



**Board of Director's Meeting -- Tuesday, March 18, 2014 -- 2:30 PM**

**Napa Senior Center**  
**1500 Jefferson St., Napa, CA 94559**

*The Area Agency on Aging Serving Napa and Solano does not discriminate against persons with disabilities and meetings of the Board of Directors are held in accessible facilities. If you wish to attend this meeting and you will require assistance in order to participate, please call the Area Agency on Aging office at 707-644-6612 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.*

*Non-confidential materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection at the office of the Area Agency on Aging Serving Napa and Solano, 400 Contra Costa Street, Vallejo, during normal business hours.*

**AGENDA**

Donald Bond, Presiding

2:30 PM Call to order / Quorum check / Sign-in / Introduction of Guests

Public Comment Period (10 minutes) *Please limit to 2 minutes for each speaker, and limit your comments within the subject matter jurisdiction of the Area Agency on Aging Board of Directors. The Board will hear public comments for up to ten minutes. Any additional public comments will be heard at the conclusion of the meeting. Items from the public will be taken under consideration without discussion by the Board and may be referred to staff. Time limits and subject matter guidelines are to ensure that the Board may complete its agenda in a timely manner.*

Presentation: Grant Bennett Associates – Presentation of Audit Report for FY 2012-13

Regular Business

1. Review / Amend / Approve Agenda for March 18, 2014 meeting.
2. Review / Amend / Approve Minutes of February 18, 2014 meeting (copy attached).
3. Finance/Treasurer's Report: Leanne Martinsen, Marty Kuehneman, Treasurer
  - a. February 2014 Financial report (copy attached). Recommended Action: to accept reports.
4. Advisory Council Report and Recommendations: Steven Rozensky may report on the March 13, 2014 meeting and activities of the Council, including the Program Monitoring Committee Report prepared by Teri Ruggiero (copy enclosed with Provider Service Delivery Report for July 2013-January 2014). The February 6, 2014 Advisory Council Meeting Minutes will be provided when approved (scheduled meeting on March 13).
5. Correspondence: None

6. Committee Reports:
  - a) Executive Committee – may report on any activity.
  - b) Membership Committee – Rev. Tony Ubalde will report on committee activity. Members may discuss efforts to fill remaining vacancies on the Board of Directors: Solano – Districts 2 and 4, Napa District 5 and one (1) “at large” positions.
  - c) Bylaws Committee – Edwin Warren will report on committee activity.
  - d) Marketing and Resources Committee – Larry Kromann will report on committee meeting March 11.
7. Executive Director Leanne Martinsen, Executive Director will present a report on recent AAA Activity.

Old Business:

1. Discussion of remote access for Board meetings. Technology is available to facilitate remote access and participation in Board meetings, and should be referenced in bylaws.

Tabled Business: None.

New Business:

1. Action Item: Members may vote to accept the Audit Report presented by Grant Bennett Associates at this meeting.
2. Action Item: Members may vote to adopt RFP/Procurement policies and procedures as recommended by Advisory Council (copy attached) or propose alternative policies for consideration
3. Action Item: Members may vote to approve Grievance policies and procedures for program participants and contract providers (copies attached) or propose alternative policies for consideration.
4. Action Item: Members may vote on accepting any other recommendation(s) from the Advisory Council.
5. Action Item: Resolution re: authorizing Leanne Martinsen, Executive Director to sign contract MI-1314-28 and all amendments with the California Department of Aging (CDA) for the period of February 14, 2014 through September 29, 2014. This is a contract for \$6,598.00 to provide outreach regarding Medicare for low-income seniors.
6. Action Item: Members may vote to plan/host an event to celebrate the opening of the new AAoA training/conference facilities at the main office, tentatively scheduled for Friday, May 9, during Older Americans Month.

Information Items: For discussion

1. Schedule of Events (Copy attached).

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

Adjournment.

Next meeting, Tuesday, April 15, 2014.at 2:30 pm, AAoA Training/Conference Room, 400 Contra Costa St., Vallejo, CA 94590