

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

Solano County			Napa County		
Dist. 1	Marty Kuehneman, Treasurer	Present	Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Susannah McDevitt	Excused	2	Vacant	
3	Donald Bond, Chair	Present	3	Wendy Wallin, Vice Chair	Excused
4	Steve Korn	Excused	4	Dr. Kenneth Lee	Excused
5	Stephen Murphy	Present	5	Vacant	
At-Large	James McCully	Present	At-Large	Betty Rhodes	Present
At-Large	Rev. Tony Ubalde, Secretary	Present	At-Large	Vacant	
At-Large	Vacant		At-Large	Vacant	

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

Present: Juliana Williams – Advisory Council member, Dave Wilson, Mike Marucheu and Bryan Wagner of Grant Bennett Associates, Doug Hanson – CFO, Terri Restelli-Deits, Planner.

There was no Public Comment.

Presentation: Dave Wilson and Mike Marucheu of Grant Bennett Associates reviewed the results of the audit for fiscal year 2009 – 2010. Copies of the Audit Report were distributed. (Note: the Form 990 will be distributed at a future meeting.) They discussed the required communications and the process of conducting the audit. Dave Wilson explained that the audit conducts tests to determine that there are no material misstatements in the financial statements. The Audit Report indicated that the financial records were in compliance with the grant and program requirements and there were no findings. The Audit Report indicated that the financial records were in compliance with the grant and program requirements and there were no findings. They answered questions from the Board about the audit and also pointed out that because of the results of the past audits, the AAA is considered a “low risk auditee”. **Motion by Carolyn Wrage, 2nd by Rev. Ubalde to accept the Audit report. Motion carried.**

Regular Business

1. **Motion by Betty Rhodes, to approve the agenda for March 15, 2011 meeting, 2nd by Marty Kuehneman. Motion carried.**
2. **Motion by Carolyn Wrage, 2nd by Steve Murphy to approve the Minutes of the February 15 2011 meeting. Motion carried.**
3. Finance / Treasurer’s Report:
 - a) Doug Hanson referenced the February 2011 Financial Statement and explained that this reflects activity for the first eight months of the fiscal year. He answered questions and indicated that things are on track for this point in the year. **Motion by Rev. Ubalde, 2nd by James McCully to accept the February 2011 financial report.**

Medical Center Emergency Department, to accept referrals of all patients who have been identified as fall risk, and follow them through the continuum of patient care. The program model also continues to include home modification and education. Dr. Donald Hitchcock, Medical Director for QVH Community Outreach and Chair of the SFNV Coalition will be assisting SFNV with in-kind program evaluation. Terri reported that she met with Dana Codron, Executive Director for QVH Community Outreach to request bridge funding, resulting in QVMC Community Benefits \$5,000 bridge funding for SFNV. Terri also reported that QVMC is interested in collaborating on a grant application to St. Joseph. Terri reported that we have hired a Coordinator for the Napa Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) program. She also reported that the Archstone foundation has provided a grant extension for the Solano Financial Abuse Specialist Team (FAST) through June 30, but there are no other funds identified to sustain this program. Terri reported that she has been asked to conduct a thorough compliance and quality assurance program operating system review of the Title III-B Drop In Center's Direct Service Program. Terri reported to the board that this request was made by the Title III-B staff supervisor, and requested technical assistance goes over and above the normal MIS/monitoring training expected of Planning/ Monitoring departments, rather program operations/management guidance and training the supervisor is requesting. Terri reported that the request which E.D. approved requires Terri to assume a role similar to her role last year when she assumed interim oversight over the Title III-E Family Caregiver Support Program to assist with quality improvements for that dept. Terri requested technical assistance from CDA's I&A analyst, and the datateam who agreed as we work on program quality improvement. These tasks should begin next month when the dept goes to Sacramento for training. Terri reported that she will be working with the Area Plan committee to review service allocations for recommendations to the board and reported that she had requested detailed expenditure reports from Leanne that she needed to complete this task. Leanne agreed to send an email to Doug asking him to provide the reports, but Terri said in a rush, Leanne probably forgot. Terri asked Doug Hanson if he could provide them and Doug reported "only when the director sends me an email directing me to do so and not until then." Terri responded that seeing expenditures helps Planning/monitoring dept better understand each programs cost of doing business: expenditures vs. costs per service units. She also noted this was something the advisory council requested. Juliana reported that at the last Advisory Council meeting, Elsie Tate had made a statement that one of the Board members told her that the AAA did not need the Advisory Council. Don Bond responded that he would like to know which Board member had said such a thing, and reiterated that the Advisory Council was very important and while he has been on the Board has been treated with respect. He was concerned about the innuendo and wanted to resolve the apparent schism between the Board and Advisory Council. There was discussion about Advisory Council minutes. Juliana suggested review of the minutes. Terri said that AAA staff was in process of transcribing last two month's meetings and asked if the Chair was interested in seeing copies of the direct transcriptions? Chair Bond stated "yes he would, and directed Terri to please send them to him."

Old Business:

1. 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. Betty Rhodes suggested that some Board meetings be held in Napa County.

The meeting was adjourned to a closed session at 3:50

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: April 19, 2011