

## 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, January 19, 2016, 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	Robert Panush	Present
4	Richard Lundin	Present
5	Michael Donnellan	Present
At-Large	James McCully	Present
At-Large	Rev. Dr. Tony Ubalde, Secretary	Present
At-Large	Stephen Murphy, Vice Chair	Present

### **Napa County**

Dist. 1	Heather Stanton	Present
2	Vacant	
3	Joice Beatty	Excused
4	Vacant	
5	Larry Kromann	Present
At-Large	Jo Ann Busenbark	Present
At-Large	Carolyn Wrage, Chair	Present
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, Jacquelin Bell – CFO, John Lord -- Coordinator, Solano Long-Term Care Ombudsman; Joseph Rodriguez, California Long-Term Care Ombudsman.

Public Comment: None.

### **Special Guest: Joseph Rodrigues, California Long-Term Care Ombudsman**

Mr. Rodrigues indicated his appreciation for the AAoA in supporting the long-term care ombudsman programs, and shared some concerns related to our local Long Term Care Ombudsman programs. With the transition of the Solano program from a contract provider, to a direct service of the AAoA this year, he indicated that the current arrangement has provided the program with stability and an opportunity to serve the residents in nursing homes and residential care facilities for the elderly. He discussed the role of the Long-term Care Ombudsman in investigating elder abuse complaints, and having a regular presence in the licensed facilities to establish report with residents and staff. He indicated that a number of programs across the state had transitioned in recent years, and how his office assisted to ensure that host agencies had sufficient capacity to provide the required services. He also indicated that the general increase this year had restored the programs to the 2008 funding level, and there was also an allocation of "One-time-Only". He indicated that when the funds were cut, the number of staff and volunteers was reduced significantly, and the number of complaints reported also fell off. He answered questions from Board members. John Lord also provided information about the services provided in Solano County.

## Regular Business

1. **Motion by Stephen Murphy to approve the agenda for the January 19, 2016 Board meeting, as presented, seconded by Heather Stanton, motion carried.**
2. **Motion by James McCully, to approve the minutes for the December 15 2015 meeting as presented, seconded by Marilyn Manfredi, motion carried, with Rev. Ubalde abstaining.**
3. Finance / Treasurer's Report:
  - a) Jacquelin Bell, CFO reviewed the December Financial reports that were included in the meeting packet. She explained that on the Balance Sheet Statement, the "Due From" and "Due To" lines are a way of measuring the financial activity for the organization, and that Fund 3 includes the CDA-related funding, and Fund 1 includes all other grants and revenue sources. The report reflects that our assets exceed liabilities. The Income Statement reflects the first six months, or half of the fiscal year, and the revenue and expenses are on track. In response to a question, she explained in-kind revenue included such things as the value of space (rent) and volunteer time. **Motion by JoAnn Busenbark, to accept the December Financial report, seconded by Larry Kromann, motion carried.**
  - b) Larry Kromann reported on the Finance Committee meeting of January 12. The Committee reviewed overall operations and cash flow, which is currently sufficient. He noted that the Financial reports in the Board packet don't provide line-item details, but that CFO provides more detailed reports for the committee to review. He noted that the income in some funds was less than budgeted, and some expenses were over and others under the year-to-date budget amounts. He indicated that in some cases this is because the AAoA received less than anticipated income and adjusted expenses in those line items, and in other cases income and or expenses were reclassified. The committee also discussed addressing housing needs, as this has been reported in the HAPI needs assessment survey. One suggestion was to analyze the StopFalls program to see if and how the program might be used not only to increase safe and healthy senior housing, but also as a way to work on the challenge of the lack of housing. It was also suggested that the program might be a source of new revenue by partnering with hospitals and other health care providers in an effort to reduce health care expenses from senior falls, and provide a more sustainable income source for program operations as well as to increase the capacity to serve more seniors. Another suggestion was to investigate whether the program should remain as a direct service of the AAoA or become a separate 501 (c) 3, and whether this would have an impact on AAoA operations. In response to the shortage of affordable housing, and the lack of funds to develop new housing, Napa County has started a shared housing program, and the AAoA may be able to advocate for this to meet the needs of individual seniors. There was discussion regarding the various housing committees and task forces that have been working on these issues.

**Motion by Heather Stanton, to place an item on the agenda for the next meeting to discuss how the Area Agency on Aging could expand affordable housing for seniors, seconded by Stephen Murphy, motion carried.**

There was discussion regarding Calistoga Affordable Housing (CAH) and StopFalls Napa Valley, and JoAnn Busenbark questioned whether there is a potential conflict of interest, as Larry Kromann is the Director of CAH. Heather Stanton stated that as SFNV program is grant funded, she is concerned about the perception of the funder and the public. Leanne Martinsen indicated that clarification will be provided and reported at the next meeting.

4. Correspondence: none.
5. Advisory Council Report: Leanne Martinsen indicated that there are no formal recommendations, and that the Advisory Council met on January 7, 2016, and had a presentation from Drene Johnson about the Senior Nutrition and other services provided by Community Action Napa Valley. Arnold Koenig is a new Council member from Napa. A copy of the most current service delivery report was enclosed, reflecting services delivered from July 1 through November 30, 2015. The next meeting of the Program monitoring committee is scheduled on February 1, when they will review the second quarter provider service delivery reports (through December 31, 2015) prior to the February 4 Advisory Council meeting. Teri Ruggiero will bring recommendations approved by the Advisory Council will come to the Board at the February 16 Board Meeting.
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 commented that it was good to have the Solano County Board positions filled, and Leanne Martinsen noted that with the resignation of Edwin Warren, there are now three vacancies for Napa members.
  - c) Area Plan Workgroup – Leanne Martinsen reported that with the assistance of Harriett Dietz Emerson, who has been retained on a consultant basis, the Area Plan Work Group has been established, and the work group includes three Board Members; Heather Stanton, Larry Kromann and Marilyn Manfredi. Heather Stanton commented on the good work of Jason Curletto in preparing a report on service delivery in the Family Caregiver Support Program. She indicated that as the workgroup was considering setting priorities for future funding, they decided to meet separately for Napa and Solano Counties, as the needs and issues are different, and the whole group would meet as a whole to come up with recommendations on the allocations.
  - d) Housing Concerns. This item was placed on the agenda as requested at the last meeting. This matter also was brought up earlier in the meeting under the report from the Finance Committee There was additional discussion about whether we should focus on advocacy or other aspects of housing, and how best to educate members about the current status of senior housing. It was

suggested that Larry write a report to share with the members about the current status of senior housing issues, and his thoughts about how the AAoA can impact the situation. After reviewing the information, the members could decide whether to invite someone from each county to also provide an informative presentation and set aside a time at the next meeting for the Board to delve deeper into the issues of senior housing needs in each county.

- e) Bylaws Committee Carolyn Wrage indicated that Stephen Murphy had agreed to serve as chair of the Bylaws committee.
- f) Legislative and Veterans Issues Dr. Lundin reported on the status of renovations at the Pathways facility at the Veterans home in Yountville. The work is supported with funds from the community, and the trade unions are helping to prepare the facility for the next class of veterans in the spring. This residential program serves veterans with TBI & PTSD. There is also a center in Fairfield serving homeless veterans. He also reported that there is an organization that provides reports about abuse in nursing homes. Leanne Martinsen added that this organization, California Association for Nursing Home Reform (CANHR), is an advocacy organization, and has sponsored legislation to improve care in nursing and residential care facilities for the elderly.

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

- Providing various evidence-based health promotion programs, including Healthier Living Chronic Disease Self Management workshops, Tai-Chi Moving for Better Balance, Stepping On, A Matter of Balance and Eat Smart-Live Strong. Flyers are available with more information about dates and locations.
- Met with group facilitated by Solano Co. Family Justice Center regarding a funding opportunity for Elder Abuse Prevention.
- Meeting scheduled with Solano Co. D.A. to discuss re-establishing Solano FAST (Financial Abuse Specialist Team).
- AAoA representation at various events, Commission and Coalition meetings

Old Business: None.

Tabled Business: None.

New Business:

1. The Chair appointed Stephen Murphy to chair the Bylaws committee.
2. Leanne Martinsen indicated that the Organizational Chart included in the meeting packet reflected the current staff in Administration as well as the programs provided as direct services of the AAoA.

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

Roundtable Announcements: Larry Kromann indicated that the City of Calistoga had voted to approve a 30 unit senior housing development in Calistoga. Calistoga Affordable Housing is working to get services for seniors provided on site.

The meeting was adjourned at 4:20 PM.

The next meeting will be on at 2:30 on February 16 at CSOA, 650 Imperial Way in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by \_\_\_\_\_, Secretary to the Board

Date: February 16, 2016