

CalPACE

Board of Directors Meeting

November 18, 2020 | 10:00 AM – 11:00AM | Zoom

To join the meeting by smart phone, tablet, or computer, click this link:

<https://calpace.zoom.us/j/98547434618?pwd=NXBuOTZUU3ZJaUJPNVZLT0xpaERBdz09>

To listen by phone, use one tap mobile +16699006833,,98547434618# or call (669) 900-6833 and enter:

Meeting ID: 985 4743 4618 | Passcode: 763248

AGENDA

1. Welcome
2. Approval of minutes of September 15, 2020 board meeting – *discussion and action item*
3. Executive Committee recommendations – *discussion and action items*
 - Consolidate Executive and Governance, Dues and Bylaws committees
 - Establish workgroup to review CalPACE bylaws
4. CalPACE 2021 policy priorities – *discussion and action item*
5. Contract with SimpleQI for data platform to support data collection -- *discussion and action item*
6. 2021 retreat update – *discussion item*
7. Other business
8. Adjourn

ATTACHMENTS

- A. Minutes of September 15, 2020 CalPACE board meeting
- B. Meeting Notes of September 03, 2020 Executive Committee meeting
- C. Meeting Notes of October 27, 2020 Executive Committee meeting
- D. Executive Committee charter
- E. Governance, Dues and Bylaws Committee – background document
- F. CalPACE 2021 policy priorities -- draft
- G. SimpleQI proposal for data platform to support data collection

Board Members

•AltaMed PACE, Maria Zamora -Treasurer
•Brandman Centers for Senior Care, Arnold Possick
•CalOptima, Elizabeth Lee
•Center for Elders' Independence, Vacant
•Central Valley PACE, Tony Weber
•Family Health Centers of San Diego, Jeff Gering
•Gary and Mary West PACE, Tim Lash

•Innovative Integrated Health, Phil Tsunoda
•On Lok Lifeways, Eileen Kunz - Chair
•Redwood Coast PACE, Melissa Hooven
•San Diego PACE, Kevin Mattson - Secretary
•St. Paul's PACE, Cheryl Wilson – Vice Chair
•Sutter SeniorCare PACE, Julie Erdmann
•WelbeHealth, Elizabeth Carty



Minutes of CalPACE Board Meeting

September 15, 2020

Zoom Meeting

Attendees

Board members:

Cheryl Wilson, St. Paul's PACE
Eileen Kunz, On Lok Lifeways
Jeff Gering, Family Health Centers of San Diego
Julie Erdmann, Sutter SeniorCare PACE
Kevin Mattson, San Diego PACE
Maria Zamora, AltaMed PACE
Melissa Hooven, Redwood Coast PACE
Phil Tsunoda, Fresno PACE
Tim Lash, Gary and Mary West PACE
Tony Weber, Central Valley PACE
Elizabeth Carty, Welbe
Elizabeth Lee, CalOptima

CalPACE staff:

Peter Hansel, Chief Executive Officer
Jennifer Blankenship, Vice President of Operations
Lucas Evensen, Public Policy Analyst
Fred Main, CalPACE Counsel

Other CalPACE Officers:

Bing Isenberg, Center for Elders' Independence

Guests:

Barbara LaHaie, Redwood Coast PACE
Carol Hubbard, St. Paul's PACE
Cindy Ward, LeadingAge California
Jay West, Central Valley PACE
Karli Holkko, WelbeHealth
Maria Lozzano, InnovAge
Pamela Ansley, Sutter SeniorCare PACE
Susie Fishenfeld, Brandman Centers for Senior Care

Board members absent:

Arnold Possick, Brandman Centers for Senior Care
Vacant, Center for Elders' Independence

Note: These minutes are confidential and privileged and should not be circulated outside of the CalPACE Board.

Vice Chair Cheryl Wilson convened the meeting at 11:30 A.M.

DECISIONS

Minutes. Minutes of the August 25 board meeting were approved on a 12-0 vote (Tsunoda/Weber).

Approval of 2020-21 budget. Cindy Ward, Leading Age VP for Finance, provided an overview of the revised budget for 2020-21. Adjustments have been made to lower the maximum dues level from \$70,000 to \$60,000, and to split the costs of the PACE 2.0 growth initiative 50/50 between general dues and supplemental dues from participating members. An additional adjustment was made to revise upward the amount of dues from Associate members. As revised, the budget would draw down the accumulated reserves level by \$68,481 resulting in year-end reserves of \$165,366. Cash on hand would be 147 days at the beginning of the budget year, declining to 116 days at the end of the budget year. Following discussion, a motion to approve the revised budget was adopted on a 12-0 vote (Gering/Kunz).

Selection of new board chair. Acting Board chair Wilson set forth a slate of directors to be appointed and, in some cases reappointed to board officer and Executive Committee positions. They include:

Board chair: Eileen Kunz

Vice chair: Cheryl Wilson

Treasurer: Maria Zamora

Secretary: Kevin Mattson

CFO: Bing Isenberg

At-large position on Executive Committee: Julie Erdman

Cheryl Wilson noted that the Executive Committee has recommended an informal appointment process to fill positions rather than an open election. The appointed officers would serve until the next general election, which will be at the end of 2021. A motion to adopt the appointments was approved on a 12-0 vote (Carty/Weber). Board members discussed a suggested motion from the chair that the next election be for one-year terms, which is consistent with the current bylaws. Following discussion, there was consensus instead to convene the Governance, Bylaws and Dues Committee to review the bylaws in this area and to recommend any changes in time for the board to act on them before the next election. Elizabeth Carty and Phil Tsunoda inquired about the process for making appointments to the Governance, Dues and Bylaws Committee. The chair and staff will provide information to board members on the committee and the process for appointments, and request interest from other board members in serving on this committee.

Proposed contract with Ross Quality Improvement for support of PACE 2.0 growth collaborative. Jennifer Blankenship provided an overview of a revised proposal for consulting work to support the PACE 2.0 growth collaborative. The estimated cost of the proposal is \$46,500 for the budget year and commitments have been received from 12 member organizations to participate. A motion to authorize staff to develop and sign a contract based on the proposal was approved on a 12-0 vote (Mattson/Lash).

Stanford Clinical Excellence Research Center study of PACE costs and quality. Peter Hansel provided an update on discussions that CalPACE staff have been holding with the Stanford Clinical Excellence Research Center, NPA staff and West Health Institute staff on a study of PACE outcomes vis-à-vis other forms of health care delivery for Medicare beneficiaries. The CalPACE strategic plan for 2019-20 calls for the development of a new study to demonstrate the value of PACE. Previous studies in this area have suffered from methodological problems, including not accurately characterizing the population of comparable beneficiaries to PACE. The current study would attempt to use new methodologies that resolve those problems. The current study design would focus on Medicare outcomes for PACE participants in California and other states. NPA and West Health Institute staff have asked whether this continues to be a priority for CalPACE. Board members discussed whether there is benefit to CalPACE from a study that is more national in scope and less focused on California's Medi-Cal program and whether, if it is more national in scope, if it makes sense for CalPACE to continue to take the lead in developing it. Several board members expressed interest in finding out if other studies can be developed that are more focused on California and Medi-Cal. Following discussion, there was consensus to ask NPA and West Health Institute if they would take the lead on further development of the study.

DISCUSSION

Other business. Board members exchanged information on wildfire responses and challenges they are facing, and on the CMS audit process.

The meeting adjourned at 12:30 P.M.

Respectfully submitted,

Kevin Mattson, Secretary

Prepared by:

- Peter Hansel, Chief Executive Officer
- Jennifer Blankenship, Vice President of Operations

Notes, CalPACE Executive Committee Meeting, 9-3-20

Acting Chair Cheryl Wilson convened the meeting at 9:02 and requested a moment of reflection in memory of Linda Trowbridge.

Update on CEI transition. Bing Isenberg provided an update on the actions the CEI board has taken to appoint clinical and operational leadership for CEI while the organization conducts a search for a new permanent CEO. CEI will designate a new CalPACE board representative, which will hopefully be before the next board meeting.

Process for selection of new chair. Peter Hansel and Fred Main provided an overview of the options the board has for selection of a new chair, which include waiting until the next regularly scheduled election of officers, appointing somebody to fill the remainder of the current term, and conducting a nomination and election process to select somebody to fill the remainder of the current term. There was consensus among committee members that the board should not wait for the next regularly scheduled election to fill the board position, which won't be until the end of 2021, due to the important governance issues that the board will be dealing with and the benefit of having a full Executive Committee during the interim. Chair Wilson also noted that if the board selects or elects a current officer, that would create another vacancy that would need to be filled.

Chair Wilson asked committee members for recommendations for board members to put forward for board chair. Following discussion, two potential candidates were identified. Further discussions will be held with these candidates prior to the mid-September board meeting to attempt to develop consensus on a candidate to recommend to the board.

2021 retreat planning. Jennifer Blankenship provided an update on the properties CalPACE is considering for the 2021 retreat, which will be in February 2021. Based on her onsite reviews, staff have narrowed the list to three properties and will be soliciting proposals from them for the board to consider at its next meeting. Peter Hansel noted that staff are starting the process of planning the themes and content for the retreat and asked if any committee members would be willing to serve on a retreat planning committee. Maria Zamora expressed willingness to serve. There was also consensus to reach out to Phil Tsunoda about participation and to include the interim or new CEI CEO as well.

Executive committee member at large vacancy. Chair Wilson noted that there is currently a vacant position on the committee for an at large board member and that the committee can recommend someone to the board to fill the vacancy. Several board members were identified as potential candidates. Following discussion, there was consensus to wait until January to fill the position and to add this to the agenda for the Executive Committee's January meeting, after the new board chair is selected and the new CEI CEO is in place.



CalPACE Executive Committee

October 27, 2020 | Zoom
Meeting Notes

Attendees: Bing Isenberg, Center for Elders' Independence
Cheryl Wilson, St. Paul's PACE
Eileen Kunz, On Lok Lifeways
Kevin Mattson, San Diego PACE

CalPACE Staff: Jennifer Blankenship, CalPACE
Lucas Evensen, CalPACE
Fred Main, Clear Advocacy

Acting Chair Cheryl Wilson convened the meeting at 9:03AM.

Update on Peter Hansel, CEO of CalPACE. Jennifer Blankenship provided an update on Peter Hansel's leave following the loss of his daughter, Sarah. Mr. Hansel will be on leave through the first week of November. Several floral arrangements and sympathy cards have been received and delivered to Mr. Hansel, who has expressed his gratitude for the outpouring of support during this difficult time.

Governance Committee Vacancy. Cheryl Wilson reviewed the biographies of three candidates, Elizabeth Lee, Jeff Gering, and Tony Weber. The Executive Committee voted unanimously to recommend the CalPACE Board approve to consolidate the Governance, Dues, and Bylaws Committee with the Executive Committee. Additionally, to form a workgroup comprised of Incoming Chair Eileen Kunz and two others to review the Bylaws in frequent coordination with legal counsel Fred Main over the next several months.

Topics for Quarterly Meeting with DHCS and CMS. Jennifer Blankenship provided a list of proposed topics for the November 19, 2020 quarterly meeting with DHCS and CMS. Chair Wilson requested that a bullet point be added to Rate Setting Update to include PPE Additional Reimbursement.

Adjournment. Chair Wilson adjourned the meeting at 10:01AM.

Committee Members

Chair: Vacant
Vice Chair: Cheryl Wilson, St. Paul's PACE
Treasurer: Maria Zamora, AltaMed PACE
Secretary: Eileen Kunz, On Lok Lifeways
At Large Member: Kevin Mattson, San Diego PACE
At Large Member: Vacant



CalPACE Executive Committee Charter

Duties of Committee

Except as may be prohibited by law, the Executive Committee may act on behalf of the Board in its ordinary and routine transaction of business and such other matters as the Board may direct. A report of such transactions shall be made to the Board.

The Committee shall convene on a periodic basis to review and provide guidance on CalPACE policies, positions, finances, and initiatives to the CalPACE CEO and staff and to the CalPACE board, and shall identify items that should be considered by the full board.

Composition and Terms of Office

The Committee shall be comprised of all Board officers and two additional board directors who are appointed by the board. Committee members shall serve two-year terms that shall coincide with the terms of the Board officers.

Meetings

The Committee shall meet on a periodic basis, including in advance of each board meeting, upon the call of the Chair. All meetings shall be duly noticed and minutes shall be recorded of all meetings.

Adopted by the CalPACE Board on November 6, 2019.

CalPACE Governance, Dues and Bylaws Committee

Background. The committee was established by the board in September 2016 to make recommendations to the board on CalPACEs budget, dues structure and governance structure. Under the board's action the chair makes appointments to the committee and may ask for volunteers as part of the process. The committee retains the ability to request advice and input from other PACE organization representatives, such as CFOs. (Minutes of September 20, 2016 board meeting)

Current membership:

- AltaMed PACE, Maria Zamora
- On Lok Lifeways, Eileen Kunz
- San Diego PACE, Kevin Mattson
- St. Paul's PACE, Cheryl Wilson
- Vacancy (previously filled by Linda Trowbridge, CEI)

Previous meetings. The committee has met over ten times since its creation in 2016. Meeting topics have included: Bylaws provisions on board membership; Rules for CalPACE sponsored advocacy events; Membership category for organizations that own or manage more than one PACE organization; Board officer election process; Membership benefits for organizations that do not belong to NPA; Executive committee charter; budget and dues levels; and the NPA charter agreement.

Issues referred by the board or requested by board members pending review by the committee. Proposed changes to the current membership dues structure, the process and frequency for election of board officers, updates to the bylaws, participation in board meetings, associate membership requirements, updated committee charters, orientation for new board members.

2021 CalPACE Policy Priorities

Policy Area	CalPACE Positions and Actions
<p>PACE flexibility during and after PHE</p>	<p>1. Based on a population that will continue to be vulnerable to Covid for some time seek legislation and/or administrative guidance to allow flexibilities:</p> <ul style="list-style-type: none"> • For use of telehealth, both video and telephonic for assessments, reassessments, and care planning • To facilitate targeted mailers to persons on waiting lists for HCBS waivers and • To allow hospital discharge planners to refer patients directly to PACE • To increase referrals to PACE by California Community Transitions programs • Continue to allow verbal agreement on enrollment paperwork at time of enrollment • Other <p>2. Support recognition of PACE participants as a high priority population for receipt of Covid vaccine.</p>
<p>PACE Integration</p>	<p>Support and/or sponsor legislation to:</p> <ul style="list-style-type: none"> • Require PACE to be offered as a Medi-Cal plan choice, in areas where it is available, in the same manner as other managed care plan options and included in all enrollment and outreach materials for all dual eligibles and seniors and persons with disabilities in any county in which they are subject to Medi-Cal mandatory or passive enrollment; • Require PACE to be identified as a Medicare plan choice and included in all enrollment materials and information provided to dual eligible beneficiaries who receive Medicare Advantage plan enrollment information from DHCS; • Require DHCS, as part of the managed care enrollment process, to establish an auto referral process to refer beneficiaries to PACE who

	<p>appear to be eligible based on age, residence and prior use of services;</p> <ul style="list-style-type: none"> • Require health plan risk stratification and assessment processes to include criteria to identify, and provide for referral to PACE, beneficiaries who appear to be eligible for PACE based on age, condition, functional impairment, and use of services; • Ensure continuity of enrollment by exempting Medi-Cal beneficiaries who are enrolled in PACE from mandatory or passive enrollment in Medi-Cal managed care. <p>Support legislative and budget proposals, including recommendations in proposed Master Plan on Aging (MPA), to improve access to LTSS, dealing with a new statewide LTSS info and referral system, expansion of HCBS programs, LTSS financing program, health care and LTSS integration, senior and affordable housing, Medi-Cal eligibility, and senior poverty. Seek amendments as needed to ensure:</p> <ul style="list-style-type: none"> • Inclusion of PACE among the HCBS programs and services any statewide information and referral system is linked to and refers persons to; • Inclusion of PACE among HCBS programs for which the state assesses unmet need by region; • Inclusion of PACE as a benefit that persons could use revenues from a long-term care financing program for; • Inclusion of PACE in any new integrated care programs.
<p>PACE enrollment and disenrollment policy</p>	<p>Comment on draft policy guidance once it is out.</p> <ul style="list-style-type: none"> • Oppose any enrollment or level of care cut-off dates; • Support having DHCS process enrollment on the first of month for all beneficiaries whose LOC approval and signed enrollment agreement are in place by end of month
<p>Implementation of AB 1128</p>	<p>Comment on draft policy guidance once it is out</p>
<p>NPA policy agenda – COVID relief, PACE Innovation Act, Part D flexibility</p>	<p>Support NPA Congressional requests related to COVID relief for PACE, PACE Innovation Act implementation, and Part D flexibility.</p>
<p>Senior and supportive housing</p>	<p>Continue to advocate with Leading Age CA for incentives or set asides to steer greater housing resources into senior and supportive housing arrangements.</p> <p>Advocate to ensure that PACE is eligible to provide supportive services under any proposals designed to encourage development of senior and supportive housing.</p> <p>Support use of state and federal PACE funding to pay for housing.</p>

Rate setting	Support additional changes to PACE rate methodology if needed.
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10/26/20

DRAFT



California PACE Association Initial Proposal

August 27, 2020

Proposal

SimpleQI (SQI) will configure a project for up to 30 teams on its SaaS (Software as a Service) platform named SimpleQI Studio for the California PACE Association (CALPACE).

User access to the project will be granted through a designated CALPACE Project Administrator. The Administrator will have the ability to configure the project and assign user roles.

Deliverables

- SQI staff will create and configure the CALPACE project site and will be available to assist the project administrator with additional configuration and setup.
- Access to project site for all involved CALPACE staff/consultants
- Up to 20 teams with unlimited number of users
- Up to 20GB of file storage for uploaded project and team documents
- (2) 1-hour online training sessions for project staff and team members, recordings provided
- 1 year of access to the project, not including configuration and training time. After 1 year, if not renewed, provide project staff read-only access to the data and reports for 90-days.
- Direct technical support for CALPACE project staff and team leads – via phone and email

Preliminary Timeline

- Configuration, Setup and Training
 - Project Staff Training Session TBD
 - Configure Project and Team Sites TBD
 - Teams Training Session TBD
- Project Annual Subscription Starts TBD
- Renewal Date TBD

Data Ownership

All information entered into SQI will be solely owned by CALPACE and will not be reused by SQI without prior written consent. Upon written request, SQI will provide CALPACE an exported copy of all of their Project Data. Also, upon written request, SQI will delete all CALPACE project data from SQI Servers.

Data Protection

All customer information (including data and documents) input into and stored in SQI is encrypted in transit and in storage. All communications with the platform are restricted to HTTPS-only. Any attempt to transmit data over an unencrypted HTTP connection will be refused. All SQI staff are required to sign a confidentiality agreement which includes coverage for customer data. All staff computing devices hard-drives are encrypted and protected in the event of theft.

HIPAA Data

Although all of the data stored in SQI is encrypted, SimpleQI Studio is not specifically HIPAA compliant. No personally identifiable health information or protected health information (PHI) data that falls under HIPAA regulations should be stored in SimpleQI Studio. CALPACE will be responsible for ensuring no PHI data is entered into the SQI systems.

Technical Support

All technical support requests will be responded to within 1-business day. Support requests should be primarily through the assigned project staff and team key contacts. All issues will be investigated and resolved within a timely manner.

Training and Help

Two 1-hour online training sessions will be provided and will be recorded for viewing after the scheduled times. The training sessions can be used to train project staff and team members. Help videos on the major features are provided in the platform to all users of the system.

Acknowledgements and warranty limitations

CALPACE acknowledges that complex software is never wholly free from defects, errors and bugs; and subject to the other provisions of this Agreement, SQI gives no warranty or representation that the Hosted Services will be wholly free from defects, errors and bugs.

CALPACE acknowledges that complex software is never entirely free from security vulnerabilities; and subject to the other provisions of this Agreement, SQI gives no warranty or representation that the Hosted Services will be entirely secure.

CALPACE acknowledges that the Hosted Services are designed to be compatible only with the vendors latest browser version; and SQI does not warrant or represent that the Hosted Services will be compatible with any other software or systems.

Pricing

Qty.	Item	Cost	Total
1	Base project subscription	\$5,000 / year (1 to 10 teams)	\$5,000 / yr.
1	Additional set of 10 teams	\$2,000 / year	\$2,000 / yr.
Total			\$7,000 / yr.

Refund Policy

The SimpleQI standard refund policy is 3 months a 12-month subscription. If the project is cancelled within 90-days of the start of the subscription, the total fee will be refunded on a prorated basis. The prorated calculation is based on the number of unused months out of the 12 included. If the project is cancelled after 90-days, there is no refund due.

Agreement Dates

The annual subscription start date needs to be determined. The subscription can be renewed for additional years. If the subscription is not renewed, read-only access to the project and its data will be provided to project staff for 90-days after the end of the paid subscription period.

Michael Iantosca, SimpleQI, LLC.

Jennifer Blankenship, California PACE Association