

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday February 21, 2012, 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	Sarah Johnson	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	Present
At-Large	Vacant	

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas	Present
3	Vacant	
4	Vacant	
5	Vacant	
At-Large	Jo Ann Busenbark	Present
At-Large	Edwin Warren	Present
At-Large	Vacant	

The meeting was called to order at 2:35 by Chair Donald Bond, who commended the members on a successful event (February 12 variety show). A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Harriett Dietz -- Planner, Suzanne Blakeley – Advisory Council member, Paul Roberts.

Presentation: Paul Roberts, architect, discussed the proposed expansion of the AAA office facility to provide a training/conference room. He presented information about a unit that is possibly available from Blu Homes, a firm located on Mare Island that makes very energy efficient manufactured buildings. The unit was built for a client in the eastern states, who subsequently backed out, and it is available for a very reduced price. It contains a large meeting room, two smaller conference or office spaces, and an accessible restroom. He answered questions from Board Members about the unit, and indicated that his role would be to work with the manufacturer and the city to coordinate the project. The manufacturer would like to have a unit placed locally, and the city economic development dept. is very supportive of Blu Homes, so he feels they would work with us to make it happen. It was originally priced at \$215,000, but he feels that they would accept a lower offer. He estimated that the project budget for everything could be around \$125,000. There was a suggestion to place a limit of \$125,000 on the project, but no vote was taken on this. Jo Ann Busenbark asked about the use of Cargill Foundation funds, which are available to carry out the mission of the agency. Sarah Johnson inquired about the need for this building and the potential for other groups to use the space. Several members commented on the benefits of having space on-site for Board meetings. **Motion by Sarah Johnson to proceed, 2nd by Carolyn Wrage, motion carried, with one no vote.**

There was no Public Comment.

Regular Business

- 1. Motion by Jo Ann Busenbark to approve the agenda for the February 21, 2012 meeting as presented, 2nd by Carolyn Wrage. Motion carried.**

2. **Motion by James McCully, 2nd by Marty Kuehneman to approve the Minutes of the January 17, 2012 meeting as presented, motion carried with Donald Bond abstaining.**
3. Finance / Treasurer's Report:
 - a) Doug Hanson reviewed the January 2012 Financial Statement and indicated that revenue and expenses are on track for this point in the year. **Motion by Rev. Ubalde, 2nd by James McCully to accept the January 2012 financial reports, Motion carried.**
 - b) Doug Hanson distributed copies of the Area Plan Budget for fiscal year 2011-2012, revision #1. This was prepared in response to Contract Amendment #1, California Department of Aging Program Memo dated January 27, 2012, and is being submitted to CDA. This budget includes \$56,844 in One-Time-Only (OTO) funds (mostly in Title III-E and III-B), which have been reallocated to contract and direct service programs. He answered questions from board members and explained that in recent years we have been allowed to spend OTO funds on baseline expenditures. He also indicated that the new budget figures would be reflected in the February financial statements. **Motion by Sarah Johnson to accept the Area Plan Budget for fiscal year 2011-2012, revision #1, 2nd by Edwin Warren, motion carried.**
 - c) Doug Hanson stated that the annual report of activity on the Executive Director's credit card is available for review by board members.
4. Advisory Council Report and Recommendations – Suzanne Blakeley reported that the Council met on February 2 at Queen of the Valley Community Outreach in Napa, and received reports from the Legislative, Program Performance, Board Fundraising committees, as well as the report that was prepared for the Triple A Council of California (TACC). They also had a presentation about the Healthy Minds-Healthy Aging program and staff reports from Harriett Dietz, Anne Payne and Dan Hernandez. The Council received 4 applications, and has accepted 2 new members, Betty Rhodes and Steven Rozensky, both from Napa County.
5. Committee Reports
 - a) Executive Committee: Sarah Johnson volunteered to attend the next Advisory Council meeting on March 1 in Rio Vista.
 - b) Membership Committee – Rev. Ubalde discussed the need to fill remaining vacancies on the Board of Directors: Solano – one (1) “at large”, Napa Districts, 3, 4, 5 and one (1) “at large” positions. There was discussion about communication with County Supervisors, and Edwin Warren volunteered to follow up.
 - c) Ad hoc fundraising committee – Rev. Tony Ubalde distributed the preliminary financial report and stated that the committee met last week to evaluate “A Classic Sunday Afternoon”, the benefit variety show on February 12, 2012. He stated that the Advisory Council members added a lot. He reported that the group was pleased with the line up of talent, and would like to continue honoring local talent. They recommended to hold the next event at the same venue, and consider adding another component, such as an art show. Some of the recommendations were to have the tickets available earlier (December), and that the tickets should specify when the entertainment was to start (doors open at 2:00, entertainment starts at 2:30). It was recommended that the event should be held consistently (i.e. 4th Sunday in February), but perhaps later in the day (3-5 pm), with catered hors d'oeuvre. The consensus was that this has

become a signature event, worthy of additional sponsors, and more tickets should be sold. Steve Korn did a fantastic job as the Good Humor Man. There was some discussion about auditioning for new acts, and the consensus was that this was up to the committee. The Board Chair directed that a letter of appreciation be sent to former Board Member Wendy Wallin for her contribution of artwork on the publicity flyer and program for the event. Leanne Martinsen will follow up on this. There was some discussion about designating the proceeds for a specific program.

6. Executive Director / Staff Report:

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

- Planning for next joint meeting with the Advisory Council in June
- Annual Independent Audit field work done, report to Board next month
- Received response from CDA for Corrective Action Plan for report of CDA on-site program monitoring visit June 14-17 2010, and will prepare a response by April 2.
- Area Plan Guidance provided by CDA, in preparation for 4 year plan due May 1.
- Budget revision completed and related provider contract modifications in process.
- State Ombudsman Site visit conducted week of January 23.
- Chronic Disease Self Management (CDSMP) grant. Site visit February 13.
- Staffing changes at CANV
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, The California Wellness Foundation funding application is due on February 7. Napa Co. MSA full application is due in March.
- Kaiser grant for Latino Outreach submitted 1/20, awards to be announced in April.
- Investigating to determine whether we can claim funds under Medicaid Administrative Activities (MAA) for some of our Napa programs.
- AAA representation at various Commission and Coalition meetings.
- Taped show for Vallejo Cable Access TV
- Serving on Advisory Council for Volunteer Center of Solano County.
- The County of Solano is offering Brown Act training in March, and members are encouraged to participate.

Harriett Dietz discussed the Area Plan process, and the public hearings and additional forums that are being scheduled during March for community input. She indicated that we had gathered information from existing studies in both counties, and consulted with the membership of the Senior Coalition of Solano County, the Napa Healthy Aging Population Initiative Collaborative Group. We are looking at opportunities for leveraging and partnering to improve access and service provision. When the forum dates have been confirmed, Board members will be notified and are encouraged to participate in one or more forums. The Board will be asked to approve the Area Plan at the April meeting, so that it can be submitted to CDA by the due date of May 1.

Old Business:

1. The Napa Healthy Aging Population Initiative (HAPI), Napa Valley Older Adult Policy Platform was presented as an information item at the Board meeting on January 18, 2011. The HAPI Coalition has requested endorsement. The Advisory Council adopted legislative priorities based on this platform in

November 2010. There was discussion about how this fit with our mission and strategies. **Motion by Jo Ann Busenbark, seconded by Tom McNicholas to adopt the Policy Goals included in the platform, motion carried.**

Tabled Business: None

New Business:

1. The main office building expansion proposal was addressed earlier in the agenda.
2. Transportation issues in Napa. Jo Ann Busenbark provided information about the Napa County Transportation Planning Agency's proposal to establish a loaner van program for social service providers.

Information Items:

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

Roundtable / Announcements. Comments by Board Members

1. Jo Ann Busenbark expressed concern about an experience with Molly's Angels (a volunteer organization that serves seniors in Napa), and was seeking help for a client, and attempted to contact the AAA Information and Assistance program, but did not get a return call. Leanne Martinsen will follow up with the AAA staff to determine what happened, and a resolution.
2. Sarah Johnson reported on Rebuilding Together, a non-profit organization that utilizes local volunteers to provide home rehabilitation for seniors living in Solano County.

The meeting was adjourned at 4:15. The next meeting will be on March 20 at the Florence Douglas Senior Center in Vallejo, and the report of the Auditors will be on the agenda.

Action Item Summary:

- D. Hanson to follow up with Architect about proposed building expansion plans.
- L. Martinsen to write letter of appreciation to Wendy Wallin for her contribution to the Variety Show artwork for publicity ads and program.
- L. Martinsen to follow up with Direct Services re: concerns for Molly's Angels client.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____