



**Special Joint Meeting of the Board of Directors and Advisory Council
at the Napa Senior Activity Center, 1500 Jefferson St., Napa, CA 94559
on Thursday, June 7, 2012, from 1:00 PM to 4:00 PM**

The Area Agency on Aging Serving Napa and Solano does not discriminate against persons with disabilities and meetings of the Advisory Council and Board of Directors are held in accessible facilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Area Agency on Aging office at 707-644-6612 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Advisory Council and Board of Directors after distribution of the agenda packet are available for public inspection at the office of the Area Agency on Aging Serving Napa and Solano, 400 Contra Costa Street, Vallejo, during normal business hours.

Agenda

Carolyn Wrage, Board Vice Chair and Lauren Rolfe, Advisory Council Past Chair Presiding

12:30 PM Advisory Council Committees may meet as needed

- 1:00 PM I. Call to order / Quorum check / Sign-in / Introduction of Guests
- 1:15 PM II. Public Comment Period (5 minutes) Please limit to 2 minutes for each speaker, and limit your comments within the subject matter jurisdiction of the Area Agency on Aging Advisory Council and Board of Directors. *The Council & Board will hear public comments for up to ten minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Council and may be referred to staff.* Time limits and subject matter guidelines are to ensure that the AAOA may complete its agenda in a timely manner.
- 1:30 PM III. Staff Presentation – Setting the Stage for our discussion
- A. Brown Act – Leanne Martinsen, Executive Director, will provide a brief review of the Quick Reference Guide. (copy enclosed)
 - B. Long Term Services and Supports – Leanne Martinsen, Executive Director will provide information related to the proposed state budget and potential impacts related to core services. (Legislative Analyst Office Assessment report enclosed)
 - C. Area Plan – Harriett Dietz, Planner, will provide information on the 4-year Area Plan that has been submitted to the California Department of Aging (CDA), and developing key outputs and outcomes related to the goals and proposed services. (Copies were distributed at the May Advisory Council meeting, and additional copies will be available for distribution at this meeting.)

- D. Procurement Process – Leanne Martinsen, Executive Director will summarize the Request for Proposal (RFP) process and funding cycle. (Procurement Policy & Procedures enclosed.)
- E. Program Monitoring Process – Dan Hernandez, MIS Coordinator, will summarize the process of monitoring provider performance, including data collection, reporting to CDA, reports to the Advisory Council, and site visits. (Program Monitoring Guidelines enclosed.)
- F. Planning Estimate – Leanne Martinsen, Executive Director, will provide information about the Program Memo #12-08 (copy enclosed) received from CDA that indicates the available federal and state funding for Fiscal Year 2012-13, and discuss how these amounts are used to develop the Area Plan Budget and provider contracts.

2:30 PM. **IV. Regular Advisory Council Business**

- A. Amendment/Approval of June 7, 2012 Agenda.
- B. Amendment/Approval of May 3, 2012 Minutes (copy attached).
- C. Correspondence
- D. Committee Reports: Any Standing or Ad hoc Committees that wishes to report out may do so.
- E. Action Items
 - 1. Recommendation to Board of Directors regarding Provider Contracts... The current AAA providers responded to a Request for Proposals (RFP) in 2009. This year's Provider applications for continued funding are for the fourth year of the 4-year funding cycle. A spreadsheet summarizing the proposed provider contracts is attached. Recommended action: The Council may vote to recommend to the AAA Board of Directors that staff proceed with establishing these provider contracts for Fiscal Year 2012-2013.
 - 2. July meeting date. The regular meeting date on the first Thursday of the month falls on July 5, 2012, the day after the Independence Day Holiday. Recommended Action: Council may vote to change the date of the regular July meeting, or to cancel this meeting and resuming regular meeting schedule in August.
 - 3. Consideration of meeting locations. The bylaws indicate that meetings should be held in accessible locations throughout the PSA, and that meetings should alternate between the two counties. Recommended Action: Council may designate locations for meetings for Fiscal Year 2012-13.
 - 4. Membership
 - a. Lois Harper's term expires June 7, 2012, Recommended action: Council may vote to extend another 3-year term.
 - b. Review attendance requirements in Council Bylaws. Recommended action: Council may vote to acknowledge resignations of Elsie Tate, Juliana Williams and Nancy Yingst.

3:00 PM. **V. Regular Board Business**

- A. Review / Amend / Approve Agenda for June 7, 2012 meeting.
- B. Review / Amend / Approve Minutes of April 17, 2012 meeting (copy attached).
- C. Finance/Treasurer's Report: Doug Hanson, CFO, Marty Kuehneman, Treasurer

1. April 2012 Financial reports (copy attached). Recommended Action to accept report.
 2. IRS Form 990 for Fiscal Year ending 6/30/2011 (copies have been distributed via mail. Recommended Action: to accept report
 3. Area Plan Budget for FY 2012-13 (copies to be distributed). Recommended action to accept initial budget as submitted to CDA.
- D. Committee Reports
1. Executive Committee – confirm liaison to Advisory Council meetings: Request Board Member to attend the next regular Advisory Council meeting at a location to be determined.
 2. Membership Committee -- may discuss efforts to fill remaining vacancies on the Board of Directors: Solano – District 2 (Sarah Johnson resigned in April) and one (1) “at large”, Napa Districts, 3, 4, 5 and one (1) “at large” positions. The Administrative support technician for Napa County Executive Office has posted these vacancies.
 3. Nominating Committee -- The committee nominates the following members:
 - Chair – Donald Bond
 - 1st Vice Chair – Carolyn Wrage
 - 2nd Vice Chair – Thomas McNicholas
 - Secretary – Rev. Dr. A.C. “Tony” Ubalde
 - Treasurer – Marty Kuehneman
 Election of officers is scheduled under new business.
- E. Staff Reports
- 1 Executive Director Leanne Martinsen, Executive Director will present a report on recent AAA Activity.
- F. Old Business –
- Main office building expansion proposal, Staff may present additional information about the proposed project. Recommended action: Board may provide guidance to staff on how to proceed with the architect.
- G. Tabled Business -- None
- H. New Business
1. Election of officers -- Recommended Action, Board may accept slate as recommended by nominating committee, accept any nominations from the floor and vote to elect officers
 2. Approval of Continued Funding of Provider Contracts, Recommended Action: Motion to accept Advisory Council recommendation to approve renewing contracts with current providers (see spreadsheet), or approve alternative and authorize staff to develop provider contracts for FY 2012-2013
 3. Resolution authorizing that Leanne Martinsen, Executive Director be authorized and directed to execute and sign Contract AP-1213-28 and MS-1213-31 and all amendments with the California Department of Aging (CDA) for fiscal year 2012-2013. Recommended action: to adopt resolution.
 4. Resolution authorizing that Leanne Martinsen, Executive Director be authorized and directed to execute and sign Community Development Block Grant Agreement with the City of Vallejo for fiscal year 2012-2013. Recommended action: to adopt resolution.

- 3:30 PM.**VI.** Information Items: For discussion if time allows, or table until next meeting
1. Legislative Principles, adopted by Advisory Council on December 2, 2010 (copy attached)
 2. Schedule of Events (Copy attached).

3:45 PM.**VII.** Roundtable / Announcements (2 minutes, please). Feedback and comments from Advisory Council and Board Members

4:00 PM.**VIII.** Adjournment.

The next **Board of Directors** meetings will be held at 2:30 PM on Tuesday, June 19, and on July 17, 2012, at the Florence Douglas Senior Center, 333 Amador St., Vallejo, California 94590

The next **Advisory Council** meetings will be held at 1:00 PM on Thursday, July 5 / August 2, 2012, Locations to be determined.