



Board of Director's Meeting -- Tuesday, April 17, 2012 -- 2:30 PM

Florence Douglas Senior Center
333 Amador Street, Vallejo, CA 94590

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Non-confidential materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection at the office of the Area Agency on Aging Serving Napa and Solano, 400 Contra Costa Street, Vallejo, during normal business hours.

AGENDA

Donald Bond, Presiding

2:30 PM Call to order / Quorum check / Sign-in / Introduction of Guests

Public Comment Period (10 minutes) Please limit to 2 minutes for each speaker, and limit your comments within the subject matter jurisdiction of the Area Agency on Aging Board of Directors. The Board will hear public comments for up to ten minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Board and may be referred to staff. Time limits and subject matter guidelines are to ensure that the Board may complete its agenda in a timely manner.

Regular Business

1. Review / Amend / Approve Agenda for April 17, 2012 meeting.
2. Review / Amend / Approve Minutes of February 21, 2012 meeting (copy attached).
3. Finance/Treasurer's Report: Doug Hanson, CFO, Marty Kuehneman, Treasurer
 - a) February & March 2012 Financial report (copy attached). Recommended Action: to accept reports.
 - b) Financial Software. Doug Hanson, CFO will provide information on new financial software installation.
4. Advisory Council Report and Recommendations: Sharon Monck Advisory Council Chair will provide information from the Advisory Council. A copy of the March Advisory Council meeting minutes is attached.

5. Committee Reports:

- a) Executive Committee – confirm liaison to Advisory Council meetings: Request Board Member to attend the next regular Advisory Council meeting on May 3, at the Dixon Senior Center.
- b) Membership Committee –
 - 1) Board Members with terms expiring on June 30 of this year should be contacted to confirm their interest in reappointment, and contact with respective County Supervisors.
 - 2) Members may discuss efforts 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. The Administrative support technician for Napa County Executive Office has posted these vacancies.
- c) Nominating Committee – Election of officers is scheduled for June meeting, Nominations should be published at May meeting.

6. Executive Director Leanne Martinsen, Executive Director will present a report on recent AAA Activity.

7. Planner Harriett Dietz will discuss the Area Plan process and present draft strategies based on community input, as well as opportunities for additional Board input. The Area Plan approval is an agenda item at this Board meeting, as the plan is due to the California Department of Aging on May 1. (Copy of updated strategies document is enclosed.)

Old Business:

1. Main office building expansion proposal, Staff may present additional information about the proposed project. Recommended action: Board may provide guidance to staff on how to proceed with the architect.
2. Consideration of alternate locations for Board meetings. Board may revisit proposal to hold meetings in Napa County and establish schedule for FY 2012-13

Tabled Business:

1. None.

New Business:

1. Audit Report. Recommended Action: to accept the Audit Report for Fiscal Year 2010-2011 that was presented by Grant Bennett Associates at the March 20 meeting, when there was not a quorum to act. Copies have been mailed to members who were not able to participate at the March meeting.
2. Area Plan Approval. Recommended Action: to approve the 4-year Area Plan for FY 2012-2016, to authorize the Board Chair to sign the transmittal letter and direct staff to submit the plan to CDA.

Information Items: For discussion

1. Schedule of Events (Copy attached).

Roundtable / Announcements (2 minutes, please). Comments by Board Members

Adjournment.

Next meeting, May 15, 2012 at Florence Douglas Senior Center in Vallejo.