



**Board of Director's Meeting -- Tuesday, September 15, 2015 -- 2:30 PM  
Area Agency on Aging Serving Napa and Solano**

**NEW LOCATION**

**Comprehensive Services for Older Adults (CSOA) Main Conference Room  
650 Imperial Way, 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 Advisory Council and/or 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**

Carolyn Wrage, Board Chair 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 Advisory Council and Board of Directors. The Board and Council 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 Council 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.*

**Regular Business**

1. Review / Amend / Approve Agenda for the September 15, 2015 meeting.
2. Review / Amend / Approve Minutes of July 21, 2015 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
  - a. Report on scheduled September 11 Finance Committee meeting.
  - b. July 2015 Financial reports (copy attached). Recommended Action: to accept reports.

- c. Area Plan Budget, Revision 1 for 2015-16 submitted to CDA. (Enclosure #1)  
Recommended Action: to accept budget.
  - d. Area Plan Contract Financial Closeout Report for FY 2014-15 approved by CDA 8/14/2015, (Enclosure #2) Recommended Action: to accept report.
  - e. Year-End consolidated/columnar report for FY 2014-15, prepared for auditors (Enclosure #3) Informational.
4. Correspondence: None
  5. Advisory Council Report and Recommendations: The Advisory Council met on September 3, 2015. (Copy of the minutes from the August 6, 2015 meeting is attached) Chair Steven Rozensky is unable to attend. In his absence, Teri Ruggiero may present information on Council activity and report on the Program Monitoring Committee recommendations. (Copy of the Advisory Council Program Monitoring Committee summary report is attached.)
  6. Board Committee Reports
    - a) Executive Committee – Chairman Carolyn Wrage may report on any Executive Committee activity.
    - b) Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Current vacancies in Napa County (Districts 2 and 4) and Solano County (District 3) have been posted.
    - c) Bylaws Committee – Edwin Warren will report on Bylaws Committee activity, and may make recommendations to update Board Bylaws.
    - d) Marketing and Resources Committee – Larry Kromann will report on any committee activity.
    - e) Legislative and Veterans Issues report from Dr. Richard Lundin.
  7. Executive Director Leanne Martinsen will present a report on recent AAoA Activity.

**Old Business:**

1. Revisit current contract language, policies and procedures and other issues related to service provider performance.

**Tabled Business:** None.

**New Business:**

1. Action Item: Action Item: The Board may accept the Advisory Council's recommendations regarding Program Monitoring.
2. Action Item: The Board may accept any other recommendations from the Advisory Council.
3. Action Item: (See Old Business). Recommended Action: Determine any policy changes that are needed and direct staff to implement.

Information Items: For discussion

Schedule of Events (Copy attached).

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

Adjournment.

The next Advisory Council meeting will be on Thursday October 1, 2015 at 1:00 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.

The next Board of Directors meeting will be on Tuesday October 20, 2015 at 2:30 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.