

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday August 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	Vacant	
3	Donald Bond, Chair	Present
4	Steve Korn	Present
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev.Dr. Tony Ubalde, Secretary	Present
At-Large	Vacant	

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas, Vice Chair	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 2:40 by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Natalie Woodard.

Public Comment. Natalie Woodard, representing the Solano County Alcohol and Drug Advisory Board distributed announcements and invited those present to participate in an educational panel and public hearing on September 12 from 6-8 PM at the County Administration Building in Fairfield.

Regular Business

- 1. Motion to approve the agenda for the August 21, 2012 as presented by Steve Korn, 2nd by Tom McNicholas, motion carried.**
- 2. Motion by Steve Korn, 2nd by Marty Kuehneman to approve the minutes of the July 17, 2012 meeting as presented, motion carried.**
- Finance / Treasurer's Report:
 - FY 2011-2012 Statement of Support, Revenue and Expenses: Doug Hanson explained that this is what we give to the auditors each year. He commented on the funding for some programs and answered questions from the members. **Motion to accept the FY 2011-2012 Statement of Support, Revenue and Expenses as presented by Carolyn Wrage, 2nd by James McCully, motion carried.**
 - July 2012 Financial reports: Doug Hanson distributed the July Statement of Activities and Balance Sheet. He explained that these reports were generated on the new software. **Motion to accept the July 2012 Financial Reports as presented by James McCully, 2nd by Tom McNicholas, motion carried.**
 - Doug Hanson distributed a copy of the schedule for the office building addition, which was prepared by the architect.
 - Appointment of Independent Auditor. Doug Hanson indicated that we have an engagement letter that requires the signature of a Board Officer. **Motion by Carolyn Wrage to appoint Grant Bennett Associates as auditors for Fiscal Year ended June 30, 2012, 2nd by James McCully, motion carried.**

4. Advisory Council Report and Recommendations – Leanne Martinsen reported that the Advisory Council had not met in August, but the committees are active, and the program monitoring committee will be making recommendations to the Board at a future meeting. At the September Advisory Council meeting, there will be recognition of recently retired members.

4. Committee Reports

a) Executive Committee: Donald Bond indicated that the Executive Committee had not met. Jo Ann Busenbark volunteered to serve as Board Liaison to the September 6 meeting at Merrill Gardens North Bay.

b) Membership Committee

Motion by Carolyn Wrage to extend terms of “at large” members, Edwin Warren, Rev. Dr. A.C. “Tony” Ubalde, and James McCully for another 2-year term, 2nd by Steve Korn, motion carried.

c) Fundraising Committee

Rev. Ubalde indicated that the committee has not met since the last Board Meeting, but he intended to schedule a meeting soon, and encouraged both Board and Advisory Council members to participate in planning the next Variety Show in February 2013.

5. Executive Director / Staff Report:

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

- Staffing has been stable, a former intern was hired short term to cover medical leave at the Drop-In Center, and we had volunteers helping with clerical tasks this summer.
- The AAoA website has postings of Board and Advisory Council meeting agendas and minutes, as well as a calendar where we can post events.
- Area Plan Budget approved by CDA.
- Area Plan submitted 5/1, received fix-it list 8/15, awaiting CDA approval
- Clearing remaining findings from CDA on-site program monitoring visit June 14-17 2010
- Received final notice of CDA’s fiscal audit of MSSP and draft report of Title III Audit for Fiscal Years 2005-2008.
- Senior Resource Guides for both Napa and Solano Counties are now available in both English and Spanish.
- Provider Contracts for the current fiscal year have been issued, and most have been returned and signed.
- Have been working with CANV regarding performance concerns and implementation of a corrective action plan.
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, TCWF approved \$150,000 for 3 yr., ANV invited full application submitted 7-9.
- Mental Health Services Act Prevention & Early Intervention (MHSA PEI) both counties will fund another year at same level.
- Kaiser grant for Latino Outreach funded another year for \$20,000, and scheduled a site visit in October.

- Chronic Disease Self Management (CDSMP) grant. Intend to continue with IIID funds through June & next year. Solano Co. Community Transformation Grant to include CDSMP.
- Arthritis Foundation (AF) grant for \$3,000 to establish exercise class with Vallejo Adult School, starting in August or September. We did not receive AF funding for Walk with Ease, but Dianna Gonzalez plans to become certified so that we can offer this as well. CDSMP and AF Exercise programs qualify as evidence-based, which is a requirement for Older American's Act Title IIID funding this year.
- AAA representation at various Commission and Coalition meetings
- Solano Seniors & Persons With Disabilities Transportation Advisory Committee
- Napa Celebrating Seniors event planning (October 7)

Old Business: Schedule for building addition was presented during Finance Report (Information Item)

Tabled Business: None

New Business:

1. Edwin Warren has arranged for a meeting room at the Veterans Home in Yountville for the September 18 Board Meeting.

Information Items:

1. The Schedule of Events was included in the meeting packet.
2. Roundtable Announcements:
 - Discussion about SolTrans, and Paratransit in both Napa and Solano Counties.
 - JoAnn Busenbark reported that she had been absent for several months due to an fracture that required a stay for rehab in a nursing facility, and she was now even more familiar with the long-term care facility and long-term care Ombudsman program. She is also the chair of the Napa Commission on Aging this year.
 - Ed Warren reported that he had attended a Board meeting of Community Action of Napa Valley, and he was impressed with the organization.
 - Tom McNicholas volunteered to help staff the AAoA booth at the Napa Senior Celebration on October 7.
 - JoAnn Busenbark reported on a group that is promoting the "Village" concept in Napa County, and suggested that a spokesperson be invited to address the Board in the future.

The Board adjourned to a closed session at 3:15 PM.

The next meeting will be on September 18, 2012, at the Veterans Home of California in Yountville.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____