

## Area Agency on Aging Serving Napa and Solano

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**Minutes of Board Meeting: Tuesday December 17, 2013, 1:00 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	Excused
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 1:05 PM by Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson CFO, Suzanne Blakeley and Mary Spry-Danner, Advisory Council members, Guests – Cathy Hall, Executive Director Meals on Wheels of Solano County (MOWSC), Drene Johnson Executive Director Community Action Napa Valley (CANV) and Alma Fuentes, (CANV) Senior Nutrition Program Director.

Public Comment. None.

Regular Business

- 1. Motion by Rev. Ubalde to approve the agenda for the December 17, 2013 meeting, with the addition of an executive session after the provider presentations to discuss a personnel matter. The motion was seconded by Thomas McNicholas, motion carried.**
- 2. Motion to approve the minutes for the November 19, 2013 meeting as presented by James McCully, seconded by Carolyn Wrage, motion carried.**
- Finance / Treasurer's Report:
  - a) Doug Hanson, CFO, presented the November 2013 financial reports. He explained that October was the first month of the nine month contract, and he answered questions from Board Members. **Motion to accept the November 2013 financial reports by James McCully, seconded by Marty Kuehneman, motion carried.**
- Correspondence – None
- Provider Presentation

Cathy Hall gave an overview of Meals on Wheels of Solano County. She indicated that they prepare meals in their kitchen in Suisun City and provide home-delivered meals (HDM) throughout Solano County and hot lunches at eight congregated sites

at Senior Centers. Due to this year's funding reductions, some congregate sites have reduced their days of service this year. Participant donations have been declining, which also impacts the program. She invited Board members to visit the Meals on Wheels office and kitchen, and answered their questions.

Drene Johnson gave an overview of Community Action Napa Valley, which includes a number of other programs (Food bank, adult and family shelters, child care programs) in addition to the Senior Nutrition Programs. This year, compounding the funding reductions, their program also had to change from meals prepared at the Napa County correctional facility kitchen to a caterer, which increased the meal cost significantly, and as a result the program was operating at a deficit. CANV has received a very generous donation from the Gasser Foundation, which has allowed them to reduce the waiting list for HDMs. CANV has begun to provide meals at Rohlff's Manor, a senior residence in Napa, and plans to develop the kitchen there to prepare meals for the congregate and home-delivered meals, utilizing the culinary school trainees in the food preparation, which will bring down the costs. Alma Fuentes shared more information about the program and how isolated clients benefit from the meal and contact, as well as some of the regulatory challenges. CANV also has a "Wellness on Wheels" program that has nurses from the Sonoma State BSN program that conduct home visits and assessments for HDM clients. Drene Johnson and Alma Fuentes also answered questions from Board members.

Larry Kromann discussed developing a joint marketing strategy that would raise awareness and benefit the AAoA and our providers.

6. The Board adjourned to executive session at 2:15 PM.
7. The Board reconvened at 2:30 PM. The chair announced that they had considered a personnel matter, and would be tabling the remainder of the agenda.
8. Suzanne Blakeley had prepared a report on the California Poverty Measure, which will be distributed to the membership.

Old Business: None

Tabled Business: None

New Business: None

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

Roundtable/Announcements: None

The meeting was adjourned at 2:35 PM.

Refreshments were served.

The next meeting will be on January 21, 2014 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: \_\_\_\_\_