

Area Agency on Aging Serving Napa and Solano
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Minutes of Board Meeting: Tuesday, March 15, 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

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| Dist.1 | Marty Kuehneman, Treasurer | Present |
| 2 | Marilyn Manfredi | Present |
| 3 | Robert Panush | Excused |
| 4 | Richard Lundin | Present |
| 5 | Michael Donnellan | Present |
| At-Large | James McCully | Excused |
| At-Large | Rev. Dr. Tony Ubalde, Secretary | Excused |
| At-Large | Stephen Murphy, Vice Chair | Present |

Napa County

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| 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 2:35 PM by Chair Carolyn Wrage. A quorum was present. Present: Leanne Martinsen – Executive Director, Jacquelin Bell – CFO, Teri Ruggiero – Advisory Council member, Arnold Koenig -- Advisory Council member.

Public Comment: None.

Regular Business

1. **Motion by Heather Stanton to approve the agenda for the March 15, 2016 Board meeting, as presented, seconded by Larry Kromann, motion carried.**
2. **Motion by Marilyn Manfredi, to approve the minutes for the February 16, 2016 meeting as presented, seconded by Heather Stanton, motion carried.** Stephen Murphy asked a question regarding item #3 under new business (Board approval of contracts), and whether that might be a concern of micro-management when the organization was audited for procedures. In the discussion that followed, Leanne Martinsen indicated that Board minutes were reviewed by the California Department of Aging (CDA) during the periodic site visits, as well as annually by the independent auditors.
3. Finance / Treasurer’s Report:
 - a) Jacquelin Bell, CFO reviewed the February Financial reports that were included in the meeting packet. She explained that the cash position that was reflected in the ledger system did not reflect the deposit of about \$290,000 that was made. She also indicated that there had been some delays in requesting and receiving reimbursement from CDA, but that cash flow has been adequate to meet the needs of the organization. The Income Statement reflects the first eight months of the fiscal year, and the revenue and expenses are on track. She reported that the independent auditors are still working on some pending items from the prior year audit, and they should be completed for presentation at the May Board meeting. **Motion by Marilyn Manfredi, to accept the February 2016 Financial report, seconded by Heather Stanton, motion carried.**

b) Larry Kromann reported on the Finance Committee meeting of March 14. The Finance Committee noted the (\$22,031) cash in bank as well as the \$303,249 decrease in anticipated revenue through Feb. 29. The CFO provided documentation showing that this was an end of month timing issue with a large deposit being made to the cash in bank that was more than the noted revenue decrease. The committee inquired regarding this timing issue. The CFO reported that there were several reasons for the timing situation that included late billing information from service providers as well as late AAoA billing processing to the State/Federal funding sources. The committee discussed possible solutions that included additional accounting staff, streamlining the financial data and service agency's systems. Also discussed investigating the possibility that there may be a difference between county oriented AAoAs and non profit AAoA regarding economies of scale regarding support staff and the growing amount of reporting and financial record keeping being required by AAoAs and the very low overhead costs ratio requirement of governmental contracts. Leanne stated that the 2016 budget was prepared using the new 10% Administration/overhead threshold instead of the former 8% for Older Americans Act funded programs. Also, some of the direct services that are supported with grants from foundations and Counties have higher indirect rate such up to 15%. As part of the overhead discussion, the Committee reviewed documentation regarding one of the Direct services (Stopfalls) budget and year to date finances. The StopFalls overhead cost by AAoA are being covered by a 15% indirect rate on the grant. Soft costs or "indirect" costs such as insurance, accounting/auditing, administration expense is being charge to StopFalls and therefore is assisting in reducing the overall overhead expenses of the entire AAoA operation. These financial items are important to overall operation of AAoA as it does document that the operation of this direct service is providing some additional income to the overall AAoA operations. There still remains the question of the amount of time and energy administration and staff are expending that might be contributing to the overtaxing of the organization. his question was also discussed by the Committee using the Marketing/Resources viewpoint rather than the Financial viewpoint.

Several months ago, the Marketing/Resources Committee joined forces with the Finance Committee to learn about how AAoA operated in an effort to provide recommendations regarding a more effective and efficient operation. The Marketing/Resources Committee overall objective is to assist AAoA with strategies of reducing overhead expense and finding additional finances from old and new funding sources. Over the past several months, the combined Committees have learned a lot about how AAoA operates, where and how it obtains funding, and some of the rules and regulations regarding funding and expensing of the funds AAoA receives. There have also been other actions/activities within Napa/Solano regarding County and senior oriented service agencies that have opened up new opportunities for AAoA as well as provided new and/or stronger existing collaborates. In Napa County, the HAPI senior survey and resulting actions following the survey has provided new energy and added progress for AAoA and service providers. Napa County leadership has increased its ties to senior service agencies and this has aided AAoA in its work. Work in Solano County has also benefited from new county personnel and revised AAoA operations. The Committee would like to note the work of the Advisory's Monitoring sub-committee as well as

the work of Jason Curletto for his excellent information and trends reports. The work of Terry Ann Steffen in providing corrective plans and follow up with those agencies that are deficient in their contractual goals is not only appreciated but gives the Marketing/Resource Committee some positive tangible data in marketing planning. Also, the work of the Planning Group has also provided the Committee with new marketing opportunities as well as new funding resources. One of those opportunities involves StopFalls. StopFalls provides an opportunity for AAoA to provide leadership and funding to help meet some of the senior housing issues. By working on the current #1 senior issue in both counties, AAoA has a marketing opportunity as well as open new doors for additional funding. The Committee is studying and making plans to increase the impact of StopFalls and also as the vehicle to approach foundations and corporations regarding additional funding. The Committee is purposing that it continue its collaborative work with AAoAs leadership in a planning and supporting role with the approval of the board and staff for any actions or activities the Committee wishes to be involved in. Ex. of support might involve Committee/board members in funding requests from foundations/ corporations as well networking with potential funding sources.

4. Correspondence: None
5. Advisory Council Report: Teri Ruggiero reported that at the March 3 meeting, the Advisory Council meeting they had a presentation from Collabria Care (formerly Napa Valley Hospice and Adult Day Services), and discussed the recommendations from the Area Plan Working Group. She stated that the Program Monitoring Subcommittee had met on February 29, and the Advisory Council had approved the committee recommendations, which were included in the Board meeting agenda packet. She summarized that all contract providers are currently in compliance with the established service goals. The Corrective Action Plan submitted for Napa Information and Assistance and Solano Outreach (both Direct Services of the AAoA) was accepted, and the committee will continue to monitor the progress of these services. The committee also reviewed the contract revisions that increased funding levels with the One-Time-Only funds, and the related adjustments to service goals. She noted that even with the increased service delivery goals, the providers were at or above where they should be at the end of January. The next scheduled committee meeting will be on May 2, when the third quarter provider reports will be reviewed. The committee recommended acceptance of these actions taken by staff.
Motion by Heather Stanton to approve the report of the Advisory Council Program Monitoring Committee, seconded by Marilyn Manfredi, motion carried.
6. Board Committee and Work Groups 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. There are now three vacancies for Napa members.

- c) Area Plan Workgroup –Harriett Dietz Emerson provided an update on the activities of the work group, the area plan process, and summary reports of the needs assessment surveys. Public Hearings and Community Forums have been scheduled to provide public comment and input on these recommendations. (March 17 in Vacaville, March 23 in St. Helena, March 28 in Rio Vista, March 29 in Napa, and April 11 in Fairfield.) She presented the following Action Item to Approve FY 2016 – 2020 Area Plan Recommendations for Community Input:

Napa County Priorities for FY 2016 – 2020

- Enhance the AAOA’s community-based care and support system.
- The AAOA should actively pursue and conduct efforts to provide for affordable housing and to allow older adults to remain in their homes through adequate supportive services and home modifications

Napa County Method of Delivery of Title IIIB Supportive Services

The Working Group recommends that three services including (1) Information & Assistance, (2) Case Management, and (3) Caregiver Registry, now provided by AAOA staff, be contracted out to a local provider in Napa County. Funding for three other services now provided by AAOA staff - Outreach, Public Information and Community Education - should be re-allocated to the contract for Information & Assistance for community outreach activities.

Current (FY 2015 – 2016) funding amounts for the affected services include:

- Case management - \$20,182
- Information and Assistance - \$53,059
- Caregiver Registry - \$5,796
- Outreach - \$7,646
- Public Information - \$1,050
- Community Education - \$1,050

Potential contractors will be given the opportunity to collaborate with and potentially co-locate with the Napa County Comprehensive Services for Older Adults.

Solano County Priorities for FY 2016 – 2020

- Explore strategies to increase access to dental care for older adults. One strategy is to encourage future events by the California Dental Association in Solano County to provide free dental services to low-income residents

Solano County Allocation of funding under Title IIIB Supportive Services

- Transfer 6% of the funding allocated to Solano County for Information and Assistance to Case Management.

Motion by Heather Stanton to approve the FY 2016 – 2020 Area Plan Recommendations for Community Input, seconded by Marilyn Manfredi, motion carried.

- d) Housing Concerns. Leanne Martinsen indicated that the Napa County Housing Summit is being planned by the Healthy Aging Population Initiative (HAPI) Coalition, the Live Healthy Napa County (LHNC) group, and she will keep the Board informed when there is more information to share. JoAnn Busenbark stated that the Napa City Council will be considering housing issues, including increasing developers fees to support affordable housing at the City Council meeting this evening.
 - e) Legislative and Veterans Issues Dr. Lundin reported on the 50th anniversary of the Viet Nam war, and the status of the Pathways facility at the Veterans home in Yountville, which is undergoing some changes.
7. Executive Director Leanne Martinsen, Executive Director distributed a written report on recent AAoA Activity, and highlighted the following.
- CDA will release Area Plan Budget Display (Planning Estimate) and Contract for 2016-17 in early April. The initial Area Plan and Budget are due to CDA on May 1.
 - Taping a Seniors Today show on Vallejo Cable Access TV to air in the next month.

Old Business: None.

Tabled Business: None.

New Business:

1. Action Item: Board may vote to accept the recommendations of the Advisory Council regarding Program Monitoring – N/A.
2. Action Item: Board may vote to accept the recommendations of the Advisory Council regarding the Area Plan priorities and goals – N/A.
3. **Motion by JoAnn Busenbark, to authorize Executive Director to submit grant application for Napa Master Settlement Funds to support StopFalls Napa Valley program seconded by Heather Stanton, motion carried.** Requesting \$75,000 per year for three years, application due March 23.
4. **Motion by JoAnn Busenbark, to authorize Executive Director to submit grant application for Kaiser Community Benefit Funds to support Latino Outreach and Health Promotion programs in both Napa and Solano Counties, seconded by Marilyn Manfredi, motion carried.** If invited to submit full application, would be due April 1.
5. **Motion by JoAnn Busenbark, to authorize Executive Director to submit grant application for Kaiser Public Affairs sponsorship for health promotion event(s) to be held during Fall Prevention week in September 2016, seconded by Marilyn Manfredi, motion carried.** Application is due March 18.
6. **Motion by JoAnn Busenbark, to authorize Executive Director to sign contract #03651-16 with Solano County for rounds 2 and 3 of fall prevention activities in Solano County, seconded by Larry Kromann, motion carried** This includes continuation of “Stepping On” and Tai-Chi: Moving for Better Balance Courses. Funding for January – June 2016 will be \$7,993, and for July 2016-June 2017 will be \$2,500.

7. **Motion by JoAnn Busenbark, to authorize Executive Director to sign contract amendment with Partners In Care Foundation seconded by Heather Stanton, motion carried.** The contract is to continue providing Chronic Disease Self-Management programs for Blue Shield of California members in Napa, Solano and portions of Contra Costa County.
8. Information Item: Overview of AAoA staffing (organizational chart attached) and staff recommendations for budgeting for next fiscal year. Heather Stanton recommended that this be placed on the agenda for the next meeting.

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

Roundtable Announcements: JoAnn Busenbark recommended that members check out the “Honoring Choices” program at Collabria Care in Napa. An Executive Director has been hired, and information on the website.

The meeting was adjourned at 4:00 PM.

The next meeting will be on at 2:30 on April 19 at CSOA, 650 Imperial Way in Napa.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: April 19, 2016