



**Board of Director's Meeting -- Tuesday, August 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 August 16, 2016 meeting.
2. Review / Amend / Approve Minutes of July 19, 2016 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
  - a. June 2016 (Fiscal year-end) Financial reports (copy attached).  
Recommended Action: to accept report.

- b. Area Plan Fiscal Closeout Report for Fiscal Year 2015-16 has been submitted to CDA, and we are awaiting approval (copy enclosed).
- c. Any other items from Finance Committee meeting, scheduled immediately prior to the regular Board meeting.
- 4. Correspondence: Letter from County Supervisors and response (copies attached).
- 5. Advisory Council Report and Recommendations: The Advisory Council did not meet in August. The next meeting of the Program Monitoring Committee is scheduled on August 23.
- 6. Board Committee and work group reports
  - a. Executive Committee – Report on meeting with County Supervisors and staff.
  - b. Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Napa County has posted vacancies, and received an application for Charles Morse to represent Supervisorial District 3. Appointments will be made in September.
  - c. Housing Concerns – A Housing Summit was held on June 6 in Napa, and a follow-up is planned for October. Members are encouraged to participate.
  - d. Legislative and Veterans Issues report from Dr. Richard Lundin.
- 7. Executive Director Leanne Martinsen will present a report on recent AAoA Activity.

**Old Business:**

- 1. Information/Action Item: Following the recommendation from the Advisory Council, Staff will follow up and bring information back to the Board of Directors regarding the costs of engaging an independent consultant to conduct a salary and benefits survey.
- 2. Information/Action Item: The Board may consider staff recommendations regarding resources and proposed staffing levels for the current fiscal year.

**Tabled Business:** None.

**New Business:**

- 1. 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.
- 2. Discussion & Possible Action re: scope of work for proposed consultant to conduct a salary and benefits survey and or additional organizational study, and identify resources to support this expenditure.
- 3. Discussion Item: Board may consider hosting a social event, possibly around the winter holidays 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 September 20, 2016, at 2:30 pm  
at the AAoA Conference room, 400 Contra Costa St. Vallejo.