

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 February 18, 2014, 3:00 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	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	Present
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, with JoAnn Busenbark participating by telephone.

Present: Leanne Martinsen – Executive Director, Doug Hanson -- CFO, Elizabeth Mautner – Napa Long-Term Ombudsman Program Coordinator, Steven Rozensky -- Advisory Council Chair and Suzanne Blakeley, -- Advisory Council member, Natalie Woodard.

Public Comment. Natalie Woodard announced that the Senior Coalition of Solano County was presenting a Mini-medical school series on Saturdays during March. She also indicated that she was a lay leader for the Healthier Living – Chronic Disease Self-Management program, and there were workshops scheduled at various locations in Solano and Napa County in the next few months.

Regular Business

1. **Motion by Stephanie Bunch to approve the agenda for the February 18, 2014 meeting with the addition of two items under new business as recommended by the chair. The motion was seconded by Larry Kromann, motion carried.**
2. **Motion to approve the minutes for the January 21, 2014 meeting as presented by Tom McNicholas, seconded by Marty Kuehneman, motion carried with Donald Bond abstaining.**
3. Finance / Treasurer's Report:
 - a) Doug Hanson, CFO, presented the January 2014 financial reports. He answered questions from Board Members. He reported that a total of 31 donations, totaling \$2,678 had been received following the holiday appeal, and the funds would be distributed to the nutrition providers as designated by the donors (\$1,523 to Meals on Wheels of Solano and \$1,154 to Senior Nutrition at Community Action of Napa Valley). **Motion to accept the January 2014 financial reports by Stephanie Bunch, seconded by Larry Kromann, motion carried.**

- b) Doug Hanson, CFO reported that the city planning department had signed off on the final certificate of occupancy for the training center building, and a copy was framed for hanging in the main room.
4. Provider Presentation: Elizabeth Mautner, Coordinator for the Napa Long-Term Care Ombudsman Program presented information about the program, which is a direct service of the AAoA. There are four (4) part-time staff and 14 volunteers (10 are currently active), who have completed the mandated 36 hour training and are certified by the state. She indicated that this was sufficient, for the present time to provide services to the residents in licensed facilities in Napa County. There are 5 (SNF) Nursing facilities (Including a unit at the California Veterans Home in Yountville), and 43 Residential Facilities for the Elderly (RCFE), which are also known as Assisted Living Facilities. The majority of the RCFEs are 6 beds or less and located in residential areas. Nursing facilities are visited at least weekly, and RCFE facilities at least monthly, and more often if complaints are investigated. The program provides advocacy for residents, and is not an enforcement agency. The State LTC Ombudsman Office has oversight and provides training for local programs on the mandates. This year, the state office also changed to a new software program for recording program data, and this program did not produce reports until just recently, so the program was not able to generate the numbers for the program reports until this month. Jane Snowden, who has worked for the program since 1997 is retiring this year at the age of 87. Elizabeth answered questions from members. The program has
5. Advisory Council Report: Steven Rozensky reported on the February meeting, including the California Senior Legislature report and reminder that the CSL is supported by donations from Line 402 on the California State Income Tax. He also reported that the IHSS Public Authority had concerns about the Governor's proposal that would prohibit IHSS workers from working more than 40 hours and eliminate overtime pay, which will cause financial stress for individuals, and it is questionable that it will save the state much money. The Council had a presentation from CANV on the senior nutrition program in Napa County. The Council has accepted a new member from Napa County, and continues to recruit additional members. He wrote an article that has been printed in the Napa newspaper, and submitted to Solano County newspapers to encourage potential members to apply. He also reported that Anne Payne is chairing the Walk to End Alzheimer's Disease in Solano County, and there will also be a walk in Napa County in the fall. Members are encouraged to participate in these events. He reviewed the Program Monitoring Committee report, which was included with the Provider Service Delivery report in the meeting packet. He commented on the discussion of adjusting goals for contractors or explaining the reasons why goals are not being met. For example, mid-year sequestration funding cuts, or a nutrition provider that is unable to serve as many days at a congregate site when a city-operated senior center is closed due to city budget cuts or for extended facility renovations; situations that were not anticipated when the contract service goals were set. Staff has weighed the option of re-negotiating the contracts, which contain a clause that allows the withholding of funds if performance is below 90% of the goal. The committee felt that it might be preferable to explain the circumstances that lead to the reduced service delivery, so that the impact to the community is seen. One of the trends noted by the committee

was the need for more outreach. JoAnn Busenbark reported that the Napa Commission on Aging will be having a presentation at their meeting next Monday from the Gasser Foundation that is providing funding to re-establish the Napa County Volunteer Center, and has hired someone to expand Information and Assistance in Napa County. Leanne Martinsen clarified that AAoA staff routinely follows up with providers when they report less than 90% of the anticipated units for the year-to-date, requests an explanation and plan to bring the levels up, and provides technical assistance when indicated. In response to a question, Leanne stated that it is the responsibility of the staff to collect the program data, which is reported to CDA, and also formatted into the report that goes to the Advisory Council. The Program Monitoring Committee reviews the report and makes recommendations for improvement, but the staff is responsible for monitoring the service providers. The chair asked the Executive Director to bring back a status report at the next meeting. Suzanne Blakeley reported on the Food Stamp cuts, and the Farm Bill.

6. Correspondence – None

7. Committee Reports:

- a) Executive Committee – has not met. Donald Bond reported that he had met with the CDA team leader during the site visit earlier this month. Leanne Martinsen reported that the CDA team consisted of 4 persons who were on site for 4 days (February 10-13), and they did meet with the chairs of both the Board and Advisory Council as part of the review. At the exit interview, the findings were fewer than at the last visit (in 2010), and will be much easier to address. Since there was one CDA staff that was unable to participate, that portion will be rescheduled, and when that is complete, a written report will be generated, and the Board and Advisory Council will receive copies of that report.
- b) Membership Committee – Rev. Tony Ubalde discussed efforts to fill remaining vacancies on the Board of Directors. Leanne Martinsen reported that she will be attending the City Council meeting in American Canyon this evening, and will announce the Board vacancies that remain.
- c) Bylaws Committee – Edwin Warren reported that the committee had not met, but he had received some information from Larry about remote access, that will be considered for amendment to the bylaws. The chair stated his preference that remote access should be on an “as needed” basis, and members should be encouraged to participate in person as much as possible. Larry Kromann noted that some members come a longer distance, and there may be times when their schedule allows them the time to be at the meeting, but not the time to get to and from the meeting. Rev. Ubalde also said it was better to have as many people in the same room together for meetings, and expressed thanks for the dedication of those who make the effort to attend. The telephone connection is difficult at this time, but the acoustics in the room can be improved with draperies, and a new conference phone unit should be an improvement over the current unit.
- d) Marketing and Resources Committee – Larry Kromann reported on the committee, which met on February 11. The committee looked at the need to

promote the brand of AAOA, and discussed the challenge of educating the community about the role of the AAOA in supporting senior services and programs. In researching the poker tournaments as a potential fundraising effort, he learned that in Napa County, CANV already does this, and our other contractors are all involved in fundraising efforts for their programs. We need to be aware and, we don't want to compete directly when we seek funding for AAOA operations. JoAnn Busenbark commented that CANV does one large tournament, and there are at least 3 other organizations (schools, etc.) that have smaller events during the year, and she thought that should not prevent us from pursuing this option. Larry discussed the proposal for corporate giving, and a potential partnership with AARP's race for nutrition campaign. He has received financial information from Doug Hanson regarding agency operations that will be helpful. Another focus of the committee will be expanding the database of potential donors. Additional grant opportunities will be considered, if they fit with the existing programs. An annual report will be developed to help illustrate the accomplishments of the agency. 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 will be working with staff on the Grand Opening Event in May. Michael Donnellan distributed information and discussed the strategy of corporate sponsorship. He indicated that the committee will identify specific local corporations that have corporate giving programs, assemble a packet of information, and Board Members will be asked to contact one or more of the prioritized corporations to solicit a donation and follow up.

6. Executive Director Leanne Martinsen, Executive Director reported on recent AAOA Activity, including.
 - The next Advisory Council Meeting is on Thursday, 03/13/14 at 1:00 PM at the AAOA training room in Vallejo. Rev. Ubalde volunteered to attend as the Board Liaison. The meeting date was changed to allow the Executive Director and members of the Advisory Council to participate in the C4A Legislative Day at the Capitol in Sacramento on March 6.
 - CDA Site Monitor February.10-13, 2014, will follow up on data and nutrition issues, but findings were relatively minor, and a report will follow.
 - CDA fiscal audit scheduled for April.
 - 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.
 - 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)
 - Application for Kaiser Community Benefit for Latino Outreach will be submitted this week (\$25,000)
 - AAOA representation at various Commission and Coalition meetings
 - Napa CoA ad hoc committee on caregiver permit ordinance, on the agenda at the American Canyon City Council tonight.
 - Risk of another Federal Government Shutdown in January appears to be over, but advocacy regarding OAA reauthorization and sequestration is needed.

Old Business:

1. Discussion of remote access for Board meetings took place under the bylaws committee, and is under consideration for future bylaws changes.

Tabled Business: None.

New Business:

1. **A motion was made by Stephen Murphy, seconded by Edwin Warren to table action on the proposed RFP/Procurement Policy and Procedures, motion carried.** Leanne Martinsen noted that our contract with CDA requires a written policy, and that it be approved by the governing board.
2. **A motion was made by Stephen Murphy, seconded by Edwin Warren to table action on the proposed update on the Grievance Policies, motion carried.** Leanne Martinsen clarified that CDA has noted that the current Grievance policy does not address all of the requirements in our contract and the regulations.
3. Discussion regarding the new training room facility, and the consensus was that the Executive Director had the authority to rent the space to outside groups.
4. Discussion of plan an event to celebrate the opening of the new AAoA training/conference facilities at the main office on May 9 during Older Americans Month. The marketing committee and other Board members can provide assistance.
5. **A motion was made by Edwin Warren, seconded by Carolyn Wrage, to change the location of the March 18 meeting to the Napa Senior Center, motion carried.**
6. The chair distributed copies of the form that will be used to conduct a performance evaluation of the Executive Director, and requested that each member complete it and return to him before the next meeting.

Information Items: For discussion

1. Schedule of Events (Copy attached).

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

Roundtable/Announcements: None

The meeting was adjourned at 4:250 PM.

The next meeting will be on March 18, 2014 at the Napa Senior Center, 1500 Jefferson St., Napa. The Independent Auditors are scheduled to present the audit report for FY 2012-1013.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____