

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday October 15, 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	Vacant	
5	Michael Donnellan	Excused
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Present
At-Large	Stephen Murphy	Excused

Napa County

Dist. 1	Carolyn Wrage, Vice Chair	Present
2	Thomas McNicholas, Vice Chair	Excused
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 2:40 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson CFO, Sharon Monck, Advisory Council chair, Suzanne Blakeley, Advisory Council member.

Public Comment. None.

Regular Business

- 1. Motion by Rev. Ubalde to approve the agenda for the October 15, 2013 meeting. The motion was seconded by Edwin Warren, motion carried.**
- 2. Motion to approve the minutes for the September 17, 2013 meeting as presented by JoAnn Busenbark, seconded by Edwin Warren, motion carried, with Rev. Ubalde abstaining.**
- Finance / Treasurer's Report:
 - Doug Hanson, CFO, reported that the September 2013 Financial reports are not available, as this is the last month of the 3-month contract, and the accounts are still open. He stated that the 3 month contract with CDA (July-September) was for \$532,000, and we received \$330,000 on September 30. The federal government shutdown means that our funding for October is held up until there is a continuing resolution or federal budget passed. He also reported that Grant Bennett Associates are on site this week conducting the annual independent audit. CDA auditors are scheduled to be on site the first week in November to audit the MSSP program for fiscal years 2008 through 2010.
 - Doug Hanson indicated that the building addition construction was nearly done, and Board Members are invited to come by to check on the progress.
- Advisory Council Report. Advisory Council Chair, Sharon Monck, thanked Edwin Warren for arranging for the October 3 Advisory Council meeting to be held at the California Veterans Home in Yountville. She reported that she had appointed Advisory Council members Suzanne Blakeley and Constance Boulware and Teri

Ruggiero as the alternate to serve on the ad hoc committee. A committee meeting was called earlier today, but no Board members were able to attend. Leanne Martinsen stated that it was important for this committee to clearly define its tasks, and that it was her understanding that the main purpose was to listen to staff's concerns. She felt it would be appropriate for the committee to first meet with the program managers to get a better understanding of the program requirements and expectations. It has also been suggested that a survey be developed and distributed to staff. Leanne will poll the committee members to determine a date and time when they are able to convene and begin organizing. The meeting will be announced so that all interested Board members may attend. The committee will meet before the next Board meeting, and bring back their recommendations for the committee tasks and timeline.

4. Correspondence –

- a) Area Plan Update Approval from CDA 9/25/13 was included in the agenda packet.
- b) Letter to CDA regarding delayed reimbursement 9/27/13 was included in the agenda packet.

5. Committee Reports

- a) Executive Committee: The committee had not met.
- b) Membership Committee: Rev. Ubalde discussed the four current vacancies (Solano County Districts 2 and 4, Napa County District 5 and one "at large"). It was recommended that the respective County Supervisors be contacted, and also the American Canyon City government to remind them of the vacancies. JoAnn Busenbark commented that the travel from Napa, and the time of day of the Board meetings could be a barrier to potential members from Napa County. Larry Kromann spoke to the potential use of technology (Skype, teleconference) for remote access to meetings. Leanne Martinsen reported that she had followed up regarding the Open Meetings Laws, and shared the response from Solano County Deputy County Counsel, indicating that it appears that the Brown Act does not apply to the Area Agency on Aging Serving Napa and Solano, and the Bagley-Keene Act does not apply either. It was recommended that the topic of remote access and technology be on the agenda for the next Board Meeting.
- c) Edwin Warren reported that he would be calling the committee together soon to resume work on the Bylaws for the Board of Directors.
- d) Larry Kromann reported that the Marketing and Resources Committee was in a holding pattern, waiting until the situation in the Advisory Council is settled. The committee membership will include Advisory Council members and other outside members with expertise in marketing, in addition to Board members. The role of Advisory Council members is important, as they are the link to the community, both bringing information to the AAoA and back to their community. The committee will be a place where ideas can be brought, concepts worked out, and recommendations brought to the Board of Directors.

e) Ad Hoc Efficiency Committee was discussed during the Advisory Council Report.

7. Executive Director / Staff Report:

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

- The impact of the Federal Government shutdown is that there will be no Federal funds for Title III and VII programs from October 1 until Congress passes a budget or continuing resolution for funding. We are in much the same situation as we were when there was a delay in the State Budget in prior years. We have been in touch with providers to inform them and assess their ability to continue providing services. There was discussion regarding approaching both counties to see how we can work together. JoAnn Busenbark indicated that the Napa County Commission on Aging communicates with the Board of Supervisors, and they are very aware of the local needs. **Motion by James McCully, seconded by Rev. Ubalde that letters be written to both the Napa and Solano County Boards of Supervisors, informing them of the situation, motion carried.** Leanne Martinsen agreed to write a letter that includes the impact on specific programs, and the timeline to be signed by all members of the Board of Directors. It was also recommended that members could make remarks during the public comment section of the Board of Supervisor's meeting. Leanne Martinsen indicated that the letter would be copied to both the Napa County Commission on Aging and the Senior Coalition of Solano County, as they are advisory bodies to the Boards of Supervisors. Larry Kromann also recommended that the media be alerted, for example, in letters to the editors.
- We have hired a part-time MIS coordinator, who will start next week.
- Peggy Pellon, Program Coordinator for the Solano County Prevention and Early Access for Seniors program will be retiring in mid-November. She has mentored one of her staff who will be taking the Coordinator position, and we will recruit another part-time case manager to fill out the staffing.
- We have volunteers on clerical duty, answering the telephones at the main office three days a week.
- Anticipate CDA Site Monitor between November and next May.
- CDA audit team will conduct MSSP fiscal audit in November, and Title III & VII programs in April.
- Both Solano & Napa Guides are updated, and are also available in Spanish.
- Issued RFP for FCSP Respite in Vallejo, no response at scheduled bidder's conference.
- Received notification of Auction Napa Valley award (\$64,000) for StopFalls Napa Valley for next year.
- Napa MSA funding pre-applications are due in November, and we intend to apply for continuing funding for StopFalls Napa Valley for next year,
- The Solano Walk to end Alzheimer's on October 26 is also a fundraising opportunity for AAoA.
- AAoA representation at various Commission and Coalition meetings
- The next Advisory Council Meeting is scheduled for Thursday, November 7 at 1:00 PM at the Florence Douglas Senior Center in Vallejo, and we would welcome a Board Member to volunteer as liaison at this meeting.
- Executive Director Vacation scheduled October 17-22.

Old Business: None

Tabled Business: None

New Business: There were no recommendations from Advisory Council

Information Items: The Schedule of Events was included in the meeting packet.

Roundtable/Announcements: James McCully inquired about the funds that had been raised at the variety shows in prior years. The intent was that these funds are seed money, and needed to launch future fundraising events, or invest in marketing efforts. JoAnn Busenbark stated that the "Texas Hold'em" events have been very successful fundraisers for non-profits in Napa County, and are not labor-intensive for the organizations.

The meeting was adjourned at 4:15 PM.

The next meeting will be on November 19, 2013 at the AAoA Office, 400 Contra Costa St., Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____