

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 May 20, 2014, 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	Richard Lundin	Excused
5	Michael Donnellan	Present
At-Large	James McCully	Excused
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 Chair Donald Bond. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson -- CFO, Harriett Dietz, Planner, Anne Payne, Direct Services Supervisor.

Public Comment: None.

Regular Business

1. **Motion by Larry Kromann to approve the agenda for the May 20, 2014 meeting as with the addition of an executive session at the end of the meeting, seconded by Marty Kuehneman, motion carried.**
2. **Motion to approve the minutes for the April 15, 2014 meeting as presented by JoAnn Busenbark, seconded by Carolyn Wrage, motion carried with Donald Bond abstaining.**
3. Finance / Treasurer's Report:
 - a) Doug Hanson, CFO, presented the April 2014 financial reports, which were included in the meeting packet. He indicated that we are on track for this point in the fiscal year and answered questions from Board Members. **Motion to accept the April 2014 financial reports by Larry Kromann, seconded by Marty Kuehneman, motion carried.** Doug also pointed out that the Area Plan Planning Estimate for Fiscal Year 2014-15 was included in the agenda packet. This is the information provided by CDA regarding the Title III & VII funding for program and administration. The federal funding remains reduced due to sequestration, and due to the difference between the federal and state fiscal years, we have received 3 and 9 month planning estimates, but have received guidance that we only need to submit one 12-month budget, and it is due to CDA within 30 days of the planning estimate receipt. He also indicated that due to the late receipt of the planning estimate and contract with CDA,

we anticipate that there will be a delay in issuing funding for July and August. Leanne Martinsen reported that there is a proposal to restore state funding for some senior service programs, including the Long Term Care Ombudsman, Senior Companion and Senior Brown Bag, and this is being considered in the Assembly and Senate Budget committees.

- b) Doug Hanson, CFO, presented the IRS Form 990 for Fiscal Year ending June 30, 2013 which was included in the meeting packet. He indicated that the 990 forms for nonprofit organizations are posted on the California Attorney General's website, and answered questions from Board Members. **Motion to accept the IRS Form 990 report by Rev. Ubalde, seconded by Tom McNicholas, motion carried.**
 - c) **A motion was made by Carolyn Wrage, seconded by Stephen Murphy "Be it resolved by the Board of Directors of the Area Agency on Aging Serving Napa and Solano at their regular scheduled meeting on May 20, 2014 that Executive Director Leanne Martinsen be authorized and directed to execute and sign contact AP-1415-28 and MS-1415-31 and all amendments with the California Department of Aging (CDA) for the fiscal year 2014-2015", motion carried.**
 - d) **A motion was made by JoAnn Busenbark, seconded by Tom McNicholas "Be it resolved by the Board of Directors of the Area Agency on Aging Serving Napa and Solano at their regular scheduled meeting on May 20, 2014 that Executive Director Leanne Martinsen be authorized and directed to execute and sign contact SP-1415-28 and MI-1415-28 and all amendments with the California Department of Aging (CDA) for the fiscal year 2014-2015", motion carried.**
4. Advisory Council Report: Steven Rozensky and Teri Ruggiero were unable to attend the meeting. The minutes of the April 3 and April 10 Advisory Council minutes were included in the agenda packet. The Advisory Council Program Monitoring Committee summary report, was included in the Board meeting packet. The committee met on April 29, and reviewed the service delivery during the period of July 2013 through March 2014, which was also distributed to Board Members along with the Board Meeting Agenda Packet. JoAnn Busenbark was present at the Advisory Council meeting on May 1, when the Advisory Council approved the summary report and made the following three recommendations to the Board of Directors:
- a) Regarding the AAoA Direct Services:
 - 1. The Program Monitoring Subcommittee recommends the Board stay on course in asking AAoA staff for specificity in their corrective action plan to improve areas still out of compliance as indicated.
 - 2. Additionally, we recommend that the Direct Services Supervisor attend all Monitoring Subcommittee, Advisory Council, and Board Meetings to be available for questions until such time that the Direct Services is on track.
 - 3. We further support the Board's decision in April 2014 to request a feasibility study of AAoA's services to identify areas that may be appropriate for an out-of-cycle RFP process.

- b) Regarding Catholic Social Services: Through discussion and agreement with AAoA staff, the Monitoring Subcommittee continues to recommend that AAoA staff provide technical support and outreach assistance to this service provider to help them meet their goals. Additionally, with only three months left in the fiscal year, we strongly urge the Board to take fiscal action and withhold payment to this Contractor as prescribed by the contract.
- c) Regarding Faith In Action contract to provide mobility management services: The Program Monitoring Subcommittee recommends, and staff has agreed to research the way in which the Service Provider bills the agency and report back at the next subcommittee meeting. We further recommend that staff be directed to produce some type of fiscal report on a regular basis to the Program Monitoring Subcommittee to compare the goals reached to the amount billed.

In the discussion that followed, Leanne Martinsen reported that Catholic Social Services has basically started the telephone reassurance from scratch this year, recruiting a cadre of volunteers, training them, and also identifying and enrolling clients. The provider has been responsive, and the service delivery has trended up to the point that they are now providing about 1,000 calls a month, which is 1/12 of the goal that was set for the annual contract. **Motion by JoAnn Busenbark to accept the report, and also to withhold 20% of the funding from Catholic Social Services contract now, and if they achieve at least 60% of the contract goal, then the full amount could be paid out at the end of the contract year. The motion was seconded by Carolyn Wrage, motion carried.** Leanne Martinsen also reported on the corrective action plan for direct services, including the specific goals for Solano Information and Assistance – 650 contacts each month, and at this rate, 86% of the annual goal will be met this year. We acknowledge that the Outreach Goals set for AAoA Direct Services this year were not reasonable, given the staffing reductions, but for the remainder of this fiscal year, the monthly goal for outreach is 300 contacts in Solano County and 200 contacts in Napa County. Regarding the telephone reassurance program in Napa County, we have distributed flyers in the community, featured the service on our Facebook page, and recruited a volunteer to assist staff in making the telephone calls. We have also referred to other programs including the Institute on Aging's Friendship Line and Senior Center without Walls. We are considering seeking a community-based provider for the telephone reassurance program through the RFP process.

- 5. Correspondence – None
- 6. Committee Reports:
 - a) Executive Committee – has not met.
 - b) Membership Committee – Rev. Tony Ubalde reported that Marilyn Manfredi has been appointed to fill the Solano District 2 vacancy, but was unable to attend the meeting today. Leanne Martinsen indicated that she had been in contact with Ms. Manfredi, and would arrange a date for new member orientation, and a time for the membership committee to interview her. Members with terms expiring in June 2014 should contact their supervisors regarding reappointment. Leanne Martinsen reported that Napa Board

members Tom McNicholas and Stephanie Bunch joined her at the Napa Board PICK event on April 30, and potential members that we met there had been invited to this meeting.

- c) Nominating Committee -- Rev. Tony Ubalde reported that the committee had met on May 15, and expressed appreciation for the service of the current officers. The committee recommended the following members, and they had agreed to be nominated for offices as listed below.

Chair	Carolyn Wrage
1 st Vice Chair	Stephen Murphy
2nd Vice Chair	Thomas McNicholas
Treasurer	Marty Kuehneman
Secretary	Tony Ubalde

They also recommended that as past Chair, Donald Bond would remain an Ex. Officio member of the Executive Committee, as this is in the bylaws. The elections will be held at the June meeting.

- d) Bylaws Committee – Edwin Warren was not present, but had sent word that the committee had met and would have a report at the next meeting.
- e) Marketing and Resources Committee – Larry Kromann reported on the committee, which met on May 15. The committee is working to develop a brochure/annual report that will be used in marketing to the community. He is recommending that this report be direct mailed to residents of Napa and Solano County. He reiterated that the objectives of the committee were to market the mission of the AAoA into the community, and the approach may be different in Napa County than in Solano. In terms of seeking additional funding, we should be looking to our current funders (Government and Foundations) to increase levels of support, and also seeking support from corporations to establish a more consistent level of support for the Agency and programs. There was discussion regarding the purchase of a mailing list and what funds might be available for this. There was also discussion regarding the number of services provided directly by the AAoA and the mix of Direct and Contracted service providers.

6. Executive Director Leanne Martinsen, Executive Director reported on recent AAoA Activity, including.

- The next Board Meeting will be on Tuesday 6/17/2014 at AAoA Conference Room.
- The next Advisory Council Meeting will be on Thursday 06/05/14 at the Napa Senior Center
- The Planning Estimate/Budget for next FY has been received, and a budget is due to CDA within 30 days.
- CDA has indicated that the contracts will be released within a week.
- CDA Site Monitor February.10-13, 2014, awaiting written report, but findings were relatively minor.
- CDA fiscal audit team will be on site June 2-6.
- Program monitoring site visits have been completed, and fiscal monitoring visits are being scheduled this month.

- The contract with Napa County for Medi-Cal Administrative Activities (MAA) requires regular screening of designated staff and all Board Members, and in order to do this, we are asking members to provide their Social Security numbers.
- Napa MSA awarded for StopFalls Napa Valley (SFNV) (\$70,000)
- St. Joseph's application for Healthy Minds-Healthy Aging (HM-HA) funding approved (\$50,000)
- Auction Napa Valley has invited a full application, due June 20, for funds to support SFNV & HM-HA
- Discussions with Stephan Betz regarding meeting to discuss supplemental funding from Solano County and Fall Prevention.
- AAoA representation at various Commission and Coalition meetings
- C4A budget request to restore state funding for senior programs will be heard in assembly and senate budget committees this month.
- Planning a short vacation and will be out of the office May 29-June 3.

Tom McNicholas reported that the Red Cross is planning for serving seniors during disasters, and this is an opportunity to work together. Larry Kromann commented on the forum that was held on Housing in Napa last month, and the importance of advocating for affordable and appropriate housing for older adults in our community.

Old Business:

1. Discussion of remote access for Board meetings is under consideration for future bylaws changes, and the new telephone system will have a speaker phone unit for the conference room.

Tabled Business: None.

New Business:

1. **A motion was made by JoAnn Busenbark, seconded by Carolyn Wrage to accept the Advisory Council's recommendations from the Program Monitoring committee, motion carried.**
2. **A motion was made by Carolyn Wrage, seconded by Marty Kuehneman to change the starting time of the June 17 meeting to 3:00, to allow staff and Board members to participate in the Solano Senior Poverty Summit which is being held that day in Suisun City from 9:00 am to 2:30 pm, motion carried.**

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 4:00 PM.

The next meeting will be on at **3:00** on June 17, 2014 at the AAoA Conference/Training room in Vallejo.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: _____