

## Area Agency on Aging Serving Napa and Solano

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**Minutes of Board Meeting: Tuesday January 21, 2014, 3:00 PM**

**Area Agency on Aging Serving Napa and Solano**

**Training/Conference Room**

**400 Contra Costa Street, Vallejo, CA 94590**

**Carolyn Wrage, Presiding**

### **Solano County**

Dist. 1	Marty Kuehneman, Treasurer	Present
2	Vacant	
3	Donald Bond, Chair	Excused
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	Excused
4	Larry Kromann	Present
5	Vacant	
At-Large	Jo Ann Busenbark	Present
At-Large	Edwin Warren	Excused
At-Large	Vacant	

The meeting was called to order at 2:30 PM by Vice Chair Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson -- CFO, Steven Rozensky -- Advisory Council Chair and Suzanne Blakeley, -- Advisory Council member.

Public Comment. None.

### Regular Business

- 1. Motion by JoAnn Busenbark to approve the agenda for the January 21, 2014 meeting as presented. The motion was seconded by Larry Kromann, motion carried.**
- 2. Motion to approve the minutes for the December 17, 2013 meeting as presented by JoAnn Busenbark, seconded by Larry Kromann, motion carried.**
- Finance / Treasurer's Report:
  - a) Doug Hanson, CFO, presented the December 2013 financial reports. He answered questions from Board Members. Larry Kromann inquired as to whether we could get a financial report that reflects just the operational budget for the agency, without the contract providers. Doug Hanson stated that the report of the independent auditors indicates the percentage of administrative expenses. There was discussion regarding how the administrative costs for non-Older American's Act programs are reflected in the accounting system, and the various cost centers that are established to track this. Rev. Ubalde inquired about the funding for the Long-Term Care Ombudsman programs, and requested that the Board receive more information about this program at a future meeting. **Motion to accept the December 2013 financial reports by Thomas McNicholas, seconded by Rev. Ubalde, motion carried.**

- b) Doug Hanson, CFO reported that the Holiday campaign, focused on senior nutrition has resulted in 26 donations, 7 from Napa County for \$1,073.60, and 19 from Solano County for \$1,388.60 to date, which will be passed on to the nutrition providers. The ads and letters to the editor of local newspapers were designed both to draw attention to the need for additional funding for senior nutrition and also raise awareness of the role of the AAoA in supporting the senior service providers.
  - c) Doug Hanson reported that the final details of landscaping plants and parking space painting had been completed and we were awaiting the city planning department to sign off on the final certificate of occupancy for the training center building.
4. Advisory Council Report: Steven Rozensky reported that the Council was recruiting additional members, and has an applicant from Napa County that will likely be voted in at the February meeting. The Advisory Council bylaws committee has recommended a number of changes, and these amendments will be considered at the February meeting as well. The Council also recommended procurement procedures that will come to the Board of Directors at their next meeting in February.
5. Correspondence – None
6. Committee Reports:
- a) Executive Committee – has not met.
  - b) Membership Committee – Rev. Tony Ubalde discussed efforts to fill remaining vacancies on the Board of Directors, his contacts with Solano County Supervisors Seifert - District 2 and Vasquez - District 4, Napa County Supervisor Caldwell - District 5. He also commented that a number of members terms expire in June. Leanne Martinsen indicated that she intends to submit a letter of interest to a group that is conducting a “Board Pick” event in Napa County.
  - c) Bylaws Committee – Edwin Warren was not present, and Larry Kromann indicated that this committee had not met.
  - d) Marketing and Resources Committee – Larry Kromann reported on the committee, which held an organizational meeting on January 14. Michael Donnellan from the Board, Steve Rozensky and Suzanne Blakeley from the Board are committee members, working with Executive Director Leanne Martinsen. The plan is for the committee to involve consultants who have expertise in marketing and public relations in the future. The committee reviewed the campaign to raise awareness of the needs of the nutrition providers that was initiated in December, and discussed the challenge of educating the community about the role of the AAoA in supporting senior services and programs. Michael Donnellan is focusing on the networking contacts and opportunities to partner with other organizations such as AARP’s race for nutrition campaign. Fundraising events are under consideration, including the possibility of Texas Hold’Em tournaments, which are managed by an event planning organization. Another focus of the committee will be expanding the database of potential donors. The strategy is to push the mission of the agency, and to inform the community about the good work of the AAoA

and the needs for additional funding. The committee hopes to provide support and assistance to staff in marketing and resource development. It was clarified that the committee will bring ideas and recommendations to the Board for action related to agency policies.

7. Executive Director Leanne Martinsen, Executive Director reported on recent AAA Activity, including.
  - The next Advisory Council Meeting is on Thursday, 02/06/14 at 1:00 PM. Arrangements are being made for the Council to meet at the Napa Senior Center in February, then alternate with the AAoA training room in Vallejo as regular meeting locations.
  - Hired I&A Navigator for Healthy Minds-Healthy Aging Program in Napa. She is bilingual and will be scheduled for regular hours at Rianda House in St. Helena, as well as the office at Queen of the Valley Community Outreach in Napa.
  - 2 Volunteers providing phone & clerical support, recruited 3 more.
  - CDA Site Monitor February.10-13, 2014, will include meetings with Board Chair and Advisory Council chair, as well as working with staff on contract administration, program policies and procedures, direct services, data collection, reporting, etc.
  - CDA fiscal audit scheduled for April.
  - Potential funding for Snap-Ed, grant through CDA, would provide funding for additional staffing to conduct specific outreach and education, awaiting contract.
  - Met with all providers 1:1 during November & December
  - Scheduling on-site provider monitoring visits to begin in March, complete by June, Advisory Council members are encouraged to participate.
  - Napa County to contract to claim funds under Medicaid Administrative Activities (MAA) (outreach and application assistance) for some of our Napa programs. Requires checking on background of management and Board of Directors.
  - Napa MSA application for StopFalls Napa Valley to be submitted this month (\$70,000)
  - St. Joseph's application for HMHAP submitted this month (\$50,000)
  - AAoA representation at various Commission and Coalition meetings
  - Napa CoA ad hoc committee on caregiver permit ordinance,
  - Healthy Aging Population Initiative (HAPI) Collaborative and committees (Napa)
  - Live Healthy Napa County Committee
  - Risk of another Federal Government Shutdown in January appears to be over, but advocacy regarding OAA reauthorization and sequestration is needed. State and Federal Budget Fact sheets available for members.

#### Old Business:

1. Discussion of remote access for Board meetings. Larry Kromann reported that he has tested out the web camera and Skype Technology that is available to facilitate remote access and participation in Board meetings that are held in this room, and indicated that he had provided some language that could be added to the bylaws. Doug Hanson reported that we are researching an updated telephone system that is integrated with the computer system. Some of the features will allow us to answer the phones at one office for multiple locations, and a conference phone for the training room.

Tabled Business: None.

New Business:

1. Discussion of plan an event to celebrate the opening of the new AAoA training/conference facilities at the main office. It was recommended that the Marketing Committee help plan the event, tie the event to our mission, and invite elected officials and VIPs. Suggestion by James McCully to plan an event to be held during May, Older Americans Month. Leanne Martinsen will bring information back to the Board next month on a date and the assistance/tasks that Board members can provide.
2. Action Item for next month's meeting will be the RFP / Procurement Procedures that were recommended by the Advisory Council.

Information Items: For discussion

1. Schedule of Events (Copy attached).

Roundtable / Announcements (2 minutes, please). Comments by Board Members

Suzanne Blakeley commented that Congressman George Miller will be retiring after his term ends this year.

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

Roundtable/Announcements: None

The meeting was adjourned at 4:00 PM.

The next meeting will be on February 18, 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: \_\_\_\_\_