Aging and Disability Resource Connection (ADRC)  
Advisory Committee Meeting Minutes  
August 17, 2018

Committee Members Present:
Ana Acton  
Dani Anderson  
Derrell Kelch  
Eldon Luce  
Elsa Quezada  
Maribel Marin  
Pam Miller  
Paula Margeson  
Victoria Jump

Guests Present:  
Christina Mills, Executive Director, California Foundation for Independent Living Centers  
Eli Gelardin, Executive Director, Marin Center for Independent Living

State Agency Representatives Present:  
Dean Fujimoto, California Department of Aging  
Wilson Tam, California Department of Aging  
Paula Acosta, California Department of Aging

11:00 Opening of Meeting

Agenda Item 1: Welcome and General Introductions
The meeting was called to order and members were introduced.
Dean Fujimoto introduced Wilson Tam, who is the new ADRC Manager (previously Robin Jordan) for the California Department of Aging (CDA).

**Agenda Item 2: Review Agenda and Approve May 18, 2018 Notes**

No additions to the August 17, 2018 agenda. A motion was made by Eldon Luce and seconded by Elsa Quezada to approve the agenda.

Paula Margeson recommended adding an “Action Items” section to the meeting notes as a reminder of the Committee’s action steps prior to the next scheduled meeting.

Paula Margeson stated that the ADRC Fact Sheet discussion was missing from the May 18, 2018 meeting notes. Wilson Tam to revise the May 18, 2018 meeting notes. A motion was passed supporting the approval of the revised May 18, 2018 meeting notes, which includes the ADRC Fact Sheet discussion.

**Agenda Item 3: Independent Living Center (ILC) Presentation – LTSS and No Wrong Door**

Presenters included Eli Gelardin and Ana Acton. Title of presentation is No Wrong Door: Gaps and Opportunities in California. The presentation discussed the importance of having all the core elements and moving in the direction of a No Wrong Door System. The core elements of a No Wrong Door system includes state leadership, partnership of key referral sources, person-centered planning, and streamlined eligibility.

The California Foundation for Independent Living Centers (CFILC) and DOR partnered together to discuss strategies and form a workgroup focused on implementing a No Wrong Door System. Volunteers for the workgroup include Dani Anderson (ILC representative), Pam Miller (AAA representative), and Dean Fujimoto/Wilson Tam (CDA representative).

**Agenda Item 4: California Department of Aging Updates**

The Committee discussed and concurred on the 2019 ADRC Advisory Committee meeting dates, times, and location. The meeting dates are January 18, 2019; March 15, 2019; May 17, 2019; August 16, 2019; and October 18, 2019. The meeting time will be from 11:00 AM to 3:00 PM. The meeting will be held at the CFILC.

CDA has an Interagency Agreement (IA) with the Department of Health Care Services (DHCS) for State Operations through June 30, 2019. Based on the Budget Change
Proposal (BCP) approved as part of the State Budget process that established the ADRC and created CDA’s State Operations budget and positions, CDA’s ADRC positions are authorized through June 30, 2020. CDA has already started the process of working in partnership with DHCS to renew the IA through June 30, 2020 to align with the BCP. As part of the process to renew the IA with DHCS, CDA needs to update its ADRC Work Plan to include the previous year’s accomplishments and identify the additional performance outcomes for the term of the renewed IA. Since DHCS is the primary source of funding for ADRC, it is important for CDA to update its ADRC Work Plan and renew the IA. CDA’s partnership with the ADRC network is important for collecting data to demonstrate to CDA’s funding agency, DHCS, about the important and valuable services provided by the ADRCs and ADRC’s dedication for future performance outcomes. Paula Margeson recommended data collection to include a case study or success story. CDA will be working collaboratively with the ADRC Advisory Committee this fiscal year to jointly demonstrate the need for continued funding through June 30, 2020.

CDA will be posting a new job opportunity for a Health Program Specialist position. This position will be working closely with our group and supporting ADRC efforts. Dean Fujimoto or Wilson Tam will be forwarding this announcement to the ADRC network.

The ADRC network currently has seven designated ADRCs and five emerging ADRCs. Three emerging ADRCs (Marin, Monterey, and Placer counties) are expected to submit an ADRC designation application by mid-September 2018. CDA will be working closely with these emerging ADRC on any follow-up needed to ensure applications are processed in a timely manner.

Christina Mills suggested the idea of CFILC partnering with CDA to produce a webinar that outlines the ADRC designation criteria and process. Currently, the ADRC designation criteria and instructions are posted on the CDA website.

Currently, the seven designated ADRC receive Local Assistance funding through Medicare Improvements for Patient and Providers Act (MIPPA) contracts from CDA. The MIPPA funding is focused on enhancing outreach efforts related to Medicare Part B and D benefits and requires the AAAs to submit an ADRC Work Plan as part of the MIPPA contracting process. Over the next year, CDA will be working with the seven ADRC to follow up on the ADRC Work Plan requirement.

**Agenda Item 5: Subcommittee Discussion**

The Committee reassessed the roles and responsibilities of each subcommittee and concurred on maintaining the following subcommittees moving forward:
1. **Data and Outcomes:** This Subcommittee’s role is to standardize and ensure accountability for collection of data elements to demonstrate the importance of ADRC services and need for additional funding. Subcommittee members to include Pam Miller, Victoria Jump, and Maribel Marin.

2. **Sustainability:** This Subcommittee’s role is to discuss how to maintain the viability of ADRCs by identifying opportunities for improvement, funding opportunities, partnerships, etc. Subcommittee members to include Victoria Jump, Pam Miller, Dani Anderson, and the Chairs of each Subcommittee.

3. **Training:** This Subcommittee is a newly established subcommittee which will focus on developing training materials for options counseling, person-centered counseling, etc. and standardizing ADRC training provisions/curriculum for providing guidance to designated and emerging ADRCs. The Training Subcommittee members to include Maribel Marin, Elsa Quezada, Ana Acton, Pam Miller, Victoria Jump, and Paula Margeson. Victoria Jump will be connecting with Subcommittee members to call the first meeting. The Subcommittee Chair to be determined at the first meeting.

CDA plans to actively participate in and provide support to every subcommittee.

**Agenda Item 6: Report Out from Subcommittees**

**Data and Outcomes (Past Chair, Pam Miller)**

No current updates. Pam stepped down as Chair but will remain a member of the Data and Outcomes Subcommittee. The new Subcommittee Chair to be determined at the next Subcommittee meeting.

**Charter (Chair, Eldon Luce)**

Eldon reported that the Charter Subcommittee has completed its objectives and no longer needed at this time.

**Sustainability (Chair, Victoria Jump)**

No current updates.

**Agenda Item 7: Draft Fact Sheet of ADRC**

Paula Acosta and Paula Margeson drafted an ADRC Fact Sheet. The Committee decided to create two versions of the ADRC Fact Sheet, one version for service providers and advocacy purposes and a separate version for educating consumers. Committee
members were requested to provide feedback for the ADRC Fact Sheets by emailing Paula Margeson and Paula Acosta prior to the next ADRC Advisory Committee meeting.

**Agenda Item 8: Membership Applications**

Four Committee members submitted their applications to renew membership. The Committee to vote and approve membership applications during the next ADRC Advisory Committee meeting on October 19, 2018.

**Agenda Item 9: Next Steps**

The next meeting will be held on October 19, 2018. Preliminary agenda items include:

- 2019 ADRC Advisory Committee meeting calendar (handout)
- Health Insurance Counseling and Advocacy Program (HICAP) Presentation
- Sustainability Discussion (suggested to be a standing item)
- Discussion on developing a webinar for ADRC designation (to be added to agenda at a later meeting date)
- Subcommittee Member and Chair list
- Partner Updates
- Action Items (suggested to be a standing item)

Action Items include:

- Approve meeting minutes from August 17, 2018 meeting
- Convene Subcommittee meetings to discuss the subcommittee purpose, roles, and responsibilities
- Review ADRC Fact Sheet and provide feedback to Paula Acosta and Paula Margeson
- Review the revised May 18, 2018 meeting notes
- Review ADRC Advisory Committee membership applications (for vote during the next meeting)

Meeting was adjourned.