

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday October 18, 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	Present
5	Stephen Murphy	Excused
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	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 2:40 by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Heather Stanton – Applicant, Sharon Monck – Advisory Council Chair.

There was no Public Comment.

Regular Business

- 1. Motion by Carolyn Wrage to approve the agenda for the October 18, 2011 meeting as distributed, 2nd by Rev. Ubalde. Motion carried.**
- 2. Motion by Rev. Ubalde, 2nd by Marty Kuehneman to approve the Minutes of the September 20, 2011 meeting as presented.**
- Finance / Treasurer's Report:
 - a) Doug Hanson distributed the September 2011 Financial Statement and explained that this reflects activity for the first quarter of the fiscal year. He indicated that things are on track for this point in the year. **Motion by Jo Ann Busenbark, 2nd by Rev. Ubalde to accept the September 2011 financial report, Motion carried.**
 - b) Doug Hanson reported that we were proceeding with the Mortgage loan modification, and the loan documents had been signed by the Executive Director and the Secretary, and this will reduce our interest and result in a savings of about \$25,000 over the life of the loan.
- Advisory Council Report and Recommendations – Sharon Monck reported that at the October 6 meeting, the Council had received reports from AAA Program Managers, and members volunteered for committee assignments. She reported that the November 3 Advisory Council meeting would be held at the Florence Douglas Senior Center in Vallejo, and they were looking forward to a joint meeting with the Board of Directors on December 1 in Napa. Sharon also shared information from the Congress of California Seniors about the decimation of senior services due to state funding cuts since 2009.

5. Committee Reports

- a) Executive Committee: Donald Bond volunteered to attend the Advisory Council meeting on November 3 at the Florence Douglas Senior Center in Vallejo.
- b) Membership Committee –
 - 1) Rev. Ubalde discussed the need to fill remaining vacancies on the Board of Directors: Solano – District 2 and One (1) “at large”, Napa Districts, 3, 5 and Two (2) “at large” positions. Leanne Martinsen reported that the Administrative support technician for Napa County Executive Office had posted these vacancies. Heather Stanton submitted her application for membership. Rev. Ubalde indicated that the committee would meet to interview applicants prior to the next meeting.
- c) Ad hoc fundraising committee – Rev. Tony Ubalde reported that the committee meet on October 5, and again just prior to this meeting to plan for our benefit variety show on February 12, 2012. The committee was able to see the USA World Classic Event Center, and agreed that it would be a good venue for our event. It is often used as a banquet center, but seating can be arranged for a show. We may have to rent a stage, and possibly additional chairs. The center houses vintage vehicles, including a Good Humor Ice Cream Truck, so there will be photo opportunities. He reported that we are pleased with the line up of talent, including some exceptionally talented seniors and also professional entertainers Ed Reed and Leo Cavanagh, who will do a set together. There is space for a larger silent auction. There was discussion about identifying specific program areas that would benefit from the proceeds, and also how to market the event. In prior years we have had up to 5 corporate sponsors. Rev. Ubalde indicated that he would provide \$1,000, and sponsors, including Kaiser will be approached for funding. Motion by Jo Ann Busenbark, 2nd by Carolyn Wrage to set the ticket price at \$20.00, discounted tickets \$15.00 for residents of senior communities, and care facilities. The committee will come up with a name for the event. Advisory Council Members are invited to join the committee.

6. Executive Director / Staff Report:

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

AAA Staffing

- Napa PEI Navigator, hired.
- Vacancy – Planner, interviews this week.

CDA

- Area Plan Update approved.

Direct Service Issues

- Napa Guide printed, copies available and posted on website, working on Spanish version, also Solano Guide
- Received report from outside evaluator who assessed Direct Service programs and worked with the Advisory Council Program Monitoring Committee. Recommendations for program design/improvement, are being implemented.

Funding

- Stop Falls Napa Valley has received an award of \$30,000 from Auction Napa Valley.
- The Gasser Foundation has declined Letters of Interest to provide funding for Stop Falls Napa Valley and the Caregiver Permit Processing.
- Investigating to determine whether we can claim funds under MediCaid Administrative Activities (MAA) for some of our Napa programs.

Community Contacts/Meetings

- AAA representation at various Commission and Coalition meetings including Centenarian recognition in both Napa and Solano Counties. .

Future Board Meeting dates and locations

- Thursday, December 1, 2011 at 1:00 pm – Joint meeting with Advisory Council at the Meadows of Napa Valley, 1800 Atrium Parkway, Napa
- Tuesday, January 17, 2012 at 2:30 pm – regular meeting at the USA World Classics Event Center (in the Titanic Room), 1525 Sonoma Blvd., Vallejo.

Succession Planning

Leanne Martinsen distributed copies of a draft policy for AAoA management staff that focused on developing and maintaining systems that will enable agency operations to continue in the event that key management staff should depart. She discussed how this is being operationalized, and reported that Doug Hanson's recent vacation had been an opportunity to test the cross training and delegation of duties. The Chair recommended that this document be shared with the Advisory Council and that members review before the next meeting.

Old Business: None

Tabled Business: None

New Business:

1. Consideration of alternate date for November AAA Board Meeting. Motion by Steve Korn, 2nd by Tom McNicholas to cancel the regular Board meeting in November.
2. Consideration of Board Member Job Description. The job description that was distributed at September 20 meeting was updated to reflect the two-year term of office. Copies were distributed, and the Chair recommended that members review before the next meeting.

Information Items:

1. The Schedule of Events was included in the meeting packet.

Roundtable / Announcements (2 minutes, please). Comments by Board Members Carolyn Wrage reported that she had participated in the workshop for Napa County Board Members on October 7 that included training on The Brown Act, AB1234 Ethics Training, Conflict of Interest, and the Public Records Act. Leanne Martinsen indicated that Solano County will offer Brown Act Training in January. Donald Bond requested that copies of the Brown Act guidelines be distributed at the next meeting.

Jo Ann Busenbark inquired as to whether Leanne Martinsen represented the AAoA at the Healthy Aging Population Initiative (HAPI) meetings in Napa, and also the Napa Commission on Aging. Leanne indicated that if she was not participating, she would delegate specific staff, and also provide a written report of AAoA activities for the Commission meetings.

The Board adjourned to executive (closed) session at 3:20 to discuss Executive Director Performance Evaluation.

The meeting was adjourned at 3:40. The next meeting will be at 1:00 pm with the Advisory Council on December 1 in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____