

Area Agency on Aging Serving Napa and Solano
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Minutes of Board Meeting: Tuesday April 16, 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	Present
3	Stephanie Bunch	Excused
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 2:35 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Harriett Dietz --- Planner, Anne Payne, Direct Services Supervisor, Sharon Monck, Advisory Council Chair, Su Blakeley, Advisory Council member.

Public Comment. None.

Regular Business

1. **Motion to approve the agenda for the April 16, 2013 meeting as with the addition of an executive session at the end by James McCully, 2nd by Rev. Ubalde, motion carried.**
2. **Motion to approve the minutes for the March 19, 2013 meeting as presented by Steve Korn, 2nd by James McCully, motion carried.**
3. Finance / Treasurer's Report:
 - a) Doug Hanson, CFO, was on vacation. Leanne Martinsen, Executive Director presented the March 2013 Financial reports, and indicated that we are on track for this point in the fiscal year. **Motion by James McCully, 2nd by Steve Korn to accept the report, motion carried.**
 - b) Leanne Martinsen explained that the Area Plan Budget Revision #2 document, that had been included in the meeting packet, included the reduced Federal funding due to sequestration. The California Department of Aging issued a revised budget display earlier this month, but the cuts are actually retroactive to the beginning of the current Federal fiscal year, October 1, 2012, and must be absorbed by the end of the current State fiscal year, June 30, 2013. Sequestration is ongoing and funding reductions will be included in planning estimates for future fiscal years, unless Congress votes to stop this. **Motion to accept Area Plan Budget Revision #2, for Fiscal Year 2012-2013 by Rev. Ubalde, 2nd by Tom McNicholas, motion carried.**

4. Advisory Council Report Sharon Monck presented a report of the Advisory Council's meetings on March 25 and April 4. A copy of that report is attached to these minutes. JoAnn Busenbark reported that she had attended the April 4 meeting, and expressed her disappointment that the proposed RFP did not include funding to continue the friendly visitor program (home visits and telephone calls) with a community-based provider in Napa County. (The RFP included increased funding for transportation.) She was concerned about the proposal that AAoA staff would provide these services, and that these staff might be based in Vallejo. She stated that the AAoA should have a greater physical presence in Napa. Donald Bond stated that the AAoA is a single PSA, representing both Napa and Solano Counties. Sharon Monck agreed, and stated that it is important for us to listen to each other, and then to move forward once a decision has been reached. Larry Kromann inquired about the governance model for the organization, and the relationship to the Counties. Ed Warren and Larry Kromann volunteered to review the Board Bylaws, and recommend updates if appropriate. They requested representation from the Advisory Council, and Sharon Monck indicated that she would follow up on this. Rev. Ubalde expressed appreciation on behalf of the Board of Directors for the work of the Advisory Council on the RFP.
5. Correspondence –
 - a) Leanne Martinsen indicated that the cover letter for CDA Notice of Audit Determination (for July 2005 through June 2008) dated March 27, 2013 that was included in the meeting packet represented the conclusion of the work that was started with the site visit in 2010. The audit for Fiscal Years 2008-2009, 2009-2010, and 2010-2011 is expected to be conducted within the next fiscal year.
 - b) Leanne Martinsen explained that CDA Program Memo 13-02, Area Plan Contract Amendment #2, FY 2012-12 and Budget Display that was included in the meeting packet was the notification of the sequestration cuts and the basis for the revised Area Plan Budget presented earlier. The net reduction is \$46,554, and about \$28,000 will be passed on to contracted providers, with the remainder coming out of agency administration and direct services.
6. Committee Reports
 - a) Executive Committee: The committee had not met.
 - b) Membership Committee: Rev. Ubalde reported that he had not received any new applications. There is one vacancy in District 5 and one at-large vacancy in Napa County. Solano County has vacancies in District 2 and one at-large. Leanne Martinsen will notify the clerks of the Boards in both counties regarding the appointed members with terms expiring on June 30, so that they may be reappointed.
 - c) Fundraising Committee: Rev. Ubalde reported that the committee had met on March 26 and had a productive discussion, with brainstorming about branding and ways to increase the visibility of the AAoA and our work in the community. Su Blakeley reported that the committee is also considering

updating the AAoA Mission Statement, making it more concise in anticipation of focusing on social media, and appreciates the response from Board Members. The committee will meet next on April 23 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:

- Fund Development includes the work that the Fundraising Committee has reported on, as well as grant writing and other targeted outreach/marketing efforts. News releases have been issued in recent months regarding new members and recognizing the importance of volunteers. In May we will emphasize the theme of Older American's month, "Unleash the Power of Age".
- The next Advisory Council meeting will be on May 2 in Napa, and presentations and the officers will be meeting this week to set the agenda, including presentations from the Healthy Minds-Healthy Aging Program (MHSA-PEI) and a legislative update from Tracy Krumpfen, District Representative for State Senator Lois Wolk.
- We are considering staffing reductions in response to the sequestration cuts, and realigning staff responsibilities to cover the basic duties.
- The architect has informed us that the building permit will be issued soon, and that the city will not require sprinklers, which would have been very costly.
- CDA is conducting a site visit/utilization review of the MSSP program this week.
- 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.
- The Area Plan Public Hearing is scheduled at 4:00 pm on April 25 at the American Canyon Senior Center. This is the second year of the 4-year plan, and we do not anticipate significant changes, just adjustments related to the funding reductions.
- Current year provider contract modifications have been issued to reflect the reduced funding.
- The Providers have been notified that the RFP will be released to solicit potential providers for next fiscal year, with the potential to renew for 3 additional years. The actual contract funding levels will be determined after we have received the planning estimate/budget display from CDA.
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, has been approved 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. An application was submitted to the Vera Long Foundation for a \$40,000 grant.
- Kaiser grant for Latino Outreach, applied for \$25,000, 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 for veterans outreach was declined, but we will be invited to submit in the next funding cycle, in June, and the priority is increasing access to services for seniors in both Napa and Solano Counties.
 - Napa Contract amendment approved \$1.00/senior supplemental funds to preserve Caregiver Permit Application and enhance services in Napa Co. These funds will be used to support community health education and Healthy Minds-Healthy Aging staff that provide Information & Assistance navigation in Napa County.
 - AAA representation at various Commission and Coalition meetings.
8. Harriett Dietz distributed updated copies of the Draft Request for Proposals (RFP) for FY 2012 and reviewed the summary document, outlining the estimated funding levels that was included in the meeting packet, and presented to the Advisory Council at their April 4 meeting. 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. In response to a question, Harriett explained that the mobility management program is defined by CDA in the data dictionary, and is intended to support a potential new provider of volunteer transportation in Napa County.

Old Business: None

Tabled Business: None

New Business:

1. **Motion to authorize staff to release the RFP for FY 2012 by James McCully, 2nd by Tom McNicholas, motion carried.**
2. **Motion to authorize the Board Chair to sign the Area Plan Update Transmittal Letter following the Area Plan Public Hearing on April 25 by Rev. Ubalde, 2nd by Edwin Warren, motion carried.**
3. **Motion to accept the recommendations from the Advisory Council regarding the funding categories and levels in the RFP by Ed Warren, 2nd by Rev. Ubalde, motion carried, with JoAnn Busenbark voting no.** In the discussion, she stated her concern that Napa County residents are reluctant to call a Vallejo telephone number. Anne Payne pointed out that the telephone calls are made to isolated seniors, so they don't have to call out, and we do have staff stationed in Napa who may be making some of these calls in the future. Leanne Martinsen stated that with the sequestration cuts, it is even more imperative that we consider ways to provide service efficiently, including potential consolidation of work sites. We have met with the Director of Parks and Recreation about the potential for office space at the Napa Senior Center, as they move forward in their planning process.

Information Items:

1. The Schedule of Events was included in the meeting packet.
2. Roundtable Announcements:

Jim McCully commented that with funding reductions, we must allocate available funds on the basis of need. Ed Warren commented that the funding amounts and reductions are categorical, and we have limited flexibility as to how the funding is allocated. Steve Korn announced that he would not be seeking reappointment to the Board. He has served several terms, starting in 2005. Suzanne Blakeley distributed copies of recent newspaper articles regarding healthcare reform, Medicare changes, and the impact of sequestration and housing subsidies for low-income seniors.

The meeting was adjourned at 4:05 PM, to Executive session to discuss a personnel matter.

The next meeting will be on May 21, 2013 at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

Leanne Martinsen to delegate responsibility to staff to issue the RFP for FY 2012 and follow through on the established timetable.

Leanne Martinsen to communicate with both Napa and Solano County Board of Supervisors regarding the Board member terms that will expire on June 30, 2013, to request reappointments.

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____

Attachment: Advisory Council Report (4/16/2013) to Board of Directors

Report to AAoA Board of Directors
Tuesday, April 16, 2013

We convened our last meeting to continue discussion from the March 7th meeting. The agenda included discussion regarding the preliminary staff recommendations of proposed changes in the funding allocations. Council members expressed concerns that they would like to have more opportunity to understand the rationale and provide input to the recommendations by staff. It was recommended that the monitoring committee, sub-committee of the Advisory Council, present a recommendation to the full Council to be made to the Board of Directors. A special meeting was designated for March 25 to continue the discussion.

The concerns regarding funding were addressed by the Council. Staff responded that there is no real set amount that we can count on due to the sequestration at this point in time. As Chair, I reminded the Advisory Council of our role to advise the staff on the RFP process and that staff makes the presentation to the board, who makes the decisions (as is happening today). In our inability to resolve the issues for some of the Council, I substantiated the fact that there should be no reason to question staff's recommendations at this point in time, based on the fact that the audit process had just recently been completed and it was a favorable report, indicating that the financial policies and practices are in order. There was further discussion and I again reiterated the importance of maintaining our advisory role, rather than allowing the situation to become adversarial (as has happened in the past). Leanne had stated that staff recommendations come to the Council in the same manner as a motion, allowing for discussion and feedback.

I believe there has been displayed an attitude that perhaps the AC is responsible to direct staff, so I had asked that we once again clarify the roles of the Council and the Board so we would be functioning appropriately.

It is my belief that staff is doing a terrific job in putting forth the RFP in an appropriate manner. There have been numerous surveys done by organizations and numerous community input forums. The area plan was submitted nearly a year ago, and staff has collected information on an ongoing basis from AC meetings and numerous other community organizations such as HAPI, Solano Senior Coalition, Napa Commission on Aging, etc. And, staff has clearly worked out a plan that would accommodate the services and most likely administer the services to effectively serve more seniors in this manner. There is a concern on the part of the Chair that individuals may be autonomously taking charge and making decisions without the knowledge and consent of the total Council or overstepping their authority in moving forward on their own, without involvement of staff.

With this background, the Advisory Council brings forward today 3 calls for action: (1) motion to authorize AAoA staff to release the RFP to the public; (2) motion to authorize the Chair to sign the Area Plan Update Transmittal letter following the scheduled Area Plan Public Hearing on April 25; and, (3) action item to vote on accepting the recommendations from the Advisory Council.

In an effort to instruct members from unhealthy involvement, as has happened in the recent past, a special meeting of the officers of the Advisory Council has been set for this Friday to develop the agenda for the June meeting and to discuss the establishment of ground rules for conduct complementary to

the By-Laws for our Council meetings. I feel this is important to maintain a healthy environment in which to discuss items in the purview of our responsibility. Our staff, Leanne as the Director, and Harriet as the Planner (who by the way has grabbed hold of her position and done an exemplary job in putting forward the RFP process, need to feel the support of the Council, without feeling attacked or demeaned in the advisory process.

If you have any questions, I am happy to address them at this time.

Respectfully submitted,

Sharon Monck, Chair

Advisory Council