

**Area Agency on Aging Serving Napa and Solano**  
 Mail: P.O. Box 3069, Vallejo, CA 94590, Office 400 Contra Costa St.  
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**Minutes of Board Meeting: Tuesday April 19, 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	Present
3	Donald Bond, Chair	Present
4	Steve Korn	Present
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev. Tony Ubalde, Secretary	Excused
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	Betty Rhodes	Present
At-Large		
At-Large	Vacant	

The meeting was called to order at 2:30 by Chair Donald Bond. A quorum was present. The Board adjourned to closed session with Dave Wilson and Mike Marucheu of Grant Bennett Associates. The Board reconvened at 3:05, and the Chair reported that the Board had discussed a contractual matter

Present: Juliana Williams, Dave Wilson and Mike Marucheu of Grant Bennett Associates, Leanne Martinsen – Executive Director, Doug Hanson – CFO, Terri Restelli-Deits -- Planner.

There was no Public Comment.

**Regular Business**

1. **Motion by Steve Korn to approve the agenda for the April 19, 2011 meeting, 2<sup>nd</sup> by Betty Rhodes. Motion carried.**
2. **Motion by Carolyn Wrage, 2<sup>nd</sup> by Steve Murphy to approve the Minutes of the March 15 2011 meeting as presented. Motion carried, with Steve Korn and Wendy Wallin abstaining.**
3. Finance / Treasurer's Report:
  - a) Doug Hanson referenced the March 2011 Financial Statement and explained that this reflects activity for the first nine months of the fiscal year. He answered questions and indicated that things are on track for this point in the year. **Motion by Carolyn Wrage, 2<sup>nd</sup> by Marty Kuehneman to accept the March 2011 financial report.**
4. Advisory Council Report and Recommendations – As Advisory Council Chair, Lauren Rolfe was not present, Juliana Williams reported on the Advisory Council's activities. She inquired whether the Board had received copies of CDA reports. It was noted that the agenda packet (mailed in advance) included 3 reports: CDA Preliminary Notice of Required Corrective Actions from the June 14-17 site visit (previously distributed at July 2010 Board meeting), PSA 28 FY

2008-2010 Report of Data Reports Submitted to CDA Data Team, and PSA 28 Title III/CBSP Performance Analysis. She indicated that the council is asking for more transparency and more financial data to help them do their job of program evaluation. The Council is concerned with maximizing the money for the units of service provided, and is concerned with AAA Direct service programs (Title III B Information and Assistance, Case Management) that are underperforming (not meeting service goals), and concerned about accountability. Terri Restelli-Deits stated that this impacted the quarterly reports submitted to CDA. The Chair directed the Executive Director to provide information to the Board on the AAA direct service programs at the next meeting. Chairman Bond also responded to the comments of an Advisory Council member that were repeated in the March Board Minutes, reiterating that this is not reflective of the Board feelings. Several members stated that it is unfortunate that there is a perception that the Board does not value the Advisory Council's contributions, and the Advisory Council members should know that the Board has great respect for their work.

5. Committee Reports

- a) Executive Committee: The chair asked for a Board member to volunteer to attend the next regular Advisory Council meeting in Napa County on May 5, 2011. Betty Rhodes volunteered to represent the Board at this meeting.
- b) Membership Committee – Carolyn Wrage reported that the committee has received four applications applications, and three have withdrawn. The committee will be interviewing applicant Jo Anne Busenbark before the next Board Meeting. There are 4 vacancies from Napa and 1 from Solano remaining on the Board.
- c) Ad hoc fundraising committee – Carolyn Wrage reported that the committee had met to critique the benefit variety show that was held on Sunday February 27, 2011. They are recommending a different venue, including some younger entertainers and some professional entertainers, as well as encouraging more involvement from Advisory Council and Staff members. The Board thanks to Wendy Wallin for designing the flyers and program for the event, and also to James McCully for serving as the Master of Ceremonies and also for providing the wine for the drawing. The show was videotaped and will be shown on (local cable TV) VCAT channel 27.

6. Executive Director / Staff Report:

Leanne Martinsen reported on current activities, including the following items:

AAA Staffing

- Hired Napa MIS Coordinator.
- Hired Latino Outreach Coordinator
- IT Coordinator left at end of probationary period, have established interim agreement with FormaTech, and evaluating service contract vs staff position

CDA

- MSSP Utilization Review in progress April 18-21.
- Fiscal Audit team scheduled for on site April 25-27, continuing from 2010 site visit.
- CDA on-site program monitoring visit June 14-17, awaiting written report.

### Direct Service Issues

- Technical assistance requested & provided for Title III Information & Assistance, case management, etc.

### Funding:

- Stop Falls Napa Valley (SFNV) Fall Prevention Program: Napa Master Settlement Agreement Submitted full application requesting \$65,000 this month. Also submitted LOI for Auction Napa Valley
- Mental Health Services Act Prevention & Early Intervention (MHSA PEI) Napa (collaborative proposal with HAPI agencies), contract received \$91,350/year for 2 years. Coordinator hired and implementation in progress.
- Chronic Disease Self Management (CDSMP) grant (\$75,000 ARRA + \$10,000 AoA funding) to provide Stanford model program. Workshops started in March at various locations, completing now.

### Community Contacts/Meetings

- AAA representation at various Commission and Coalition meetings
7. Planner's Report: Terri Restelli-Deits reported that she has interviewed and hired a MIS Coordinator. The budget for this position was increased from 0.75 FTE to full-time for the remainder of this Fiscal year, following the budget revision, and the intention is to continue at this level if funding is available. She reported that she is arranging for training for staff and providers (with Harmony, the SAMS software provider) on reporting services. She also indicated that other items had been covered previously under the agenda item for the Advisory Council report.

### Old Business:

1. Executive Director Performance Evaluation will be considered during the Executive (closed) session.

Tabled Business: None

### New Business:

1. Recommendations from Advisory Council regarding area plan funding for FY 2011-2012:
  - a. Provide funding for direct service medication management for seniors in their homes (Title III-D).
  - b. Increase respite under Title III-E Grandparent program by 10%.
  - c. AAA fall prevention home modification coordination be replicated and expanded to Solano County. Tate Foundation funding will only be used to coordinate Solano fall prevention/home mod activities and be used to hire an Occupational Therapist in Solano County.

**Motion by Wendy Wallin, Seconded by Steve Korn to accept the recommendations from the Advisory Council, motion carried.**

2. Discussion of establishing a foundation or endowment program not discussed, as this was an item requested by Dr. Lee, and he was not present. It was recommended to remove this item from the agenda until such time as he returns to provide more information.

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. Several members commented about potential meeting sites. It was recommended that this item be placed on the agenda for the May meeting.
2. Wendy Wallin indicated that she had accepted a two month assignment in Okinowa so she would not be able to attend the next two regular meetings. She also said that she had decided to leave the Board at the end of her term in June. She indicated that she would like to continue to edit the newsletter. The Board expressed their thanks for her service.

The meeting was adjourned to a closed session at 4:00, to discuss a personnel matter.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by \_\_\_\_\_, Secretary to the Board

Date: May 17, 2011