



**Board of Director's Meeting -- Tuesday, July 19, 2016 -- 2:30 PM**  
**Area Agency on Aging Serving Napa and Solano**

**Area Agency on Aging Serving Napa and Solano**  
**Training/Conference Room**  
**400 Contra Costa Street, Vallejo, CA 94590**

*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.*

**Presentation: Grant Bennett Associates – Presentation of Audit Report for FY 2014-15**

#### **Regular Business**

1. Review / Amend / Approve Agenda for the July 19, 2016 meeting.
2. Review / Amend / Approve Minutes of April 19, 2016 Board Meeting (copy attached). Note: No meeting was held in May or June due to lack of quorum.
3. Review / Accept summary of Executive Committee meeting held on June 21 (copy attached).
4. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer

- a. April & May 2016 Financial reports (copy enclosed). Recommended Action: to accept reports. Note: June financial reports are not available, as this is the final accounting period in the fiscal year, and the books are still open. The Finance committee is scheduled to meet on Monday, July 18 at 1:00 pm.
  - b. CDA provided Planning Estimate/Area Plan Budget Display for FY 2016-2017 (copy attached). This is the basis for the initial Area Plan Budget (copy enclosed), which has been submitted to CDA, and we are awaiting approval. Recommended Action: to accept Budget.
  - c. CDA Notice of Intent to award Area Plan Contract Amendment and related planning estimate (copy attached). With the passing of the state budget, additional funds will be available for the long-term care ombudsman and home-delivered meal programs. This indicates that the funding will be reflected in a contract amendment to be issued with the next notice of award after the end of the Federal Fiscal Year.
5. Correspondence: None
6. Advisory Council Report and Recommendations: The Advisory Council met on July 7, 2016. A copy of the minutes from the April 7, May 5, and June 2, 2016 meetings are attached. The Advisory Council Program Monitoring Committee members and all members had the opportunity to review the Provider Service Delivery Report for July 2015 through May 2016, comprising 11/12 of the current fiscal year, and did not have any specific recommendations to make to the Board of Directors. The committee reviewed proposed provider contracts & funding for FY 2016-17, and developed recommendations to the Board of Directors (copy attached). The Advisory Council will not meet in August, but the committee will meet in August to review the year-end service delivery report and the status of non-Older Americans Act funded programs.
7. Board Committee and work group reports
- a) Executive Committee – The committee met on June 21, to conduct time-sensitive business, as there was not a quorum of the Board present.
  - b) Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Current vacancies in Napa County (Districts 2, 3, 4 and 5) and have been posted, and an “at large” position is now vacant as well. Also, half of the members have terms expired on June 30, 2016, and County staff have been advised to process reappointments.
  - c) Nominating Committee – Rev. Tony Ubalde provided the following slate of members nominated for officer positions:
 

Chairperson	Carolyn Wrage
1 <sup>st</sup> Vice Chair	Stephen Murphy
2 <sup>nd</sup> Vice Chair	Heather Stanton
Secretary	Rev. A.C. “Tony” Ubalde
Treasurer	Martha Keuhemann

- d) Area Plan Workgroup – This group has completed their tasks, and the Area Plan was submitted to the California Department of Aging on April 29. Additional information was provided when requested, and approval anticipated within 90 days.
  - e) Housing Concerns – A Housing Summit was held on June 6 in Napa, and a follow-up is planned for September. Members are encouraged to participate.
  - f) Legislative and Veterans Issues report from Dr. Richard Lundin.
8. Executive Director Leanne Martinsen will present a report on recent AAoA Activity. Applications and contracts in process this month are listed under New Business, and will be shared with members as e-mail attachments prior to the meeting.

**Old Business:** None

**Tabled Business:** None.

**New Business:**

1. Action Item: Board may vote to extend the terms of the following members for a term expiring on June 30, 2018: Heather Stanton, Martha Kueneman, Marilyn Manfredi, Rev. Dr. A.C. Tony Ubalde, and James McCully.
2. Action Item: Election of Officers to serve a two year term of office, expiring on June 30, 2018. A slate of nominees has been announced, additional nominations may be made at the meeting.
3. Action Item: Board may vote to accept any recommendations from the Advisory Council.
4. Action Item: Request authorization that Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign, a Grant Award from Kaiser Foundation Hospitals to provide Latino Outreach in Napa and Solano Counties. The award is \$20,000, and the grant period is 7/1/2016 through 6/30/2017. (Copies of the agreement will be sent to Board Members via e-mail.)
5. Action Item: Request authorization for Leanne Martinsen to submit application to Napa Valley Vintners for Auction Napa Valley Community Support Funds to maintain Fall Prevention and Health Promotion services for older adults in in Napa County. The current year grant amount is \$80,000, and we propose to request \$100,000 for calendar year 2017. The on-line application is due on August 15. A draft outline will be made available to Board Members.
6. Discussion & Possible Action re: engagement of audit firm for FY ending 6/30/2016. Recommendation from May 19, 2015 was to remain with Grant Bennett Associates for this transitional year, and postpone consideration of soliciting bids for audit firm until next year.
7. Discussion & Possible Action regarding proposed changes to service delivery of Home-Delivered meals in by Community Action Napa Valley.

8. Action Item: The Board may consider the option of cancelling the regular meeting in August. Information: the bylaws require 8 meetings a year, and the Board typically goes dark for one month in the summer. Note: the Advisory Council has opted to meet in July, but take a break in August this year.
9. Discussion Item: Board may consider hosting a summer (or early autumn) social event, such as a picnic or BBQ for Board and Advisory Council members and AAoA Staff.

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 September 1, 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 August 16, 2016, at 2:30 pm at the Comprehensive Services for Older Adults (CSOA) Main Conference Room, 650 Imperial Way, Napa, CA 94559.