

**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 June 21, 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	Excused
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	LoA
4	Dr. Kenneth Lee	LoA
5	Vacant	
At-Large	applicant JoAnn Busenbark,	Present
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, Jo Ann Busenbark – Applicant, Sharon Monck – Advisory Council Chair.

There was no Public Comment.

The Board adjourned to Executive (closed) session. The Board reconvened at 3:00, and the Chair stated that they had discussed the Executive Director performance evaluation.

**Regular Business**

1. **Motion by Carolyn Wrage to approve the agenda for the June 21, 2011 meeting as distributed, 2<sup>nd</sup> by Steve Korn. Motion carried.**
2. **Motion by Carolyn Wrage 2<sup>nd</sup> by Steve Murphy to approve the Minutes of the May 17 2011 meeting as presented. Motion carried.**
3. Finance / Treasurer’s Report:
  - a) Doug Hanson referenced the May 2011 Financial Statement and explained that this reflects activity for the first eleven months of the fiscal year. He answered questions and indicated that things are on track for this point in the year. **Motion by Steve Murphy, 2<sup>nd</sup> by Marty Kueneman to accept the May 2011 financial report, Motion carried.** Doug Hanson also reported that since the Area Plan Budget was submitted to CDA, we have been informed that our Worker’s Compensation Insurance Carrier has declined to cover us, so we will be seeking another company and the rates will increase. Also, we have purchased a small truck to replace the 10-year-old Info Van.
4. Advisory Council Report and Recommendations – Sharon Monck reported that at the June 2 meeting, elections were held for officers to replace those that had stepped down or resigned from the Council. Sharon Monck is now the Chair and

Richard Lundin is the Vice Chair (they will serve the remainder of the term that ends in June 2012). She reported that the Council had voted to cancel their regular July meeting and look forward to having a combined meeting with the Board of Directors. Chairman Bond stated that the Board is very concerned about the relationship with the Advisory Council, and desires to discuss the issues in an open forum so that we can move on and work together. Sharon also reported that the Advisory Council was updating their bylaws to include rules of conduct for meetings, and also clarify the chain of command and communication with the Board of Directors. She also indicated that the Council had voted to recommend to the Board of Directors that Provider Contracts be approved for Fiscal Year 2011-12.

5. Committee Reports

a) Executive Committee:

b) Membership Committee – Rev. Ubalde reported that the biggest challenge at this time was the lack of applicants from Napa County. Leanne Martinsen indicated that she had been in contact with the staff to the county Board of Supervisors about the vacancies and reappointments. It was recommended that she write a letter to the individual County Supervisors regarding the vacancies in their districts.

1) **Motion by Rev. Ubalde to accept the application of Jo Ann Busenbark as an “at large” member from Napa County for a term ending June 30, 2013, 2<sup>nd</sup> by Steve Korn, motion carried.**

2) Leanne Martinsen reported that she had visited with Dr. Kenneth Lee, who has requested a leave of absence due to his health issues. **Motion by Steve Korn to grant Dr. Lee a six month leave of absence, 2<sup>nd</sup> by Carolyn Wrage, motion carried.**

3) Rev. Ubalde noted that the following members have appointments expiring on June 30, 2011: Donald Bond (Solano District 3), Steve Korn (Solano District 4), and Stephen Murphy (Solano District 5). The Solano County Board Administrative Secretary has been contacted to expedite the reappointments. There are now 5 vacancies from Napa and 1 from Solano County on the Board.

c) Ad hoc fundraising committee – Rev. Ubalde encouraged the Board to keep an eye out for talented seniors who may be recruited to participate in our benefit variety show in February 2012.

6. Executive Director / Staff Report:

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

**AAA Staffing**

- Promoted Latino Outreach Coordinator Rosa Perez to fill Napa Case Manager position
- Hired Dianna Gonzalez as Latino Outreach Coordinator
- Transferred Regina Weaver from MSSP (position eliminated due to budget reduction) to fill new position coordinating Napa Caregiver Permit Applications.
- Planner position vacant

- Napa PEI program has position for I&A Navigator that will be filled now that the Coordinator is on board.

CDA

- Area Plan submitted, awaiting approval.
- Received written report of CDA on-site program monitoring visit June 14-17 2010, Working on Corrective Action Plan due December 31.

Contract Provider Issues

- Received applications for continued funding from current providers, developing contracts for 7/1.
- Napa nutrition closing Laurel Manor Congregate site
- Volunteer Center of Napa is merging with CANV (host agency for Napa nutrition programs)

Funding

- Stop Falls Napa Valley (SFNV) Fall Prevention Program Submitted proposal to Auction Napa Valley 6/16, T.J. Long Foundation LOI due 7/11
- Mental Health Services Act Prevention & Early Intervention (MHSA PEI) funding for both Napa and Solano Counties appears secure for FY 2011-12
- The Archstone Foundation funding for Solano FAST has ended, and there does not appear to be local support, so the team may be disbanding. It was recommended that a letter be written to the Solano County Board of Supervisors to inform them of this and offer them the opportunity to step up.

Community Contacts/Meetings

- AAA representation at various Commission and Coalition meetings  
Leanne Martinsen will be taking vacation the week of July 4. Doug Hanson will be in charge during her absence.

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. **Motion by Jo Ann Busenbark, 2<sup>nd</sup> by Rev. Ubalde to accept Advisory Council recommendation to approve renewing contracts with current providers (see table below) and authorize staff to develop provider contracts for FY 2011 – 2012, motion carried.**

Provider	Program	Contract Amt
Community Action Napa Valley	Congregate Meals	\$ 81,689
Community Action Napa Valley	Home-Delivered Meals	243,433
Meals on Wheels of Solano Co.	Congregate Meals	197,760
Meals on Wheels of Solano Co.	Home-Delivered Meals	523,356
Legal Aid of Napa	Legal Assistance	25,513
Legal Services of N. Ca – Solano	Legal Assistance	33,863
Volunteer Center of Napa Co.	Assisted Transportation & Friendly Visitor	20,216

Faith in Action	Friendly Visitor	46,671
Ombudsman Services of N. Ca - Solano	LTC Ombudsman	59,195
Ombudsman Services of N. Ca - Solano	Ombudsman Initiative	36,939
Napa Valley Hospice & Adult Day Svc.	FCSP Respite & Support	35,594
North Bay Adult Day	FCSP Respite & Support	36,042
Vallejo Adult School - STARS	FCSP Respite	13,500

2. Consideration of a joint meeting with the Advisory Council. Ed Long, Deputy Director at CDA has indicated his availability to facilitate a meeting/training with the Advisory Council on July 19, focused on respective roles and responsibilities of the Board and Advisory Council. **Motion by Rev. Ubalde, 2<sup>nd</sup> by Marty Kuehneman to cancel the regular business meeting for July and plan a training event in conjunction with the Advisory Council, motion carried.**
3. Location of AAA Board Meetings. At previous meetings the Board has 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 the Executive Director to make inquiries about locations and to report back to the Board. It was suggested that Napa College and American Canyon High School be considered.

Information Items: For discussion

1. Provider Performance Summary Report: There was discussion about provider performance and monitoring, and the concerns that the Advisory Council had raised about determining the cost per service unit.
2. The Schedule of Events was included in the meeting packet. Orientation for New Board and Advisory Council members is scheduled for July 12. Additional Area Plan Public Hearings are scheduled for July 21 in Vacaville, and tentatively on July 25 with the Napa Commission on Aging.

Roundtable / Announcements: Comments by Board Members

Leanne Martinsen reported that former Board Member Richard Hum had passed away in May, and she attended his memorial service at the Veterans Home in Yountville.

The meeting was adjourned at 4:00. The next meeting will be July 19, 2011, a joint training with Advisory Council (location to be determined)

Action Item Summary:

- Staff to develop provider contracts for FY 2011 – 2012.
- Staff to make arrangements for joint meeting/training with Advisory Council in July.

Submitted by: Leanne Martinsen, Executive Director

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

Date: \_\_\_\_\_