



Board of Director's Meeting -- Tuesday, February 16, 2016 -- 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 February 16, 2016 meeting.
2. Review / Amend / Approve Minutes of January 19, 2016 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
 - a. January 2016 Financial reports (copy attached). Recommended Action: to accept reports.
4. Correspondence: None

5. Advisory Council Report and Recommendations: The Advisory Council met on February 4, 2016. (Copy of the minutes from the January 7, 2016 meeting is attached) Advisory Council Chair Steven Rozensky may present information on Council activity. Program Monitoring Subcommittee Chair Teri Ruggiero may report on the February 1, 2016, committee meeting when the Second Quarter (July-December 2015) service delivery reports were reviewed. A copy of the service delivery report and Advisory Council Recommendations is enclosed.
6. Board Committee and Work Group Reports
 - a) Executive Committee – Chairman Carolyn Wrage may report on any Executive Committee activity.
 - b) Ad Hoc Committee – established to review relationship between StopFalls Napa Valley, a direct service program of the Area Agency on Aging and Calistoga Affordable Housing. Recommendations are included in New Business Action Items.
 - c) Area Plan Working Group – Members may provide updates. We anticipate recommendations coming to the Board in March that will be incorporated into the Area Plan for 2016-2020, due to the California Department of Aging on May 1, 2016.
 - d) Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Current vacancies are in Napa County (Districts 2 and 4, and at large).
 - e) Legislative and Veterans Issues report from Dr. Richard Lundin.
7. Executive Director Leanne Martinsen will present a report on recent AAoA Activity. If time permits, she will share information about the ‘Nonprofit Overhead Project’, a special presentation that was made to the Napa Valley Coalition of Nonprofit agencies in January (copy of announcement attached). This is a timely topic as the Board will be reviewing the report of the independent auditors and considering the future direction and growth for the AAoA in the coming months.

Old Business:

1. None.

Tabled Business: None.

New Business:

1. Action Item: The Board may accept any recommendations from the Advisory Council.

2. Action Item: Resolution re: authorizing Leanne Martinsen, Executive Director to sign contract SP-1516-28 and all amendments with the California Department of Aging (CDA) for the period of October 1 2015 through September 30, 2016. This is the SNAP-Ed contract. This is the second year of funding (the award amount is \$25,367) to provide nutrition education activities (aligned with the current Dietary Guidelines for Americans), using evidence-based approaches at designated congregate nutrition sites, and to promote participation of older adults in the Supplemental Nutrition Assistance Program.
3. Action Item: The Board may adopt the following recommendation from the ad hoc committee. In the future all contracts whether they be initial, amended or seeking renewal for which the approval of the Board of Directors is sought be brought in writing to the Board for review prior to approval.
4. Action Item: The Board may adopt the following recommendation from the ad hoc committee. All grant application should also be brought in writing to the Board for approval prior to being submitted to any Grantors.
5. Action Item: The Board may adopt the following recommendation from the ad hoc committee. All relationships of Board members to any contractors or their vendors should be disclosed prior to any action by the Board of Directors.
6. Information/Action Item: The Board may consider how the Area Agency on Aging could expand affordable housing for seniors. Information on Napa County Housing issues (provided by Larry Kromann), and Summary of Housing Status in Solano County (compiled by Jacquelin Bell) (copies attached) may serve as a basis for this discussion and future direction. Additional information compiled by Harriett Dietz will also be available for distribution at the meeting.

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 March 3, 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 March 15, 2016, at 2:30 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo.