



Board of Director's Meeting -- Tuesday, September 20, 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.*

Regular Business

1. Review / Amend / Approve Agenda for the September 20, 2016 meeting.
2. Review / Amend / Approve Minutes of August 16, 2016 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
 - a. June 2016 Fiscal year-end Financial report and Variance report (copy attached). (Note: Financial Report was presented at the August 16 Board meeting, and action to accept the reports was deferred until more information was available.) Recommended Action: to accept report.

- b. July 2016 Financial reports were not available at the time of mailing, but will be provided to Board Members via e-mail when available. Recommended Action: to accept report.
 - c. Annual Budget for Fiscal Year 2016-2017 (copy attached). Recommended Action: to adopt budget.
 - d. Any other items from Finance Committee meeting, scheduled immediately prior to the regular Board meeting.
4. Correspondence: Letters from County Supervisors dated August 18 and September 1, regarding concerns and recommending a consultant to conduct organizational assessment (copies attached). Discussion and action under Executive Committee and New Business agenda items.
 5. Advisory Council Report and Recommendations: The Advisory Council met on September 1. Copies of the July 7 Advisory Council meeting minutes were approved (copy attached). The Council did not have any additional recommendations for the Board of Directors at this time. The next meeting of the Program Monitoring Committee is scheduled on October 31.
 6. Board Committee and work group reports
 - a. Executive Committee – Members will report on meeting with County Supervisors and staff. There may be an opportunity to meet consultant(s) under consideration, and hear from them at this point in the agenda.
 - b. Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Napa County has received three applications for appointment: Charles Morse, Betty Rhodes and Beverly Saxon-Leonard. Appointments will be made in October. Applicants have been invited to attend this meeting, and will be contacted to set up an interview with the membership committee as well as new member orientation.
 - c. Housing Concerns – A Housing Summit was held on June 6 in Napa, and a follow-up is planned for October 21. 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, and the County Supervisors, consideration of engaging an independent consultant to conduct an organizational assessment, whether assessment would that include a salary and benefits survey, and discussion regarding the applicable procurement guidelines.

Tabled Business: None.

New Business:

1. Action Item: Resolution authorizing that Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign, Contract SP-1617-28 and all amendments with the California Department of Aging (CDA) for fiscal year 2016-2017. This is the SNAP-Ed contract. This is the third year of funding (the award amount is \$27,446) 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. (Copies of this contract have been sent to Board Members via e-mail.)
2. Discussion & Possible Action re: Executive Director Performance Review and Compensation. Recommended Action: Board may appoint a committee to follow up on these items.
3. Discussion & Possible Action re: scope of work for proposed consultant to conduct an organizational assessment of the Area Agency on Aging, potentially to include a salary and benefits survey, and identify resources to support this expenditure. Recommended Action: Board may authorize executive committee to work with Executive Director to expedite this process with both Counties.
4. Discussion and Possible Action re: Board Meeting Schedule in November. Executive Director will be out of town on Tuesday November 15, to participate in the C4A annual meeting & conference. The Board may take action to reschedule or cancel the November Board meeting.
5. 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 October 6, 2016, at 1:00 pm at the AAoA Conference room, 400 Contra Costa St. Vallejo. 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 October 18, 2016, at 2:30 pm at the Comprehensive Services for Older Adults (CSOA) Main Conference Room, 650 Imperial Way, Napa, CA 94559.