



Board of Director's Meeting -- Tuesday, October 18, 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 October 18, 2016 meeting.
2. Review / Amend / Approve Minutes of September 20, 2016 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
 - a. September 2016 Financial reports (copy attached). Recommended Action: to accept report.
 - b. Any other items from Finance Committee
4. Correspondence: None

5. Advisory Council Report and Recommendations: The Advisory Council met on October 6. Cathy Lavaroni Hall, Executive Director of Meals on Wheels of Solano County presented an update on senior nutrition. The Advisory Council meeting minutes from September 1 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 held on October 3 to revise proposed scope of work for consultant to conduct organizational assessment (copy attached).
 - b. Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. Napa County has scheduled appointments: Charles Morse, Betty Rhodes and Beverly Saxon-Leonard, as well as reappointing Heather Stanton at the County Board of Supervisor’s meeting on October 18. Copies of the applications filed with Napa County are attached. Applicants have been invited to attend this meeting, and scheduled for new member orientation this month. They will be also contacted to set up an interview with the membership committee.
 - 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: None.

Tabled Business: None.

1. Discussion & Possible Action re: Executive Director Performance Review and Compensation.

New Business:

1. Action Item: Members may vote to accept the re-appointment of Heather Stanton to fill the position for Napa County District 1 and serve the remainder of the term expiring on June 30, 2018.
2. Action Item: Members may vote to accept the appointment of Charles Morse to fill the position for Napa County District 3 and serve the remainder of the term expiring on June 30, 2017.
3. Action Item: Members may vote to accept the appointment of Betty Rhodes to fill the position for Napa County District 2, 4 or 5 and serve the remainder of the

term expiring on June 30, 2017 (if for District 2) or June 30, 2018 (if for district 4 or 5.)

4. Action Item: Members may vote to accept the appointment of Beverly Saxon-Leonard to fill the position for Napa County District 2, 4 or 5 and serve the remainder of the term expiring on June 30, 2017 (if for District 2) or June 30, 2018 (if for district 4 or 5).
5. Action Item re: scope of work for proposed consultant to conduct an organizational assessment of the Area Agency on Aging. Recommended Action: Board may accept or modify the recommendations from the executive committee and authorize the Executive Director to sign contracts with the consultant, and expedite contracts with both Napa and Solano Counties. A draft of the contract with the consultant is enclosed for consideration.
6. Discussion and Possible Action re: Board Meeting Schedule in November. The 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. If the decision is to reschedule, either Tuesday November 29 or Tuesday December 6 are dates when the AAoA training room is available.
7. Discussion Item: Board may consider hosting a social event, possibly around the winter holidays for Board and Advisory Council members and AAoA Staff.
8. Discussion and Possible Action: Board may accept or modify suggested meeting dates and locations for calendar year 2017 (copy attached).

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 November 3, 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 date and location to be determined.