

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 September 20, 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	Vacant	
3	Donald Bond, Chair	Present
4	Steve Korn	Excused
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	Thomas McNicholas	Present
3	Vacant	
4	Dr. Kenneth Lee	LoA
5	Vacant	
At-Large	Jo Ann 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, Thomas McNicholas – Applicant, Sharon Monck – Advisory Council Chair.

There was no Public Comment.

Regular Business

- 1. Motion by Rev. Ubalde to approve the agenda for the September 20, 2011 meeting as distributed, 2nd by Marty Kuehneman. Motion carried.**
- 2. Motion by Jo Ann Busenbark, 2nd by Thomas McNicholas to approve the Minutes of the August 16, 2011 meeting as presented.**
- Finance / Treasurer's Report:
 - a) Doug Hanson referenced the August 2011 Financial Statement and explained that this reflects activity for the first month 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 Marty Kuehneman to accept the August 2011 financial report, Motion carried.**
 - b) Doug Hanson distributed copies of the Financial Closeout Report for FY 2010 – 2011, which was submitted to CDA. He explained that this reflects the Title III and VII grant activity, and answered questions regarding matching funds and program income. **Motion by Carolyn Wrage, 2nd by Jo Ann Busenbark to accept the Financial Closeout Report for FY 2010 – 2011.**
 - c) Doug Hanson presented information from our current lender on a Mortgage loan modification offer, that would adjust the interest down from 7.52% to 5.25%, and result in reducing the balance due by \$27,968,68 at the end of the term (August 11, 2019). **Motion by Rev. Ubalde, 2nd by James McCulley to authorize Leanne Martinsen, Executive Director to sign documents related to mortgage loan modification for the property at 400 Contra Costa Street in Vallejo.**
- Advisory Council Report and Recommendations – Sharon Monck reported that at the September 1 meeting, the Council had voted to accept two new members from Solano County and is continuing to recruit additional members from Napa County. She also

reported that the Council adopted revised Council Bylaws, incorporating rules of conduct for meetings. Members volunteered for committee assignments and agreed to return to a 2-hour meeting format. Sharon also reported that she had attended the recent meeting of the Triple A Council of California (TACC), which is comprised of the chairs of AAA Advisory Councils (or their designees). She reported on the Village Model Concept, Senior Centers Without Walls Program, and the State Budget and Adult Day Health Care funding update.

5. Committee Reports

a) Executive Committee: Jo Ann Busenbark volunteered to attend the Advisory Council meeting on October 6 at the American Canyon Senior Center.

b) Membership Committee –

1) **Motion by Rev. Ubalde from the Membership Committee to accept the reappointment of Donald Bond (Solano District 3), for a term ending June 30, 2013, motion carried.**

2) Leanne Martinsen has contacted Supervisor Seifert (Solano County District 2), who will be nominating a member to fill the remainder of Susannah McDevitt's term. (Susannah McDevitt's resignation letter was included in the agenda packet.)

3) Leanne Martinsen indicated that Napa County will be re-posting the vacancies. There are now 4 vacancies from Napa and 2 from Solano County on the Board. Thomas McNicholas reported that he had contacted the Administrator of the California Veterans Home in Yountville about recruiting a resident to serve on the AAA Board. He also provided copies of a draft job description that he had developed for AAA Board Members, for consideration.

c) Ad hoc fundraising committee – Rev. Tony Ubalde requested that the committee meet at noon on October 5 to proceed with plans for our benefit variety show in February 2012. It was recommended that interested Advisory Council Members be invited to join the committee. He reported on the Vacaville Senior Idol.

6. Executive Director / Staff Report:

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

AAA Staffing

- Vacancy – Napa PEI Navigator, interviews conducted, expect to hire within a week.
- Vacancy – Planner, position posted, will be interviewing this month.
- Vacation plans – Doug Hanson will be out of the office the first two weeks in October and Leanne Martinsen will be out of the office the last week in October.

AAA Facilities

- Patio repairs to eliminate trip hazard

CDA

- Area Plan Update submitted, awaiting approval.

Direct Service Issues

- Napa Guide being printed, working on Spanish version, also Solano Guide
- Arranged for outside evaluator to assess Direct Service programs and develop recommendations for program design/improvement, she is working with the Advisory Council Program Monitoring Committee.

Local Provider Issues

- Provider meeting scheduled on September 27 (Quarterly meeting schedule)

Community Contacts/Meetings

- AAA representation at various Commission and Coalition meetings including Solano Fall Prevention Partnership Call to Action on September 19 and the Napa Centenarian recognition on September 20. Jo Ann Busenbark indicated that she

had participated in a meeting called by Napa County Supervisor, because rent increases at Calistoga Mobile Home Park and the critical situation of seniors who have received eviction notices. She indicated that there were issues with the Calistoga Rent Stabilization Ordinance that needed to be addressed. Leanne Martinsen indicated that she was going to participate in a meeting with other providers (including Legal Aid of Napa) who can provide services to these seniors on Friday September 23.

National & Statewide Issues

- Current state budget impact on MSSP program as well as ADHC and IHSS programs, all serving low-income seniors.
- Concerns about Federal budget & reauthorization funding for Older Americans Act Programs. This is an opportunity to educate our elected officials about these programs, and how necessary and cost-effective they are.

In response to questions, Leanne reported that the AAA was still utilizing Formatech for I.T. support, and she was considering the option of out-sourcing the agency e-mail, and developing an RFP to procure IT support for the Agency. She also indicated that staff are being trained on the program that we are using for the AAoA website.

Old Business: None

Tabled Business: None

New Business:

1. Mortgage Loan modification item was handled during the finance report.

Information Items: For discussion

1. Provider Performance Summary Report:
2. The Schedule of Events was included in the meeting packet. Also mentioned that there will be a Financial Literacy Workshop in Vacaville on October 25.
3. Announcement of workshop for Napa County Board Members on October 7, to include training on The Brown Act, AB1234 Ethics Training, Conflict of Interest, and the Public Records Act. Solano County will offer Brown Act Training in January.

The Board adjourned to executive (closed) session at 3:15 to discuss Executive Director Performance Evaluation.

The meeting was adjourned at 4:00. The next meeting will be October 18, 2011t Florence Douglas Senior Center in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____