



Board of Director's Meeting -- Tuesday, March 19, 2013 -- 2:30 PM

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

The Area Agency on Aging Serving Napa and Solano does not discriminate against persons with disabilities and meetings of the Board of Directors are held in accessible facilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Area Agency on Aging office at 707-644-6612 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

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 March 19, 2013 meeting.
2. Review / Amend / Approve Minutes of February 19, 2013 meeting (copy attached).
3. Finance/Treasurer's Report: Doug Hanson, CFO, Marty Kuehneman, Treasurer
 - a) February 2013 Financial report (copy attached). Recommended Action: to accept reports.
4. Advisory Council Report and Recommendations: Advisory Council Chair will provide information from the Advisory Council. A copy of the February Advisory Council Meeting Minutes is attached.

5. Correspondence
6. Committee Reports:
 - a) Executive Committee – may report on any activity.
 - b) Membership Committee – Rev. Tony Ubalde will report on committee activity
 - 1) Members may discuss efforts to fill remaining vacancies on the Board of Directors: Solano District 2 and one (1) “at large”, Napa District 5 and (1) “at large”.
 - c) Fundraising Committee -- Rev. Tony Ubalde will report on committee activity
7. Executive Director Leanne Martinsen, Executive Director will present a report on recent AAA Activity. Also, succession planning and contingency plans for coverage of CFO position in the event of unplanned absence.
8. Harriett Dietz will present information on the current Request For Proposal (RFP) process. Preliminary information about the AAoA Procurement Policy & Process, as well as the Proposed Schedule for the FY 2013 RFP is included in the meeting agenda packet. Copies of the DRAFT RFP will be distributed at the meeting. Staff will discuss recommendations for changes to services and funding from FY 2012, and is continuing to coordinate with the Advisory Council to allow additional time to discuss the overall set of services to be included in the RFP. No Board Action will be requested at the March 19 meeting. At the April Board meeting, the agenda will include an item to authorize staff to release the RFP to the public.

Old Business:

1. None

Tabled Business:

1. None.

New Business:

1. Members may vote to adjust meeting schedule to accommodate RFP schedule, if necessary.
2. Members may vote on accepting recommendation(s) from Advisory Council.

Information Items: For discussion

1. Schedule of Events (Copy attached).

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

Adjournment.

Next meeting, April 16, 2013 at Florence Douglas Senior Center, 333 Amador St., Vallejo.