

Area Agency on Aging Serving Napa and Solano
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Minutes of Board Meeting: Tuesday February 15, 2011, 2:30 PM
Florence Douglas Senior Center, 333 Amador Street, Vallejo, CA 94590
Donald Bond, Presiding

Solano County

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Susannah McDevitt	Excused
3	Donald Bond, Chair	Present
4	Steve Korn	Excused
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev. Tony Ubalde, Secretary	Present
At-Large		

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Vacant	
3	Wendy Wallin, Vice Chair	Present
4	Dr. Kenneth Lee	Excused
5	Vacant	
At-Large	James Watson	Excused
At-Large	Betty Rhodes	Present
At-Large	Vacant	

The meeting was called to order at 2:30 by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen -- Executive Director, Doug Hanson – CFO.

There was no Public Comment.

Regular Business

1. **Motion by Wendy Wallin, to approve the agenda for February 15, 2011 meeting, 2nd by James McCully. Motion carried.**
2. **Motion by Rev. Ubalde, 2nd by Wendy Wallin to approve the Minutes of the January 18 2011 meeting. Motion carried.**
3. Finance / Treasurer’s Report:
 - a) Doug Hanson referenced the January 2011 Financial Statement and explained that this reflects activity for the first seven months of the fiscal year. He answered questions and indicated that things are on track for this point in the year. **Motion by Marty Kuehneman, 2nd by Carolyn Wrage to accept the January 2011 financial report.**
 - b) Doug Hanson distributed copies of the Area Plan Budget Display, AP-1011-28 amendment #2, and explained that this came with a Program Memo (dated March 2) as notification of additional funds \$182,557 from the Department of Aging. This requires us to submit a revised budget within 30 days. He also distributed copies of the revised budget that was just completed. He explained that CDA would not be able to reimburse the AAA for these funds until the revised budget has been approved. There was discussion about the relationship between program and fiscal reporting, and Doug Hanson clarified that the budget and reports are based on the fiscal year, so we have until June 30 to expend funds, and report on services provided. There was a suggestion that the Board consult with the Auditors to get an opinion about how well the AAA is doing. **Motion by James McCully,**

2nd by Marty Kuehneman to accept Budget Revision #2 for submission to CDA.

- c) Doug Hanson reported that the roof replacement had been completed, by the lowest bidding contractor, and it has not leaked in the recent rains.
 - d) **Motion by Carolyn Wrage “Be it resolved by the Board of Directors of the Area Agency on Aging Serving Napa and Solano, at their regularly scheduled meeting on February 15, 2011, that Executive Director Leanne Martinsen be authorized and directed to do business for and seek a commitment of City of Vallejo funds for Community Development Block Grant Agreement for the Senior Escort Program.” The motion was 2nd by Wendy Wallin, motion carried.**
 - e) Doug Hanson explained that the Governor’s budget proposal included elimination of funding for the Multipurpose Senior Services Program (MSSP). This program maintains an enrollment of about 180 clients, and is a contract of about \$780,000 annually, and if it is eliminated, we will lose 4 MSW case Managers, a Registered Nurse, the Site Manager (LCSW), and the data clerk. In addition to these staff members, the MSSP program also funds about 1/3 of the AAA receptionist, 30-40% of the Accounts payable/payroll position, and about 40% of the CFO position, as well as part of the IT position. Following the loss of CBSP programs in 2009, this is a significant loss to our AAA. AAA MSSP staff have participated in budget hearings in Sacramento, and collected signatures for a petition as well as numerous phone calls and faxes. Leanne Martinsen has shared the MSSP fact sheets, and will forward advocacy materials to Board Members. **Motion by Carolyn Wrage, 2nd by Rev. Ubalde to send a letter to the appropriate state representatives in support for continuing funding for the MSSP program.** Leanne Martinsen was directed to prepare a letter for Donald Bond’s signature.
4. Advisory Council Report and Recommendations – Advisory Council Chair, Lauren Rolfe was not present to report on the Advisory Council’s activities. Leanne Martinsen reported that the Advisory Council had accepted six new members in the past two months. James McCully reported that he had received an e-mail communication from Advisory Council member Juliana Williams, which she indicated had been sent to other Board Members. Rev. Ubalde indicated that he had attended the Advisory Council meeting, and heard the concerns of the Advisory Council. Leanne Martinsen explained that at the February 3 Advisory Council meeting there was considerable discussion about the Provider Performance report, which reflected missing data and under-performing programs, specifically our Title III direct services, including Information and Assistance and Case Management. She indicated that she was aware of the issues, and working with the Supervisor to bring the programs into compliance and reporting up to date. Program reports to CDA have been delayed, and it may be necessary to submit amended reports when the data input has been completed and verified. There was discussion about communicating with the Advisory Council, and the important role that the Council has in keeping the Board informed of issues that have come to their attention. Leanne Martinsen

was directed to contact the Advisory Council Chair and request that they report their concerns to the Board.

5. Committee Reports

- a) Executive Committee: The chair asked for a Board member to volunteer to attend the next regular Advisory Council meeting at Napa Valley Hospice and Adult Day Services in Napa on March 3, 2011. Carolyn Wrage volunteered to represent the Board at this meeting.
- b) Membership Committee – Rev. Ubalde reported that there had been no applications received since the last meeting. Steve Korn’s request for a leave of absence was included in the meeting packet. **Motion by Carolyn Wrage, 2nd by Betty Rhodes to accept this request.** Rev Ubalde also reported that he had received a resignation from James Watson, and a copy of that was distributed to members. Rev. Ubalde will contact Dr. Lee, who has missed the last two meetings. There are 4 vacancies from Napa and 1 from Solano remaining on the Board.
- c) Ad hoc fundraising committee – Rev. Ubalde reported that the committee met just before the meeting today. The benefit variety show will be held on Sunday February 27, 2011 at the auditorium at the CSU-Maritime Academy. Wendy Wallin has designed the flyers and is working on the program for the event. Some of the entertainers that performed last year will return, and we have some new acts as well. We have sponsorship commitment from Kaiser, Yin McDonalds and Merrill Gardens. Tickets are \$17.00 (includes parking) and he requested that each of the members sell tickets and encourage their friends to attend. The Vallejo Times Herald will be publishing an article next Sunday featuring one of the performers. Betty Rhodes asked if she could get this into the Napa Register.

6. Executive Director / Staff Report:

Leanne Martinsen reported on various matters, including:

AAA Staffing

- Posted Napa MHSA PEI Coordinator position, hiring date contingent on signing contract with Napa Co.
- Temporarily increased IT position to FT while dealing with server and equipment upgrades
- Vacancy – MIS position to be posted
- Latino Outreach Coordinator has accepted a FT job, so we will be posting PT position again.

Local Provider Issues

- Will be revising contracts to agree with revised AP budget.

AAA Direct Service Issues

- Title III B services, including Information & Assistance, Case Management, and Caregiver Referral Registry. Provider Performance reports indicate missing data and under performance related to program goals for units of service, and this has been compounded by technology issues (internal database program went down in November when AAA server failed, and required outside programming to rebuild so staff is able now to enter data and run reports.) These programs are supervised by Anne Payne, who was hired

after retirement of Sue King. Terri Restelli-Deits has provided training and technical assistance, connecting her with CDA and other AAA programs recommended by CDA as providing outstanding services, as well as training on the SAMS software system that we use to collect and report on program data. Leanne Martinsen is providing ongoing supervision.

Funding:

- Vallejo CDBG application for Escort Program Assisted Transportation \$20,000 (FY 2011-12) submitted 1/14
- Napa Caregiver Permit Processing –\$10,000 from Napa D.A. asset forfeiture funds approved and also submitted application to Gasser Foundation to support expanded program (part-time position) Napa City Council to approve their ordinance this month.
- MHSA PEI Napa application successful \$91,350 for 1st year, collaborative proposal with HAPI agencies, working toward contract (Feb-March)

Community Contacts/Meetings

- AAA representation at various Commission and Coalition meetings
 - Napa CoA ad hoc committee on caregiver permit ordinance
 - Senior Coalition of Solano County
 - Solano Fall Prevention Partnership
 - Solano Intergenerational Partnership
 - Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa)
7. Planner's Report: Terri Restelli-Deits arrived at 3:30 and her report included the following items. The MIS position was being restored to full-time, and this position was important to state reporting, a complex system and involves support for providers as well as AAA staff who work in the system. She also discussed the planning cycle for the Area Plan, and the Advisory Council will be forwarding recommendations for service units, performance and allocations. She encouraged Board members to participate in the process. Leanne Martinsen reported that CDA's verification reports for the 2009-10 data reports were much improved over previous years, with less missing data and fewer logic errors. Terri reported that the nutrition providers have made tremendous progress in eliminating missing client data, and the Family Caregiver Support Program had no discrepancies. She continues to work closely with CDA, and our Title IIIB programs to bring them into compliance. 1st & 2nd quarter reports have been delayed pending verification of Title IIIB direct service data. Leanne indicated that she was working with the Direct Service Supervisor, and expected that the program data would be entered and verified by the end of this month. Terri indicated that rather than delaying the reports any longer, she could submit the reports to CDA now, and when the input is complete and verified, amended reports can be submitted. She also reported that Queen of the Valley Community Outreach was providing a bridge grant of \$5,000 to Stop Falls Napa Valley, and she would be submitting an application to the County of Napa for Master Settlement funding to support the program in future fiscal years. The program has collaborative partner agencies including Fair Housing Napa Valley, and is getting referrals from Rebuilding Calistoga for home modifications.

Funding for Solano FAST with the Archstone Foundation is running out, and she encouraged the Board to help find funding for these programs.

Old Business:

1. Leanne Martinsen reported that succession planning is an ongoing project, with managers developing desk manuals for their departments.
2. Leanne Martinsen reported on Information Technology issues that are ongoing. We are working with consultants as we move forward with changes.
3. Executive Director Performance Evaluation will be considered during the Executive (closed) session.

Tabled Business: None

New Business:

1. Discussion of establishing a foundation or endowment program was tabled, as this was an item requested by Dr. Lee, and he was not present.

Information Items:

1. The Provider Performance Summary Report was not available for this meeting.
2. The Schedule of Events was included in the meeting packet.

Roundtable / Announcements Comments by Board Members

- 1.

The meeting was adjourned to a closed session at 3:45.

Action Item Summary:

- Staff to complete and submit revised Area Plan Budget to CDA
- Leanne Martinsen to prepare letter in support of continuing funding for the MSSP Program for Chairman Donald Bond's signature.
- Fundraising Committee will continue planning for benefit event.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: March 15, 2011