



**Special Joint Meeting of the Board of Directors and Advisory Council
at the Florence Douglas Senior Center, 333 Amador St., Vallejo CA.
on Thursday, December 6, 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

Donald Bond, Board Chair and Sharon Monck, Advisory Council 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
Area Plan – Harriett Dietz, Planner, will provide updated information on the 4-year Area Plan that has been approved by the California Department of Aging (CDA), focusing on the status of goals and objectives. The Area Plan is available on the website <http://www.aaans.org>, and copies will be available for distribution at this meeting.)
- 2:15 PM IV.** Regular Advisory Council Business
- A. Amendment/Approval of December 6, 2012 Agenda.
 - B. Amendment/Approval of November 1, 2012 Minutes (copy attached).
 - C. Correspondence: Letter of resignation from Betty Rhodes (copy attached).

- D. Staff Reports -- Executive Director Leanne Martinsen, Executive Director will present a report on recent AAA Activity.
- E. Committee Reports: Any Standing or Ad hoc Committees that wishes to report out may do so.
- F. Action Items
 - 1. Management Information System/Contracts Policy and Procedure Manual (copy enclosed). Recommended Action: Council may recommend to the Board of Directors that this manual be adopted.
 - 2. Direct Services Policy and Procedure Manual (copy enclosed). Recommended Action: Council may recommend to the Board of Directors that this manual be adopted.
 - 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 the remainder of Fiscal Year 2012-13.
 - 4. Membership
 - a. Recommended action: Vote to accept Betty Rhodes' resignation and thank her for her service.
 - b. Recommended action: Appoint members to serve on the Membership/Nominating Committee, with a charge to recruit additional applicants to bring the membership back up to 20, as called for in the bylaws.

3:00 PM. V. Regular Board Business

- A. Review / Amend / Approve Agenda for December 6, 2012 meeting.
- B. Review / Amend / Approve Minutes of September 18, 2012 meeting (copy attached)
- C. Finance/Treasurer's Report: Doug Hanson, CFO, Marty Kuehneman, Treasurer
 - 1. September & October 2012 Financial report (copy attached). Recommended Action: to accept reports
- 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 Napa County location to be determined.
 - 2. Membership Committee –
 - a. Members may vote to accept the application of Stephanie Bunch fill an at-large Napa County position, with term expiring June 30, 2013 (Copy of application attached).
 - b. Members may discuss efforts to fill remaining vacancies on the Board of Directors: Solano District 2 and one (1) "at large", Napa Districts, 3, 4, and 5.

3. Fundraising Committee -- Rev. Tony Ubalde will report on plans for the next benefit variety show in February 2013

E. 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.

F. Tabled Business -- None

G. New Business

1. Members may vote on accepting recommendation(s) from Advisory Council.

2. Members may vote on cancelling regular meeting which would fall on December 18, 2012.

3:45 PM.VI. Information Items: For discussion if time allows, or table until next meeting

1. Schedule of Events (Copy attached).

3:50 PM.VII. Roundtable / Announcements (2 minutes, please). Feedback and comments from Advisory Council and Board Members

4:00 PM.VIII. Adjournment. Holiday Refreshments

The next **Board of Directors** meeting will be held at 2:30 PM on Tuesday, January 15, 2013, at the Florence Douglas Senior Center, 333 Amador St., Vallejo, California 94590

The next **Advisory Council** meeting will be held at 1:00 PM on Thursday, January 3, 2013, Napa County location to be determined.