

Area Agency on Aging Serving Napa and Solano
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Minutes of Board Meeting: Tuesday April 17, 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	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	Excused
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	Excused
At-Large	Edwin Warren	Present
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, Harriett Dietz -- Planner, Sharon Monck – Advisory Council Chair.

There was no Public Comment.

Regular Business

1. **Motion by Carolyn Wrage to approve the agenda for the April 17, 2012 meeting as presented, 2nd by Stephen Murphy. Motion carried.**
2. **Motion by Marty Kuehneman, 2nd by Steve Korn to approve the Minutes of the February 21, 2012 meeting as presented, motion carried.**
3. Finance / Treasurer's Report:
 - a) Doug Hanson reviewed the February and March 2012 Financial Statement and indicated that revenue and expenses are on track for this point in the year. He also mentioned that since we have not received the planning estimate from CDA, we cannot submit a budget, and therefore we may not be able to get funds in July. **Motion by Carolyn Wrage, 2nd by Marty Kuehneman to accept the February and March 2012 financial reports, motion carried.**
 - b) Doug Hanson reported that the Audit Statement was presented in March, but there was not a quorum. Copies of the Audit Report were mailed to those members who were not able to participate at the March meeting. Tom McNicholas stated that it was a good presentation, and the auditors answered a lot of questions. Doug Hanson reported that the current financial software has been in use for more than 20 years, and that we consulted with the auditors before committing to the new software, which has many additional features, and will allow us to produce many different reports. **Motion by Stephen Murphy, 2nd by Steve Korn to accept the Audit Report for Fiscal Year 2010-2011, motion carried.**

- c) Doug Hanson stated that he had followed up with the architect about the proposed building expansion. The building that we had been told would be available in February cannot be permitted in California, so is not an option. As an option, the architect has proposed another unit from the same manufacturer (Blue Homes), which would provide the classroom and ADA restroom, and may be available for about \$100,000. A scale drawing was provided for consideration. The consensus was that staff should continue to work with the architect to determine whether this was a feasible option.
4. Advisory Council Report and Recommendations –Sharon Monck reported that the Advisory Council meetings were becoming more rich with a full membership. At their April meeting, the Council received an excellent presentation from Harriett Dietz, Planner, and authorized the Chair to sign the Area Plan transmittal letter, and recommended approval to the Board of Directors, with the caveat that the Council is concerned about the Agency having limited resources to carry out the numerous strategies/objectives. She indicated that the Council was pleased with the good audit, and the good work of the AAA staff. She also indicated that the Council is participating in program monitoring and will be developing recommendations about the programs, which will be shared with the Board of Directors.
5. Committee Reports
 - a) Executive Committee: Stephen Murphy volunteered to attend the next Advisory Council meeting on May 3 in Dixon.
 - b) Membership Committee – Leanne Martinsen indicated that it would be advisable for those members with appointments expiring at the end of this fiscal year to contact the County Supervisor to let them know that they are interested in continuing to serve. Leanne will correspond with the Supervisors to inform them that it is time to make appointments/reappointments. Tom McNicholas also indicated that he had contacted an individual at the Veterans Home who may be interested in membership. Edwin Warren offered to bring an application form to her.
 - c) Nominating committee – Rev. Tony Ubalde was not present to report on the nominating committee. Steve Korn volunteered to join with Rev. Ubalde and Carolyn Wrage to develop a slate of candidates for officers, which should be presented at the May meeting, with elections to be held in June.
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 at the Napa Senior Center. The Council has recommended that a speaker from the Little Hoover Commission could present information about the report/recommendations, and this would serve as a topic for discussion and potential action/advocacy.
 - 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 a response was submitted earlier this month.

- Stop Falls Napa Valley (SFNV) Fall Prevention Program, The California Wellness Foundation funding application was submitted in February, and the Napa Co. MSA full application was submitted in March. A Letter of Interest was submitted for Auction Napa Valley, also.
 - Both Napa and Solano County Prevention and Early Intervention Programs will be funded for the next fiscal year.
 - Kaiser approved the grant for Latino Outreach for \$20,000 for next year.
 - 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.
 - Legislative Day in Sacramento April 11
 - Meeting with Partnership Health Plan about how the proposed State Budget will impact long term services and supports, the role of managed care in service delivery to older adults who have both Medicare and Medi-Cal.
 - Solano Fall Prevention Partnership Call to Action March 15.
 - Presentation at IHSS Spring Conference, April 17.
 - Participated in Solano County Brown Act training in March.
7. Harriett Dietz discussed the Area Plan process, and the public hearings and additional forums that were held during March for community input. She referred to the draft goals and strategies that had been sent with the meeting packet and asked members if they had questions or responses. In response to a question, she replied that there was a new goal to increase our planning capacity, and also one about working with communities to develop more local plans. She also addressed that the plan addresses how the AAA would take the lead on coordinating services, and increasing our partnerships with other non-profit organizations. There was discussion about IT support, and software that would increase the capacity to do mapping and analysis.

Old Business:

1. The main office building expansion proposal was addressed earlier in the agenda, during the Finance report.
2. Consideration of alternate locations for Board meetings. The Board has agreed to meet two times a year (June & December) in joint session with the Advisory Council. After discussion, it was suggested that the Board schedule meetings in Napa County on a quarterly basis, and staff was authorized to seek a meeting room in Napa for the September or October meeting.

Tabled Business: None

New Business:

1. The Audit Report was addressed earlier in the agenda, during the Finance report.
2. **Motion by Carolyn Wrage to approve the 4-Year Area Plan for Fiscal Years 2012-2016, authorize the Board Chair to sign the transmittal letter, and to direct staff to submit the plan to CDA, 2nd by Tom McNicholas, motion carried.**

Information Items:

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

Roundtable / Announcements. Comments by Board Members

The meeting was adjourned at 3:35. The next meeting will be on May 15 at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

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Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____