



**Board of Director's Meeting -- Tuesday, August 20, 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 August 20, 2013 meeting.
2. Review / Amend / Approve Minutes of July 16, 2013 meeting (copy attached).
3. Finance/Treasurer's Report: Doug Hanson CFO, Executive Director, Marty Kuehneman, Treasurer
  - a. July 2013 Financial report (copy attached). Recommended Action: to accept reports.
  - b. FY 2012-2013 Statement of Support, Revenue and Expenses (Sent via e-mail attachment). Recommended Action to accept report.

- c. Area Plan Financial Closeout Report for FY 2012-2013. (Sent via e-mail attachment) Recommended Action: to accept report
- d. Fiscal Audit. Recommended Action to appoint Grant Bennett Associates as auditors for Fiscal Year ended June 30, 2013.
- e. Information Item: Update on office building addition.
- 4. Advisory Council Report and Recommendations: Sharon Monck, Advisory Council Chair, will report on the August 1 meeting and activities of the Council. The June Advisory Council Meeting Minutes are attached.
- 5. Correspondence: None
- 6. Committee Reports:
  - a) Executive Committee – may report on any activity.
  - b) Membership Committee – Rev. Tony Ubalde will report on committee activity. Michael E. Donnellan has been appointed to fill the Solano County District 5 position. Stephen Murphy has moved from that district and is eligible to fill an “at large” position. Members may discuss efforts to fill remaining vacancies on the Board of Directors: Solano – Districts 2 and 4, Napa District 5 and one (1) “at large” positions. Recommended action: Members may vote to extend terms of “at large” members, and Supervisorial nominees that expired on June 30, 2013.
  - c) Bylaws Committee – Edwin Warren will report on committee activity.
  - d) Committee Assignments – Board members are expected to serve on one or more committees. Members may indicate their preference and update committee membership at this time.
- 7. Executive Director Leanne Martinsen, Executive Director will present a report on recent AAA Activity.

Old Business: None

Tabled Business: None.

New Business:

- 1. There were no responsive applications to provide out of home respite for family caregivers in the Vallejo area during the general RFP earlier this year. The Advisory Council has recommended that this single-program RFP be issued. (Sent via e-mail attachment). Action Item: Members may vote to authorize staff to release the RFP to the public.
- 2. Action Item: Members may vote on accepting any other 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, September 17, 2013 at Florence Douglas Senior Center, 333 Amador St., Vallejo.