK FEES
- 3,679.60

#### CONTRACTED SERVICES
- WEBSITE DESIGN / MAINTENANCE
  - 15,000.00
- SUB-CONTRACTOR
  - 0.00
- VENDORS
  - 0.00
- ADVERTISING
  - 0.00
- AUDIT
  - 21,490.00
- CASUAL LABOR
  - 416.00
- CONSULTANTS
  - 25,295.00
- SYNERGY
  - 7,865.56
- TRANSLATION
  - 5,700.00
- CONTRACTED SERVICES - Other
  - 0.00

Total CONTRACTED SERVICES: 75,768.56

#### CRIMINAL RECORDS CHECK
- 27.75

#### DONATIONS
- 0.00

#### ELECTRONIC FILING
- SOFTWARE
  - 0.00
- ELECTRONIC FILING - Other
  - 2,112.24

Total ELECTRONIC FILING: 2,112.24

#### EQUIPMENT
- GOSAFE BUTTONS CFL
  - 0.00
- EQUIPMENT- EXPENDABLE
  - 51,021.85
- EQUIPMENT MAINTENANCE
  - 0.00

#### EQUIPMENT RENTAL

#### MEDICAL GUARDIAN
- Mini Guardian
  - 3,796.21
- MG Home
  - 4,567.76
- MG Freedom
  - 308.22
- MG Classic
  - 25,059.56
- MG Active
  - 10,721.49
- MEDICAL GUARDIAN - Other
  - 0.00

Total MEDICAL GUARDIAN: 44,453.24

#### PHILIPS LIFELINE - CFL
- LL M
  - 4,108.37
- GoSafe 2 existing customers
  - 21.20
- GoSafe 2 Wireless GPS
  - 1,575.00
- GoSafe Mobile Landline
  - 748.00
- GoSafe Wireless
  - 92.00

Total PHILIPS LIFELINE - CFL: 6,122.67

---

*Page 2 of 4*
<table>
<thead>
<tr>
<th></th>
<th>Jul '20 - Jun 21</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHILIPS LIFELINE - CFL - Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total PHILIPS LIFELINE - CFL</td>
<td>6,542.57</td>
<td>6,675.00</td>
<td>-132.43</td>
<td>98.02%</td>
</tr>
<tr>
<td>EQUIPMENT RENTAL - Other</td>
<td>8,498.90</td>
<td>7,539.85</td>
<td>859.05</td>
<td>114.24%</td>
</tr>
<tr>
<td>Total EQUIPMENT RENTAL</td>
<td>59,494.71</td>
<td>67,265.35</td>
<td>-7,770.64</td>
<td>88.45%</td>
</tr>
<tr>
<td>EQUIPMENT - Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total EQUIPMENT</td>
<td>110,518.58</td>
<td>112,923.63</td>
<td>-2,407.07</td>
<td>97.87%</td>
</tr>
<tr>
<td>FEES</td>
<td>1,055.49</td>
<td>1,408.06</td>
<td>-352.57</td>
<td>74.96%</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>11,375.75</td>
<td>15,859.04</td>
<td>-4,483.29</td>
<td>71.73%</td>
</tr>
<tr>
<td>MAINTENANCE &amp; REPAIRS</td>
<td>5,981.91</td>
<td>6,017.79</td>
<td>-35.88</td>
<td>99.4%</td>
</tr>
<tr>
<td>MEALS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>MEMBERSHIPS</td>
<td>8,286.26</td>
<td>7,715.00</td>
<td>571.25</td>
<td>107.4%</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>OFFICE SUPPLIES</td>
<td>26,196.95</td>
<td>22,513.82</td>
<td>3,683.03</td>
<td>116.36%</td>
</tr>
<tr>
<td>PERSONNEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>403b</td>
<td>36,263.52</td>
<td>33,611.59</td>
<td>2,651.93</td>
<td>107.69%</td>
</tr>
<tr>
<td>HEALTH INSURANCE</td>
<td>174,584.56</td>
<td>216,805.69</td>
<td>-42,221.13</td>
<td>80.63%</td>
</tr>
<tr>
<td>WORKERS COMP INSURANCE</td>
<td>4,480.01</td>
<td>6,506.31</td>
<td>-2,026.30</td>
<td>88.86%</td>
</tr>
<tr>
<td>Total BENEFITS</td>
<td>215,328.09</td>
<td>256,923.59</td>
<td>-41,595.50</td>
<td>83.61%</td>
</tr>
<tr>
<td>PAYROLL - WAGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Expenses</td>
<td>350.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P/R TAX EXPENSE</td>
<td>59,811.24</td>
<td>65,216.07</td>
<td>-5,404.83</td>
<td>91.71%</td>
</tr>
<tr>
<td>PAYROLL - WAGES - Other</td>
<td>715,349.98</td>
<td>737,944.53</td>
<td>-22,594.55</td>
<td>96.94%</td>
</tr>
<tr>
<td>Total PAYROLL - WAGES</td>
<td>775,511.27</td>
<td>803,160.69</td>
<td>-27,649.33</td>
<td>96.56%</td>
</tr>
<tr>
<td>Total PERSONNEL</td>
<td>990,839.36</td>
<td>1,060,084.19</td>
<td>-69,244.83</td>
<td>93.47%</td>
</tr>
<tr>
<td>POSTAGE</td>
<td>6,840.11</td>
<td>7,254.15</td>
<td>-414.04</td>
<td>94.29%</td>
</tr>
<tr>
<td>PRINTING &amp; REPRODUCTION</td>
<td>7,366.35</td>
<td>12,137.18</td>
<td>-4,770.83</td>
<td>60.69%</td>
</tr>
<tr>
<td>SPACE COSTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPOSIT</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>JANITORIAL</td>
<td>2,340.15</td>
<td>2,700.00</td>
<td>-359.85</td>
<td>86.67%</td>
</tr>
<tr>
<td>OFFICE RENT</td>
<td>41,750.00</td>
<td>39,264.00</td>
<td>2,486.00</td>
<td>106.33%</td>
</tr>
<tr>
<td>STORAGE RENT</td>
<td>3,018.00</td>
<td>2,977.00</td>
<td>41.00</td>
<td>101.58%</td>
</tr>
<tr>
<td>TRAINING FACILITIES</td>
<td>0.00</td>
<td>1,296.00</td>
<td>-1,296.00</td>
<td>0%</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>4,447.05</td>
<td>6,567.88</td>
<td>-2,120.83</td>
<td>67.71%</td>
</tr>
<tr>
<td>SPACE COSTS - Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Total SPACE COSTS</td>
<td>54,058.20</td>
<td>52,604.88</td>
<td>1,250.32</td>
<td>102.37%</td>
</tr>
<tr>
<td>STAFF RECOGNITION</td>
<td>2,203.82</td>
<td>3,326.70</td>
<td>-1,122.88</td>
<td>66.25%</td>
</tr>
<tr>
<td>SUBSCRIPTIONS &amp; PUBLICATIONS</td>
<td>0.00</td>
<td>434.40</td>
<td>-434.40</td>
<td>0%</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>35,465.88</td>
<td>18,051.52</td>
<td>17,414.36</td>
<td>196.47%</td>
</tr>
<tr>
<td>TOTAL GRANTS PAID (Expense)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARMERS' MARKET NUTRITION PROG</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>GRANTS PAID (Expense)</td>
<td>2,607,883.00</td>
<td>2,684,233.92</td>
<td>74,350.92</td>
<td>103.99%</td>
</tr>
<tr>
<td>GRANT RELATED INCOME (Expense)</td>
<td>321,571.00</td>
<td>460,850.00</td>
<td>-129,279.00</td>
<td>73.39%</td>
</tr>
<tr>
<td>OTHER FUNDING</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>MATCH CASH</td>
<td>523,278.00</td>
<td>417,296.00</td>
<td>105,982.00</td>
<td>125.4%</td>
</tr>
<tr>
<td>MATCH IN-KIND</td>
<td>189,990.00</td>
<td>99,487.00</td>
<td>90,503.00</td>
<td>190.97%</td>
</tr>
<tr>
<td>NON MATCH CASH</td>
<td>754,343.00</td>
<td>620,558.00</td>
<td>133,785.00</td>
<td>121.56%</td>
</tr>
<tr>
<td>NON MATCH IN-KIND</td>
<td>24,105.00</td>
<td>22,000.00</td>
<td>2,105.00</td>
<td>109.57%</td>
</tr>
<tr>
<td>LESS MATCH</td>
<td>-1,813,287.00</td>
<td>-1,636,039.44</td>
<td>-177,247.56</td>
<td>110.63%</td>
</tr>
</tbody>
</table>
# Seniors Council of Santa Cruz and San Benito Counties
## AGENCY WIDE Budget vs. Actual
### Fiscal Year 2020/21 - July 2020 through June 2021 - Unaudited

<table>
<thead>
<tr>
<th></th>
<th>Jul '20 - Jun 21</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GRANTS PAID (Expense) - Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total TOTAL GRANTS PAID (Expense)</td>
<td>2,807,883.00</td>
<td>2,638,385.48</td>
<td>169,497.52</td>
<td>106.42%</td>
</tr>
<tr>
<td>TRAINING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEES</td>
<td>391.20</td>
<td>4,547.92</td>
<td>-4,156.72</td>
<td>8.6%</td>
</tr>
<tr>
<td>LODGING</td>
<td>0.00</td>
<td>300.00</td>
<td>-300.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>MEALS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>TRAINING - Other</td>
<td>737.00</td>
<td>0.00</td>
<td>737.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total TRAINING</td>
<td>1,128.20</td>
<td>4,847.92</td>
<td>-3,719.72</td>
<td>23.27%</td>
</tr>
<tr>
<td>TRAVEL-STAFF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REIMBURSEMENTS</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>TRAVEL-LOCAL</td>
<td>3,649.08</td>
<td>16,133.99</td>
<td>-12,484.93</td>
<td>22.62%</td>
</tr>
<tr>
<td>TRAVEL-LONG DISTANCE</td>
<td>0.00</td>
<td>1,700.00</td>
<td>-1,700.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>TRAVEL-STAFF - Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total TRAVEL-STAFF</td>
<td>3,649.08</td>
<td>17,833.99</td>
<td>-14,184.93</td>
<td>20.46%</td>
</tr>
<tr>
<td>VOLUNTEERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER VOL COSTS</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>MEALS</td>
<td>9,713.00</td>
<td>55,003.92</td>
<td>-45,290.92</td>
<td>17.66%</td>
</tr>
<tr>
<td>PHYSICAL EXAMS</td>
<td>0.00</td>
<td>100.00</td>
<td>-100.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>RECOGNITION</td>
<td>300.00</td>
<td>3,460.00</td>
<td>-3,160.00</td>
<td>8.67%</td>
</tr>
<tr>
<td>STIPENDS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMPORARY ALLOWANCE</td>
<td>343,201.25</td>
<td>0.00</td>
<td>343,201.25</td>
<td>100.0%</td>
</tr>
<tr>
<td>COORDINATORS</td>
<td>0.00</td>
<td>809.00</td>
<td>-809.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>TAX ASSISTORS</td>
<td>12,384.00</td>
<td>11,498.64</td>
<td>885.36</td>
<td>107.7%</td>
</tr>
<tr>
<td>STIPENDS - Other</td>
<td>226,476.00</td>
<td>610,740.00</td>
<td>-384,264.00</td>
<td>37.08%</td>
</tr>
<tr>
<td>Total STIPENDS</td>
<td>582,061.25</td>
<td>623,047.64</td>
<td>-40,986.39</td>
<td>93.42%</td>
</tr>
<tr>
<td>TRAINING</td>
<td>4,392.50</td>
<td>0.00</td>
<td>4,392.50</td>
<td>100.0%</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>37,981.80</td>
<td>150,677.00</td>
<td>-112,695.20</td>
<td>25.21%</td>
</tr>
<tr>
<td>Total VOLUNTEERS</td>
<td>635,048.55</td>
<td>832,888.56</td>
<td>-197,840.01</td>
<td>76.25%</td>
</tr>
<tr>
<td>Total Expense</td>
<td>4,618,547.38</td>
<td>5,131,434.24</td>
<td>-512,886.86</td>
<td>93.5%</td>
</tr>
<tr>
<td>Net Ordinary Income</td>
<td>345,808.84</td>
<td>82,011.62</td>
<td>263,797.20</td>
<td>421.66%</td>
</tr>
<tr>
<td>Other Income/Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td>235.95</td>
<td>76.10</td>
<td>159.85</td>
<td>310.05%</td>
</tr>
<tr>
<td>Total Other Income</td>
<td>235.95</td>
<td>76.10</td>
<td>159.85</td>
<td>310.05%</td>
</tr>
<tr>
<td>Other Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIOR YEAR ADJUSTMENT EXPENSE</td>
<td>1,666.17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAD DEBT</td>
<td>2,751.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Expense</td>
<td>4,418.32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Other Income</td>
<td>-4,182.37</td>
<td>76.10</td>
<td>-4,258.47</td>
<td>-5,495.69%</td>
</tr>
<tr>
<td>Net Income</td>
<td>* Preliminary 20/21 year end number</td>
<td>341,626.47</td>
<td>82,087.92</td>
<td>259,538.55</td>
</tr>
</tbody>
</table>

- Subject to audit adjustments -

Audited Agency Reserve Balance as of 6/30/20: $252,059.00

Note: "0.1-4" in the margin.
Date: 9/10/21

To: Seniors Council Board of Directors

From: Clay Kempf, Executive Director

RE: Renewal of Agency Line of Credit

Background
Our line of credit with Santa Cruz County Bank is due for renewal. We rarely use the line of credit (not at all in the past year), and with increasing reserves our need for it becomes less each year.

That being said, when the line of credit has been used, it has been for critically important purposes, such as making a payment to one of our service providers during times when payment from California Department of Aging has been delayed. Delays from CDA occur for various reasons. The main problem in recent times has been the lack of a Federal Budget, leading to continuing resolutions that can and do expire, cutting off all access to federal funding.

Discussion
Santa Cruz County Bank has offered us a three-year renewal of the $100,000 credit line, for the one-time fee of $500. Previously, the fee has been charged annually. Interest on the line only occurs in instances when we withdraw money from the account, and then only when it isn’t paid back within the month in which it is borrowed.

Included in your packet is the Line of Credit Use Policy that the Board has adopted. The Policy insures that use of the line of credit is only used in critical situations, and that it’s subject to the approval of the Executive Director.

Staff Recommendation
Staff recommends that we renew the line of credit for three years. A Board Resolution documenting this action is included in the Board packet for your consideration.
SENIORS COUNCIL
LINE OF CREDIT PROCEDURES POLICY

Line of Credit activity must be approved by the Executive Director. In the event that the Executive Director is unavailable, the Seniors Council Board President may perform this function. The Fiscal Officer will submit a request for the Line of Credit Withdrawal and the Executive Director will review and approve or deny the request.

The intent of the Line of Credit is to use it to cover critical agency expenses when expected funds have not been received in a timely matter. The Line of Credit is NOT to be used to pay for budget shortfalls within any agency program or the organization as a whole.

Use of the Line of Credit is restricted to the following activities:

- Employee payroll, payroll taxes and benefits.
- AAA Service Provider payments critical to the continued operation of the contracted service
- Payment of SCP/FGP volunteer stipends
- Essential accounts payable (e.g., utilities, rent, liability insurance, etc.).

Requests for Line of Credit Use must include the identification of the funding source(s) to be used for repayment, and the anticipated date of repayment.

The re-payment of the Withdrawal will be performed by the Fiscal Officer and paid within 30 days of withdrawal whenever possible.

Draft approved by finance Committee, June 5, 2018
Approved by Board of Directors, June 21, 2020
BOARD OF DIRECTORS' RESOLUTION
APPROVING CREDIT LINE

Pursuant to a duly made, seconded and unanimously carried motion, the Board of Directors of The Seniors Council of Santa Cruz & San Benito Counties (hereinafter referred to as Seniors Council), adopted the following measure and resolution:

RESOLVED, that the Executive Director of the Seniors Council (Clay Kempf) is hereby authorized to establish for and in behalf of the Corporation a revolving credit line/loan in the sum of one hundred thousand dollars ($100,000.00), from Santa Cruz County Bank (hereinafter referred to as Bank) on the terms set out in the Revolving Credit Agreement prepared by said Bank and attached to the minutes of this meeting.

The terms of the line of credit will be 1.5% plus prime, plus a one-time application free of $500.00. The loan/line of credit is extended for three years from the date of the finalized document.

The undersigned, Gwen Yeo, certifies that she is the duly appointed Secretary of The Seniors Council and that the above is a true, accurate, and correct copy of a resolution duly adopted at a meeting of the directors thereof, convened and held in accordance with law and the Bylaws of said corporation on September 16, 2021, and that such resolution is now in full force and effect.

IN WITNESS THEREOF, I have affixed my name as Secretary of The Seniors Council, and officially signed this document.

Dated: ____________________________

Gwen Yeo, Secretary
Date: September 9, 2021

To: Board of Directors

From: Clay Kempf, Executive Director

RE: Board Resolution to Execute 2021-22 MIPPA Contract

Background

Each year, our agency (and other AAA’s across the state) enter into contract agreements with the California Department of Aging (CDA) to deliver services authorized under the Older Americans Act (and, in the past, the Older Californians Act), or, as in this instance, funding for other projects related to providing services for older adults. Once received, the contracts are non-negotiable and are based on allocations made at both the state and federal level. In instances when the funds are used to subcontract services to other organizations, the contract content is passed on to those subrecipients.

A Board Resolution is required to officially authorize your Executive Director to execute our Medicare Improvement For Patients & Providers Act (MIPPA) contract. MIPPA provides federal funding to help Medicare beneficiaries apply for the Medicare Part D Extra Help/Low-Income Subsidy (LIS) and the Medicare Savings Programs (MSPs). Funding is also used to provide Part D counseling to Medicare beneficiaries living in rural areas, and to promote new Medicare prevention and wellness benefits. The services are provided by Senior Network Services as part of their HICAP (Health Insurance Counseling and Advocacy Program).

Recommended Action:

Staff recommends the Seniors Council Board of Directors approve the resolution in the board packet to authorize the Seniors Council Executive Director to execute contract MI-2122-13, and any subsequent amendments.
The Seniors Council Board of Directors hereby adopts this Board Resolution to:

1. Authorize the Executive Director to Execute California Department of Aging Contract #: MI-2122-13

2. Authorize the Executive Director to sign and execute future amendments to these contracts

Date Approved: ____________

Signed: ________________________________

Wayne Norton, Board President

Date Signed
Date: 9-10-21

To: Board of Directors

From: Clay Kempf, Executive Director

RE: Recommended 2021 Holiday Schedule

BACKGROUND

The agency, or programs of the agency, may close operations for assorted reasons, including (but not limited to) lack of funding or absence of adequate cash flow; recognition of holiday periods; seasonal nature of program operations, etc. Closures will be subject to the approval of the Board of Directors. The closure of an individual program can be recommended by the Program Director to the Executive Director, or by the Executive Director him/herself. In all cases, the final decision to close will be made by the Board of Directors.

Our personnel policies provide paid days off on New Year’s Day, Christmas Day, and half a day on Christmas Eve.

All holidays are paid pro-rated to one’s average workday (e.g., staff assigned to work 25 hrs per week will receive 5 hours holiday pay for a full holiday, or 2.5 hours of a half-day holiday; those assigned to work 30 hours per week will receive 6 hours of pay for a full holiday and 3 hours for a half-day, etc.).

STAFF RECOMMENDATION

Staff is recommending the closure of the Seniors Council and all of its programs during the week of December 27-31. This includes assigning the Christmas Holiday (it falls on a Saturday) to Monday, December 27th, and the New Year’s Day Holiday (also falling on a Saturday) to Friday, December 31st. The Saturday Christmas
Holiday is not being assigned to Friday, Dec. 24th because Christmas Eve/Dec. 24th is already a half-day holiday.

As in recent years, staff will have the option of using vacation time during the agency closure, or, if they prefer, they can take unpaid time off. Use of sick time will not be allowed during this time.

Staff that have extenuating circumstances necessitating them to work during these days in order to complete critical required tasks can receive advance written approval from the Executive Director to do so. No hours will be authorized without prior approval.

**BOARD ACTION**

The Board should vote to approve or disapprove this Holiday Schedule.
DATE: September 10, 2021

TO: Seniors Council Board of Directors

FROM: Gus Ceballos, Falls Prevention Program Coordinator

RE: Falls Prevention Awareness Month 2021

Falls Prevention Awareness Month 2021

It gives me great pleasure to share with you what the Seniors Council Falls Prevention Program is doing this month of September.

The National Council on Aging has marked September 21st through the 25th 2021 for their annual Falls Prevention Awareness Week. We’re going to be using this event to promote The Seniors Council Falls Prevention Awareness Month. For this special event, we are going to offer a FREE Emergency Response System to every eligible adult over 60 years of age who needs an ERS because they believe they are at risk of falling in their home.

This includes FREE installation and free monitoring of their choice of equipment through December, 2021. All the subscriber has to do is perform an in-home safety checklist at their residence.

We have reached out to our healthcare partners, Lifespan, Senior Network Services, Kaiser Permanente, San Benito IHSS, Sutter Care at Home (Visiting Nurses) and others, and provided them with packets and instructions on how their referrals can get the free service.

The Falls Prevention program has been around for several months, but our outreach hasn’t reached the goal limits we set. With this promotion, we feel confident that our profile will be raised throughout Santa Cruz and San Benito counties.

The packets contain the following:
A cover letter explaining who we are, the free services we are providing and our contact information.

The next page is a simple instruction sheet with the notes that the MINI GUARDIAN is not part of the promotion; that a valid CC/DEBIT card is required at the time of installation; and that free service runs through Dec 15th, 2021.

Next is the simple enrollment form followed by the 20-page checklist.

After that is a Medical Guardian flyer presenting the different ERS systems we provide; Classic Guardian for in-home coverage when a subscriber has a landline; HOME Guardian for in-home coverage when a subscriber does NOT have a landline; and ACTIVE Guardian for people who want coverage inside and OUTSIDE their home.

Last flyer is A MATTER OF BALANCE flyer. If there is sufficient interest, we will present a class later in the month.

We are trying to target those people in immediate need of services who are already dealing with health care partners with this promotion. If this effort proves successful, we may run a similar promotion aimed at the general public sometime in the near future.

If there any agencies you are aware that have clients that may benefit from this promotion, please let me know.
Celebrate Falls Prevention Awareness Month 2021

The Seniors Council of Santa Cruz and San Benito Counties marks Falls Prevention Awareness Week September 21st – 25th, 2021 with a special event: free Emergency Response Service to every eligible adult over the age of 60 during the entire month of September.

The coronavirus pandemic has changed a lot of things. One thing that's still the same? Falling, or experiencing the fear of falling, is NOT a normal part of aging.

Falls remain a leading cause of injury for people aged 60 and older. Falls threaten older adults' safety and independence and generate enormous economic and personal costs.

The Seniors Council is committed to empowering all older adults in Santa Cruz and San Benito counties to reduce their risk of falls.

On September 21st through 25th, 2021, The Seniors Council is partnering with the National Council on Aging to mark Falls Prevention Awareness Week.

As part of this national outreach campaign, the Seniors Council is sponsoring:

- **FREE** Medical Guardian installation AND monitoring to all qualifying older adults over 60 who complete a self-assessment test;
- Providing **FREE** in-home safety assessments to qualifying adults over 60; and
- Presenting a **FREE** virtual Fear of Falling/A Matter of Balance workshop that will start during Falls Prevention Awareness Week.

For more information and requirements call The Seniors Council Falls Prevention Program (previously known as Companion for Life Project) at 831.688.9217.

Gus Ceballos
Program Coordinator
The Seniors Council Falls Prevention Program

---

1 Offer open to new subscribers over 60 years of age only. Hospice referrals not be eligible for promotion.
2 Free monitoring through December 15th, 2021 (excluding MINI). Valid credit/debit card is required at installation.
The Seniors Council Falls Prevention Program
234 Santa Cruz Ave
Aptos, CA 95003
(831) 688-9217

INSTRUCTIONS:

1. Complete SENIORS COUNCIL FALLS PREVENTION SERVICES ENROLLMENT FORM.

2. Complete self-administered IN-HOME SAFETY ASSESSMENT in a thoughtful and truthful manner.

3. Call The Seniors Council Falls Prevention Program office to make an appointment for free Emergency Response System; choice of CLASSIC, HOME or ACTIVE.

NOTES:

MINI GUARDIAN is ineligible for promotion.

A valid credit card/debit card is required at the time of installation.

ERS service free through December 15th, 2021
Seniors Council Falls Prevention Services Enrollment Form

Name: __________________________ Telephone: (____) ______-_______
(First) (Middle Initial) (Last)

Address: _______________________
(Street) (Apartment or Unit Number)

______________________________ (City) __________________________ (State) __________________________ (Zip Code)

Age: ________ Lives Alone? ____ (Yes) _____ (No) Renter _____ Owner _____
(Age 60, or Older) (Household Composition) (Choose One)

Gender: Male _____ Female _____ Transgender _____ Gender Neutral _____ Non-Binary _____

Annual Household Income: Disability: _____ (Yes) _____ (No) Experienced a Fall? _____ (Yes) _____ (No)

$0 - $20,000

$20,001 - $40,000

$40,001 - $60,000

$60,001 - $80,000

$80,001 or More

_____ Documentation of Income Type: __________________________ Dated: ______/_____/______

Notes, Instructions, Considerations

Office Use Only

Falls Prevention Service Needs:
(All Except ‘Information, Education, and Referral’ Require Appropriate Assessment of Need)

_____ Information, Education, and Referral
(Program Brochure, STEADI “Stay Independent”; STEADI “What You Can Do”; STEADI “Family Caregiver”; STEADI “Postural Hypotension”)

_____ In-Home Environmental Assessment
(STEADI “Check For Safety” or “HSSAT Home Safety Modules”)

_____ In-Home Behavioral Assessment
(Clutter Reduction; Proper and Safe Use of DME; Proper and Safe Use of Step Stools; Safe Sit-To-Stand Technique; Reaching and Extension; Safe Bathing Routine; Etc.)

_____ Home Safety Modification
(Grab Bar; Handrail; Enhanced Lighting; Ramp; Etc.)

_____ Home Repair
(Repair Steps or Walkways; Repair Thresholds; Repair Flooring and Carpeting; Etc.)

_____ Compassion For Life
(Personal Emergency Response System)

_____ Durable Medical Equipment
(Rolling or Stationary Walker; Cane; Four-Footed Cane; Bathing or Transfer Bench; Handheld Shower Attachment; Toilet Riser; No-Slip Bath Mats; Etc.)

Date: ______/_____/______ Completed By: __________________________ Organization: ______________________
(MM) (DD) (YYYY) (Full Name)
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

- 1. Presence of unsafe bath rugs
- 2. Lack of grab bars in the tub
- 3. Lack of grab bars in the shower area
- 4. Lack of grab bars near the toilet
- 5. Toilet is too high or low
- 6. Slippery tub (lack of bath mat, etc.)
- 7. Claw foot/tub that is high to get into
- 8. Lack of bath chair in the shower area
- 9. Clutter
- 10. Incorrect placement of grab bars

Other

Total number of problems

* The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems in Bathroom

1. Presence of unsafe bath rugs.
   Use a bath rug with non-skid bottom.

2. Lack of grab bars in the tub
   Add a bath grab bar on the wall or a clamp-on grab bar to the tub.

3. Lack of grab bars in the shower area
   Add grab bars to the wall near the shower and on the wall where the bath faucets are.

4. Lack of grab bars near the toilet
   Add a grab bar on the wall next to the toilet or toilet safety grab bars that attach at the toilet seat screws.

5. Toilet is too high or too low
   Add a raised toilet seat for seats that are too low.
   Consider a lower profile toilet if it is too high.

6. Slippery tub (lack of bath mat, etc.)
   Add a rubber bath mat or adhesive non-skid decals to the bottom of the tub.

7. Claw foot or other type of tub that is too high to get into easily
   Add a tub transfer bench to slide into the tub area or replace with a lower tub.

8. Lack of bath chair in the tub or shower area or tub transfer bench
   Add a bath chair along with grab bars to the tub or shower area. A tub transfer bench is helpful if you have difficulty stepping into the tub area, because you can sit and slide over into the tub area.

9. Clutter
   Remove clutter from all floor areas to drawers or closets. Inexpensive plastic cabinets or rolling units can be purchased to store bath items.

10. Incorrect placement of grab bars
    If permanently installed, hire a qualified professional to change the grab bars to the correct location and angle.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

1. Presence of clutter
2. Presence of electric cords across the floor
3. Unsafe carpet (uneven, torn, curled up)
4. Presence of throw/scatter rug
5. Height of bed (too low/high)
6. Lack of a telephone near the bed
7. Lack of nightlight
8. Difficulty reaching items (TV remote, lamp)
9. Lack of device to get in/out of bed

Other __________________________

Total number of problems ____________

* The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems In Bedroom

1. Presence of clutter
Eliminate clutter on floor surfaces by placing items on shelves or storage. Consider donating or throwing out the items you no longer use.

2. Presence of electric cords across the floor
Run your cords behind furnishings. Use extension cords to accomplish this. Rearrange items that must be plugged in to areas near an outlet.

3. Unsafe carpet (uneven, torn, curled up, etc.)
Have carpet stretched or removed to eliminate wrinkles or bumps.

4. Presence of throw/scatter rug
Remove all scatter and throw rugs or use a double sided rug tape or a rug pad to secure the rug to the floor.

5. Height of bed (too high or low)
Too low (your knees are above the hips when sitting a the edge of the bed): Use bed risers below bed legs to raise height.
Too high (your legs do not touch the floor when sitting at the edge of the bed): Remove bed frame or use a lower profile mattress or box spring.

6. Lack of a telephone near the bed
Place a cordless type or cell phone next to your bed at night or during naps. Use a remote control for TV and VCR.

7. Lack of a nightlight
Place at least two nightlights in the bedroom to illuminate the room at night. Add additional nightlights along the hall or path to the bathroom. Also add one nightlight in the bathroom.

8. Arrangement that causes difficulty to reach commonly used items such as a TV remote, medications, lamp, glasses, magnifier, etc. at night
Place these items on your bedside table. If you don’t have a table, you may put a rolling cart or shelving unit next to the bed.

9. Lack of a device to help get in and out the bed
Purchase a half bedrail or a bed cane that can slide between mattress and box spring.
Entrance to Back/Side Door

The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

☐ 1. Lack of railings or unstable railing  ☐ 5. Lack of a ramp for a wheelchair
☐ 2. Unsafe steps (too steep/cracked)  ☐ 6. Uneven/cracked pavement
☐ 3. Unmarked or raised threshold  ☐ 7. Ice or snow on driveway/walkway
☐ 4. Lack of lighting at night  ☐ 8. Lack of an outdoor grab bar

Other __________________________________________

Total number of problems __________

* The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems
Entrance to Back/Side Door

1. Lack of railings or unstable railing
Add at least one railing, ideally one on each wall.
Have unstable railing stabilized.

2. Unsafe steps (too steep, cracked, chipped, etc.)
Have damaged or broken steps repaired.

3. Unmarked or raised threshold
Mark end of steps or thresholds with contrasting tape or paint color to increase awareness of changes in height.

4. Lack of lighting at night
Add an outdoor light fixture if not present.
Add a sensor light that automatically turns on and off.

5. Lack of a ramp for a wheelchair
Have a remodeler or home contractor construct a ramp that will allow wheelchair access in and out of the home.

6. Unsafe pavement (uneven or cracked)
Have uneven or cracked pavement repaired.
Avoid these areas if possible when walking to and from the home.
Contact local government for repair if it is a sidewalk or driveway end.

7. Ice or snow on walkway
Use snow ice/melter.
Have snow/ice removed by a neighbor or service.

8. Lack of an outdoor grab bar
Add grab bar next to the door.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

☐ 1. Lack of railings or unstable railing
☐ 2. Unsafe steps (too steep/cracked)
☐ 3. Unmarked or raised threshold
☐ 4. Lack of lighting at night
☐ 5. Lack of a ramp for a wheelchair
☐ 6. Uneven/cracked pavement
☐ 7. Ice or snow on driveway/walkway
☐ 8. Lack of an outdoor grab bar

Other ________________________________

Total number of problems [ ]

* The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems in Entrance to Front Door and Front Yard

1. Lack of railings or unstable railing
Add at least one railing, ideally one on each wall. Have unstable railing stabilized.

2. Unsafe steps (too steep, cracked, chipped, etc.)
Have damaged or broken steps repaired.

3. Unmarked or raised threshold
Mark end of steps or thresholds with contrasting tape or paint color to increase awareness of changes in height.

4. Lack of lighting at night
Add an outdoor light fixture if not present.
Add a sensor light that automatically turns on and off.

5. Lack of a ramp for a wheelchair
Have a remodeler or home contractor construct a ramp that will allow wheelchair access in and out of the home.

6. Unsafe pavement (uneven or cracked)
Have uneven or cracked pavement repaired.
Avoid these areas if possible when walking to and from the home.
You may contact local government for repair if it is a sidewalk or driveway end.

7. Ice or snow on driveway or walkway
Use ice/snow melter.
Have snow/ice removed by a neighbor or service.

8. Lack of an outdoor grab bar
Add an outdoor grab bar next to the door.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

1. Poor or lack of lighting  
2. Uneven/cracked floor  
3. Slippery floor  
4. Clutter  
5. Unsecured/loose items  
6. Presence of shoes near the door  
7. Unmarked or raised threshold

Other __________________________

Total number of problems _________

* The numbers correspond to the hazard in the picture and solutions on the following page
Solutions for the Problems in Garage

1. Lack of or poor lighting
   Increase wattage to allowable limits in lights.
   Add additional overhead or wall lighting.

2. Uneven/cracked floor
   Have uneven or cracked pavement repaired.

3. Slipper floor
   Careful when you get in and out of a car.

4. Clutter
   Eliminate clutter by removing and/or organizing items in the path to the inside of home.

5. Unsecured/loose items
   Remove or move unsecured loose items to a lower shelf and make sure they will not fall off the shelf.

6. Presence of shoes near the door
   Shoes should not be placed near the door to the garage.
   Arrange a digitated place to put shoes inside the garage or the home where you will not step on shoes.

7. Presence of threshold at the door
   Mark end of steps or thresholds with contrasting tape or paint color to increase awareness of changes in height.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

- 1. Uneven or slippery flooring
- 2. Cluttered area
- 3. Dark or poor lighting
- 4. Lack of access to ceiling light

Other

Total number of problems □□

* The numbers correspond to the hazard in the picture and solutions on the following page
Solutions for the Problems in Hallway or Foyer

1. Unsafe flooring (slippery, uneven carpeting, etc.)
   Make sure floor surfaces are dry.
   If you have a carpet, make sure that the patterns are not too busy.
   Have carpet stretched or removed to eliminate wrinkles or bumps.
   Add a carpet runner to slippery hallways or foyers and secure to the floor.

2. Cluttered area
   Eliminate clutter on floors by removing and/or organizing items.
   Example: shoe tray, hooks for umbrella.

3. Dark or poor lighting
   Increase wattage to allowable limits in lights.
   Add additional overhead or wall lighting.

4. Lack of access to ceiling light
   Ask another person to change the light.
   Add removable wall lights to poorly lit areas.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

- 1. Cabinet too high or low
- 2. Not enough counter space
- 3. Using a stool/chair to reach things
- 4. Not enough room to maneuver
- 5. Presence of throw/scatter rug
- 6. Presence of slippery floor
- 7. Poor lighting
- 8. Pet underfoot when preparing meals

Other

Total number of problems

*The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems in Kitchen

1. Cabinet too high or too low
Move items to the shelves closest to the counter.
Add hooks to the wall for pots and pans you use frequently.

2. Not enough counter space
Make sure available counter space is cleared of clutter. Use Lazy Susan.
Move kitchen table closer to counter for additional work space.
Use a rolling cart for added work space.

3. Using a stool to a chair to reach things
Move items to lower shelves.
Replace the stool with a sturdy step ladder.

4. Not enough room to maneuver
Eliminate clutter or excessive furniture (extra kitchen chairs, etc.) to add space.
Remove a leaf from the table and push it closer to the wall.

5. Presence of a throw/scatter rug
Remove a scatter rug or use a double sided rug tape or a rug pad to secure the rug to the floor.

6. Presence of slippery floor
Do not walk on a wet floor.
Wear comfortable and fit shoes or socks with a non-skid sole.
Change flooring surface to one that is less slippery.

7. Poor lighting
Increase wattage of bulbs to allowable level.
Add under counter lighting.
Add additional overhead lighting.

8. Presence of a pet underfoot when preparing meals
Remove the pet from the kitchen while cooking and add a pet gate to the entry ways of the kitchen.
Put the pet outside or in a crate.
Laundry Room/Basement

1. Poor or lack of lighting
2. Lack of railings
3. Clutter
4. Steps too steep
5. Slippery steps without carpet/bright light
6. Presence of cords across the floor
7. Same colored floor at bottom of stairs

Other

Total number of problems

* The numbers correspond to the hazard in the picture and solutions on the following page
Solutions for the Problems in Laundry Room

1. Lack of or poor lighting
Increase wattage to allowable limits in lights.
Add additional overhead or wall lighting.

2. Lack of railings
Add at least one railing the entire length of the wall, ideally one on each side.

3. Clutter
Eliminate clutter on floors by removing and/or organizing items in areas near the stairs.

4. Steps too steep
Use railings for stability.
Walk slowly up and down stairs with lights on.
Have others carry heavy or large items up or down the stairs.
Reduce daily use of stairs to reduce risk of falls.

5. Slippery steps without tread or carpet or luminous light
Add adhesive stair treads or carpet runner.

6. Presence of cords across the floor
Run your cords behind furnishings. Use extension cords to accomplish this.
Rearrange items that must be plugged in to areas near an outlet.

7. Same colored floor at bottom of stairs
Have the bottom of the stairs painted a different color so that you aware of the last step.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

- □ 1. Presence of throw or scatter rug
- □ 2. Presence of clutter
- □ 3. Presence of electric cords across the floor
- □ 4. Poor lighting
- □ 5. Presence of unstable furniture
- □ 6. Presence of unstable chair
- □ 7. Difficult to access light switches
- □ 8. Not enough space to move around

Other ____________________________________

Total number of problems □ □ □ □ □ □ □ □

* The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems in Living Room

1. Presence of throw or scatter rug
Remove a scatter rug or use a double sided rug tape or a rug pad to secure the rug to the floor.

2. Presence of clutter
Eliminate clutter on floor surfaces by placing items on shelves or storage. Consider donating or throwing out the items you no longer use. Avoid carpets with confusing patterns.

3. Presence of electric cords across the floor
Run your cords behind furnishings. Use extension cords to accomplish this. Rearrange items that must be plugged in to areas near an outlet.

4. Poor lighting
Increase wattage to allowable limits in lamps/lights. Add additional lamps or wall/overhead lights.

5. Presence of unstable furniture (chair, table, etc.)
Place a block under the shorter leg. If the chair or table is broken, have it repaired or replaced.

6. Presence of unsafe chair (too low, too high, without arms)
If the chair is too low, add a furniture leg riser to raise the height. A chair that is too high or without arms should not be used, as it will not provide you with sufficient stability to get in and out of the chair.

7. Difficult to access light switches
Add “clapper” light switch control to lamps. There are other remote control switching options for operating the lights. Rearrange furnishings to allow quick access to wall switch or lamps.

8. Not enough space to move around
Remove clutter or excess furniture that prevent you from moving around the room easily. Some items may be rearranged, but you may want to donate or throw out other items you don’t really need or use.
The list identifies all the potential home hazards that may cause a fall. If the item applies to your home place a check in the box. Then add the total number of checks and enter it in the box below.

- □ 1. Poor or lack of lighting
- □ 2. Lack of railings
- □ 3. Clutter
- □ 4. Steps too steep
- □ 5. Slippery steps without tread/ carpet

Other ________________________________

Total number of problems _____________

* The numbers correspond to the hazard in the picture and solutions on the following page.
Solutions for the Problems in Staircases

1. Lack of or poor lighting
   Increase wattage to allowable limits in lights.
   Add additional overhead or wall lighting.

2. Lack of railings
   Add at least one railing the entire length of the wall, ideally one on each side.

3. Clutter
   Eliminate clutter on floors by removing and/or organizing items in areas near the stairs.

4. Steps too steep
   Use railings for stability.
   Walk slowly up and down stairs with lights on.
   Have others carry heavy or large items up or down the stairs.
   Reduce daily use of stairs to reduce risk of falls.

5. Slippery steps without tread or carpet or luminous light
   Add adhesive stair treads or carpet runner
Foster Grandparent/Senior Companion Program

September 2021 Board Report

AmeriCorps Seniors Professional Network (ASPN) President Josie Fliger and our federal advocate Laura Morgan-Kessler have been communicating regularly with leadership at AmeriCorps Seniors about the stress being placed on programs right now with the spiking Covid-19 cases and the number of stations and partners who are restricting volunteer service at this time.

In the early months of this past summer, most programs were looking forward to seeing a somewhat "return to a new normal" by September 1. Unfortunately, both FGP and SCP projects are seeing a general lack of ability for large numbers of volunteers to return to service. With the temporary allowance set to expire on September 30, ASPN has been outspoken in our belief that the displacement allowance should be extended in order to keep our volunteers connected to us and ready to return when it is safe.

As of today, our requests have been met with little support from the agency, and the responses have included advice that program directors should be looking for alternative assignments with recreation centers, libraries, and after-school programs. The ASPN Board is frustrated by the suggestion that Program Directors have not already been turning over every rock and leaf in an effort to do this. Since March 2020, directors have been creating take-home learning packets for volunteers, getting technology into the hands of volunteers who had little to no experience with computers, managing virtual read-aloud opportunities, and scheduling safe outside home visits and deliveries, phone check-ins, and pen pals for vulnerable Senior Companion clients.

ASPN will be making a formal request of Atalaya Sergi, Director, AmeriCorps Seniors, to ask that she advocate on behalf of our volunteers for an extension to the allowance. We’ve submitted letters like this in the past with Debra Cox-Roush, Past Director, AmeriCorps, and she was able to use them to push for the allowance with her supervisors. Submitting a letter to Atalaya will also open the door for Laura to inform our champions in Congress of our request of the agency.

Our FGP/SCP Seniors Council programs continue with the same challenges as not knowing when the volunteers will return to their assignments fully. There is no path forward in continuing the temporary allowance which ends on September 30. For some program areas, alternative services are not feasible. I along with my colleagues who serve on the NSCA Board of Directors will meet with AmeriCorps Seniors HQ’s staff during our retreat on September 23. We as a board will continue to address the importance of extending the allowance and the negative impact if the temporary allowance is not continued. The cases of COVID-19 continue to rise along with two variants: Delta and Mu.

Attached is a quick look at what AmeriCorps Senior Program Directors are discussing around the United States.

Respectfully submitted by Kathryn Ramirez, Program Director
On a happier note, please enjoy these pictures of our Seniors learning Technology:

**Foster Grandparent Program**

| Monterey County Foster Grandparents learning how to use their Seniors Council issued Chromebooks. In this session they are learning the basics of a Chromebook and how to navigate around the computer Training provided by Loaves and Fishes Computers in Salinas, CA. |

| Santa Clara County Foster Grandparents learning how to use their Seniors Council issued Chromebooks. In this session they are learning the basics of a Chromebook and how to navigate around the computer Training provided by Lydia Ramirez, Coordinator. |
Senior Companion Program

Monterey County Senior Companions learning how to use their Seniors Council issued tablets. This session they are learning how to login to Zoom and use the application to participate in future monthly inservices. Training provided by Loaves and Fishes Computers in Salinas, CA.
Many programs who were preparing a return to service have learned that their schools and other stations are not ready to have volunteers return due to conflicting local and state policies, lack of social distancing options, and concern for general safety.

For FGP, it would be helpful if programs were allowed to place “lead volunteers” in schools to serve as support supervisors if Grandparents were allowed to work in libraries or cafeterias with children. SCP allows for this type of activity.

Families of the volunteers are concerned about their loved one being exposed to the virus; and Senior Companion client families do not wish to have outsiders coming into their loved one’s home.

Directors are worried about the Temporary Allowance ending on September 30. When this date was originally announced, most everyone thought that we’d be seeing better return to normal. Volunteers who rely upon the stipend and TA are starting to look for other opportunities such as jobs or moving closer to or in with family. Members are asking if the agency is making any effort to extend the allowance given the fact that no additional monies are needed to do so, and Congress has been supportive of this in the past.

Directors are trying to maintain a sense of normalcy in their daily efforts, taking time ensure that they have adequate documentation and “Memos to File” for modifications to policies and procedures. Some have been advised by Portfolio Managers that current alternative service activities may expire on September 30. The association has not been informed that this is the case, but the concern exists.

Directors and Sponsors are discussing the increasing numbers of volunteers separating from programs; knowing that even if allowed to return to service in the near future, programs face a loss in total number of volunteers. Some sponsors question the long-term viability of programs and their Boards of Directors are worried that the AmeriCorps agency will place unrealistic expectations of performance on individual sponsors.
DATE: September 10, 2021

TO: AAA ADVISORY COUNCIL
    SENIORS COUNCIL BOARD OF DIRECTORS

FROM: Patty Talbott, AAA Administrator

RE: CURRENT AREA AGENCY ON AGING FUNDING AND CONTRACTS

Attached for your information is a graphic showing the current year funding for our eight contracted services providers and AAA direct services funding for 2021-22. This is baseline ongoing funding and does not include COVID response funding. This is the funding that will be going out to bid through the RFP process.

All services except HICAP are funded through our Area Plan contract with CDA. Funding for these services remained essentially flat and awards are nearly identical to last year. We are expecting an increase in funding to come through Amendment 1. HICAP is a separate CDA contract with separate funding streams and saw an increase of about $50,000 this year.
## 2021-22 Area Plan Funding Allocations by Provider

### Santa Cruz and San Benito Counties

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Services to Be Provided</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy, Inc.</td>
<td>Ombudsman Services and Elder Abuse Prevention</td>
<td>$176,799</td>
</tr>
<tr>
<td>Senior Citizens Legal Services</td>
<td>Legal Services</td>
<td>$91,848</td>
</tr>
<tr>
<td>Senior Network Services/HICAP only (not OAA)</td>
<td>Health Insurance Counseling &amp; Advocacy Program</td>
<td>$293,523</td>
</tr>
<tr>
<td>Vista Center for the Blind &amp; Visually Impaired</td>
<td>In-Home Assessments for Independent Living Skills Training</td>
<td>$4,588</td>
</tr>
</tbody>
</table>

### Santa Cruz County Only

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Services to Be Provided</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Bridges/Meals on Wheels</td>
<td>Home Delivered Meals and Meals at Senior Dining Sites</td>
<td>$869,108</td>
</tr>
<tr>
<td>Community Bridges/Lift Line</td>
<td>Transportation to Senior Dining Centers</td>
<td>$38,081</td>
</tr>
<tr>
<td>Family Service Association</td>
<td>Peer Counseling and Friendly Visitors in facilities</td>
<td>$9,060</td>
</tr>
<tr>
<td>Senior Network Services</td>
<td>Information and Assistance, Forms Completion</td>
<td>$72,635</td>
</tr>
<tr>
<td></td>
<td>In-Home Assessments and Case Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family Caregiver Support Program (IIIE funded)</td>
<td>$101,092</td>
</tr>
<tr>
<td>Volunteer Center</td>
<td>Helping Hands Senior Home Repair Program</td>
<td>$5,114</td>
</tr>
</tbody>
</table>

### San Benito County Only

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Services to Be Provided</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jovenes de Antano</td>
<td>Home-Delivered Meals and Meals at Senior Dining Sites</td>
<td>$289,592</td>
</tr>
<tr>
<td></td>
<td>Information and Assistance, Case Management, Transportation</td>
<td>$46,314</td>
</tr>
<tr>
<td></td>
<td>Assistance with Forms Completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family Caregiver Support Program</td>
<td>$33,968</td>
</tr>
</tbody>
</table>

### Area Agency on Aging Direct Services

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Services Provided</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Development and Coordination</td>
<td>Program Development and Coordination (PD&amp;C) Area Plan</td>
<td>$6,910</td>
</tr>
<tr>
<td>Direct Service Nutrition for RD and Nutrition Ed</td>
<td>AAA RD provides Nutr Ed and contracts as Provider RD for CB</td>
<td>$6,282</td>
</tr>
<tr>
<td>Outreach</td>
<td>Includes Senior Farmers Market Voucher Distributions</td>
<td>$1,583</td>
</tr>
<tr>
<td>Personal Affairs Assistance</td>
<td>Project SCOUT Tax Assistance (SC County Only)</td>
<td>$16,257</td>
</tr>
<tr>
<td>Health Promotion/Disease Prevention (Title IIID)</td>
<td>Matter of Balance, Tai Chi for Arthritis (approved for virtual)</td>
<td>$19,629</td>
</tr>
</tbody>
</table>

**Total Contracted Services** | **$2,031,722**

**Total Direct Services** | **$50,661**

**Total Program Funding** | **$2,082,383**

*AAA Direct Services = 2.4% of total funding*
ADRC of San Benito County
Staff Report – September 2021

Leanne Oliveira has completed the Resources Directory she has devoted much of the last two months to compiling and verifying, and we will be asking willing members of the Advisory Council, a few fellow team members, and a couple of County residents, as well as Core Partners Jovenes de Antaño and CCCIL to review the guide and provide feedback, edits, or any needed updates. This assistance will help finalize the guide for posting digitally on partner and ADRC of San Benito County websites, and also as the final draft for hardcopy printing. We hope the Resources Guide, in either format, will prove an important, comprehensive, and indispensable resource for older adults, individuals living with disability, and family caregivers, as well as for fellow professionals providing direct consumer assistance and access support.

The ADRC of San Benito County team members are also finalizing a draft version of the fillable ADRC of San Benito County Intake-Referral/ Request for Assistance Form. A copy of the new form is available to anyone interest via request to brittb@seniorscouncil.org, or leanneo@seniorscouncil.org. The goal of the comprehensive intake form is to collect and document important consumer contact information and expressed needs to facilitate and support ADRC partnership referrals and obtain consumer permission for information sharing across network organizations. The form serves as a referrer prompt to gather the detailed information needed to make efficient and effective referrals, and the sectioned contents also support No Wrong Door (NWD) commitment and participation among partner organizations, with the goal that consumers need only “tell their story one time.” Amazingly, it is only four (4) pages long, and the hope is that it forms the basis of that elusive and long sought minimum consumer data set for the delivery of community living supports - - and as consumers revisit areas of need or develop new service needs, the form can be further updated in sections such as Housing, Independence & Mobility, Medical Needs & insurance, Support Network, and the like.

The ADRC of San Benito County was part of a very successful, albeit smaller scaled distribution of Seniors Farmers Market Nutrition Program (SFMNP) vouchers in San Benito County, during the week of August 30th – September 3rd. The two partners, with the help and guidance of Caren Dix – Seniors Council Consulting Dietician and SFMNP lead, distributed 40 books of vouchers totaling $35/each to individuals on a first-come-first-served basis. Those eligible for and receiving the vouchers were asked to make an appointment to come into the ADRC of San Benito County office in Hollister to pick up their vouchers at intervals so as to decrease the chance of COVID spread. It was unfortunate that so few of the voucher booklets were available this year, and that they arrived so late, but we are hopeful we will be invited to help next year and that more vouchers will be available for distribution then.

The ADRC of San Benito County, along with Seniors Council’s San Benito County Foster Grandparent Program staff and volunteers, as well as possibly some partner organizations in Santa Cruz County are participating in the State’s Connections, Health, Aging and Technology (CHAT)/iPad Project. The State, using a variety of OAA and Recovery Act funds, has partnered with AT&T and local AAAs to rollout iPads to targeted populations in an effort to reduce isolation. The partners will help to distribute approximately 40 of the 4,000 iPads statewide with data plans and customized onboarding and technical support to older Californians. Per State Program Memo NO: 21-08:

*The purpose of this project is to mitigate loneliness and isolation for older adults, providing them with greater access to resources and information. For this project, CDA also partnered with the University of Southern California’s Graduate School of Gerontology to develop tools that will*
evaluate the effectiveness of digital devices in reducing social isolation for device recipients. In alignment with the OAA programs, all individuals 60 years of age and older, and family caregivers are eligible to receive a CHAT, and priority should be given to low-income older individuals, who are Black, Indigenous and people of color with the greatest economic and social need (OAA Section 206). This approach also reflects the equity focus of the Master Plan on Aging.

We are excited about the opportunity to help support this work and the unprecedented access via the two years of free connectivity and technical support that has been pledged in support of the effort. We are also excited about being able to contribute, along with the newly benefited users, to the research portion of the project in hopes of contributing to and gaining a better understanding of how digital connectivity, technology devices, and user skills can help address the issues of isolation and diminished community engagement on the part of many older adults.

Leanne Oliveira – ADRC/NWD Program Coordinator, Melissa Sosa Silvestre of Jovenes de Antaño’s MOW/Home Delivered Meal program, and Melissa’s team and volunteers helped distribute 194 Find Free COVID Vaccines door hangers to program participants as part of our ADRC COVID Vaccine Access Grant. The door hangers were provided by the Kaiser Family Foundation and are just one of many outreach and awareness strategies being explored to help get more individuals - of all ages - vaccinated against COVID-19 in San Benito County. San Benito County residents who identify as White or Latino, and are vaccine-eligible, lag behind Statewide vaccinated percentages for these groups, so there is work to be done! Congratulations to Leanne, Melissa, and all involved in the great work!

ADRC of San Benito County program team members attended the following education, training, and support events: Anthem CalAIM Monthly Update Webinar; ACL: Intro to Aging & Disability Resource Connection (ADRC)/No Wrong Door (NWD); Disability & Aging Community Living Advisory Committee; ACL: A New Standard of Innovation: Findings from the I&R/A Technology Survey.

ADRC of San Benito County Project Coordinator continues to meet with staff from Core Partners, Central Coast Center for Independent Living (CCIL) and Jovenes de Antaño, as well as new community partners such as Hazel Hawkins Memorial Hospital Volunteer Auxiliary and San Benito County Veteran Services, to develop and further establish relationships of mutual understanding and trust among partners. These exchanges also provide opportunities for sharing information and for cross-training so that the network is strengthened through duplicative knowledge and enhanced resiliency in emergency or crisis situations. Jovenes de Antaño has also recently hired new dedicated ADRC of San Benito County team member, Kaitlyn Amador, to provide additional staffing, aging services expertise, and support for ADRC functions and responsibilities. We welcome Kaitlyn and encourage Advisory Council and Board members with business or interests in Hollister to stop by and introduce yourself to Kaitlyn.

ADRC of San Benito County staff continue to have regular office hours, as well as flexible hours to support Core and Extended Partner activities at the office site within Jovenes de Antaño. Office schedules for the same Core and Extended Partners are still being established, and a Master Calendar continues to be developed to support maximization of the space for the benefit of providing predictable on-going office hours and improved access for consumers.
PROJECT SCOUT end of AUGUST 2021 Report

Project SCOUT’s county-wide online/drop-off tax preparation totals as of August 31st, 2021:

SCC TCE program:
- Number of Federal returns prepared – 664
- Dollar Amount of Total refunds – $439,661.00
- Dollar Amount of Federal EITC Claimed – $30,132.00
- Requesting Direct Deposit – 281
- Primary or Secondary 60+ - 549

SCC VITA program:
- Number of Federal returns prepared – 444
- Dollar Amount of Total refunds – $495,522.00
- Dollar Amount of Federal EITC Claimed – $148,622.00
- Requesting Direct Deposit – 192
- Primary or Secondary 60+ – 50

TOTAL:
- Number of Federal returns prepared – 1108
- Dollar Amount of Total refunds – $935,183
- Dollar Amount of Federal EITC Claimed – $178,754.00
- Total Dollar Amount put back in Clients wallets due to avg. return cost of $188.00 - $1,143,487.00
August Highlights:

- SCOUT servicing on average 15 clients a week at its new office in Aptos and at Watsonville (Watsonville Senior Center).
  - Most recent calls are from clients wanting to do taxes due to the California stimulus. Most do not qualify as they need to have had earned income for 2020.
    - Clients with SSDI or SSI will get state stimulus without the need of filing taxes.
    - All others must file by October 15th, must have had $1 - $75,000 of earned income in 2020 to qualify.
  - Many other clients are coming in as they are being audited by FTB for year 2018 and 2019, primarily those who claimed dependents and Head of Household (HOH) status as the state is clamping down on misfiling and credits claimed in error. Others for not reporting or misreporting income for said years.
  - Due to the Delta Strain, Project SCOUT, aligning itself with the Senior’s Council protocols, is requiring all clients to show proof of vaccination to come into its offices. Those who are not vaccinated are still being serviced in their vehicles outside of our offices. Temperature is always taken prior to allowing a client in or receiving any paperwork from a client. Clients are also assessed before giving appointment and when calling back to verify appointment. If anyone is feeling “sick” or has any symptoms such as runny nose, headache, sore throat, they are rescheduled for two weeks from their initial appointment.
  - A common issue with the services we provide is that, as a free resource, many times clients do not call back or show up to their appointments, even after confirming appointment the same day!

- Committed crew of volunteers supporting the Program:
  - We currently have 5 continuing volunteers helping with tax assistance and tax questions.
  - 1 providing phone/online/drop-off support, from Watsonville office or from home.
  - 1 providing phone/online/drop-off support from Live Oak.
  - 1 providing phone/online/drop-off support from Scotts Valley.

- August volunteer recruitment:
  - SCOUT made contact with many of our long-term volunteers. Three have left the county, but we have received assurance from a total of 8 volunteers of coming back for tax year 2021!
Follow ups in September:

- Continued support of clients and requesting extra support of volunteers as we foresee requests for services going up exponentially as we come close to the October 15th filing extension deadline.
- Continued volunteer “scouting”. Focusing on returning volunteers.
- Meetings with partners to delineate services for the upcoming tax season. Continued conversation with San Benito County for TCE services and possible partnership.
- One fully working phone system connecting Aptos and Watsonville offices, allowing servicing of clients from anywhere in the county.

Story of the month:

Currently finishing an amendment (started in August) for a family who paid to do their taxes to a person who not only is not certificated and registered with IRS to do taxes, but who “left town” and is not a reference to assist them with their issue with the Franchise Tax Board. The state return submitted has one major error. Whereas they filed for their federal 1040 as Married Filing Jointly, for whatever reason, the person who did their taxes has the husband as Head of Household (HoH). On top of that, the person who did their taxes did not attach the CA HoH form thus disqualifying them from any dependent credits. They have two dependents. Not only did they have to pay in error when the first return was sent out, but they also recently sent a check to the FTB for $2,000+ due to this error. When the amendment is complete, the family should not only get their $2,000+ back, but also the initial amount paid to the state.