

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 August 19, 2014, 2:30 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	Marilyn Manfredi	Present
3	Donald Bond, Past Chair	Excused
4	Richard Lundin	Present
5	Michael Donnellan	Excused
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Present
At-Large	Stephen Murphy, Vice Chair	Excused

Napa County

Dist. 1	Carolyn Wrage, Chair	Present
2	Thomas McNicholas, Vice Chair	Excused
3	Stephanie Bunch	Present
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 Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Doug Hanson – CFO, Steve Rozensky -- Advisory Council Chair, Heather Stanton -- Applicant for Napa Co. District 1.

Public Comment: None.

Regular Business

- 1. Motion by Larry Kromann to approve the agenda for the August 19, 2014 meeting as presented, seconded by Marilyn Manfredi, motion carried.**
- 2. Motion by Marilyn Manfredi to approve the minutes for the July 15, 2014 meeting as presented, seconded by JoAnn Busenbark, motion carried.**
- Finance / Treasurer's Report:
 - a) Doug Hanson, CFO, presented the July 2014 financial reports that were included in the meeting packet. He explained that this report reflects only one month activity, and answered questions from the members. He also reported that the CDA has been delayed in processing reimbursements, and although we have submitted requests, we have not yet received payment for July or August, and this is a cash flow issue. **Motion by Larry Kromann to accept the July 2014 financial statements, seconded by Richard Lundin, motion carried.**
 - b) Doug Hanson presented the Fiscal Year 2013-1014 columnar Statement of Support-Revenue-Expenses that was included in the meeting packet, and answered questions from members. He explained that this report reflects financial activity for the year, and is used by the independent auditors. **Motion by Larry Kromann to accept the Statement of Support-Revenue-Expenses, seconded by Richard Lundin, motion carried.**

- c) Doug Hanson presented the Area Plan Financial Closeout Report for the period October 1, 2013 – June 30, 2014. This reflects the 9-month contract that CDA issued to coincide with the Federal fiscal year. This report was submitted to CDA on July 31, as required. He answered questions from members, including some about the source of matching funds. **Motion by Larry Kromann to accept the Area Plan Financial Closeout Report for the period October 1, 2013 – June 30, 2014, seconded by Marilyn Manfredi, motion carried.**
4. Advisory Council Report. Steve Rozensky reported that the Advisory Council had met on August 7, and that Heather Stanton will report on the Program Monitoring Committee report. Ms. Stanton referenced the Year-End service delivery report and the summary report from the committee, which were included in the meeting packet. There were three recommendations from the Advisory Council:
1. Recognize that most of our Contractors and Direct Services staff did work hard and did make an effort to turn around the numbers. However, when a service fails to meet goals, we believe it warrants an analysis to ensure funds are not being misused. We strongly recommend that Agency staff be directed to conduct this type of analysis and report back to the Program Monitoring Committee prior to the reduction of service goals in any future contract. This should be an ongoing practice.
 2. The Program Monitoring Subcommittee has recognized a large variance in unit cost between Napa and Solano in several areas. We ask that Agency staff be directed to provide an analysis of this to ensure we are being consistent in our monitoring.
 3. We strongly urge the Board to take into consideration for the future the repercussions of allowing a Contractor to receive 100% funding for only meeting 60% of their goals. We strongly feel was a bad precedent to set.
- Motion by Rev. Ubalde to accept the recommendations from the Advisory Council, seconded by Larry Kromann, motion carried.**
- Motion by Stephanie Bunch to direct staff to financial amounts to the five year comparison and bring this back to the program monitoring committee, seconded by JoAnn Busenbark, motion carried.** In the discussion that followed, it was recommended that Heather Stanton remain on the Program monitoring committee, as liaison from the Board of Directors. Steven Rozensky reported that the Triple A Council of California (TACC) meets quarterly in Sacramento, and as the Chair of the Advisory Council he represents this PSA. The meetings are very informative, and he brings back reports and information for the Advisory Council.
5. Correspondence – None.
6. Committee Reports:
- a) Executive Committee – Carolyn Wrage reported that the Board had met in executive session following the July 15 meeting, to discuss the Performance Evaluation for the Executive Director, and agreed to grant a 6.3% raise, effective July 1, 2014. There is a committee working to redesign the evaluation tool, and in the interim, Carolyn will meet with Leanne Martinsen to develop a plan of improvement based on the evaluation that has just been completed.

- b) Membership Committee – Rev. Tony Ubalde reported that the committee had met prior to the meeting and interviewed Heather Stanton and Laurence Koross, who have been nominated by the Napa County Board of Supervisors to fill the District 1 and District 4 positions.

Motion from the committee to accept the nomination/appointment of Heather Stanton to fill the position for Napa County District 1 to serve a two year term expiring on June 30, 2016, to accept the nomination/appointment of Laurence Koross to fill the position for Napa County District 4 to serve a two year term expiring on June 30, 2016, to accept the nomination/appointment of Larry Kromann to fill the position for Napa County District 5 to serve a two year term expiring on June 30, 2016, and to appoint Carolyn Wrage to fill the remaining “at large” position for Napa County to serve the remainder of a two year term expiring on June 30, 2015, motion carried.

Leanne Martinsen indicated that she would arrange a date for new member orientation.

- c) Bylaws Committee – Edwin Warren was not present to present the proposed changes. **Motion by Marilyn Manfredi to table the discussion of bylaws changes until a future meeting, seconded by James McCully, motion carried.**

- d) Marketing and Resources Committee – Larry Kromann reported that the committee was moving ahead on the brochure for the annual report. A draft copy was passed around. This is a marketing piece, and will be used initially to seek corporate funding/support, and in the future would be more widely distributed.

- e) Dr. Lundin gave a report on Legislative and Veterans issues. He highlighted the Welcome Home for Veterans of the Korean Conflict. He also touched on issues with the VA health system and Veterans Cemeteries. He noted that 13 of the California Senior Legislature (CSL) proposals are 2-year bills, and 33 bills that originated as CSL proposals have passed and have gone to the Governor for his signature (or veto). He also discussed the funding shortfall for the CSL, and the proposed legislation that would change the tax check-off for the CSL. He reported that the Advisory Council had taken up a collection to purchase an ad in the program for the CSL session in October, and if any Board Members wish to contribute, so that a larger ad could be purchased, they should contact Lauren Rolfe, who is our Senior Assembly member, and also a member of the Advisory Council. Larry Kromann reported that Calistoga Affordable Housing had received a grant to conduct a survey of seniors in Calistoga, and one of the findings was that 50% of the residents are military veterans or spouses.

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

- The next Advisory Council Meeting will be on Thursday 9/4/2014 at 2:30 pm, at the Napa Senior Center.
- The CDA Site Monitor February.10-13, 2014, report received, corrective action plan was submitted 7/31.

- The CDA fiscal audit team was on site for June 2-6, awaiting written report.
- The Provider contracts have been issued for 2014-15, most have been signed. We received notice of additional funds for nutrition, will be included in amendment 1 in Oct-Nov.
- Contract for Snap-Ed, grant through CDA, will provide funding for additional staffing to conduct specific outreach and education, beginning in July. Recruiting Health Educator for SNAP-Ed both counties, combined with Health Educator, MAA & MIPPA.
- Napa County will renew the contract to claim funds under MediCaid Administrative Activities (MAA) (outreach and application assistance) for some of our Napa programs.
 - A full-time Navigator has been hired to start in September and a part-time Health Educator position is posted.
- A full-time Navigator has been hired for the Healthy Minds-Healthy Aging program and to start in September and a part-time Health Educator position is posted.
- A new grant from St. Joseph's Wellness for HMAAP (\$50,000), contract signed for FY 2014-15, will provide for increased staffing, including the Navigator and Health Educator.
- We have responded to the Solano Community Foundation RFP for fall prevention in Solano County. We hope to establish a comprehensive fall prevention program in Solano County, working with the Solano Fall Prevention Partnership in Solano County to design an evidence based model.
- The Napa Guide has been updated with a "Napa" exchange telephone number for I&A in the guide. When the new phone system is activated, we intend to have it forwarded to the Drop-in Center, where it will be answered by a live person during regular hours. The Napa number will also be included in reprinting of AAoA brochure and other publications going forward. Napa Guide updated with a "Napa" # for I&A in the guide.
- Staff is developing an RFP for Napa Telephone Reassurance, and a copy of the proposed concept that was discussed with the Advisory Council was distributed for the Board to review and comment. The proposed RFP would include an option for a pilot program that would include an outcome evaluation component.
- There are currently four employment opportunities posted on the AAoA website.

Old Business: None

Tabled Business: None.

New Business:

1. .Action items were addressed earlier in the meeting, during the committee reports.

Information Items: For discussion

1. Schedule of Events (Copy attached).

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

Roundtable/Announcements: James McCully expressed approval for the salary increases that had been provided for AAoA staff, and that positions were being filled, so that we would have sufficient staff to carry out the work of the Agency. Marilyn Manfredi suggested that in the future, the Executive Director's report could be presented in written form and earlier in the meeting. Stephanie Bunch reported attending a meeting in Napa last month where State Assembly member Mariko Yamada spoke, and was pleased that the legislator recognized Leanne Martinsen represented the AAoA .

The meeting was adjourned at 4:15 PM.

The next meeting will be on at 2:30 on September 16, 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: _____