

Area Agency on Aging Serving Napa and Solano

Mail: P.O. Box 3069, Vallejo, CA 94590, Office 400 Contra Costa St.
(707) 644-6612 – FAX 644-7905

Minutes of Board Meeting: Tuesday September 18, 2012, 2:30 PM Florence Douglas Senior Center, 333 Amador Street, Vallejo, CA 94590

Carolyn Wrage, Presiding

Solano County

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Vacant	
3	Donald Bond, Chair	Excused
4	Steve Korn	Excused
5	Stephen Murphy	Excused
At-Large	James McCully	Present
At-Large	Rev.Dr. Tony Ubalde, Secretary	Excused
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 2:30 by Vice Chair Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Harriett Dietz -- Planner, Teri Ruggiero and Steve Rozensky – Advisory Council members, Stephanie Bunch.

Public Comment. None.

Regular Business

- 1. Motion to approve the agenda for the September 18, 2012 as presented by JoAnn Busenbark, 2nd by James McCully, motion carried.**
- 2. Motion by JoAnn Busenbark, 2nd by Edwin Warren to approve the minutes of the August 21, 2012 meeting as presented, motion carried.**
- Finance / Treasurer's Report:
 - August 2012 Financial reports were not available, due to technical difficulties. Leanne reported that Doug Hanson had been out of the office last week, but had returned this week, and the reports will be sent to Board members when they are completed.
 - Leanne Martinsen referenced the Area Plan Fiscal Closeout Report for FY, 2011-2012, that was included in the meeting packet, and which has been submitted to the California Department of Aging. **Motion by JoAnn Busenbark, 2nd by Marty Kuehneman to accept the report, motion carried.**
- Advisory Council Report and Recommendations – Teri Ruggiero reported that at the September 6 meeting of the Advisory Council, former members Elsie Tate, Juliana Williams and Nancy Yingst were honored for their service. The Council was informed of the Solano Fall Prevention Partnership event that was scheduled for September 21, and the Oktoberfest, a fundraiser for Florence Douglas Senior Center on September 28. She also stated that the Advisory Council appreciates the staff reports each month. Some Council members have volunteered to serve on a work group to develop the Request for Proposals (RFP) that will be issued in early 2013, for most of the Title III & VII services. As

the chair of the Program Monitoring Committee, she discussed the concerns regarding the performance of the Senior Service Programs (formerly with the Volunteer Center) at Community Action Napa Valley (CANV), and the information provided at the July Advisory Council meeting. The committee wants to help the provider meet the contract goals. She distributed a draft letter that the committee had developed in response to the initial corrective action plan. The letter asked for a revised plan, with more specific information regarding performance improvement plans, and timeline. There was discussion regarding the process, and recommendations to edit some of the wording to reference the contract. In response to a question, Leanne Martinsen clarified that if a contract was cancelled or not renewed, options would include the AAA taking on the program as a direct service or issuing a Request for Proposals (RFP) at that time.

5. Correspondence: – Letter from the California Department of Aging regarding the on-site monitoring in June 2012, indicating that all corrective action items have been accepted.
6. Committee Reports
 - a) Executive Committee: Carolyn Wrage indicated that the Executive Committee had not met. Jo Ann Busenbark volunteered to serve as Board Liaison to the October 4 meeting in Napa, when we will be having a presentation from Ian Stanley, Program manager for the Napa LGBTQ project that is funded by Napa County with Mental Health Services Act, Prevention & Early Intervention funds.
 - b) Membership Committee: Rev. Ubalde was unable to attend this meeting, and Leanne Martinsen reported that no applications have been received. Stephanie Bunch indicated that she was interested, and was provided an application.
 - c) .Fundraising Committee: Rev. Ubalde was unable to attend this meeting, and Leanne Martinsen reported that the committee had met twice, and selected a date (Sunday, February 24, 2013), and a theme (Gatsby, Roaring 20's) for the variety show to be held at the USA World Classics Event Center in Vallejo. The committee would welcome additional members.
7. Executive Director / Staff Report:

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

- StopFALLS Napa Valley Coordinator leaving at the end of this month, some reorganization will be posting position.
- The AAoA website has postings of Board and Advisory Council meeting agendas and minutes, as well as a calendar where we can post events, and we have added videos for fall prevention and caregiver permit applications.
- We have had contact with the architect regarding the classroom addition, and a revised schedule for the building, as the City of Vallejo has a 30 day comment period, which we were not aware until the application was filed.
- Provider Contracts for the current fiscal year have been issued, and most have been returned and signed.
- Provider Council met this month
- Individual Provider contract meetings to be scheduled during the last half of October

- Stop Falls Napa Valley (SFNV) Fall Prevention Program, T.J. Long Foundation award \$10,000, TCWF approved \$150,000 for 3 yr., Auction NapaValley award \$64,000.
 - Mental Health Services Act Prevention & Early Intervention (MHSA PEI) both counties will fund another year at same level. Napa Co. Healthy Minds-Healthy Aging has applications to two foundations for additional funding.
 - Kaiser grant for Latino Outreach funded another year for \$20,000, and scheduled a site visit in October.
 - AAA representation at various Commission and Coalition meetings
 - Fall Prevention events in both counties this week.
 - Fall Prevention proclamations at County Board of Supervisors this week
 - Centenarian recognition at County Board of Supervisors scheduled for September 25.
 - Napa Celebrating Seniors event planning (October 7)
 - Many Health & Wellness events, as well as flu shot clinics coming up soon.
8. Harriett Dietz reported that she had responded to CDA's questions regarding the Area Plan, mostly technical issues and anticipated that they would be resolved shortly. She reported that we are concentrating on Calistoga initially, and would do more local planning in other communities. She distributed a draft of a new brochure and discussed the development of additional outreach materials. She indicated that she had been focused on coordinating with transportation agencies, and opportunities for driver training. We have been investigating options for GIS mapping software that would expand our capacity for planning. JoAnn Busenbark indicated that she was looking for information on County ranking and comparison for senior population, and Harriett will work on this.

Old Business: Schedule for building addition was discussed during the Executive Director Report (Information Item)

Tabled Business: None

New Business:

1. **Motion by JoAnn Busenbark, 2nd by James McCully to accept the recommendation from the Advisory Council, and direct staff to send the letter to Community Action of Napa Valley, requesting a revised corrective action plan, with more specific details and timeline for performance improvement plans, motion carried.**
2. There was discussion about alternate meeting locations, and the consensus was to plan a joint meeting with the Advisory Council in December with a social component.

Information Items:

1. The Schedule of Events was included in the meeting packet.
2. Roundtable Announcements:
 - Ed Warren reported that the Veterans Home was having a culinary event on November 1, and he was coordinating volunteers.
 - Tom McNicholas and Carolyn Wrage volunteered to help staff the AAoA booth at the Napa Senior Celebration on October 7.

The Board adjourned to a closed session at 3:30 PM.

The next meeting will be on October 16, 2012, at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____