

## Area Agency on Aging Serving Napa and Solano

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### Minutes of Board Meeting: Tuesday June 11, 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	Excused
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 2:35 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 June 11, 2013 meeting, with the addition of a report from the bylaws committee, by JoAnn Busenbark, 2<sup>nd</sup> by Stephanie Bunch, motion carried.**
- 2. Motion to approve the minutes for the May 21, 2013 meeting as presented by Steve Korn, 2<sup>nd</sup> by Thomas McNicholas, motion carried.**
- Finance / Treasurer's Report:
  - Doug Hanson, presented the May 2013 Financial reports, answered questions from members, and indicated that we are on track for this point in the fiscal year. **Motion by Larry Kromann, 2<sup>nd</sup> by Marty Kuehneman to accept the report, motion carried.**
  - Doug Hanson indicated that the building expansion was proceeding, and contractors bids were being solicited.
- Advisory Council Report. Sharon Monck was not present. Leanne Martinsen introduced Steve Rozensky, reported that the Advisory Council met on June 6, and commented on the process for reviewing the applications received in response to the Request for Proposals. He indicated that he was impressed with the organizations and the services that are provided to seniors, mostly by volunteers with minimal resources. The Advisory Council did vote to recommend to the Board that the applicant organizations be awarded contracts as indicated in the document that was submitted in the meeting packet. The other business of concern was recruiting additional members to fill the vacancies on the Advisory Council. Also, Constance Boulware was appointed to serve with Board members on the bylaws committee.

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. There will be another vacancy in District 4, as Steve Korn will not be renewing. Leanne Martinsen has corresponded with the clerks of the Boards in both counties regarding the appointed members with terms expiring on June 30. Donald Bond's reappointment has been scheduled in June. Thomas McNicholas and Stephanie Bunch have submitted applications to be reappointed, and those will be on the Board Agenda in July. Leanne Martinsen indicated that the letter to the editor that was printed in several of the newspapers recently was focused on volunteers, and included an appeal for new Board and Advisory Council members. Stephanie Bunch indicated that she hoped to bring a potential member to a future meeting.
  - c) Fundraising Committee: Rev. Ubalde reported that the committee had not met since the last Board meeting, but he had done some polling to see whether there was interest in hiring a consultant with the funds that had been raised from the events. He indicated that he did not have the time to devote to the fundraising committee. Leanne Martinsen indicated that she didn't feel that we had defined what was needed or would be expected from a consultant, and we would have to develop a scope of work and have an open process, like the RFP, to solicit a consultant. Larry Kromann commented that the committee had proposed an updated mission statement and modifying the logo as marketing strategies that could bring in additional donations. He recommended that the proposed mission statement be placed on the agenda for the next Board meeting. In his experience, a consultant would likely have a plan that would bring in more funds, but would not be realized until a year or more from now. Steve Rozensky commented that the Napa Red Cross (he is also a Board member) has a relationship with a professional fundraising organization, and that has worked well for the organization. Stephanie Bunch recommended caution in setting a precedent, and indicated that the agency should follow established policy and procedures when retaining consultant services. Leanne Martinsen shared examples of logos from other California Area Agencies on Aging (other than County seals). Rev. Ubalde distributed copies of variations on the proposed new logo and will follow up with Mr. Salazar on the work he has done. Ed Warren commented that the Agency name was cumbersome, and perhaps a change should be considered.
  - d) Edwin Warren reported that with the addition of Advisory Council member Constance Boulware, the committee would be scheduling a meeting to begin their review of the bylaws, and requested an electronic copy of the documents. Leanne Martinsen agreed to provide this.

## 7. Executive Director / Staff Report:

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

- June 15 is World Elder Abuse Prevention Awareness Day, and she will be at the Vallejo City Council meeting to present the Council members with purple ribbons to raise awareness
- The Advisory Council will not meet on July 4, and the August meeting will be in American Canyon.
- We are considering implementing an on-line option for communicating with Board members, a website hosted by our new insurance carrier, where we can post agendas, minutes and other correspondence related to Agency and Board business.
- We have hired a new Coordinator for StopFalls Napa Valley.
- The Agency Facebook Page is up, and Board members are encouraged to check it out.
- Leanne Martinsen, E.D. has completed some on-line training on the Blackbaud financial software.
- CDA has informed us that there have been additional reductions in federal funding due to sequestration, and a revised planning estimate/budget display will be issued, and we will develop our budget to submit to CDA within 30 days. CDA will not release July funds until the budget has been approved.
- Because sequestration cuts are being implemented on the federal fiscal year, CDA will be contracting with AAA's in separate contracts for July-September (3 months) and October-June (9 months).
- The provider contracts will also be issued in 3 & 9 month increments, and funding levels will be determined based on the budget that CDA is issuing this week. Separate financial close-outs will be required for these contracts.
- The Vallejo senior escort program is being phased out, and clients have been referred to Faith in Action's volunteer driver program.
- The Updated Napa Senior Resource Guide is at 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 will be withholding funds due to underperformance in assisted transportation.
- The RFP applications have been received and reviewed, and recommendations for funding are being made today. The actual contract funding levels will be determined after we have received the planning estimate/budget display from CDA.
- AAA representation at various Commission and Coalition meetings.

Old Business: None

Tabled Business: None

New Business:

1. **Motion by Rev. Ubalde, 2<sup>nd</sup> by Edwin Warren to accept the Advisory Council recommendation regarding the applications submitted in response to the Request for Proposals, and authorize staff to proceed with developing provider contracts.** The providers that were recommended for funding are:

NAPA COUNTY	
SERVICE CATEGORY	APPLICANT(S)
Senior Nutrition Program (Home-Delivered Meals, Congregate Meals & Nutrition Education)	Community Action Napa Valley
Legal Services	Legal Aid of Napa Valley
Transportation	Molly's Angels
Mobility Management	Faith In Action
Family Caregiver Support Program	Napa Valley Hospice & Adult Day Services

SOLANO COUNTY	
SERVICE CATEGORY	APPLICANT(S)
Senior Nutrition Program (Home-Delivered Meals, Congregate Meals & Nutrition Education)	Meals on Wheels of Solano County
Long-term Care Ombudsman Program	Ombudsman Services of Northern California
Family Caregiver Support Program	NorthBay Alzheimer's Program
Legal Services	Legal Services of Northern California
Home Visits	Faith In Action
Telephone Calls	Catholic Social Services

Since there were no responsive applications to provide Family Caregiver Support – Respite services in the Vallejo area, the recommendation was to issue another RFP just for that service.

2. Action Item: There were no other recommendation(s) from Advisory Council this month. In response to a question, Steve Rozensky indicated that the Council also reviews provider performance reports, and has focused more on providers that have problems than those that have exceeded the contract goals. The reports that reflect the 4<sup>th</sup> quarter and full year performance will be compiled after July. This report will be provided to the Advisory Council and Board. Staff also conducts site monitoring visits at least annually.

Information Items:

1. The Schedule of Events was included in the meeting packet.
2. Roundtable Announcements: The chair acknowledged that this was the last meeting for Board Member Steve Korn, and thanked him for his service. Steve stated that it has been a pleasure to serve. He indicated that he was impressed by the other Board members over the years, and the dedication of staff. He has been working to recruit someone to fill the position.

The meeting was adjourned at 3:50 PM.

The next meeting will be on July 16, 2013 at the Florence Douglas Senior Center in Vallejo.

Action Item Summary:

- Leanne Martinsen to provide committee with electronic file for bylaws.
- Leanne Martinsen to follow up with Solano County Board of Supervisor Chair Linda Seifert regarding supplemental funding.
- 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: \_\_\_\_\_