

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 19, 2015, 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	Excused
3	Vacant	
4	Richard Lundin	Present
5	Michael Donnellan	Present
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Excused
At-Large	Stephen Murphy, Vice Chair	Present

Napa County

Dist. 1	Heather Stanton	Present
2	Thomas McNicholas, Vice Chair	Present
3	Joice Beatty	Present
4	Vacant	
5	Larry Kromann	Present
At-Large	Jo Ann Busenbark	Excused
At-Large	Edwin Warren	Excused
At-Large	Carolyn Wrage, Chair	Present

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

Present: Leanne Martinsen – Executive Director, Jacquelin Bell – CFO, Teri Ruggiero -- Advisory Council member,.

Public Comment: None.

Regular Business

1. **Motion by Larry Kromann to approve the agenda for the May 19, 2015 meeting, as presented, seconded by Richard Lundin, motion carried.**
2. **Motion by Heather Stanton to approve the minutes for the March 17, 2015 meeting as presented, seconded by Richard Lundin, motion carried.** There was not a quorum for the April 21 meeting, so there were no minutes.
3. Finance / Treasurer's Report:
 - a) Jacquelin Bell, CFO, reviewed the March 2015 financial reports that were included in the meeting packet, as these were included with the April meeting agenda, when there was not a quorum. She noted that the Statement of Activities had been printed with two columns of the current month actual revenue and expense amounts, and the second column should have reflected the Year-To-Date amounts, as was indicated by the column heading.
 - b) Jacquelin Bell, CFO, distributed copies of the April 2015 financial reports, and explained that these were not available at the time that the meeting agenda packets were mailed, as the bank statements had not been received, so the month end reconciliation had not been completed. She stated that the revenues and expenses were on track, and answered questions from Board members. She also indicated that the current practice of cash basis accounting does not adjust the cash balance in the financial system as all

changes occur, including the outstanding checks. She is consulting with the CPA's about this, and recommendations to address this issue, which will be shared with the Finance Committee. Heather indicated that it would be helpful to be able to track the non-restricted funds and how they are being spent.

Motion by Heather Stanton to accept the financial statements, seconded by Michael Donellan, motion carried.

c) **Motion by Larry Kromann that the Finance committee should meet monthly, seconded by Heather Stanton, motion carried. Motion by Heather Stanton, to schedule a meeting of the Finance Committee on Monday, June 8 at 12:00 noon, seconded by Larry Kromann, motion carried.**

d) **Motion by Larry Kromann to remain with Grant Bennett Associates as the Audit Firm for the current year, and to postpone consideration of soliciting bids for an audit firm until after this transitional year, seconded by Thomas McNicholas, motion carried.**

4. Correspondence: none.

5. Advisory Council Report: Teri Ruggiero, chair of the Advisory Council program monitoring committee, reported that the committee had met on May 4, and discussed the report that had been approved by the Advisory Council at their regular meeting on May 7, that was included in the Board meeting packet. The committee reviewed the provider service delivery report through March 2015. She commented on the providers that had brought service levels up to what they should be at this point in the year. The committee did not have a chance to review the corrective action plan from Meals on Wheels of Solano County. Cathy Hall, Meals on Wheels Executive Director did come to the Advisory Council meeting this month, and discussed the program and efforts to increase the number of meals served, and the members were satisfied with what they heard then, but are concerned that the provider will not meet the goals set by the end of this fiscal year. No Board Action was requested at this time. There was a spirited discussion regarding the history of setting contract goals, and the consensus was that the Program Monitoring Committee should review the contract language. There was also a concern that the Solano Long-Term Care Ombudsman was not going to meet the service delivery goals in all categories this year. The program will not be under contract with Legal and Ombudsman Services of Northern California after June 30, and there is a transition plan in place that will hopefully place this program with a local community-based provider. Staff strongly recommends that the funding not be withheld, as the program needs all the resources to accomplish changes and not have any gap in services. It was noted that the critical service areas, including facility visits and consultations are on track to meet or exceed the established goals. **Motion by Laurence Koross to accept the recommendations from the Advisory Council Monitoring Subcommittee, seconded by Michael Donnellan, motion carried.**

6. Committee Reports:

- a) Executive Committee – Carolyn Wrage reported that the Executive Committee had not met since the last Board Meeting.
- b) Membership Committee – Rev. Tony Ubalde was not present to report on committee activities. Leanne Martinsen welcomed Joice Beatty, who has been appointed to fill the vacancy for Napa County District 3. She also indicated that she had been in touch with the clerks in both counties regarding the vacancies, and the terms expiring on June 30. Laurence Koross has resigned and Tom McNicholas has informed us that he will not be renewing for another term, so there will be vacancies in Napa District 2 & 4, and Solano District 3 is also vacant.
- c) Bylaws Committee – Edwin Warren not present to report on committee activities.
- d) Marketing and Resources Committee – Larry Kromann reported that the committee is recommending that (1) the Finance Committee be formed and empowered to receive from administration and staff an organizational financial statement that includes a separate accounting fund for each division, operation or service of AAoA. The accounting fund accounting should include its own chart of accounts, budgets and monthly progress towards the budget. It should have its own profit and loss statement. The Board should be appraised of those financial statements at least on a quarterly basis, but the finance committee should review the progress on a monthly basis. They are further recommending (2) that following the setup of the Finance Committee that the board review the efficiency and effectiveness of each fund, operation, or serviced and provide the Administration with a written report including identified areas of strengths and weaknesses for the administration to use as a basis for modifying our business plan for stronger efficiency and performance. (3) Following these procedures, the Marketing/Resources Committee will be able to begin its work on providing recommendations to the board regarding the type and manner of marketing not only for the AAoA, but also how the AAoA can strengthen the programs that we have partnered with. He discussed the need to market the concept or services, because we do not really have a product.
- e) Dr. Lundin shared information about the May Advisory Council meeting, which had already been discussed with the Program Monitoring Committee Report. He also reported that the Unions have raised \$13,000 for the Pathways Home in Yountville that serves veterans with PTSD and TBI. They are building housing for homeless veterans in Vacaville.

7. Executive Director Leanne Martinsen, Executive Director distributed a written report on recent AAoA Activity, and highlighted the following.

- Staff met with state and local Ombudsman staff regarding the transition of the Solano Ombudsman program. Received one response to a request for a Letter of Interest (LOI), and the State LTC Ombudsman will need to vet to insure that they have the capacity to sponsor this program before an RFP or contract is issued. The LTC Ombudsman program is required, so if a

community-based provider is not identified, the program would come back as a direct service of the AAoA. A transition plan is in place that covers the transfer of records, equipment, and also training local program staff to cover essential duties that have been done at the regional office level, and technical assistance will be provided by staff from the office of the State Long-Term Care Ombudsman.

- StopFalls Napa Valley did not receive Napa Master Settlement funds for FY 2015-16. We have been informed that 2014-15 is the last year we will be receiving funding from The California Wellness Foundation (have received \$50,000/year for 6 years = \$300,000), as they have established new funding priorities. We will be applying for Auction Napa Valley funds, and if additional funding is not secured, we will be scaling down this program in the next fiscal year.
- Partners In Care, the organization that we have a contract with for Chronic Disease Self-Management Education, is applying for funding for two more years, and also another grant that would allow us to train leaders to provide other evidence-based programs related to fall prevention in both counties: Matter of Balance and Home Meds. Our AAA was selected to be included in this grant because we have the infrastructure and have demonstrated the capacity to deliver evidence-based health promotion programs. This would be for next fiscal year.
- We have been asked to join the Healthy Solano Steering Committee, which is conducting an assessment of the Community Health System, using the same process that Napa County has used in the Live Healthy Napa County initiative.
- There will be a workshop on Elder Financial Abuse Awareness on Thursday at the AAoA Conference room. Panel members include representatives from Legal Services of Northern California (LSNC) and Housing Economics and Rights Advocates (HERA) and we hope to get feedback from attendees before scheduling additional presentations.

Old Business: None

Tabled Business: None.

New Business:

1. **Motion by Heather Stanton, to authorize the Board Chair to sign the transmittal letter for the 2015 update for the 2012-2016 Area Plan, seconded by Larry Kromann, motion carried.**
2. **Motion by James McCully, to accept the report of the Advisory Council Program Monitoring Committee presented at this meeting, seconded by Michael Donellan, motion carried.**
3. There were no additional recommendations from the Advisory Council.
4. Leanne Martinsen reported that she conducted a survey of other non-government, multi-county AAAs regarding their array of direct services and fundraising activities. A summary of the responses was included in the meeting packet.

5. Leanne Martinsen briefly discussed the Live Healthy Napa County Initiative, which has been led by the County Public Health Department, and involved representatives from all of the local hospitals. She has served on the steering committee since 2012, when the Community Health Assessment process began, and the group developed a Community Health Improvement Plan and a comprehensive Community Health Action Plan, with the AAOA designated as the lead agency on a number of goal areas.
6. Leanne Martinsen indicated that through her involvement on the Senior Coalition of Solano County, and specifically the Senior Poverty Working Group, has been requested to endorse a recommendation that Solano County hire a qualified agency/firm and/or individual contractor to recruit volunteers and connect them to volunteer activities.

Information Items: For discussion

1. Schedule of Events (Copy attached).

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

Roundtable Announcements:

Teri Ruggiero reported on the IHSS Caregiver Conference and the Network of Care for Seniors and Persons with Disabilities website launch. Larry Kromann reported that Calistoga Affordable Housing is getting building permits to build in St. Helena. Heather Stanton reported that the Napa Commission on Aging had made a report on the Napa Caregiver Permit Ordinance to the Napa County Board of Supervisors. She is also on the Stakeholder Advisory Committee for Napa County Mental Health, and they are concerned that older adults services receive an adequate share of funding. The Living Legacy award ceremony is happening this afternoon, and Advisory Council member Suzanne Blakeley is being honored.

The meeting was adjourned at 4:25 PM.

The next meeting will be on at 2:30 on June 16 at Napa City-County Library.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: June 16, 2015