

Area Agency on Aging Serving Napa and Solano

Mail: P.O. Box 3069, Vallejo, CA 94590, Office 400 Contra Costa St.
(707) 644-6612 – FAX 644-7905

Minutes of Board Meeting: Tuesday November 19, 2013, 2:30 PM Area Agency on Aging Serving Napa and Solano Training/Conference Room 400 Contra Costa 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	Present
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Present
At-Large	Stephen Murphy	Present

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	Excused
At-Large	Edwin Warren	Present
At-Large	Vacant	

The meeting was called to order at 2:30 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson CFO, Guest -- Dana Bernard, Vallejo Regional Education Center.

Public Comment. None.

Regular Business

- 1. Motion by James McCully to approve the agenda for the November 19, 2013 meeting, with the addition of an executive session at the end to discuss a personnel matter. The motion was seconded by Larry Kromann, motion carried.**
- 2. Motion to approve the minutes for the October 15, 2013 meeting as presented by Carolyn Wrage, seconded by Larry Kromann, motion carried.**
- Finance / Treasurer's Report:
 - a) Doug Hanson, CFO, presented the September and October 2013 financial reports. He explained that September was the last month of the three month contract, and October was the first month of the nine month contract, and he answered questions from Board Members. **Motion to accept the September and October 2013 financial reports by Edwin Warren, seconded by James McCully, motion carried.**
 - b) Doug Hanson, CFO, presented the Area Plan Financial Closeout Report for Contract # A3-1314-28 (the period July 1-September 30, 2013), which was submitted to the California Department of Aging (CDA), and was just returned to us today. He explained that this reflects the Title III & VII programs funded through CDA, administration of provider contracts and direct services, and he answered questions from members, **Motion by Larry Kromann, to accept the**

Financial Closout Report for Contract # A3-1314-28, seconded by Carolyn Wrage, motion carried.

4. Advisory Council Report – There was no one present from the Advisory Council. Leanne Martinsen reported that Sharon Monck has resigned, as she has accepted employment in another county. Vice Chair, Richard Lundin chaired the November 7 meeting, and there will be an election to select an Advisory Council chair for the remainder of the term. The Council received reports from AAoA staff and congratulated our California Senior Legislators Dr. Lundin and Lauren Rolfe on a productive session in Sacramento in October. Two of the top ten state proposals were authored by Lauren Rolfe. The number one proposal regarding senior courts had originally been brought by Dr. Lundin, and another in the top ten was to require a fall prevention assessment in Medi-Cal physical exams. Dr. Lundin has indicated that he will not be seeking another CSL term when elections are held in May. The Advisory Council will not be holding a business meeting in December. They will be considering bylaws changes at their next meeting. The chair recommended that the Board present a plaque to Dr. Lundin in recognition of his service and advocacy.
5. Correspondence – None
6. 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”). He indicated that he had spoken with the Solano County Supervisors and they were aware of the vacancies.
 - 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 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.
 - e) Ad Hoc Efficiency Committee had not met.
7. Executive Director / Staff Report:

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

 - Staffing changes, Peggy Pellón has retired, and Sara Pryor has been promoted to be the Coordinator for the Solano County Prevention and Early Access for Seniors Program (MHSA funded). A part-time case manager has been hired to cover the caseload that Sara had been covering. We have also hired a part-time MIS Coordinator. Direct services staff is back up to budgeted levels, after some medical leaves.
 - We have volunteers on clerical duty, answering the telephones at the main office three days a week.
 - Construction on the addition is complete, we have a temporary certificate of occupancy, and only a few finishing touches, such as landscaping remain to be done.

- CDA staff was on site last month to start the fiscal audit of the MSSP program, and will be back in April to conduct the fiscal audit of the Title III and VII programs. They will also be here the week of February 10 to conduct the on-site monitoring of Title III and VII programs. This is scheduled every 4 years, and they will meet with the chairs of the Board and Advisory Council during the visit.
- Funding available through CDA to conduct Nutrition Education and Outreach related to SNAP (food stamps) at congregate meal sites for low-income seniors, beginning in January.
- Due to the funding reductions this year, both Nutrition contractors have reduced service levels. (All of the Title IIIC funds have been allocated to the provider contracts, and the AAoA does not have additional funds to transfer to these providers.) Community Action Napa Valley has had a waiting list for home-delivered meals this year, something that has not occurred in recent years. They have had some fundraising events, and a substantial grant from the Gasser Foundation has allowed them to eliminate the waiting list recently. Their costs have increased due to the transition from the meals being prepared at the county correctional facility to a restaurant caterer. In Solano County, Meals on Wheels had to reduce the days of service at most of the congregate sites, and has plans to restore some of the days in cities where supplemental funding has been found. Both providers have had newspaper coverage related to their funding challenges.
- AAoA staff has scheduled meetings with contracted providers this month to review contract files, first quarter performance, etc. We will be consulting with each of the providers regarding the impact of reduced funding.
- Continuing to work with Napa County to develop a contract that will allow us to claim reimbursement through MediCaid Administrative Activities (MAA) for outreach and application assistance. Board Members that have not yet signed the Code of Ethics form are encouraged to do so today.
- Request to Solano County for supplemental funds was made, and staff has met with the interim administrator of Older and Adult services regarding potential funding in the next budget year.
- Napa County is providing supplemental funds to insure that the caregiver permit application process is funded, and also to provide health-related services in Napa County.

Following the discussion during the Executive Director's Report, it was recommended that the Board focus on Advocacy related to hungry seniors, and Larry Kromann indicated that the marketing resources committee could help to develop a strategy, including media outreach regarding this emergency situation, encouraging community support for food programs for seniors (congregate and home-delivered meals, food bank programs, etc.) through letters to the editors, news releases, and perhaps paid print advertisements, and appeals to other community funders (community foundations, community hospitals, etc.), and will coordinate with the Executive Director. **Motion by James McCully to allow the use of funds remaining from the benefit variety shows, if needed for generating the emergency appeal for support of senior food programs. The motion was seconded by Larry Kromann, motion carried.**

Old Business:

1. A letter to the County Boards of Supervisors regarding the impact of Federal Funding, and requesting their assistance was distributed, and signed by members present. Leanne Martinsen will contact JoAnn Busenbark to sign, and then send the letter.
2. Larry Kromann reported that he has obtained a Skype program for \$69/year, and we will need to set up a camera and projector, to facilitate remote access from this conference room for committee and other meetings. **Motion by James McCully to instruct the bylaws committee to propose an amendment to the Board of Directors Bylaws to allow the use of technology for access to meetings. The motion was seconded by Stephanie Bunch, motion carried.**

Tabled Business: None

New Business:

1. There were no recommendations from Advisory Council.
2. **Motion by James McCully to have a Board meeting on December 17, with one agenda item, raising funds to feed hungry seniors, seconded by Rev. Ubalde, motion carried.** The Advisory Council will be invited, and a Holiday Social will be included.
3. Discussion regarding an event to celebrate the grand opening of the new training/conference facility. The consensus was to have an open house, sometime early in the New Year. This would be a marketing opportunity, inviting providers, elected officials, and other partners.

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

Roundtable/Announcements:

The meeting was adjourned to an Executive Session to discuss a personnel matter at 3:55 PM.

The next meeting will be on December 17, 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: _____