

Area Agency on Aging Serving Napa and Solano
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Minutes of Board Meeting: Tuesday May 21, 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	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 2:35 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson CFO.

Public Comment. None.

Regular Business

1. **Motion to approve the agenda for the May 21, 2013 meeting as with the addition of an executive session at the end by Carolyn Wrage, 2nd by Stephanie Bunch, motion carried.**
2. **Motion to approve the minutes for the April 16, 2013 meeting as presented by Carolyn Wrage, 2nd by JoAnn Busenbark, motion carried.**
3. Finance / Treasurer's Report:
 - a) Doug Hanson, presented the April 2013 Financial reports, answered questions from members, and indicated that we are on track for this point in the fiscal year. **Motion by Rev. Ubalde, 2nd by Thomas McNicholas to accept the report, motion carried.**
 - b) Doug Hanson distributed copies of IRS Form 990 for Fiscal Year ending 6/30/2012 (copies were distributed via e-mail attachment prior to meeting). **Motion to accept the IRS Form 990 for Fiscal Year ending June 30, 2012-2013 by Stephen Murphy, 2nd by Rev. Ubalde, motion carried.**
 - c) Doug Hanson reported that we were able to obtain a quote on insurance for the Agency, including Directors and Officers Insurance, and general liability, at the similar levels as the current year, and will cost about \$16,000.
 - d) Doug Hanson reported that CDA had just provided an updated planning estimate/budget display for FY 2013-14, and it is \$212,000 less than the current year. The 60+ population has increased from about 99,000 to 111,000, an increase of 12,000. The amount received per senior has decreased from \$23.40 to \$18.93. There was discussion regarding the funding formula, and the impact of sequestration cuts in Federal funding.

- e) Doug Hanson indicated that the building expansion was proceeding, and contractors were being solicited. Tom McNicholas presented him with a hard hat. Stephanie Bunch remarked on the perception of building an addition at a time when provider funding was being reduced.
4. Advisory Council Report. Sharon Monck was not present. Leanne Martinsen reported that the Advisory Council did meet in Napa on May 2. The Council had presentations from Liliya Peterson, Coordinator for the Healthy Minds-Healthy Aging program, and a legislative update from Tracy Krumpfen, District Representative for State Senator Lois Wolk. The Council discussion focused on provider program monitoring and Lauren Rolfe reported on several bills in the State Legislature. JoAnn Busenbark indicated that she would be interested in learning more about the CSL proposals that have become legislation. The next meeting will be on June 6 in Rio Vista. Edwin Warren inquired as to whether an Advisory Council member had been selected to serve with the Board committee on bylaws, and Leanne Martinsen will follow up on this.
5. Correspondence – none.
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. Stephanie Bunch indicated that she hoped to bring a potential member to a future meeting. Leanne Martinsen has notified 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 twice since the last Board meeting, and met just prior to the regular meeting, with graphic artist Miro Salazar. He distributed copies of some proposed logos that are under consideration as a part of the re-branding of the agency. He solicited input from the membership. His ideas were to offer something softer than the upper case A, and to illustrate the concept of helping & hugs. He indicated that he would prepare variations on this theme to share with the committee. The committee had preferred #4, but some Board members also liked #2. After discussion, the consensus was to seek additional input, and Rev. Ubalde will follow up with Mr. Salazar.
7. Executive Director / Staff Report:

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

- The Advisory Council will meet on June 6 in Rio Vista, and will not meet on July 4.
- Interviews are scheduled this week for the Stop Falls Coordinator.
- The Agency Facebook Page will be launched this month
- We have received the planning estimate/budget display from CDA and will develop our budget to submit to CDA within 30 days.
- The Area Plan Update is being submitted to CDA this week.

- The Updated Napa Senior Resource Guide has been sent to the printers, and should be available for distribution within a month. The Solano Senior Resource guide is being updated and will be next to go to print.
- The Vallejo Adult School discontinuing programs for older adults, including the STARS respite & exercise programs. We understand that they are in discussions with the Greater Vallejo Recreation District about continuing these programs in the community.
- We have continued consultation with CANV, and anticipate withholding funds due to underperformance in assisted transportation.
- Current year provider contract modifications have been issued to reflect the reduced funding.
- The RFP applications are due today. This process is intended 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. We will be recommending provider funding at your June 11 meeting.
- Stop Falls Napa Valley (SFNV) Fall Prevention Program, has been approved for \$70,000 funding with Napa County for Master Settlement Funds, and Auction Napa Valley has invited an application for funding for next year.
- Mental Health Services Act Prevention & Early Intervention (MHSA PEI) both counties will fund another year at same level. 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 covered expenses for 2 AAoA staff to attend training at Stanford to become master trainers.
- Both Napa and Solano County Boards of Supervisors issued proclamations during May, in honor of Older American's Month.
- AAA representation at various Commission and Coalition meetings.
- Tom McNicholas noted that the Bottle Rock event provided support for a number of non-profit organizations, and suggested that the AAoA investigate this possibility next year.

Old Business: None

Tabled Business: None

New Business:

1. **Motion by Edwin Warren, 2nd by Larry Kromann to adopt a resolution authorizing that Leanne Martinsen, Executive Director be authorized and directed to execute and sign Contracts A3-1314-28, A9-1314-28 and MS-1314-31 and all amendments with the California Department of Aging (CDA) for fiscal year 2012-2013, motion carried.**
2. **Motion by Carolyn Wrage, 2nd by Thomas McNicholas to adopt a resolution authorizing that Leanne Martinsen, Executive Director be authorized and directed to execute and sign Professional Services Agreements/Contracts #7048 and #7543 and all amendments with Napa County, motion carried.**

3. **Motion by Rev. Ubalde, 2nd by Steve Korn to adopt a resolution authorizing that Leanne Martinsen, Executive Director be authorized and directed to execute and sign Contracts #03330-14 and #03499-14 and all amendments with Solano County, motion carried.**
4. Action Item: There were no recommendation(s) from Advisory Council this month.

Information Items:

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

Carolyn Wrage stated that she had been invited to a meeting hosted by Napa County Supervisor Brad Wagenknect and the other invitees include a number of members of the Napa County Commission on Aging. JoAnn Busenbark indicated that this meeting was called as a result of the Supervisor's concerns about the needs of seniors, and proposed developments at the City-owned Napa Senior Center. She also reiterated the desire for a central Napa location and local Napa telephone number. There was discussion regarding the perception of a "local" telephone exchange vs. the toll free number 1-800-510-2020. She also stated that the Gasser Foundation has expressed interest in supporting senior services and a stronger Information and Assistance program in Napa. Carolyn asked for input from the membership about other issues. Larry Kromann commented on the need to make services more accessible to the upper valley communities, where there are critical needs, especially in the area of senior housing. Donald Bond inquired about the initiative to reach and serve homeless veterans. Leanne Martinsen reported that the Prevention & Early Access program had sponsored workshops earlier this year to facilitate information exchange among organizations serving seniors without homes (including veterans), and this was an ongoing discussion. Stephanie Bunch commented that this is a complicated issue, and it is difficult to find housing when there is an immediate need. JoAnn Busenbark commented that Adult Protective Services may be able to assist when an older adult is in danger due to lack of housing.

The meeting was adjourned at 3:55 PM.

The next meeting will be on June 11, 2013 at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

- Leanne Martinsen to follow up with Advisory Council regarding representation on Bylaws Committee
- Rev. Ubalde to follow up with graphic artist Miro Salazar on logo development

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____