

Area Agency on Aging Serving Napa and Solano
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Minutes of Board Meeting: Tuesday, July 21, 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
	Marilyn Manfredi	Present
2	Vacant	
3	Richard Lundin	Excused
4	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	Vacant	
3	Joice Beatty	Present
4	Vacant	
5	Larry Kromann	Present
At-Large	Jo Ann Busenbark	Present
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.

Public Comment: None.

Regular Business

1. **Motion by Marilyn Manfredi to approve the agenda for the July 21, 2015 meeting, as presented, seconded by Stephen Murphy, motion carried.**

2. **Motion by Larry Kromann to approve the minutes for the June 16, 2015 meeting as presented, seconded by Michael Donnellan, motion carried.**

3. Finance / Treasurer's Report:

a) Jacquelin Bell, CFO, explained that the June financial reports are not available, as this is the last month of the fiscal year, and the books remain open in preparation for the year-end close-out. She indicated that things were on track, and the process of reconciliation is ongoing, so there will be a year-end financial report for the Board at the next meeting.

b) Jacquelin Bell, CFO, reviewed the Area Plan Budget, noting that it was very similar to the Area Plan Budget for the last year. In response to questions, Jacquelin responded that she would research and report back regarding the source of in-kind funds. **Motion by Heather Stanton to accept the initial Area Plan Budget for Fiscal Year 2015-16, as submitted to the California Department of Aging, seconded by Marilyn Manfredi, motion carried.**

4. Correspondence: none.

5. Advisory Council Report: The Advisory Council did not meet during July, and there were no recommendations to report.

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 indicated that she had been in touch with the clerks in both counties regarding the vacancies, and there are vacancies in Napa District 2 & 4, and Solano District 3 is also vacant.
- c) Nominating Committee -- Rev. Tony Ubalde was not present to report on committee activities. After some discussion, regarding the vice-chair position that is vacant, since Thomas McNicholas left the Board at the end of his term, Heather Stanton volunteered, and Carolyn Wrage appointed her to serve the remainder of the term as Vice chair that expires in June 2016.
- d) Bylaws Committee – Edwin Warren not present to report on committee activities.
- e) Marketing and Resources Committee – Larry Kromann reported that the committee has not met, and will resume meeting with the Finance Committee.
- f) Dr. Lundin was not present to report on legislative and veterans issues.

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

- Provider Contracts for 2015-16 have been issued, waiting for 3 to be returned.
- The State LTC Ombudsman has recommended that the AAoA be the Host agency for the Solano Long-Term Care Ombudsman for FY 2015-16. The transition plan is in place, and we are working with the Solano LTCO to move forward on the arrangements.
- StopFalls Napa Valley staffing has been reduced, due to funding reductions, and services continue while we seek additional funding sources.
- Have transitioned Napa Caregiver Permit Application Processing duties to staff member working at Napa office on Main St. effective July 1.
- 2 staff members are now certified as leaders for CDSMP (Diabetes) and are also master trainers for CDSMP (General and Chronic Pain). They are scheduled to be trained as T-Trainers next month, which means that they will be able to train master trainers.
- 1 staff member is being trained in Teepa Snow's "Positive Approach to Care" (PAC), and will be able to provide specialized training for caregivers dealing with dementia.
- There is a potential funding stream with staff that are certified trainers in various programs. The sessions are generally expected to be provided without charge to community-dwelling older adults and caregivers, but we should be able to set up a fee schedule for organizations like home care agencies or find sponsors to subsidize training events in the community.
- Invitation from the SCAN Health Plan to apply for a community benefit grant in support of direct services. Requested \$15,000 to establish an Emergency Assistance Fund that can be accessed by Care Managers for clients with needs that cannot be covered by other program funds.

- Discussion at the California Association of Area Agencies on Aging (C4A), regarding one possible source of ongoing funding for senior service programs has included the possibility of supporting a Marijuana initiative, if it is designed so that an adequate proportion of the proceeds would be designated for community-based programs for older adults.
- Notice regarding training workshop in Napa County for members of committees, commissions and advisory boards. This training will satisfy AB1234 Ethics Training, which can also be satisfied by the online training at the Fair Political Practices Commission website.

Old Business: James McCully expressed concerns regarding the action taken at the June meeting regarding provider contract language. JoAnn Busenbark noted that several Board members were not present at the June meeting when the provider contract language changes were approved (If Contractor shall fail to deliver the service units agreed upon in this contract by the end date of this contract, a percentage of the total funding equal to the percentage of the undelivered units may be subtracted from the total contracted amount.), and this language did not address the concerns of the Advisory Council's monitoring committee regarding as to measures that should be taken during the contract year, if a provider is falling behind the contract goals. There was also a request that information regarding the performance of other grant-funded programs (other than Older Americans Act funded) be reviewed by the Program Monitoring Committee. Leanne Martinsen indicated that each funding organization negotiates "deliverables", and has different reporting requirements for grant awards. After some spirited discussion, these items, including the matter of how to deal with underperforming providers, will be placed on the agenda for the next Board meeting.

Tabled Business: None.

New Business:

1. **Motion by Heather Stanton, to accept the Supervisorial nominations and extend the membership of "at large" members: Joice Beatty, JoAnn Busenbark, Carolyn Wrage, Richard Lundin, Michael Donnellan, and Stephen Murphy, through June 30, 2017, seconded by Marilyn Manfredi, motion carried.**
2. **Motion by Heather Stanton, to accept the personnel policy changes regarding sick leave benefits and health insurance, seconded by JoAnn Busenbark, motion carried.** Leanne Martinsen indicated that these changes were made to comply with new State Law and the Affordable Care Act.
3. **Motion by Heather Stanton, to cancel the regular August Board meeting, seconded by JoAnn Busenbark, motion carried.**
4. **Motion by Heather Stanton, to continue alternating the Board meeting locations between Vallejo and Napa, and authorized Leanne Martinsen to secure meeting space at Napa H&HS Comprehensive Services for Older Adults (650 Imperial Way), seconded by JoAnn Busenbark, motion carried.**
5. Leanne Martinsen briefly discussed the Program Monitoring Guidelines (for staff) that are in place, and were included in the Board agenda packet for information.

Information Items: For discussion

1. Schedule of Events (Copy attached).

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

Roundtable Announcements:

JoAnn Busenbark recommended the book Being Mortal.

Larry Kromann reported that Eliot Hurwitz at the Calistoga Institute had received a grant to coordinate services. More information is needed about this.

The meeting was adjourned at 4:00 PM.

The next meeting will be on at 2:30 on September 15, 2015 in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: September 15, 2015