

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday March 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	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	Excused
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 2:40 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Harriett Dietz -- Planner, Su Blakeley, Teri Ruggiero and Heather Stanton -- Advisory Council members.

Public Comment. None.

Regular Business

- 1. Motion to approve the agenda for the March 19, 2013 meeting as presented by Carolyn Wrage, 2nd by Steve Korn, motion carried.**
- 2. Motion to approve the minutes for the February 19, 2013 meeting as presented by Stephanie Bunch, 2nd by JoAnn Busenbark, motion carried.**
- Finance / Treasurer's Report:
 - Doug Hanson, CFO, presented the February 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 Stephanie Bunch to accept the report, motion carried.**
 - Doug Hanson reported that we have been working with the architect and have approval for the building addition. He also reported that we have signed up with PG&E for additional services that are available, including inspection of HVAC equipment, and we are negotiating to have the office lights replaced with more energy-efficient fixtures. In answer to a question about solar panels, he indicated that we have been advised to wait until the building addition was completed.
- Advisory Council Report Suzanne Blakeley reported that the Advisory Council had met on March 7 at the Lake Berryessa Senior Center. She reported that it was a lovely facility, and we were made very welcome. Harriett Dietz, Planner discussed the documents that had been distributed with the meeting packet, and the preliminary staff recommendations regarding proposed changes in funding allocations. In the discussion that followed, members stated concerns that the

proposed reallocation of funds to transportation programs would eliminate funding for programs that provide home visits and telephone reassurance calls in Napa County in the next funding cycle. Therefore the council voted not to accept the staff recommendation at this time, and not to make a recommendation to the Board of Directors until they had more opportunity to understand the rationale and provide input. Subsequent to this meeting, staff has proposed a revised schedule that will allow for the Advisory Council to hold a Special meeting on March 25, to provide time for their input and the Board will be asked to approve the release of the RFP at their April 16 meeting. This should allow staff sufficient time to complete the process in time to establish provider contracts to start on July 1, 2013. She also reported that Dan Hernandez shared information about program monitoring site visits that had been conducted with Meals on Wheels of Solano County, and visits were scheduled with Community Action of Napa Valley (CANV) this month. In response to a question, Leanne Martinsen reported that after the first quarter reports indicated that CANV was not meeting contract goals in some areas, a letter was sent, requesting a corrective action plan. The provider has improved performance in home visits and telephone calls, but still below expectations in assisted transportation. A follow-up letter was sent in February, and the provider has responded. She also indicated that all of the contracted services will be included in the RFP, and Harriett Dietz will be discussing that during her report today.

5. Correspondence – None

6. Committee Reports

a) Executive Committee: The committee did not meet. JoAnn Busenbark volunteered attend the April Advisory Council meeting in Solano County.

b) Membership Committee: Rev. Ubalde reported that he had not received any new applications. Stephanie Bunch reported that she had contact with staff from an organization that serves many Latinos in Napa County, and hoped to recruit a potential Board Member there. Edwin Warren indicated that it was important to recruit members that reflect the diversity of the communities that we serve. 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 27 and focused on the talking points for members to use when advocating with Solano County Supervisors for enhanced funding. This was the priority, due to this being the budget development time. Other topics covered were increasing the visibility of the agency, developing a monthly theme for media releases, issuing a call to action, and “branding” the Agency. The message should be about community, and helping those who raised us. We would like to recruit student interns to assist with marketing. There was also discussion about requiring contracted providers to give credit to the AAOA in their materials, and acknowledging those that do this well. The committee will meet next on March 26 to continue the discussion, and all members are welcome to participate.

7. Executive Director / Staff Report:

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

- We have posted vacancies for StopFalls Napa Valley, interim staffing in place.
 - Research into temporary staffing solutions as a potential for transition or recruitment for key positions, including CFO. Also networking with AAA's of similar configuration. All managers are updating desk manuals, as a part of ongoing policy & procedure development, and succession planning is also ongoing within programs.
 - 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.
 - Stop Falls Napa Valley (SFNV) Fall Prevention Program, has been recommended for \$70,000 funding with Napa County for Master Settlement Funds.
 - Mental Health Services Act Prevention & Early Intervention (MHSA PEI) both counties will fund another year at same level. Invited by SJHS to apply for wellness grant to supplement Napa program, submitted last month. Vera Long Foundation just invited us to apply for \$40,000 grant.
 - Kaiser grant for Latino Outreach, applied for \$20,000, for next year.
 - Chronic Disease Self Management (CDSMP) grant. Intend to continue with IIID funds through June & next year. Solano Co. Public Health Community Transformation Grant to include training 2 AAoA staff at Stanford to become master trainers.
 - Continuing to work with Napa County to determine if we can claim funds under MediCaid Administrative Activities (MAA) for some of our Napa programs.
 - Solano Community Foundation/United Way Health fund mini-grant submitted 3/8, veterans outreach.
 - Napa Contract amendment approved \$1.00/senior supplemental funds to preserve Caregiver Permit Application and enhance services in Napa Co.
 - The Napa District Attorney has also pledged \$10,000 to support the Caregiver Permit Application Process.
 - AAA representation at various Commission and Coalition meetings.
 - News release about new appointees on the Board of Directors was published in Napa County newspapers.
 - Napa Senior Celebration planned for October 5, with the AAoA serving as fiscal sponsor and Leanne Martinsen on the finance committee.
 - Solano Walk to End Alzheimer's Disease is also being planned for October, and is chaired by Anne Payne, Direct Services Supervisor.
 - The State budget did not reduce funding to aging programs, but the federally funded programs will be impacted when Sequestration is implemented. Printed materials about the impact of sequestration, including a recent article in the Fairfield Daily Republic, were distributed. Leanne Martinsen will be participating in a C4A meeting with CDA staff next week, and expect that some guidance will be provided on how the sequestration cuts will be implemented.
8. Harriett Dietz distributed copies of the Draft Request for Proposals (RFP) for FY 2012 and a memo outlining the preliminary recommendations for changes from the current funding allocations that were presented to the Advisory Council at

their March 7 meeting. She discussed the guidelines, and constraints on the process, based on the California Code of Regulations and guidance from the California Department of Aging. The RFP document includes program descriptions, units of service, funding levels, and evaluation criteria. The proposed schedule calls for the Board to authorize the release of the RFP at the April 16 meeting, and that will allow for the process to result in provider contracts issued by July 1, 2013. She also discussed the changes in funding services that have been recommended by staff. These proposed changes were outlined in the Memo dated March 7 that was presented to the Advisory Council at their regular meeting, and this is the subject of the special meeting of the Advisory Council on March 25. JoAnn Busenbark questioned the consultation process leading up to the proposed changes, and Larry Kromann asked about procedural question, and it was clarified that the role of the Advisory Council is to provide input and recommendations, and the Board's role as the policy-making body is to authorize the release of the RFP.

Old Business: None

Tabled Business: None

New Business:

1. **Motion to change the date of the June Board of Directors Meeting from June 18 to June 11, to accommodate the RFP schedule, by Steve Korn, 2nd by Marty Kuehneman, motion carried.**
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 inquired as to whether the Board would offer support of the proposed State Legislation that would require background checks of in-home caregivers throughout the state, as is currently done in Napa County under the Caregiver Permit Ordinance. Leanne Martinsen commented that the Advisory Council Legislative Committee is following this legislation, and that she has had contact with the district representative for Senator Lois Wolk about this as well.

The meeting was adjourned at 4:00 PM.

The next meeting will be on April 16, 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: _____