



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

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 December 15, 2015 meeting.
2. Review / Amend / Approve Minutes of October 20, 2015 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
 - a. Report on December 7, 2015 Finance Committee meeting.
 - b. October 2015 Financial reports (copy attached). Recommended Action: to accept reports.
 - c. Follow up on banking options.
4. Correspondence: None

5. Advisory Council Report and Recommendations: The Advisory Council met on December 3, 2015. (Copy of the minutes from the November 5, 2015 meeting is attached) Advisory Council Chair Steven Rozensky may present information on Council activity. Program Monitoring Subcommittee Chair Teri Ruggiero may report on the November Committee meeting when the First Quarter (July-September 2015) service delivery reports were reviewed.
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) have been posted (copy of notice attached). Robert Panush has been nominated as the Solano County, District 3. A copy of his application to Solano County, and the appointment letter is also attached.
 - c) Bylaws Committee – Edwin Warren will report on Bylaws Committee activity, and may make recommendations to update the AAoA Board Bylaws or Code of Conduct.
 - 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. Discussion regarding current AAoA organizational structure, human resources and plans for capacity building. Develop recommendations to provide management team with additional options to increase effectiveness and efficiency in administration of programs and services.

Tabled Business: None.

New Business:

1. Action Item: The Board may accept any recommendations from the Advisory Council.
2. Action Item: The Board may accept the appointment of Robert Panush to fill the vacant position for District 3 in Solano County.
3. Action Item: The Board may vote to recommend changes to the AAoA Code of Conduct.
4. Action Item: The Board may vote to modify &/or accept the meeting schedule for 2016 (copy attached).

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 January 7, 2016, at 1:00 pm at the Comprehensive Services for Older Adults (CSOA) Main Conference Room, 650 Imperial Way, Napa, CA 94559.

The next Board of Directors meeting will be on Tuesday January 19, 2016, at 2:30 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.