



Board of Director's Meeting -- Tuesday, December 6, 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 December 6, 2016 meeting.
2. Review / Amend / Approve Minutes of October 18, 2016 Board Meeting (copy attached).
3. Finance/Treasurer's Report: Jacquelin Bell CFO, Marty Kuehneman, Treasurer
 - a. October Financial reports were being prepared at the time of mailing this agenda, and will be provided prior to the meeting. Recommended Action: to accept report.
 - b. Area Plan Budget Amendment #1 (copy of Budget Display is attached), with \$159,088 in One-Time Only (OTO) program funds. Area Plan Budget

revision being prepared for CDA this month, and provider contracts will be amended.

- c. Report from Finance/Audit Committee meeting, held on November 10.
4. Correspondence: None.
5. Advisory Council Report and Recommendations: The Advisory Council met on November 3 and December 1. Copies of the October 6 Advisory Council meeting minutes (last approved) are attached, and the November 3 meeting minutes will be provided if approved on December 1. The Program Monitoring Committee met on October 31 and November 29. The committee report and recommendations will be considered by the Council at their December 1 meeting and copies will be available for the Board prior to the Board meeting. Copies of the service delivery report for July – October (4 months) are enclosed.
6. Board Committee and work group reports
 - a. Executive Committee – Carolyn Wrage may report on any committee activity.
 - b. Membership Committee – Rev. Tony Ubalde may report on any Membership Committee activity. New members were received in October. A new member orientation will be scheduled in December for those who were unable to participate previously. There are two vacancies remaining for Napa County Board members, and the District 5 vacancy will be posted again in January, as the new County Supervisor, Belia Ramos, will be on board by then.
 - c. Housing Concerns – Reports from both Napa Summits can be found on the Live Healthy Napa County (LHNC) website. Community Action Partnership of Solano is developing a Regional Strategic Plan to Respond to Homelessness in Solano County, and we will provide information when available.
 - d. Legislative and Veterans Issues report from Dr. Richard Lundin.
7. Executive Director Leanne Martinsen will present a report on recent AAoA Activity, and update on the status of the organizational assessment process.

Old Business:

1. Planning for social event for Board and Advisory Council members and AAoA staff to be held after the holidays. Recommended action: Board may appoint a committee to plan this event.

Tabled Business:

1. Executive Director Performance Review tabled pending recommendation of review tool by consultant.

New Business:

1. Action Item: Resolution authorizing that Leanne Martinsen, the Executive Director of the Agency, be authorized and directed to execute and sign the Grant Agreement with Auction Napa Valley (copy attached). This agreement also requires the signature of the Board Chair.

2. Discussion & Possible Action: Board may consider changing the time of regular meetings. It has been suggested that the 2:30 start time is difficult for members that are not retired, and possibly a barrier in recruiting new members.

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 January 5, 2017, at 1:00 pm at a location in Napa to be confirmed.

The next Board of Directors meeting will be on Tuesday January 17, 2016, at 2:30 pm at the Comprehensive Services for Older Adults (CSOA) Main Conference Room, 650 Imperial Way, Napa, CA 94559.