

Area Agency on Aging Serving Napa and Solano

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Minutes of Board Meeting: Tuesday, April 19, 2:30 PM **Comprehensive Services for Older Adults (CSOA) Main Conference Room** **650 Imperial Way, Napa, CA 94559**

Carolyn Wrage, Presiding

Solano County

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

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 2:40 PM by Chair Carolyn Wrage. A quorum was present.

Present: Leanne Martinsen – Executive Director, Jacquelin Bell, CFO, Steven Rozensky – Advisory Council Chair, and Arnold Koenig – Advisory Council member.

Public Comment: Steven Rozensky stated that he would be attending the Triple A Council of California (TACC) meeting in Sacramento in May and that TACC members were going to be participating in the Senior Rally Day at the Capitol on May 11. Larry Kromann reported that his organization, Calistoga Affordable Housing is starting construction on an 8-unit affordable housing project in St. Helena, and it is modular construction. He also announced that this will be his last meeting as a Board member. Heather Stanton reported that she is serving on a planning committee for the Housing Summit, scheduled for June 6. This is being planned by the Healthy Aging Population Initiative (HAPI) coalition and other organizations in Napa County.

Regular Business

- 1. Motion by Heather Stanton to approve the agenda for the April 19, 2016 Board meeting as presented, seconded by Marilyn Manfredi, motion carried.**
- 2. Motion by JoAnn Busenbark, to approve the minutes for the March 15, 2016 meeting as presented, seconded by Heather Stanton, motion carried.**
- Finance / Treasurer's Report:
 - Jacquelin Bell, CFO reviewed the March 2106 financial reports that were included in the agenda packet, reflecting activity for the first nine months of the current fiscal year. She explained that the cash position as of the statement date was low, but subsequent deposits have brought the balance to about \$130,000. She also noted that the agency is due about \$400,000 from CDA, which represents about 2 months reimbursement, and they have assured us that nothing on our end is holding up payment. She indicated that she is

working on a YTD analysis for managers to inform them of funding status so that they can plan for the remainder of this year, and that will be shared with the finance committee before the next Board meeting. **Motion by JoAnn Busenbark, to approve the January 2016 Financial reports as presented, seconded by Larry Kromann, motion carried**

4. Correspondence: none.
5. Advisory Council Report: Steven Rozensky commented on the Area Plan working group and the Advisory Council meeting on April 7, when the Council had reviewed the draft Goals and Objectives and input from the various community forums, and voted to accept the recommendations and recommend to the Board of Directors to authorize staff to submit the Area Plan for 2016-2020 to the California Department of Aging. The next meeting of the Program Monitoring Committee is scheduled on May 2, and Teri Ruggiero will bring the report of the 3rd quarter service delivery to the May Board meeting.
6. Committee Reports:
 - a) Executive Committee – Carolyn Wrage reported that the Executive Committee had not met since the last Board Meeting.
 - b) Area Plan Working Group – Leanne Martinsen thanked Harriett Dietz Emerson for her work on the Area Plan process, and several members commented that the document was informative and easy to follow. Harriett provided an update, including the working group meeting held on April 18, the needs assessments, public hearing and community forums, and referenced the draft document that had been provided to Board Members with the meeting agenda packet. She noted that the priority issues identified were: (1) Housing, (2) Oral Health, (3) Outreach, (4) Transportation, and (5) Financial Elder Abuse. She reviewed Section 9 of the Area Plan that includes the Goals and Objectives for 2016-2020, focusing on the newer objectives, including the plan to include some services that are currently being provided as direct services in Napa County in the procurement process during FY 2016-17, seeking a local provider for Information and Assistance, Case Management and Caregiver Referral Registry, as well as funding for outreach and community education. There was also a discussion about recruiting qualified volunteers, including students, to help older adults that need assistance with yardwork, household chores, etc., but are not able to pay for help. In the discussion that followed, Larry Kromann commented that it would be good if the information in the plan could be reformatted in a document that could be used to leverage additional financial support from other funders, including the local hospitals. James McCully commented that this organization strives to provide more services to more seniors, with funding that is not increasing. There was some discussion regarding the roles of the Agency, both as a funding agency and as a provider of direct services. Heather Stanton recommended that this would be a topic for a future meeting, refining and elaborating options to leverage additional funding. Carolyn Wrage also expressed concerns about the level of case management that is to be provided. JoAnn Busenbark inquired about what

other Area Agencies are similar to this one, and Leanne Martinsen indicated that most of the surrounding counties have government AAA's, and the one most like this is probably Santa Cruz-San Benito, a non-profit serving two counties. She also inquired about the RFP, and Leanne Martinsen indicated that she would provide a copy of an RFP from the last funding cycle for information purposes.

- c) Membership Committee – Rev. Tony Ubalde was not present to report on committee activities. The current vacancies are in Napa County, Districts 2 & 4, and 5, and one “at large” position. Leanne Martinsen noted that Tony has served as chair of the nominating committee, and the election of officers is to take place at the June Board meeting. The Chair will contact him to see if he wishes to serve again.
 - d) Dr. Lundin was not present to report on legislative and veterans issues.
7. Leanne Martinsen distributed a written report on recent AAOA Activity, highlighted the following.
- CDA has announced a delay in releasing the 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. Pending Board approval today, we anticipate submitting the Area Plan Document on time. When the Budget Display is released, we will have 30 days to complete and submit the Area Plan Budget to CDA. The CDA contract and the budget will be shared at the next Board meeting. The contract is to be signed and submitted by July 1, and the budget becomes part of the contract. The Area Plan, contract, and budget must all be approved before any reimbursement for FY 2016-17 will be made.
 - Application for Napa MSA (StopFalls Napa Valley) submitted March 23
 - Application for Kaiser Community Benefit submitted April 7.
 - Application for Kaiser Public Affairs Event Sponsorship submitted March 18.
 - Solano Co. Public Health contracts to continue CDSMP in place and Fall Prevention contract is still in process of review.
 - Partners In Care, amendment to contract to continue providing CDSMP workshops signed.
 - Discussions with Health Services Advisory Group regarding a contract to provide Diabetes Empowerment Education Program (DEEP) in Napa and Solano Co. This is an Evidence-Based program, and we are sending staff to San Francisco for leader training later this month. Reimbursement is based on the number of qualified Medicare Recipients that complete the 6-week program.
 - Staffing: Posted position for-MSSP Case Manager (Full time to replace CM who is relocating) and Direct Services Case Manager in Solano (Part time to replace CM who will be retiring). Hired Navigator-Case Manager for Healthy Minds-Healthy Aging program in Napa.
 - Met with Solano Co. D.A. to discuss re-establishing Solano FAST (Financial Abuse Specialist Team), and meeting scheduled to plan Elder Abuse Awareness event on June 15 in Fairfield.
 - AAOA representation at various events, Commission and Coalition meetings.

Old Business: None

Tabled Business: None.

New Business:

1. There were no recommendations from the Advisory Council Program Monitoring Committee.
2. **Motion by JoAnn Busenbark to accept the recommendations from the Advisory Council regarding the Area Plan for FY 2016-2020, authorize the Board Chair to sign the transmittal letter and direct staff to submit the plan to the California Department of Aging seconded by Marilyn Manfredi, motion carried.**
3. There were no other recommendations from the Advisory Council.
4. **Motion by Heather Stanton to authorize Leanne Martinsen, Executive Director to submit budgets for contracts AP-1617-28, MS-1617-31 and all revisions with the California Department of Aging (CDA) for the period of July 1 2016 through June 30, 2017, seconded by Marilyn Manfredi, motion carried.** Leanne Martinsen explained that these budgets are submitted in advance of the contracts for the Title III and VII Older Americans Act programs and the Multipurpose Senior Services Program (Medi-Cal waiver case management) for both Napa and Solano Counties, for the fiscal year beginning on July 1, 2016. A copy of the MSSP budget was provided in the meeting agenda packet, but the budget display from CDA for the Title III & VII funding was not available prior to the meeting and the budget will be due within 30 days of receipt of the budget display from CDA.
5. James McCully had requested that the meeting agenda include an item to look at the resources the Agency has to support the ED and CFO. Leanne Martinsen reported that the current staffing levels are based on a budget that for the most part, limits administrative expenses to 10% or less. She indicated that when the CDA budget is prepared, it is her intention to fill the Planner position with a full-time employee. She also informed the Board that there are two areas where expanded staffing would be helpful: Administrative Assistant/Office Manager, and as the AAoA staffing grows, a position to manage Human Resources (maybe less than full-time). Jacquelin Bell spoke to the additional requirements for an organization with more than 50 employees, in terms of benefits administration, compliance monitoring and reporting. In the discussion that followed, it was suggested that consideration be given to outsourcing the HR function. Jacquelin Bell indicated that she had done some research, and there are firms that provide this service, but she has some concerns about the security of employee information. The consensus was that staff should come back with a cost-benefit analysis (outsource vs part-time or full time employee). Leanne Martinsen also indicated that when we have the CDA budget display and develop the budget for next fiscal year, staff will be able to make more specific recommendations regarding staffing. The budget will be presented at the June Board meeting, and an item to continue this discussion and action will be on the agenda.

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

Roundtable Announcements: Arnold Koenig reported that the Napa County Alliance for Senior Education is sponsoring an event focused on Elder Abuse Awareness and Prevention on June 16, and the first planning meeting was last Friday. He stated that other organizations are invited to participate in the planning of the event.

The meeting was adjourned at 4:00 PM.

The next meeting will be on at 2:30 on May 17, 2016 in Vallejo, and the Agenda will include presentation of the Audit for FY 2015-16 by the independent auditors.

Action Item Summary:

Submitted by: Leanne Martinsen, Executive Director

Approved by _____, Secretary to the Board

Date: July 19, 2016