

Area Agency on Aging Serving Napa and Solano
 Mail: P.O. Box 3069, Vallejo, CA 94590, Office 400 Contra Costa St.
 (707) 644-6612 – FAX 644-7905

Minutes of Board Meeting: Tuesday May 17, 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	Present
5	Stephen Murphy	Present
At-Large	James McCully	Present
At-Large	Rev. Tony Ubalde, Secretary	Present
At-Large	Vacant	

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Vacant	
3	Wendy Wallin, Vice Chair	Excused
4	Dr. Kenneth Lee	Excused
5	Vacant	
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: Leanne Martinsen – Executive Director, Doug Hanson – CFO

There was no Public Comment.

Regular Business

1. **Motion by Rev. Tony Ubalde to approve the agenda for the May 17, 2011 meeting, with a change moving the closed session to the beginning of the meeting, 2nd by Steve Korn. Motion carried.**

The Board adjourned to closed session to discuss a personnel matter. The Board reconvened at 2:50, and the Chair reported that the Board had discussed a personnel matter.

2. **Motion by Steve Murphy, 2nd by Marty Kuehnemanto approve the Minutes of the April 19 2011 meeting as presented. Motion carried..**
3. Finance / Treasurer’s Report:
 - a) Doug Hanson referenced the April 2011 Financial Statement and explained that this reflects activity for the first ten 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, 2nd by Rev. Tony Ubalde to accept the April 2011 financial report.**
 - b) Area Plan Budget for FY 2011-2012 due to CDA on May 21. Doug Hanson reviewed the budget that was included in the agenda packet. He explained that we have been informed by staff at the California Department of Aging (CDA) that the Federal Budget will reduce the funding, so we anticipate that there will be an earlier budget amendment when we learn those amounts. This Area Plan Budget is very similar to the current year and reflects the Older Americans Act funding and the related state funds, but does not include

MSSP or other grant-funded programs that do not run through CDA. The MSSP budget is being reduced by 12.5%, as a result of the state budget cuts, and will be reducing staff and case loads to adjust to the lower funding.

Motion by James McCully, 2nd by Marty Kuehnemanto accept the Area Plan Budget as presented, and direct staff to submit to CDA.

- c) **Motion by Carolyn Wrage, 2nd by James McCully to accept the following resolution: “Be it resolved by the Board of Directors of the Area Agency on Aging Serving Napa and Solano, at their regularly scheduled meeting on May 17, 2011, that Leanne Martinsen, Executive Director of the agency be authorized and directed to execute and sign Contract AP-1112-28 and MS-1112-31 and all amendments with the California Department of Aging (CDA) and Community Development Block Grant Agreement with the City of Vallejo for fiscal year 2011-2012.” The motion was carried.**

4. Advisory Council Report and Recommendations – The Advisory Council met in a Special meeting on Thursday, May 12 to consider time sensitive items, including the Area Plan Update. Lauren Rolfe, Advisory Council Chair was not able to attend today’s meeting, but submitted a report via e-mail. Copies were distributed to Board Members, and are attached to these minutes. The recommendations of the Council are included as new business agenda items. Leanne Martinsen expressed concern about the Advisory Council leadership, as Lauren Rolfe has stepped down as Chair, and Vice Chair David Stewart has resigned from the Council. When asked at the last meeting, no members volunteered for the nominating committee so that a special election could be held to fill the remainder of the officer’s terms. Leanne indicated that she would be working with members to encourage interim leadership. There was a spirited discussion about the respective roles of the Advisory Council and Board of Directors, and the relationship between the two bodies. Rev. Ubalde indicated that he had attended the last two Advisory Council meetings, and it helped him to better appreciate their concerns and understand the dynamics of the group. Several suggestions were made, including a joint meeting with a facilitator/moderator, perhaps from CDA. Leanne Martinsen was directed to follow up with CDA to arrange this.
5. Committee Reports
- a) Executive Committee: The chair asked for a Board member to volunteer to attend the next regular Advisory Council meeting in Solano County on June 2, 2011. Rev. Ubalde volunteered to represent the Board, but asked for another member to be available in the event that he was unable to attend. Steve Murphy volunteered to be the back-up Board member.
- b) Membership Committee – Rev. Ubalde reported that the committee had met prior to today’s meeting and interviewed applicant Jo Anne Busenbark from Napa County. The consensus was to invite her to join, and place the matter as an item on the agenda for the June meeting. Wendy Wallin has requested a leave of absence and announced her intention to resign at the end of her current term (June 2011). Dr. Lee has been in ill health and missed several meetings. A card was circulated so that Board members could sign, and

Leanne Martinsen will send to him. Betty Rhodes has submitted her resignation, which leaves 5 vacancies from Napa and 1 from Solano County on the Board.

- c) Ad hoc fundraising committee – Rev. Ubalde indicated that he had no report this month.

6. Executive Director / Staff Report:

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

AAA Staffing

- Hired MIS Coordinator, and he is being oriented and trained.
- Vacancies in Napa, scheduled interviews for case manager this Friday.
- Continuing interim agreement with FormaTech for IT support, and evaluating service contract vs staff position

AAA Facilities

- Recurring issues with electrical power outages, which causes the servers to shut down and interrupting e-mail and access to computer files. Electrical repairs have been made, and today PG&E is scheduled to come out this afternoon to replace the connection on the pole.

CDA

- MSSP Utilization Review on site April 18-21, no findings reported.
- Fiscal Audit team was on site April 25-27, continuing from 2010 site visit, exit interview has not been scheduled yet.
- CDA on-site program monitoring visit June 14-17, awaiting written report.

Contract Provider Issues

- Providers applications for continued funding due may 31.

Direct Service Issues

- Have been spending time with Direct Service Supervisor, and trying to provide support for Title III Information & Assistance, case management, etc. The Advisory Council will be addressing the issue, as the program is not meeting the goals that were set for it this year, and may be recommending that the program receive additional monitoring and support to ensure compliance and successful service delivery.

Community Contacts/Meetings

- AAA representation at various Commission and Coalition meetings

Old Business:

1. Executive Director Performance Evaluation: The chair reported that this will be continued at the next meeting during the Executive (closed) session.

Tabled Business: None

New Business:

1. Resolution authorizing that Leanne Martinsen, Executive Director be authorized to execute and sign contracts was acted upon during the Finance report section of the agenda (Item 3.c.).
2. Recommendations from Advisory Council:

- a. Area Plan Budget (presented under finance report): Recommended action: to approve initial budget and instruct staff to submit to CDA. This item was acted upon during the Finance report section of the agenda (Item 3.b.).
 - b. Area Plan Update: Narrative and Service Unit Plan. A copy of the Goals and Objectives section was included in the meeting packet. The Council is accepted these at their May 12 meeting. These recommendations are subject to change based on Area Plan Public Hearing input, in which case recommendations may come back to the Council for consideration. **Motion by Steve Korn, 2nd by Carolyn Wrage to approve area plan update for 2011, authorize chair to sign transmittal letter, and instruct staff to submit to CDA. The motion was carried.**
2. Location of AAA Board Meetings. The Board discussed the option of rotating meeting locations and options for appropriate meeting locations in Napa and Solano Counties. The consensus was that some meetings (perhaps two times a year) could be held at alternate locations in Napa County, and instructed staff to make inquiries about options and to report back to the Board at their next meeting.

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

The meeting was adjourned at 3:45.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: June 21, 2011