

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday February 19, 2013, 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	Present
At-Large	James McCully	Excused
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	Stephanie Bunch	Present
4	Larry Kromann	Present
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 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Harriett Dietz --
- Planner, Sharon Monck -- Advisory Council Chair, Grant Bennett Associates.

Public Comment. None.

Presentation: Mike Maruchau and Brian Wagner from Grant Bennett Associates –
Presented the Audit Report for Fiscal Year 2011-12. They reviewed the
management letter and financial statements. They noted that 59% of the revenue
came from Federal and 12% from the State of California. 91% of the expenses
were program-related, and only 9% for Administration. There were no findings and
the summary of the Auditor's results was an unqualified opinion. The Agency
qualifies as a low-risk auditee for the June 30, 2012 Single Audit. **Motion by Rev.
Ubalde, 2nd by Stephen Murphy to accept the Audit Report for Fiscal Year
2011-12, as presented by Grant Bennett Associates, motion carried.**

Regular Business

- 1. Motion to approve the agenda for the February 19, 2013 meeting with a change to move the Membership and Fundraising Committees to the beginning of the meeting by Rev. Ubalde, 2nd by Thomas McNicholas, motion carried.**
2. Committee Reports
 - a) Executive Committee: No report.
 - b) Membership Committee: Rev. Ubalde reported that the committee had interviewed Larry Kromann, who has been appointed to fill the Napa County District 4 vacancy. **Motion by Rev. Ubalde, 2nd by Stephen Murphy to accept Larry Kromann for board membership with a term expiring June 30, 2014, motion carried.** Stephanie Bunch, who is an at-large member from Napa County, has been appointed to represent Supervisorial District 3. **Motion by Steve Korn, 2nd by Carolyn Wrage to accept Stephanie Bunch**

for board membership with a term expiring June 30, 2013, motion carried. This leaves District 5 and one at-large vacancy in Napa County. Solano County has vacancies in District 2 and one at-large.

- c) Fundraising Committee: Rev. Ubalde reported that the committee had met on February 12. Harriett Dietz was helpful in providing and outline for fundraising strategy. The committee will meet next on February 27 to continue the discussion, and all members are welcome to participate.

3. **Motion by JoAnn Busenbark, 2nd by Stephanie Bunch to approve the minutes of the January 15, 2013 meeting as presented, motion carried.**

4. Finance / Treasurer's Report:

- a) Finance/Treasurer's Report: Doug Hanson, CFO, presented the January 2013 Financial reports. He indicated that we are on track for this point in the fiscal year, and answered questions from the members. **Motion by JoAnn Busenbark, 2nd by Thomas McNicholas to accept the report, motion carried.** The Board commended staff on the good audit. There was discussion regarding the plan to back up the CFO, and it was requested that this matter be placed on the agenda for the next meeting. This is a matter of succession planning, as well as plans for coverage in the event of an unplanned absence. Doug Hanson reported that our carrier for Directors and Officer's Insurance has informed us that they will not be renewing our policy, and our broker is shopping for a new carrier, but we anticipate increased premium and deductible.

4. Advisory Council Report and Recommendations: Sharon Monck reported that the Council was concentrating on program monitoring and may have recommendations to the Board at a future meeting. The Council was pleased to learn that Anne Payne is chairing the committee to plan the "Walk to End Alzheimer's Disease" in Solano County, an event to raise awareness and funds scheduled for October. She thanked Tom McNicholas for participating in the February meeting and expressed appreciation for the Board members regular presence at Advisory Council meetings. The next Advisory Council meeting will be on March 7 at the Lake Berryessa Senior Center.

5. Correspondence: – None

6. Executive Director / Staff Report:

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

- We are anticipating receiving the planning estimate for 2013-14 from the California Department of Aging, which will provide the basis for the Area Plan and Budget that are due to CDA by May 1.
- Staff continues to consult with Community Action Napa Valley regarding contract performance issues related to the assisted transportation and friendly visitor programs.
- Contractor program site monitoring visits are being conducted by Dan Hernandez, MIS & Contracts manager.
- The Solano Long-term Care Ombudsman Program has had transition, with the County Coordinator retiring, and a long-term volunteer being designated as the Coordinator, so there is good continuity. The Ombudsman Coordinator

for Ombudsman Services of Northern California is retiring at the end of this month as well.

- A Quarterly Provider meeting is scheduled for this Thursday.
- We have had contact with the architect regarding the classroom addition, and there have been delays at the city, but we should have a building permit, and contractor selection soon.
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, Application has been made to Napa County for Master Settlement Funds, and we will be making a presentation to the review panel this week.
- Napa County has proposed restoring supplemental funding that would be designated to support the Caregiver Permit application and enhanced funding for services in Napa County. A contract amendment that would provide \$1.00/senior is being developed.
- AAA representation at various Commission and Coalition meetings
- The state budget did not reduce funding to aging programs, but the federally funded programs will be impacted if Sequestration is implemented. We are closely watching the legislative action so that we can be prepared to deal with funding changes. The State Coordinated Care Initiative is proceeding, and we are also watching how the pilot counties are dealing with the changes in service delivery.

Harriett Dietz reported that she is working to develop the Request for Proposals that will result in procuring Provider Contracts for the next Fiscal Year. She distributed an overview of the Procurement Regulations and reviewed the draft schedule for the local process. She indicated that two key dates were the March 19 Board meeting when the agenda would include approval to release the RFP to the public, and the May 21 Board meeting when the Board would review the recommendations and approve provider contract awards for July 1. The preference would be to establish one year contracts with option to renew for up to 4 years.

Old Business: None

Tabled Business: None

New Business:

1. The Audit Report was approved earlier during the meeting.
2. There were no recommendations from the Advisory Council this month.

Information Items:

1. The Schedule of Events was included in the meeting packet. A new member orientation will be scheduled within the next month.
2. Roundtable Announcements: JoAnn Busenbark reported that the Napa Senior Celebration was being planned for October 5, 2013. Edwin Warren reported that there was an art show by Senior Members at the Yountville Veterans Home this month.

The meeting was adjourned at 4:00 PM.

The next meeting will be on March 19, 2013 at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____